Board of Education Meeting Minutes June 11, 2018

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, Jodi Krause, Tammy Mastroianni, Dennis Peterson, Anna Taylor, Lisa Willuweit (arrived at 7:02 p.m.), and Vince Engstrom; Superintendent Dr. Philip Ehrhardt; Business Manager, Dr. Shelley Clark, Evergreen Elementary School Principal, Laura Pfanenstiel; Benjamin Middle School Principal, Mike Fitzgerald; Recorder Jennifer Szabo, and members of the staff and community whose signatures are filed with these minutes.

Pledge of Allegiance

President Engstrom led in the Pledge of Allegiance.

Approve Agenda

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

Approve Drafts of Minutes

Regular Meeting Minutes of May 14, 2018
Executive Session Meeting Minutes of May 14, 2018

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

The board extended a special salute to Judy Hancock, who has volunteered for fifteen years in many capacities. Mrs. Hancock served in leadership positions with the PTA, Foundation, and BenCare Referendum Team. In addition, she has volunteered tirelessly at Evergreen and Benjamin Schools in a variety of ways such as hallway helpers and eighth grade graduation committee.

The board saluted Amy Murrin for volunteering in many ways at Benjamin School District. Over the past few years Amy has been chairperson of the PTA Education Appreciation Luncheon. She has coordinated the donations of food by local restaurants and set-up for the luncheon which has taken many hours.

The board saluted Joel Duncan for coordinating this year’s Carefest Project to beautify Evergreen Elementary School, Benjamin Middle School, and the Administration Center. The 30 volunteers planted a variety of flowers.

Superintendents Report

Construction Projects Program Report – Dr. Clark presented and explained the updated project budget highlighting total estimates. The LED lighting was $280,150 under budget which includes the LED grant for $120,000. Overall the actual costs are approximately $450,000 less than the estimated budget. Andrew McCall from Green Associates and Jerry Guy, Clerk of the Works provided a progress report on projects. Mr. McCall and Mr. Guy presented the paving change order for $84,741.45 and rationale. Dr. Clark asked the board to add the $21,535 for the STEM lab expansion to the scope of the project. INSPEC Roofing discovered the roofing membrane is clean and is separated from the installation so it can be used which saves money. Mr. McCall and Mr. Guy shared with the board that Evergreen Elementary and Benjamin Middle Schools concrete floors have high moisture and would need to be fixed. The board discussed adding not to exceed $60,000 and will approve under discussion items. Dr. Ehrhardt shared that the community can watch live feed of construction of Evergreen Elementary School at www.bendist25.org. Benjamin Middle School live camera will be next week.

District/Superintendent Goals Report – Dr. Ehrhardt briefly highlighted the updates made since the mid-year report. Articulate and broaden gifted/talented and enrichment programs at both schools are examining and implementing offerings to challenge students; Expanded STEAM Camp offerings; added Instagram; LED lighting and new windows will decrease energy consumption, and Family Reunification. Dr. Ehrhardt shared that the accomplishment of the goals have been met thanks to the supportive school board, talented staff and committed parents and community.

School Improvement Plans Reports – Principals Laura Pfenstiel and Mike Fitzgerald presented a PowerPoint presentation highlighting their respective schools’ Improvement Plans’ results for the 2017-2018 school year. The report highlighted the accomplishments in the implantation of goals and provided evidence of success showing their achievements. The proposed new goals for the 2018-2019 school year were also presented.

Define Summer Hours for Administrative Service Center – Dr. Ehrhardt reported that the 12-month staff will work additional hours each Monday through Thursday, starting the week of June 11 in order to have
Fridays off in the summer. The staff will resume regular hours Monday through Friday the week of August 6.

**Comprehensive Safety and Crisis Plan Updates** – Mike Fitzgerald explained the changes and updates to the plan. Mr. Fitzgerald also reviewed the Family Reunification Plan which is being incorporated into the same binder.


**FOIA Requests** – Dr. Ehrhardt reported that the school district received a request under the Illinois Freedom of Information Act, 5 ILCS 140, from Christine Smith requesting copies of all backflow inspection reports and invoices, all fire sprinkler inspection reports and invoices, all fire alarm inspection reports and invoices, all hood range inspection reports (kitchen fire suppression reports) and invoices and
any contracts associated with backflow, fire sprinkler, fire alarm, and hood range inspections for all properties owned by Benjamin School District 25 for the years 2017-2018. We have complied with the request.

