Board of Education Meeting Minutes for January 14, 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 (via phone), Anna Taylor, Lisa Willuweit, and Vince Engstrom; Superintendent Dr. Philip Ehrhardt; Laura Pfanenstiel, 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. Members Jodi Krause and Tammy Mastroianni – absent. Dr. Shelley Clark, Business Manager – absent.

Pledge of Allegiance

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, Peterson, Taylor, Willuweit, and Engstrom – aye. Members Krause and Mastroianni – absent. Motion carried.

Board Salute

The Board extended a special salute to Mrs. Christine Fernandez for facilitating the middle school Broadcast Club announcements on Friday’s. Three middle school student broadcasters and Mrs. Fernandez were recognized for their efforts and received a pen. A BB300 (Benjamin Broadcast Club) video was shown. The goal is to expand the frequency of the announcements in the future.

The board also extended a special salute to Linda Voight and Bobbi Zeman who organized and led the PTA Holiday Bazaar with Santa Claus for the past four years. This endeavor involves a significant amount of planning and working with vendors. More than $1,800 was raised for the PTA.

Approve Draft of Minutes

Regular Meeting Minutes of December 10, 2018
Executive Session Meeting Minutes of December 10, 2018
Special Meeting Minutes of December 12, 2018
Special Meeting Minutes of December 13, 2018
Member Willuweit moved and Member Taylor seconded to approve the Regular Board Meeting Minutes, Executive Session Minutes and Special Meeting Minutes as presented. On a roll call vote, Members Buscemi, Peterson, Taylor, Willuweit, and Engstrom – aye. Members Krause and Mastroianni – absent. Motion carried.

**Approve Employment of New Superintendent** - Dr. James Woell will be employed to replace Dr. Philip Ehrhardt effective July 1, 2019. Board President Engstrom introduced Dr. Woell and provide a brief overview of the selection process. Dr. Woell thanked the board of education and made remarks.

Member Taylor moved and Member Buscemi seconded to approve the Employment of New Superintendent Dr. James Woell to replace retiring Dr. Philip Ehrhardt as superintendent effective July 1, 2019. On a roll call vote Members Buscemi, Peterson, Taylor, Willuweit, Engstrom – aye. Members Krause and Mastroianni – absent. Motion carried.

**Superintendent's Report**

**Project Lead the Way (STEM) Report:** Evergreen teachers Kimpha Keobrarat and Lauren Giacaolone presented a progress report on the implementations of the program this year in grades K-2 and the expansion in grades 3-4. The staff and students are very enthusiastic about the activities and the emphasis on high-level thinking.

**Superintendent and District Goals Progress Report:** Dr. Ehrhardt presented and discussed the goals program report to the school board. Attainment of the goals is meeting the established timeline and the superintendent and business manager transition has been updated. Greg Martin, Information Technology Coordinator shared the new devices repair is significantly less than the previous device repairs. Dr. Ehrhardt also shared the achievement of the district by receiving the following: 2018 Top Workplace, Chess Club First Place, Boys Basketball First Place, Evergreen National Blue Ribbon School Award, and Benjamin School District 25 175th celebration.

**Plan for Conducting Classes When One School is Closed:** Dr. Ehrhardt explained the plan which has been developed to be proactive in case one school has to be closed. The plan has been shared with staff to seek their feedback. E-Learning is being considered as an option.

**ISBE Changes in Instructional Day Definition and Related Implications:** Dr. Ehrhardt explained the changes and implications highlighting: Student learning includes but is not limited to classroom instruction, E-learning, online instruction, independent projects, and student engagement activities. Policy 6:20, School Year Calendar and Day is being proposed under Action Items to be revised to permit E-Learning Days.

**Procurement Card Procedures** – Dr. Ehrhardt shared with the board that it is prudent that the public is aware of the safeguards that are in place for our school district. Dr. Ehrhardt reviewed the procurement card procedure used to ensure the cards are being used properly.

**FOIA Request** – Dr. Ehrhardt reported that the school district received a request under the Illinois Freedom of Information Act, 5 ILCS 140, on January 10, 2019 from Bethany Simpson, Data Acquisition
Specialist, SmartProcure for any and all purchasing records from 2018-09-01 to current. We have complied with the request.


