

FINANCIAL OVERSIGHT PANEL (FOP)
FOR EAST ST. LOUIS SCHOOL DISTRICT NO. 189
Administration Building, 1005 State Street, East St. Louis, IL
May 28, 2013
REGULAR MEETING MINUTES

Chair Ranodore Foggs called the meeting to order at 9:43 a.m.

Members Present

Ranodore Foggs, Julia Huiskamp, Linda Matkowski

Members Absent

Jerome Jackson, Milton Wharton

ISBE / District Staff Members Present

Deputy Superintendent Dorland Norris, Assistant Superintendent Beth Shepperd, Assistant Superintendent Sue McGown, Internal Auditor Nick Mance, ISBE Division Administrator for School Business Deb Vespa, and Regional Financial Consultant for ISBE Carl Holman.

District Construction Report

ESTL 189 Project Consultant Princeton Clark and ITTNER Project Manager Steve Raskin provided an update on the high school construction project.

Superintendent's Report

Deputy Superintendent Dorland Norris provided a brief update on the following:

- Recruiting/hiring of a Chief Financial Officer
- Grant writer aggressively seeking additional funding to cover the cost of new math adoption, grades K-6
- Awaiting for notification on the Monsanto Grant award
- Writing of ELA and math curriculum is in progress based on Common Core State Standards

District Finance Report

Internal Auditor Nick Mance provided an update on revenue comparisons, expenditures, capital outlay, draft audit, and the amended budget for FY13.

ISBE Report

Deb Vespa shared that the General Assembly is making progress on budget discussions.

Executive Session

Member Matkowski moved, with a second by Member Huiskamp, to convene into Executive Session in accordance with the Illinois Open Meetings Act (5 ILCS 120/2(c)) to consider

employment matters 120/2(c)(1), collective bargaining matters 120/2(c)(2), property acquisition/lease/purchase 120/2(c)(5), price for sale or lease of property 120/2(c)(6), emergency security procedures 120/2(c)(8), litigation 120/2(c)(11), and discussion of closed session minutes 120/2(c)(21). The motion carried on roll call. Ayes 3 Nays 0

The Panel convened into Executive Session at 11:13 a.m.

Open Session

The Panel reconvened to Open Session at 1:14 p.m.

Approval of Minutes - Regular Meeting of April 22, 2103

Member Matkowski moved, with a second by Member Huiskamp, to approve the April 22, 2013 FOP Regular Meeting minutes. The motion carried on roll call. Ayes 3 Nays 0

Approval of Closed Session Minutes

Member Matkowski moved, with a second by Member Huiskamp, to table the approval of Closed Session Minutes pending review by ISBE legal counsel. The motion carried on roll call. Ayes 3 Nays 0

12. Consent Agenda from May 21, 2013 Board of Education Meeting

Member Matkowski moved, with a second by Member Huiskamp, to approve Consent Agenda items 12.A – 12.Z, except 12.M, and for language to be adjusted in 12.I to indicate “look at pricing using State of Illinois preferred list”. The motion carried on roll call. Ayes 3 Nays 0

Consent Agenda Items Approved

- 12.A. (Finance items, Parts A-I: Treasurer’s Report, Board Bills (April) - \$3,249,379.10; Payroll - April \$3,782,977.02; Credit Card \$9,994.19; School Construction - April \$0.00; Wire Transfers \$1,440,184.59; Direct Energy Payments \$79,131.70; IESI-Missouri Waste \$8,701.24; Lowes Credit Card \$3,707.54; W/C Claims \$82,285.51; Miscellaneous Receipts \$757,030.69; Athletic Activity-Revenue \$1,001.00; Expenditures \$47,000.65 = (\$45,999.65) Net Loss; Money Returned from Expense Checks & Misc. Payments \$59,274.06; Projected Open Accounts Payable Un-Restricted \$122,188.27; Projected Open Accounts Payable Necessary Unpaid \$0.00; Payroll Overtime \$7,261.41; Funded Program Claims \$22,695.00)
- 12.B. District’s Construction Payments in amount of \$52,495.69
- 12.C. Personnel Committee Report/Addendums
- 12.D. Engagement Agreement by CPI (Qualified Plan Consultant, Inc.) to perform an IRS Audit of the 403B Plan.
- 12.E. Purchase of promethean boards in amount of \$54,624 from Haddock Education Technologies.
- 12.F. Purchase of office supplies from Office Depot in amount of \$17,425.
- 12.G. Purchase of copy paper from Contract Paper company in amount of \$39,093.60.
- 12.H. Armored car services from Brinks, U.S. in amount of \$18,907.20.

