Board of Education Meeting Minutes for June 10, 2019

Call to Order

Board President Vince Engstrom called the meeting of the Board of Education to order at 7:00 p.m. in the Administration Service Center Boardroom, 28W250 St. Charles Road, West Chicago, Illinois 60185.

Roll Call

In attendance were Members Jack Buscemi, Dennis Peterson, Anna Taylor, Lisa Willuweit, Jodi Krause, Tammy Mastroianni, and Vince Engstrom; Superintendent Dr. Philip Ehrhardt; Business Manager Dr. Shelley Clark – absent; Laura Pfaffenstiel, Evergreen Elementary School Principal; Mike Fitzgerald, Benjamin Middle School Principal; Recorder Jennifer Szabo, and members of the staff and community whose signatures are filed with these minutes.

Pledge of Allegiance

National Junior Honor Society and Board President Engstrom led in the Pledge of Allegiance.

Approve Agenda

Member Taylor moved and Member Buscemi seconded to approve the agenda as presented. On a roll call vote, Members Buscemi, Krause, Mastroianni, Peterson, Taylor, Willuweit, and Engstrom – aye. Motion carried.

Approve Draft(s) of Minutes

Regular Meeting Minutes of April 29, 2019
Executive Session Meeting Minutes of April 29, 2019
Special Meeting Minutes of May 22, 2019

Member Taylor moved and Member Krause seconded to approve the Minutes as presented. On a roll call vote, Members Buscemi, Krause, Mastroianni, Peterson, Taylor, Willuweit, and Engstrom – aye. Motion carried.

Board Salute

The Board extended a special salute to Jenni Engstrom who has served on the Benjamin Education Foundation chairperson for three years. A salute to Traci Cicero who has served as the PTA President for two years. Their dedication and commitment to our students are noteworthy.
The Board also extended a special board salute to the National Junior Honor Society Volunteers, Brady Munter, Makenzie Leszczewicz, Natan Przyblyko, Daniel Kuriakose, and Addison Jeffery who have provided community service at events like the Carol Stream Veterans Memorial Dedication where they handed out programs and ribbons.

The board saluted Joel Duncan, Carefest Project Coordinator for coordinating this year’s Carefest Project to beautify both schools and the Administration Center. The volunteer crew including Joel, Edwin and Kevin planted a variety of flowers which are now in full bloom and pulled out old bushes.

The board recognized Mike Mashal, Fundraiser for PTA for coordinating the fundraiser held at Augustino’s Restaurant which raised $6,600. Mr. Mashal will help fund the replacement for soccer and basketball jerseys for grades 5 and 6.

Superintendent’s Report

School Improvement Plan Reports – Principals Laura Pfanenstiel and Mike Fitzgerald presented a PowerPoint presentation highlighting their respective school’s Improvement Plans’ results for the 2018-2019 school year. The report highlighted the accomplishments in the implementation of the goals and provided evidence of success showing their achievements. The proposed new goals for the 2019-2020 school year were also presented.

District/Superintendent Goals Report – Dr. Ehrhardt highlight the updates made since the mid-year report was made. The accomplishments of the goals have been met thanks to the supportive school board, talented staff and committed parents and community.

Benjamin Students Performance in High School – Dr. Ehrhardt reported on how well Benjamin students are doing at the high school.

Strategic Directions 2019-2024 – Dr. Ehrhardt shared the process to develop the new Strategic Directions 2019-2024 has taken place this school year with the input from a survey and discussions with stakeholders including Student Council, Staff, Foundation, PTA, and District Advisory Council. The plan will guide the district for the next five years for continuous improvement.

Define Summer Hours for Ad Service Center – Dr. Ehrhardt reported 12-month staff will work additional hours each Monday through Thursday, starting the week of June 17 in order to have Fridays off during the summer. The staff will resume regular Monday through Friday the week of August 5.

Revised Five Year Financial Projections – Dr. Ehrhardt shared with the Board that Dr. Clark has updated the projections based on recent new information such as lower health and dental insurance rates. Dr. Ehrhardt explained the changes and the financial implications.

Updated Capital Outlay List – Dr. Ehrhardt reported that Dr. Clark has revised the Capital Outlay list to account for the remainder of the projects. Dr. Ehrhardt indicated $501,041 is what remains and discussion took place on the options for spending the balance by the end of 2020 such as repairing the roofs.

2019-2020 School Calendar – Dr. Ehrhardt indicated the Senate Bill 28 which allows parent/teacher conferences times to be banked has passed both the Senate and House and is awaiting the Governor’s signature. The calendar, which was approved by the board on a tentative basis, has now been finalized. This calendar has been communicated to the parents and staff.
FOIA Request – Dr. Ehrhardt shared with the Board a request under the Illinois Freedom of Information Act, 5ILCS 140/ on May 13, 2019 from Mr. Matthew Gugala, Workforce Development, SMART Local 265 requesting for information for the new construction, renovation and/or maintenance work planned for any building owned or leased by your district which includes the scopes listed below. In addition, if any contracts have already been awarded, please include the names and contact information of those contractor(s) and/or sub-contractor(s). For work scheduled in 2019: HVAC (Heating, Air Conditioning, Ventilation), Exhaust Systems; Architectural Metals used for weatherproofing and/or ornamental purposes; Gutters and/or Downspouts; New installation and/or replacement of lockers; New installation and/or replacement of toilet partitions; Kitchen Renovations; and Current HVAC Maintenance Contracts. There are no projects that meets the scope of the list in the request.

