

Warren Township HSD 121 School Board Meeting

December 17, 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. Public Hearing for the 2013 Tax Levy, Library, Almond Campus
7:30 p.m. Open Session, Library, Almond Campus

1.A Roll Call *[Procedural]*

Regular School Board Meeting – December 17, 2013

Confidential Memo (Pink Sheet)

If you have questions about the December 17, 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 at the District office.

Executive Session – 6:30 p.m.

The Executive Session will begin at 6:30 p.m. in the Board Conference Room of the District office. There is a detailed explanation about the requirements of moving into a closed session included in BoardDocs, which cites the *Illinois School Code*, the Illinois Association of School Board's *Coming to Order*, the Illinois Attorney General's Open Meetings Act Training Program, and our *District Board Policy 2:200 – Types of Board of Education Meetings*. It has been the practice of the WTHS School Board to use the "official motions" language for the exceptions as stated in these four guidebooks.

The publications cited above do **not** specify a requirement of notifying Board members prior to the board meeting of the details of the closed session topics other than stating the official motion exceptions. It has been the practice of the WTHS School Board that confidential discussion items will be brought to the closed session by the Board President and/or Superintendent.

Public Hearing for the 2013 Tax Levy – 7:30 p.m.

We are required to have a public hearing before the levy is set. The public hearing is scheduled for 7:30 p.m. and this will meet our legal obligation. The explanation about the tax levy, the process and supporting materials are included in the board packet.

For your information, the legal notice appeared in the newspaper on December 6, 2013. All board members received an email with this notification information and a brief summary of the tax levy process.

As Carol explained at the November 19th board meeting, even though the District has published a notice in the paper with a higher estimated tax increase, our final increase in taxes will be the consumer price index of 1.7% plus approximately .4% due to new construction. The District is expecting a total estimated increase of 2.2% in its property tax capped funds. The notice is filed as a matter of law and as a notice to the public that they have the ability to comment on property taxes at the next board meeting when the public hearing is held or they may contact the Superintendent with any questions.

Recognitions

Mr. Keeley will announce and introduce the National Merit Scholarship Recognition.

Following the Reception of Visitors, will be the **President's Report, Committee Reports, and Superintendent's Reports.**
There are no Consent Agenda items.

New Business

A. Discussion and Approval of 2014 Summer School Program

Nate Karasek has provided the 2014 summer school program information and booklet.

B. Approval to Appeal the Circuit Court's Decision Granting the Lancaster Subdivision Detachment Petition

Dr. Mary Perry Bates will provide a brief summary about the appeal. The estimated legal cost is \$30,000 split between four districts.

C. First Reading of District Board Policies and Administrative Procedures

Explanations and citations about the recommended changes for the first reading are identified in detail in the Policy Committee minutes and on the attached policies and procedures. Both of these documents are included in this Board packet.

The *Illinois School Code*, the *IASB's Coming to Order* book and our *District Board policy 2:240 – Board Policy Development*, does not specifically state how to conduct a "first or second reading" or that policy and procedure **changes** must be publicly read at a Board meeting.

It is each board member's responsibility to review the recommended changes provided in their board packet **prior to the board meeting**. Recommended changes to policies and procedures are specified on each policy with an explanation and citation of the legislative or suggested change and in the Committee meeting minutes. Should a board member require more information about a specific policy or procedure, they should contact the Superintendent **prior to the board meeting** so a response can be prepared.

If a community member questions a policy change listed on the agenda, they would normally contact the Board Clerk or Superintendent for more information.

Policies and procedures recommended for changes are listed on the board agenda and the Superintendent announces the number and title of each of these policies at a Board meeting in open session. If needed, Board members would have the opportunity to discuss particular policies at this time. This is the process for the first and second readings.

The Policy Committee recommends that we continue with this practice of presenting policies and procedures requiring updates or changes.

