**SUBJECT TO APPROVAL**

**MINUTES OF REGULAR BOARD MEETING**

**BOARD OF EDUCATION SCHOOL DISTRICT 36**

**TUESDAY, JANUARY 19, 2016**

**Call to Order**

Mrs. Collins called the Regular Board Meeting of the Board of Education of Grass Lake School District #36 to order at 7:01 p.m.

**Roll Call**

Present: Mrs. Kozenski, Mr. Gembara, Mrs. Caya, Mr. Lobodzinski,

Mrs. Rietschel, Mrs. Fogel and Mrs. Collins

Absent: None

Also Present: Dr. Terry O’Brien, Superintendent

Ms. Donna Shupe, Principal

Mrs. Mary Capek, Administrative Assistant

Mrs. Denise Mandigo, Community Member

Mrs. Karen Wilberg, Community Member

Mr. Gordon Pierce, After 5 Solutions, GLS Parent

Mr. Andy Williams, Community Member

Mr. Dave Dillon, Director of Project Development, DLA-Ltd.

Mr. Steven Wright, Principal, DLA-Ltd.

Mr. Jan Taniguch, Principal, STR Partners LLC

Ms. Jennifer Costanzo, Technical/Constructibility Principal,

STR Partners LLC

Mr. Colby Lewis, Design Principal, STR Partners LLC

Mr. Alan Armbrust, QA/QC and Grant Specialist,

STR Partners LLC

**Architect of Record Interviews**

1. **DLA Architects – Dave Dillon and Steven Wright**

DLA Architects presented to the Board as a finalist for the selection of the Architect of Record for Grass Lake School their tools and resources to execute the anticipated projects cost effectively, accurately and efficiently. DLA highlighted a case study of District #105 in which two schools Spring Ave. and Gurrie School with renovation and new buildings came together as one school for primary and middle school students. They also expressed their passion to specialize in the planning and design of educational facilities and explained their concept to design philosophy of *Form Follows Learning*. DLA believes the architecture of a building should inspire and support current educational delivery methods. DLA helps their clients plan for the facility impacts of Common Core and technology. DLA also highlighted the difference between Construction Management versus General Contract Management. In their experience, DLA sees a 50/50 split on Construction Managers versus General Contractors. DLA agreed with the Board that a Construction Manager will work as the school’s agent in getting the best contracts for renovation and/or new buildings.

1. **STR Partners, LLC – Jan Taniguchi, Colby Lewis, Jennifer Costanzo and Alan Armbrust**

STR Partners, LLC presented to the Board as a finalist for the selection of the Architect of Record for Grass Lake School their tools and resources to execute the anticipated projects cost effectively, accurately and efficiently. STR highlighted their strengths in assisting Grass Lake School in expediting exploration and implementation of solutions. STR highlighted their experiences in the completion of 10 Year Life Safety Surveys into new construction projects. They also understand the issues affecting elementary and middle school education and how the decision making process is tied to the districts’ budget. STR highlighted that their previous clients have found the firms’ methodology allows schools quality information to make good decisions. The firm provided the Board an Addition/Renovation Design Schedule (preliminary). Discussion took place on how often the Board and STR can meet practically. Ms. Costanzo highlighted the addition/ renovation of Pleasantdale Middle School in three phases and how this project was a finance driven schedule. STR also highlighted the middle school assessment and upgrades of Kildeer Countryside CCSD96. Mrs. Collins inquired about the project and Mr. Taniguchi explained that it consisted of upgrading existing classrooms and was not a ton of construction. A great deal of the upgrades included the implementation of several zones of lighting options at the school. Mr. Ambrust highlighted his expertise in grant writing and discussion took place regarding Grass Lake School District #36 applying for a grant in 2008 that could come to fruition one day. Mr. Ambrust talked about maximizing grants for every opportunity and how he can assist with researching grant opportunities. STR provided the firm’s mission statement, *Enhancing Now-Envisioning Futures.* STR wants to help GLS make the most of their current facilities with STR’s methodology of exploring options, answering questions, and arming the Board with good data to make informed decisions.

Following the two presentations, discussion took place regarding the two finalists for the Architect of Record. Dr. O’Brien complimented Mrs. Caya and Mr. Lobodzinski and their great job in doing their due-diligence in vetting the finalists. From Dr. O’Brien’s perspective, both firms are outstanding and the winning firm (regardless of who) will be an excellent addition to the facilities project(s).

Mr. Williams, a community member, also complimented the Board on the quality of the architect candidates chosen as finalists for the Board’s selection. Mr. Williams emphasized to the Board that grant writing and receipt of grant money is sporadic and the State releases money only when available. Mr. Williams also suggested that in the Board’s selection consider the realm of costs for the architect services. Dr. O’Brien also shared with the Board the matching grant received for the school for the LED lighting. Discussion also took place that the State of Illinois is offering 0% loans from debt bonds.

Mrs. Collins requested the Board to choose their architect of choice on the attached sheet. She also said that if anyone was not comfortable with choosing, they could abstain as their vote. Mrs. Capek read the following results for the selection of the architect of record: STR Partners, LLC – 4; DLA Ltd. – 3.

