

MINUTES OF A REGULAR MEETING OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT 133, COOK COUNTY, ILLINOIS, HELD ON MONDAY, AUGUST 8, 2011, IN THE BOARD ROOM AT THE ANNEX BUILDING, 150 W. 137<sup>TH</sup> STREET, RIVERDALE, ILLINOIS AT 6:00 P.M.

1. Board President, Mr. Louis Peyton, called the meeting to order at 6:01 p.m. On roll call, Members Butler, Davis, Herron, Peyton and Watts answered. Members Nolan and Robinson did not answer. Superintendent, Dr. Frankie Sutherland, Business Manager, Ms. Nicole Dortch and School District Attorney, Mr. Brian Crowley were also present.

Roll Call

Member Robinson arrived at 6:05 p.m.

2. Pastor and Mrs. Glenn G. Williams addressed the Board with their request to rent and utilize the General George Patton School gymnasium and or a large classroom on Wednesday evenings from 6:30 – 8:30 p.m. and on Sundays from 9:00 a.m. – 12:00 p.m., until they're able to acquire their own space, which according to Pastor Williams will be no longer than one year.

Rental of Patton School Gym

President Peyton asked for Dr. Sutherland to give her input should the Board move forward in approving the rental request.

Dr. Sutherland said that Pastor Williams' organization would need to supply the liability insurance. Dr. Sutherland said that there would also be a rental fee. Dr. Sutherland said that typically the lease is executed per occasion, but since his request will be ongoing, the district will need to change the form to accommodate this request. Dr. Sutherland said that whatever the administration does regarding this request, they will bring it back to the Board for approval if the Board approves Pastor Williams request to use the space.

Attorney Crowley gave legal advice regarding the rental of school facilities.

There was discussion regarding who would open and close the facility as well as security issues if the request for rental was approved.

Member Butler asked if the custodians are normally on duty on Sunday's.

Dr. Sutherland informed the Board that the custodians do not normally work on Sunday's, so having them come in to open and close the facilities would be a cost. Dr. Sutherland said that the district should not be expected to pick up any costs associated with the rental of the gym, so it would probably have to be built into the lease agreement.

Dr. Sutherland said that there's also an option of having Pastor Williams let himself into the building by using a code.

Member Davis said that that sounds like a better option than having a custodian come in and that the district would have to pay for his travel and time.

After further discussion, President Peyton asked each Board Member their thoughts regarding the rental of the Patton School gymnasium by Pastor and Mrs. Glenn Williams.

It was the consensus of the Board to approve Pastor Williams request to use the gymnasium.

Dr. Sutherland and Ms. Dortch will be in contact with Pastor Williams to finalize the details of rental costs and insurance. Dr. Sutherland also asked if the Board wants to move forward with having Pastor Williams receive a code to enter the building on his own.

It was the Board's consensus to give him a code.

3. Mr. Robinson moved, Ms. Herron seconded, to approve Pastor and Mrs. Glenn Williams request to rent the Patton School gymnasium.

Rental of Patton School Gym

On roll call, Members Butler, Davis, Herron, Peyton, Robinson and Watts voted aye; nays, none; motion carried.

4. Committee Reports:

School Board Business

Buildings & Grounds Committee – No report.

Ethics Committee – No report.

Finance Committee – No report.

Policy Committee – Mr. Robinson informed the Board that the policy committee met and they will be making recommendations when this item comes up for discussion and action on the agenda.

5. The July 18, 2011 special meeting minutes of the policy committee was included in the board packets for informational purpose only.

Minutes  
July 18, 2011

6. Mr. Robinson moved, Ms. Herron seconded, to approve the special meeting minutes of June 27, 2011 as presented.

Minutes  
July 27, 2011

On roll call, Members Butler, Herron, Peyton, Robinson and Watts voted aye; Member Davis abstained; motion carried.

7. Mr. Robinson moved, Ms. Herron seconded, to approve the regular meeting minutes of June 13, 2011 with the following corrections:

Minutes  
June 13, 2011

-Spelling correction – page 10, #36 – Robins should be Robinson.

-Addition - page 8, #27 – Ms. Davis stated that it was not in the board policy to deny Board Members from attending conferences.

On roll call, Members Butler, Davis, Herron, Peyton, Robinson and Watts voted aye; nays, none; motion carried.