D. Approval of Regular Meeting Minutes and Executive Session Minutes of November 19, 2013

E. Approval of Exhibit A

F. Approval of the payment of the list of bills for 12/17/2013

G. Second Reading and Approval of District Board Policies and Administrative Procedures

Explanations and citations about the recommended changes for the second readings and approval on this meeting agenda are identified in detail on the attached policies and procedures. You may also refer to the November 12, 2013 Policy Committee meeting minutes which were included in the November 19th board meeting packet.

The *Illinois School Code*, the *IASB's Coming to Order* book and our *District Board policy 2:240 – Board Policy Development*, does not specifically state how to conduct a “first or second reading” or that policy and procedure **changes** must be publicly read at a Board meeting.

It is each board member's responsibility to review the recommended changes provided in their board packet **prior to the board meeting**. Recommended changes to policies and procedures are specified on each policy with an explanation and citation of the legislative or suggested change and in the Committee meeting minutes. Should a board member require more information about a specific policy or procedure, they should contact the Superintendent **prior to the board meeting** so a response can be prepared.

If a community member questions a policy change listed on the agenda, they would normally contact the Board Clerk or Superintendent for more information.

Policies and procedures recommended for changes are listed on the board agenda and the Superintendent announces the number and title of each of these policies at a Board meeting in open session. If needed, Board members would have the opportunity to discuss particular policies at this time. This is the process for the first and second readings.

The Policy Committee recommends that we continue with this practice of presenting policies and procedures requiring updates or changes.

Old Business

A. Resolution Authorizing Final Aggregate Tax Levy for 2013

B. Approval of Six-month Review of Closed Session Minutes from April 9, 2013 to September 10, 2013

This agenda item was tabled from the November 19, 2013. As required by the Illinois School Code, 5 ILCS 120/2.06(d), and stated in District Board Policy 2:220, closed session minutes must be reviewed at least twice a year. **The purpose of this action by the Board is to approve the release of closed session minutes which do not need to remain confidential.**

Policy 2:220 - School Board Meeting Procedure states, "At least semi-annually in an open meeting, the Board (1) reviews minutes from closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The Board may meet in a prior closed session to review the minutes from closed meetings and are currently unavailable for public release. The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within 10 days after the Board's approval; they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any Board member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection. The minutes shall not be removed from the Superintendent's office except by vote of the Board or by court order."

Board member Liz Biondi did not return the closed session minutes which were being reviewed during the November 19th closed session meeting to the Board Secretary.

Due to the delay in tabling this agenda item from the November 19th Board meeting, the Board has exceeded a semi-annual review time period. (*Illinois School Code 5 ILCS 120/2.06(d)*.) This delay, however, does NOT cause the minutes to become public or available for inspection. The Board is strongly encouraged to determine if the minutes need to remain confidential based on student and personnel privacy protection and our law firm's opinion letter and take appropriate action in open session.

This agenda item has been placed under Old Business and not under the Consent Agenda so Board members may vote as appropriate, since several of these board meetings occurred before the new board members were seated.

C. Approval of Special Meeting Minutes and Executive Session Minutes of October 29, 2013

This agenda item was tabled until the next meeting. Ms. Campbell stated that she felt the minutes were incorrect. Mr. Anderson asked Ms. Campbell to prepare a write up of the minutes.

Notes: The meeting was called to order at 6:33 p.m. Roll Call was taken.

2.A Enter Executive Session [Action]

The *Illinois School Code*, 5 ILCS 120/2, the Illinois Association of School Boards *Coming to Order*, the Illinois Attorney General's Open Meetings Act Training Program, and *District Board Policy 2:200- Types of Board of Education Meetings*, states that school boards must follow the *Open Meetings Act*, and identifies exceptions for moving into a closed session.

By adopting a proper motion which cites the specific exception, a Board may move into a closed meeting or executive session to discuss certain specific topics listed in the law. It has been the practice of the WTHS School Board to use the language for the exceptions as stated in these three guidebooks. The IASB *Coming to Order* book, the *Illinois School Code* and our *District Board policy* state these as the official motions and does not indicate an abbreviated motion. Topics which a school board may discuss in a closed meeting are below.

