

Committee of the Whole Agenda

Date: Thursday, June 9, 2011

Meeting: Committee of the Whole

Time: 6:00 PM

Location: Administrative Building in the Board Room, 650 Academic Drive, Algonquin, Illinois

Board of Education Members: President, Mr. Michael Skala; Vice-President, Mr. Donald Drzal; Secretary, Mrs. Kimberly Skaja; Mr. William Geheren; Mr. Kevin Gentry; Mr. Anthony Quagliano; Mr. Paul Troy

Agenda

All times are approximate. D=Discussion, R=Report, A=Action

1. **Call to Order / Roll Call (A)** (President, Mr. Skala)
Call the Thursday, June 9, 2011 Committee of the Whole meeting to order at ___ p.m. A quorum must be met. **Roll Call:** Mr. Drzal, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mrs. Skaja, Mr. Skala, Mr. Troy / Ayes / Absent / **Motion** __
2. **Pledge of Allegiance**
3. **Public Comment as per Policy 2:230**
The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints. A form is available at the agenda table. Please submit, prior to the meeting to the Board President or Secretary.
4. **Revision and Adoption of the Agenda (A)** (Mr. Skala)
Motion to adopt the agenda as presented or with changes.
Voice Call: Ayes / Nays / **Motion** __
5. **Building and Grounds (B&G) Committee** (Mr. Troy-chair, Mr. Quagliano, Mr. Skala)
 5. 1. **Contract Renewal: Facility Tree Software Service Agreement (A)** (Mr. Renkosik)
Discussion: Facility Tree is a software package utilized by D158 as its O&M repair request management system. Administration is seeking a contract renewal agreement with Facility Tree Software Service for a three year contract, from July 1, 2011 through June 30, 2014. The three year contract cost is \$8,340.00 per year.
Recommendation: Seeking approval of the Board at their next regular meeting.
 5. 2. **Asphalt Repair Bid #2011-42 (A)** (Mr. Renkosik)
Discussion: Bid results are shared with a recommendation to award the Asphalt Repair Bid #2011-42 to Champion Paving for Base Bid A and Base Bid C in the amount of \$ 60,300.00 and reject all bids for Base Bid B.
Recommendation: Seeking approval of the Board at their next regular meeting.
 5. 3. **Contract Renewal: Weather Works LLC (A)** (Mr. Renkosik)
Discussion: Administration is seeking contract renewal with Weather Works LLC to provide the certified snowfall totals during the FY12 winter season, at a cost of \$160.00 for the 2011-2012 school year.
Recommendation: Seeking approval of the Board at their next regular meeting.
 5. 4. **Guaranteed Energy Savings Contract Updates (R)** (Mr. Renkosik)
Discussion: Mr. Renkosik will provide an update on the contract awarded to Control Technology and Solutions (CTS).
Recommendation: For information only.