We also received a request under the Illinois Freedom of Information Act, 5 ILCS 140, from Mr. James Bachman, IRTA Executive Director requesting the Names, district email addresses, and home addresses of your retiring Illinois Educators for the current school year. We have complied with the request. We later received an email stating FOIA records request sent in error.

**Presidents Report**

**Board Planning Calendars for June and July** – Board President Engstrom reviewed the timelines and noted events were on schedule.

**Determine Need for July 9, 2018 Board Meeting** – The Board determined that since the Board retreat is scheduled to be held in July, there is no need to hold another meeting. Action to cancel the meeting will take place under the Consent Agenda.

**Finalize the July 23, 2018, Board of Education** – President Engstrom confirmed the retreat will begin at 6:30 p.m. The board will walk through the schools at 5:15 p.m. to see the construction updates. The binder containing the supporting documents will be hand-delivered on Thursday, July 19.

**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**

**Report: SASED** – Member Buscemi reported the end of the school year construction on the old office center will change to classrooms.

**Report: Carol Stream Intergovernmental Meeting** – Dr. Ehrhardt reported on the following: Ditch Witch is moving from Carol Stream to West Chicago; Carol Stream Village hall will be finished in about November/December; Bucky’s in Carol Stream is being constructed on County Farm/Army Trail; Carol Stream Park District came to Benjamin School District to talk to students about the anti-vandalism program. The Park District will also be having neighborhood meetings at local parks to talk about vandalism. The vacant area west of John and Tony’s Restaurant is planned to build a warehouse.

**Report: West Chicago Intergovernmental Meeting** – Member Krause reported West Chicago District 33 Evidence Based Funding Model will get $2 million and they have $9 million in construction projects. West Chicago Park District has events such as Hello Summer, Fireworks; Chamber has many activities such as early childhood collaboration, library events are on website.

**Report: Eighth Grade Promotion** – Members reported the event was lovely and well done. It was special moment for many board members whose children graduated.

**Report: Employee Recognition Luncheon** – Member Buscemi represented the Board at this event at which staff were recognized for years and service and retiree Kathi Buscemi was honored.
Report: Community High School Graduation: Members Mastroianni, Taylor, Engstrom, Willuweit, and Dr. Ehrhardt represented the district at the event. Dr. Ehrhardt reported the number of Benjamin students who received honors recognition was significant.

Financial Report

Year-To-Date Financial Statements and Treasurer’s Reports for the Month Ended May 31, 2018
Accounts Payable: 5/15/18 – 6/11/18 = $1,366,497.67
Payroll: 5/01/18 = $174,757.85; 5/15/18 = $173,202.85

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

Consent Agenda

Resolution Adopting Prevailing Wages for Laborers, Workers, and Mechanics - The Illinois Prevailing Wage Act, 820 ILCS Section 130/0.01, et. Seq., requires that all laborers, workers and mechanics employed by or on behalf of a public body in the construction of public works be paid the general prevailing rate of hourly wages (including allotments for training and approved apprenticeship programs, health and welfare, insurance, vacation and pension benefits) for work of a similar character in the locality in which the work is performed.

Cancellation of July 9, 2018 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 23, 2018. The accounts payable will be reported at the August 13, 2018 regular board meeting.

Personnel: Employment

Summer School - Summer School Teacher Assistants: Carol Pasker ($16.00/hourly), Elva Alleruzzo ($16.37/hourly), Lisa Weiss (12.17/hourly), Marcia Reavley ($16.00/hourly), Ceci Frydrych ($16.00/hourly), Nancy Cisowski ($16.00/hourly), and Jennifer Pope ($12.43/hourly); Teachers: Julie Seeman ($25.00/hourly), Kerry Retzner ($25.00/hourly), Sharon Ables ($25.00/hourly), Betty Nordengren ($25.00/hourly), and MJ Westlund ($25.00/hourly).

Technology Summer Help – Namita Patel and Alicia Wisted at $17/hourly


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

Action Items

Draft of FY 2018 Budget and Notice of Public Hearing – Dr. Clark presented the Budget Draft and Notice of Public Hearing for the Board’s consideration. The budget indicated a total revenue of $11,588,921.00 and a total expenditures of $11,710,834.00. Member Taylor moved and Member Mastroianni seconded to

Affirm Student Discipline Code of Conduct and Parent/Student Handbook – Member Mastroianni moved and Member Taylor seconded to approve changes to the Benjamin School Student Discipline Code of Conduct and Parent/Student Handbook. On a roll call vote, Members Buscemi, Krause, Mastroianni, Peterson, Taylor, Willuweit, and Engstrom – aye. Motion carried.

First Reading of Board Policies These policies have been updated and Policy 6:135 has been revised to meet a new state mandate.