The publications cited above do **not** specify a requirement of notifying Board members prior to the board meeting of the details of the closed session topics other than stating the official motion exceptions. It has been the practice of the WTHS School Board that confidential discussion items will be brought to the closed session by the Board President and/or Superintendent.

The official motions for closed sessions from Warren's *Board Policy 2:200* are:

1. 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 an employee of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2(c)(1).
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-judicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
6. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
8. Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8).
9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).
12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
13. Self-evaluation, practices and procedures, or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).

14. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5 ILCS 120/2(c)(21).
15. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(28).

***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 disciplinary cases, 5 ILCS 120/2(c)(9), litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that ana ction is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes, 5 ILCS 120/2(c)(11), and discussion of lawfully closed meeting minutes, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5 ILCS 120/2(c)(21). Roll Call Vote*

2.B Close Executive Session [Action]

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

Public Hearing for the 2013 Tax Levy

3.A Open Public Hearing for the 2013 Tax Levy [Action]

Below is the procedure for holding the public hearing.

1. The President will indicate: **“This the public hearing to receive comments on the 2013 Tax Levy. Anyone who wishes to be heard will have the opportunity to present written or oral testimony.**
2. The President will ask the Superintendent or Business Manager to briefly explain the process for the 2013 Tax Levy.
3. After the Superintendent's review, the President will ask for comments from the Board of Education members.
4. Once the Board members have had a chance to speak (if they so choose), the President will have the Board Secretary read into the record any written testimony (if any) concerning the 2013 Tax Levy.
5. After any written testimony is presented, the President will ask if there is any oral testimony or public comments concerning 2013 Tax Levy.
6. After the oral testimony/public comments (if any) the President will announce, **“All persons desiring to be heard have been given the opportunity to present written or oral testimony with respect to the 2013 Tax Levy.”**
7. The President will announce, **“This 2013 Tax Levy has been placed on tonight's agenda, the December 17, 2013 Regular Board of Education meeting as an action item.”**
8. The President will ask for a motion to adjourn the public hearing. (Move to next agenda item for the recommended motion.

Motion: I move to enter into a public hearing for the 2013 Tax Levy. Roll Call Vote

3.B Close Public Hearing for the 2013 Tax Levy [Action]

Motion: I move to close the public hearing for the 2013 Tax Levy. Roll Call Vote

Open Session

4.A Pledge of Allegiance [Procedural]

Notes: The open meeting recommenced at 7:40 p.m. and all present stood for the Pledge of Allegiance.

4.B Approval of the Agenda [Procedural]

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

Notes: Under New Business Item F, add personnel recommendation item 135-137 to the Exhibit A. There were no other changes to the agenda.