8. There was no correspondence addressed to the Board.

Communications

Attorney Crowley has been working with the Village regarding the TIF reimbursement and gave the Board an update. Ms. Dortch sent the Village of Riverdale a bill for TIF reimbursement for the HVAC chiller installation in the amount of about \$20,000. Mr. Crowley said that they received no response, so Mr. Crowley contacted the Village's new attorney and stated that they had a good conversation. Mr. Crowley said that he believes that there is a more streamlined process now. The Village's Attorney informed Mr. Crowley that yes, the Village owes the school district money and they will continue to owe the district money.

Mr. Crowley said that the one issue that the agreement provides is that the Village is not to provide us with payment until the second installment of dollars come in from the Treasurer's Office; however, with this \$21,000 payment, the Village Attorney said that they have this money and they are willing to pay the district. They are looking for more of a streamline process for documentation purpose. Mr. Crowley said that as soon as paperwork is filled out, the district should receive payment.

Member Davis asked if the district received all of the money that it's owed besides the \$21,000.

Ms. Dortch and Mr. Crowley both said yes, the district has received all other TIF money owed to it.

9. There were no imprest fund transactions to account.

Imprest Fund

10. Mr. Robinson moved, Ms. Watts seconded, to approve the accounts payable schedule dated thru August 8, 2011:

Accounts Payable

Education Fund	\$461,579.69
O&M Fund	74,329.89
Transportation Fund	33,918.94
IMRF Fund	12,219.61
Soc. Sec./Med. Fund	22,803.91
Tort Immunity Fund	<u>17,145.32</u>
Total Expenditures	\$621,997.36

Member Davis asked questions regarding the information that makes up the payables pre-list and check listing.

Ms. Dortch said that the check listings are checks that have been processed already and the payables pre-list are items that are pending approval from the Board.

Member Davis asked questions regarding items on the payables pre-list and the check listings.

Member Davis asked Ms. Dortch to follow up with her once she finds out why the invoice from IASB states "**restricted** annual dues for the 2011-2012 school year".

On roll call, Members Butler, Davis, Herron, Peyton, Robinson and Watts voted aye; nays, none; motion carried.

11. The payroll register included in the board packet is used as a reference for the approval of the payroll.

Payroll Register

12. Mr. Robinson moved, Ms. Herron seconded, to approve the payrolls dated June 3, 2011 and June 17, 2011:

Payroll

<u>06/03/11</u>	<u>06/17/11</u>	<u>Total</u>
\$167,742.97	\$468,010.55	\$635,753.52

Member Davis asked Ms. Dortch why the payroll dated 06/17/11 is so much higher than the 06/03/11 payroll.

Ms. Dortch said that employees have the option of being paid 22 or 26 pays and those who opt for the 22 pays got their last check on June 17<sup>th</sup>. Employees that choose 26 pays their last check for the 2010/2011 fiscal year is August 11, 2011. Ms. Dortch said that what they do to account for all of those payrolls and funds for 2010/2011 fiscal year, is print out voucher checks on the last pay date of the 2010/2011 fiscal year which was June 17<sup>th</sup>.

On roll call, Members Butler, Davis, Herron, Peyton, Robinson and Watts voted aye; nays, none; motion carried.

13. Mr. Robinson moved, Ms. Watts seconded, to approve the payrolls dated July 1, 2011, July 14, 2011 and July 28, 2011:

Payroll

<u>07/01/11</u>	<u>07/14/11</u>	<u>07/28/11</u>	<u>Total</u>
\$65,678.56	\$68,278.29	\$25,435.61	\$159,392.46

On roll call, Members Butler, Davis, Herron, Peyton, Robinson and Watts voted aye; nays, none; motion carried.

14. The student activity fund for June, 2011 was received and filed subject to audit.

Student Activity Fund

15. The Township Treasurer's Financial Statement and Cumulative Expenditures Scheduled for June was received and filed subject to audit.

