

**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, March 19, 2024

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, Tom Kinser, Vice President Mary Maxey and Treasurer Nan Schilling.

Absent: None

**APPROVAL OF AGENDA**

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

The motion was carried by unanimous roll call.

**CLOSED SESSION**

A motion was made by Mrs. Maxey and seconded by Mr. Haverly to adjourn to Closed Session for:

*The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act. 5 ILCS 120/2 (c)(1).*

The motion was carried by unanimous roll call and closed session began at 6:31 p.m.

**RETURN TO OPEN SESSION**

At 6:38 p.m., a motion was made by Mrs. Maxey and seconded by Mr. Haselhorst to return to Open Session.

The motion was carried by unanimous roll call.

### **AUDIENCE TO VISITORS**

Mr. Mulholland read an email from the staff at Manchester Elementary in regards to the proposed Reduction in Staff that is on the agenda.

Roxann Grenlund spoke in regards to the District website stating that she would prefer to see it more user friendly.

Jamie Richardson spoke in regards to the tractor purchase that was recommended last month. He stated that the quote was not a state contract and did provide what a state contract should look like.

Jessica Borchardt spoke in regards to board transparencies and in regards to the January Board meeting recording that was not online until weeks later.

William Randall spoke in regards to why the administrators were not at the February Board meeting. He also questioned the \$9 million in abatements that was promised and why there were no documents found to indicate this in his FOIA request. He also spoke in regards to the Open Meetings Act and possible violations of that Act.

Angie Koch gave a statement on behalf of NBESS and Holly Houk giving the Board members a quick thank you for all of their work. It can be a thankless job and that their time is volunteered and the staff and students do appreciate it and thanked them for their commitment to remain professional.

Liz Saveley, Vice President of the NBEA stated that it is appreciated when the Board comes together to make decisions that are in the best interests of the students, staff and the community. The adults in the District are models for our students and while everyone disagrees it is very important to do so respectfully.

### **TREASURER'S REPORT**

The Treasurer's Report is as presented.

#### Discussion:

Mrs. Schilling stated that she had spoken with Stacey Corder prior to the meeting in regards to this item but wanted to have it stated that the cash balance is negative due to the steam damage at the Middle School. The repairs were paid for from District funds and we are currently waiting on the reimbursement from the insurance company. Ms. Corder has been in constant contact with the insurance company as to the status of the check and has been informed that \$500,000 of it has been cut and should be received shortly. She did not want to move funds, losing interest, knowing that the money would be coming. Mrs. Schilling is concerned that the District fronted these funds without the Board's knowledge. Ms. Corder stated that all of these bills have been included in the monthly bills for approval.

Mr. Mulholland spoke in regards to additional work being asked of the District Office staff, on top of their daily work, in regards to some Board issues. He also stated Policy 2:110 in regards to the Treasurer term and elections that it is a one-year term for a board member that is voted on in April and runs from July 1 through June 30 to coincide with the Fiscal Year. This was confirmed by the ROE the ISBE Legal Team. He asked that everyone please adhere to all of the Board Agreements that were approved in February.

### **SUPERINTENDENT'S REPORT**

Dr. Greenlee gave an update on the HVAC work on the univents. We are still finalizing details in regards to the ducting and settings that are in question. As more information comes in, he will update all Board members.

In regards to HVAC Phase II, Ceroni is all set to begin work as soon as school ends for the year. They will begin at Capron Elementary, then Manchester Elementary and finish up at Poplar Grove Elementary.

The Unified Basketball Team did go down to State once again and this year they place 4<sup>th</sup> in State. Congratulations to all of the players and coaches.

The District received \$800 from Mortimer's Roadhouse in Poplar Grove from a Meat Raffle that they held to help out with the outstanding lunch balances for our student's. This money was given to our Food Services Director and she did apply to those accounts in need. He thanked Mort's for thinking of our students.

Next week is Spring Break. Dr. Greenlee wished everyone a relaxing week and Happy Easter. School does resume on Monday, April 1, 2024.

### **COMMITTEE REPORTS**

#### **Policy Committee**

The Policy Committee met on March 6, 2024 and have included the First Reading of Policies for the Board's approval on tonight's agenda.