2:105, Ethics and Gift Ban - The policy is unchanged. A footnote is updated in response to 30 ILCS 708/, the Grant Accountability Transparency Act (GATA) and federal procurement standards. Cross References to 2:100, Board Member Conflict of Interest, and 4:60, Purchases and Contracts, are added.

2:170, Procurement of Architectural, Engineering, and Land Surveying Services - The policy is unchanged. Minor style updates are made to the footnotes. Minor style update(s) are made to the Legal References.

2:170-AP, Qualification Based Selection - The procedure is updated in response to 50 ILCS 510/4, amended by P.A. 98-420. It allows a district to advertise on its website for proposed projects involving architectural, engineering, or land surveying services. Minor style update(s) are made to the Legal References.

3:40-E, Checklist for the Superintendent Employment Contract Negotiation Process - NEW. The exhibit is intended to serve as a resource to educate and guide the board through the superintendent employment contract negotiation process, encouraging both the board and superintendent to hire their own attorneys.

4:20, Fund Balances - The policy is unchanged. A footnote is updated to provide further information about possible tax objections based on excess accumulation of district funds.

4:50-E, School District Payment Order - The exhibit is unchanged.

4:55-E, Cardholder’s Statement Affirming Familiarity with Requirements for Using District Credit and/or Procurement Cards - The exhibit is unchanged.

4:60-AP2, Third Party Non-Instructional Contracts - The procedure is updated with minor style and continuous improvement changes. It provides examples of third party non-instructional services.

4:80, Accounting and Audits - The policy, footnotes, and Legal References are updated in response to ISBE best practice recommendations concerning the prevention of fraud, waste, and abuse in the administration of grants covered by GATA. A continuous improvement update is also made to a footnote to explain the mechanics of revolving funds.

4:80-AP1, Checklist for Internal Controls - RENUMBERED. The procedure is updated in response to ISBE best practice recommendations concerning the prevention of fraud, waste, and abuse in the administration of grants covered by GATA.
4:80-AP2, Fraud, Waste, and Abuse Awareness Program - NEW. The procedure is created in response to ISBE best practice recommendations concerning the prevention of fraud, waste, and abuse in the administration of grants covered by GATA.

4:140, Waiver of Student Fees - The policy is updated with minor style changes. Footnotes contain minor continuous improvement updates.

5:20-AP, Sample Questions and Considerations for Conducting the Internal Sexual Harassment in the Workplace Investigation - RENAMED. The procedure is updated to provide guidance and sample questions for any workplace harassment investigation, including, but not limited to, sexual harassment investigations. Other continuous improvement updates are made.

6:10, Educational Philosophy and Objectives - The policy is unchanged. Footnotes contain a minor continuous improvement update.

6:30, Organization of Instruction - The policy is unchanged. Footnotes contain a minor continuous improvement update.

6:40-AP, Curriculum Development - The procedure is unchanged.

6:60, Curriculum Content - The policy, footnotes, and Legal References are updated in response to 105 ILCS 5/27-20.7, added by P.A. 100-548, eff. 7-1-18. New policy text provides a broad timeframe for when a unit of cursive writing will be offered to students by mirroring exactly what the Public Act states: “Before the completion of grade 5, students will be offered at least one unit of cursive instruction.” A new footnote is added with an option for boards that want to provide a more specific timeframe about when the district will offer its unit of cursive instruction to students. To align with the IASB Foundational Principles of Effective Governance, it encourages boards and superintendents to have a community engagement-related discussion about local community expectations specific to cursive writing instruction before memorializing specific timeframes in policy.

6:60-E, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes - The exhibit is updated with language to more accurately reflect statutory requirements of 105 ILCS 5/27-9.1(c)(1)-(1.5) and minor corrections for style. Footnotes are updated to clarify statutory requirements.

6:120, Education of Children with Disabilities - The policy is updated with minor style changes. Minor continuous improvement updates are made to the footnotes.

6:130, Program for the Gifted - The policy is unchanged. The footnotes and Cross References are updated in response to 105 ILCS 5/14A, amended by P.A. 100-421.


6:190, Extracurricular and Co-Curricular Activities - The policy is unchanged. Minor continuous improvement updates are made to the footnotes.

6:220, Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct - The policy, footnotes, and Legal References are updated. A minor style update is made to the policy. Minor continuous improvement updates are made to the footnotes, and a correction is made to the Legal References.

6:220-E1, Authorization to Participate in the Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct Agreement - The exhibit is updated for continuous improvement.

