



# PROSPECT HEIGHTS SCHOOL DISTRICT 23

## MINUTES OF THE BOARD OF EDUCATION

Regular Meeting Anne Sullivan School 7:00 p.m. February 9, 2022

<u>Members Present</u> Carol Botwinski, President Jim Bednar Brian Greidanus Rebecca McClaney Kevin Novak Matt Smith	<u>Members Absent</u> Mari-Lynn Peters
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<b><u>CALL TO ORDER</u></b>	<p>Carol Botwinski, President called the meeting to order at 7:00 p.m.</p> <p>This meeting was held at the Grodsky Administration Building and a link was made available for those who wanted to view virtually on Facebook Live.</p> <p>Link to: <a href="https://www.facebook.com/PHSD23/live_videos">https://www.facebook.com/PHSD23/live_videos</a></p>
<b><u>ROLL CALL</u></b>	<p>Present: Mr. Bednar, Mrs. Botwinski, Mr. Greidanus, Mrs. McClaney, Mr. Novak, and Mr. Smith.</p> <p>Absent : Mrs. Peters</p> <p>Also present: Dr. Angelaccio, Superintendent, Dr. Amy Zaher, Assistant Superintendent for Curriculum and Instruction, Mrs. Amy McPartlin, Assistant Superintendent for Finance and Operations and Dr. Chystyna Sroka, Assistant Superintendent for Student Services.</p>
<b><u>PLEDGE OF ALLEGIANCE</u></b>	<p>We were led in the Pledge of Allegiance by members of the cast of the Sullivan Musical.</p>

**RECOGNITION OF VISITORS AND VISITOR PARTICIPATION**

Several community members addressed the Board:

Anna Kosco-Master made comments regarding the District masking policy.

Gina and Jessica Pascussi made comments regarding the District masking policy.

Marzena Lecka made comments regarding the District masking policy.

Shoab Siddiqui made comments regarding the District masking policy.

Shannon Swierczek made comments regarding the District masking policy.

Joe Vito made comments regarding the District masking policy.

Maxim Vorobiev made comments regarding the District masking policy.

Jeanne Leonard made comments regarding the District masking policy.

Shannon Veltman made comments regarding the District masking policy.

Dorota Bielska/Vecera made comments regarding the District masking policy.

Robert Firnstein made comments regarding the District masking policy.

Dorothy Robak made comments regarding the District masking policy.

Diana Gondek made comments regarding the District masking policy.

Amy Brubaker made comments regarding the District masking policy.

Amanda Noascono made comments regarding the District masking policy.

Mary Juns made comments regarding the District masking policy.

Lily Juns made comments regarding the District masking policy.

Shireen Khan made comments regarding the District masking policy.

Monika Ross made comments regarding the District masking policy.

Tatiana Krilov made a comment regarding the curriculum at the middle school.

**COMMUNICATIONS**

**COVID Update**

Dr. Angelaccio provided an update regarding the District's data and response to COVID-19, including Situational Masking procedures. The Board discussed the Local Control options and directed administration to continue with implementation of Situational Masking while articulating metrics for movement for more or less masking requirements.

**Special Ed Scoop Parent Newsletter**

Dr. Sroka and Ms. Emberton have developed and launched a newsletter for parents of students with special education needs. The first edition of the Special Ed Scoop was released on January 28, 2022.

**5Essentials Survey**

The State of Illinois facilitates the collection of survey data from staff, students, and parents through the administration of the 5Essentials Survey. This data is extremely important to the District as we use it to review and monitor goals. This survey was launched on January 11 and is open through March 11. Links and more information are included in the school newsletters and the District School Scene.

**ISBE Disproportionality Finding**

District 23 received a Disproportionality Finding from the State of Illinois for the 2018-21 school years. As you are aware, the District has developed and implemented a plan to address these findings.

**School Maintenance Project Grant (Phase I Mac HVAC)**

The District applied for and was awarded a \$50,000 grant from ISBE for School Maintenance Projects. These funds will be used to defray some of the costs affiliated with the MacArthur HVAC work scheduled for this summer.

