

August 22, 2013

The regular Board meeting of the Board of Education of the Oak Park and River Forest High School was held on Thursday, August 22, 2013, in the Board Room of the OPRFHS.

Call to Order

Vice President Weissglass called the meeting to order at 7:32 p.m. A roll call indicated the following Board of Education members were present: Thomas F. Cofsky, Dr. Ralph H. Lee, Dr. Jackie Moore, Sharon Patchak Layman, and Jeff Weissglass. Also present were Dr. Steven T. Isoye, Superintendent; Tod Altenburg, Chief Financial Officer; Dr. Tina Halliman, Assistant Superintendent for Pupil Support Services; Nathaniel L. Rouse, Principal; Michael Carioscio, Chief Information Officer; Amy Hill, Director of Assessment and Research; Philip M. Prale, Assistant Superintendent for Curriculum and Instruction; Karin Sullivan, Director of Communications and Community Relations; Joey Cofsky, Student Council Liaison Representative; Sheila Hardin, Faculty Senate Executive Committee Chair; and Gail Kalmerton, Executive Assistant/Clerk of the Board and FOIA Officer.

Visitors

OPRFHS Doug Wiley, Supervisor of Finance; Ronald Johnson, OPRFHS Purchasing Coordinator; Robert Zummallen, Director of Buildings and Grounds; John Bokum, Anna Schaider, and other community members; Sally Canning of Citizens' Council; Al Steffeter of Henry Bros.; Robert Wroble of Legat Architects; and Mary Haley of the League of Women Voters.

Public Comments

None

Status of FOIA Reports

Ms. Kalmerton reported that two FOIA requests had been received and one resolved.

Student Council Representative

Joe Cofsky, a junior, was elected to the position of Student Council's Board of Liaison Education. While he noted that Student Council had not yet met this year, he will provide information on its activities at the Board table. He will share with the administration student comments/concerns posted to Student Council's website.

Faculty Senate

Ms. Hardin was happy to be back at school, working with students, and she looked forward to a new school year.

Superintendent Report

Dr. Isoye welcomed staff, noting that division heads returned in early August. He spoke about the activities that had already taken place since August, i.e., an administrative academy, the continuing orientation of new teachers, Institute Day, etc. Dr. Isoye highlighted the events on Institute Day Dr. Moore gave a personal message, he spoke about the strategic plan, Mr. Rouse personalized a welcome-back story and spoke about equity and excellence, Ms. Hardin spoke about the work the high school is doing on equity and excellence, Mr. Prale spoke about the teacher evaluation system, and Ms. Hill spoke about classroom walkthroughs. This session was followed by meetings of the Teacher Collaboration Teams (TCTs) and divisions. Monday, August 19 was freshman day and Tuesday, August 20 was the first full day of school for all students. Both teachers and students were happy to be back in the classrooms.

Consent Items

Mr. Weissglass moved to approve the following consent items:

- Check Disbursements and Financial Resolutions dated August 22, 2013
- Monthly Treasurer’s Report

seconded by Dr. Lee. A roll call vote resulted in all ayes. Motion carried.

2013 Capital Improvements Work by Henry Bros. Construction Managers

Mr. Zummallen reported that this was the third year Henry Bros. had been contracted to work with OPRFHS. The 2013 capital improvement work was comprised of two phases of construction. The first summer phase started on on June 10, 2013 and ran through August 9, which were completed safely, on schedule and within budget. It included the following projects:

- Soccer Field Turf Removal and Replacement
- Removal and Replacement of the existing Third & Fourth Floor Flooring
- Complete New Third Floor IDF Technology Work and New IDF Closets on Levels 1, 2 and 3.
- Demolition and Reconstruction the stacked Toilet Room Levels 1, 2, 3 and 4
- Demolition and Reconstruction of Field House Bathrooms B31 and B32
- Photo Lab Renovations
- Exterior Masonry Restorations to the West Elevations of the School
- New Roof Penthouse and Structural Work to the Existing Mechanical Room Roof
- Demolition and Replacement of Air Handling Units G-3, G-4 & A-6
- Removal and Replacement of HVACC VAV Boxes and Baseboard Hot Water Heating Control Replacements
- Renovations to Ceiling and Lighting in Athletic Corridor G10
- Added Main Entrance Security Storefront

The Regional Office of Education inspected and approved all work performed. The work was well organized this year and in-house staff had their own projects. Few change orders were involved, the District did not spend any of its contingency monies, other than those allowances that were accountable in the contract.

