

**MINUTES OF MEETING
FINANCIAL OVERSIGHT PANEL
PROVISO TOWNSHIP HIGH SCHOOL DISTRICT NO. 209
April 9, 2009
3:00 P.M.**

CALL TO ORDER

Chairman James Popernik called the meeting to order at 3:06 p.m.

ROLL CALL

Present:

James Popernik, Chairman
James McEnroe, Member
Craig Schilling, Member arrived late @ 3:17pm

Also present:

Debby Vespa, ISBE
Kenya Austin, ISBE
Dr. Nettie Collins-Hart, District Superintendent
Aethea Busby, Executive Assistant to Superintendent
Dr. Nikita Johnson, Assistant Superintendent of Business Services
Cheryl Pruitt, Assistant Superintendent of Curriculum & Instruction
Sharon Palmer, Director of Accounting

Public Comment: Della Patterson – Community member asked the questions, Why was a transfer \$1.5 million from the Education Fund to the Tort Fund? Deb Vespa responded to the questions stating that this has always been dollars allocated to tort expenditures that were in the Education Fund. Revise State Administrative Rules and Regulations require school districts to establish a separate Tort Fund.

Della Patterson stated that being a tax paying person that is a lot of revenue for Tort Fund and since it was an estimate being stated in financial plan do they anticipate more? Deb Vespa responded that it is based on the budget and what the actual expenditures will be it could be more. Jim Popernik also responded that one good outcome is that the transfer does not affect the financial profile of the district.

A motion was made to enter Executive Session in accordance with 5 ILCS 120/2(c) (1) for the purpose of Personnel, 5 ILCS 120/2(c) (2) collective bargaining, and 5 ILCS 120/2(c) (11) Litigation at 3:15 p.m.

All voted in favor to approve, no nays

A motion was made to exit out of Executive Session at 3:28 p.m.

By Dr. Schilling and seconded Mr. McEnroe. All voted in favor to approve, no nays

Action Items:

A motion was made to approve Action Items A-1a – Personnel

By Dr, Schilling and seconded by Mr. McEnroe. All approved, no nays

A motion was made to table agenda item 6b – Administrative Contract Template

By Mr. McEnroe and seconded by Dr. Popernik. All approved, no nays

A no action was made to approve agenda item 6c – RFP for Insurance Brokering and Auditing Services.

It was discussed that the Auditing Services RFP needed to be done as soon as possible, to provide the district with multiple proposals to review for the audit of Fiscal Year 2009 financial data. Dr. Popernik suggested that the administration change the Insurance Brokerage RFP to add the word /consultant after every reference to broker. Dr. Schilling stated to remove the word broker/brokerage all together. He also stated that in his experience the cost for someone to prepare this type of RFP should be roughly \$3,000-\$5,000. Dr. Popernik suggested just interviewing consultants rather than preparing an RFP. Dr. Popernik and Dr. Schilling gave the names of Mike Nugent and Mike Baker for Dr. Johnson to contract. Dr. Schilling and Dr. Johnson will setup a meeting time together to start this process.

A no action was made to approve agenda item 6d – District Financial Plan

The FOP discussed that they gave the district a target of a \$2 million decrease in expenditures for Fiscal Year 2010. The district stated that they will meet that target. The school district also stated that they will see a saving with the PACE Special Education Cooperative contract this school year as well. Deb Vespa discussed the District Financial Plan with the respective fund balance since the ARF has been finalized for Fiscal Year 2007-2008. Dr. Schilling asked the question whether the administrators adopted a budget calendar. Dr. Johnson will provide the FOP members a copy of the budget calendar.

Dr. Collins-Hart stated that they will hold a special board meeting to address the District Financial Plan. Deb Vespa stated that the state would need District Financial Plan for 2010 school year for the May State Board meeting. Dr. Schilling also stated that the Financial Plan must reflect the revise fund balances, the estimated PACE expenditures reduction, and the decrease in staffing levels. Dr. Collins-Hart stated that the review of the committees recommended budget revisions will be completed and incorporated in the Financial Plan as well. Mr. McEnroe asked if the adjustments and new fund balances from the Fiscal Year 2008 audit have been incorporated within the district's financial system. Since they have not been incorporated as of the April FOP meeting, the district administration was told this should be completed as soon as possible.

Dr. Schilling questioned the transfer limitation from working cash fund. Deb Vespa stated there is no limitation to the transfer of working cash. Deb Vespa also discussed the stimulus money: GSA, IDEA, and Title I and stated that this is one pot of money that is

allocated to the district over the next three years. If a district chooses to use the money starting the FY10 school year or at a later date, the overall allocation to the district remains the same.

Adjournment at 4:10pm