

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

**Finance Committee Meeting Minutes
May 13, 2014**

A Finance Committee meeting was held on May 13, 2014. Mr. Cofsky called the meeting to order at 11:00 p.m. in the Board Room. Committee members present were Thomas F. Cofsky (attended telephonically), Dr. Ralph H. Lee, and Jeff Weissglass. Also present were Dr. Steven T. Isoye, Superintendent; David Ruhland, Tod Altenburg, Chief Financial Officer; Michael Carioscio, Chief Financial Officer (departed at 12:43 a.m.); Philip M. Prale, Assistant Superintendent for Curriculum & Instruction (departed at 11:47 p.m.); and Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors included Ms. Patchak-Layman, Board of Education member, Micheline Piekarski, Director of Food Service, and Ronald Johnson, Director of Purchasing and Transportation (departed at 11:46 p.m.).

Visitor Comments

None

Minutes

Mr. Cofsky moved to approve the Finance Committee minutes as amended; seconded by Mr. Weissglass. A voice vote resulted in all ayes.

NIIPC

The Finance Committee unanimously voted to recommend that the rollover and approval of the Northern Illinois Independent Purchase Cooperative's (NIIPC) Request for Proposals be brought forward to the Board of Education for approval at its May 22 meeting, as presented in the summary of findings. Oak Park & River Forest High School is the Administrative District for the NIIPC and per the NIIPC Intergovernmental Agreement reads: The administrative district, subject to the direction of the Board of Directors, shall perform those necessary functions to obtain bids and award to a preferred vendor the purchase of food and supply items by individual member districts of the Cooperative. This includes the rollover of all bids/RFP's. This is for bread and dairy product suppliers.

Resolution for Prevailing Wage

The Finance Committee unanimously voted to recommend that the Prevailing Wage Resolution be brought forward to the Board of Education for approval at its May 22, 2014 meeting. The Illinois Department of Labor requires approval of this resolution annually so that workers in certain job classifications be paid the prevailing wage.

Compensation Philosophy

The Finance Committee unanimously voted to recommend that the proposal from the Hay Group on a Compensation Philosophy be brought to the Board of Education for approval at its May 22, 2014 meeting.

Tom McMullen, an Oak Park resident and employee of the Hay Group, would provide his work pro-bono (value of 7,000 to \$10,000). The work of his associate, Camille Kuthrell, and out of pocket expenses would not exceed \$10,000.

The work will take approximately one year to create and one year to pilot it. The work will include:

- Grading of District Administrative roles based on job content (n=15).

- Assessment of base salaries against relevant external market(s)
- Base salary structure and administrative guideline development
- Development of performance management process (i.e., goal setting, assessment, calibration and link to compensation)
- Communication and training

Typical timeframes:

- Job grading and compensation market assessment: 8-14 weeks
- Performance management process creation and pilot: 1 to 2 years
- Linkage to compensation: after successful pilot

Incremental consultant investment would be \$10 to \$15,000 in Human Resources support role.

A question for the Board of Education report would be if this philosophy would cover all employees or just the administrators.

Food Service Walk-in Coolers and Freezer

The Finance Committee unanimously voted to recommend the purchase of a walk-in cooler and freezer to the only bidder, Alliance Schweppe, be moved to the Board of Education for approval at its May 22, 2014 meeting. The 40-year old Food Service Walk-in Coolers and Freezer, is no longer operating efficiently. It leaks and there is condensation on the exterior walls. The cost for replacing and installing the freezer is \$74,047. Site visits were made to other schools to see what type of freezer they used. The manufacturer noted that this was a fair price. This will be budgeted into the 2014-15 school year in Food Service's capital equipment budget.

Request for Proposal - Rescue Assistance System

The Finance Committee voted unanimously to recommend to the Board of Education the purchase of the Rescue Assistance System from First Security Systems at its May 22, 2014 meeting, in the amount of \$26,222.

The Americans with Disabilities Act (ADA) requires a Rescue Assistance System in public accommodations to provide a means to request evacuation assistance in emergencies. The 4200 Series Audio Rescue Assistance System was chosen because it is a time proven Rescue Assistance System that has received wide industry acceptance. The 4200 includes voice communication, which is initiated by simply depressing the call station button transmitting the signal to a central annunciator panel and optional access to a public telephone line. A single pulse tone and a flashing light signals the caller that the alarm has been received. The control station can then talk to the caller.