One motion was made by Mrs. Collins and seconded by Mrs. Kozenski to approve the blind vote of the Architect of Record selection (STR Partners, LLC -4 and DLA Ltd. – 3).

Motion carried by roll call vote:

Ayes: 7 Mrs. Kozenski, Mr. Gembara, Mrs. Caya, Mr. Lobodzinski,

Mrs. Rietschel, Mrs. Fogel and Mrs. Collins

Nays: 0

Abstain: 0

Absent: 0

**Approval of Consent Agenda**:

As presented under the Consent Agenda, one motion was made by Mr. Lobodzinski and seconded by Mr. Gembara to approve the Minutes of the Regular Board Meeting of December 15, 2015, December 2015 Treasurer’s Report, Payroll – December 2015, and Vendors – December 2015 and January 2016.

Motion carried by roll call vote:

Ayes: 7 Mrs. Kozenski, Mr. Gembara, Mrs. Caya, Mr. Lobodzinski,

Mrs. Rietschel, Mrs. Fogel and Mrs. Collins

Nays: 0

Abstain: 0

Absent: 0

**Public Input**

None

**Report/Communications**

1. **Correspondence**

Mr. Wong sent a thank-you email on January 7, 2016 for the edible fruit arrangement after his hospital stay. It was very good and much appreciated.

1. **Maintenance Report – Mr. Quinnett**

No questions asked about this report.

1. **Technology Report**
2. **Infrastructure – Mr. Wong**
3. **Instructional – Mrs. McIlhany**

No questions asked about this report.

Mr. Lobodzinski commented that the teachers’ classroom pages have not been updated on the school’s website since the start of the school year. Dr. O’Brien commented that the teachers would have to update their own pages, however all teachers were sending home communication by email or take-home folders. Discussion took place regarding the expectations of effective communication from teachers to families and students of GLS.

Further discussion took place regarding the Technology Coach updating the website and Ms. Shupe commented that the Technology Coach has been very involved in the 1:1 technology initiative and getting things straight with the IPads. She also commented that her main focus is to assist teachers as an instructional coach with Google classroom and apps. Some of the teachers utilize another app called Class Dojo to communicate with their students and families.

Discussion took place regarding the technology fee and what this covered. Mrs. Rietschel asked Ms. Shupe for the percentage of parents that have paid the technology fee. Ms. Shupe will confirm this percentage with Mrs. Rietschel on Wednesday.

Mrs. Caya asked why the 1:1 technology initiative has taken so long to launch.

Mr. Pierce shared with the Board the difficulties they had with the launching of the IPads and due to two different login IDS had trouble with synchronizing the IPads with the MDM (Mobile Device Management) software. Mr. Pierce also highlighted that it was easier to launch the laptops and the reports off the laptops show that families are utilizing the devices to access Monster Jobs, etc.

1. **Instructional Report – GLS Staff**

No questions asked about this report.

Mrs. Collins inquired about the Light Sail application and the utilization of this in the classrooms. She liked what she saw of the application. Ms. Shupe agreed and that the school has purchased the license fee to use; but we have made a decision to cut back on implementing this at this time. Ms. Shupe reiterated that she wanted to make sure all of the staff is up to speed on all of the initiatives implemented this year.

1. **School Report – Ms. Shupe**

Ms. Shupe highlighted the Teacher’s Institute Day on Friday, January 15, 2016 and how she received great feedback from the teachers for the professional development on NWEA and Google Apps. Ms. Shupe also felt that staff is moving in the right direction in terms of the school’s curriculum and 1:1 technology initiative. She also highlighted that Mr. Hall applied for a grant and we did receive$500 for a garden grant.

Further discussion took place regarding grant writing and questions were asked by Board members if anyone has come forward to apply for building and educational grants. Additional questions were asked about professional grant writing.

1. **District Report – Dr. O’Brien**

No questions asked about this report.

1. **FOIA Request(s)**
2. Denise Mandigo, Community Member – Financial Reports
3. Trey Cobb, one Chance Illinois – Gifted Program Information

No discussion took place on the FOIA request(s).

1. **Board Committee Reports/Professional Development**
2. **Facilities**
3. **Mobile Classroom\***

Dr. O’Brien is withdrawing the recommendation of the addition of mobile classrooms due to lack of power at the school and the high cost needed to upgrade the site.

1. **Legal Workshop**

No updates on Legal Workshop.

1. **IASB Training Date – February 6, 2016**

Discussion took place regarding the training and working with IASB for setting the District’s goals. IASB recommend a Board self-evaluation prior to the goal settings. Further discussion took place regarding the amount of attendees for this meeting and it was confirmed that it was to be no more than twelve (12) people. This amount would include the seven (7) board members and community members.

Mr. Lobodzinski expressed his opinion that this meeting is important, but he felt it was more important for the Board to come together to make a decision on the facilities. He would like to see the Saturday, February 6, 2016 date be a facility meeting. Discussion took place regarding the facilities and a select group of Board members felt the Board was close to a decision to go forward with an addition/renovation.