President’s Report

Board Planning Calendars for January and February - Board President Engstrom reviewed the planning calendars and timelines. He also reminded the board of the Joint Board Meeting and Trivia Night. Members Willuweit, Engstrom, Taylor and Dr. Ehrhardt will attend Trivia Night.

Superintendent Evaluation Process – Executive Sessions on March 11, 2019 and April 8, 2019 Board Meetings – The board discussed having the executive sessions to evaluate the superintendent’s performance.

Board Retreat July 22, 2019, 6:30 p.m. – The board was reminded of the board retreat along with Dr. Woell.
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 on the special education funding process with the funds going to the local districts.

Notice: Joint Board of Education Meeting, District 33 host, January 28, 2019 – The meeting will be held at Leman Middle School at 6:00 p.m. Peg Agnos, Executive Director and Jen Figurelli, Assistant Director will be speaking at the meeting.

Notice: West Chicago Intergovernmental Council Meeting, January 29, 2019, City Hall – Member Willuweit and Dr. Ehrhardt will attend the meeting.

Notice: Carol Stream Intergovernmental Meeting, January 30, 2019, Village Hall – Member Krause and Dr. Ehrhardt will attend the meeting.

Benjamin Education Foundation Trivia Night February 23, 2019, St. Charles Hilton Garden Inn - Members Buscemi, Willuweit, Engstrom, Taylor, Peterson and Dr. Ehrhardt will attend the meeting.

Financial Report

Dr. Ehrhardt presented the year-to-date financial statements/Treasurer’s Report for the month ending November 30, 2018 along with accounts payable and payroll.

Year-to-Date Financial Statements and Treasurer’s Report for the Month Ending December 31, 2018

Accounts Payable: 12/12/18 – 1/14/19 = $680,241.10

Payroll: 12/14/18 = $178,115.22; 12/28/18 = $179,382.85

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

Consent Agenda

Personnel Retirement: Ruth Morgano, Evergreen Music Teacher to retire at the end of the 2022-2023 school year.

Personnel Employment: Lori McNaught, Evergreen Teacher Assistant at $12.17 per hour.

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

Action Items
Band Area Expansion Plans: Dr. Ehrhardt explained the idea to expand the band storage area so the band room can be used just for instruction due to the success of the band program growing with Mr. Matthew Turek. The drawing depicts the corridor outside of the band room being blocked off with doors on either side. The area will be used to store instruments and related equipment. The project cost will be minimal, and enables the band program to continue to grow. It is proposed that the project be completed in June 2019 so it is ready for the band camp in August. Upon board approval, an actual cost estimate will be developed and shared with the board.

Member Taylor moved and Member Willuweit seconded to approve the preliminary plans as presented for the band storage area with a cost estimate forthcoming. On a roll call vote Members Buscemi, Peterson, Taylor, Willuweit, and Engstrom – aye. Members Krause and Mastroianni – absent. Motion carried.

Authorize Business Manager to Develop Fiscal Year 2020 Budget According to Timeline – Dr. Ehrhardt explained each year the board authorizes the business manager to develop the budget according and presented the timeline.

Member Willuweit moved and Member Buscemi seconded to approve to Authorize Business Manager to begin developing the FY2020 budget in accordance with the timeline as presented. On a roll call vote Members Buscemi, Peterson, Taylor, Willuweit, and Engstrom – aye. Members Krause and Mastroianni – absent. Motion carried.

Policy 6:20, School Year Calendar and Day: Given the ISBE changes in defining the instructional day, it would be prudent to expand the definition to allow E-Learning days in lieu of making up cancelled days. Approving the policy on first and second reading this revision will authorize the use of E-Learning, if needed.

Member Taylor moved and Member Willuweit seconded to approve the first and second reading of Board Policy 6:20, School Year Calendar and Day. On a roll call vote Members Buscemi, Peterson, Taylor, Willuweit, and Engstrom – aye. Members Krause and Mastroianni – absent. Motion carried.


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

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

Adjournment

Unanimously adjourned at 8:32 p.m.

Respectfully submitted by
Jennifer Szabo, Board Recorder

[Signature]

President, Board of Education

[Signature]

Secretary, Board of Education