

Panel Meeting Minutes
August 28, 2008

**MINUTES OF MEETING
FINANCIAL OVERSIGHT PANEL
VENICE COMMUNITY SCHOOL DISTRICT NO. 3
AUGUST 28, 2008
5:00 P.M.**

CALL TO ORDER

Chairman Rudy Wilson called the meeting to order at 5:00 p.m.

ROLL CALL

Present:

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

Also present:

Jeff Endres, Financial Administrator
Deb Vespa, ISBE
Carl Holman, ISBE
Marcy Dutton, ISBE
Carol Reinhardt, district bookkeeper
Shirley Davis, district principal
Toni Chandler, district secretary
Caroline Wilson, Venice board member

REPORTS

Ms. Davis, district principal, gave the report in the absence of Dr. Hammonds, district superintendent. She reported that the enrollment as of 8/28/08 was 70 students for the district. She told the panel that there have been six professional development workshops scheduled for the district teachers. She also reported that the district has had nine smart boards and twelve computers installed for the start of the 2008-09 school year and that she is very excited about the students having the opportunity to learn with these educational tools. A second special education teacher started after the Venice board meeting, thus, she will need to have official approval at the next board meeting and FOP meeting.

Jeff Endres, Financial Administrator, reported to the panel that the budget hearing for the 2008-09 budget would be held on September 23, 2008 at 5:30 p.m. at a special Venice board of education meeting. The tentative budget will be on public display for 30 days and the preliminary figures look good. A copy of the tentative budget summary by fund

was given to the panel members. He also reported that the fence at the old school site was declared surplus property by the Venice board of education. The roofing project still needs to have the gutters and downspouts installed before the project is complete. Also, the Venice old school bell project is still in progress, contrary to a recent news article in a local paper that criticized the Venice board and district for letting the project fall through the cracks.

Deb Vespa, ISBE consultant, informed the panel that she has requested that Dr. Hammonds prepare a list of building priorities for future consideration and for budget purposes. She asked about the wiring in the school and is it sufficient for the request to purchase the new air conditioners. She also informed the panel that she has consulted with the Venice board president regarding the superintendent search for fiscal year 2010 and that the board needs to begin to make plans to conduct that search. She also asked about the cafeteria foundation and a possible problem with it.

Carol Reinhardt, district bookkeeper, reported that the 2007-08 audit is almost finished and that the auditor will be in the district in September for three days to complete the audit. She reported that things have gone a lot smoother this year with the audit. She also reviewed the tentative budget for 2008-09 with the panel.

APPROVAL OF MINUTES

Motion to approve the minutes from July 24, 2008 was made by Dennis Brueggmann. Seconded by Mary Kane. Unanimously passed by voice vote.

NEW BUSINESS – August 21, 2008 BOE

Motion to approve the August 21, 2008 Accounts Payable list in the amount of **\$98,135.21** and July 2008 payroll in the amount of **\$81,445.17** was made by Mary Kane. Seconded by Dennis Brueggmann. Unanimously passed by voice vote.

Motion to **TABLE** extending the Xerox lease on the district's four (4) copiers at a cost of **\$813.53 per month** was made by Dennis Brueggmann. Seconded by Mary Kane. The panel would like to have the Venice BOE and administration review the current proposal and explain the difference in costs in the options offered. Also, they would like to see the district administration receive additional proposals for copiers. Unanimously **tabled** by voice vote.

Motion to approve the purchase of two (2) food warmers to transport meals from Lovejoy to Venice at a cost of **\$234.14 each** was made by Mary Kane. Seconded by Dennis Brueggemann. Unanimously passed by voice vote.

Motion to approve the purchase of seven (7) air conditioners for classrooms from Lowe's Home Improvement at a cost of **\$359.10 each** for a total cost of **\$2,513.70** was made by Mary Kane. Seconded by Dennis Brueggemann. This **DOES NOT** include installation of the units. Unanimously passed by voice vote.

Motion to approve the purchase of a treasurer's bond for the school treasurer from Brokers' Risk Placement Service, Inc. at a cost not to exceed **\$5,000** was made by Dennis Brueggemann. Seconded by Mary Kane. The panel decided that it was not necessary to purchase an additional bond for the district bookkeeper. Unanimously passed by voice vote.

PERSONNEL – August 21, 2008 BOE Meeting

Motion to approve the employment of Dustin Kincade as Physical Education teacher at a salary of **\$29,042.38 (BA/step 1)** effective start of 2008-09 school year was made by Mary Kane. Seconded by Dennis Brueggemann. It was noted that Mr. Kincade would be docked 2 days salary as he did not teach the first two days of the school year. Unanimously passed by voice vote.

Motion to approve the employment of Christina Dallas as Special Education teacher at a salary of **\$29,042.38 (BA/step 1)** effective start of 2008-09 school year was made by Dennis Brueggemann. Seconded by Mary Kane. It was noted that Ms. Dallas would be docked 5 days salary as she did not work the first five days of the school year. Unanimously passed by voice vote.

Motion to approve the employment of Angela Moore as a paraprofessional/teacher aide to support special education resource teachers at a rate of **\$11.00/hr. (\$82.50/day)** effective start of 2008-09 school year was made by Dennis Brueggemann. Seconded by Mary Kane. Unanimously passed by voice vote.

Motion to approve the employment of Yvonne Jordan as a part-time Social Worker at a rate of **\$208.62/day for 2 days per week** effective start of 2008-09 school year was made by Dennis Brueggemann. Seconded by Mary Kane. Unanimously passed by voice vote.

OTHER BUSINESS

The next FOP meeting will be on Wednesday, September 24, 2008 instead of Thursday, September 25, 2008 as previously scheduled. Mr. Wilson mentioned that Wednesdays work better for his schedule instead of Thursdays. After consensus from the other two FOP members, it was decided to move the FOP meetings to the Wednesday following the Venice BOE regular monthly meetings, usually the third Thursday of the month. A new revised meeting list will be prepared and sent to all interested parties.

ADJOURNMENT

Motion to adjourn at 6:10 p.m. was made by Dennis Brueggemann. Seconded by Mary Kane. Unanimously passed by voice vote.