Recognitions

5.A Recognitions *[Recognition]*

5.B National Merit Finalists *[Recognition]*

Notes: National Merit finalists were recognized by the Board of Education. Mr. Keeley provided an overview of the National Merit program and introduced the students who achieved this honor. The National Merit Scholarship Program is an academic competition which began in 1955 for recognition and scholarships. High school students enter the National Merit Program by taking the Preliminary SAT/National Merit Scholarship Qualifying test. These scholarships are considered to be an important and prestigious award. Even students who qualify and don't win can earn honor and recognition and are able to use that to their benefit when it comes to applying to college. National Merit Scholars are heavily recruited by universities and some are given preferential treatment in admissions, housing, and course selection. Many selective universities seek to increase their number of National Merit Scholars. They may also receive attractive merit scholarships. Warren Township High School District 121 School Board will recognize students in the following categories: National Merit Semi-finalists, National Achievement Scholarship Competition, Outstanding Participants and National Merit Commended Students. Approximately 1.4 million students took the test last October, and the National Merit Semi-finalists achieved this recognition by scoring in the top 1% in the nation. Warren is proud to recognize two students who achieved this honor: Rohan Ghosh and Charles F. Hudgins. The National Achievement Scholarship Competition recognizes top Black American students who score in the top percentile of students who have elected to participate in the competition. Annually, around 1,600 students of the highest scoring participants are designated as semi-finalists. These students will continue in the competition. This year Warren is fortunate to have Matthew A. Caldwell receive this honor. The National Merit Achievement Scholarship Competition recognizes top black American students who score in the top 3% of more than 160,000 black Americans in the competition. Warren is proud to recognize Hanan Mohamed receive this award. Students who scored in the top 2% in the nation are recognized as Commended Students in the National Merit Program. These students do not continue in the scholarship competition, but are recognized because of their outstanding academic promise. Warren recognizes 16 outstanding students this year: Rebecca L. Accettura, Justin P. Albrecht, Chethan S. Anant, Mythri Anumula, Kaitlyn D. Bertram, Clarissa M. Carver, Young-Ji Cho, James W. Farley, Erik C. Karlson, Jamie Kreppein, Martin J. Kurien, Allison J. Olshefke, Kevin W. Rychel, Chandler L. Schwabe, Corey E. Snyder and Adam J. Szostak.

Attachments:

- [Press Release - National Merit Students Recognized 12-13-13.pdf](#)

Reception of Visitors

6.A Reception of Visitors *[Procedural]*

Notes: There were no visitors who addressed the Board.

President's Report

7.A President's Report

Notes: Pension reform has been signed by the State and there are some changes coming. We are in the process of gathering data and looking at it at sometime in January we will have to converse in details about the cap and the amount of pension people can get will impact a lot of things. We will have conversation about that moving forward. Read up on but ther will be a presentation at the regular January meeting. New website is getting close to being done. Stephanie provided a brief overview of the webpage. D121.org is the new address.

7.B IASB PERA Workshop Training - January 13, 2014 [Information]

Barb Toney, field representative from the Illinois Association of School Boards, will present the Professional Development Leadership Training (PDLT) and Performance Evaluation Reform Act (PERA) training for school board members on Monday, January 13, 2014, starting at 5:30 p.m. and run for about four hours. This will fulfill the mandatory training for all four new board members and also the three current sitting board members. Board members will receive their certificates of completion after attending the workshop and this information will be entered into the table below before being posted on our website.

This training workshop will follow the special meeting and posted as appropriate under the *Open Meeting Act* requirements. The meeting will be held in the Board Conference room at the District office.

For your information, certificates for course completion of all professional development for board members must be retained in the Board Clerk's files. The information below will be posted on the website. Currently on file are the following board members' certificates:

Board Member Training

All Illinois school board members must receive training in *professional development leadership* (P.A. 97-8) and the *Open Meetings Act*

(P.A. 97-504). Mandatory training will also be required after the new teacher evaluation requirements are implemented in each school district.

Illinois General Assembly	Training Requirements	Who Must Receive Training	Timeline	Board Members Holding Certificates of Completion	
Open Meetings Act (OMA) P.A. 97-504 Effective January 1, 2012	OMA general applicability, procedures and legal requirements. Also required board members who have completed the training requirement to file a copy of their certification of completion with the school board.	Every school board member	Board members in office on January 1, 2012 are required to complete this training within one year of that date. Board members taking office after January 1, 2012 must complete this training no later than 90 days after taking the oath of office.	John R. Anderson	December 22, 2012
				David J. Grum	December 22, 2012
				Barb Conway	May 9, 2012
				Liz Biondi	June 21, 2013
				Catherine Campbell	
				Michael B. Munda	September 25, 2012
				Larry Stried	December 27, 2012
P.A. 97-08 (105 ILCS 5/10-16a new)	A minimum of 4 hours of professional development	Every school board member elected for a term beginning after	Applicable to only those board members who are elected after June 13, 2011 or who are	John R. Anderson	

