**SUBJECT TO APPROVAL**

**MINUTES OF BOARD MEETING**

**BOARD OF EDUCATION SCHOOL DISTRICT 36**

**TUESDAY, February 21, 2017**

**Call to Order**

Mrs. Collins called the Board Meeting of the Board of Education of Grass Lake School District #36 to order at 6:30 p.m.

**Roll Call**

Present: Mrs. Kozenski, Mr. Gembara, Mr. Lobodzinski, Mrs. Fogel and Mrs. Collins

Absent: Mrs. Caya (arrived at 6.51pm)

Mrs. Rietschel

Also Present: Dr. Terry O’Brien, Superintendent

Dr. Jan Morgan, Principal

Ms. Joanne Rae, Notes/Admin.

**Guests**

|  |  |  |
| --- | --- | --- |
| Mr. Andy Williams | Mr. William Marcomb | Mrs. Lori Heywood |
| Ms. Susanne Tauke | Mrs. Nicole Sweeney | Mrs. Denise Mandigo |

**Approval of Consent Agenda**:

As presented under the Consent Agenda, one motion was made by Mr. Lobodzinski and seconded by Mrs. Fogel to approve the Consent Agenda as presented.

Motion carried by roll call vote:

Ayes: 4 Mrs. Kozenski, Mr. Gembara, Mr. Lobodzinski, and

Mrs. Fogel

Nays: 0

Abstain: 1 Mrs. Collins

Absent: 2 Mrs. Caya and Mrs. Rietschel

**Public Input**

Mrs. Collins invited the following community members to speak at the Public Input.

Mr. Williams presented to the Board how he had previously requested information from Dr. O’Brien regarding summer school and the Gilbane contract. Mr. Williams requested to withhold his statements until those portions came up in the board meeting.

Following a short discussion with Mrs. Collins she directed Mr. Williams to speak during “New Business” as he requested.

**Report/Communications**

**PMA Financial Report – Merilee McCracken**

Ms. McCracken presented a power point presentation on the five-year financial forecast.

Mr. Lobodzinski asked why the CPI had increased 3 times for 2017. Ms. McCracken replied due to gas and energy increases.

**Correspondence**

No correspondence at this meeting.

**Maintenance Report**

No discussion about the Maintenance Report.

**Instructional Report**

Dr. Jan Morgan introduced by Dr. O’Brien as Interim Principal in the absence of Donna Plath who is now on family leave.

**School Report**

Dr. Jan Morgan commented to the Board that she is honored to be part of this wonderful district and has had the opportunity to meet students and staff and continues to support curriculum development and analyze NWEA test scores to recognize high achieving students and close the gap. Enrichment for math and skills groups and test taking strategies are being implemented.

Dr. O ‘Brien also noted that Dr. Morgan has established connections which will allow a smooth withdrawal and transition from SEDOL.

**District Report**

1. **District Review**

No discussion about the District Review.

1. **Year to Date Financials**

No discussion about the Year to Date Financials.

1. **Facilities Report YTD**

No discussion about the Facilities Report YTD.

1. **Student Enrollment**

Mrs. Fogel asked if there was an increase in student enrollment numbers and if 11 students out of district is the correct amount. Dr. O’Brien confirmed.

Mrs. Fogel asked when looking at high school class options how are students placed into Social Studies and Science classes if test scores are only in Reading and Math. Dr. O’Brien confirmed that reading and math scores are used for high school placement. Reading scores are utilized for Social Sciences and Math scores are utilized for Science options. He also said that teacher recommendation plays a part in the decision process with the MAP scores along with Mr. Tomei and Mrs. Kingery on the placement team and also parent initiation plays a part in the decision process. Dr. O’Brien is going to confirm this is still the case. Mrs. Collins clarified.

1. **Program Updates**

Mrs. Fogel asked about the location of the spring play this year. Dr. O’Brien noted the play this year will be performed on part of the stage and that practicing is taking place on the stage on an area which has been taped out as the size of the stage they will use for the performance.

**Strategic Plan**

Dr. O’Brien highlighted the rollout of the 2017-2020 Strategic Plan. There is a community engagement sign up for the community committee. Mrs. Fogel approached the PTO to attend. Mrs. Collins asked for progress on the Strategic Plan. Dr. O’Brien said the first two days returning in August are set aside to get committees started.

