

Warren Township HSD 121 Special School Board Meeting

October 29, 2013

Main Governing Board

Warren Township High School District 121, 34090 Almond Road, Gurnee, Illinois, 6:30 p.m. Executive Session, Board Conference Room, District Office, 7:30 p.m. Open Session, Library, Almond Campus

Opening of Meeting

1.A Roll Call *[Procedural]*

Notes: The meeting was called to order at 6:42 p.m. Roll call was taken.

Executive Session

2.A Enter Executive Session *[Action]*

Special School Board Meeting – October 29 2013

Confidential Memo (Pink Sheet)

If you have questions about the October 29, 2013 board meeting or about this board packet, please send your inquiries to Dr. Mary Perry Bates by Monday at 3:00 p.m. This will allow us time to respond to your questions and provide a response at the Board meeting on Tuesday.

Dinner will be available at 5:15 p.m. in the work room of the District office.

Recognitions

There are no Recognitions at this time. Following the Reception of Visitors, will be the **President's Report, Committee Reports and Superintendent's Report.**

The **Consent agenda** has the usual approval of minutes, personnel items and payment of bills.

New Business

A. Approval of Next Steps and Board Agreements

Attached are the Next Steps and Board Agreements on which the Board came to consensus at the October 3, 2013 self-evaluation workshop with Barb Toney from IASB. These were mailed to you on October 18 and are attached as well. Barb Toney recommends the Board approve these at a Board meeting.

B. FY13 Audit Presentation

The presentation of the audit is on the agenda for Tuesday's Board of Education meeting. As of today, we have not received the draft or final report. We expect to receive the audit on Monday. Therefore the audit report will be handed out at the Board meeting. We expect to have a representative from the audit firm give a presentation on Tuesday. I have not received confirmation that they will be able to attend. If not, we can move the agenda item to the next Board meeting. I have filed the necessary extension with the Regional Office of Education. That extension has been approved.

C. Discussion and Approval of AP World History Trip Proposal to China – June 4-15, 2013

Cheryl Parmenter will be at the Board meeting to present this trip proposal.

D. Discussion and Approval of New Course Proposals and Curriculum Guide changes for the 2014-15 School Year

Willi Gehrig has provided a memo summarizing the new course proposals and curriculum guide changes for the 2014-15 school year.

E. Discussion and Approval of Snow Removal Bid for the 2013-14 school year with optional renewals

Attached is a recommendation memo from Carol Rogers providing an overview of the bid process, a copy of the bid packet, addendum and bid summary. Based on the five year costs, we are recommending awarding snow removal at the Almond Campus to Midwest Snow Solutions and Snow Systems, Inc. at the O'Plaine Campus. This combination resulted in the lowest total cost for all ranges and frequency from last year.

F. Discussion and Approval Authorizing the Preparation of the School Maintenance Project Grant Application, designation of matching funds and use of architecture services for this grant application.

Carol Rogers has provided a summary of the School Maintenance Project Grant application and process for submitting the application. This grant is available through the Illinois State Board of Education.

G. Discussion and Approval Authorizing the Preparation of the School Energy Efficiency Project Grant Application, designation of matching funds, and the use of architecture services for this grant application.

Carol Rogers has provided a summary of the School Energy Efficiency Grant application and process for submitting this application. This grant is also available through the Illinois State Board of Education.

H. Approval of Regular Meeting Minutes and Executive Session Minutes of October 8, 2013

The minutes from the October 8, 2013 have been placed under New Business so Board members may vote as appropriate, since not all members were present at this meeting.

I. First Reading of District Board Policies and Administrative Procedures

Attached are policies and procedures reviewed at the October 15, 2013 Policy Committee meeting. These are being presented for a first reading.

***Motion:** I move to enter into an executive session regarding the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against one employees of the public body or against legal counsel for the public body to determine its validity, 5 ILCS 120/2(c)(1), student discipline cases, 5 ILCS 120/2(c)(9), and the placement of individual students in special education programs and other matters relating to individual students, 5 ILCS*

120/2(c)(10). No action will be taken in executive session. All action will be taken in open session. Roll Call Vote

2.B Close Executive Session [Action]

Motion: I move to close the executive session. Roll Call Vote

Open Session

3.A Pledge of Allegiance [Procedural]

Notes: The meeting re-commenced at 7:32 p.m. All present stood for the Pledge of Allegiance.