ED-RED's 50th Legislative Dinner-rescheduled for April 25, 2022.

**Board of Education Workshop**

The Board participated in a workshop on February 5, 2022. Led by Dee Molinare from IASB and hosted at NSSEO's Sunrise Lake facility, the Board and Administration actively engaged in a review of the Strategic Plan, long range planning and District finances.

<p><b><u>COMMITTEE REPORTS</u></b></p>	<p><b><u>BUILDINGS AND SITES</u></b></p> <p>Mr. Novak reported on the lost time/overtime report. There was discussion on the FY22 Furniture orders. There was also discussion on the MacArthur Library Phase II updated proposal. There was discussion on the plumbing proposal from DeFranco Plumbing. This proposal would remove, decontaminate and reinstall the MacArthur science lab neutralizing tanks, which will be scheduled to be completed this summer.</p> <p><b>Grodsky Administration Building</b></p> <p>There was discussion on the Proposal to update the Grodsky basement. Conversations were held with Arcon to develop a Phase I plan to address the immediate needs.</p> <p><b>Building Signage Replacements/Upgrades</b></p> <p>There was discussion about replacing and upgrading signage among the buildings in an effort to provide consistency. Proposals were solicited for a new wood sign at Ross and updates of the existing signs at Eisenhower and Sullivan.</p> <p><b>ESSER III Update</b></p> <p>A brief update was provided on the Outdoor Educational Spaces to be paid for with ESSER III funds.</p> <p><b>Traffic Study and Discussion</b></p> <p>There was discussion of the summary and strategies presented in the traffic study, including a recommendation for a trial reorganization of traffic flow and annual approval of hazardous routes.</p> <p><b>School Maintenance Project Grant (Phase I Mac - HVAC)</b></p> <p>There was discussion about the School Maintenance Project Grant that the District applied for and was awarded. It's a \$50,000 grant from ISBE for School Maintenance Projects. These funds will be used to defray some of the costs affiliated with the MacArthur HVAC work scheduled for this summer.</p> <p><b><u>FINANCE</u></b></p> <p>Mr. Greidanus reported that there was discussion on the Early Learning Expansion (ELE). An overview of the contracts associated with each of the ELE team members</p>

was presented. There was discussion with IMPACT, our current printer/copier vendor, and they are working on the updated contract to meet our current needs.

**Furniture Orders - BOE FY22 Allocation**

There was discussion on the budgeted \$50,000 furniture allocation that has been distributed to each building on a Cost Per Pupil basis. Buildings have been given the "go ahead" to compile their requests to be ordered within the FY22 fiscal year.

**MacArthur - Library Phase II Final Proposal**

There was some discussion on Phase 2 of the MacArthur Library. Costs for Phase 2 are just over \$16,000 and will be paid for utilizing the BOE furniture allocation for MacArthur as approved in the FY2022 budget. Final proposals and renderings have been attached for the Board's review.

**ESSER III Update - Outdoor Learning Spaces**

A brief update was provided on the development of the Outdoor Education spaces to be paid for with ESSER III funds.

**Eisenhower Playground Improvements**

There was discussion on the improvements to be made to the Eisenhower School Playground using both ESSER III funds and Fund 60 (Capital Projects) dollars.

**Grodsky Administration Building**

There was discussion on the Proposal to update the Grodsky basement. Conversations were held with Arcon to develop a Phase I plan to address the immediate needs.

**Hazardous Travel**

There was discussion of the current IDOT approved hazardous travel areas within the district. Mrs. McPartlin presented the approval of the IDOT hazardous routes. There were no changes to the routes from the previous school year.

**Educational Benefit Cooperative (EBC)**

There was discussion of the Preliminary Insurance Rates through EBC. Preliminary Insurance Rates were presented.

**School Maintenance Project Grant  
(Phase I - Mac HVAC) - Update**

The District applied for and was awarded a \$50,000 grant from ISBE for School Maintenance Projects. These funds will be used to defray some of the costs affiliated with the MacArthur HVAC work scheduled for this summer.

