

# Minutes of Regular Meeting of November 21, 2016

## The Board of Education Harlem Consolidated School District

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A Regular meeting of the Board of Education of Harlem Consolidated School District was held Monday, November 21, 2016, beginning at 6:00 PM in the Harlem Administration Center, 8605 North Second Street, Machesney Park, IL 61115.

1. CALL TO ORDER by President Heather Kelley at 6:00 p.m.  
**Motion to appoint George Russell as secretary Pro Tem in the absence of Secretary, Patti Lawrence**  
**1<sup>st</sup> Wenger 2<sup>nd</sup> Kelley**  
**Kelley, Russell abstain, Meeks, Wenger – 3 ayes, 1 abstain**  
**Motion carried**
  
2. ROLL CALL (Board Members and Other Attendees)  
Board Members:  
George Russell, Evelyn Meeks, Melissa Wenger, Heather Kelley (quorum)  
Absent: Sue Berogan, Travis Turner, Patti Lawrence  
Other Attendees:  
Kris Arduino, Recording Secretary  
Dr. Julie Morris, Superintendent  
Josh Aurand, Assistant Superintendent for Business & Operations  
Dr. Michelle Erb, Assistant Superintendent for Curriculum & Instruction  
Scott Rollinson, Assistant Superintendent for Human Resources
  
3. Pledge of Allegiance: Machesney Elementary students: the “Amazing Aviators”  
Presenter: Abigail Edwards, Principal  
Assistant Principal, Mrs. Marya Nelson noted that these students are nominated by their students for being consistently responsible and safe as Amazing Aviators
  
4. Approval of Agenda  
Dr. Morris noted Changes: No student travel 10(A)(1) and voting item 11(B)  
**Motion to approve Agenda with changes as noted**  
**1<sup>st</sup> Russell 2<sup>nd</sup> Wenger**  
**Meeks, Wenger, Kelley, Russell – 4 ayes**  
**Motion carried**
  
5. Approval of Meeting Minutes:
  - A. **Motion to approve Regular Minutes of October 24, 2016**  
**1<sup>st</sup> Meeks 2<sup>nd</sup> Wenger**

**Meeks, Wenger, Kelley, Russell – 4 ayes**  
**Motion carried**

6. Awards and Recognition

- A. Tabitha Niesman, Harlem High School Student (not able to be present)  
Ali Walters, Harlem High School Student  
Presenter: Barb Kurilla, Harlem High School Fine Arts Teachers and Director of Stakeholder Engagement, Jason Blume.  
A Video was shown “Shatter of Silence” (SOS) made possible through KP Counseling. These two students chosen by SOS and there are 8 posters around the high school with a phone number to call if in need.

- B. "Ally of the Year" award - Illinois Safe Schools Alliance  
Presenter: Julie Morris, Superintendent  
She introduced the Task Force members present: Matthew Mellies, Liam Burdick, Phyllis Gallisath, Jeremy Bois, Peter Nogacz, Jeff Shillinger, Heidi Lange, Larry Smith. Terrell Yarbrough, *Lisa Clark, Brock Morlan, and Amanda Hayes not in attendance.*

Dr. Morris noted that last Spring the administrative procedure was presented to Policy Committee and passed by the Board of Education this past September.

Dr. Morris read her acceptance speech given at the event earlier this year when the District was awarded this recognition. A short video was shown that was given by Matthew Mellies.

7. Comments from the Community – none noted

8. Approval of Bills

- A. Payables Summary - \$1,605,495.19  
B. Voided Checks  
C. Payroll Vouchers - \$5,549,264.72  
D. Accounts Payable Warrant(s)  
Mr. Aurand reviewed the expenditures by fund totaling \$7,154,759.91

**Motion to approve bills**

**1<sup>st</sup> Russell 2<sup>nd</sup> Wenger**

**Kelley, Russell, Meeks, Wenger – 4 ayes**

**Motion carried**

9. Communications and Committee Reports

A. Heather Kelley

1. Board Monitoring Report: October 24, 2016
- 4 reports returned marked Satisfactory
  - Thanked Barb Kurilla and the art students, Ali and Tabetha for their very powerful work for Shatters of Silence.