Mrs. Collins asked if she had misunderstood as it was her understanding that beginning committees would have started prior to August. Dr. O’Brien clarified that some committees have already been put in place for example Professional Development – science already in place this week and substitute teachers in for all elementary grade science training. August is set for a full roll out of new committees.

Mrs. Collins suggested meeting with Dr. O’Brien to clarify.

Mrs. Caya asked for progression of the plan. The Board had discussion with Dr. O’Brien regarding how progression of parts of the Strategic Plan could be shared. Mr. Lobodzinski asked how funding works for the Strategic Plan and Mrs. Collins clarified it will be approved by Board.

**FOIA Requests**

No questions asked about the FOIA request(s).

**Food Service Committee**

The Food Service Committee report was presented by Mr. Lobodzinski and Mrs. Fogel.

Dr. O’Brien noted that the recent audit had produced violations, in paperwork and accounting which to rectify would require an increase of food service staff or withdrawal from the National Lunch Program.

Increase of staff would be anticipated in the part-time Kitchen Manager position.

Dr. O’Brien suggested that an ala carte option for cold sandwiches and heated food (not cooking) be served. He explained the financial impact of withdrawing from the National Lunch program versus staying in. He said that as per the budget on page 146 a $15,000 deficit due to loss of free and reduced lunches, but that the additional cost for personnel to resolve the violations would create an additional spending of a similar amount for a P/T kitchen manager post.

Mr. Lobodzinski confirmed that the program at present serves approximately 40 meals per day and that free meals for students who currently qualify would still be provided. Mrs. Fogel and Mr. Lobodzinski both said that most meals at present are not eaten and many thrown away.

Mrs. Collins asked about the differences in requirements from Lake County Health Department and federal regulations.

Mrs. Collins asked if there would be an increase in personnel or any charge for withdrawing from the National Lunch program. Dr. O’Brien said there would be no personnel increase.

Mr. Lobodzinski noted that if the idea was to have a food services bid that would have to begin soon. He also stated that previously there were no bids. Mrs. Collins asked if “Quality Catering” knows food is currently being thrown away.

Mr. Lobodzinski noted that the violations were all for paperwork and red-tape. He wanted to be clear the violations were not related to food or food preparation.

Discussion took place about the possibility of lunches being purchased by everyone. Dr. O’Brien said yes as it is now. In summary, Dr. O’Brien said we can withdraw from the National Lunch Program and if we choose to remain in the program additional hours will be required to resolve violations.

One motion was made by Mr. Lobodzinski and seconded by Mrs. Fogel to put the lunch program out to bid.

Motion carried by roll call vote:

Ayes: 3 Mr. Lobodzinski, Mrs. Collins, Mrs. Caya

Nays: 2 Mr. Gembara, Mrs. Fogel

Abstain: 1 Mrs. Kozenski

Absent: 1 Mrs. Rietschel

Mrs. Fogel inquired if the vote that means we go to a cold food lunch program. Mrs. Caya also asked who would be running the program. How would it be a balanced nutritional program? She inquired about cost versus higher participation and requested to see a sample menu. She also asked what would be in place.

Mrs. Collins said that these are all good suggestions and we should consider the food groups, best practice, variety, and kitchen staff and expand variety and revenue.

Mr. Lobodzinski said it would be food the kids would actually eat not just junk food and he suggested parent volunteers could assist.

Mrs. Collins asked what are the requirements from the Lake County Health Program and how does GLS get back into the National Food Program at a later date if needed.

Dr. Jan Morgan said she had experience at a previous district and said they broke even and actually made profit from withdrawing from the National Lunch program. However, she also reminded the Board that the District is much larger. She also said the restrictions on the National Food Program were what added to their withdrawal.

Mrs. Collins said she would want to see a concrete plan, guidelines, Lake County Health requirements and how many days do we have to comply? Dr. O’Brien relayed it would mean a financial penalty and the Food Service committee set another date to meet.