3.B Approval of the Agenda [Procedural]

Motion: I move to approve the agenda. Roll Call Vote

Notes: The consent agenda will have a separate roll call. Agenda item 10A. under New Business will be tabled to a future meeting. There were no other changes to the agenda. There was discussion about moving the Treasurer's Report to a different part of the agenda, but it was the decision of the Board to have the report remain where it was placed.

Recognitions

4.A Recognitions [Recognition]

Notes: There were no recognitions.

Reception of Visitors

5.A Reception of Visitors [Procedural]

Notes: There were no visitors who addressed the Board.

President's Report

6.A President's Report [Report]

Notes: Board members are invited to attend the National Honor Society Induction Ceremony on November 13, 2013 at 7 p.m. in the OP Auditorium.

6.B IASB/IASA/IASBO Joint Conference - November 22-24, 2013 *[Information]*

Board members will be attending the IASB/IASA/IASBO Joint Conference in Chicago on November 22-24, 2013. Please confirm your final details with Mrs. Love. Itinerary packets will be provided to Board members on Friday, November 15.

Notes: The annual IASB/IASA/IASBO Joint Conference is scheduled for November 22-24, 2013 in Chicago. Mr. Anderson will not attending the conference. The Administrators will not be attending. Mrs. Conway is Warren's IASB delegate representative. It was discussed that Ms. Campbell could also be an IASB delegate representative. Board members may provide their input on the IASB resolutions at the next Board meeting.

6.C PERA Training Workshop *[Information]*

Notes: It was the consensus of the Board that everyone was available for a PERA Training Workshop on January 14, 2014. Dr. Perry Bates will check with Barb Toney, IASB Field Representative to confirm this date.

Committee Reports

7.A Committee Reports

Notes: The schedule for Board committee meetings will be posted on the webpage.

7.B Insurance Committee *[Information]*

Please find attached Minutes of the Insurance Committee that was held on October 7, 2013.

Notes: Ms. Rogers provided a report on the Insurance Committee meeting on October 7, 2013. The Committee discussed the transition from the previous cooperative, and preliminary renewal rates reviewed in mid-March, 2014.

Attachments:

- [Minutes of the Insurance committee 10-7-13.pdf 10-29-13.pdf](#) [Executive]

7.C Curriculum Committee Report *[Report]*

Please see the attached minutes from the October 9th, curriculum committee meeting.

Notes: Ms. Gehrig reported on the Curriculum Committee meeting held on October 9, 2013. The Committee discussed the curricular changes and new course proposal for the 2014-2015 school year. Also reviewed were the changes for the 20415-2015 curriculum guide. These items will be recommended to the Board for their approval.

Attachments:

- [Curriculum committee meeting report_10_9_2013 - jml.pdf](#) [Admin]
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7.D Policy Committee *[Report]*

Attached are the Policy Committee meeting minutes from October 15, 2013. These policies and procedures are being presented for a first reading at the Board meeting on Tuesday, October 29, 2013.

Notes: Dr. Perry Bates reported on the Policy Committee meeting held on October 15, 2013. The committee reviewed 11 policies and administrative procedures will be presented at this meeting for a first reading.

Attachments:

- 10-15-13 - Policy Comm minutes.pdf [Executive]

Superintendent's Report

8.A Treasurer's Report for August and September 2013

Please find attached the Executive Summary, the August and September 2013 Treasurer's Reports and Student Activity Treasurer's Reports.

Notes: Ms. Rogers provided reports on August 2013 and September 2013. The dashboard overview is available for the public. Construction Cost and Change Order Totals - Ms. Rogers stated that this report was requested by the Board and representatives about 98% of the construction project costs. There are still a few more change orders being processed. Mrs. Rogers provided the Board with a copy of 94 questions about bills which she received from Mrs. Biondi.

