

Panel Meeting Minutes
August 24, 2011

MINUTES OF MEETING
FINANCIAL OVERSIGHT PANEL
VENICE COMMUNITY SCHOOL DISTRICT NO. 3
AUGUST 24, 2011
4:00 P.M.

CALL TO ORDER

Chairman Rudy Wilson called the meeting to order at 4:00 p.m.

ROLL CALL

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

Also present:

Jeff Endres, Financial Administrator
Dr. Cullen Cullen, district superintendent
Carol Reinhardt, district bookkeeper
Toni Chandler, district secretary
Deb Vespa, ISBE Division Administrator
Carl Holman, ISBE Fiscal Consultant

REPORTS:

Dr. Cullen, district superintendent, informed the FOP that the district has been awarded an Academic Development Institute Bernadette Anderson grant in the amount of \$150,000 for this school year. He reported that the district's new discipline policy implemented at the start of this school year has been a positive experience so far with few problems. He also updated the FOP on the district construction projects. The kindergarten vestibule is complete and the punch list is being done. The interior duct work has been installed in the gym and the roof heating system will soon be installed. The district also received an Energy Grant in the amount of \$55,000 and that is to be used for the gym lights and window replacement in the summer of 2012. The district must match the grant amount as well. Finally, the district also received an Illinois Cloud Computing Satellite School grant in the amount of \$16,000.

Dr. Cullen reported that the district enrollment on 8/24/11 was 108 students and that he expects it be even higher after Labor Day. This does not include the high school student population which is around 20 students.

Jeff Endres, Financial Administrator, informed the FOP that the Venice BOE regular September board meeting had been moved to Thursday, September 22, 2011 at 6:00 p.m. to accommodate the 30 day requirement for the tentative budget to be on public display. The budget hearing has been set for 5:30 p.m. on Thursday, September 22, 2011 prior to the Venice BOE meeting. He indicated that he had worked with Dr. Cullen on the tentative budget and that they would be making necessary changes to it as they become aware of any revenue changes from the state. Mr. Endres also indicated that the expenditures would be monitored very closely so that the district would not deficit the overall budget in FY 2012.

Deb Vespa, ISBE Division Administrator, informed the FOP that the GSA payments are currently budgeted at 95% proration and that there would be NO 22nd GSA payment in June 2012. She also indicated that the transportation claim reimbursement was currently budgeted at 60% proration.

APPROVAL OF MINUTES

Motion to approve the minutes from June 22, 2011 regular meeting and executive session minutes from June 22, 2011 was made by Mary Kane. Seconded by Dennis Brueggemann. Unanimously passed by voice vote.

NEW BUSINESS – AUGUST 18, 2011 BOE REGULAR MEETING

Motion to approve the August 18, 2011 Accounts Payable list in the amount of **\$95,560.70** and July 2011 payroll in the amount of **\$81,438.55** was made by Dennis Brueggemann. Seconded by Mary Kane. Discussion followed: Mr. Endres informed the FOP that there were three (3) payrolls in July and that included in the accounts payable listing was a payment for the asbestos removal in the amount of **\$69,210.00**. There was a question regarding a payment for funeral flowers. Dr. Cullen explained that it was a relative of two board members. The FOP requested that a policy regarding funeral flowers be written and presented to both the Venice BOE and FOP for approval next month. Unanimously passed by voice vote.

PERSONNEL – AUGUST 18, 2011 BOE REGULAR MEETING

Motion to approve the employment of Vanee Williams as Parent Educator for **\$24,000 (10 month)** effective August 22, 2011 was made by Dennis Brueggemann. Seconded by Rudy Wilson. Unanimously passed by voice vote.

Motion to approve the employment of Scott Walthes as Technology Instructor and Support Person for **\$48,386 (180 days)** effective September 1, 2011 was made by Dennis Brueggemann. Seconded by Mary Kane. Note: The Madison County ROE will pay the district **\$9,917 (36 days)** of the total cost of \$48,386, leaving a net cost to Venice District #3 of **\$38,469 (144 days)**. Unanimously passed by voice vote.

OTHER BUSINESS

Deb Vespa, ISBE Division Administrator, began preliminary discussions with the FOP regarding the possible dissolution of the FOP at Venice District #3 in the near future. She indicated that the Venice BOE has made significant progress the past several years under the direction and leadership of Dr. Cullen, district superintendent. There is one payment left on the ISBE loan and the district could, if desired, make that final payment early using fund balance. The district would be levying for the final payment when the levy is prepared this December. She thought it was a good idea to at least start the discussion on this matter and get feedback from all involved.

Dr. Cullen indicated that he would like to see the transition happen at the end of this fiscal year (May or June) rather than in January. He believes that it would be a better transition if the FOP were involved through the fiscal year rather than leave in mid-year. Employee contracts need to be negotiated this year and he thought that the FOP should still be present for those contracts to be approved. He mentioned that he has appreciated all the help that the FOP has given him as well as Jeff Endres, Financial Administrator, Deb Vespa and Carl Holman, ISBE consultants.

Deb Vespa asked if Jeff Endres, Financial Administrator, could review the benchmarks that the FOP had set for the Venice BOE earlier and see how far the Venice BOE had come in meeting those benchmarks. He will try and have that ready for the September FOP meeting.

The next FOP meeting is scheduled for Wednesday, September 28, 2011 at 5:00 P.M.

ADJOURNMENT

Motion to adjourn meeting was made by Mary Kane at 4:50 p.m. Seconded by Dennis Brueggemann. Unanimously passed by voice vote.