- 12.I. Authorization to look at pricing using State of Illinois preferred list for the purchase of furniture needs for the high school.
 - 12.J. LUDA membership dues for 2013/2014 school year in amount of \$3,000.
 - 12.K. Management Audit Services for month of April from Mance Leahy Group in amount of \$13,800.
 - 12.L. Legal services for month of April from Becker, Paulson, Hoerner & Thompson, P.C. in amount of \$11,035.50.
 - 12.N. 2012/2013 Administrative Pay Grade Reference Table.
 - 12.O. Blanket Purchase Order to remove & re-install promethean boards and projectors in amount of \$12,000.
 - 12.P. Contribution of \$10,000 to assist with securing the services of a consulting firm to begin the Collective Impact Process specific for East St. Louis.
 - 12.Q. Intergovernmental Agreement by East St. Louis District 189 & SIUE for District's Illinois Math & Science Partnership Program.
 - 12.R. Bid out purchase of band uniforms for the high school.
 - 12.S. Superintendent and Senior Accountant to attend the IASBO Annual Conference.
 - 12.T. Title I purchases in amount of \$131,953.
 - 12.U. Reimbursement of registration fees for Advanced Placement Grant in amount of \$495 for Thomas Edwards.
 - 12.V. Temporary hire of three (3) substitutes to oversee transfer of resources from current high school library to new high school library the week of May 21, 2013.
 - 12.W. Use of Premises Requests.
 - 12.X. Professional Development Requests & Addendums at cost of \$22,243.96.
 - 12.Y. Field Trip Requests & Addendums at cost of \$14,785.
 - 12.Z. Agreement between East St. Louis School District 189 and SIUE regarding the Head Start Grant. Total allotment to District: \$50,239
- 12.M. Consideration of Approval of East St. Louis School District #189 Board Members to Participate in Mandatory Board Training in the Amount of \$2,132.80.

Member Matkowski moved, with a second by Member Foggs, to approve the cost of registration only in the amount of \$1,500 for Board members to attend mandatory training in June 2013. The motion carried on roll call. Ayes 3. Nays 0.

Action Agenda from May 21, 2013 Board of Education Meeting

13.A. Consideration of Approval of Report on High School Construction Project & Approval of Change Orders

Member Matkowski moved, with a second by Member Huiskamp, to approve the High School Construction Change Orders that were presented and that the FOP was agreeable to accepting the bid from Jim Taylor Roofing, Inc. for the high school roofing project, contingent upon approval by the Board of Education. The motion carried on roll call. Ayes 3 Nays 0

13.B. Consideration of Approval of Resolution #052113A Authorizing Settlement of Subrogation Claim

Member Matkowski moved, with a second by Member Huiskamp, to approve Resolution #052113A Authorizing Settlement of Subrogation Claim. The motion carried on roll call. Ayes 3 Nays 0

13.C. Consideration of Approval of Resolution #052113B Authorizing Local Government Property Transfer.

Member Matkowski moved, with a second by Member Huiskamp, to approve Resolution #052113B Authorizing Local Government Property Transfer. The motion carried on roll call. Ayes 3 Nays 0

13.D. Consideration of Approval of Worker's Compensation Settlements

Member Matkowski moved, with a second by Member Huiskamp, to approve the Worker's Compensation Settlements. The motion carried on roll call. Ayes 3 Nays 0

13.E. Consideration of Approval to Sell the Brown School (4901 Market Street) to JTC Academy

Member Matkowski moved, with a second by Member Huiskamp, to approve the sale of Brown School to JTC, the highest responsible bid received by the District. The motion carried on roll call. Ayes 3 Nays 0

Action Agenda from May 2, 2013 Board of Education Meeting

14.A. Consideration of Approval of Independent Contractor Agreement in Amount of \$350 per day.

Member Matkowski moved, with a second by Member Huiskamp to approve the Independent Contractor Agreement in amount of \$350 per day. The motion carried on roll call. Ayes 3 Nays 0

14.B. Consideration of Approval of Resolution #050213 Authorizing Separation Agreement for Employee #104234.

Member Matkowski moved, with a second by Member Huiskamp, to approve Resolution #050213 Authorizing the Separation Agreement for Employee #104234. The motion carried on roll call. Ayes 3 Nays 0

New Business

15.A. Consideration of Approval of Financial Oversight Panel Meeting Dates for SY2014.

Member Matkowski moved, with a second by Member Huiskamp, to approve the FOP 2013/2104 meeting schedule as presented. The motion carried on roll call. Ayes 3 Nays 0

15.B. Consideration of Approval of Financial Oversight Panel Budget for FY14 in Amount of \$3,000.

Regular FOP Meeting – May 28, 2013

Member Matkowski moved, with a second by Member Huiskamp, to approve the FOP FY14 budget as presented. The motion carried on roll call. Ayes 3 Nays 0

Adjournment

There being no further business, Member Matkowski moved, with a second by Member Huiskamp, to adjourn the meeting at 1:40 p.m. The motion carried on voice vote.

FOP Approved: June 24, 2013