

Panel Meeting Minutes
November 25, 2008

**MINUTES OF MEETING
FINANCIAL OVERSIGHT PANEL
VENICE COMMUNITY SCHOOL DISTRICT NO. 3
NOVEMBER 25, 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
Dennis Brueggemann, Member
Mary Kane, Member (arrived at 5:08 p.m.)

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
Lisa Williams, district employee

REPORTS

Dr. Hammonds, district superintendent, reported on the status of the installation of the district's new server and the wiring issues that have been encountered. He informed the panel that the district's superintendent application deadline is March 1, 2009 and that the Venice board would be establishing a committee to interview candidates. He reported that the exterior doors would be replaced this summer in order to prevent any asbestos issues arising during the school day. Dr. Hammonds indicated that the Venice school bell project foundation has now been laid and that the bell would put in place in the near future. He also updated the panel on the status of the roof and downspouts indicating that the project is near completion. He also reported that the state had approved the district's annual Safety Hazardous Route that had been submitted earlier in the month.

Shirley Davis, district principal, reported to the panel that the visit from the educators from Brazil earlier in the month had been a huge success and that she was very pleased with the visit. She also told the panel that the district's 2008-09 School Improvement Plan has been presented to the Venice BOE and to ISBE.

Jeff Endres, Financial Administrator, told the FOP that the FY08 audit had been finished and that the Venice BOE had approved it at their November meeting. He stated that the FOP would be taking formal action on the audit during this meeting. There were only two findings in this year's audit and both findings were the same as last year. The district has taken necessary steps to correct these findings. He also reported that he would be meeting with district administrators (Dr. Hammonds and Ms. Davis), district bookkeeper Carol Reinhardt, and possibly Janet Wiley, Venice BOE president in the near future to discuss and prioritize the district's operational needs. This was a request by Mary Kane, FOP member, who thought this would be a good way for both the district and the FOP to be better prepared for future requests to fix district problems.

Debby Vespa, ISBE, indicated that the status of the state budget continues to get bleaker and bleaker. She talked about future ramifications for Venice school district and effects on the current fiscal year budget. She also indicated that future district budgets could possibly be affected by the state financial situation.

APPROVAL OF MINUTES

Motion to approve the minutes from October 22, 2008 was made by Dennis Brueggemann. Seconded by Mary Kane. Unanimously passed by voice vote.

NEW BUSINESS – November 18, 2008 BOE Regular Meeting

Motion to approve the November 18, 2008 Accounts Payable list in the amount of **\$175,594.81** and October 2008 payroll in the amount of **\$74,081.88** was made by Dennis Brueggemann. Seconded by Mary Kane. Unanimously passed by voice vote.

Motion to approve the Truth-in-Taxation Notice for the 2008 tentative tax levy with the hearing to be held on Thursday, December 18, 2008 at 6:30 p.m. was made by Mary Kane. Seconded by Dennis Brueggemann. Unanimously passed by voice vote.

Motion to approve the 2007-08 annual audit as presented by the district auditor was made by Dennis Brueggemann. Seconded by Mary Kane. Unanimously passed by voice vote.

Motion to approve the service contract for district computers from Iyineda Information Technology Consulting Firm at an hourly rate of **\$75.00/hr.** was made by Dennis Brueggemann. Seconded by Rudy Wilson. Discussion followed. Mary Kane asked as to the need to approve such a contract before the installation of the new server is completed. Dr. Hammonds explained that the district would need to have some service contract available once the server is installed and that this proposal would not go into effect until the completion of the installation of the new server. Dennis Brueggemann commented that if the installation of the server was completed in a few days, the district would need to have someone on call in case there were any problems. Since the FOP will not meet again until January 2009, he felt it was necessary to approve such a contract now.

Roll Call Vote: Rudy Wilson – Aye

Mary Kane – Nay

Dennis Brueggemann – Aye

Motion passed 2 ayes and 1 nay.

Motion to approve a change in district legal representation to Barney Mundorf of Doster, Guin, James, Ullon, Benson & Mundorf, LLC was made by Mary Kane. Seconded by Dennis Brueggemann. It was suggested that Dr. Hammonds check with Mr. Mundorf about his attendance at the Venice BOE regular meetings if the district requested and would this be included in the retainer fee. Unanimously passed by voice vote.

NO EXECUTIVE SESSION

PERSONNEL – November 18, 2008 BOE Regular Meeting

Motion to approve the employment of Lawatha Hardy to drive the van for the students participating in extracurricular sports activities at a rate of **\$10.00/hr. approximately 2 hours per day** was made by Rudy Wilson. Seconded by Dennis Brueggemann. Unanimously passed by voice vote.

Motion to approve the employment of Tabasha Smith as a bus aide for the Granite City special education route at a rate of **\$7.75/hr.** effective October 20, 2008 was made by Mary Kane. Seconded by Dennis Brueggemann. Unanimously approved by voice vote.

Motion to approve the employment of Quantrell Harris as a substitute PE teacher at a rate of **\$85.00/day** effective October 27, 2008 was made by Dennis Brueggemann. Seconded by Mary Kane. Unanimously passed by voice vote.

Motion to approve the employment of Tamara Briggs as a substitute cafeteria worker at a rate of **\$9.00/hr.** effective October 20, 2008 was made by Mary Kane. Seconded by Dennis Brueggemann. Unanimously passed by voice vote.

OTHER BUSINESS

Reminder that the FOP will not meet in December 2008 and that the FOP has authorized the financial administrator to approve the accounts payable list and monthly payroll as well as any other financial matters for the month. The next FOP meeting will be Wednesday, January 21, 2009.

ADJOURNMENT

Motion to adjourn meeting was made by Mary Kane at 6:20 p.m. Seconded by Dennis Brueggemann. Unanimously passed by voice vote.