

**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, August 25, 2015  
1:00 PM**

**CALL TO ORDER**

Chairman Craig Schilling called the meeting to order at 1:00 p.m.

**ROLL CALL**

**Present**

Dr. Craig Schilling, Chairman

Ms. Merilee McCracken, Member

Mr. Kenneth Walls, Member (arrived at 1:34)

Mr. Anthony Williams, Member

**Absent**

Mr. Socrates Rivers, 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**

Mr. Robert Wolfe, Illinois State Board of Education

Ms. Debbie Vespa, Illinois State Board of Education

**PUBLIC COMMENTS**

No comments were made.

**SUPERINTENDENT'S REPORTS**

Upcoming Agenda Items

- PMSA Admission Policy Changes and Ten-Year Report
- Vision 20/20

Curriculum, Instruction and Assessment Reports

- Grade Distributions, SY15 Semester 2
- APEX Implementation Improvement

- Freshman Summer Support Program
- Restorative Justice Implementation Timeline
- School Health Services Mental Health Initiative
- National Quality Initiative (Lunch Program)

Transition Plan Update

FOIA Report

Finance

- Financial Report
- Analysis of Moving Central Office Administration to East
- TTO Options

Dr. Collins-Hart stated that the new school year began on August 17, 2015. However, there were many students that were still registering. Communication was sent in multiple ways regarding registration and the superintendent was unsure how to improve, but will look into it further. Currently, the schools are fully except for four teaching vacancies. Those vacancies are in ELL and Special Education and are hard to staff. There are some classes with over thirty students but look good for now. So far the start of the school year has been smooth. Dr. Schilling questioned if there were classes with fewer than fifteen students. Dr. Collins-Hart said there were not. Ms. McCracken requested an update on the International Baccalaureate program.

Todd Drafall presented the Finance Report. Mr. Drafall stated that not much activity had taken place in July. Some state money for last year was received. The tentative budget was posted however, there will be some changes when the final budget is submitted next month. The one million dollar deficit looks much better.

Legat provided an estimate on the cost to move administration based on summer projects completed at PMSA and Proviso East High School. The Board was not happy with the numbers and asked Legat to perform a more detailed estimate to get a better idea of actual costs. Ms. McCracken questioned the purpose for the potential move. Mr. Drafall stated that the Board requested the information.

## **EXECUTIVE SESSION**

Mr. Williams moved to go into executive session, Ms. McCracken seconded the motion. All voted in favor to approve, no nays. The motion was approved at 1:15 p.m.

Retire to Executive Session in accordance with 5 ILCS 120/2(c)(1) for the purpose of discussion of personnel and employment, 5 ILCS 120/2(c)(2) to discuss collective negotiations, 5 ILCS 120/2(c)(11) to discuss litigation, and 5 ILCS 120/2(c)(21) to discuss minutes of meetings lawfully closed under the Open Meetings Act for purposes of approval.

## RECONVENE REGULAR MEETING

Ms. McCracken moved to go into open session, Mr. Williams seconded the motion. All voted in favor to approve, no nays. The motion was approved at 2:01 p.m.

## CONSENT AGENDA

Approval of Meeting Minutes

Joint meeting with the Proviso Board of Education executive session, June 23, 2015

Regular meeting, July 28, 2015

Special meeting, August 11, 2015

Special meeting executive session, August 11, 2015

Approval of Monthly Personnel Report, items not approved during August 11, 2015, Special Meeting

Other Employments

Sixth Assignments

**Approval of bills payable (including attorney's fees)** dated August 11, 2015, in the amount of \$3,606,897.42; gross payrolls in the amount of \$912,559.16; student activity checks in the amount of \$3,000.00; Harris checks in the amount of \$1,468.68; and, special checks in the amount of \$617.03.

### Attorneys' Fees

Contracts & Bids

Crisis Prevention Institute, Inc.

Apex Learning Digital Curriculum Solutions

Addition to 403(b) Vendor List

ACT Benchmark Testing Grades 9 - 11

Policy Manual Update - 1<sup>st</sup> Reading

Policy Manual Update – 2<sup>nd</sup> Reading

Dr. Schilling wanted to verify that the only approval needed for the Personnel Report was that of Sixth Assignments. All other items on the Personnel Report were approved at the Special Meeting on August 11, 2015. The Financial Oversight Panel wanted clarification on the purpose of Sixth Assignments and what funds were being used for the Sixth Assignments. Dr. Collins-Hart explained that Sixth Assignments were mainly teachers providing Freshman support and mentoring. Sixth Assignments are conducted on a daily basis in the same way as any other **class. Teachers use the time to go over a student's grades, assignments and any other support** needed. Dr. Collins-Hart stated that the funds were being provided by Title I.

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

## **BOARD CONSIDERATION OF A RESOLUTION DENYING DISTRICT 89'S PETITION TO WITHDRAW**

Ms. McCracken moved for approval of the board consideration of a resolution denying District 89's petition to withdraw, Mr. Walls seconded the motion. All voted in favor to approve, no nays. The motion was approved.

## **BOARD CONSIDERATION OF A REQUEST FOR PROPOSAL (RFP) FOR LEGAL COUNSEL**

This item was withdrawn at the Proviso Board of Education meeting and therefore the Financial Oversight Panel took no action on this item.

## **ALL MINUTES FROM FY2012 SHOULD REMAIN CLOSED EXCEPT FOR THE MINUTES FROM JANUARY 30, 2012**

Mr. Williams moved for approval that all minutes from FY2012 should remain closed except for the minutes from January 30, 2012, Ms. McCracken seconded the motion. All voted in favor to approve, no nays. The motion was approved.

## **ALL MINUTES FROM FY2013 SHOULD REMAIN CLOSED**

Mr. Williams moved for approval that all minutes from FY2013 should remain closed, Ms. McCracken seconded the motion. All voted in favor to approve, no nays. The motion was approved.

## **ALL MINUTES FROM FY2014 SHOULD REMAIN CLOSED EXCEPT FOR: DECEMBER 17, 2013; FEBRUARY 25, 2014; MARCH 18, 2014; AND JUNE 24, 2014**

Mr. Williams moved for approval that all minutes from FY2014 should remain closed except for: December 17, 2013; February 25, 2014; March 18, 2014; and June 24, 2014, 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

Dr. Schilling stated that a joint meeting was requested for September. After a short discussion, it was agreed that the regular Financial Oversight Panel meeting will take place on Tuesday, September 22. However, the time will change to 5:00 p.m. with the joint Board and Financial Oversight Panel meeting taking place at 6:30 p.m.

## **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 2:07 p.m.