

Panel Meeting Minutes
October 22, 2008

**MINUTES OF MEETING
FINANCIAL OVERSIGHT PANEL
VENICE COMMUNITY SCHOOL DISTRICT NO. 3
OCTOBER 22, 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
Debby Vespa, ISBE
Carl Holman, ISBE
Dr. Cleveland Hammonds, district superintendent
Shirley Davis, district principal
Carol Reinhardt, district bookkeeper
Toni Chandler, district secretary
Cullen Cullen, Madison Co. ROE
Caroline Wilson, Venice board member

REPORTS

Dr. Hammonds, interim superintendent, reported that the temporary downspouts would be replaced starting on Monday, October 27, 2008 at the school. He also reported that the ice machine had been installed in the cafeteria area. Several educators will visit the district from Brazil the week of November 21, 2008.

Shirley Davis, interim principal, reported that several Venice teachers made a presentation at the Madison County Institute in October 2008. She reported that the district has held three fire drills thus far during the month of October. She also told the FOP that the district will be making available to the parents in the community surplus books and computers and that she hopes the parents will take advantage of the district offering these items to them. The district held an open house earlier in the month and the attendance at the open house was fantastic. The community always has been supportive of such events.

Jeff Endres, Financial Administrator, told the FOP that the FY08 audit had been started and that the auditor should be finished in a few days. It will be presented to the Venice BOE for their approval at the regular November meeting and then presented to the FOP for their approval at their November meeting. He also discussed with the FOP the urgency of purchasing a new server for the district so that the accounting functions of the district could be performed in an efficient manner. The current server is very old and not functional anymore. In fact, it has been a major problem for the district to be able to utilize any of their software programs throughout the district. He also informed the FOP that the Venice BOE had approved the resignation of the physical education teacher, Dustin Kincade, effective October 14, 2008.

Debby Vespa, ISBE, inquired as to the status of the district treasurer bond and it was indicated that the bond had been filed with the ROE office. She also asked the status of the TRS problems that were being addressed and district bookkeeper Carol Reinhardt said that she and Carl Holman had been working on them and would have them finished and mailed to TRS by November 1, 2008. Debby also asked if it would be possible for the FOP members to receive copies of the Venice BOE packets so that they would have the information pertaining to any agenda item that is presented to them for approval. She also mentioned that the Title I and Title II-D applications for 2008-09 had been received by the state board on October 1, 2008 and that no expenditures could be charged to these grants prior to October 1, 2008.

Dr. Cullen Cullen, Madison County ROE office, presented Debby Vespa the "Friend of Education" award from Area 5 ROE. He thanked Debby for all her hard work and dedication in helping Venice School District #3 continue improving their financial status and curriculum area.

APPROVAL OF MINUTES

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

NEW BUSINESS – October 16, 2008 BOE Regular Meeting

Motion to approve the October 16, 2008 Accounts Payable list in the amount of **\$384,202.94** and September 2008 payroll in the amount of **\$76,175.59** was made by Dennis Brueggemann. Seconded by Mary Kane. Unanimously passed by voice vote.

Motion to approve the extracurricular stipend schedule for 2008-09 as presented by Dr. Hammonds was made by Dennis Brueggemann. Seconded by Rudy Wilson. Unanimously passed by voice vote.

Motion to approve **\$10.00/hr.** pay rate for the driver transporting students in sports activities to and from Brooklyn was made by Mary Kane. Seconded by Dennis Brueggemann. Discussion followed whether the students would be taken home or back

to Venice school building after the activity. Dr. Hammonds indicated that the students would be taken home after the activity because of liability issues. Mary Kane asked if the estimated time of 2 hrs. per day was actual driving time and Dr. Hammonds indicated that it was driving time only.

Roll Call Vote: Rudy Wilson - Nay
Mary Kane - Aye
Dennis Brueggemann - Aye

Motion passed 2 ayes and 1 nay.

Motion to increase the salary of the person holding a State of Illinois Department of Public Health food service sanitation certificate by **10 cents/hr.** and making that position lead cafeteria worker was made by Dennis Brueggemann. Seconded by Mary Kane. Unanimously passed by voice vote.

Motion to approve the purchase of a new server for the district to fully access and utilize Think Link program, web based student management, web based accounting, and Smart Boards at a cost of **\$934.72** was made by Mary Kane. Seconded by Dennis Brueggemann. Server to purchased through the Madison County ROE office and Dell Computer. Unanimously passed by voice vote.

Motion to approve Sidney Iyidea to install a new server and perform necessary wiring to achieve connectivity between servers and workstations throughout the district, to fully access and utilize Think Link program, web based student management, web-based accounting, and Smart Board at a cost of **\$70.00/hr.** with a maximum cost of **\$3,000.00** was made by Dennis Brueggemann. Seconded by Mary Kane. Discussion followed regarding the proposal from Mr. Iyidea. His proposal was a two-part proposal. The first part was for the installation of the new server and the necessary wiring required for the installation. The second part of the proposal was for maintenance and service for the district at a rate of \$75/hr. After reviewing the Venice BOE motion that was approved at their regular meeting on October 16, 2008, it was determined that the BOE had approved only the first part of the proposal, i.e.: the installation and wiring of the new server. The maintenance and service proposal for the district would need to be acted on at the November BOE regular meeting. Unanimously passed by voice vote.

Motion to approve the purchase of 40 anti-virus software licenses for a 2-year period at a cost of **\$660.00** from Walling Data Systems was made by Mary Kane. Seconded by Dennis Brueggemann. Unanimously passed by voice vote.

Motion to approve the terms of the Intergovernmental Cooperation Agreement between Venice School District #3 and Brooklyn School District #188 for 2009-10 and 2010-11 school years was made by Dennis Brueggemann. Seconded by Mary Kane. The tuition rate if **\$6,000 per year** for non-special education students and **\$6,000 per year OR** the full amount that Brooklyn spends on providing services required under special education

students' IEPs, whichever amount is greater. These are the same terms as the current agreement for 2008-09. 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 6:25 p.m. Seconded by Mary Kane. Unanimously passed by voice vote.

RESUMPTION

Motion to reconvene was made by Mary Kane at 6:35 p.m. Seconded by Dennis Brueggemann. Unanimously passed by voice vote.

PERSONNEL – October 16, 2008 BOE Regular Meeting

Motion to approve the following employees for extracurricular activities helpers for 2008-09: basketball helper – Lisa Williams (**\$1,100**); cheerleader helper – Vanee Williams (**\$550**); volleyball helper – Vanee Williams (**\$600**) was made by Dennis Brueggemann. Seconded by Mary Kane. Unanimously passed by voice vote.

OTHER BUSINESS

Motion to approve changing next FOP meeting date to Tuesday, November 25, 2008 and to cancel the December 2008 meeting was made by Dennis Brueggemann. Seconded by Mary Kane. Unanimously passed by voice vote.

ADJOURNMENT

Motion to adjourn meeting was made by Dennis Brueggemann at 6:40 p.m. Seconded by Mary Kane. Unanimously passed by voice vote.