#### **Business Services Committee**

The next Business Committee Meeting will be held on June 11, 2024.

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

The Committee met on February 27, 2024. The SWOT analysis results were discussed and there is an agenda item that will be discussed later in the meeting. The next meeting will be on April 9, 2024.

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

The next C.I.A. Committee Meeting will be held on May 8, 2024. Included in tonight's agenda for approval is 2024 Summer School that remains unchanged from previous years.

**CONSENT AGENDA**

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

- A. Minutes of the Regular Board Meeting – February 20, 2024
- B. Personnel

<b>Site</b>	<b>Person</b>	<b>Position</b>	<b>Salary</b>	<b>Effective/ End Date</b>
<b>1. Certified - Resignation</b>				
MS	Beth Dennis	Special Education Teacher	N/A	05/23/2024
<b>2. Certified – Retirement</b>				
PGE	Lynn Brody	Kindergarten Teacher	N/A	End of 2027/2028 School Year
<b>3. Certified - FMLA</b>				
PGE	Codelyn Willis	3 <sup>rd</sup> Grade Teacher	N/A	08/12/2024-11/21/2024
CES/ MES	Retha Dreyer	Instructional Coach	N/A	05/20/2024-10/01/2024
<b>4. Certified – Non-Renewal</b>				
MES	Lori Wos	2 <sup>nd</sup> Grade Teacher	N/A	05/23/2024
<b>5. Non-Certified – Hire</b>				
District	Patricia Carranza	Bus Aide	\$14.50/hour	TBD
HS	Jeremy Berg	Head Custodian	Head Cust/ Step 5	03/04/2024
PGE	Zachary Saran	Head Custodian	Head Cust/ Step 7	03/01/2024
HS	Leah Dobratz	Assistant Custodian	Asst Cust/Step 1	03/11/2024
District	Courtney Scherrer	Bus Driver	\$33.00/Route	TBD
<b>6. Non-Certified – Resignation</b>				
District	John Pohlman	Bus Driver	N/A	03/01/2024
HS	Bruce Walters	Custodian	N/A	03/07/2024
<b>7. Non-Certified – Retirement</b>				
District	Sandra Hill	Bus Driver	N/A	08/03/2024
District	Susann Steffen	Bus Driver	N/A	08/02/2024

- C. Minutes of the Business Services Committee Meeting of February 13, 2024.
- D. Minutes of the Facility-Long Range Planning Committee Meeting of February 27, 2024.
- E. Minutes of the Policy Committee Meeting of March 6, 2024.
- F. 2024-2025 IHSA Membership Renewal
- G. First Reading of Policies
- H. Overnight Field Trip Request

Discussion:

*(none)*

The motion carried by unanimous roll call.

**UNFINISHED BUSINESS**

A. Strategic Plan Update

Mrs. Neri presented an update to the Strategic Plan in regards to Goal 3: Workforce with Strategy 2: Provide training and professional development that is appropriate and benefits the staff's specific roles. On the February 23rd Institute Day, the sessions aligned to the Strategic Plan or School Improvement Plans. Topics covered included Co-Teaching for Teams, SEL in the Daily Life of the Classroom, Performance Matters, Data Analysis for Teams, Academic Vocabulary for ELs, Math Problem Solving and Using Student Data for Instructional Planning.

B. Finance Update

Ms. Corder presented a Finance Update for February 2024. This will be a monthly addition to the Board Agenda.

The first sheet showed the Revenue by Fund which included the amounts received in February, the Year-to-Date amount received, the Budgeted amount and the amount received Year to Date for the current year. This was included because the District's method of accounting is on a cash basis. Any revenue that was received in July or August that was for FY23 cannot be moved back to FY23.

Also included in the update was the Expenses by Fund. This contained expenses in February, the Year-to-Date Expenses as well as the Budgeted amount. This was then broken down by Expenses by Object (along with percentage spent for the Fiscal Year) which include:

- Salaries
- Benefits
- Purchase Services
- Supplies
- Capital Projects
- Other Objects
- Non-Capital Equipment

It has been stressed at the building level to only purchase if the item is needed for FY24. Do not spend the budgeted money just to use it. Ms. Corder has been watching all purchases made in order to help keep to or below this year's budget.

