

Regular Board Meeting MINUTES  
Monday, March 8, 2021 6:00 PM

Harlem Administration Center - Board Room,  
8605 North Second St., Machesney Park, IL  
61115  
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Machesney Park, Illinois 61115

## MINUTES

1. Call to Order of Regular Board meeting at 6:00 p.m. by Patti Lawrence
2. Roll Call: Patti Lawrence, Mike Sterling, Sue Berogan, Sharon Ranieri, Jill Berogan, Evelyn Meeks  
Absent: Rich Meister

Other Attendees:

Kris Arduino, Recording Secretary

Dr. Julie Morris, Superintendent

Dr. Michael Flanagan, Superintendent/Designee

Dr. Michelle Erb, Assistant Superintendent for Curriculum & Instruction

Josh Aurand, Assistant Superintendent for Business & Operations

Scott Rollinson, Assistant Superintendent for Human Resources

3. Pledge of Allegiance led by Windsor Elementary students and Principal Melissa Yuska

4. Approval of Agenda

**Motion to approve with changes: No student travel (10)(A)(1) No facility requests (10)(B)(2) Consent Agenda Items 11 (B & C)**

**1<sup>st</sup> Sterling 2<sup>nd</sup> S. Berogan**

**Sterling, S. Berogan, Ranieri, J. Berogan, Meeks, Lawrence – 6 ayes**

**Motion carried**

5. Approval of Board Meeting Minutes:

**(a) Motion to approve Regular and Closed Special Meeting Minutes of February 18, 2021;**

**1<sup>st</sup> S. Berogan 2<sup>nd</sup> Sterling**

**S. Berogan, Ranieri, J. Berogan, Meeks, Lawrence, Sterling – 6 ayes**

**Motion carried**

**(b) Motion to approve Regular Meeting Minutes of February 22, 2021**

**1<sup>st</sup> S. Berogan 2<sup>nd</sup> Lawrence**

**Ranieri, J. Berogan, Meeks, Lawrence, Sterling, S. Berogan – 6 ayes**

**Motion carried**

6. Awards and Recognitions

**Presenter:** Jason Blume, Director of Stakeholder Engagement

6.A. Don West, Director of Transportation & Transportation Department staff

Paula Howard, Routing Coordinator, Debbie Peterson, Secretary, Christina Kaberg, Assistant Director

These individuals and the Transportation staff were recognized for all their hard work in delivering food throughout the year and summer and for their work with 30 students on class size transfers getting back and forth to school. They are innovative and always focusing on

safety for students. Dr. Erb noted that they go above and beyond in all instances to schedule kids where they need to be.

## 7. Comments from the Community

1. Kyra Newnan addressed the Board regarding Equity & Social Justice work. Over the past six years she has worked with other peers in the District and complimented Dr. Morris for her work in the area of equity although there was some pushback. The counter-story telling is a vital part to provide us with tools to help students better see themselves in our schools. She is hopeful that communication will make the March 22 agenda so that we are all on the same page. She is willing to continue last Thursday night's discussion and always work for what is best for our students.

2. Nick Stange addressed the Board regarding the Equity & Social Justice Committee meeting last Thursday concerning as to discussion about the BLM shirts and the staff being to allowed to wear these to support students. He noted that the District needs to keep Social Justice on the forefront and is looking forward to the next Board meeting discussion. Another important step is for all of the Board to watch the student videos.

## 8. Approval of Bills

8.A. Payables Summary

8.B. Voided Checks

8.C. Payroll Voucher(s)

8.D. Accounts Payable Warrants

Mr. Aurand reviewed total expenditures by fund in the sum of \$3,548,877.27.

No Questions asked by Board members

### **Motion to approve bills as reviewed**

**1<sup>st</sup> S. Berogan 2<sup>nd</sup> Sterling**

**Ranieri, J. Berogan, Meeks, Lawrence, Sterling 5 ayes S. Berogan – 1 abstain**

**Motion carried**

## 9. Communications and Committee Reports

9.A. Patti Lawrence, President

- Thanked the people for their comments tonight and noted the matter will be on the March 22 agenda

- Noted the beautiful student artwork on display

- Noted as just coming in from IHSA we can increase our capacity for outdoor events to 20% capacity or 600 people in the stands.

- Thanked Ms. Yuska and her Windsor students for leading the Pledge

- Thanked Julie for the great things she has done for race relations

- Thanked the Transportation Department

9.A.1. Next Regular Board Meeting: March 22, 2021 at 6:00 p.m.

9.A.2. Next Education Committee meeting: April 21, 2021 at 6:00 p.m.