**N.S.S.E.O.**

Mrs. Botwinski reported on the two Shining Star recipients from Timber Ridge that are integrating to their home schools. Dr. Hackett gave an update on the federal and state efforts regarding Special Education funding. She provided a Covid update and said that cases were coming down. The Positive pathways group has met with educators all over the state to share best practices. Press Policy 108 was approved, as well as the new mileage rate. The March meeting will have discussion of the tuition for the various programs. A settlement was approved for the mini bus. The company agreed to make repairs and to extend the warranty of the mini bus. The Timber Ridge ribbon cutting ceremony was postponed due to weather. It will now take place on March 2, at 6:00 p.m.

**COMMUNITY RELATIONS**

Mrs. McClaney reported on the discussion about the Winter D23 Community Connections Newsletter for March. There was some discussion on the Early Learning Expansion (ELE) related to community engagement and the sharing of information. There was also discussion on establishing a Communications Coordinator position. An overview of all the opportunities to engage with staff and students, as well as the end of year community engagement events was presented. Mrs. McClaney talked about how well received the Math and Science nights at Eisenhower were, and discussed the Principal Coffees that are taking place at each of the schools. Parent/Teacher Conferences take place on February 10th and 17th. Kindergarten registration begins on 2/22/22.

**CONSENT AGENDA**

The consent agenda included the approval of minutes from the Regular Board meeting and Executive Session on January 12, 2022, the February personnel report, and Press Policy 108 second read, and the disposal sale of surplus Tech Equipment and Supplies.

Unless otherwise noted, the Policy Committee, who met on December 22, 2021 to review and discuss Vol. 108, recommends to adopt as presented.

- Policy 2:120 Board Member Development
- Policy 2:220 Board of Education Meeting Procedure
- Policy 2:260 Uniform Grievance Procedure
- Policy 3:40 Superintendent
- Policy 3:50 Administrative Personnel Other Than the Superintendent
- Policy 3:60 Administrative Responsibility of the Building Principal
- Policy 4:60 Purchases and Contracts
- Policy 4:120 Food Services
- Policy 4:160 Environmental Quality of Buildings and Grounds
- Policy 4:170 Safety
- Policy 4:175 Convicted Child Sex Offender; Screening; Notifications
- Policy 5:10 Equal Employment Opportunity and Minority Recruitment
- Policy 5:20 Workplace Harassment Prohibited
- Policy 5:30 Hiring Process and Criteria
- Policy 5:50 Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
- Policy 5:90 Abused and Neglected Child Reporting
- Policy 5:100 Staff Development Program
- Policy 5:120 Employee Ethics; Conduct; and Conflict of Interest
- Policy 5:125 Personal Technology and Social Media; Usage and Conduct
- Policy 5:150 Personnel Records
- Policy 5:185 Family and Medical Leave
- Policy 5:200 Terms and Conditions of Employment and Dismissal
- Policy 5:220 Substitute Teachers
- Policy 5:250 Leaves of Absence
- Policy 5:330 Sick Days, Vacation, Holidays, and Leaves
- Policy 6:15 School Accountability
- Policy 6:20 School Year Calendar and Day
- Policy 6:50 School Wellness
- Policy 6:60 Curriculum Content

Adopt as presented with the following answers:

Question #1 - No, we do not offer the optional extended curricular program.

Question #2 - Bullet #2, no change to the policy.

- Policy 6:120 Education of Children with Disabilities
- Policy 6:135 Accelerated Placement Program

- Policy 6:180 Extended Instructional Programs  
Adopt as presented, but remove language related to optional extended program as indicated in 6:60.
- Policy 6:340 Student Testing and Assessment Program
- Policy 7:10 Equal Educational Opportunities
- Policy 7:20 Harassment of Students Prohibited
- Policy 7:30 Student Assignment
- Policy 7:60 Residence
- Policy 7:70 Attendance and Truancy
- Policy 7:80 Release Time for Religious Instruction/Observance
- Policy 4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors
- Policy 2:20 Powers and Duties of the Board of Education; Indemnification
- Policy 2:105 Ethics and Gift Ban
- Policy 2:110 Qualifications, Term, and Duties of Board Officers
- Policy 7:150 Agency and Police Interviews
- Policy 7:160 Student Appearance

