

**OAK PARK AND RIVER FOREST HIGH SCHOOL**  
**201 N. Scoville**  
**Oak Park, IL 60302**

**Finance Committee Meeting Minutes**  
**December 10, 2013**

A Finance Committee meeting was held on Tuesday, December 10, 2013. Mr. Cofsky called the meeting to order at 5:00 p.m. in the Board Room. Committee members present were Thomas F. Cofsky, Dr. Ralph H. Lee, and Jeff Weissglass. Also present were Dr. Steven T. Isoye, Superintendent; Tod Altenburg, Chief Financial Officer; Philip M. Prale, Assistant Superintendent for Curriculum & Instruction; and Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors included Joe Herbst, Faculty Senate Executive Committee Representative; Robert Zummallen, OPRFHS Director of Buildings and Grounds; Gwen McKenzie, Summer School Director; Terry O'Grady of Pekron; Al Steffeter of Henry Bros. Co.; Robert Wroble of Legat Architects; and Terry Dean of the Wednesday Journal.

**Visitor Comments**

No visitor comments were received.

**Contracts/Renewals**

Bid Recommendations for the 2014 Summer Capital Improvements Work

The scope of the 2014 summer capital improvements work recommended for Board of Education approval includes the following:

1. Girl's second floor freshman and sophomore locker room renovations
2. Men's public toilet room renovations in main building – floors 1 through 4
3. Third floor wrestling room renovations
4. Exterior masonry restoration – west elevation of school
5. Floor tile abatement – fourth floor
6. New fritz tile flooring for fourth floor corridors
7. Replacement of fifth floor attic air handing unit F-2
8. Replacement of fifth floor attic air handing unit F-3
9. Install new emergency generator, transfer switch & distribution systems
10. Replacement of first floor air handing unit F-5
11. Replacement of first floor air handing unit G-1
12. Replacement of first floor air handing unit XG-10
13. Replacement of third and fourth floor hot water control valves
14. IDF closet relocations on floors 3 and 4
15. New IDF system renovations/cablings on floors 3 and 4
16. Removal and replacement of stairway lighting and ceiling tiles

The bids opened on November 21 reflect a savings of \$279,078 from the original conceptual budget of \$5,522,480. Mr. Steffeter of Henry Bros. was happy with his past four-year association with OPRFHS. He reported that six prime contracts were being recommended with the following companies: CMM Group, April Waterproofing, Johnson Floor Covering, C. Acitelli Heating & Piping, CR Leonard Plumbing, Airport Electric, and Luse Companies.

With regard to removal of asbestos floor tile, the administration explained that while no measurable airborne asbestos has been found, some did come from the flooring tile that had been loosened or broken.

It was the recommendation of the entire committee to move this forward to the Board of Education for approval of proceeding with the procurement process for the work scheduled to be performed in the summer of 2014 at its regular December meeting.

### **Proposals for Swimming Pool Feasibility Studies**

Mr. Altenburg noted that before the internal stakeholders could complete any additional work regarding a swimming pool, feasibility studies would need to be completed by Legat Architects and Henry Bros. Proposals for each were included.

The cost for the all-inclusive Legat proposal was \$61,575. A phased-in study from Legat was \$25,900. For either option, if the Board approves the swimming pool work to proceed, Legat will reduce the AIA document for architectural services from its cost estimate of the potential swimming pool work by the amount of the option chosen when the construction phase of the project begins.

The cost of the Henry Bros. proposal is \$54,033. If the District executes a construction management services contract with Henry Bros. for the potential swimming pool work, Henry Bros. will also reduce the amount of the contract for the potential swimming pool work by \$54,033 when the construction phase of the project begins.

Both of these studies must be completed for the swimming pool work to progress to the next level. Neither one of them has been budgeted in the 2013-2014 budget. Thus, the Operations and Maintenance Fund budget would need to be amended by \$115,608, should they be accepted by the Finance Committee and moved forward for Board of Education consideration. Additionally, since these proposals will not be completed until January, it is likely that the results will not be available to be shared with the Finance Committee or the Board of Education until either February or March 2014.

The approach taken to identify the tasks and related costs in the conceptual planning process is that each of the three sites being considered have both pros and cons. The intent is to develop a conceptual design for each of the sites to help with decision-making going forward. Much of the information will be used when the final site is selected. These companies would be willing to rebate some of this fee as the process moves forward. They would apply a building program to all sites, including management, mechanical and electrical information. Committee members asked the following questions:

The phased-in option would include a site investigation that could identify things found underground, based on the way the school and the site were developed. It may detect a complication in the soil, i.e., abandoned foundations, boilers, oil tanks, etc., all of which could affect the solution. This investigation would include soil borings, soil remediation, etc. A parking utilization study would also be included. Presently, 300 parking spaces are utilized 80% of the time. Five conceptual concepts were created because the scope, as defined, included converting the two existing pools for other uses, once the new pool is complete. Henry Bros will collaborate on a plan, put together a full budget, include a full design phase, and bid it to the subcontractors. The District would have an onboard construction manager and general contractor.

At this point, it is unknown which site would be the best solution. A long-term plan of all the steps is critical to bringing this to completion. The project was originally in the hands of the Long-Term Facilities Planning Committee. Now the Finance committee must bring it to the Board of Education. Historical dialogues need to be pulled together and the key players need to have current information. The administration recommended doing the full study. Mr. Weissglass recommended going forward with the full study and not include the phase-in part. The study would include the design, preliminary costs, construction timeline, etc. The Board of Education will then be able to deliberate on the most desirable

choices, the financing, and whether additional input from the community was needed. The first opportunity to see all of the options would be March.

