

**North Boone Community Unit School District No. 200**  
Minutes of the Regular Meeting of the  
Board of Education  
**District Office**  
6248 North Boone School Road, Poplar Grove, IL 61065  
Tuesday, October 17, 2023  
6:30 p.m.

**CALL TO ORDER AND ROLL CALL**

The Regular Meeting of the Board of Education was called to order at 6:30 p.m. by President Ed Mulholland.

Present: President Ed Mulholland, Secretary Brian Haselhorst, Joe Haverly, Judy Hutchinson, Vice President Mary Maxey, Treasurer Nan Schilling and Becky Self.

**APPROVAL OF AGENDA**

A motion was made by Mrs. Maxey and seconded by Mr. Haverly to approve the Agenda as presented.

The motion was carried by unanimous roll call.

**AUDIENCE TO VISITORS**

*(none)*

**TREASURER'S REPORT**

Dr. Greenlee stated that the attached are not official Treasurer's Reports. They are the Revenues and Expenses for the District in the months of July, August and September. It has been the auditor's recommendation to hold off for the moment on Treasurer's Reports while the final account adjustments are made to conclude FY23 in order to allow FY24's to be accurate. Mrs. Schilling wanted it noted that as the Treasurer, she does not have any input on the reports that she is not seeing.

**SUPERINTENDENT'S REPORT**

Dr. Greenlee noted that at November's Board Meeting there will be a public hearing on the District's updated e-learning plan which will then be presented to the Board for approval.

In regards to the Facilities Committee, there will be several meetings with three different engineering firms presenting concepts on the Athletic Fields. One meeting was held on October 10, 2023 and the next will be on October 24, 2023 for the engineers to do their presentations. On November 28, 2023, the Committee will meet to do a review of all concepts with a SWOT Analysis.

At the last Policy Committee Meeting, a question was raised in regards to Policy 6:190 (Extracurricular and Co-Curricular Activities) and eligibility. Our current eligibility requirements requires students to be passing a minimum of five classes and that will remain unchanged. The other question was about homeschool students participating in our extracurricular activities. Looking into that further, it was found in Policy 7:40 (Nonpublic School Students, Including Parochial and Home-Schooled Students) that “Nonpublic students, regardless of whether they attend a District school part-time, will not be allowed to participate in extracurricular activities”.

He stated that the next month will be an extremely busy one. There is a Facilities Committee Meeting on October 24<sup>th</sup>, a Business Services Committee Meeting on November 7<sup>th</sup>, a C.I.A. Committee Meeting on November 8<sup>th</sup>, a Regular Board Meeting on November 14<sup>th</sup>, the Board Conference in Chicago is November 16<sup>th</sup>-19<sup>th</sup>, another Facilities Meeting on November 28<sup>th</sup> and on December 19<sup>th</sup> will be a Regular Board Meeting.

## **COMMITTEE REPORTS**

### **Policy Committee**

A Policy Committee meeting was held on September 27, 2023. Included in tonight’s packet under Consent Agenda is the approval of the First Reading of Policies. Policy 4:60 (Operational Services-Purchase and Contracts) has been placed under New Business for Board discussion. The next scheduled Policy Committee meeting is on November 8, 2023, if needed.

### **Business Services Committee**

The next meeting will be held on November 7, 2023 at 6:00 P.M.

### **Facility/Long Range Planning Committee**

The Committee did meet on October 10, 2023 with Glen Eriksson from Eriksson Engineering presenting a concept on the Athletic Fields. The next meeting will be held on October 24, 2023 at 6:00 pm with two more firms presenting their concepts. The Committee will then meet on November 28, 2023 to discuss the concepts and do a SWOT Analysis as a whole.

### **Curriculum, Instruction and Assessment Committee**

The Committee met on September 27, 2023 where the updated e-learning plan was discussed as well as the High School Math department is currently looking for new resources for starting next year. These will be discussed at the November 8, 2023 C.I.A. Committee Meeting.

## **CONSENT AGENDA**

A motion was made by Mrs. Maxey and seconded by Mr. Haverly to approve the Consent Agenda as presented.

