

Panel Meeting Minutes  
January 21, 2009

**MINUTES OF MEETING  
FINANCIAL OVERSIGHT PANEL  
VENICE COMMUNITY SCHOOL DISTRICT NO. 3  
JANUARY 21, 2009  
5:00 P.M.**

**CALL TO ORDER**

Chairman Mary Kane, in the absence of Rudy Wilson, called the meeting to order at 5:00 p.m.

**ROLL CALL**

Present: Mary Kane, Member  
Dennis Brueggemann, Member  
Absent: Rudy Wilson, Chairman

Also present:

Jeff Endres, Financial Administrator  
Debby Vespa, ISBE  
Carl Holman, ISBE  
Dr. Cleveland Hammonds, district superintendent  
Shirley Davis, district principal  
Carol Reinhardt, district bookkeeper  
Toni Chandler, district secretary  
Janet Wiley, Venice board president

**REPORTS**

Dr. Hammonds, interim superintendent, updated the FOP on the life/safety work in the district. The drains have been located and now the district is waiting to receive plumbing bids to connect the downspouts to the drains. The exit doors and asbestos removal will be started in June 2009 after school is dismissed for the year. He also reported that the district currently does not have a snow removal contract and he is in the process of seeking proposals and having the Venice board make a decision on what they want done for next school year. This year he will continue to call the service that has been used already this year. He also reported to the FOP that there had been a water leak in the garage and that a plumber had to be called to fix the problem. In December, the hot water tank had to be replaced as the old one no longer worked. Cost of the replacement was approximately \$5,100.00. He reported that the district server had been installed and that identifying the wiring was about complete. However, there still is a problem with Carol Reinhardt's computer and the FOP requested that that problem be looked into as soon as possible. She has been unable to run monthly financial reports pertaining to the budget.

Dr. Hammonds inquired as to what conditions must be met in order for the district to eliminate the FOP. Debby Vespa stated that the ten-year loan to the district must be paid off in full before the FOP can be dissolved. The district can pay off the loan before the ten-year period is up too. Other conditions are positive fund balances in the operational funds and the ability to demonstrate sound fiscal management at the district level.

Shirley Davis, interim principal, reported that the compliance visit by the ROE is scheduled for February 26, 2009. The evaluation of staff is an on-going process and she continues to work on the school improvement plan. She also was prepared to have a staff member give a Smart Board presentation but Mary Kane asked if it might be delayed until next month when Rudy Wilson would be present to see the demonstration. She agreed and it was noted to place the Smart Board demonstration on next month's agenda.

Jeff Endres, Financial Administrator, reviewed the tax levy for FY09 that was approved by the Venice board in December. He indicated that the levy had been prepared with a 25% increase to the district EAV, which would make the tax rate \$5.2812, a decrease from this year's \$5.6298. However, caution was aired as to how much the district EAV might increase and how much the district tax rate would actually decrease if there was very little increase to the EAV. He also reported to the FOP that he had a meeting on December 10, 2008 with Dr. Hammonds, Ms. Davis and Carol Reinhardt to discuss the district's operational needs and to prioritize those needs. The Life/Safety Survey amendment with five projects were identified as the most pressing needs in the district and that as funds are available in the budget, those items will be addressed. Other needs identified by the group were replacing window unit air conditioners on a yearly basis, lighting upgrades throughout the building, creating a computer lab, and maintaining the district server and wiring. He indicated that the meeting went well and all believed it had beneficial.

#### **APPROVAL OF MINUTES**

Motion to approve the minutes from November 25, 2008 was made by Dennis Brueggemann. Seconded by Mary Kane. Unanimously passed by voice vote.

#### **NEW BUSINESS – January 15, 2009 BOE Regular Meeting**

Motion to approve the January 15, 2009 Accounts Payable list in the amount of **\$76,355.22** and December 2008 payroll in the amount of **\$77,245.02** was made by Dennis Brueggemann. Seconded by Mary Kane. Unanimously passed by voice vote.

Motion to approve PRESS PLUS contract with IASB Policy Services for full maintenance policy updating service in the amount of **\$1,370.00** was made by Dennis Brueggemann. Seconded by Mary Kane. Unanimously passed by voice vote.

**EXECUTIVE SESSION**

Motion to go into EXECUTIVE SESSION to discuss employment, collective bargaining, and possible litigation was made by Dennis Brueggemann at 6:00 p.m. Seconded by Mary Kane. Unanimously passed by voice vote.

**RESUMPTION**

Motion to reconvene in open session was made by Mary Kane at 6:11 p.m. Seconded by Dennis Brueggemann. Unanimously passed by voice vote.

**PERSONNEL – January 15, 2009 BOE Regular Meeting**

Motion to approve the employment of Edmond Jones, Physical Education teacher, as a salary of **\$32,247.25 (MA/3)** to be prorated effective January 26, 2009 was made by Dennis Brueggemann. Seconded by Mary Kane. Unanimously passed by voice vote.

Motion to approve the employment of a bus aide for a Venice student attending Coordinated Youth at a rate of **\$7.98/hr.** for 1 hour a day was made by Dennis Brueggemann. Seconded by Mary Kane. Unanimously passed by voice vote.

Motion to approve the employment of a van driver to transport a Venice student attending Coordinated Youth at a rate of **\$10.00/hr.** for 1 hour a day was made by Dennis Brueggemann. Seconded by Mary Kane. Unanimously passed by voice vote.

Motion to approve salary increases of **3%** for non-union employees effective 2008-09 fiscal year was made by Dennis Brueggemann. Seconded by Mary Kane. Discussion followed regarding this increase. Total cost of increase is **\$8,668.35** for this fiscal year and the increase was included in the district budget. The following positions affected include: cafeteria servers, cafeteria meal counter, lead cafeteria worker, van driver, bus monitors, data entry clerk, teacher aides and administrative assistant. It was also noted that the increase for the administrative assistant was considerably more than 3% but that in order to bring this position in line with the other office salaries, it was necessary to make this increase this year. Unanimously passed by voice vote.

**OTHER BUSINESS**

The next FOP will be on Wednesday, February 25, 2009 at 5:00 p.m. at Venice Elementary School.

**ADJOURNMENT**

Motion to adjourn meeting was made by Dennis Brueggemann at 6:15 p.m. Seconded by Mary Kane. Unanimously passed by voice vote.