- Thanked the Illinois Safe Schools Alliance, noting she attended the reception and it was a very engaging event. Many wonderful people attended and great conversation ensued. She thanked all the students and noted that the policy passed is a step in the right direction and thanked the Task Force members for their hard work in order to create a safe and respectful environment for all students.
- Attended the ribbon cutting for the Machesney Park Walking path this morning noted that the Village of Machesney has been a great partner to create paths nears or schools.
- Noted that she did not attend Tri Conference this year due to a conflict with participating with the Rockford Stars to benefit Rockford Family Counseling Services to help students with grief counseling and bullying issues. She thanked everyone for their support and donation.
- Attended Remedies for Renewing Lives Gala as a fundraiser for domestic violence recovery and drug addiction which touched upon the heroin epidemic.

2. Next Policy Committee meeting: January 17, 2017 at 6:00 p.m.

3. Next Board meeting: December 12, 2016 at 6:00 p.m.

B. George Russell

- Thanked Mrs. Edwards and the Amazing Aviators for leading the Pledge of Allegiance.
- Congratulated Ali and Tabetha for their art as well as Mrs. Kurilla.
- The efforts of Mrs. Kurilla and our teachers with students is inspiring
- Attended the Veteran's Day Program and most 5<sup>th</sup> grade students were well behaved.
- November 14 attended the Golden Apple Nominee reception with 14 nominees at Harlem School District, naming all 14 nominees and congratulating those teachers all at high school and middle school level.
- Attended the IASB Tri Conference in Chicago, being his eighth conference and attended the Critical Conversations Work Session which was very inspiring. He noted his talk with Glenn Singleton and was thankful to learn that once we are at the level to respect differences in all people and embrace that only then can we transcend negativity. He noted one illustration used about the concept difference between equal and equitable, stating that we need to go beyond equal to get to equitable for all students.
- He read an email from Mrs. Tara Smith a 3<sup>rd</sup> grade teacher at Machesney Elementary School, supporting Operation Gratitude: Halloween Candy for Heroes. Donations and care packages were created for soldiers, first responders, new recruits, wounded heroes and other service members that are deployed overseas and their families. In October they read Pay It Forward and since then the class has had many conversations about how one small act of kindness can do the same. The class ran with it and has made many donations to others. The class is learning that anyone

regardless of age can make a difference in the community. He read all names in the class. Class members include: Caleb Abbott, Gabriel Brasher, Anthony Brucci, Christian Durano, Alexis Eisenberg, Tianna Hastings, Amari Hitchcock, Joshua Jones, Devin Kundo, Andrew Leanos, Riley McNabb, Peyton McNaughton, Makenzie Montalto, Torianna Montgomery, Elizabeth Mulmgren, Markus Perkins, Carson Ramirez, Jason Rivera, Ezmerelda Rodriguez, Jayten Thompson, Ella Vice, Rylee Fish, Kirra Wines, Hunter Wright

- Para Educator Heather Pillo
- Roberta Leaf

1. Next Business Services meeting: Wednesday, December 7, 2016 at 6:00 p.m.

C. Sue Berogan given by Heather Kelley

1. IASB Tri Conference Delegate Assembly Report  
This report will be given at the next meeting

D. Evelyn Meeks – no report

E. Travis Turner given by Mr. Russell

1. Next Education Committee meeting: Wednesday, December 14, 2016 at 6:00 p.m.

F. Patti Lawrence given by Heather Kelley

1. Next Discipline Policy Review Committee meeting: Wednesday, February 22, 2017 at 6:00 p.m. (2nd quarter)

G. Melissa Wenger

- Thanked the Machesney Elementary students for leading the Pledge of Allegiance.
- Congratulated Tabettha and Ali for their artwork for SOS.
- Congratulated the Transgender Task Force and Dr. Morris for receiving the Ally of the Year Award.
- Attended the Tri-Conference and Courageous Conversations which was a huge eye opener to see that the world is still struggling with race.
- Attended the Board and Superintendent Collaboration work session and gained appreciation for our collaboration that we have in this District.

