



Oak Park Elementary School District 97

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TO: Dr. Carol Kelley, Superintendent of Schools
Members, Board of Education, Oak Park School District 97

FROM: Laurie Campbell, Assistant Superintendent for Human Resources *LMC*

RE: Change in Signatories

DATE: July 16, 2019

Board Policy 4:80 - Accounting and Audits, designates specific individuals who have authority to sign checks on behalf of the District. The policy states, "The Superintendent or designee and Assistant Superintendent for Finance and Operations, School Treasurer, or Fiscal Service Coordinator shall sign all checks issued by the School District, except that checks from an account containing student activity funds and revolving accounts may be signed by the respective account custodian."

In May, the administration brought forth a recommendation for a change in signatories due to the transitions in the finance office. Currently Dr. Kelley, Laurie Campbell, and Mark Sheahan have been serving as signatories on the various accounts. Now that Mr. Patrick King has started as Director of Finance and Mr. Mark Sheahan is being recommended as interim Chief School Business Official, it is time to move the signatory responsibilities back to the finance office.

We are recommending that Patrick King and Mark Sheahan serve as the signatories on the District's accounts with Prudent Man Advisors (PMA), Community Bank, and BMO Harris and that Dr. Kelley and Laurie Campbell be removed as signatories. A list of the accounts and respective signatories are attached for your review.

Bank Account Name	Account Number	Contact	Signer #1	Signer #2
PMA Investments	11572	Tim Flaherty (630) 657-6432	Mark Sheahan	Patrick King
PMA General - LIQ	11572-101 - LIQ	Tim Flaherty (630) 657-6432	Mark Sheahan	Patrick King
PMA General - MAX	11572-101- MAX	Tim Flaherty (630) 657-6432	Mark Sheahan	Patrick King
PMA Payroll - LIQ	11572 - 102 - LIQ	Tim Flaherty (630) 657-6432	Mark Sheahan	Patrick King
PMA: 2014 DSEB	11572-206- LIQ	Tim Flaherty (630) 657-6432	Mark Sheahan	Patrick King
PMA: 2014 DSEB	11572-206- MAX	Tim Flaherty (630) 657-6432	Mark Sheahan	Patrick King
PMA: 2019 Bond Proceeds	11572-208- LIQ	Tim Flaherty (630) 657-6432	Mark Sheahan	Patrick King
PMA: 2019 Bond Proceeds	11572-208- MAX	Tim Flaherty (630) 657-6432	Mark Sheahan	Patrick King
IMET: Convenience- Bond Proceeds	20422-201	Sofia Anastopoulos (630)571-0484x229		
IMET: Convenience- General	20422-101	Sofia Anastopoulos (630)571-0484x229		
BMO Harris A/P Sweep Account	294-286-0	Stacey Craig (312) 461-6195	Mark Sheahan	Patrick King
BMO Harris A/P Sweep Account- Old	298-354-2	Stacey Craig (312) 461-6195	Mark Sheahan	Patrick King
BMO Harris P/R Sweep Account	294-557-4	Stacey Craig (312) 461-6195	Mark Sheahan	Patrick King
Community Bank- FLEX Account	801237702	Janel Morales (708) 660-7025	Mark Sheahan	Patrick King
Community Bank- Student	802066301	Janel Morales (708) 660-7025	Mark Sheahan	Patrick King
Community Bank- Operating	802066302	Janel Morales (708) 660-7025	Mark Sheahan	Patrick King
Community Bank- Investments	802066328	Janel Morales (708) 660-7025	Mark Sheahan	Patrick King
Community Bank - Petty Cash	801085401	Janel Morales (708) 660-7025	Mark Sheahan	Patrick King
			Mark Sheahan	
Community Bank - VILLAGE OF OAK PARK ECC ACCOUNT	700213001	Janel Morales (708) 660-7025	Mark Sheahan	Patrick King
Community Bank - OAK PARK SCHOOL DISTRICT 97 ECC ACCOUNT	700214901	Janel Morales (708) 660-7025	Mark Sheahan	Patrick King
Community Bank - OAK PARK SCHOOL DISTRICT 97ECC ADMINISTRATIVE RESERVE HOLDING ACCOUNT	700214902	Janel Morales (708) 660-7025	Mark Sheahan	Patrick King
Community Bank - OAK PARK AND RIVER FOREST HIGH SCHOOL ECC ACCOUNT	700215701	Janel Morales (708) 660-7025	Mark Sheahan	Patrick King
Community Bank - IGov	80548401	Janel Morales (708) 660-7025	Mark Sheahan	Patrick King