Attachments:

- September 2013 Treasurer's Report 10-29-13.pdf [Executive]
- Aug and Sep 2013 Activity Account Reports-10-29-13.pdf [Executive]
- Executive summary Aug and September 2013 Treasurer's report 10-29-13.pdf [Executive]
- August Treasurer's Report 10-29-13.pdf [Executive]

8.B Superintendent's Report

Notes: Dr. Perry Bates reported that the Korean Broadcasting Service and Jonathan Bergmann were at Warren today and tomorrow, meeting with students and staff about the flipped classroom. Students in the band, cheerleaders and the school mascot attended the Red Ribbon Rally today, which was held at College of Lake County (CLC) and hosted by the Circuit Court of Lake County, the Lake County Regional Office of Education and CLC. Dr. Perry Bates and several Warren staff members attended the healthy communities/Healthy Youth presentation on "How best to identify and communicate with children and teens with mental health issues, which was held at the Warren Newport Library on October 24, 2013. Roycelee Wood, Lake County Regional Superintendent contacted Dr. Perry Bates about interest for an alternative program at Gurnee Mills. The Simon Foundation has space at Gurnee Mills, which they have designated for this type of opportunity and are interested in talking with representatives from Warren.

Consent Agenda

9.A Consent Agenda *[Action (Consent)]*

Motion: I move to approve consent agenda items A, B, C, and D. Roll Call Vote

9.B Approval of Special Meeting Minutes and Executive Session *[Action:Minutes]* Minutes of October 3, 2013

Motion: I move to approve the special meeting minutes and executive session minutes of October 3, 2013. Roll Call Vote

9.C Approval of hiring recommendations per Exhibit A *[Action]*

Please find attached the Exhibit A Personnel Recommendations for the October 29, 2013 Board meeting.

If you have any questions concerning the attachments please contact Dr. Perry Bates.

Thank you.

Motion: I move to approve Exhibit A Hiring Recommendations 96 through 99. Roll Call Vote.

Attachments:

- [Back up documentation 10-29-13.pdf](#) [Executive]
 - [10-29-2013 Personnel Recommendations Exhibit A -xlsx.pdf](#) [Executive]
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9.D Approval of the payment of bills on 10/29/2013 *[Action]*

Motion: I move to approve the payment of the bills for 10/29/2013 in the amount of \$5,721,761.86. Roll Call Vote

Attachments:

- [AP List of Bills 10 29 2013.pdf](#)
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10.A Approval of Next Steps and Board Agreements *[Action]*

Attached are the Board Agreements on which the Board came to consensus at the October 3, 2013 self-evaluation workshop with Barb Toney from IASB. These were mailed to you on October 18 and are attached as well. Barb Toney recommends the Board approve these at a Board meeting.

Also attached are the "Next Steps" which were also identified at the October 3rd meeting.

Motion: *I move to adopt the Next Steps and Board Agreements from the October 3, 2013 self-evaluation workshop. Roll Call Vote*

Attachments:

- Board Agreements - Next Steps - 10-8-13.pdf [Executive]
- Board Agreements 10-8-13.pdf [Executive]

10.B FY13 Audit Presentation *[Presentation]*

The presentation of the audit is on the agenda for Tuesday's Board of Education meeting. As of today, we have not received the draft or final report. We expect to receive the audit on Monday. Therefore the audit report will be handed out at the Board meeting. We expect to have a representative from the audit firm give a presentation on Tuesday. I have not received confirmation that they will be able to attend. If not, we can move the agenda item to the next Board meeting. I have filed the necessary extension with the Regional Office of Education. That extension has been approved.

Notes: This agenda item was tabled for a future meeting.

10.C Discussion and Approval of AP World History Trip Proposal to China June 4 -15, 2015 *[Action]*

Cheryl Parmenter will be at the Board meeting to present this trip proposal.

