

**MINUTES OF MEETING
FINANCIAL OVERSIGHT PANEL
PROVISO TOWNSHIP HIGH SCHOOL DISTRICT NO. 209
FEBRUARY 25, 2009
1:00 P.M.**

CALL TO ORDER

Chairman James Popernik called the meeting to order at 1:10 p.m.

ROLL CALL

Present:

James Popernik, Chairman
James McEnroe, Member
Craig Schilling, Member

Also present:

Debby Vespa, ISBE
Kenya Austin, ISBE
Linda Mitchell, 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
Emanuel Chris Welch, School Board President

Public Comment: Della Patterson – Community member asked the questions, Do we have a balance budget? Dr. Johnson responded to the questions stating that based on the state definition the budget is balanced for this school year. Dr. Schilling added additional detail of the state standards for a balance budget. Theresa Kelley – Board Member asked is this the first year in 10 years that we have had a balance budget and additional questions about the Annual Financial Report. It was further discussed that since the FY 2008 audit has not been completed, it is difficult to determine since the fund balances are not finalized.

The Superintendent, Dr. Nettie Collins-Hart made her report to the Financial Oversight Panel (FOP). In her report she introduced the new Assistant Superintendent of Curriculum & Instruction, Cheryl Pruitt. The Superintendent discussed the goals and purpose of the district foundation -- which is to raises fund to enhance educational programs and provide extracurricular activities. Also briefly discussed was the grants management of the district and FOIA received requesting information on district employees and litigation information.

The Assistant Superintendent for Business, Dr. Nikita Johnson, made her report to the Financial Oversight Panel. In her report she discussed that the Annual Financial Report (AFR) was in

draft format and that MDA was in its final stages of completion. Dr. Schilling inquired about additional audit procedures that are required of the district.

A motion was made to approved the minutes of the January 27, 2009 Proviso 209 Financial Oversight Panel.

All voted in favor to approve, no nays

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 1:20 p.m.

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

A motion was made to exit out of Executive Session at 2:35 p.m.

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

The district financial plan was discussed at length with the Board President, Superintendent, and Assistant Superintendent for Business. The FOP and Mrs. Mitchell state that the School Board and District Administrators were required to have financial plan for FY 2010 through FY 1012 submitted the State Board of Education by March 11th. The plan is to be presented to the State Board at their March 18, 2008 Board meeting. Mrs. Mitchell further stated that the district was already give a month's reprieve in submitting the plan and further delays would not look favorable for the district. FOP also discussed the committees that the Superintendent implemented in January; she stated that they are looking at 10 to 15% decreases in expenditures. They are also reviewing their staffing ratios, enrollment projections, and 6th hour assignment to determine their staffing needs.

The FOP inquired about the status of the Annual Financial Report. They were informed that the final report was to be presented before the School Board at their next Board meeting.

The FOP asked the district administrators to start the process of obtaining new bids for insurance brokerage serves and auditing services. The bids should require that individuals submitting a bid documents are independent of the district and do not possess any conflicts of interest with the district. An additional requested was made that the district review their building rental policy Dr. Collins-Hart stated that this was already done and she would bring a copy to the March 2009 FOP meeting. The FOP also requested to see the Treasurer's Report for January and February and bank reconciliations for all checking accounts for the months of January and February.

Action Items:

A motion was made to approve Action Items A-1a (except the hiring of Milton Patch since the School Board took no action on this agenda item), 8A-1b, 8A-2a, 8A-2b, and 8A-3

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

A motion was made to approve agenda item 8B -- bills payable in the amount of \$2,326,091.13 and January payroll in the amount of \$4,020,727.86.

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

A motion was made to approve agenda item 8C- 1 and 8C-2 – contracts/bids for Special Education Contract for Out of District Placements and Applied Technology Classroom Supplies bid.

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

A motion was made to approve agenda item 8D – approval of the 2009 - 2010 school calendar.

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

A motion was made to approve agenda item 8E – Social Work Month.

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

No action was required for agenda items 8F and 8G since they were acted on at the January FOP meeting.

The FOP discussed the review of contracts and told the district administration that as the administrators' contract are brought up for approval, the FOP will not approve any such contracts if they reflect bonuses, annuities, annual pay for unused time such as vacation or sick or a specified annual salary increase. The school board should be reviewing the administrators' performance each year and approving the increase annually each year. The FOP asked the district administration to draft up an example contract and bring it before the FOP for their review and approval.

New/Other Business- Deb Vespa stated that the district has not received Title revenue to date. Dr. Johnson stated that is has been submitted ISBE and is being reviewed.

Adjournment at 3:25pm