Effective June 13, 2011	<p>leadership training, including:</p> <ul style="list-style-type: none"> • Education and labor law, • Financial oversight and accountability, and • Fiduciary responsibilities. <p>Also requires school districts to post on their websites the names of all board members who have successfully completed the training.</p>	June 13, 2011, and Every school board member appointed after June 13, 2011 to fill a vacancy of at least one year's duration.	appointed to fill a vacancy of at least one year's duration after June 13, 2011; they must complete the training by June 13, 2012 or within the first year of the board member's first term.	David J. Grum	Not applicable
				Barb Conway	Not applicable
				Liz Biondi	June 21, 2013
				Catherine Campbell	
				Michael B. Munda	Not applicable
				Larry Stried	
P.A. 97-08 (105 ILCS 5/24-16.5 new) Effective June 13, 2011	A training program on Performance Evaluation Reform Act (PERA) evaluations*	School board members who participate in a vote on a dismissal based upon an "optional alternative evaluative dismissal process for PERA evaluations."	Prior to voting on a dismissal based upon an "optional alternative evaluation dismissal process for PERA evaluation."	John R. Anderson	
				David J. Grum	
				Barb Conway	
				Liz Biondi	June 21, 2013
				Catherine Campbell	
				Michael B. Munda	
Larry Stried					

The Illinois Association of School Boards (IASB) is a voluntary organization of local boards of education dedicated to strengthening the Illinois public schools through local citizen control. Although not a part of State government, IASB is organized by member school boards as a private not-for-profit corporation under authority granted by Article 23 of the *School Code*. The mission of the IASB is excellence in local school governance in support of quality public education.

For more information regarding IASB and its programs visit www.iasb.com.

Notes: The IASB PERA Workshop training is scheduled for July 13, 2014.

7.C Joint Conference Reports *[Report]*

Notes: Barb said good meeting, over 400 at the delegate meeting. Barb went to several workshop very helpful. attended a policy workshop. Mike Munda attended many good workshops. Supt. skokie district 69 did an outstanding job on salary negotiations. Was there a handout for the skokie? John will provide copies to all board members. Catherine attended workshop about caution districts not blanket paying for training to teachers, they are not accredited and having people attend the same session with a different name on it. she also attended intersection of school law and policy. Catherine also talked with director of IASB resolution process and shared the Woodland resolution. Liz attended a finance workshop talked auditing the school districts and how each person can overlap in what they are doing. also on communication and how we should present our goals to the public. Liz said she heard from so many contractors that they are not interested in many companies bidding. John said we agree to review the architect firm before we move forward with another project.

Committee Reports

8.A Committee Reports *[Report]*

8.B Policy Committee Meeting - December 10, 2013 *[Report]*

Attached are the Policy Committee meeting minutes from December 10, 2013. These policies and procedures are being presented for a first reading at the Board meeting on Tuesday, November 19, 2013.

Notes: Dr Mary Perry Bates reviewed the Policy Committee meeting on December 10. We also talked about the manner in which information will be presented at a board meeting. All board members have received the changes with changes and explanations and citations. The superintendent will read the numeric citation and policy label. Board members would like to have a copy of the PRESS issues.

Attachments:

- [12-10-13 - Policy Comm minutes.pdf](#) *[Executive]*

Superintendent's Report

9.A Student Representatives' Reports *[Report]*

9.B Treasurer's Reports for November 2013 *[Information]*

Please find attached the November 2013 Treasurer's Report and Student Activity Treasurer's Reports as well as the Activity Account Treasurer's Report prepared by Myron Spiwak and reviewed by Carol Rogers.

