

Harlem Consolidated School District

Regular & Organizational Meeting

Monday, May 4, 2015
6:00 PM

Harlem Administration Center, 8605 North Second Street, Machesney Park, IL 61115

AGENDA

1. **CALL TO ORDER** by President Heather Kelley
2. **ROLL CALL** (Board Members and Other Attendees)
3. **Pledge of Allegiance** - Maple Elementary Students
Presenter: Becky Girard, Maple Elementary Principal
4. **Approval of Agenda**
5. **Approval of Meeting Minutes**
 - A. April 20, 2015 Regular & Closed Minutes
 - B. April 28, 2015 Regular & Closed Minutes
6. **Awards and Recognition**
 - A. Harlem High School Science Olympiad Team - Coaches Natalie Bader & Ryan Dalen
Presenter: Terrell Yarbrough, High School Principal
 - B. Harlem Middle School Science Olympiad Team - Coaches Denise Pape & Marla Price
Presenter: Matt Cascio, Harlem Middle School Principal
 - C. Harlem Middle School Bowling Teams - Coaches Kelly Nimitz & Mike Roth
Presenter: Matt Cascio, Middle School Principal
 - D. Harlem High School Veteran Documentary Class - David Johnson, Kyra Newnam, Nick Stange
Presenter: Terrell Yarbrough, High School Principal
7. **Comments from the Community**
8. **Approval of Bills**
 - A. Payables Summary
 - B. Voided Checks
 - C. Payroll Voucher(s)
 - D. Accounts Payable Warrant(s)
 - E. **Communications and Committee Reports**
 1. Heather Kelley
 - a. Board Meeting Evaluation Report: April 20, 2015 meeting

- b. Next Policy Committee Meeting: May 18, 2015 at 6:00 p.m.
- c. Next Education Committee meeting: May 21, 2015 at 6:00 p.m.
- d. Recommendation to approve Superintendent Evaluation Form , Process and Annual Planning and Evaluation Cycle
- e. Recommendation to approve First Reading of Policy Update 4:60
- 2. George Russell
 - a. Next Business Services Committee meeting: June 10, 2015 at 6:00 p.m.
- 3. Patti Lawrence
 - a. Next Discipline Policy Review Committee meeting: June 25, 2015 at 6:00 p.m. (4th Quarter 2014-2015 data)
 - b. Recommendation to approve 2015-2016 Elementary & Secondary Discipline Code changes
- 4. Larry Barger
- 5. Evelyn Meeks
- 6. Travis Turner
- 7. Sue Berogan

9. **Administrative Reports**

- A. Barb Browning, Assistant Superintendent for Curriculum & Instruction
 - 1. Recommendation to approve Student Travel Request(s)
 - 2. Recommendation to approve Ralston Elementary Title I School-Wide Plan
 - 3. Recommendation to approve Bilingual Speech Pathologist Evaluator Stipend position
- B. Joshua Aurand, Assistant Superintendent for Business & Operations
 - 1. Report - FY15 Amended Budget Public Hearing Report & Recommendation to adopt FY15 Final Amended Budget as reviewed from the FY15 Tentative Amended Budget at the 5:40 p.m. Hearing
 - 2. Recommendation to approve Resolution Declaring Surplus Property
 - 3. Recommendation to approve Facilities Request(s)
 - 4. Recommendation to approve Agreement with Otis Elevator for maintenance with an annual cost of \$1,656. beginning May 1, 2015 through April 30, 2018.
 - 5. Recommendation to renew Office Supplies bid with Mid City Office Products with an estimated cost of \$8,535.97, School Specialty with an estimated cost of \$12,815. and Quill with an estimated cost of \$8,795.33 for FY16.
 - 6. Recommendation to approve Agreement with Edline for web hosting services for FY16 at a cost of \$15,829.88.
 - 7. Recommendation to approve Treasurer;'s Bond with a premium amount of

\$10,313. for FY16.

8. Recommendation to approve Agreement with Brecht's Database Solutions for PowerIEP web services at a cost of \$13,500. for FY16.
9. Recommendation to approve School Resource Officer Agreement with the City of Loves Park for FY16.
10. Recommendation to approve School Resource Officer Agreement with the Village of Machesney Park for FY16.
11. Recommendation to accept February and March 2015 Treasurer's Reports.
12. Recommendation to accept the Resolution Authorizing Deductive Change Order in Excess of \$10,000.
13. Recommendation to approve Harlem Middle School Cross Country Proposal
14. Recommendation to approve Agreement with Staff Development for Educators for professional development services at Parker Center at a cost of \$6,590 for FY16.

C. Julie Morris, Superintendent

1. Recommendation to Approve Personnel Agenda and Personnel Addendum
2. Freedom of Information Act (FOIA) Request received April 27, 2015 from Simone Sweet of Canadian Operations requesting any contracts between Career Cruising and Harlem High School.