Township Treasurer's Report

16. There were no Board reports.

Board Reports

17. There was no Principal's report.

Principal's Report

18. Superintendent, Dr Frankie Sutherland reported on the following items:

- Dr. Sutherland said that as the Board is aware, the Teen Reach Program had been at Patton School for many years and we've always signed on as a partner at the school district. Dr. Sutherland informed the Board that the Teen Reach Program is no longer being funded, so we will no longer have the Teen Reach Program with Aunt Martha's; however, Dr. Sutherland said that the district partnered with Aunt Martha's and applied for a 21<sup>st</sup> Century Grant. Dr. Sutherland said that she's not sure if it will be funded, but this may be a way for them to have some resources to fund the program, so they could still have something for the pre-teens and teens. Dr. Sutherland said that she will keep the Board informed as to whether we receive funding.
- The district received notice from the Department of Human Services offering scholarships to people who work in the district and might want to go back to get an early childhood certification. Dr. Sutherland said that we had one person on staff and that's a teacher assistant in pre-k, Ginni Flemming, who is taken advantage of this program. The program is through the Department of Human Services and is called Gateway to Excellence.
- The Back to School Bash sponsored by the Village of Riverdale is set for Saturday, August 13, 2011 from 12:00 p.m. – 4:00 p.m. in Franson Park – 144<sup>th</sup> & Atlantic Avenue. Dr. Sutherland said that we'll do what we've always done with our partnership with CSX, AT&T and other benefactors that send things for our children. These items are usually delivered directly to Patton School and the children receive them when they come to school. Dr. Sutherland said that extra items are stored, so that if we get new students to come in during the school year that are in need of supplies, we'll have things for them.
- Teachers will attend the Teacher Institute Day at the Doubletree in Alsip, IL on Monday, August 15, 2011. Students begin on Tuesday, August 16, 2011.

19. Mr. Robinson moved, Ms. Watts seconded, to approve the 2011-2012 tentative budget.

2011/2012 Tentative Budget

Ms. Dortch said that there were a few things that she wanted to point out in regards to the 2011-2012 tentative budget. On the budget summary page, Ms. Dortch pointed out that the beginning fund balance is subject to change prior to the district receiving the audited financial reports. Ms. Dortch said that this fund balance is based on information received from the Treasurer's Office and also revenue that she anticipates receiving anytime now through August 31, 2011.

Member Davis asked if this balance is as of June 30, 2011.

Ms. Dortch said yes, the balance is as of June 31, 2011. Ms. Dortch said that after June 30, 2011, they submitted reimbursements to the State as well as to ECHO Joint Agreement for the IDEA Grant as well as South Cook Intermediate Service Center for another SMART Grant and this is basically reimbursement. Ms. Dortch said that she included that amount on there, because the district didn't receive it as of June 30, 2011. The district did receive two of those checks and we're waiting for one more.

Member Davis said that when we look at the beginning fund balance as of July 1, 2011, aren't we talking about the end of June, 2011.

Ms. Dortch said yes, but that's for the fiscal year. Ms. Dortch said that this is the beginning balance of the fiscal year. Ms. Dortch said that because the district is on an accrual accounting method, the district has a window to receive revenue from June 30, 2011 thru August 31, 2011. Anything received in this time frame is going to be counted for the FY 2010/2011 school year.

Member Davis said that she read that "each fund balance should correspond to the fund balances reflected on the books as of June 30<sup>th</sup>."

Ms. Dortch said that when the district receives the AFR (Annual Financial Report), it's going to include that revenue. Ms. Dortch said that the AFR is going to include any revenue received after June 30<sup>th</sup> thru August 31<sup>st</sup>.

Member Davis said that her question was about the ending balance. Member Davis said that the ending balance of June 30, 2011, should match the beginning balance of July 1, 2011. Ms. Davis said that if you ended something on June 30<sup>th</sup> with 1.2 million then we shouldn't have 1.3 million on July 1, 2011.

Ms. Dortch said that we do. Ms. Dortch said that most school districts are on a cash basis and if the district was on a cash basis, then we would say that this would be our ending fund balance. Ms. Dortch said that the report that the district receives from the Treasurer's Office is on a cash basis, but because we are a school district that uses the accrual method, we are able to account for the revenue that the district receives during the window of June 30<sup>th</sup> thru August 31<sup>st</sup>. Ms. Dortch said that rather than her leaving this as the beginning fund balance, she included the revenue that she anticipates the district receiving within the next month.

Member Davis asked what would happen if we don't receive that revenue.

Ms. Dortch said that the district received two of those payments and that the district should have the last payment by August 31, 2011.

President Peyton asked if the budget is tentative based upon the fact that the district is expecting the balance of the revenue to come in before August 31, 2011.

Ms. Dortch said that it's tentative, because part of the adoption process for the budget is to approve a tentative budget, put it out on public display and at the next board meeting, the Board adopts the budget. Ms. Dortch said that at the end of the fiscal year if there are changes or after receiving the Annual Financial Report and she sees that everything is not the way that it should be and changes are needed, the budget can be amended.

Ms. Dortch said that it's difficult to tell what your beginning fund balances are, because the district has not received the AFR. The district won't receive the AFR until November or December.

Member Davis asked where we moved the money from the tort fund.