5. 5. **Operations & Maintenance (O&M) Updates (R)** (Mr. Renkosik)
 Discussion: Updates given on O&M projects.
Recommendation: For information only.
6. **Curriculum & Instruction (C&I) Committee** (Mr. Geheren-chair, Mr. Gentry, Mrs. Skaja)
 6. 1. **Huntley High School Journalism Workshop (A)** (Mr. Awrey)
 Discussion: The Huntley High School Journalism students appointed as editors and photographers for the upcoming school year's newspaper and yearbook, have been asked to attend summer camps located in Des Moines, Iowa. Administration is recommending approval and the approximate expenditure of \$1,435.56 for travel.
Recommendation: Seeking approval of the Board at their next regular meeting.
 6. 2. **FY11 End of the Year Curriculum Update (D)** (Dr. Olson)
 Discussion: Status of the major curriculum and instruction projects of CSD158 undertaken during the FY11 school year.
Recommendation: For information only.
 6. 3. **New Textbook Adoption (A)** (Dr. Olson)
 Discussion: The adoption proposal for text materials for the Medical Skills and Services course to be offered in the FY12 school year at Huntley High School, is for review and will go on display beginning June 10, 2011. Administration's recommendation is "Introduction to Health Care, 3rd Edition" at the cost of \$97.00 per book.
Recommendation: Seeking approval of the Board at their July 21, 2011 regular meeting.
7. **Finance Committee** (Mr. Quagliano-chair, Mr. Skala, Mr. Gentry)
 7. 1. **Payables (A)** (Mr. Altmayer)
 Discussion: The purchase orders, accounts payable, imprest checks and disbursements issued are for review, and seeking to move forward.
Recommendation: Seeking approval of the Board at their next regular meeting.
 7. 2. **Supplemental Purchase Orders & Account Payables Report (A)** (Mr. Altmayer)
 Discussion: Provided as supplements to the payables and purchase orders requiring approval.
Recommendation: Seeking approval of the Board at their next regular meeting.
 7. 3. **Revenue & Expenditures Report (R)** (Mr. Altmayer)
 Discussion: Monthly report for review and comment.
Recommendation: For information only.
 7. 4. **Fiscal Reports (R)** (Mr. Altmayer)
 Discussion: Attorney fee breakdown; Monthly fiscal update includes the CLIC Property and Liability Insurance update; and Paid Activity Funds
Recommendation: For information only.
 7. 5. **Resolution for Prevailing Wage Act (A)** (Mr. Altmayer)
 Discussion: Annual resolution adoption of the Prevailing Wage Act (820ILCS130) that public bodies must adopt and inform contractors performing basically any work funded by public monies.
Recommendation: Seeking adoption of Resolution by the Board at their next regular meeting.
 7. 6. **Electronic Equipment Declared as Surplus (A)** (Mr. Altmayer)
 Discussion: Review of items no longer of use or value to the District, the Technology Department is seeking to recycle the surplus. Administration recommends approval of the list Declared as Surplus.
Recommendation: Seeking approval of the Board at their next regular meeting.
 7. 7. **Resolution for Designation of Depositories (A)** (Mr. Altmayer)
 Discussion: In accordance with 105ILCS5/87; a listing of depositories for funds of SD158 are for review and approval. Administration is seeking to move forward the resolution listing the

financial institutions mentioned as official depositories for funds of the School District.

Recommendation: Seeking adoption of the resolution by the Board at their next regular meeting.

7. 8. **Performance Contract Funding Options & Reimbursement Resolution (A)** (Mr. Eric Anderson)
Discussion: Funding options will be presented for a Resolution drafted by Chapman and Cutler, which will allow the District to reimburse itself for expenditures previously made on the performance contract to be eventually funded by an obligation of some type. Administration is seeking adoption of the resolution.

Recommendation: Seeking adoption of reimbursement resolution by the Board at their next regular meeting.

7. 9. **National School Lunch Rate Increase (A)** (Mr. Altmayer)

Discussion: The District received information on the new required Federal regulations as part of the Healthy, Hunger-Free Kids Act of 2010 that need to be implemented in 2011-2012 school year. Administration is seeking to approve a rate increase as required by federal regulations.

Recommendation: Seeking approval of the Board at their next regular meeting.

7. 10. **Refunding Options for the Series 2007 Debt Certificate (D)** (Mr. Eric Anderson)

Discussion: Refunding options for the 2007 Debt Certificate payments due in FY12 will be provided by Mr. Anderson of BMO Capital Markets, GKST, Inc.

Recommendation: For informational purposes only.

7. 11. **FY12 Tentative Operating Budget (A)** (Mr. Altmayer)

Discussion: FY12 budgetary control, development process will be presented in draft form.

Recommendation: Seeking approval by the Board at their next regular meeting.

8. **Human Resources (HR) Committee** (Mr. Gentry-chair, Mr. Troy, Mr. Drzal)

8. 1. **2011-2012 Salary Recommendations for Non-union Employees (A)** (Ms. Lombard)

Discussion: Administration reviewed the recommendation for salary changes to the non-union support staff, seeking approval.

Recommendation: Seeking approval of the Board at their next regular meeting.

8. 2. **Job Description - Marlowe Dean of Students / Athletic Director (A)** (Ms. Lombard)

Discussion: Upon review, Administration recommends the proposed Dean of Students / Athletic Director job description that has been updated to better reflect the position.

Recommendation: Seeking approval of the Board at their next regular meeting.

8. 3. **Job Description - Department Chair (A)** (Ms. Lombard)

Discussion: At the 01.20.11 regular BOE meeting, the Board approved the proposed High School Administrative Organizational Structure for when the high school reaches between 2800-3000 students. Department Chairs were part of this structure. Administration developed and recommend the proposed job description for Department Chair.