Adopt as presented with the following answer:

Question #1 - No

- Policy 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment
- Policy 7:190 Student Behavior (formerly known as Student Discipline)

Adopt as presented with the following answer:

Question #1 - No

- Policy 7:200 Suspension Procedures
- Policy 7:210 Expulsion Procedures
- Policy 7:240 Conduct Code for Participants in Extracurricular Activities
- Policy 7:250 Student Support Services
- Policy 7:260 Exemption from Physical Education
- Policy 7:290 Suicide and Depression Awareness and Prevention
- Policy 7:310 Restrictions on Publications; Elementary Schools
- Policy 7:340 Student Records
- Policy 7:345 Use of Educational Technologies; Student Data Privacy and Security
- Policy 8:100 Relations with Other Organizations and Agencies

**Disposal Sale of Surplus Tech Equipment and Supplies**

	<p>Each year, the District takes inventory of its existing equipment and supplies. As classroom projectors are replaced and iPads are cycled through for retirement, items may be re-purposed or recycled at the discretion of the Technology Department. This listing of equipment has been attached for the Board's review. The Board is asked to approve the disposal of such items as required by the School Code. Mr. Novak asked for the motion to be split, Mrs. McClaney made a motion and Mr. Smith seconded for items A and B to be approved as presented. This motion passed.</p> <p>Jim Bednar: Yea, Carol Botwinski: Yea, : Yea, Brian Greidanus: Yea, Rebecca McClaney: Yea, Matt Smith: Yea</p> <p>Yea: 5, Nay: 0, Absent: 1</p> <p>Abstain: Novak</p> <p>Motion to approve items C and D of the Consent Agenda as presented. This motion, made by Mrs. McClaney and seconded by Mr. Novak, Passed.</p> <p>Jim Bednar: Yea, Carol Botwinski: Yea, : Yea, Brian Greidanus: Yea, Rebecca McClaney: Yea, Kevin Novak: Yea, Matt Smith: Yea</p> <p>Yea :6 , Nay: 0, Absent: 1</p>
<p><b><u>FINANCIAL REPORT</u></b></p>	<p>Board member Peters reviewed and approved the vouchers this month.</p> <p>Motion to approve the Financial Report as presented. This motion, made by Mr.Bednar and seconded by Mr. Smith, Passed.</p> <p>Jim Bednar: Yea, Carol Botwinski: Yea, : Yea, Brian Greidanus: Yea, Rebecca McClaney: Yea, Kevin Novak: Yea, and Matt Smith: Yea</p> <p>Yea: 6, Nay: 0, Absent: 1</p>

**SUPERINTENDENT'S REPORT**

**Early Learning Expansion (ELE) Approval of Contracts**

In an effort to achieve the District's goal of ensuring that District 23 facilities possess the capacity to provide spaces that support collaborative learning opportunities and contribute to optimal educational experiences.

Administration has been working to organize a team of key contributors to review our District's options. Contracts from four recommended partners have been included for review and Board action.

- Beyond Your Base - Paul Hanley & Marcia Sutter
- Nicholas & Associates
- ARCON Associates
- Raymond James & Associates

Motion to approve the ELE each of the presented contracts with Beyond Your Base, ARCON Associates, Nicholas & Associates and Raymond James. This motion, made by Mrs. McClaney and seconded by Mr. Greidanus Passed.

Jim Bednar: Yea, Carol Botwinski: Yea, : Yea, Brian Greidanus: Yea, Rebecca McClaney: Yea, Kevin Novak: Yea, Matt Smith: Yea

Yea: 6, Nay: 0, Absent: 1

**Enrollment and Staffing Update**

Dr. Angelaccio provided an enrollment update and proposed staffing plan for 2022-23. This will be a discussion item and brought to the Board for approval in March.

