**SUBJECT TO APPROVAL**

**MINUTES OF BOARD MEETING**

**BOARD OF EDUCATION SCHOOL DISTRICT 36**

**Tuesday, June 20, 2017**

**Call to Order\***

Mr. Frendreis called the Board Meeting of the Board of Education of Grass Lake School District #36 to order at 6:04 p.m.

**Roll Call**

Present: Mr. Page, Mr. Williams, Mr. Gembara, Mrs. Caya, Mrs. Rietschel

 Ms. Tauke and Mr. Frendreis

Absent: None

Also Present: Mrs. Donna Plath, Principal

 Mrs. Mary Capek, Administrative Assistant

**Guests**

|  |  |  |
| --- | --- | --- |
| Mrs. Linda Vaughn | Mr. William Marcomb | Mrs. Karen Wilberg |
| Mrs. Debbie Fogel | Mrs. Cyndi Collins | Ms. Alexandria Lund |
| Mrs. Deana Denman |  |  |

**Approval of Consent Agenda**:

Prior to the approval of the Consent Agenda, Mr. Frendreis requested that the Employment be discussed separately and approved.

As presented under the Consent Agenda excluding IV. f. Employment, one motion was made by Mr. Williams and seconded by Ms. Tauke to approve the Consent Agenda as presented.

Motion carried by roll call vote:

Ayes: 7 Mr. Page, Mr. Williams, Mr. Gembara, Mrs. Caya, Mrs. Rietschel

 Ms. Tauke and Mr. Frendreis

Nays: 0

Abstain: 0

Absent: 0

Prior to the approval of the employment, discussion took place regarding the two applicants. Mrs. Plath highlighted the members of the hiring committee and the people she chose to assist in the search of the new hires. The committee included the Technology Coach, the School Psychologist and a retired Teacher who knows the school and is a 100 day employee.

Mrs. Plath highlighted the applicant for the full-time Jr. High Math Teacher. Mrs. Plath raved about her and how delighted the committee was with her. She viewed this candidate as a positive opportunity for Grass Lake School. Mrs. Rietschel inquired whether the applicant was interested in pursuing higher education. Mrs. Plath responded that she is looking to pursue her Masters. Mr. Gembara asked how many applicants the position had. Mrs. Plath highlighted that there was over 75 applicants and that the committee interviewed four candidates.

Mrs. Plath highlighted the applicant for the part-time Principal Office Assistant. Again, Mrs. Plath highlighted the skills of the applicant and how she can bring great things to assist Mrs. Plath in her role as Principal. Mrs. Caya asked how many hours would this person be working. Mrs. Plath responded that she would start out approximately four (4) hours a day. The candidate is also flexible in staying additional time if needed for specific projects.

As presented under the Consent Agenda for Employment, one motion was made by Mr. Page and seconded by Mr. Williams to approve the recommendation of Mrs. Plath to hire Ms. Romito for the full-time Jr. High Math Teacher and Ms. Rustemeyer for the part-time Principal Office Assistant.

Motion carried by roll call vote:

Ayes: 7 Mr. Page, Mr. Williams, Mr. Gembara, Mrs. Caya, Mrs. Rietschel

 Ms. Tauke and Mr. Frendreis

Nays: 0

Abstain: 0

Absent: 0

**Public Input**

Mrs. Vaughn inquired about the Public Input after New Business being removed on the agenda. Mr. Frendreis replied that this was probably an error in omission on the agenda. He also highlighted that he is trying to be open to Public Input during the course of the meeting as long as the business at hand is being handled.

Mrs. Vaughn also commented about the 2016/2017 legal costs on the school’s website and how the costs have increased due to the filed Tax Petition. She commented that the filed Tax Petition has been costly to the District. Mrs. Vaughn also asked the Board how they would be able to handle a vote if necessary on the Tax Petition especially when some of the present Board members signed the document. She expresses how this could be a conflict of interest.