**Board Committee Reports/Professional Development**

**Old Business**

None

**New Business**

**2017-2018 Registration Fees\***

Dr. O’Brien talked about the current milk program and recommended that students in Kindergarten be removed from the milk program but keeping it in Pre-Kindergarten. He noted that students either did not accept the milk or threw it away every day. Dr. O’Brien also recommended no increases in the current Registration Fees.

One motion was made by Mrs. Collins and seconded by Mr. Gembara to approve the changes to the milk program for Kindergarten and approve the recommendation of no increases in the current Registration Fees.

Motion carried by roll call vote:

Ayes: 6 Mrs. Kozenski, Mr. Gembara, Mr. Lobodzinski,

Mrs. Fogel, Mrs. Collins, and Mrs. Caya

Nays: 0

Abstain: 0

Absent: 1 Mrs. Rietschel

**2017-2018 School Calendar \***

The internal calendar committee met and has a proposed calendar for the 2017-2018 school year. He highlighted the following dates for the 2017-2018 school year.

* Teacher in service being recommended August 21st and 22nd.
* Curriculum night scheduled for Sept 7th
* Teacher Institute Oct 6th
* Teacher Institute Nov is a half day and the Winter break and Spring break aligns with District 117.
* Teachers returning after winter break on Jan 8th and students Jan 9th.
* April 2nd scheduled as a Not in Attendance day.
* End of school is proposed as May 31st with no emergency days. This sets Graduation which is traditionally a Thursday back one day to Wednesday, May 30th.
* Friday March 9th and 10th for Spring Musical.

One motion was made by Mr. Lobodzinski and seconded by Mr. Gembara to approve the proposed calendar for the 2017-2018 school year.

Motion carried by roll call vote:

Ayes: 6 Mrs. Kozenski, Mr. Gembara, Mr. Lobodzinski,

Mrs. Fogel, Mrs. Collins and Mrs. Caya

Nays: 0

Abstain: 0

Absent: 1 Mrs. Rietschel

**Summer School** \*

Dr. O’Brien presented information about summer school and he commented that Mrs. Hageli had taken on recruiting, staffing, enrichment and scheduling for summer school last year and that the program was successful. He recommended Mrs. Hageli for that position this summer and be paid at a cost of $3,000 dollars. The $3,000 equates to $40 per hour for 30 hours preparation and 45 hours during summer.

Mrs. Caya inquired how the success of the summer school program was measured. Was it by testing and retesting? What did the data show for students?

Dr. O’Brien said that Mrs. Hageli did not release the data as students were able to come and leave as needed during the summer school program which could affect all students and therefore affect the validity of the data. Mrs. Collins asked if it was normal to test and pretest. Dr. O’Brien said it would be testing specific to the knowledge area. The Board discussed what had happened previous to last year’s summer school program and how administration had recruited, scheduled enrichment classes for the summer school program.

One motion was made by Mr. Lobodzinski and seconded by Mr. Gembara to approve the proposed administrative position for the summer school program at a cost of $3,000.

Motion did not carry by roll call vote:

Ayes: 3 Mrs. Kozenski, Mr. Gembara, Mrs. Fogel

Nays: 3 Mr. Lobodzinski, Mrs. Collins, Mrs. Caya

Abstain: 0

Absent: 1 Mrs. Rietschel

**Board Meetings**

Dr. O’Brien presented the following dates for consideration to be adjusted for March, April and May. For March, Dr. O’Brien recommended that the March 14th date be changed to March 21st to allow for negotiation dates.

One motion was made by Mr. Lobodzinski and seconded by Mr. Gembara to approve the move of the March 14th date to the recommended March 21st to allow for negotiation dates.

Motion carried by roll call vote:

Ayes: 6 Mrs. Kozenski, Mr. Gembara, Mr. Lobodzinski, Mrs. Fogel

Mrs. Collins and Mrs. Caya

Nays: 0

Abstain: 0

Absent: 1 Mrs. Rietschel

Dr. O’Brien highlighted for the April board meeting date; the date falls before the county will provide canvassed votes for the Board of Education positions. Dr. O’Brien recommended the April 18th board meeting date be moved to April 25th for canvassing the April election results.

One motion was made by Mr. Lobodzinski and seconded by Mr. Gembara to approve the move of the April 18th board meeting date to the recommended April 25th for canvassing the April election results.