**Traffic Study**

Dr. Angelaccio discussed the summary and strategies presented in the traffic study, including a recommendation for a trial reorganization of traffic flow. The Board directed administration to implement the trial this Spring.

**Approval of Hazardous Routes**

Mrs. McPartlin will seek Board approval of the annual reporting of hazardous routes.

Motion to approve the annual reporting of hazardous routes. This motion made by Mr. Bednar and seconded by Mr. Smith, passed.

Jim Bednar: Yea, Carol Botwinski: Yea, : Yea, Brian Greidanus: Yea, Rebecca McClaney: Yea, Kevin Novak: Yea, Matt Smith: Yea

Yea: 6, Nay: 0, Absent: 1

**Printer and Copier Agreement with IMPACT**

Mrs. McPartlin and Mrs. Stavropoulos had discussion with IMPACT, our current printer/copier vendor, and they are working to reach an agreement that meets the longer term needs of the District including financial sustainability, continued zone printing and managed print and reporting functions to best monitor usage at all sites.

Motion to approve the five year contract with IMPACT in the annual amount of \$95,629. This motion, made by Brian Greidanus and seconded by Becky McClaney, Passed.

Jim Bednar: Yea, Carol Botwinski: Yea, : Yea, Brian Greidanus: Yea, Rebecca McClaney: Yea, Kevin Novak: Yea, Matt Smith: Yea

Yea: 6, Nay: 0, Absent: 1

**Furniture Orders - BOE FY22 Allocation**

There was discussion on the budgeted \$50,000 furniture allocation that has been distributed to each building on a Cost Per Pupil basis. Buildings have been given the "go ahead" to compile their requests to be ordered within the FY22 fiscal year. All purchases have been solicited and awarded under the National Purchasing Cooperative (NCPA) Contract and will be placed with Lowery McDonell.

Motion to approve the classroom furniture orders with Lowery McDonell in the amount of \$34,265. This motion made by Mr. Greidanus and seconded by Mrs. McClaney, passed.

Jim Bednar: Yea, Carol Botwinski: Yea, : Yea, Brian Greidanus: Yea, Rebecca McClaney: Yea, Kevin Novak: Yea, Matt Smith: Yea

Yea: 6, Nay: 0, Absent: 1

**MacArthur - Library Phase II Final Proposal**

There was some discussion on Phase 2 of the MacArthur Library. Costs for Phase 2 are just over \$16,000 and will

be paid for utilizing the BOE furniture allocation for MacArthur as approved in the FY2022 budget. All purchases have been solicited and awarded under both the National Purchasing Cooperative (NCPA) and Sourcewell and will be placed with Lowery McDonell. Phase 2 will also utilize the BOE furniture allocation for MacArthur as approved in the FY2022 budget.

Motion to approve the purchase of the Phase 2 library furniture at MacArthur through Lowery McDonnell at a proposed cost of \$16,614. This motion, made by Brian Greidanus and seconded by Matt Smith, Passed.

Jim Bednar: Yea, Carol Botwinski: Yea, : Yea, Brian Greidanus: Yea, Rebecca McClaney: Yea, Kevin Novak: Yea, Matt Smith: Yea

Yea: 6, Nay: 0, Absent: 1

#### **Eisenhower Playground Improvements**

There was discussion about using both ESSER III funds and District Capital Project fund balances; the District has partnered with Team Reil, Inc. for several improvements at the Eisenhower School playground. Proposed enhancements include the addition of an outdoor learning space, removal of the wooden timber play equipment and the addition of several components, including play equipment, benches and garbage cans.

Motion to approve the contract with Team Reil, Inc. in the total amount of \$203,946 for improvements to the playground at Eisenhower School. This motion made by Mrs. McClaney and seconded by Mr. Bednar, passed.