Mr. Braverman was successful in securing a grant in the amount of \$68,000 which will be used to cover this expenditure.

HARBOR

The Finance Committee voted unanimously to recommend that the Board of Education approve the Intergovernmental Agreement with West 40 regarding the Regional Safe School Programs for 2014-15 on May 22, 2014. The cost per student is \$1800 and OPRFHS reserves 10 spots, which are generally filled. Discussion ensued about budget variances. Both Mr. Weissglass and Mr. Cofsky were interested in looking at 3-year averages with some adjustment for increases in enrollment. Mr. Weissglass was interested in being closer to the number, sometimes going over and sometimes going under. Variances can both being on the positive and negative side of the target.

Prom

The Finance Committee voted unanimously to recommend that the Board of Education approve the contract with the Hyatt Regency in Chicago for the May 16, 2015 Prom at its meeting on May 22, 2014.

Youth Interventionist IGA

The Finance Committee unanimously voted to recommend that the Board of Education approve the Oak Park Township's Youth Interventionist Intergovernmental Agreement at its May 22, 2014 meeting. The high school's share will be \$38,061 for the 2014-15 school year and \$39,393 for the 2015-16 school year. This represents an increase of approximately 3.5%. The services that are provided to the high school include interventionists working with the District's students and the Face-It Program.

William Blair Underwriting Engagement Letter

The Finance Committee unanimously voted to recommend that the Board of Education approve the William Blair Underwriting Engagement and the Rule G-17 Acknowledgement Letter at its May 22, 2014 meeting. This letter will allow William Blair to be the District's bond consultant advisor.

TIF Report

The Finance Committee members received a TIF report, per one member's request, showing that OPRFHS received \$468,256 as of April 3, 2014. That figure is \$924,744 below the budgeted amount of \$1,393,000. About three months ago, the Village Board held a joint meeting with District 97 to discuss the Madison Street TIF, and specifically, the proposal for District 97 to relocate their administrative offices to the lot directly behind Village Hall. These discussions surrounding the proposal have effectively put all surplus distributions pursuant to the 1995 Settlement Agreement on hold. As far as the Downtown Oak Park TIF agreement, the most recent surplus distribution to all of the taxing bodies was \$692,126. This was approved at the Village Board Meeting on January 13, 2014. The time this distribution takes to be distributed by Cook County varies, but it generally is in the range of 30 to 90 days. Based on the last meeting under the 2011 Settlement Agreement, Mr. Altenburg noticed that TIF collections are coming as a lower percentage of the total expected. Craig Lesser, CFO for the Village of Oak Park has noticed this as well. Mr. Altenburg has attempted to arrange a meeting with the Township Assessor for assistance in identifying any particular properties that levied a challenge of their taxes or some other issue that would help explain the variance. To date, no appointment has been secured with the Assessor.

Mr. Weissglass noted that it was important to understand what was occurring for budgeting purposes. He asked if the TIF funds received were from the Lake Street TIF and how that compared with prior years. He also asked what funds had been distributed from the Madison Street TIF to the high school. Mr. Weissglass noted his desire to meet with Mr. Lesser, Mr. ElSaffar and Mr. Altenburg. Mr. Weissglass will also call Mr. Spatz of District 97 for information.

Monthly Financials and Treasurers Report

The Finance Committee unanimously voted to recommend that the Board of Education approve the Monthly Financials and Treasurer's Report at its May 22, 2014 meeting.

Two areas for future discussion are the raising costs in conjunction with special education private facility placements and health insurance which seemed to be up over 14%.

New Business

It was the consensus of the Finance Committee to schedule a special finance committee on May 29, 2014 at 5:00 p.m. to continue the discussion about the last two agenda items.

Closed Session

At 11:52 p.m. Mr. Cofsky moved to enter closed session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity. 5 ILCS 120/2(c)(1), as amended by PA.93—57; seconded by Dr. Lee. A roll call vote resulted in all ayes. Motion carried.

At 1:05 a.m. on Friday, May 14, 2014, the Finance Committee resumed open session.

Adjournment

At 1:06 a.m. On Friday, May 14, 2014, Mr. Weissglass moved to adjourn the closed session; seconded by Dr. Lee. A voice vote resulted in motion carried.