

HARVEY PUBLIC SCHOOLS DISTRICT 152  
Finance Committee Meeting Minutes  
Monday, August 3, 2015  
1:00 P.M.

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The meeting was called to order at 1:06 p.m.

Present at the meeting were: Board Members: Dr. Kisha McCaskill, Tyrone Rogers,

Administration: Dr. Kevin J. Nohelty, Dr. Denean Adams, Johnnetta Miller

### **Paper Bid**

The administration reviewed the results from the annual paper bid. The bid was formally announced in the newspaper on July 9, 2015. The bid opening was held on July 21, 2015 at 11:00 a.m. Four bids were received by reputable paper companies. The lowest responsible bidder was Unisource in the amount of \$26,358. The recommendation is to award the bid to Unisource in the amount of \$26,358. Discussion followed regarding the use and allocation of paper throughout the District. Committee members encouraged the administration to seek greater accountability measures to account for all the paper.

### **Pupil Transportation Rates 2015-16**

ALLTOWN submitted a letter requesting a 2% increase in pupil transportation rates for the 2015-16 school year. ALLTOWN will begin installing cameras in all regular education busses beginning in September 2015. The administration will discuss a "No increase" for the 2015-16 school year with ALLTOWN. The original letter and possibly a revised letter from ALLTOWN will be presented to the School Board for the review and consideration.

### **Freezer Repairs**

The large commercial freezer at Brooks Middle School is beyond reasonable repair and needs to be completely overhauled. The administration is seeking three quotes. Initial estimates indicate the project may cost nearly \$20,000. The project will need to take place in the near future. Additional information will be forthcoming.

### **Lease Agreement with Illinois Action for Children**

Illinois Action for Children has replaced CDI Head Start Program. They are very interested in maintaining the location in Harvey (Field School) to continue the Head Start Program for the children. A revised lease was presented to the committee that included 3% increase in rent and a five year lease. The committee requested a few changes that included two months deposit and one -year reoccurring contract for five years. Illinois Action for Children agreed to one month deposit and a one year reoccurring lease for five years. The revised lease will be presented to the Board of Education for their review and consideration for approval subject to attorney review.

### **Contracts, Subcontracts, Reoccurring Contracts**

All contracts, subcontracts, reoccurring contracts will be submitted to the business office for review and Board approval on an annual basis. The contracts will be housed and maintained in the District files and electronic database. The administration is in the process of developing the database for review and oversight. The administration will conduct a phone poll with the Board to move forward with reoccurring instructional contracts that are curriculum related and necessary to implement prior to the start of the school year.

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**ISBE Audit Report 2014**

The committee reviewed the findings from the ISBE Audit Report 2014. Information was previously sent home to the Board on July 24, 2015. The net result of the findings is a reduction in future claims across several programs of \$55,000 from more than \$23,000,000 million dollars received in state and federal revenue.

**Annual Financial Audit – Letter of Engagement**

The annual financial audit is underway with Legacy Professionals, LLC. The letter of engagement was presented to the committee. The letter of engagement outlines the scope of services and the work that will be performed. The amount of the audit is \$36,000.

**Forensic Financial Audit**

Dr. McCaskill stated the Board would like to remove two items from the RFP related to Board minutes and Board Travel. Dr. McCaskill will make revisions to the RFP and send them to administration. The RFP now will only identify three areas to audit. They are as follows: Food Service, Use of Credit Card, and Overtime/W2's.

**Food Services**

The Board would like to meet with Ms. Liddell at the next Board meeting to discuss the food service program and the food that was served towards the end of the previous school year. The discussion is planned for August 17, 2015.

**ECHO Billing**

Dr. Jones is in the process of reviewing the stated claim that the District owes \$175,905 in tuition billing to ECHO for Fiscal Year 2014. Future updates to follow.

**Imagine Learning Contract**

The committee reviewed the contract with Imagine Learning and will submit it for Board review and consideration.

**District Travel/Charge Card**

Dr. McCaskill would like the District's credit card account to be included in the RFP for the Forensic Audit.

**Overtime Pay and W2's**

Dr. McCaskill would like the use of overtime and W2's to be included in the RFP for the Forensic Audit.

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**Bus Contract Timeline for Proposal**

The administration will put together a timeline for issuing a Pupil Transportation Contract Bid. The timeline will begin in November with a bid opening scheduled in January. Final recommendation and Board approval is scheduled for February 2016.

**Good of the Order**

Dr. Adams presented quotes from Andrew's Printing of Harvey, Illinois to print the District Calendar and Student Handbook for the estimated amount of \$15,000. Due to the short time frame prior to student registration, the Board will be polled to seek approval for the annual expenditure.

The next meeting is scheduled for Monday, September 7, 2015 at 1:00 p.m. However it will be rescheduled due the Labor Holiday. The future meeting date and time TBD.

The meeting adjourned at 2:44 p.m.

<b>Action Items for Recommendation:</b>
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| <ol style="list-style-type: none"><li>1. Award the paper bid to Unisource in the amount of \$26,358 <b>(PLACED ON BOARD AGENDA FOR APPROVAL)</b>.</li><li>2. Approve the proposed 2015-16 pupil transportation rates with ALLTOWN.</li><li>3. Approve the lease with Illinois Action for Children subject to attorney review <b>(PLACED ON BOARD AGENDA FOR APPROVAL)</b>.</li><li>4. Approve the reoccurring instructional contracts as presented in the phone poll.</li><li>5. Approve the Letter of Engagement for the annual financial audit with Legacy Professionals, LLC.</li><li>6. Approve the RFP for the Forensic Financial Audit to limit the scope to specifically audit food services, credit cards and overtime/W2.</li><li>7. Approve the proposed timeline for issuing a pupil transportation bid.</li></ol> |
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