9.B. Michael Sterling, Vice President

- Noted it will be great to have more people in the stands for games and graduation

- Thanked Melissa Yuska and the Windsor students for leading the Pledge
- 9.B.1. Next Business Services Committee meeting: April 7, 2021 at 6:00 p.m.
- 9.C. Evelyn Meeks, Secretary
  - Welcomed everyone
  - Thanked Melissa Yuska and the Windsor students for leading the Pledge
  - Thanked Nick and Kyra for their comments
  - Thanked the staff and administrators for letting the Committee know what is going on for prom, graduation and football
  - Thanked everyone for their hard work
  - Thanked Julie for the great things she has done for race relations and to see the District set examples in a predominantly white school for other students is really greatly appreciated
  - 9.C.1. Next Equity & Social Justice Meeting: April 8, 2021 at 6:00 p.m.
- 9.D. Sue Berogan, Board Member
  - Thanked Melissa Yuska and the Windsor pledge students
  - Attended the Equity & Social Justice meeting and thanked everyone for welcoming Board members with open arms noting that it helps for Board members to be a part of the open discussion and meetings
  - Thanked Nick and Kyra for their comments
  - Congratulated the Transportation Department on their recognition
  - 9.D.1. Next Policy Committee Meeting: March 15, 2021 at 6:00 p.m. to be rescheduled to April 19, 2021 at 6:00 p.m.  
(consensus to approve change)  
*Ranieri, J. Berogan, Meeks, Lawrence, Sterling, S. Berogan – all aye*
  - 9.D.2. Recommendation to approve Second Readings of Policy Update Recommendations from January 25, 2021 First Readings.
- 9.E. Jill Berogan, Board member
  - Thanked Melissa Yuska and pledge students
  - Thanked the National Guard, staff who helped on vaccination day, and the Winnebago County Health Department
  - Thanked Nick and Kyra for their comments
  - Attended the Equity & Social Justice Committee and noted that she is excited and happy to move forward as one unit
  - Thanked the Multicultural Student Union for their videos and hard work
- 9.F. Rich Meister, Board member – not in attendance
- 9.G. Sharon Ranieri, Board Member
  - Noted that Don and his staff are amazing and they are always prompt in fixing the problem
  - Thanked Melissa and her students for leading the Pledge
  - Noted that she attended the Equity & Social Justice Committee and will continue to do so
- 10. Administrative Reports
  - 10.A. Dr. Michelle Erb, Assistant Superintendent for Curriculum & Instruction
    - 10.A.1. Recommendation to approve Student Travel Requests: none
    - 10.A.2. Regional Planning regarding 2021-2022 Learning Model  
The Regional Office has developed a “Return to Learn” Advisory Committee and she is Harlem’s representative. The first meeting focused on challenges that are ahead and all challenges were similar. Two more meetings have been scheduled.

Our District Re-Opening Committee continues to meet quarterly to discuss what will occur next year. We will also discuss what we will do differently from things we learned this year. We are trying to prepare in the event we do not go to Phase 5 for next year to make sure we have all requirements and safety protocols in line

Member Lawrence asked if we go into Stage 5 tomorrow how quickly could students get back to the classroom. Dr. Erb noted we need to reset the rooms with more desks and chairs from storage. At the secondary level we would have to also get desks into rooms but it is just bringing back in those type of things as well as Food Service so it should be a short turnaround.

Member Lawrence asked if someone has a child that is struggling with social and emotional issues can we place back in the school building now. Dr. Erb note we have been attempting to do this already and have been successful in several instances as we try to be sensitive to special circumstances and meeting students' needs.

Patti noted that she understood that if they have a 504, social and emotional issue, or IEP but she is referring to students that are being isolated at home, and Dr. Erb noted that they are also included as a result of unique situations.

She also asked who a parent would contact to which Dr. Erb noted the building administrator.

10.B. Josh Aurand, Assistant Superintendent for Business & Operations

10.B.1. Recommendation to approve Resolution Declaring Surplus Property: Administration Center, High school and Parker Center

10.B.2. Recommendation to approve Facility Requests: none

10.B.3. Recommendation to accept January 2021 Treasurer's Report.

10.B.4. Recommendation to approve a two (2) year agreement with Zonar Systems for transportation GPS services at a cost of \$12,690.

10.B.5. Recommendation to renew Swanson Farm Rental Agreement for 2021 at a rate of \$4,000 to Curtis Greenlee.

10.B.6. Recommendation to approve an additional contract with Sunbelt Staffing, VocoVision for Tele-therapist for speech pathology services at a minimum of 37.5 hours per week for eight (8) weeks at a total cost of \$28,576.