- A. Minutes of the Regular Board Meeting – September 19, 2023
- B. Personnel

Site	Person	Position	Salary	Effective/ End Date
<b>1. Certified – Hire</b>				
<b>2. Certified – Resignation</b>				
PGE	Cathy Gregory	Special Education Teacher	N/A	09/22/2023
MS	Jenna Alvarez	Special Education Teacher	N/A	09/29/2023
<b>3. Certified – Retirement</b>				
HS	Zena McFadden	Science Teacher	N/A	End of 2023/2024 School Year
<b>4. Non-Certified – Hire</b>				
District	Tina Corson	1:1 Bus Aide	Para/Step 7	08/17/2023
District	Shawn Izzo	Bus Aide	\$14.50/route	09/26/2023
<b>5. Non-Certified – Resignation/Termination</b>				
HS	Richard Hahn	Assistant Custodian	N/A	10/18/2023
<b>6. Non-Certified – FMLA</b>				
<b>6. Extra-Curricular – Hire</b>				
<b>6. Extra-Curricular – Resignation</b>				
HS	Jillian Zelek	Assistant Girls Soccer Coach	N/A	2022/23 Season

- C. Minutes of the C.I.A. Committee Meeting – September 27, 2023
- D. Minutes of the Policy Committee Meeting – September 27, 2023
- E. Addition of Full Time Paraprofessional – Manchester Elementary
- F. Addition of Part Time Pre-K Paraprofessional – Capron Elementary
- G. First Reading of Policies
- H. Overnight Field Trip Request

Discussion:

- Mrs. Schilling – Has the additional staff been accounted for in the budget. Dr. Greenlee stated that he has spoken with Stacey Corder and it may have to be adjusted but it will be included in the ED Fund towards the end of the year.
- Mrs. Hutchinson – In regards to the extra staff, is this for compliance purposes? Yes it is. Also, in regard to the Overnight Field Trip, she would like to know the process before it comes to the Board for approval. The principal receives the request along with an itinerary and these trips are all Educational Overnight Trips. Once that is all received, it is brought to the Board for approval.
- Mrs. Self – Have the minutes that were owed to the students been met by moving staff around? Yes, positions were moved around and all minutes are being met.
- Dr. Greenlee did state that when it comes to asking for additional staff there are three steps that are taken. The first step is, do we have the ability to meet the needs within the building currently with adjusting schedules? Second, can we do it inside of the District without having to grow? And third, is do we need to grow at this point?

- Mr. Haverly – no questions.
- Mrs. Maxey – no questions.

The motion was carried by unanimous roll call.

## **UNFINISHED BUSINESS**

### **A. Strategic Plan Update**

Dr. Greenlee presented an update on the Strategic Plan in regards to Goals Three, Four and Five. For Goal Three, Workforce, Strategy One - attract and higher quality and diverse staff, which continues to be a challenge. When this year started all of the certified staff positions were filled, however as the year has progressed, there has been a couple of resignation. With that being said, within this week, we should be back to having a full roster of certified staff. The District will be receiving a \$92,000 Grant for staff growth and retention. How this will be utilized is still being looked into, however a presentation will be brought to the Board once it is completed. For Goal Three, Workforce, Strategy Two - providing training and development, the District continues to provide training and professional development. He noted that Kari Neri, the principals and the District Office staff work very hard on different developments for different groups so that Institute Days are meaningful for all staff. In August the following topics were covered: Trauma Informed Care, Paras Thrive, and Using Assessment Data for Small Group Instruction. In the upcoming October Institute Day, Co-Teaching Pairs, Collaborative Literacy, and SEL in the Daily Life of the Classroom will be covered. For Goal Three, Workforce, Strategy Three - provide new hire orientation for all staff, every year the NBEA has held a new teacher orientation. This year, NBESS was also included in this day which was led by Kim Maville. Ms. Maville stated that she provided the staff with a lot of information on topics including expectations as paraprofessionals, their roles and responsibilities, ways that they can partner with their teachers along with dealing with challenging or difficult behaviors and what strategies to use while working with students in the classrooms.

For Goal Four, Partnerships, Strategy One – provide parent education sessions to increase family understanding and support. This particular strategy does need to be grown. Dr. Greenlee stated that the District Office team is brainstorming on how to get this aspect up and going. Where do we want to go? What does that look like? How do we bring parents into this? Once these have been discussed, the principals will be brought in to begin the work on that initiative this year. For Goal Four, Partnership, Strategy Two – increase direct marketing to increase the community’s understanding of the District’s support and effort. Last year we ran a couple of newsletters out through Chartwell. They are currently wrapping up the next newsletter and it should be mailed out to the community in the next couple of weeks. For Goal Four, Partnerships, Strategy Three – develop partnerships with local business and leaders to enhance learning, career experiences, and social-emotional support, we are currently working with Rock Valley College with the Running Start program, the Regional Office of Education which holds a lot of our alternative programs, Boone County Health Department, CEANCI, and Highland Community College who does a lot with our Ag Classes and dual credit.