6:220-E2, Bring Your Own Technology (BYOT) Program Student Guidelines - The exhibit is updated for continuous improvement. Two substantive sentences regarding BYOT devices are deleted to align with sample policy 7:190, Student Behavior.

6:230, Library Media Program - The policy is updated with a minor style change.

6:240, Field Trips - The policy, footnotes, and Cross References are updated. A reference to 4:140, Waiver of Student Fees, is added to the policy text. 4:140, Waiver of Student Fees, and 7:10, Equal Educational Opportunities, are added to the Cross References. A footnote is updated for continuous improvement.

6:250, Community Resource Persons and Volunteers - The policy, footnotes, Legal References, and Cross References are updated. Changes to the text of the policy reflect a long-standing School Code provision that schools may use resources persons and volunteers for crisis intervention services. Statutes are added to the Legal References. 4:175, Convicted Child Sex Offender; Screening; Notifications, is added to the Cross References.

7:15-E, Notification to Parents of Family Privacy Rights - The exhibit is unchanged. Minor style updates are made to the footnotes.

7:20-AP, Harassment of Students Prohibited - The procedure and footnotes are updated. A reference to policy 7:20, Harassment of Students Prohibited, is added to the text of the procedure. The procedure and new footnotes are updated to reflect best practice. Other minor corrections for style are made.

7:50, School Admissions and Student Transfers To and From Non-District Schools - The policy, footnotes, Legal References, and Cross References are updated in response to 105 ILCS 5/14A, amended by P.A. 100-421. ISBE special education rules are added to the Legal References. A Cross Reference to 6:135, Accelerated Placement Program, is added.

7:165, School Uniforms - The policy is unchanged. The footnotes and Cross References are updated. Minor style updates are made to the footnotes. A Cross Reference to 4:140, Waiver of School Fees, is added.

7:180-AP1, Prevention, Identification, Investigation, and Response to Bullying - RENAMED. The procedure and footnotes are updated. “School Violence” is deleted from the title and text and all of its exhibits (see below). This more accurately reflects the materials’ focus on bullying and avoids confusion between violence-related bullying versus other types of school violence addressed in the PRM, e.g., gun violence. Footnotes are updated with minor corrections for continuous improvement.
7:180-AP1, E1, Resource Guide for Bullying - RENAMED. The exhibit’s web links are updated, and two new resources are added.

7:180-AP1, E2, Be a Hero by Reporting Bullying - RENAMED. The exhibit is updated with minor corrections for continuous improvement

7:180-AP1, E3, Memo to Staff Regarding Bullying - RENAMED. The exhibit is updated with minor corrections for continuous improvement

7:180-AP1, E4, Memo to Parents/Guardians Regarding Bullying - RENAMED. The exhibit is updated with minor corrections for continuous improvement.

7:180-AP1, E5, Report Form for Bullying - RENAMED. The exhibit is updated with minor corrections for continuous improvement.

7:180-AP1, E6, Interview Form for Bullying - Investigation RENAMED. The exhibit is updated with minor corrections for continuous improvement.

7:180-AP1, E7, Response to Bullying - RENAMED. The exhibit is updated with minor corrections for continuous improvement.

7:185-E, Memo to Parents/Guardians Regarding Teen Dating Violence - The exhibit is updated with minor style changes and to address the renaming of 7:180-AP1, E5, Report Form for Bullying.

7:190-AP1, Student Handbook – The procedure is unchanged. Two footnotes are added to refer readers to 7:200, Suspension Procedures, and 7:210, Expulsion Procedures. Other footnotes are updated with minor style changes.

7:280-E1, Placement of Students with AIDS – DELETED.

7:280-E2, Reporting and Exclusion Requirements for Common Communicable Diseases - The exhibit and footnotes are updated in response to recent amendments to Ill. Dept. of Public Health rules about the reporting of communicable diseases by schools. A direction is changed directing users to retain the footnotes.

7:280-E3, Prevention of Staphylococcal Infections for Schools - The exhibit is updated in response to more recent guidance issued by the Ill. Dept. of Public Health concerning MRSA infections.

7:300-E2, Certificate of Physical Fitness for Participation in Athletics - The exhibit is unchanged. A footnote contains a minor continuous improvement update.

7:310-AP, Guidelines for Student Distribution of Non-School Sponsored Publications; Elementary Schools - RENAMED. The procedure and footnotes are updated. The procedure is renamed Guidelines for Student Distribution of Non-School Sponsored Publications; Elementary Schools to reflect its intended use in elementary and unit districts only. Minor style updates are made. Footnotes are updated for continuous improvement. Minor style update(s) are made to the Legal References.
7:315-AP, Guidelines for Student Distribution of Non-School Sponsored Publications; High Schools - NEW. The procedure is created for use in high school and unit districts.

