

**Proviso Township High School District 209 Financial Oversight Panel Meeting  
Regular Session  
January 24, 2017**

**ROLL CALL**

In the absence of the Chairman, Mr. Socrates Rivers presided and called the meeting to order at 7:01 a.m.

**Members Present**

Mr. Socrates Rivers  
Ms. Merilee McCracken  
Ms. Sheena Williamson

**Members Absent**

Craig Schilling, Chairman  
Mr. Anthony Williams

**Other Attendance**

Ms. Deb Vespa, ISBE  
Dr. Jessie Rodriguez  
Mr. Nick Cavaliere, FOP Fin. Admin., Baker Tilly Virchow Krause, LLP  
Todd Drafall, SD 209 Chief Financial Officer

**PUBLIC COMMENT**

None

**SUPERINTENDENT  
REPORT**

The Superintendent reported on student enrollment and student and staff attendance.

Dr. Rodriguez discussed an ongoing effort by the District administration to reach out to the community at the elementary school level. The administration has been conducting town hall meetings at the elementary schools that feed into the District to make them aware of what is happening at the high schools and to improve relationships with the community. There was also discussion regarding declining enrollment.

**FINANCE REPORT**

The CFO reported that the District received the 4<sup>th</sup> quarter mandated state categorical grants that related to fiscal year 2016 in December 2016. These funds were owed to the District as of June 30, 2016. Fiscal year 2017 mandated state categorical payments have been vouchered by the Illinois State Board of Education but have not been provided to the District. The anticipated collection date of these revenues remains unknown.

The CFO reported that the Board deferred action to committee at the last board meeting regarding the disposal of surplus items. The board also deferred action regarding a reimbursement policy to committee for further discussion. These matters will likely be finalized in committee and be action items at the subsequent board meeting.

Mr. Rivers inquired of the CFO regarding the negative \$763,094 state revenue balance reported in the November Revenue and Expense Report within the Operations and Maintenance Fund, Mr. Drafall investigated this matter and stated that this balance represented a correction of the allocation of CPPRT revenue that was incorrectly recorded to the Operations and Maintenance Fund and was

identified by the administration during their review of budget to actual results. These funds were properly reallocated to the Education Fund in November.

The CFO provided a status update regarding the DCR software. Mr. Drafall stated that the Township Treasurer will be utilizing the services of Mike Stapleton to support the software through June 30, 2018, and that there should not be a disruption in services. The Treasurer's Office has formed a committee to study the purchase of new accounting software and that the committee was in the process of preparing an RFP for interested parties to respond to. This process would be open to all interested parties, including the current accounting software provider. School District 209 and School District 89 were asked to chair the committee. Ms. McCracken encouraged the CFO to learn as much as possible about the HR modules offered by any potential accounting software provider to ensure that the new software could adequately support an HR function with position control for the District. Ms. Vespa stated that the Committee also be aware of some of the accounting changes that are being discussed regarding school based accounting and the need to provide this information to external agencies in the future.

The CFO reported that the Consumer Price Index that is to be used for determining the limits of the 2017 levy was finalized and came in at 2.1%.

#### CAPITAL AND CONSTRUCTION UPDATE

No Discussion

#### FOIA REPORT

No Discussion

#### CLOSED SESSION

At 7:38 a.m., a motion was made by Ms. McCracken to enter closed 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 Meeting Act for purposes of approval. The motion was seconded by Ms. Williamson. All approved by a roll call vote.

#### RECONVENE OPEN SESSION

At 8:12 a.m., Mr. Rivers made a motion to reconvene open session Ms. Williamson seconded. All approved with a roll call vote.

#### CONSENT AGENDA

Ms. McCracken moved that the FOP approve the consent agenda. Mr. Rivers seconded. Ayes: Rivers, McCracken, Williamson. Nays: none. There was no discussion.

Approval of Minutes

The Financial Oversight Panel approves the regular meeting and closed session minutes for the December 20, 2016 meeting.

Approval of the Monthly Personnel Report Including Addendums, as Applicable

The January 2017 Personnel Report was approved as presented

Approval of Bills Payable

Bills payable, including attorney fees, dated January 10, 2017 were approved in the amount of \$1,801,559.43; gross payrolls in the amount of \$3,071,215.30; student activity checks in the amount of \$39,130.31, Harris checks in the amount of \$0.00, and special checks in the amount of \$6,733.00 were approved.

Attorneys' Fees

Where included in the approval of the Bills Payable

Approval of the Proclamation for the 31<sup>st</sup> Annual National Girls and Women in Sports Day

End of Consent Agenda

OTHER ACTION ITEMS

Potential Termination of Administrative Employee Contract and/or Other Disciplinary Action Regarding an Administrative Employee

Ms. McCracken made a motion to approve the termination of administrative employee contract and/or other disciplinary action regarding administrative employee as presented in closed session. Mr. Rivers seconded.

Ayes: Rivers, McCracken, Williamson. Nays: none.

FOP Budget Amendment

Ms. McCracken made a motion to approve the FOP Budget Amendment related to the additional costs to be incurred by the District related to the Financial Administrator Contract. Mr. Rivers seconded.

Ayes: Rivers, McCracken, Williamson. Nays: none

Financial Oversight Panel (FOP) Financial Administrator Contract

A motion was made by Ms. McCracken and seconded by Mr. Rivers to approve for the Financial Oversight Panel Financial Administrator Contract.

Ayes: Rivers, McCracken, Williamson. Nays: none.

DISCUSSION ITEMS

Old Business

- Architect Selection Update

The CFO reported that the Board is currently reviewing service providers and will be meeting for further discussions in February.

New Business

None

ADJOURNMENT

A motion was made by Ms. McCracken to adjourn the meeting at 8:15 a.m. and seconded by Mr. Rivers. Motion was approved by voice vote.