Notes: Ms. Biondi asked about a business office employee not appearing on the registered CPA license website. Ms. Rogers provided an explanation of the difference of licensed CPA. Ms. Biondi has a questions about the found an error in the treasurer's report. does it throw off everything else in the report. Carol read a statement about the Obama insurance care. Informing the board now that we will bring action next month. If we do not make these modifications we are at risk of losing our tax exempt status and not be in compliance with the internal revenue code. That is very important to the district. These benefits are on a pre-tax benefit and we save FICA and medicare. Quick estimate is about \$50,0000 per year in additional taxes we will have to pay. We will review contacts and benefits for an average of 30 hours or more per week.

Attachments:

- [Nov 2013 Treasurer's Report and Student Activity.pdf](#) *[Executive]*
 - [Nov 2013 Activity Account Treasurer's.pdf](#) *[Executive]*
-

9.C Superintendent's Report *[Report]*

Notes: Mrs. Biondi asked for copies of public actions and illinois school code. Board could get a copy of these documents electronically. Good news items. CBS national news weekend edition. Kim Kennedy will be here on Thursday to interview Collin Black about flip classroom. Read about two students from Daily Herald Brittany Ellis received a scholarship. Charlies Suhling one of the daily herald leadership team. Letters to Santa collected over 1,400 presents for the students at the Reilly School in Chicago. Catherine talkeda bout the students at OP who collected the most canned foods and hosted a party for the students help her class. great spirt of generosity.

Consent Agenda

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

New Business

11.A Discussion and Approval of Summer School Program 2014 *[Action]*

Please see the attached memo and registration packet information about the 2014 summer school program.

Motion: *I move to approve the 2014 summer school program. Roll Call Vote*

Notes: Nate KArasek presented the 2014 summer school program.

Attachments:

- SUMMER SCHOOL MEMO 2014.pdf [Admin]
 - SUMMER SCHOOL PACKET2014 (3) (2).pdf [Admin]
-

11.B Approval to Appeal the Circuit Court's decision granting the Lancaster Subdivision Detachment Petition *[Action]*

Dr. Mary Perry Bates will provide a brief summary about the appeal. The estimated legal cost is \$30,000 split between four districts.

Motion: *I move to approve the Board of Education's appeal of the circuit court's decision granting the Lancaster Subdivision Detachment Petition. Roll Call Vote*

11.C First Reading of District Board Policies and Administrative Procedures *[Information]*

Explanations and citations about the recommended changes for the first reading are identified in detail in the Policy Committee minutes and on the attached policies and procedures. Both of these documents are included in this Board packet.

The *Illinois School Code*, the IASB's *Coming to Order* book and our *District Board policy 2:240 – Board Policy Development*, does not specifically state how to conduct a “first or second reading” or that policy and procedure **changes** must be publicly read at a Board meeting.

It is each board member's responsibility to review the recommended changes provided in their board packet **prior to the board meeting**. Recommended changes to policies and procedures are specified on each policy with an explanation and citation of the legislative or suggested change and in the Committee meeting minutes. Should a board member require more information about a specific policy or procedure, they should contact the Superintendent **prior to the board meeting** so a response can be prepared.

If a community member questions a policy change listed on the agenda, they would normally contact the Board Clerk or Superintendent for more information.

Policies and procedures recommended for changes are listed on the board agenda and the Superintendent announces the number and title of each of these policies at a Board meeting in open session. If needed, Board members would have the opportunity to discuss particular policies at this time. This is the process for the first and second readings.

The Policy Committee recommends that we continue with this practice of presenting policies and procedures requiring updates or changes.

Notes: Dr. Perry Bates read the policies and procedures presented for a first reading.

Attachments:

- first reading 12-17-13.pdf [Executive]

11.D Approval of Regular Meeting Minutes and Executive Session Minutes of November 19, 2013 *[Action:Minutes]*

Motion: I move to approve the regular meeting minutes and executive session minutes of November 19, 2013. Roll Call Vote\

11.E Second Reading and Approval of District Board Policies and Administrative Procedures *[Action]*

Explanations and citations about the recommended changes for the second readings and approval on this meeting agenda are identified in detail on the attached policies and procedures. You may also refer to the November 12, 2013 Policy Committee meeting minutes which were included in the November 19th board meeting packet.