Mr. Zummallen spoke of improvements that had been made to fabricated field turf. While the blades originally were flat, they looked now like celery sticks. Companies give 8-year warranties, which is longer than in years past.

One member observed that the security doors were working better and another noted that they blended into the décor as if they had always been there. Ms. Sullivan was thanked for designing postcards explaining the check-in process and what was suitable identification for entering the building. Dr. Lee commented that it was unfortunate that society was given periodic reminders as to why such security was necessary.

IEP Software

It was the consensus of the Board of Education members to approve the contract for IEP software for inputting information on IEPs under the Action portion of the agenda. The present system is part of the Student Information System (SIS), is not user friendly, and takes too long to create documents. In addition, the new software will not allow staff to move forward in the document until compliancy checks have been met. Parents will be able to take a copy of the IEP with them at the end of the IEP meeting. It also includes a 504 module that Student Services can use with legal documents. It will interface with Skyward. The Board of Education originally reviewed this contract in

June and suitable liability language was added to ensure that any time Maximum personnel was onsite, they were insured.

The implementation process will begin integration of data and then training and development of staff. The projected usage date is February 2014. Data will continue to be housed on Skyward and links will be built between the two systems that will separate regular and special education students.

Tentative Budget

Mr. Altenburg presented the Resolution to put the Tentative Budget for 2013-14 on Display. He reviewed the highlights of the Tentative Budget's Management Discussion and Analysis which included an introduction, the history of how the budget has aligned with the goals of the Board of Education, the total revenue the district receives which is projected to be approximately \$74 million and represents a percentage change of -4.65% due mainly to the decision to abate the debt service for the 2012 Levy, why expenditures will increase 3.75% over FY 2013, the unaudited and audited surplus is \$125.5 million and \$123 million, respectively, the note transfer of \$6,419 million from the Operations and Maintenance Fund to the Capital Projects Fund for construction purposes, etc.

With the adoption of the resolution, the Tentative Budget will be put on display beginning August 23, the public hearing and the adoption of the Final Budget will be held September 26.

Discussion ensued. As soon as October, the auditors will present their findings to the Business Office, then to the Finance Committee, and then to the Board of Education. That report will include actual versus the budget detail, and the Comprehensive Annual Financial Report.

Any contingency funds set aside for construction not spent will be included in funds available for the following year and will be reflected in the Amended Budget. The chiller project is still outstanding.

Ms. Patchak-Layman asked for clarification relative to administrative costs. She was concerned about administrative costs rising more than the allowable 5% per year. The Estimated Limitation of Administrative Costs sheet over the years did not reflect the separation of the superintendent and principal positions in building versus district administrative costs. She did not believe the form reflected all of the funds being spent on administrative kinds of services and administrators at both the district and the building level. The District is not documenting in IPAM the superintendent and the assistant superintendent positions and two other categories have zero expense, one being the chief financial officer, although that is listed under financial services. She asked for a clear picture of the costs and consistency as to how the administrative costs were being classified and reported. Historically, these seem to have been carryovers. In addition, some comparable schools to OPRFHS show administrative costs of \$7 million, and she wondered how OPRFHS would benchmark its administrative costs of \$1.9 million. Dr. Isoye stated that Mr. Altenburg would bring a different lens to the work at OPRFHS and the District would benefit from his experience.

Although posting the Tentative Budget as a separate document to the website is not required, it will be.

Board of Education Goals

Dr. Moore reported that at the Special Board Meeting on August 13, 2013 the Board of Education adopted the 2013-14 goals. The categories from last year were carried over with minor revisions and additions in the areas of student engagement and achievement and governance: Racial Equity, Student Engagement Achievement, School Culture, Finance and Operations, and Governance. These goals align with the work of the strategic plan.

DLT will bring the action plans forward for Board of Education review in September. Dr. Isoye thanked the Board of Education for adopting the goals before the start of the school year.

Under the goal of Racial Equity, 1.b, Show evidence of any change of racial predictable, Dr. Lee felt the Board of Education should have added the words “in academic achievement” after that statement. Another commented that when the Board of Education discussed this it was not just about academic achievement; it was about participation in extracurricular activities and a broader sense of engagement in achievement. Dr. Lee felt the statement was under worded and he would have suggested that it be amended to “student achievement,” which he felt would have been more descriptive.