Recommendation: Seeking approval of the Board at their next regular meeting.

9. **Legislation Committee** (Mr. Skala-chair, Mr. Geheren, Mr. Quagliano)

9. 1. **Legislation Updates (R)** (Mr. Skala)

Discussion: Updates will be given at this time.

Recommendation: For information only.

10. **Policy Committee** (Mr. Drzal-chair, Mrs. Skaja, Mr. Troy)

10. 1. **Policy 8:25 Community Relations - First Reading (A)** (Mr. Awrey)

Discussion: Upon review of the Policy 8:25, suggested changes were made in accordance with PRESS recommendations for advertising and distributing materials in schools provided by non-school related entities. Administration is seeking a first reading for Policy 8:25.

Recommendation: Seeking a first reading of the Board at their next regular meeting.

10. 2. **Policy 2:250 Access To District's Public Records (A)** (Mrs. Woods)
 Discussion: Due to an increase in paper costs, and to ensure actual costs are recovered, an increase is being sought for reproducing public records as presented.
Recommendation: Seeking approval of the Board at their next regular meeting.
10. 3. **Policy 2:190 Mailing Lists for Receiving Board Material (A)** (Dr. Burkey)
 Discussion: Written requests of those persons seeking to have mailed copies as per Policy 2:190 subscription period is the same as the fiscal year. The fee rate is reasonably calculated to reimburse the District for actual costs of reproducing and certifying the public records. Seeking to model cost reproduction as referenced in Policy 2:250.
Recommendation: Seeking approval of the Board at their next regular meeting.
10. 4. **Policy 5:332 Educational Support Personnel - Medical Insurance (A)** (Mr. Awrey)
 Discussion: Upon review, Policy 5:332 does not reflect the Board's medical insurance contribution provisions currently in effect for at-will employees. Administration is seeking the revision and move forward for a first reading.
Recommendation: Seeking a first reading of the Board at their next regular meeting .
11. **Board of Education (BOE)** (President-Mr. Skala)
 11. 1. **BOE Draft Minutes for Review (A)** (Mrs. Fettes)
 Discussion: The following draft minutes are available for review and comment: Regular meeting: April 21, 2011 and May 19, 2011; Committee of the Whole meeting: May 5, 2011; and Special meeting: May 2, 2011 and May 5, 2011.
Recommendation: Seeking approval of the Board at their next regular meeting.
 11. 2. **Resolution for 2011 IASB Delegate Assembly (D) (A)** (Mr. Quagliano)
 Discussion: At the May 5, 2011 COW, the Board agreed to submit a proposal statement for the 2011 Delegate Assembly. Mr. Quagliano will provide supportive information for a new resolution.
Recommendation: A recommendation will come from the Committee.
 11. 3. **Strategic Planning Update (R)** (Mr. Gentry)
 Discussion: A status report on the Strategic Planning currently in progress.
Recommendation: For information only.
 11. 4. **Resolution for Designation of Official Newspaper (A)** (Mrs. Fettes)
 Discussion: As per 5ILCS120.2, the Board of Education must designate an Official Newspaper. Seeking to continue with the Northwest Herald as the Official Newspaper of the Board of Education.
Recommendation: Seeking approval of the Board at their next regular meeting.
 11. 5. **Membership Renewals with IASB & LUDA (A)** (Dr. Burkey, Mr. Skala)
 Discussion: The annual membership renewals are due July 1, 2011 for IASB (Illinois Association of School Boards) and LUDA (Large Unit District Association). Administration is recommending to continue with membership for both IASB and LUDA.
Recommendation: The recommendation will come from the Board.
 11. 6. **Sears Centre Contract (A)** (Dr. Burkey)
 Discussion: The contract negotiations results with the Sears Centre Arena in Hoffman Estates will be shared. Administration is seeking approval of the contract with Sears Centre to hold future Huntley High School graduations at their facility.
Recommendation: Seeking approval by the Board at their next regular meeting.
12. **Adjournment (A)** (Mr. Skala)
 Motion to adjourn the meeting at ___ p.m.
Voice Call: Ayes / Nays / **Motion** ___