President’s Report

Board Planning Calendar for June and July – Board President Engstrom reviewed the planning timelines.

Determine need for July 8, 2019 Board Meeting – The Board determined that since a Board retreat is scheduled to be July 22, 2019 there is no need to hold another meeting. Action to cancel the meeting will take place under the Consent Agenda.

Finalize the July 22, 2019 Board of Education Retreat – Dr. Ehrhardt confirmed that the retreat will begin at 6:30 p.m. with food selections to be determined. The binder containing the supporting documents will be hand-delivered on Thursday, July 18.

Citizens’ Desire to Address the Board on Agenda Items

There was no one in the audience who desired to address the Board.

Board Reports and Requests – Board Members

Report: SASED – Member Buscemi reported on the summer projects. Mr. Buscemi is the new chairperson of the Governing Board.

Report: LEND – Member Peterson reported the State of Illinois budget is signed and money is going to education and the five-hour instructional day bill was signed.

Report: West Chicago Community High School District 94 Graduation – Members Mastroianni, Willuweit and Dr. Ehrhardt reported on the graduation.

Report: Eighth Grade Promotion – Board Members and Dr. Ehrhardt provided a report on the Eight Grade Promotion.

Report: Employee Recognition Luncheon - Dr. Ehrhardt reported on the luncheon and thanked Member Willuweit for speaking on behalf of the board.

Report: Swing for STEAM Golf Outing, June 8, 2019, 1:00 p.m. – Member Peterson along with Drs. Ehrhardt and Woell reported on the outing.

Notice: 39th Annual Law Seminar, September 28, 2019, Hyatt Lodge at McDonalds Campus – The board was reminded of the seminar.
Financial Report

Year-To-Date Financial Statements and Treasurer’s Report for the Month Ended May 31, 2019
Accounts Payable: 05/03/2019 – 06/10/2019 = $805,569.61
Payroll: 05/01/2019 = $175,570.23; 05/15/2019 = $177,807.77; 05/31/2019 = $182,145.22

Member Willuweit moved and Member Mastroianni seconded to approve the Financial Report as presented by Dr. Ehrhardt. On a roll call vote Member Buscemi, Mastroianni, Peterson, Taylor, Willuweit, and Engstrom – aye; Member Krause-absent. Motion carried.

Consent Agenda

Cancellation of July 8, 2019 Board Meeting – The Board has determined that there is no urgent business that warrants the need to hold a regular meeting during the month of July. A School Board Retreat will be held instead on July 22, 2019. The accounts payable will be reported at the August 12, 2019 regular board meeting.
Summer School Teacher Assistants: Jennifer Pope, Elva Alleruzzo, Julie Seeman, Briana Kauth at $26/hourly.
Technology Summer Help – Alicia Wisted and Bill Wadman at $17/hourly
STEAM Camp: Josh Karis, Lori Pazar, Sherry Anderson, Colleen Morgan, Alicia Wisted, Randy Johnson, Michelle Fiorini at $26/hourly.
Retirement – Judy Buchman, effective end of the 2020-2021 school year.
Resignation – Heather Glenville, effective end of the 2018-2019 school year.

Member Peterson moved and Member Willuweit seconded to approve the Consent Agenda as presented. On a roll call vote, Members Buscemi, Krause, Mastroianni, Taylor, Willuweit, and Engstrom – aye. Motion carried.

Action Items


Affirm Student Discipline Code of Conduct and Athletic Handbook – Mike Fitzgerald provided an overview of the update which included adding board polices to be compliant. Member Taylor moved and Member Willuweit seconded to approve changes to the Benjamin Middle School Student Discipline Code of Conduct and Athletic Handbook. On a roll call vote Members Buscemi, Krause, Mastroianni, Peterson, Taylor, Willuweit, and Engstrom – aye. Motion carried.
Paper Bids – Benjamin School District has participated in a paper bid program with five other school districts for a number of years. This has helped districts keep costs down by increasing the economies of scale when purchasing paper products. Last year’s white paper cost was $25.62/case. For the 2019-2020 the cost will be $29.68/case. Member Mastroianni moved and Member Peterson seconded to approve Midland Company for providing white copy paper to the school district for 2019-2020. On a roll call vote, Members Buscemi, Krause, Mastroianni, Peterson, Taylor, Willuweit, and Engstrom – aye. Motion carried.