Motion carried by roll call vote:

Ayes: 6 Mrs. Kozenski, Mr. Gembara, Mr. Lobodzinski, Mrs. Fogel

Mrs. Collins and Mrs. Caya

Nays: 0

Abstain: 0

Absent: 1 Mrs. Rietschel

Dr. O’Brien highlighted for the May board meeting date; the Antioch Area Joint Boards of Education meeting is scheduled for Thursday, May 18th at Lakes High School. If the Board chooses to adjust their meeting from May 16 to May 18, District 117 will provide a room for the monthly meeting.

One motion was made by Mr. Lobodzinski and seconded by Mr. Gembara to approve the move of the May 16th board meeting date to the recommended May 18th due to the Antioch Area Joint Boards of Education meeting at Lakes High School.

Motion carried by roll call vote:

Ayes: 6 Mrs. Kozenski, Mr. Gembara, Mr. Lobodzinski, Mrs. Fogel

Mrs. Collins and Mrs. Caya

Nays: 0

Abstain: 0

Absent: 1 Mrs. Rietschel

**Gilbane AIA Contract\***

Dr. O’Brien tabled the approval of the Gilbane AIA contract to the March Board meeting to prepare a summation letter for a Gilbane contracts update.

**Public Input**

Mr. Williams was invited to speak by Mrs. Collins as previously noted.

Mr. Williams asked if the SEDOL withdrawal was accounted for in the budget. He commented if transportation costs are expected to reduce; have we accounted for this in the budget. Dr. O’Brien replied yes that’s what is hoped for and that cost wise money would be saved as students will ride on the same bus. Mr. Williams also inquired if some students with same needs would be at the same location. Mr. Williams said he had asked for information from Dr. O’Brien previously and acknowledged his email.

Mr. Williams commented that the Summer School Program does not guarantee that students who attend benefit from the program and from attending in the school year. He says that the students who come for Summer School are not enrolled in the academic school year and he feels it is used as a child care service and not as it is intended for academic reasons. He said as a tax payer he thinks the board should think seriously about adding an additional admin burden to a voluntary program.

Mr. Williams wanted to know who was keeping control of Gilbane contracts. He also noted as a member of the community he would like to know who decided what Gilbane is doing and what they are contracted to do. Also, who is checking yes to all these things and making sure things were done. The committee he says has no idea who is watching Gilbane.

Mrs. Lori Heywood said that $3,000 for Summer School admin and to run a successful program was a good investment. She said it was not a good investment to go back to the status quo where admin just ticks boxes.

Mrs. Collins thanked everyone for their input.

**Recognition of Media**

No media present at the meeting.

**Executive Session**

At 8:35 p.m. a motion was made by Mrs. Collins and seconded by Mrs. Kozenski 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 Mrs. Kozenski, Mr. Gembara, Mr. Lobodinzski, Mrs. Caya,

Mrs. Fogel and Mrs. Collins

Nays: 0

Abstain: 0

Absent: 1 Mrs. Rietschel

The following members answered roll call at 8:15 p.m.: Mrs. Kozenski, Mr. Gembara, Mr. Lobodzinski, Mrs. Caya, Mrs. Fogel and Mrs. Collins; Absent: Mrs. Rietschel

Also present: Dr. O’Brien and Mrs. Plath (via phone)

**Open Session**

At 9.35 p.m., a motion was made by Mr. Lobodzinski and seconded by Mrs. Fogel to return to the open session.

The following members answered roll call at 9.35 p.m.: Mrs. Kozenski, Mr. Gembara, Mr. Lobodzinski, Mrs. Fogel, Mrs. Caya and Mrs. Collins; Absent: Mrs. Rietschel

**Adjournment**:

At 9.36 p.m. a motion was made by Mr. Lobodzinski and seconded by Mrs. Fogel to adjourn the open meeting.

Motion carried by roll call vote:

Ayes: 6 Mrs. Kozenski, Mr. Gembara, Mr. Lobodinzski, Mrs. Fogel

Mrs. Caya and Mrs. Collins

Nays: 0

Abstain: 0

Absent: 1 Mrs. Rietschel

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President Secretary