Mr. Frendreis highlighted that details of the Tax Petition have been discussed primarily in closed sessions. He also stated that a judge for the Tax Appeal is scheduled for some time in July. Mr. Frendreis also stated that there has been no action on the Board’s part on the filing.

**Reports/Communications**

**BWP & Associates (Superintendent Search)\***

BWP & Associates were on the agenda originally to present their Letter of Understanding and the options for the Superintendent search. As of the meeting, BWP & Associates were unable to attend.

The Board Search Committee consisting of Mrs. Caya and Mr. Gembara highlighted that they would like to review the letter of understanding and discuss this with BWP prior to signing. Mrs. Caya and Mr. Gembara are scheduled to meet with BWP & Associates on Wednesday, June 21st at 5:30 p.m. They will review the letter and discuss any questions with BWP at this time.

Mr. Frendreis highlighted that in order for the Board to conduct a thorough Superintendent search, we need to hire an Interim Superintendent until a permanent Superintendent is hired.

Mr. Gembara also presented that he talked to Ms. Jane Lair and how she is willing to stay on to assist with the business office. Discussion took place regarding her being on a consultancy contract.

**Correspondence**

None

**Maintenance Report**

No discussion on this report.

**School Report**

Mrs. Plath presented to the Board and guests the possible programs to adopt and estimated costs to the District for reaching curricular goals at Grass Lake School.

She highlighted in her power point presentation the Curriculum Committee findings after their meeting on Monday, June 12.

Mrs. Plath presented her ideas on the current ORIGO Math program for PreK-5 and the desire to update changes and set the program to a trimester schedule.

Her presentation also highlighted the upgrade of the Jr. High Math program and feels that with the recommendation of the newly hired Jr. High Math teacher; she will be able to begin off and running the start of the school year.

Mrs. Plath also presented the need to purchase new curricular materials for Grades K-8 for Social Studies. She presented her recommendation to pilot Pearson Social Studies for one Primary/Intermediate and Jr. High grade level. She also highlighted the use of Studies Weekly, a more cost efficient curriculum for K-5.

Mrs. Plath also presented the need for curriculum maps for all core subject areas. She presented one curriculum map that was created by Mrs. McIlhany and took her approximately eight (8) hours to create. She recommended outsourcing the creation of curriculum maps to have them completed by the start of the 2017-2018 school year utilizing the template presented. Mrs. Plath talked about possible options for completing this task by hiring a retired curriculum specialist, offering incentive to current staff for summer curriculum hours or utilizing Professional Educational Organizations (i.e. IPA, ASCD)

Mr. Marcomb, parent of GLS students, inquired about the possibility of an on-line subscription of curriculum. Discussion took place regarding the vendors and how they keep schools current with curriculum.

After Mrs. Plath’s presentation, a motion was made by Mr. Frendreis and seconded by Mrs. Caya to approve her recommendation of EnVision Math 2.0 for Jr. High classes, utilization of Studies Weekly for K-5, the pilot program of Pearson Social Studies for two classes (Primary/Intermediate and Jr. High), and the approval of her recommendation to hire a Curriculum Specialist in the summer to complete the curriculum maps.

 Motion carried by roll call vote:

Ayes: 7 Mr. Page, Mr. Williams, Mr. Gembara, Mrs. Caya, Mrs. Rietschel

 Ms. Tauke and Mr. Frendreis

Nays: 0

Abstain: 0

Absent: 0

**Old Business**

1. **Approval of Collective Bargaining Agreement for 2017-2020\***

Mr. Frendreis requested that the approval of the Collective Bargaining Agreement for 2017-2020\* be moved up on the agenda. Mrs. Caya needs to leave the Board meeting by 7:30 p.m. and Mr. Frendreis would like her here for the approval vote.

