

Harlem Consolidated School District

Organizational Meeting

Monday, May 9, 2016
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** - Machesney Elementary Students
Presenter: Abigail Edwards, Machesney Elementary Principal
4. **Approval of Agenda**
5. **Approval of Meeting Minutes**
 - A. March 23, 2016 Board Self Evaluation Regular & Closed Minutes
 - B. April 25, 2016 Regular & Closed Minutes
6. **Awards and Recognition**
 - A. Shatter the Silence Poster Contest Winners: Taylor Nuelle, Harlem High School and Emily Bridges, Harlem High School
Presenter: Jason Blume, Director of Stakeholder Engagement & Barb Kurilla, Art Teacher, Harlem High School
 - B. Young at Heart Button Design Contest Winner: Grant Hume, Harlem High School
Presenter: Jason Blume, Director of Stakeholder Engagement & Barb Kurilla, Art Teacher, Harlem High School
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 25, 2016 meeting
 - b. Next Policy Committee Meeting: June 6, 2016 at 6:00 p.m. (canceled)
 - c. Next Regular Board meeting: June 13, 2016 at 6:00 p.m.

2. George Russell
 - a. Next Business Services Committee meeting: June 8, 2016 at 6:00 p.m.
3. Patti Lawrence
 - a. Next Discipline Policy Review Committee meeting: June 6, 2016 at 6:00 p.m. (4th Quarter 2015-2016 data)
 - b. Recommendation to approve 2016-2017 Student Handbook Changes
4. Travis Turner
 - a. Next Education Committee meeting: May 19, 2016 at 6:00 p.m. (canceled)
5. Evelyn Meeks
6. Sue Berogan
7. Melissa Wenger

9. **Administrative Reports**

- A. Dr. Michelle Erb, Assistant Superintendent for Curriculum & Instruction
 1. Recommendation to approve Student Travel Request(s)
 2. 1:1 Pilot Program Update
- B. Joshua Aurand, Assistant Superintendent for Business & Operations
 1. Recommendation to approve renewal of the Waste Disposal/Recycling Services be for the 2016/2017 school year with Advance Disposal Services with a 3% cost increase over last year's price of \$2,125 per month.
 2. Recommendation to approve annual contract with Nelson Carlson Mechanical Contractors for backflow prevention services and inspection at various locations. Forty-one devices at \$68.25 per device and BSI fee for forty-one devices at \$14.95 each, for a total cost of \$3,411.,
 3. Recommendation to approve contract renewal with Brecht's Database Solutions, Inc. (Power IEP) for website access and additional services for FY17 at the cost of \$13,500.
 4. Recommendation to approve quote for renewal of Treasurer's Bond for 2016-2017 at a cost of \$10,313.
 5. Recommendation to accept February 2016 Treasurer Report
 6. Recommendation to approve Surplus Property Resolution
 7. Recommendation to approve Facilities Request(s)
- C. Scott Rollinson, Assistant Superintendent for Human Resources
 1. Recommendation to Approve Personnel Agenda and Personnel Addendum
 2. Informational only: Resignations
- D. Dr. Julie Morris, Superintendent
 1. Freedom of Information Act (FOIA) Request received April 21, 2016 from Chelsea Clark of National Council of Teacher Quality and the District

responded on April 22, 2016

2. Freedom of Information Act Request from Alissa Mack of Education Action Group Foundation dated April 26, 2016 requesting personnel leave records and the District's 5 day extension request dated May 3, 2016

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 renewal of the Waste Disposal/Recycling Services be for the 2016/2017 school year with Advance Disposal Services with a 3% cost increase over last year's price of \$2,125 per month.
- B. Approve annual contract with Nelson Carlson Mechanical Contractors for backflow prevention services and inspection at various locations. Forty-one devices at \$68.25 per device and BSI fee for forty-one devices at \$14.95 each, for a total cost of \$3,411.,
- C. Approve contract renewal with Brecht's Database Solutions, Inc. (Power IEP) for website access and additional services for FY17 at the cost of \$13,500.
- D. Approve quote for renewal of Treasurer's Bond for 2016-2017 at a cost of \$10,313.
- E. Approve acceptance of February 2016 Treasurer Report
- F. Approve Resolution Declaring Surplus Property

12. **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).

13. ACTION ITEMS AFTER CLOSED SESSION

14. ADJOURN SINE DIE

15. ANNUAL ORGANIZATION MEETING OF THE BOARD

- A. Call Organizational Meeting to Order
- B. Roll call
- C. Current Officers hold a two-year term elected at the 2015 Organizational meeting so there will be no officer elections held this year.
- D. Seating changes, if any, shall occur at this time

16. Annual Organizational Meeting Action Items:

- A. Approve establishment of current Board Policies as Policies of the 2016-2017 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 Officers - Norm Alpers, and Jim Miglin as a substitute
- E. Approve appointment of Expulsion Hearing Officer: Norm Alpers, and Jim Miglin as a substitute
- F. Approve appointment of Residency Hearing Officer: Norm Alpers, and Jim Miglin as a substitute
- 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, Anna Sweeney
- Q. Appoint Freedom Of Information Act (FOIA) Officials: Julie Morris, Josh Aurand, Scott Rollinson, Kris Arduino, Anna Sweeney
- R. Approve Appointment of Committees for 2016-2017
- S. Approve 2016-2017 Board Meeting Dates and 2016-2017 Committee Meeting Dates

T. Approve Resolution Authorizing Designated Depositories

17. **Announcements and Discussion**

18. **Adjournment**