For Goal Five, Finance and Facilities, Strategy One – work with community partners to secure additional funding, Dr. Greenlee would love to see this strategy grow and would appreciate any input to help that succeed. For Goal Five, Finance and Facilities, Strategy Two – review and refine the master facilities includes the HVAC project, the Athletic Fields and ADA Accessibility. Greg Stahler will be out tomorrow for a meeting and a walk through to work on what is needed to help bring back some of our outplaced students.

Questions:

- How many students do we currently outplace? We currently outplace 17 students for special education with 2 of them being due to accessibility issues.
- How do we communicate with parents? The District utilizes School Messenger which goes to text, email and phone as well as social media and the web site.

### **NEW BUSINESS**

#### A. October 2023 Bills

A motion was made by Mrs. Schilling to approve the October 2023 bills as presented and seconded by Mrs. Maxey.

Discussion:

- What is the \$19,000 to Conserv paying? That is the fuel for the buses.
- Why are there two batches of check runs? There is always a second run of checks at the end of the previous month for those invoices that come in after the Board meeting has been held to remain current on our accounts.

The motion was carried by unanimous roll call.

#### B. Policy 4:60 (Operational Services-Purchases and Contracts) Review

Dr. Greenlee stated that this Policy was brought up during the Policy Committee Meeting for further clarification by the Board. The committee discussed a couple of items on this policy. The sentence *“Contracts for work or purchases involving an expenditure of \$10,000 or more require the Administration to seek proposals from at least three (3) reputable persons, entities, or firms whenever possible”* requires discussion. The committee agrees that the \$10,000 amount stays as it currently is. The point that needs discussion is in regards to the three-proposal section, specifically *“whenever possible”*. Dr. Greenlee recommends that it be kept as is. The District’s practice is to have three or more proposals, if feasible. Currently there have been situations in which multiple people are invited to submit a bid, but three are not turned in. An example of this include the bells, clocks and PA’s. Five companies were contacted for bids. We received back 1-1/2 bids with one company bidding only a portion of the project. Should the Board elect to choose to move that we must have three proposals, the Admins will do their best of fulfill that.

A motion was made by Mrs. Maxey to approve Policy 4:60 as presented and seconded by Mr. Haverly.

Discussion:

- Mrs. Hutchinson stated that she is aware that it can be difficult to obtain proposals, but we are walking a slippery slope should we only receive one proposal. The lone proposal can come to the Board with it being noted that more were requested and the Board can make a decision then to deny it and request more.
- Mrs. Schilling stated that we do need to get three bids, if we cannot then everything needs to come to the Board with an explanation as to why there are not three bids and they will decide if more work needs to be done to receive more bids.
- Mrs. Self noted that this policy states the need to seek 3 proposals, whether or not bids are submitted. It is different than saying three bids. She feels that we can remove the words “whenever possible” and that the District is seeking at least three proposals. Unfortunately, we cannot control outside agencies. Options can be brought to the Board with a breakdown of where proposals were sought and the ones received. “Whenever possible” is not necessary if we are only seeking proposals. Also, this would pertain to proprietary resources where we are unable to seek bids.

The motion failed by unanimous roll call.

A motion was made by Mrs. Maxey to strike “whenever possible” from Policy 4:60 in the sentence “*Contracts for work or purchases involving an expenditure of \$10,000 or more require Administration to seek proposals from at least three (3) reputable persons, entities, or firms whenever possible*” and seconded by Mrs. Self.

The motion was carried by unanimous roll call.

**EXECUTIVE SESSION**

(none)

**RECOMMENDATIONS FROM EXECUTIVE SESSION**

(none)

**ANNOUNCEMENTS & OTHER INFORMATION**

- A. FOIA Log
- B. Enrollment
- C. Student Activity Fund Reports

**ADJOURNMENT**

A motion was made by Mrs. Maxey and seconded by Mr. Haselhorst to adjourn at 7:05 p.m. The motion was carried by unanimous voice vote.

**PRESIDENT** Ed Mulholland /s/

**SECRETARY** Brian Haselhorst /s/

**APPROVED: 11/14/2023**