Prior to the motion, Mr. Frendreis explained the basis of the CBA. He highlighted the elimination of the step and lane system in the contract and how innovative this is for the District. Mr. Frendreis also explained how this agreement treats all staff members fairly and explained the increases for the three year agreement. He also highlighted the additional day for professional training, stipends and training incentives. Mr. Frendreis and Mrs. Rietschel commented how the negotiations were very constructive.

A motion was made by Ms. Tauke and seconded by Mrs. Rietschel to approve the Collective Bargaining Agreement for 2017-2020.

Motion carried by roll call vote:

Ayes: 7 Mr. Page, Mr. Williams, Mr. Gembara, Mrs. Caya, Mrs. Rietschel

 Ms. Tauke and Mr. Frendreis

Nays: 0

Abstain: 0

Absent: 0

Prior to Mrs. Caya’s departure at 7:20 p.m., discussion took place regarding the Stem Lab. Mr. Frendreis requested that he would like to see at the July Board meeting how a stem lab would fit into Science and Math.

Mrs. Plath was asked by the Board if there was anything else she would like to add from her School Report since her presentation was cut short due to Mrs. Caya’s departure. Mrs. Plath just highlighted the need to address the various tools utilized in the school for communications. She presented the table she created showing the different software utilized in the school environment.

**District Report**

No discussion on this report.

**FOIA Request**

None

**Board Committee Reports/Professional Development**

1. Facilities\*

Mr. Williams highlighted the facilities update and presented the facilities report.

Summary: The project has hit a few bumps with additional abatement required and some additional maintenance issues to be addressed.  The schedule will need to be adjusted to accommodate for abatement in July, but the overall schedule should not be affected.

The facilities committee met with Gilbane, the architect, the Superintendent and the maintenance department on Tuesday June 20th.  The schedule was reviewed and any issues regarding construction were raised.  The following points were made.

·         Demolition has begun.

o   Temporary lighting is in place

o   Roof cutbacks are underway

o   Rough in plumbing is underway

o   Basement concrete cutting is being completed (boiler room)

o   Containment at the old Main entrance is in place.

o   Stormwater permit approved

·         Need to make plan to start paying draws (30 days in arrears)

·         New items

o   **Abatement** – Floor tile and carpeting was pulled up in the lobby area and carpeting was pulled up in the basement area that is to be demolished to reveal a hazardous adhesive that must be abated.  Additional investigation shows that the stairway, 2 landings, and the remainder of the open basement area have the same adhesive issue.  Additionally some pipe wrap material was found to require abatement.  The piping and flooring in the areas to be remodeled must be done.  This is an addition to the contract (construction contractors are not HazMat contractors).  This is planned for in the construction project.  Choices are to:

a)   Remove the 10+ year old carpeting in the additional open area of the basement, remove the hazardous material, and recover the flooring

b)    Leave the 10+ year old carpeting in the additional open area of the basement and patch the new flooring into the existing carpeting.

The recommendation of the committee is a).  Dr O’Brien has already contacted Midwest Environmental Consulting, received 3 bids and contracted for the service.  Abatement is scheduled for 7/5-28.

**Total Cost (w/o replacement covering in open area): $50,000**

o   **Basement Air Conditioner** – The AC unit in the basement stopped working within the last 30 days.  This unit is old and replacement parts are unavailable.  Communication has been made with STR (architect) for recommendations on how to address this issue.  Draft sketches call for the heating and AC unit to be combined into a new unit in the open area of the basement and a new to be installed to address the classroom (computers) and offices in the other remaining area of the basement.  Designs are being drawn up by STR and will be bid by the Gilbane Mechanical Sub and others (if needed).  **Estimated cost to complete the project with 2 new units and connecting ductwork is $50,000.** The recommendation of the committee is to go forward with this project.

o   **Value Engineered Items** – It is understood that the Board accepted the VE recommendations from the committee at the last meeting with two items remaining open.

1.    Metal panel to be used at roof line to be replaced with less costly option.  VE list showed savings of $20K, however that was if the project was changed to 4” wide facia.