Discussion:

*(none)*

### C. Highs School Bathroom Project

It is being recommended that the Board approve the Administration to work with Greg Stahler to design a Life Skills bathroom for the high school and request proposals for a Summer 2024 project.

Dr. Greenlee stated that at the February 27, 2024 Facilities Committee Meeting, it was directed by the Committee to investigate the new process for Design Build Projects. The new law that went into effect on January 1, 2024 allows schools to use design builds for projects within the District. The typical process is to have the District architect design the project and then request proposals for planned facility work in the District. Because it is such a new law in Illinois, Dr. Greenlee did reach out to the District attorney to make sure that the process was clear for design build projects. Upon reviewing the details from the attorney, there are extra steps and additional time that will be needed to choose a contractor who would then need to develop the project to go out for proposals. Seeing as this is a smaller scaled project, and in an effort to save time and complete this project yet this summer, Greg Stahler is being recommended to design and get this project out for proposals. This process would then allow the District to have the restroom completion online for the beginning of school in the Fall and in bringing our students back to their home school. As our cost for Special Education rise, completing this project to bring back current students as well as for future students that are moving up to the high school with be a cost savings. The District has also been approved for a matching Grant from the State for \$50,000 to assist in offsetting the costs.

A motion was made by Mr. Haverly and seconded by Mr. Kinser to approve the addition of the Life Skills bathroom at the high school as presented.

#### Discussion:

Mr. Kinser – none

Mrs. Schilling – Agrees that there is a need for the bathroom at the high school but feels that the current issues are not being addressed and that the District keeps moving forward with more projects with the same individuals that we are still awaiting on answers.

Mr. Haselhorst – none

Mrs. Maxey – none

Mrs. Hutchinson – Agrees with Mrs. Schilling in regards to outstanding issues.

Mr. Haverly – Stated that as a reminder, it was agreed to not direct fault at any entity which is still actively being looked into by Administration. He also believes that there is a need for this project to move forwards as the cost savings is beneficial.

Ayes: Mr. Haselhorst, Mr. Haverly, Mr. Kinser, Mrs. Maxey and Mr. Mulholland

Nays: Mrs. Hutchinson and Mrs. Schilling

The motion carried with 5 Ayes and 2 Nays.

#### D. Board Requested Information and Attorney Responses

Mr. Scott Nemanich, the District's Attorney, was present for the meeting. He answered the following questions and concerns from Board Members:

- Who has access to the attorney?
  - In our District Policy 2.160 *Board Attorney*, it states "The Superintendent, his or her designee, and Board President, are each authorized to confer with and/or seek legal advice of the Board Attorney. The Board may also authorize a specific Board member to confer with the Board Attorney on its behalf." This in turn means that if another member is to confer with the Board Attorney, this decision to do so must be approved by all board members.
- When is there a violation of a Board Member with conflict of interest?
  - According to 105 ILCS 510-9, "...a school board member shall not be deemed interested if the board member is an employee of a business that is involved in the transaction of the business with the school district, provided that the board member has no financial interests other than being an employee." This means that if the member is an employee, and only an employee of a company that is doing business with the school district, there is no violation.
- The term of the Board Treasurer.
  - According to State Statute, in a Class I county (a county with less than 1 million in population) the term for a board member to be Board Treasurer is one (1) year.
- Are Board Meetings required to be broadcasted?
  - Under OMA (Open Meetings Act), it is not required to have to broadcast meetings. However, in Policy 2.220 *School Board Meeting Procedures*, it states that "The Board President may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting." This was raised after the recording of the January Board Meeting was taken down from the District's website for legal review as is the prerogative of the Board President.
- Administrators asked to not attend a Board Meeting.
  - This was explained that the Superintendent has the right to make the call when he feels that his administrators do not have to attend a board meeting. This can be taken out of the Superintendent's hands if the members all vote as such.

#### Discussion:

Mrs. Schilling asked for clarification on the January board meeting that was taken off of the website and is concerned because the community didn't get to listen as taxes were being raised.

Mrs. Schilling also asked in regards to being elected Treasurer in April but not starting until July, this is not indicated in our Policy. Per Mr. Nemanich, State Law states the term starts in July.