Jim Bednar: Yea, Carol Botwinski: Yea, : Yea, Brian Greidanus: Yea, Rebecca McClaney: Yea, Kevin Novak: Yea, Matt Smith: Yea

Yea: 6, Nay: 0, Absent: 1

#### **Grodsky Administration Building: Basement Proposal**

There were discussions with ARCON Associates to develop a Phase I plan that would address the immediate needs of moisture mitigation, HVAC improvements and office space for our Operations team in the lower level of the Grodsky Building. Projected costs are \$88,264 plus fees and contingencies.

Motion to approve the contract with ARCON Assoc. for improvements to the lower level of the Grodsky Building as proposed. This motion, made by Kevin Novak and seconded by Matt Smith, Passed.

Jim Bednar: Yea, Carol Botwinski: Yea, : Yea, Brian Greidanus: Yea, Rebecca McClaney: Yea, Kevin Novak: Yea, Matt Smith: Yea

Yea: 6, Nay: 0, Absent: 1

**Assessment Update**

Dr. Zaher provided an overview of the assessments scheduled for this Spring and the different ways these data points are collected and used for instructional decision making.

**Freedom of Information Act Response**

The District recently received three requests for information under the Freedom of Information Act. The first one was from the Freedom Foundation, requesting employee information. The second one was from the Illinois Retired Teachers Association, requesting information on potential 2021-22 District 23 retirees. The last was from WLS TV requesting information about 1:1 device usage/ damage during remote learning. The Business Office provided the requested documentation and complied with the request as required under the Freedom of Information Act.

**OLD BUSINESS**

**Semi-Annual Review of Executive Session Minutes**

Mrs. Peters reviewed the Executive session minutes for the past six months. She is recommending the release of Executive Session Minutes from June 2021, August 2021, September 2021 and December 2021 and Executive Session recordings older than 18 months to be destroyed.

Motion to approve the Executive Session Minutes from June 2021, August 2021, September 2021 and December 2021 be made available for public inspection, as they no longer require confidential treatment, and Executive Session recordings older than 18 months to be destroyed. This motion made by Mrs. McClaney and seconded by Mr. Smith, passed.

	<p>Jim Bednar: Yea, Carol Botwinski: Yea, : Yea, Brian Greidanus: Yea, Rebecca McClaney: Yea, Kevin Novak: Yea, Matt Smith: Yea Yea: 6, Nay: 0, Absent: 1</p>
<b><u>NEW BUSINESS</u></b>	<p><b><u>Early Learning Expansion (ELE)</u></b> February 24, 2022 at 7:00 p.m. was set for a Special Board Meeting to review the plan, process, and timeline for investigating early learning program expansion.</p>
<b><u>EXECUTIVE SESSION</u></b>	<p>The board moved to Executive Session to discuss matters of personnel and litigation.</p> <p>Motion to adjourn to Executive Session at 11:16 p.m. for matters of personnel and litigation. There will be no action after Executive Session.</p> <p>This motion, made by Rebecca McClaney, and seconded by Matt Smith, Passed.</p> <p>Jim Bednar: Yea, Carol Botwinski: Yea, : Yea, Brian Greidanus: Yea, Rebecca McClaney: Yea, Kevin Novak: Yea and Matt Smith: Yea Yea: 6, Nay: 0, Absent: 1</p> <p>Motion to adjourn executive session at 11:49 p.m. This motion, made by Mrs. McClaney and seconded by Mr. Greidanus, Passed.</p> <p>Jim Bednar: Yea, Carol Botwinski: Yea, : Yea, Brian Greidanus: Yea, Rebecca McClaney: Yea, Kevin Novak: Yea and Matt Smith: Yea Yea: 6, Nay: 0, Absent: 1</p>
<b><u>ADJOURN</u></b>	<p>Motion to adjourn the meeting at 11:50 p.m. p.m. This motion, made by Mrs. McClaney and seconded by Mr. Greidanus, Passed.</p> <p>Jim Bednar: Yea, Carol Botwinski: Yea, : Yea, Brian Greidanus: Yea, Rebecca McClaney: Yea, Kevin Novak: Yea and Matt Smith: Yea Yea: 6, Nay: 0, Absent: 1</p>

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Board President

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Board Secretary