2.    Remainder of accent panel changed to contrasting brick VE list shows $64K savings.

Committee recommendation – Gilbane is still looking into cost of changing Item 1 (Savings will be some portion of $20).  Brick alternatives reviewed by committee and not approved.  More options to be delivered.

o   **Trees** – Lake County has determined that there will be additional trees required at the roadside.  STR will contact the landscape architect to determine which trees meet the need and are acceptable to the County.  Cost for additional trees is estimated at $10,000 – 20,000.

o   **Misc** – The parking lot was retopped in the past 30 days.  Limited parking will be available onsite.  To add spaces, lines will be drawn in the Bus turnaround area for 8 additional cars.  3 places currently marked in front of the gym will be withdrawn to allow the busses a straight drive out of the lot.

o   **Misc** – Limited parking and relocation of the main entrance will make traffic on that side of the building 2-way at most times.  A turn around was added to the end of the parking area so that cars will not need to back out.  Cost of the reground asphalt was ~$4000.  We have a proposal to finish the turnaround for $12,500.  This cost would include 3” of binder asphalt and 2” of surface mix compacted to a total of 4” thickness.

The committee feels that this is a temporary solution that may not be needed when the full parking lot is open again in 2018.  They are recommending to monitor the condition of the turnaround and only address remediation if/as required.

Further discussion took place regarding the abatement of asbestos and how Dr. O’Brien approved the bid with Midwest Environmental in the amount of $50,000. Ms. Tauke also mentioned that with the removal of the carpeting in the lower level there is a great deal of echoing and discussion took place on whether to go with carpeting or tile. Mrs. Rietschel asked if Gilbane should have caught this prior to the renovation. The Facilities Committee agreed that Gilbane would not have known this prior to the opening of walls, etc.

Further discussion took place regarding the lower level and how this area is undesignated at this time. Mr. Williams explained his understanding that Dr. O’Brien has contacted Midwest Environment for the environmental abatement and is scheduled for July.

After Mr. Williams presented the facilities’ report, a motion was made by Mr. Frendreis and seconded by Mr. Page to designate Mr. Williams to be the owner representative for the facilities’ project. Mr. Williams felt that his primary focus in this role would be scheduling issues with the project and that any additional monies to be spent would be brought to the Board.

Motion carried by voice vote:

Ayes: 6 Mr. Page, Mr. Williams, Mr. Gembara, Mrs. Rietschel, Ms. Tauke

 and Mr. Frendreis

Nays: 0

Abstain: 0

Absent: 1 Mrs. Caya

1. Finance – This committee will begin to convene July 1, 2017 to discuss the 2017-2018 Budget
2. Curriculum – Mrs. Plath presented the committee’s recommendation earlier in the meeting.
3. IASB Policy Services – No updates on the policy services.

**Old Business**

1. **Strategic Plan \***

Discussion took place regarding the Strategic Plan and Mr. Frendreis requested the Board to review the different areas of the Strategic Plan and decide which areas members would be interested in. He would like this for the July Board meeting. Further discussion took place regarding how some of the existing Board committees take care of some of the Strategic Plan areas. Mr. Frendreis expressed his request to have at least one Board member on each of the strategic plan areas in July and begin initiation of meetings for these areas.

1. **Approval of Collective Bargaining Agreement for 2017-2020\***
2. **Owner Representative for Facilities Project\***

Both items b and c were approved earlier in the meeting.

**New Business**

1. **Resolution Authorizing and Directing the Transfer of Interest from Ed Fund to O/M Fund\***

The resolution authorizes the transfer of monies earned through investments from the Education Fund to the Operations and Maintenance Fund. The interest is $12,900.

One motion was made by Ms. Tauke and seconded by Mr. Gembara to approve the resolution authorizing and directing the transfer of interest from Ed Fund to O/M Fund.