Mrs. Schilling asked for clarification on who can instruct Administrators to not attend the meetings. The Superintendent makes that call, however in a FOIA request it indicted that the Board decided to not have them attend. How will this be addressed? Mr. Nemanich stated that

there are two options, either call out the individual that decided to tell them to not attend or that complaint can be taken to the ROE.

In regards to the Conflict of Interest, Mrs. Schilling asked for further clarification. Mr. Nemanich stated that the Statute is clear if the Board President is only an employee, then there is no appearance of impropriety.

Mrs. Schilling's final question was in regards to utilizing the staff's time and how is it acceptable to have multiple staff members pull reports and supporting documentation pursuant to policy to censure a board member?

Mrs. Hutchinson stated that she understands that policy is electing a Treasurer yearly, but why hasn't this been done in the past? This has been the first Board member Treasurer since 2014. There is a whole different rule if the Treasurer is not a board member. According to State Statutes and District Policy, a board member is only elected to a one-year term. If the board appoints a Treasurer that is not a board member, they serve at the Board's pleasure.

Mr. Haverly inquired if the Board is able to appoint/elect a Treasurer in July as opposed to April? Doing so could put the District in violation of State Code. Per Mr. Nemanich the election is for one year, in April, with the appointment starting in July. For clarification, the Treasurer can be a board member, community member or the Business Manager. Nothing is being recommended at this time.

In regards to the search for the tractor, Mr. Haverly wanted to clear up some confusion because there seemed to be some overlap with the conflict of interest vs. the state contract. Dr. Greenlee stated that initially it did start out as a used tractor search brought to the committee level. Once it was found to be a new tractor and a state contract, the Board then directed that it would need to go out to the RFP, which will be started shortly.

Mr. Haverly also asked that with any questions raised during the audience to visitor portion, can Dr. Greenlee be contacted for more information? Yes. That portion of the meeting is for the audience to speak their mind but not for the Board to answer or give any input.

## **NEW BUSINESS**

### **A. March 2024 Bills**

A motion was made by Mr. Haselhorst to approve the March 2024 bills as presented and was seconded by Mrs. Maxey.

#### Discussion:

*(none)*

The motion carried by unanimous roll call.

### **B. Resolution Regarding Reduction in Force of Certified Staff (Teachers)**



Dr. Greenlee is recommending that the District reduce the staff by three (3) elementary teachers. Over the past few years, we have maintained small class sizes, primarily due to guidelines that were brought forth because of the pandemic. While smaller class sizes are ideal, we no longer have the budget that can accommodate or support those smaller sizes. Based on our current numbers and enrollment trends, we will need to reduce the three elementary positions under Senate Bill 7. These individuals have been very good teachers for the District and have done a great job. They will keep recall rights under Senate Bill 7 for one year meaning if we do need to grow a class section, they will have the first rights on the position. Dr. Greenlee has worked collaboratively with the NBEA and have been in communication with the staff members on the details of this process so that they understand their rights.

Mr. Haselhorst read the “Resolution Regarding Reduction in Force of Certified Staff”.

Mr. Haverly made a motion to adopt the Resolution Regarding Reduction in Force of Certified Staff as presented and Mrs. Maxey did second the motion.

Discussion:

*(none)*

Ayes: Mr. Haselhorst, Mrs. Hutchinson, Mr. Kinser, Mrs. Maxey, Mr. Mulholland and Mrs. Schilling

Nays: Mr. Haverly

The motion carried with 6 Ayes and 1 Nay.

C. 2024 Summer School

Mrs. Neri presented the plans for the 2024 Summer School. Please note that these are the same plans that have been used for the past couple of years. The estimated total cost of summer school is \$130,811.18 and will be paid for from the following funds: ESSER III, Middle School – School Improvement Grant, Special Education Local Funding, and a Bilingual Grant.

Mrs. Hutchinson made a motion to approve the 2024 Summer School as presented and Mr. Haselhorst did second the motion.

Discussion:

*(none)*

The motion carried by unanimous roll call.