Motion: *I move to approve the AP World History Trip Proposal to China June 4, 2015-June 15, 2015. Roll Call Vote*

Attachments:

- 2015 Proposal Packet.pdf [Admin]
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10.D Discussion and Approval of New Course Proposals and Curriculum Guide Changes for the 2014-15 School Year *[Action]*

Please see the following attachments regarding the 2014-2015 Curriculum Guide Changes and New Course Proposals:

1. Memo Curriculum Guide Changes New Course Adoptions 2014-2105
2. New Course Proposals 2014-2015
3. 2014-2015 Curriculum Guide

Motion: *I move to approve the new courses and the curriculum guide changes for the 2014-15 school year. Roll Call Vote*

Attachments:

- Curriculum Guide 2014-2015.pdf [Admin]
- Memo_Curriculum Guide Changes_New Course Adoptions_2014_2015.pdf [Admin]
- New Course Proposals 2014-2015.pdf [Admin]

10.E Discussion and Approval of Snow Removal Bid for the 2013-14 school year with optional renewals *[Action]*

Please find attached the Snow Removal Bid recommendation memo from Carol Rogers. You will also find attached the bid summary, copy of the Bid and a copy of the Addendum.

Motion: *I move to approve the Snow Removal Bid to Midwest Snow Solutions at the Almond Campus and Snow Systems at the O'Plaine Campus for the 2013-14 school year with optional renewals. Roll Call Vote.*

Attachments:

- Addendum 1.pdf [Executive]
 - Snow Removal Bid.pdf [Executive]
 - Snow Bid Recommendation Letter 2013-2018 10-29-13.pdf [Executive]
 - Snow Removal Bid Results 2013-14, 10-29-13.pdf [Executive]
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10.F Discussion and Approval Authorizing the Preparation of the School Maintenance Project Grant Application, designation of matching funds and use of architecture services for this grant application [Action]

Please find attached a summary from Carol regarding the discussion and approval authorizing the preparation of the school maintenance grant application, designation of matching funds and use of architecture services for this grant application. You will also find attached is the summary from the Illinois State Board of Education.

***Motion:** I move to approve authorizing the preparation of the school maintenance project grant application, designation of matchings funds and use of architecture services for this grant application. Roll Call Vote.*

Attachments:

- [ISBE School Maintenance Project Grant 10-29-13.pdf](#) [Executive]
- [School Maintenance Grant 10-29-13.pdf](#) [Executive]

10.G Discussion and Approval Authorizing the Preparation of the School Energy Efficiency Project Grant Application, designation of matching funds, and the use of architecture services for this grant application [Action]

Please see the attached summary from Carol regarding the discussion and approval authorizing the preparation of the school energy efficiency project grant application, designation of matching funds, and the use of architecture services for this grant applicaiton. You will also find attached the summary from the Illinois State Board of Education as well as list of potential projects for each campus.

***Motion:** I move to approve authorizing the preparation of the school energy efficiency project grant applicaiton, designation of matching funds, and the use of architect services for this grant application. Roll Call Vote.*

Attachments:

- [ISBE School Energy Eff Project Grant 10-29-13.pdf](#) [Executive]
- [IWAS School Energy Grant Data Entry 10-29-13 - Almond Campus.pdf](#) [Executive]
- [IWAS School Energy Grant Data Entry 10-29-13 - O'Plaine Campus.pdf](#) [Executive]
- [School Energy Efficiency Grant 10-29-13.pdf](#) [Executive]

10.H Approval of Regular Meeting Minutes and Executive Session Minutes of October 8, 2013 [Action:Minutes]

The regular meeting minutes and executive session minutes from the October 8, 2013 board meeting have been placed under New Business so Board members may vote as appropriate, since not all members were present at this meeting.

***Motion:** I move to approve the regular meeting minutes and executive session minutes of October 8, 2013. Roll Call Vote*

10.I First Reading of District Board Policies and Administrative Procedures

[Procedural]

Attached are the policies reviewed at the October 15, 2013 Policy Committee meeting.

Notes: The following District Board policies and Administrative procedures were presented for a first reading.1 6:30 Graduation Requirements2 5:25 Leaves of Absence3 2:25 AP2 AP ♦ Protocols for Record Preservation and Development of Retention Schedules4 4:15 Identity Protection5 4:110 AP2 AP ♦ Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments6 4:140 Waiver of Student Fees7 4:170 Safety8 4:170 AP2 AP ♦ Criminal Offender Notification Laws9 4:170 AP6 AP ♦ Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED10 5:30 AP2 AP ♦ Investigations

Attachments:

- [First Reading - October 29, 2013.pdf \[Admin\]](#)

Adjournment

12.A Adjournment [Action:Procedural]

Motion: I move to adjourn the meeting. Roll Call Vote