

**SUBJECT TO APPROVAL**

**MINUTES OF REGULAR BOARD MEETING  
BOARD OF EDUCATION SCHOOL DISTRICT 36  
TUESDAY, SEPTEMBER 22, 2015**

**Call to Order**

Mrs. Collins called the Regular Board Meeting of the Board of Education of Grass Lake School District #36 to order at 8:15 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. Heather DelGrosso, GLS Teacher  
Mr. David Coon, GLS Teacher  
Mr. Michael Spiwak, GLS Teacher  
Mrs. Linda Vaughn, Community Member

**Approval of Consent Agenda:**

Prior to the vote, discussion took place regarding the need for a P/T Paraprofessional and adjustment in the August 18, 2015 minutes to reflect the new titles of Dr. O'Brien and Ms. Shupe and correct the spelling of Board member's name Mrs. Kozenski. Mrs. Rietschel inquired about the Athletic Budget and if the new soccer nets were included in that budget. Dr. O'Brien stated that the soccer nets would come out of the O&M budget.

As presented under the Consent Agenda, one motion was made by Mrs. Kozenski and seconded by Mrs. Rietschel to approve the Minutes (as amended) of the Regular Board Meeting of August 18, 2015, August 2015 Treasurer's Report, Payroll – August 2015, and Vendors – September 2015, and the resignation of Ms. Dominique Fogel, P/T Lunchroom Supervisor, the employment of Ms. Jessica Sawchuck, F/T Paraprofessional and Ms. Gwen Shehorn, P/T Lunchroom Supervisor.

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**

Mrs. Vaughn presented that the school's new website looked great and she was wondering where the employment opportunities could be found on the website. Mrs. Vaughn also asked about the employment of a district Business Manager and who was handling that position. Mrs. Collins stated that the Business Manager's position duties were realigned among Dr. O'Brien, Mrs. Mueller and Mrs. Capek. Mrs. Collins also highlighted that Dr. O'Brien's primary focus would be Superintendent of the school and Ms. Shupe's focus would be curriculum and the students. Mrs. Collins said the duties were written in the Superintendents' job description. Mrs. Vaughn said she would FOIA the district for a copy of the job description.

### **Reports**

#### **a. Correspondence**

Mrs. Blanas wrote a thank-you note for the donation to the American Heart Association in memory of her husband, Michael P. Blanas. She truly appreciated the generosity and thoughtfulness.

#### **b. Maintenance Report – Mr. Quinnett**

Discussion took place regarding the sealcoating of the parking lot to be completed in June following the end of the school year. Further discussion took place regarding the snowplowing services contract for the upcoming 2016 school year. Dr. O'Brien requested three comparable quotes and renewed with Stritar Construction without an increase for the 2016 school year. In addition, discussion took place regarding the cost of salt and the difficulty in measuring the amount of salt used during the winter months. Mrs. Rietschel asked about the need for proposals for snowplowing services and Dr. O'Brien confirmed Stritar's proposal showed no increase and that his proposal remains competitive. *(Mrs. Collins requested the addition of the following to the Minutes of the Regular Board Meeting, Tuesday, September 22, 2015. Mrs. Collins requested the snowplowing services contract for 2016-2017 go out for bid and be reviewed by the Board.)*

**c. Technology Report – Mr. Wong**

Discussion took place regarding the 1:1 computer initiative. Ms. Shupe has conducted an additional parent university and the laptops ordered have been delivered. Ms. Shupe expressed concerns on the possible delay in piloting the 1:1 initiative for the Jr. High students. Discussion took place that Mr. Pierce of After Five Solutions would be putting on internet filtering (web sense). Ms. Shupe stated that she will be conducting a total of four parent universities.

**d. Instructional Report – GLS Staff**

No questions asked about this report. Mrs. Collins commented that she enjoys reading this report.

**e. School Report – Ms. Shupe**

Further discussion took place regarding the 1:1 initiative rollout and Mrs. Collins inquired if the network is good for the 1:1 rollout. Discussion took place regarding the internet and if the internet goes down this would cause interruption for 1:1 initiative. Ms. Shupe also talked about verifying the access points for the classrooms because these points would be utilizing the tech program. Dr. O'Brien will look into a backup solution for the internet or the possibility of an increase in bandwidth.

Ms. Shupe presented that it was an unusual and busy start to the school year for Special Education. Ms. Shupe has been involved in transition meetings with parents and making sure that students are getting the services the transfer students need. Ms. Shupe also talked about assessing the situation for each grade with Origo Math by having the teachers complete a survey. She also highlighted that the common time for teachers has been very beneficial. Ms. Shupe presented that the Guided Study Program has started and that Ms. Ryan is the coordinator. Currently, 2 – 4 students were utilizing the program and the numbers are expected to increase as the trimester goes forth.