D. Addition of TOSA (Teacher on Special Assignment)

Dr. Greenlee stated that it is recommended that a Special Education Procedural Teacher on Special Assignment for the North Boone School District be hired. Kim Maville, our Director of Special Education, is recommending the hire to provide process and procedural training and coaching district-wide. This person will be responsible for ensuring compliance with current district policies and federal rules and regulations that affect the special education programs and services. This position will help with keeping IEP writing consistent throughout the District. This would be a 2-year position that is Grant funded.

Mrs. Maxey made a motion to approve the hiring of a Special Education Procedural Teacher on Special Assignment as presented and Mr. Haverly did second the motion.

Discussion:

Mr. Haselhorst asked if this position would work at all of the schools. Yes they would.

The motion carried by unanimous roll call.

E. 10-Year Life Safety Survey

Dr. Greenlee stated that it is recommended that the Board move forward with beginning the 10-Year Life Safety Audit that is due in 2026. At the February 27<sup>th</sup> Facilities Committee Meeting, he was directed to get a cost for conducting the audit from Greg Stahler and it came to just around \$39,000. The committee would like to begin this process a year early so that any projects and timelines that are identified can be worked into the long-term facilities planning.

A motion was made by Mr. Haverly to proceed with the 10-Year Life Safety Audit a year early as presented and Mr. Haselhorst did second the motion.

Discussion:

Mr. Kinser – He has mixed feelings on doing it a year early. Was there any talk of bidding this out to other individuals? Per Dr. Greenlee, no because Greg Stahler is our District architect. However, he would be open to doing so at the Board's direction. Dr. Greenlee then asked if the Board would like to push the Audit down until we get the HVAC Phase I issues resolved? Mr. Kinser asked if this would be a logical breakpoint to go out to an architect bid? We do need to employ a district architect to file the state reports for this audit. Mr. Nemanich stated that there is a process in the Procedural Service Provision of the code to go out to bid for architects and surveyors.

Mrs. Schilling – She agrees and is not comfortable moving forward when there are still open issues to be resolved.

Mr. Haselhorst – He would like to wait on the Audit if the District is going to be looking for a new architect.

Mrs. Maxey – She also agrees that we should hold off on the audit and that this would be a good time for a change.

Mrs. Hutchinson – She also agrees that we should hold off on the audit and that this would be a good time for a change. She also asked if this wasn't 100% agreed upon at the Facilities Meeting, why is it being brought to the Board. Mr. Haselhorst stated that the committee wanted to bring it to the Board only after the cost was secured.

Mr. Haverly – He stated that this was mentioned earlier at Audience to Visitor about the Board “rubber stamping” things but this was discussed with both our Superintendent and our Facilities Director before bringing it to the Committee and then Board for approval. And while he agrees with their recommendation, as this is not an urgent matter, he is willing to wait and follow the rest of the Board's recommendation to look for new.

The motion failed by unanimous roll call.

### **EXECUTIVE SESSION**

*(none)*

### **ANNOUNCEMENTS & OTHER INFORMATION**

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

Mrs. Hutchinson spoke in regards to Mr. Mulholland's report during the Treasurer's Report. She stated that she had no issue with the content but feels that it is coming across as a very strong directive and that it be brought to the Board in a softer tone as it is in the best interest for transparency.

Mr. Mulholland agreed with Mrs. Hutchinson. He did state that the Board does need to diligently follow the agreed upon Board Agreements.

Mr. Haverly noted that, speaking from experience, the Board President is one of the hardest and thankless jobs and sometimes you have to put your foot down. The President is trying to please all 7 members as well as the community and it is not easy.

Mr. Kinser had a concern about staff resources and the time allocations. He believes that the Superintendent should be able to have some push back with delegating the amount of time his staff has to work on items. Is there an hourly amount per month? Perhaps this should be discussed as a board in regards to special requests and the District Office staff's work week. Also, he asked in regards to the FOIA Request that came up this month. If something is requested that is available to the public on our website, can the District Office staff simply state that it can be found on the NBCUSD Website? Per Mr. Nemanich, yes.

### **ADJOURNMENT**

A motion was made by Mr. Haverly and seconded by Mr. Kinser to adjourn at 8:35 p.m. The motion was carried by unanimous voice call.

**PRESIDENT** *Ed Mulholland /s/*

**SECRETARY** *Brian Haselhorst /s/*

**APPROVED: 04/15/2024**