

To: Cairo Unit #1 Financial Oversight Panel

From: Financial Administrator

Date: July 16, 2009

Re: Recommendations for the July 20, 2009 Regular FOP Meeting

This memorandum contains a summary of the action taken by the Cairo Unit #1 Board of Education at its July 16, 2009 regular meeting that has a financial impact on the district. The Financial Administrator recommends that the action items listed below be approved by the Cairo Unit #1 Financial Oversight Panel.

Action Item #1: Approved the Treasurer's Report for the month ending July 31, 2009. (A copy of the Treasurer's Report was included in the Bd of Ed agenda packet.)

Action Item #2: Approved payment of the July, 2009 payroll and the July, 2009 bills in the amount of \$215,569.29 excluding Check # 62741 payable to Trinity Propane Gas in the amount of \$1,385.25. Approval of this bill was held pending further review by the Superintendent. Included in the bills approved are \$66,620.14 in supplemental bills that were presented at the meeting. (A copy of the bills was included in the Bd of Ed agenda packet.)

Action Item #3: Approved the employment of David Mark McClintock as Jr/Sr. High School Principal.

Action Item #4: Approved Zena Madison as Assistant Jr/Sr High School Principal.

Action Item #5: Approved the proposal for bookkeeping services of Shavonnah Shipley on a contractual basis until such time as the District is able to employ her replacement.

Action Item #6: Approved an interfund loan in the amount of \$33,500 from the Education Fund to the Transportation Fund. This loan is made necessary because budgeted state funds were not received before year end.

The Board of Education also discussed and/or acted on the following agenda items, but no action is required by the FOP.

- Accepted the resignation of Shavonnah Shipley.
- Approved a job description for the position of Assistant Jr/Sr High School Principal.
- Discussed authorization of a feasibility study for additional classroom space through energy savings.

- Accepted a report by the Superintendent for the removal of hazardous materials at the Jr/Sr High School.
- Discussed the need for a policy for handling mileage with the intent of reducing costs and providing for better consistency.
- Established the date of Tuesday, July 28, 2009 at 5:00 P.M. for the purpose of salary negotiations and handbook review.