**f. District Report – Dr. O'Brien**

Dr. O'Brien highlighted professional development for staff. Dr. O'Brien also highlighted the SEDOL committee meeting he attended on September 9<sup>th</sup> and talked about the long-term finances of the SEDOL operations. Mrs. Rietschel asked Dr. O'Brien to explore alternative solutions to SEDOL. He also highlighted that the state-wide PARCC test scores were released and that the individual districts results will be released in November. Dr. O'Brien also presented information about the Triple-I conference and that there is a tentative schedule on the IASB website.

**i. Job Descriptions**

Per the Board's request, job descriptions were provided.

ii. Dedication Plaques

Dr. O'Brien presented information regarding the dedication plaques being placed on the outside wall of the gym since the current dedication plaques are either damaged from lawn care or the trees died.

g. FOIA Request(s)

- i. Carlene Roche, Data Acquisition Specialist; SmartProcure Direct:  
Deerfield Beach, FL 33441
- ii. Denise Mandigo, Community Member

Ms. Roche was supplied with electronic copies of 1) the **Check Registry** from January 2010 through August 25, 2015 and 2) a list of **Active Vendors**.

Ms. Mandigo was provided a copy of Board Policy 0410, **Fiscal and Business Management**.

h. **Board Committee Report/Professional Development**

i. Facilities

Discussion took place regarding the facilities and Mrs. Caya highlighted the need for the priority list she provided each Board member to BLDD Architects. Mrs. Caya also stated that the priorities have changed since the last discussion regarding the facilities.

Further discussion took place regarding the space needed in the facility and in order to have a Special Board meeting and a 48 hour notice is required.

Mr. Lobodzinski presented his desire for a new gymnasium and utilizing the space of the old gymnasium for office or classroom space. Mrs. Fogel presented the inefficient operational cost of an increase in square footage.

The members of the Board, not including Mr. Lobodzinski, took a tour of the lower level to discuss the needs of the students and staff. After the Board members returned, further discussion took place regarding the Library/Media Center, Specials, RTI, two bathrooms and flexible space with the possibility of a therapy room.

The Facilities Committee is looking to talk to BLDD Architects to provide pricing for a 10,000 square foot facility to accommodate the needs of the current lower level.

Further discussion took place regarding the possibility of a Special Board Meeting on Tuesday, September 29<sup>th</sup> or Wednesday, September 30<sup>th</sup> at 7:00 p.m. Further discussion took place regarding the reconfiguration of the gymnasium, building of a new gymnasium, and the building of a new 10,000 square feet facility. Dr. O'Brien will contact Mr. Tim McGrath from BLDD Architects to see his availability and engage him

in the process. Mr. Lobodzinski expressed the need to have a Town Hall Meeting to give the community the correct research provided by the Board.

- ii. IASB
  - 1. Lake Division Meeting – October 14 (Lotus School)
  - 2. Goal Setting Workshop – Saturday, February 6

Dr. O’Brien highlighted the IASB Lake Division Meeting being held at Lotus School in Fox Lake.

- iii. Triple-I Conference – November 20-22

Discussion of the Triple-I Conference took place under the District Report.

- iv. IASB Policy Services Updates\*

One motion was made by Mr. Lobodzinski and seconded by Mr. Gembara to approve the IASB Policy Services Updates.

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**

None

**New Business:**

**a. Recognition of Schools \***

The annual ISBE Recognition of Schools requires the Board of Education to approve the application. The application testifies that we are following all the requirements set forth by the State and Federal government.

One motion was made by Mrs. Fogel and seconded by Mr. Lobodzinski to approve the application of the annual ISBE Recognition of Schools.

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

**Recognition of Media**

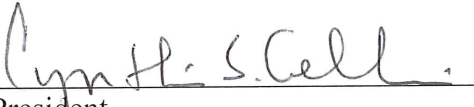
No media present at the meeting.

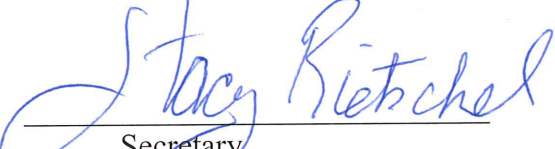
**Adjournment:**

At 11:44 p.m. a motion was made by Mr. Gembara and seconded by Mrs. Rietschel 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

  
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Secretary