Ms. Dortch said that we didn't move any money from the tort fund. Ms. Dortch said that we created the risk management plan; we were able to move the expenses that were in the risk management plan to the tort fund. There was roughly \$ 195,000 in expenses that we would normally have coded to the education fund, but were able to code to the tort fund.

Member Davis asked if the district is going into this fiscal year with a deficit in the operations & maintenance and debt service.

Ms. Dortch said yes. Ms. Dortch said that at some point, funds will probably have to be transferred from the education fund to the operations & maintenance fund to cover the deficit.

Member Davis asked about the debt service, because that's \$200,000.

Ms. Dortch said that the debt service is paid off with the collection of tax revenue.

On roll call, Members Butler, Herron, Peyton, Robinson and Watts voted aye; Member Davis voted nay; motion carried.

20. Ms. Dortch informed the Board of a new program that the National School Lunch is offering. Ms. Dortch said that the district is eligible to participate in a community eligibility program, which is a universal meal service that allows the district to provide free meals to all students. Ms. Dortch said that as March, 2011, the district had four students paying for their meals. The district would be reimbursed based on the district's claiming percentage.

National School Lunch  
Program

Member Davis asked if the district would be paying for their lunches and then get reimbursed.

Ms. Dortch said that we would be reimbursed for the number of students that have been identified as qualifying for this program. Ms. Dortch said that about 95% of the students qualify for this program, but the district will be paying for those four students who currently do not qualify for free lunch.

Member Davis asked if the district would get the money back for those four students.

Ms. Dortch said no, the district would not be reimbursed for those four students. Ms. Dortch said that presently, because those four students are often unable to pay for their meals, the district pays for them and does not receive reimbursement.

Member Davis asked what is the point of the program.

Ms. Dortch said that the program cuts down on the verification process and having to submit monthly claims.

Ms. Dortch said that if the district chooses not to continue with this program, they can drop out at the end of a fiscal year.

Member David asked if there's any cost for getting out of the program.

Ms. Dortch said no.

Member Davis asked Ms. Dortch whether she had any information on the program or is there a website.

Ms. Dortch said she will provide that information.

21. Mr. Robinson moved, Ms. Herron seconded, to approve the replacement of the chiller at Patton School.

Chiller at Patton School

Ms. Dortch informed the Board that over the summer, the chiller at Patton School went out and we have to replace it. It can't be repaired. Ms. Dortch included three quotes in the board packets: (1) Johnson Controls – the district's current HVAC maintenance service provider. (2) Infinity Mechanical Systems - they were a company that initially bid on our HVAC service, so Ms. Dortch contacted them to get a quote for this job. (3) Hayes Mechanical – a company that once did work for the district.

Ms. Dortch said that out of the three proposals, Johnson Controls was willing to work with us in regards to the pricing. Ms. Dortch said that were originally higher than that \$25,000, but she was able to get them to lower the amount.

Member Davis asked if this was required to be put out for bids.

Ms. Dortch said that it would only need to go out for bids if it was over \$25,000.

Member Davis said that in other words, if we choose Johnson Controls, we wouldn't have to do that, but how would we know what kind of quotes; these other two companies gave quotes for \$37,660 and \$42,610.

Ms. Dortch said that both companies came out to access our current unit and these are the quotes they sent back.

Member Davis said that since all companies were initially over \$25,000, should it have just been put out for bid.

Ms. Dortch said that Johnson Controls didn't want us to go out for bids, so they were willing to lower the cost of it.

Member Davis said that it takes the other companies out and that seems to her, that they had an unfair advantage, because Johnson Controls was given a chance to lower their bid under the bid process price. Member Davis asked if the other two companies were given the same option. Member Davis said that in regards to the proposals, it would be good to see a side by side comparison. Member Davis said that the Board doesn't know if these were the same systems; was one system better than the other.

Member Davis said that she was concerned that we gave one company a chance to lower their costs to keep the district from going out for bids.

Member Butler asked if the other two companies were given a chance to lower their bids.

Ms. Dortch said that the reason why Johnson Controls was afforded this opportunity was because they were in the ball park. Ms. Dortch said that the other two company's quotes were much higher.

Member Robinson asked what was Johnson Controls original quote.

Ms. Dortch said that Johnson Controls original quote was about \$26,000 and they were willing to lower the quote.