Motion carried by roll call vote:

Ayes: 6 Mr. Page, Mr. Williams, Mr. Gembara, Mrs. Rietschel, Ms. Tauke

 and Mr. Frendreis

Nays: 0

Abstain: 0

Absent: 1 Mrs. Caya

1. **Environmental Abatement\***

Initially, a motion was made by Ms. Tauke and seconded by Mr. Williams to approve the environment abatement in the amount of $50,000. The motion was pulled by Mr. Frendreis since Dr. O’Brien already took action on this item even though there was no Board approval. Further discussion took place on the requirement of anything over $25,000 needed to go to bid. Mr. Williams highlighted that Dr. O’Brien did get three bids for the abatement.

1. **Appointment of Treasurer \*** - Mr. Frendreis requested that this item be tabled until the July meeting to allow BWP & Associates to provide direction and/or recommendation for an Interim Superintendent**.**
2. **2017-2018 Board of Education Dates\***

One motion was made by Mr. Frendreis and seconded by Mr. Page to approve the 2017-2018 Board of Education Dates as the 3rd Tuesday of each month with the August Board meeting scheduled for August 29, 2017. The meetings will begin at 6:30 p.m.

Motion carried by voice vote:

Ayes: 6 Mr. Page, Mr. Williams, Mr. Gembara, Mrs. Rietschel, Ms. Tauke

 and Mr. Frendreis

Nays: 0

Abstain: 0

Absent: 1 Mrs. Caya

1. **17-18 Staffing \***

Mrs. Plath would like to go over staffing during the closed session.

1. **Annual Raises for Non-Union Staff\***

Discussion took place regarding the annual raises for non-union staff. The Board did not have a current copy of the CBA agreement and did not know the dollar amounts to be approved. This was not approved at this meeting.

1. **Review of Closed Session Minutes\***

Mrs. Capek provided a summary of the closed sessions held for the 2016-2017 school year. She also read the previous year’s motion to approve the recommendation to have the Closed Minutes to be open to the public. Further discussion took place regarding the closed session minutes. Mr. Frendreis recommended that the review of closed session minutes be tabled until the July meeting under Old Business.

**Public Input *(per Mr. Frendries’ request added after New Business)***

None

**Recognition of Media**

No media present at the meeting.

**Executive Session**

At 8:50 p.m. a motion was made by Mr. Gembara and seconded by Ms. Tauke to go into closed session for the purposes of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body (5ILCS 120/2(c) (9).

Motion carried by roll call vote:

Ayes: 6 Mr. Page, Mr. Williams, Mr. Gembara, Mrs. Rietschel, Ms. Tauke

 and Mr. Frendreis

Nays: 0

Abstain: 0

Absent: 1 Mrs. Caya

The following members answered roll call at 8:58 p.m.: Mr. Page, Mr. Williams, Mr. Gembara, Mrs. Rietschel, Ms. Tauke and Mr. Frendreis Absent: Mrs. Caya

**Open Session**

At 10:11 p.m., a motion was made by Ms. Tauke and seconded by Mr. Page to return to the open session.

Motion carried by roll call vote:

Ayes: 6 Mr. Page, Mr. Williams, Mr. Gembara, Mrs. Rietschel, Ms. Tauke

 and Mr. Frendreis

Nays: 0

Abstain: 0

Absent: 1 Mrs. Caya

The following members answered roll call at 10:11 p.m.: Mr. Page, Mr. Williams, Mr. Gembara, Mrs. Rietschel, Ms. Tauke and Mr. Frendreis Absent: Mrs. Caya

**Adjournment:**

At 10:11 p.m. a motion was made by Mr. Page and seconded by Ms. Tauke to adjourn the open meeting.

Motion carried by roll call vote:

Ayes: 6 Mr. Page, Mr. Williams, Mr. Gembara, Mrs. Rietschel, Ms. Tauke

 and Mr. Frendreis

Nays: 0

Abstain: 0

Absent: 1 Mrs. Caya

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President Secretary