10. **Consent Agenda**

- A. Approve Student Travel Request(s)
- B. Approve Facility Request(s)
- C. Approve Personnel Agenda and Addendum

11. **Action Items**

- A. Approve Superintendent Evaluation Form, Process and Annual Planning and Evaluation Cycle
- B. Approve First Reading of Policy Update 4:60
- C. Approve 2015-2016 Elementary & Secondary Discipline Code changes
- D. Approve Ralston Elementary Title I School-Wide Plan
- E. Approve Bilingual Speech Pathologist Evaluator Stipend position
- F. Approve Adoption of the FY15 Final Amended Budget.
- G. Approve Resolution Declaring Surplus Property
- H. Approve Agreement with Otis Elevator for maintenance with an annual cost of \$1,656. beginning May 1, 2015 through April 30, 2018.
- I. Approve Renewal of Office Supplies bid with Mid City Office Products with an estimated cost of \$8,535.97, School Specialty with an estimated cost of \$12,815. and Quill with an estimated cost of \$8,795.33 for FY16.
- J. Approve Agreement with Edline for web hosting services for FY16 at a cost of

\$15,829.88.

- K. Approve Treasurer's Bond with a premium amount of \$10,313 for FY16.
- L. Approve Agreement with Brecht;'s Database Solutions for PowerIEP web services at a cost of \$13,500. for FY16.
- M. Approve School Resource Officer Agreement with the City of Loves Park for FY16.
- N. Approve School Resource Officer Agreement with the Village of Machesney Park for FY16.
- O. Approve acceptance of the February and March 2015 Treasurer Reports.
- P. Approve Resolution Authorizing Deductive Change Order in Excess of \$10,000.
- Q. Approve Harlem Middle School Cross Country Proposal
- R. Approve Agreement with Staff Development for Educators for professional development services at Parker Center at a cost of \$6,590 for FY16.

12. Announcements and Discussion:

13. **Executive Session** to discuss Employment of Personnel, (5 ILCS 120/2(c)(1), Negotiations (5 ILCS 120/2(c)(2), Pending Litigation (5 ILCS 120/2 (c)(11), Other Matters Relating to Individual Students (5 ILCS 120/2 (c)(10), Lease of Real Property (5 ILCS 120/2 (c)(5), Setting of Sale Price of Real Property (5 ILCS 120/2 (c)(6), Sale or Purchase of Securities, Investments or Investment Contracts (5 ILCS 120/2 (c)(7), Self-evaluation, practices and procedures or professional ethics (5 ILCS 120/2(c)(16); Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents (5 ILCS 120/2(c)(29) and Lawfully Closed Meeting Minutes (5 ILCS 120/2 (c)(21).

14. ACTION ITEMS AFTER CLOSED SESSION

15. Consideration and possible action as to Employee Discipline # 2014-2015-4

16. **ADJOURN SINE DIE**

17. There will be a 10-15 minute reception honoring past and newly elected/re-elected Board members.

18. **ANNUAL ORGANIZATION MEETING OF THE BOARD**

- A. Call Organizational Meeting to Order
- B. Administration of Oath of Office by Board member to newly elected/re-elected Board members: Heather Kelley, Robert Lockwood, George Russell
- C. Seating of New Board Members
- D. Roll call
- E. **Election of Officers for a two-year term (Policy 2:110)**
 - 1. Nominations received and taken by President for the Office of President
 - 2. Nominations received and taken by the Newly Elected President for the Office of Vice-President.
 - 3. Nominations received and taken by the Newly Elected President for the

Office of Secretary

4. Election of Officers is closed

19. Annual Organizational Meeting Action Items:

- A. Approve establishment of current Board Policies as Policies of the 2015-2016 Board until said Policies are changed by the Board
- B. Adopt Robert's Rules of Order, Newly Revised 11th Edition as a procedural guide pursuant to Board Policy 2:220.
- C. Approve appointment of Joshua Aurand as District Treasurer
- D. Approve appointment of Due Process Hearings Officer - Norm Alpers
- E. Approve appointment of Expulsion Hearing Officer: Norm Alpers
- F. Approve appointment of Residency Hearing Officer: Norm Alpers
- G. Approve appointment of Health Insurance Portability and Accountability Act of 1992 (HIPAA) Chief Privacy Officer, Assistant Superintendent for Human Resources
- H. Approve appointment of Illinois Municipal Retirement Fund (IMRF) Agent: Assistant Superintendent for Human Resources
 - I. Approve appointment of Fair Labor Standards Act (FLSA) Compliance Official: Assistant Superintendent for Human Resources
- J. Approve appointment of Employer Equal Opportunity Commission (EEOC) Officer: Superintendent
- K. Approve appointment of Nondiscrimination Coordinator: Assistant Superintendent for Human Resources
- L. Approve appointment of District Complaint Managers: Assistant Superintendent for Business & Operations and Assistant Superintendent for Curriculum & Instruction
- M. Approve appointment of Appeals Officer for Free and Reduced Meals: Assistant Superintendent for Business & Operations
- N. Approve appointment of District Activity Accounts Manager: Assistant Superintendent for Business & Operations
- O. Approve and adopt Policy 2:105 (Ethics and Gift Ban) Resolution in Compliance with the State Officials and Employees Ethics Act (5 ILCS 430/1-1 et seq.) as added by P.A. 93-615 and 93-617
- P. Approve Open Meetings Act (OMA) Officials: Julie Morris, Kris Arduino, Mindy Schumacher
- Q. Appoint Freedom Of Information Act (FOIA) Officials: Julie Morris, Josh Aurand, Kris Arduino, Mindy Schumacher
- R. Approve Appointment of Committees for 2015-2016
- S. Approve 2015-2016 Board Meeting Dates and 2015-2016 Committee Meeting

Dates

T. Approve Resolution Authorizing Designated Depositories

20. **Announcements and Discussion**

21. **Adjournment**