Prior to being excused for the evening, Ms. Shupe added that she understands the importance of the facilities update, but she would love to see a Five (5) Year Strategic Plan in place. Ms. Shupe felt that there were areas of concern and areas of improvement; not all with the facilities that need to be addressed.

**Ms. Shupe left the meeting at 9:41 p.m.**

Mrs. Fogel commented that she did not believe that the Board was all on the same page regarding the facilities. She felt that we should renovate what we have and put the money into the existing facilities. Mrs. Collins also commented that she would like to see the Board’s envision for the next 5 – 10 years.

Further discussion took place regarding the facilities and the need for the staff located in the lower level to be relocated. The Board requested that Dr. O’Brien contact STR Partners, LLC and Gilbane Construction Management to see if they would be available on Saturday, February 6, 2016 and to set an agenda for the meeting to see what can be accomplished. The Board requested that IASB not be canceled until STR Partners, LLC and commit they are available that date.

Discussion took place that the Facilities Meeting planned for Saturday, February 6, 2016 would be an open meeting and that an invitation would be extended to those community members previously involved. Additional discussion took place regarding how important the goals and directions of the Board be completed and that a strategic plan needs to be developed for the District. Dr. O’Brien will investigate the costs associated with developing a strategic plan to the next Board meeting. Mrs. Fogel commented that the Board needs to make necessary modifications to the facilities plan to achieve the ultimate strategic plan. Further discussion took place regarding the developing of a strategic plan.

1. **IASB Policy\***
2. **Issue 85, May 2014**
3. **Issue 86, August 2014**
4. **Issue 87, October 2014**
5. **Issue 88, May 2015**

One motion was made by Mr. Gembara and seconded by Mr. Lobodzinski to approve the IASB Policy Updates listed above – Issue 85, 86, 87 and 88.

Motion carried by voice vote:

Ayes: 7 Mrs. Kozenski, Mr. Gembara, Mrs. Caya, Mr. Lobodzinski,

Mrs. Rietschel, Mrs. Fogel and Mrs. Collins

Nays: 0

Abstain: 0

Absent: 0

**Old Business**

1. **Skyward Business Software\***

Dr. O’Brien resubmitted the proposal for implementing the Skyward Business Services software. Dr. O’Brien highlighted his critical analysis of the business office and feels strongly the proposed software will bring solutions and upgrades to make the business operations more effective.

He highlighted the more competitive pricing in which the proposal reduced the professional development/training component that was in the previous proposal. The estimated cost for changing the current software program over is $33,910. The cost of the software program itself is $6,020. The remaining cost is for services of transferring over our vendors, accounts payable, payroll information, on-site training and web training. The cutover is targeted for July 1 to allow for a learning curve prior to the start of the 2016-2017 school year.

Dr. O’Brien also presented that the District not moving to the 21st Century is a poor move on the District. The current district software requires a great deal of hard-copy paperwork. Implementing Skyward is an excellent choice for the District Office. Dr. O’Brien feels that the proposed software is a more solution based.

Discussion took place regarding the possibility of bidding out and Dr. O’Brien requested the board’s direction going forward. Mrs. Collins would like to see the business software option to be bid out. Further discussion took place regarding Ms. Lair and her position being more consulting services as needed. Mrs. Collins also talked about STS software with an approximate cost of $11K.

Upon the conclusion of the discussion of the Skyward Business software, the Board requested a motion to be made with a roll call vote.

One motion was made by Mr. Gembara and seconded by Mrs. Caya to approve the recommended Skyward Business software by the Superintendent.

Motion carried by roll call vote:

Ayes: 5 Mrs. Kozenski, Mr. Gembara, Mrs. Caya, Mr. Lobodzinski, and

Mrs. Fogel

Nays: 1 Mrs. Collins

Abstain: 1 Mrs. Rietschel

Absent: 0

**Dr. O’Brien left the meeting at 11:00 p.m.**

**New Business**

Mrs. Collins presented a request from Dr. O’Brien for consideration to provide tuition reimbursement for a class he is currently taking. The class he is taking is for professional development for his five (5) year educator license renewal.

After further discussion, the general consensus of the Board was to not provide the Superintendent tuition reimbursement.

**Mrs. Capek left the meeting at 11:30 p.m.**

Additionally, Mrs. Collins informed the Board members the findings from her meeting with Mrs. Fogel and the Union Representative in Libertyville on Monday.

**Recognition of Media**

No media present at the meeting.

**Adjournment**:

At 11:45 p.m. a motion was made by Mr. Gembara and seconded by Mrs. Caya to adjourn the open meeting.

Motion carried by voice vote:

Ayes: 7 Mrs. Kozenski, Mr. Gembara, Mrs. Caya, Mr. Lobodzinski,

Mrs. Rietschel, Mrs. Fogel and Mrs. Collins

Nays: 0

Abstain: 0

Absent: 0

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President Secretary