10.B.7. Recommendation to approve the extension of the Banking Services Agreement with Associated Bank through June 30, 2022.

10.B.8. Recommendation to approve one (1) year renewal with Baker Tilly for the FY21 Audit, with a 3% increase, for the total cost of \$35,535.

10.B.9. Recommendation to approve a Boiler Optimization Support Agreement with Alpha Controls & Services for \$29,400 before the Nicor Incentive.

10.B.10. Recommendation to approve the purchase of two (2) Ford F250 @ \$34,385; one (1) Ford F250 Cargo @ \$30,343; three (3) Ford F150 Passenger @ \$36,558 for a total cost of \$208,787. We are recommending the State bid Ford Dealership for purchase as there is a \$18,335.20 difference compared to Enterprise Motors. Mr. Aurand recommended pulling 10B(11)

10.B.11. Recommendation to approve an Enterprise Master Lease Agreement. - pulled

10.B.12. Presentation of Second Quarterly Report:

Mr. Aurand briefly reviewed the second quarter numbers of expenditures and revenues.

Educational Fund

Local revenues are down by \$3.4 million dollars

State revenues are up \$2.6 million

Federal Grant revenues are up by \$1.3 million

Revenues through the second quarter are up \$543,800,000.

Expenditures are down a total of \$317,400

Salaries are down \$937,200

Benefits are up \$200,200

Purchased Services are up by \$530,000

Capital Outlay is down \$116,500

Non-capital equipment is down by \$79,400

Ed Fund has a budgeted deficit of \$1,350,000

Tort Fund

Revenues are down by \$712,400 due to tax levy and interest

Expenditures are down a total of \$104,000

Salaries and benefits are down by \$254,200

Purchase services are up \$148,300

Operations & Maintenance Fund

Revenues are down by \$82,100 due to tax levy and interest

Expenditures are up by \$163,000

Salaries and benefits are up by \$25,800

Purchase services are down by \$189,900

Capital Outlay is up by \$48,400

Non-capital equipment is up by \$28,500

Bond & Interest Fund

Revenues are down \$397,000

Bond payments are down by \$300,700

Transportation Fund

Revenues are down a total of \$188,800

Local revenues are down \$248,000

State is up \$77,000

Bus trade-in is down \$18,000

Expenditures are down by a total of \$33,300

Salaries are down \$77,800  
Benefits are up \$26,600  
Purchase services are down \$4,900  
Supplies are down \$101,200  
Capital Outlay is up by \$76,700  
Non-Capital equipment is up by \$49,000

IMRF/Social Security Fund

Revenues are up \$23,50  
Expenditures are down \$10,800

Capital Projects Fund

Revenues are up \$1,500  
Expenditures are up \$829,000 due to summer projects

Working Cash Fund

Revenues are down \$5,600  
No Working Cash Expenditures through the second quarter

Life Safety Fund

Revenues are down by \$10,000  
Expenditures are down by \$357,000  
No Life Safety Projects currently

10.C. Scott Rollinson, Assistant Superintendent for Human Resources

- Thanked everyone who helped on Friday giving vaccinations, including the National Guard and Winnebago County Health Department. He also thanked Food Service for the luncheon.

10.C.1. Recommendation to approve Personnel Agenda & Addendum.

*Pulling one employment item so it will be discussed in closed session.*

10.C.2. Informational only: Resignations

Accepted 17 Resignations since last meeting

10.D. Dr. Julie Morris, Superintendent

10.D.1. Freedom of Information Act Request (FOIA) dated February 25, 2021 from ProPublica/Chicago Tribune requesting information on incidents reported to law enforcement, including school resource officer referrals, ordinance violations and all arrest incidents by race and gender during school years 2018-2019, 2019-2020 and 2020-2021 and the District's response dated February 26, 2021.

10.E. Dr. Michael Flanagan, Assistant Superintendent for Administrative Services/Superintendent Designee

10.E.1. Superintendent Designee Report

This week we will have the first set of interviews for the CTE Coordinator position and the following week for the second interviews.

As to the Resignation of Terrell Yarbrough, there is the proposed timeline and the goal is to listen to everyone prior to determining what qualities we would look for in the finalist. We will do staff listening sessions next week, and we hope everybody is involved to determine staff needs, the surveys to parents and students as well. We will need a Board member on

the Steering Committee, and once we get to the point of interviews we would ask two Board members and stakeholders to participate on the Interview Committee.