Mr. Weissglass reminded the Board of Education of its meeting on Monday, August 26 to talk about racial equity. He continued that the Board of Education hoped to accelerate the calendar for approving the Board of Education’s goals in the future. He looked forward to working with the administration on the goals.

IEP Software

Mr. Weissglass moved to approve the contract with MAXIMUS for IEP Software; seconded Dr. Moore. A roll call vote resulted in all ayes. Motion carried.

Tentative 2014 Budget

Dr. Lee moved to approve the resolution to put the Tentative Budget for 2013-14 on display; seconded by Dr. Moore. A roll call vote resulted in all ayes. Motion carried.

Citizens’ Council Membership

Mr. Weissglass moved to approve the Citizens’ Council Membership for the 2013-14 School Year, as presented; seconded by Dr. Moore. A voice vote resulted in all ayes. Motion carried.

One member felt the membership list was impressive and those with knowledge of school finance would have been of benefit to the Finance Advisory Committee. Mr. Weissglass invited their input.

Mr. Weissglass felt fortunate to be the Board of Education liaison to this group.

While the bylaws say a full contingent is 45 people, a couple of members have not yet confirmed and people were on a waiting list. While co-chairs have done the bulk of recruitment, next year it is hoped that more council members will be involved in the recruitment process. Two or three approaches regarding interest are made to each person for each position. Agendas are formed by members meeting in small groups and then they are shared with the administration as to when the topics should be scheduled during the year. The yearly calendar is set by October. Ms. Canning appreciated all conversations with the Board of Education about its upcoming agendas.

Ms. Patchak-Layman suggested more broadly advertising this additional opportunity to be able to be involved with a structured group at the school.

A voice vote resulted in motion carried.

**Personnel
Recommendations**

Dr. Lee moved to approve the personnel recommendations as presented; seconded by Mr. Cofsky. A roll call vote resulted in all ayes. Motion carried.

Mr. Carlson noted that the school was fully staff the first day of school with the exception of some temporary leaves of absences. For clarity's sake, it was suggested that when the school is replacing a teacher, that the teacher being replaced be included in the report.

Minutes

Mr. Weissglass moved to approve the Open and Closed Session Minutes June 18 (Finance) June 27, 2013 July 9, 17, and 18, 2013 and declaration that the closed session audiotapes of December 2011 and January 2012 be destroyed; seconded Dr. Lee. A voice vote resulted in motion carried.

**Post Secondary
Report**

The Board of Education received the Annual Post Secondary Plans Report. The Class of 2013 transcript indicates that 90 percent of the graduates plan to attend college: 73 percent plan to go to four-year colleges and 17 percent to go to junior colleges. The majority of students are attending college in Illinois with Triton College and the University of Illinois at Urbana continuing as the top choices for students. A total of 739 final transcripts have been sent to 235 colleges and universities. A total of 408 scholarships have been awarded with the total dollar amount of \$8,098,821. The scholarship information is based on both performance and need.

The administration did not believe there was a direct link to students taking the COMPASS test and enrollment in Triton, as other activities with Triton took place. Triton staff spent several days at OPRFHS and OPRFHS is trying to increase the number of dual credit classes, and OPRFHS had restructured the math course second semester, which is growing.

The data for this report is received through the exporting of information from Naviance. A future discussion may be about what college counseling consists of and what is consistent. The District receives data from the National Clearing House about post-secondary plans of students every semester of enrollment for every student attending a college or university. This is very rich data and eventually ORPFHS will be able to glean trends.

Closed Session

At 8:48 p.m. on Thursday, August 22, 2013, Mr. Weissglass moved to enter closed session for the purpose of discussing the placement of individual students in special education programs and other matters relating to individual students 5 ILCS 120/2(c)(11); seconded by Dr. Lee. A roll call vote resulted in all ayes. Motion carried.

At 10:00 p.m., the Board of Education recessed its closed session and resumed its open session at p.m.

Adjournment

At 10:01 p.m. on Thursday, August 22, 2013, Dr. Lee moved to adjourn this meeting; seconded by Mr. Cofsky. A voice vote resulted in motion carried.

Jeff Weissglass
Vice President

Dr. Jackie Moore
Secretary