7:330, Student Use of Buildings – Equal Access - The policy and footnotes are updated with minor corrections for style. Minor style update(s) are made to the Legal References.

7:330-E, Application for Student Groups that Are Not School Sponsored to Request Free Use of School Premises for Meetings - The exhibit is updated with minor style and continuous improvement changes.

7:340, Student Records - The policy is unchanged. Footnotes are updated in response to a 23 Ill.Admin.Code Part 375, Student Records, amendment and contain minor style updates.


7:340-AP1, E1, Notice to Parents/Guardians of Their Rights Concerning a Student’s School Records - The exhibit and footnotes are updated in response to: 5. An amendment to 23 Ill.Admin.Code Part 375, Student Records; 6. More accurately reflect 105 ILCS 10/2(d) and 23 Ill.Admin.Code §375.10; and 7. Match similar provisions in 7:340-AP1, School Student Records.

8:25, Advertising and Distributing Materials in Schools Provided by Non-school Related Entities - The policy is unchanged. Footnotes and Cross References are updated. A new footnote discusses the need to contact the board attorney when commercial advertising companies seek to purchase advertising space, as well as the Student Online Personal Protection Act, 105 ILCS 85/; added by P.A. 100-315. Minor style update(s) are made to the Legal References.

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

Paper Bids – Dr. Clark reported that the District 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 products. Last year’s white paper cost was $22.05/case. For 2018-2019 the cost will be $25.65/case. Member Taylor moved and Member Willuweit seconded to approve the paper bid as presented. On a roll call vote, Member Buscemi, Krause, Mastroianni, Peterson, Taylor, Willuweit, and Engstrom – aye. Motion carried.

Title I District Plan – Dr. Clark presented the Title I District Plan. Member Peterson moved and member Willuweit seconded to approve the Title I District Plan as presented. On a roll call vote, Member Buscemi, Krause, Mastroianni, Peterson, Taylor, Willuweit, and Engstrom – aye. Motion carried.

Resolution of Appointing School Treasurer and Surety Bond – Member Peterson moved and member Krause seconded to approve the Resolution of Appointing School Treasurer and Surety Bond as presented. On a roll call vote, Members Buscemi, Krause, Mastroianni, Peterson, Taylor, Willuweit, and Engstrom – aye. Motion carried.
Change Order Request to Increase Paving Contract for Additional Paving at Evergreen Elementary School for $84,741.45 – Member Buscemi moved and Member Mastroianni seconded to approve the Change Order Request to Increase the Paving Contract for Additional Paving at Evergreen Elementary School for $84,741.45 as presented. On a roll call vote, Members Buscemi, Krause, Mastroianni, Peterson, Taylor, Willuweit, and Engstrom – aye. Motion carried.

Increase General Construction Contract for Evergreen Elementary School STEM Lab for $21,535 – Member Peterson moved and Member Buscemi seconded to approve the Increase General Construction Contract for Evergreen Elementary School STEM Lab for $21,535 as presented and to add but not to exceed $60,000 for repairs to the concrete floors due to moisture. On a roll call vote, Members Buscemi, Krause, Mastroianni, Peterson, Taylor, Willuweit, and Engstrom – aye. Motion carried.

Release of Executive Session Minutes Six Months Old – There are no executive session minutes that are six months old to release.

Destruction of Executive Session Audio Recordings 18 Months Old – Member Buscemi moved and Member Taylor seconded to delete recording of executive sessions 18 months old as presented. On a roll call vote, Member Buscemi, Krause, Mastroianni, Peterson, 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.

Discussion

Member Krause shared that Mrs. Caliendo was at the Fine Arts Program and said how great it was.

Executive Session

The appointment, Employment, compensation, discipline, performance, or dismissal or Board of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2 (c)(1)

Return to Open Session

Action on Items Rising as a Result of Executive Session

Member Dennis Peterson moved and Member Jack Buscemi seconded to approve the one year contract for the Technology Coordinator, Greg Martin, with a 2.5% increase amounting to $74,333. On a roll call vote, Members Buscemi, Peterson, Willuweit, and Mastroianni – aye. Members Krause, Engstrom, and Taylor – nay. Motion carried.
Adjournment

Member Peterson moved and Member Krause seconded to go into executive session at 9:35 p.m.

Respectfully submitted by
Jennifer Szabo, Board Recorder

President, Board of Education  Secretary, Board of Education