Graduation – we have been meeting with staff and students as we want to hear from students as to what they want. They would like it to involve our Fieldhouse. It is a capacity limit and we will go back to the County to see if we could have each student have two tickets to seat in the stadium and unlimited seating in our parking lot. We hope to have a better update at the next meeting. We are really letting the students drive this event.

Last Friday Dr. Bois and Mr. Yarbrough set out a temporary list of activities students could do through the end of the year as we want this last year to be special. It is a unique class and they have had a full year of non-traditional school.

#### 10.E.2. Core Values

At the governance session a couple of weeks ago the facilitator noted we should work on our Core Values at this point in time. We also have a Long-Range Plan next phase coming up this year. We need to discuss this but it may be counterintuitive to do Core Values and then come back to the Long-Range Plan, so we need to consider these two items to hopefully receive the best response if they are in the same process. Mike Sterling noted that being able to start the dialog with the Long-Range Plan will lead to the Core Values and we will have the largest number of stakeholders involved so the key would be to push it out and streamline it. Dr. Flanagan noted that we want to draw conversation from people through various methods and input sessions. Patti noted that she agreed with both but we did all of these about the same time but we need to add the Mission and Vision Statements also at the same time.

Dr. Flanagan noted they are very intertwined and Dr. Morris noted that it is the perfect time for all of this.

Patti noted that she is hoping that we are in Phase 5 for graduation and we won't have to restrict attendance and she would like to keep doing what we need to do so we can fill that stadium.

Dr. Flanagan thanked Scott and staff members that were a part of the vaccinations on Friday. We had sanitized pens, masks and distance, but the spirit was very hopeful as a staff and the environment almost reminded us of what was normal.

#### 10.E.3. CTE Program Facility Discussion

Josh and Dr. Flanagan have discussed various ideas and we are looking at a three-fold plan, meeting with both Loves Park and Machesney Park for development on the horizon. We will look at this piece and get a couple of people from the Board, the Coordinator and a couple of other people to go around with our architect at our facilities to see what is possible, and from there we could come up with a probable resolution. Jill noted that the plan on the next steps seems to be good. Sue noted that as to graduation it is her understanding that it was brought to the students to do two graduations splitting the class into two times to enable more to attend. Dr. Flanagan noted that it was the consensus of the entire committee to keep it all together as there would be many students asking for

transferring to one group or another and it was really something that would create another issue. The students want to be together.

10.E.4. Non-Voting Action Items:

(a) Appointment of Board representative to the Career & Technical Education Coordinator Interview Committee for second interviews.

Mike Sterling and Sharon Ranieri volunteered

(b) Appointment of Board representative to the High School Principal Steering Committee  
Jill Berogan volunteered

11. Consent Agenda

11.A. Approve Personnel Agenda & Addendum

11.B. Approve Student Travel Request(s)

11.C. Approve Facility Request(s)

*(Voted on after Closed Session)*

12. ACTION ITEMS

**12.A. Motion to Approve Second Reading of Policy Update Recommendations from January 25, 2021 First Readings.**

**1<sup>st</sup> S. Berogan 2<sup>nd</sup> Sterling**

**J. Berogan, Meeks, Lawrence, Sterling, S Berogan, Ranieri – 6 ayes**

**Motion carried**

**12.B. Motion to Approve Resolution Declaring Surplus Property.**

**1<sup>st</sup> Lawrence 2<sup>nd</sup> S. Berogan**

**Meeks, Lawrence, Sterling, S. Berogan, Ranieri, J. Berogan – 6 ayes**

**Motion carried**

**12.C. Motion to Approve acceptance of January 2021 Treasurer's Report.**

**1<sup>st</sup> J. Berogan 2<sup>nd</sup> Lawrence**

**Lawrence, Sterling, S. Berogan, Ranieri, J. Berogan, Meeks – 6 ayes**

**Motion carried**

**12.D. Motion to Approve renewal of Swanson Farm Rental Agreement for 2021 at a rate of \$4,000.**

**1<sup>st</sup> J. Berogan 2<sup>nd</sup> Lawrence**

**Sterling, S. Berogan, Ranieri, Meeks, Lawrence, S. Berogan – 6 ayes**

**Motion carried**

**12.E. Motion to Approve two (2) year Agreement with Zonar Systems for transportation GPS services at a cost of \$12,690.**

**1<sup>st</sup> S. Berogan 2<sup>nd</sup> J. Berogan**

**S. Berogan, Ranieri, J. Berogan, Meeks, Lawrence, Sterling – 6 ayes**

**Motion carried**

**12.F. Motion to Approve additional contract with Sunbelt Staffing, Voco-Vision for Tele-therapist for speech pathology services at a minimum of 37.5 hours per week for eight (8) weeks at a total cost of \$28,576.**