Mr. Crowley said that Ms. Dortch contacted his office to inform him that Johnson Controls quote was at \$26,000 and at that time, the district would have been required to go out for bids. Mr. Crowley informed Ms. Dortch that if she wanted to get out of the bidding requirements, he suggested that Ms. Dortch contact Johnson Controls and let them know that if they get their quote under \$25,000, we can go with them. However, Mr. Crowley said that if the Board decides to go out for bids that it's absolutely their option. Mr. Crowley said that the Board had a contract before them with a company that was in the ball park and Ms. Dortch received other quotes as well. Mr. Crowley said that the Board has a decision to make and the Board can award the contract to Johnson Controls, because it is under \$25,000. Mr. Crowley said that it is a legal contract that the Board does not have to bid.

President Peyton said that what he thinks happened is that the district is already doing business with this company and they knew that if it went out to bid, it would be a toss-up and Johnson Controls wanted to continue doing business with the district. President Peyton asked what else Johnson Controls does for us.

Ms. Dortch said that Johnson Controls maintain the district's HVAC system.

After further discussion the board voted on this item.

On roll call, Members Butler, Herron, Peyton, Robinson and Watts voted aye; Member Davis voted nay; motion carried.

22. Mr. Robinson moved, Ms. Herron seconded, to approve the HVAC Service Agreement.

HVAC Service Agreement

Ms. Dortch informed the Board that the agreement was a renewal for the district's current HVAC service agreement. Ms. Dortch said that when this service was bided out last year, the district included in the agreement that the district would include a two year agreement at the Board's discretion. Ms. Dortch included the new prices for Johnson Controls service agreement.

On roll call, Members Butler, Herron, Peyton, Robinson and Watts voted aye; Member Davis voted nay; motion carried.

23. Mr. Robinson moved, Ms. Butler seconded, to approve the request of Ivanhoe Park District to place a link on School District 133's website.

Ivanhoe Park District Request

Member Davis asked what is the park district asking the district to do.

Dr. Sutherland informed the Board that she had gotten a request from Mr. Greg Bates at the Ivanhoe Park District, to have a link on the district's website, so that our school would have access to the information about activities at the Park District.

After further discussion, the Board voted on this item.

On roll call, Members Butler, Davis, Herron, Peyton, Robinson and Watts voted aye; nays, none; motion carried.

24. Mr. Robinson moved, Ms. Butler seconded, to approve the policies in the October, 2010 PRESS document with the following corrections:

Policies –  
October, 2010 PRESS

Member Davis pointed out the following :

- Policy 2:20-E, page 1 (4<sup>th</sup> box down)- should read Regional Superintendent or South Cook Intermediate Service Center.

- Policy 2:220
  - \* Page 1 – Member Davis asked for clarity from the School Attorney regarding the information listed under the “voting method” section.

\*Page 2, Paragraph 3- change Board Secretary to Township Treasurer.

After further discussion, the Board voted on this item.

On roll call, Members Butler, Davis, Herron, Peyton, Robinson and Watts voted aye; nays, none; motion carried.

25. Mr. Robinson moved, Ms. Butler seconded, to approve Policy 2:125 – Board Member Expenses.

Policy 2:125

Member Davis pointed out language in the Policy 2:125 that needed clarification.

After further discussion, the Board decided to send this policy back to the Policy Committee for revisions.

On roll call, Members Butler, Davis, Herron, Peyton, Robinson and Watts voted aye; nays, none; motion carried.

26. Mr. Robinson moved, Ms. Butler seconded, to go into executive session at 8:21 p.m. for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, discussion of minutes of meetings lawfully closed under the Act.

Executive Session

On roll call, Members Butler, Davis, Herron, Peyton, Robinson and Watts voted aye; nays, none; motion carried.

27. Mr. Robinson moved, Ms. Herron seconded, to reconvene to open session at 9:33 p.m.

Reconvene

On roll call, Members Butler, Davis, Herron, Peyton, Robinson and Watts voted aye; nays, none; motion carried.

28. Mr. Robinson moved, Ms. Herron seconded, to approve the closed session minutes of June 27, 2011 as presented and June 13, 2011, with the following correction: Member Davis asked Attorney Crowley were **they** planning to get the goals.

Minutes – Closed Session  
June 27, 2011 and  
June 13, 2011

On roll call, Members Butler, Davis, Herron, Peyton, Robinson and Watts voted aye; nays, none; motion carried.

29. Ms. Davis moved, Ms. Herron seconded, to adjourn at 9:34 p.m.

Adjournment

On roll call, Members Butler, Davis, Herron, Peyton, Robinson and Watts voted aye; nays, none; motion carried.

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President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date