

**FINANCIAL OVERSIGHT PANEL
PROVISO TOWNSHIP HIGH SCHOOLS DISTRICT 209
MINUTES OF MEETING
REGULAR MEETING
Proviso Math & Science Academy
8601 Roosevelt Road
Forest Park, IL
Tuesday, July 28, 2015
1:00 PM**

CALL TO ORDER

Chairman Craig Schilling called the meeting to order at 1:05 p.m.

ROLL CALL

Present

Dr. Craig Schilling, Chairman
Ms. Merilee McCracken, Member
Mr. Anthony Williams, Member

Absent

Mr. Socrates Rivers, Member
Mr. Kenneth Walls, Member

Also Present

Dr. Nettie Collins-Hart, District Superintendent
Mr. Todd Drafall, Chief Financial Officer
Ms. Sharon Palmer, Director of Accounting
Ms. Kim Echols, Assistant Superintendent
Ms. Debbie Vespa, Illinois State Board of Education

PUBLIC COMMENTS

No comments were made.

SUPERINTENDENT'S REPORTS

Upcoming Agenda Items

Curriculum, Instruction and Assessment Reports

- PAEC Behavior Intervention Support
- ELL Services Plan for Communication Improvement
- Special Education Staffing – Summer 2015
- Enrollment and Attendance for May 1 – June 3, 2015
- SY2016 Class Size Analysis

- PARCC 2015 Testing Update
- ACT Benchmark Testing for Grades 9 to 11
- Days of Testing During 2014-15 School Year
- Student Assistance Program and Restorative Justice

Transition Plan Update

FOIA Report

Finance

- Financial Report
- Security Training

Operations

- Capital and Construction Update

The superintendent presented her reports. Dr. Collins-Hart stated that there were questions being raised about the level of services provided for families of ELL students. A solution to these issues would be to hire front office support specifically to help with translation. This position would help translating for parents and free up staff that are currently being pulled from different positions to help with these situations. Dr. Collins-Hart requested permission to move ahead with posting the position. Ms. McCracken asked if the position has been budgeted and Mr. Drafall assured her it was. It was agreed that the position would be posted.

Mr. Drafall gave a capital and construction update. A lot has been going on but the schools will be ready to open on time. All the cameras at Proviso East have been checked and are working. Work is still being performed at Proviso West and with the exception of one girls' bathroom, all should be fine for opening day.

EXECUTIVE SESSION

Dr. Schilling stated there was no need for an Executive Session at this meeting.

CONSENT AGENDA

The Financial Oversight Panel deferred the following item from the Consent Agenda to the next Financial Oversight Panel meeting:

- 7.a. Approval of Meeting Minutes, 5. Joint meeting with the Proviso Board of Education executive session, June 23, 2015

The Board of Education of Proviso Township High Schools District 209 did not approve the following items at the July 14, 2015 meeting:

- 7.b. Approval of Monthly Personnel Report, Item 23
- 7.k. Board Consideration of a Request for Proposal (RFP) for Legal Counsel

AMENDED CONSENT AGENDA

Approval of Meeting Minutes

Joint meeting with the Proviso Board of Education executive session, February 10, 2015

Regular meeting, June 23, 2015
Regular meeting executive session, June 23, 2015
Joint meeting with the Proviso Board of Education, June 23, 2015
Approval of Monthly Personnel Reports including addendum, as applicable
Certified Staff
 Employment
 Terminations
Non-Certified Staff
 Employment
 Terminations
Other Employments (except for item 23)
 Stipends
Approved Leaves

Approval of bills payable (including attorney's fees) dated June 30, 2015, in the amount of \$2,645,555.70; gross payrolls in the amount of \$0.00; student activity checks in the amount of \$0.00; Harris checks in the amount of \$299.76; and, special checks in the amount of \$1,606.70.

Approval of bills payable (including attorney's fees) dated July 14, 2015, in the amount of \$1,567,956.21; gross payrolls in the amount of \$4,681,171.98; student activity checks in the amount of \$26,511.89; Harris checks in the amount of \$0.00; and, special checks in the amount of \$846.84.

Attorneys' Fees

Contracts & Bids

 Copier Bid Approval

 Purchase Three 2016 Ford T-150 Vans

Approval of FY16 PAEC Proposed Budget

Rescind Approval to Purchase Three 2015 Ford T-150 Vans

Student Handbook

Policy Manual Update - 1st Reading

Mr. Drafall stated that the need to rescind the approval of the 2015 Ford T-150 vans was due to the 2015 vans no longer being in production after it was originally approved. The item needed to be sent out to bid again due to the difference in price for the 2016 Ford T-150. Ms. McCracken asked what was to be done with the old vans. Mr. Drafall stated that the old vans were too old and inoperable to be traded in and would be disposed of.

Ms. McCracken questioned the staffing plan associated with the personnel report. The totals did not add up last year and the issue remained this year. Ms. Horton stated that there was an issue with a formula, but the numbers were valid. The allocations show increases and decreases from last year to this year. Some allocations might have been moved from one section to another but total numbers would be unaffected. Ms. McCracken stated that the report was a useful one and wanted to see one with the correct formulas. Ms. Horton assured

her that the issue was addressed and will forward her a correct one and present a correct one from here forward.

Mr. Williams moved for approval of the above Amended Consent Agenda, Ms. McCracken seconded the motion. All voted in favor to approve, no nays. The motion was approved.

TENTATIVE PTHS FY2016 BUDGET

Mr. Drafall presented the tentative FY2016 budget. Curriculum is in need of updating and is requesting a total of two million for books. This would bring the budget out of balance by one million. Mr. Drafall asks that the Financial Oversight Panel still approve the budget while he works on balancing the additional one million. Insurance was budgeted on the high side and will be reduced along with other adjustments will bring the budget into balance. Dr. Schilling questioned why this was not addressed in the spring and how will this impact the beginning of the school year. Mr. Drafall stated that the new books would not be available for the beginning of the school year. Dr. Schilling questioned the use of new books in the middle of the school year and stated that it would be a distraction for students and faculty. Dr. Collins-Hart stated that we are behind in the textbook renewal cycle and needed to catch up. This was a necessary action to improve student development. Dr. Schilling stated that he was not disagreeing with the fact that the books were needed, he just disapproved of the execution of the plan and wanted to be sure that professional development was being implemented so that the books would be able to be used immediately. Ms. Echols stated that all necessary professional development had been done or is in the process of being done along with any necessary on-site training from the book vendors. Ms. McCracken asked if two million would be an amount that would still be needed in the upcoming years. Ms. Echols stated that this would be the only year that amount would be needed to bring the District up to date. Dr. Schilling stated that any approval would be on the condition of correction of a noted error on page 27. Mr. Drafall assured him that it would be corrected.

Ms. McCracken moved for approval of the Tentative PTHS FY2016 Budget, Mr. Williams seconded the motion. All voted in favor to approve, no nays. The motion was approved.

FOP MEETING CALENDAR

Mr. Williams moved for approval of the FOP Meeting Calendar, Ms. McCracken seconded the motion. All voted in favor to approve, no nays. The motion was approved.

DISCUSSION ITEMS (NO ACTION TO BE TAKEN)

Old Business

New Business

ADJOURNMENT

Ms. McCracken moved to adjourn the meeting, Mr. Williams seconded the motion. All voted in favor to approve, no nays. The motion was approved at 1:53 p.m.