**1<sup>st</sup> J. Berogan 2<sup>nd</sup> S. Berogan**

**S. Berogan, Ranieri, J. Berogan, Meeks, Lawrence, Sterling – 6 ayes**

**12.G. Motion to Approve the extension of the Banking Services Agreement with Associated Bank through June 30, 2022.**

**1<sup>st</sup> S. Berogan 2<sup>nd</sup> Sterling**

**Ranieri, J. Berogan, Meeks, Lawrence, Sterling, S. Berogan – 6 ayes**



**Motion carried**

**12.H. Motion to Approve one (1) year renewal with Baker Tilly for the FY21 Audit, with a 3% increase, for a total cost of \$35,535.**

**1<sup>st</sup> S. Berogan 2<sup>nd</sup> Sterling**

**J. Berogan, Meeks, Lawrence, Sterling, S. Berogan, Ranieri – 6 ayes**

**Motion carried**

**12.I. Motion to Approve a Boiler Optimization Support Agreement with Alpha Controls & Services for \$29,400 before the Nicor Incentive.**

**1<sup>st</sup> S. Berogan 2<sup>nd</sup> Sterling**

**Meeks, Lawrence, Sterling, S. Berogan, Ranieri, J. Berogan – 6 ayes**

**Motion carried**

**12.J. Motion to Approve the purchase of two (2) Ford F250 @ \$34,385; one (1) Ford F250 Cargo @ \$30,343; three (3) Ford F150 Passenger @ \$36,558 for a total cost of \$208,787**

**1<sup>st</sup> S. Berogan 2<sup>nd</sup> Sterling**

**Lawrence, Sterling, S. Berogan, Ranieri, J. Berogan, Meeks – 6 ayes**

**Motion carried**

13. Announcements and Discussion:

**Motion to go into closed session at 7:17 p.m. to discuss Pending Litigation (5 ILCS 120/2(c)(11) Self-Evaluation, Practices and Procedures or Professional Ethics (5 ILCS 120/2(c)(16) and Employment of Personnel (5 ILCS 120/2(c)(1)**

**1<sup>st</sup> S. Berogan 2<sup>nd</sup> Sterling**

**Sterling, S. Berogan, Ranieri, J. Berogan, Meeks, Lawrence – 6 ayes**

**Motion carried**

*The Board took a brief recess at 7:18 p.m. and went into closed session at 7:25 p.m.*

14. Executive Session to discuss Employment of Personnel (5 ILCS 120/2(c)(1), Negotiations (5 ILCS 120/2(c)(2), Selection of a Person to Fill a Public Office (5 ILCS 120/2(c)(3), Pending Litigation (5 ILCS 120/2(c)(11), Student Discipline (5 ILCS 120/2(c)(9), Placement of Individual Students in Special Education Programs and Other Matters Relating to Individual Students (5 ILCS 120/2(c)(10), Purchase or Lease of Real Property for the Use of the District (5 ILCS 120/2(c)(5), Setting of a Price for Sale or Lease of Property Owned by the District (5 ILCS 120/2(c)(6), Self-Evaluation, Practices and Procedures or Professional Ethics (5 ILCS 120/2(c)(16), Sale or Purchase of Securities, Investments or Investment Contracts (5 ILCS 120/2(c)(7), Security Procedures (5 ILCS 120/2(c)(8), Establishment of Reserves or Settlement of Claims as provided in Local Government and Governmental Employees Tort Immunity Act (5 ILCS 120/2(c)(12), and Discussion of Lawfully Closed Meeting Minutes (5 ILCS 120/2(c)(21).

15. ACTION ITEMS AFTER CLOSED SESSION

**15.A. Motion to approve Settlement Agreement # 2020-2021-2 with HFT**

**1<sup>st</sup> Lawrence 2<sup>nd</sup> Sterling**

**Sterling, S. Berogan, Ranieri, J. Berogan (no), Meeks, Lawrence – 5 ayes, 1 no**

**Motion carried**

**Motion to approve Personnel Agenda as attached to the Agenda**

**1<sup>st</sup> Sterling 2<sup>nd</sup> Lawrence**

**Lawrence, Sterling, S. Berogan, Ranieri, J. Berogan, Meeks – 6 ayes**

**Motion carried**

16. **Motion to adjourn at 7:55 p.m.**  
**1<sup>st</sup> S. Berogan 2<sup>nd</sup> Lawrence**  
**All voted aye, Motion carried**

Respectfully submitted,  
*Kris Arduino,*  
Recording Secretary

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

Dated: \_\_\_\_\_