Title I District Plan – Dr. Ehrhardt explained the district plan needs to be approved in order to receive funding for next year. Member Taylor moved and Member Buscemi seconded to approve the Title I District Plan as presented. On a roll call vote, Members Buscemi, Krause, Mastroianni, Peterson, Taylor, Willuweit, and Engstrom – aye. Motion carried.

Resolution to Transfer Working Cash Funds to Capital Projects – Dr. Ehrhardt indicated this will be the final transfer. The remaining funds will be used in the 2020 summer for the roof replacement and other minor projects. Member Mastroianni moved and Member Taylor seconded to approve the resolution to transfer $1,595,606.02 to Working Cash Funds to the Capital Projects as presented. On a roll call vote, Members Buscemi, Krause, Mastroianni, Peterson, Taylor, Willuweit, and Engstrom – aye. Motion carried.

Resolution to Appoint School Treasurer and Surety Bond – Dr. Ehrhardt shared with the board a surety bond is necessary to cover the Treasurer for the increased funds derived from the bond sale. Dr. Ehrhardt noted the appointment of the school treasure includes Cheryl Witham. Member Mastroianni moved and Member Taylor seconded to approve the Resolution of the Treasurer Surety bond as presented. On a roll call vote, Member Buscemi, Krause, Mastroianni, Peterson, Taylor, Willuweit, and Engstrom – aye. Motion carried.

2019-2020 Staffing Follow-up Recommendations – Dr. Ehrhardt presented and explained the second phase of the 2019-2020 staffing plan based on the needs of students with IEP’s. Member Peterson moved and Member Taylor seconded to approve the 2019-2020 Staffing Follow-up Recommendations as presented. On a roll call vote, Members Buscemi, Krause, Mastroianni, Taylor, Willuweit, and Engstrom – aye. Motion carried.

Resolution to Approve Amendments to the DuPage/West Regional Special Education Association Intergovernmental Agreement – Dr. Ehrhardt explained as a member of the SASED cooperative our district has access to DuPage West Cook regional association (i.e., an intergovernmental agreement). This organization provides special education programs and services for students who are deaf/hard of hearing and blind/visually impaired. Benjamin School District 25 district is one of the 92 members of the association.

As a result of a year-long review, on May 16, 2019 the DuPage West Cook Board approved the proposed revisions to their Intergovernmental Agreement (formerly called the Articles of Agreement) for ratification by the association’s 92 member districts.

What is required next is that each of SASED’s member districts’ boards of education formally consider the attached resolution to approve the proposed amendments. After the board of education takes action, a copy of the resolution with original signatures must be mailed to the following address: Nan Diamond, DWC Coordinator, 2900 Ogden Avenue, Lisle, IL 60532. Member Mastroianni moved and Member to approve the Resolution Amendments to the DuPage/West Regional Special Education Association
Intergovernmental Agreement as presented. On a roll call vote, Members Buscemi, Krause, Mastroianni, Taylor, Willuweit and Engstrom – aye. Motion carried.

Resolution Authorizing Membership in the Northern Illinois Health Insurance Program – Dr. Ehrhardt explained that the board needs to authorize membership in the Northern Illinois Health Insurance Program in order to offer the insurance plans that were presented at the last board meeting. Member Taylor moved and Member Willuweit seconded to approve the Resolution Authorizing Membership in the Northern Illinois Health Insurance Program as presented. On a roll call vote, Members Buscemi, Krause, Mastroianni, Taylor, Willuweit, and Engstrom – aye. Motion carried.

Change of Title for Buildings and Ground Supervisor and Technology Coordinator – Dr. Ehrhardt reviewed the titles in our Employment Handbook and recommended two changes. The performance responsibilities (reflect a director level position instead of supervisor and coordinator. Their daily operations also better describe as a director level. Member Peterson moved and Member Willuweit seconded to approve the Change of Titles for Buildings and Ground Supervisor to Buildings and Grounds Director and Technology Coordinator to Chief Technology and Information Officer. On a roll call vote, Members Buscemi, Krause, Mastroianni, Taylor, Willuweit, and Engstrom – aye. Motion carried.

Release of Executive Session Minutes Six Months Old – Member Mastroianni moved and Member Krause seconded to approve Release Executive Session Minutes Six Months Old as presented. On a roll call vote, Members Buscemi, Krause, Mastroianni, Taylor, Willuweit, and Engstrom – aye. Motion carried.

Destruction of Executive Session Audio Recordings 18 Months Old – Member Taylor moved and Member Willuweit seconded to approve Destruction of Executive Session Audio Recordings 18 Months Old as presented. On a roll call vote, Members Buscemi, Krause, Mastroianni, Taylor, Willuweit, and Engstrom – aye. Motion carried.

Citizens’ Desire to Address the Board on Non-Agenda Discussion Items

There was no one in the audience who desired to address the Board on Non-Agenda Discussion Items.

Discussion Items

The board discussed going out for Dr. Ehrhardt’s retirement dinner with the board.

Adjournment

Unanimously adjourned at 9:15 p.m.

Respectfully submitted by
Jennifer Szabo, Board Recorder

President, Board of Education

Secretary, Board of Education