It was the unanimous recommendation of the Finance Committee members to bring this to the Board of Education for approval at its December 19, 2013 meeting.

#### **Summer 2014 Asbestos Abatement Bid Award**

It was the recommendation of the Finance Committee members to bring to the Board of Education the award of the summer 2014 Asbestos Abatement Bid to Luse Company for approval at its December 19 meeting.

Asbestos abatement for summer 2014 will include:

- Floor tile and mastic removal in the fourth Floor Corridors and Rooms 418B, 422, 422F, 423, 432, and 436.
- Thermal system insulation removal in the Men's Wrestling Locker Room, Men's Washroom (North End), Mechanical Room (AHU D3/D4), and Women's Locker Room (1st and 2<sup>nd</sup> floor).
- Window caulk in the East Gym Field House.
- Transite paneling behind heat registers in Rooms 305, 306, and 307.

The Illinois Department of Public Health mandates that schools remove any danger of asbestos and it fines schools that do not do so. Rules and regulations were issued for asbestos removal in 1988. Mr. O'Grady will send studies to the school. The majority of asbestos has been removed at OPRFHS. By 2015 to 2020, the abatement costs could be as low as \$40,000 to \$50,000 per year versus the \$147,000 this year. The school must follow the regulations. OSHA was called this summer during the removal process and because all of the documents were in order, the school was not written up for being in violation.

#### **Presentation of 2014 Summer School Dates & Stipends**

The entire Finance Committee supported moving the approval of the 2014 summer school dates and stipends to the Board of Education at its regular December meeting. The dates are Monday, June 9 through Friday, July 18. Dr. Gwen McKenzie was appointed summer school coordinator last year.

Additional information included:

- 1) The stipend for teachers will remain at \$2,500 per section
- 2) Tuition will remain at \$185 per course
- 3) Additional support will be provided in the areas of summer counseling, summer study table tutoring, and direct intervention.
- 4) Counselor(s) will receive a total of \$5,880 for 140 hours of work (5 hours each day for 28 days) at the established rate for summer counseling. A summer study table will be staffed by two tutors; each tutor will be paid \$33 per hour for 2 hours each day for 28 days, representing a total cost of \$3696. Finally, to provide direct intervention to address any student whose academic or behavioral performance falls below standards, we propose to hire three staff members who would be paid \$25 per hour for 2 hours a day for 28 days for a total of \$4,200. The total expenditures for providing these supports would be \$13,776— status quo as last year. This will include tutoring, counseling services, and intervention teams – staff meeting with the families, meet with the township, etc.
- 5) Seventy-four sections are projected based on the average enrollment over the last three years.
- 6) A new way to approach credit recovery was instituted. Last year 1,590 grades were issued and of those 242 were C's, D's, F's, I's or W's. The District wants to address those students, as it is racialized.

Dr. Lee wanted to see analysis with regard to grades and the ability to set a target for a specific program to lower percentages used more often with larger sums.

Ten years ago, the summer school budget was broken into sections and regular education classes were made self-sufficient. Special Education laws require schools to pay for 12-months, or an extended school year, if the student's IEP stipulates services for that time. While there had been a surplus in the summer school budget in past years, this budget reflects a deficit in order to sustain the special education programming.

Ms. McKenzie's experience as a school psychologist drives interventions from the SEL perspective and gives attention to the data. She looked forward to getting to know the families as relationship building was critical and parents were a major component.

Mr. Weissglass noted that the goal was to raise everyone and close the gap, not just close the gap. He also wanted to know the overall deficit. He wanted an overall view of the special education budget. How much money was being funded from outside sources, tax dollars, etc.?

### **Transfer of Operation & Maintenance Fund to Capital Projects**

The District is required to transfer money from the O&M Fund to the Capital Projects Fund, requirement of the Illinois program manual. The full Committee fully supported moving this to the full Board for approval at its December 19 meeting.

### **Presentation of Monthly Treasurer's Report**

The Finance Committee members recommended that the Monthly Treasurer's Report be brought for approval to the full Board of Education under its regular December Consent Agenda.

It was noted that the self-insurance funds were included in this report and identified separately as it is easier for the auditors to track the District's work. The District will make the December 1 regular payment for the debt service payment and the transfer to the O&M Fund will be the remaining part.

### **Presentation of Monthly Financial Reports**

The Finance Committee members recommended that the Monthly Financial Reports brought for approval to the full Board of Education under its regular December Consent Agenda.

### **Role of Finance Committee**

Individual comments will be presented at the next committee meeting. Dr. Lee believed the Committee should discuss the Board of Education's ability to control expenses.

### **Financial Goals and Objectives Policy**

Mr. Weissglass noted that the FAC had worked on a set of financial practices recommendations for the Board of Education and it was his sense that it should be then sent to the Finance Committee and used for ongoing conversations. Embedded in that is the discussion of the marginal deficit, the degree that expenses increase over revenue, etc. FAC's recommendations say expenses should be tracked and limits should be defined in order to have a clear mechanism. He continued that the analysis of expenses conducted with Mr. Altenburg and Mr. Miller of PMA shows that expenses were expected to increase about 1½ percent, barring any upward enrollment.

This agenda item will continue to be included on the agenda.

### **Items for New Business**

- 1) Reconciliations of capital

- 2) Summer construction
- 3) Special Education presentation on expenditures and revenues.
- 4) Steve Larson of Ehlers & Associates will present enrollment projections at the January Finance Committee meeting.

**Adjournment**

Mr. Weissglass moved to adjourn at 6:30 p.m.; seconded by Dr. Lee. A voice vote resulted in motion carried.

By Gail Kalmerton  
Clerk of the Board