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Policies and procedures recommended for changes are listed on the board agenda and the Superintendent announces the number and title of each of these policies at a Board meeting in open session. If needed, Board members would have the opportunity to discuss particular policies at this time. This is the process for the first and second readings.

The Policy Committee recommends that we continue with this practice of presenting policies and procedures requiring updates or changes.

***Motion:** I move to approve the second reading and approval of District Board Policies and Administrative Procedures as presented. Roll Call Vote*

Notes: Liz Biondi would like us to research whether we have personnel policies or have these items in the collective bargaining agreement.

11.F Approval of Hiring Recommendations per Exhibit A. *[Action]*

Please find attached the Exhibit A Personnel Recommendations for the December 17, 2013 board meeting.

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

Thank you.

***Motion:** I move to approve Exhibit A Hiring Recommendations 117 through 134. Roll Call Vote.*

Attachments:

- 12-17-2013 Personnel Recommendations Exhibit A -xlsx.pdf [Executive]
 - Back up documentation 12-17-13.pdf [Executive]
-

11.G Approval of the payment of the list of bills for 12/17/2013 [Action]

Motion: I move to approve the payment of the list of bills in the amount of \$1,314,530.48 on 12/17/13. Roll Call Vote

Attachments:

- AP List of Bills 12 17 2013.pdf

Old Business

12.A Resolution Authorizing Final Aggregate Tax Levy [Action]

Please find attached the memo from Carol Rogers regarding the 2013 Levy with the Levy documents for your review.

Motion: I move to approve the Resolution authorizing final aggregate tax levy for the year 2013, which includes separate resolutions for SEDOL IMRF, Special Education, leasing and working cash, by the Board of Education of Warren Township High School District No. 121, Lake County, State of Illinois. Roll Call Vote

Attachments:

- 2013 Levy.pdf [Executive]

12.B Approval of Six-month Review of Closed Session Minutes from April 9, 2013 to September 10, 2013 [Action]

This agenda item was tabled from the November 19, 2013. As required by the Illinois School Code, 5 ILCS 120/2.06(d), and stated in District Board Policy 2:220, closed session minutes must be reviewed at least twice a year. **The purpose of this action by the Board is to approve the release of closed session minutes which do not need to remain confidential.**

Policy 2:220 - School Board Meeting Procedure states, "At least semi-annually in an open meeting, the Board (1) reviews minutes from closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The Board may meet in a prior closed session to review the minutes from closed meetings and are currently unavailable for public release. The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within 10 days after the Board's approval; they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any Board member. **Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection. The minutes shall not be removed from the Superintendent's office except by vote of the Board or by court order.**"

Board member Liz Biondi did not return the closed session minutes which were being reviewed during the November 19th closed session meeting to the Board Secretary.

Due to the delay in tabling this agenda item from the November 19th Board meeting, the Board has exceeded a semi-annual review time period. (*Illinois School Code 5 ILCS 120/2.06(d).*) This delay, however, does NOT cause the minutes to become public or available for inspection. The Board is strongly encouraged to determine if the minutes need to remain confidential based on student and personnel privacy protection and our law firm's opinion letter and take appropriate action in open session.

This agenda item has been placed under Old Business and not under the Consent Agenda so Board members may vote as appropriate, since several of these board meetings occurred before the new board members were seated.

Motion: I move to keep the executive session minutes closed for April 9, 2013, April 23, 2013, June 4, 2013, June 25, 2013, August 20, 2013 and September 10, 2013. The executive session minutes for May 14, 2013 may be released to the public. Roll Call Vote

12.C Approval of Special Meeting Minutes and Executive Session Minutes of October 29, 2013 *[Action:Minutes]*

Motion: I move to approve the special meeting minutes and executive session minutes of October 29, 2013. Roll Call Vote

Adjournment

13.A Adjournment *[Action:Procedural]*

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