## 10. Administrative Reports

A. Dr. Michelle Erb, Assistant Superintendent for Curriculum & Instruction

1. Recommendation to approve Student Travel Request(s) - none

B. Joshua Aurand, Assistant Superintendent for Business & Operations

1. Recommendation to approve Resolution Declaring Surplus Property from Windsor, Parker Center, Ralston and Harlem Middle School
2. Recommendation to approve Facility Request(s): Dance, Harlem Baseball and Harlem Girls Track

3. Recommendation to approve renewal of architectural services with DLA Architects from December 1, 2016 to November 30, 2017.
4. Recommendation to approve the Memorandum of Understanding with DLA Architects to provide architectural services for the design and working drawings for 2017 summer building projects including, Secured entrance remodel at Ralston, restrooms to be compliant, Machesney Elementary secured entrance remodel, Marquette ADA restrooms and flooring, Olson Park carpeting, Loves Park galvanized pipe replaced with copper and other projects, replacement of sections of roof at Parker Center.
5. Recommendation to approve 2016 Certificate of Tax Levy.
6. Recommendation to approve 2016 Tax Levy Resolution.
7. Recommendation to approve Resolution to Levy 2016 Taxes for Certain Purposes. The total is 3.22% but the actual amount received will be slightly less than last year. We are projecting a decrease in the rate which means that the EAV is increasing so decreasing the rate.
8. Recommendation to approve the Parchment e Transcript services for a 36 month term to allow high school students to send transcripts electronically.
9. Recommendation to approve PMA Financial Advisory Agreement at \$12,500 for assistance in issuing the bonds.
10. Recommendation to approve Public Deposits Control and Public Deposits Security Agreement with North West Bank of Rockford.
11. Recommendation to approve Resolution to transfer of \$1,900,000 from the Transportation Fund to the Education Fund.
12. Recommendation to approve Resolution to transfer \$600,000 from the Operations and Maintenance Fund to the Education Fund.
13. Recommendation to approve Resolution to transfer \$300,000 from the Transportation Fund to the Operations and Maintenance Fund.
14. Recommendation to accept July, August and September 2016 Treasurer's Reports.
15. Recommendation to approve Resolution Authorizing Intervention in Industrial Appeal No. 15-06180.001-C-3 for Property Index Numbers 08-21-101-019 for the year 2015.

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

1. Recommendation to approve Personnel Agenda & Addendum.  
Reviewed: 5 Transfers, 1 Leave of absence, 23 Employments and 1 Sick Leave Bank request  
Requesting Several new positions- Two Partner Augmented Input Coaches are recommended with a piloted program from last year for these two differential positions, one at the secondary and one at the elementary funded by IDEA Grant  
One New Track Assistant Coach position at the Middle School is recommended at \$2,232. Mr. Russell asked about the success of the Middle

School Cross Country Program. Mr. Russell noted that he had parents that transferred into the District at middle school level with a student that is a hemophiliac and this would be a good suggestion.

One New para educator at Machesney Elementary on a terminal contract to support a student on special education eligibility.

2. Informational only: Resignations  
7 accepted since last meeting

Mr. Russell asked if the 7<sup>th</sup> grade girls' basketball coach resigned. Mr. Rollinson noted that it is a resignation for Girls' Assistant Basketball Coach. Mr. Russell noted he may have someone that would want to apply for the position and will follow through.

3. Human Resources Quarterly Report

Mr. Rollinson reviewed the report noting that it compares the end of last school year to the beginning of this year. He gave the highlights.

Educational Support Staff – We added a Communications Specialist and deleted one secretarial position, staff count last June 30  
After deletions and additions we are down 3.5 for Quarter 1.

Certified Staff – all numbers are identical with no changes from 6-30 to 9-30  
Certified Elementary staff – Down 1.9 FTE's due to section changes and addition of a Gifted and enrichment Specialist

Certified Secondary – not many changes but counseling position was added through negotiations at the high school for a .9 FTE increase.

Certified Special Education staff – Decrease by 2.8, Psychologists decreased with not all positions filled and there remains a need but very hard to fill.  
Eliminated a procedure coach and added a diagnostic position  
Changed the cross categorical for .5

#### D. Dr. Julie Morris, Superintendent

1. Stakeholder Engagement Quarterly report

Presenter: Jason Blume, Director of Stakeholder Engagement

Mr. Blume reviewed his report with some highlights

First Quarter Donations:

##### **To District**

- School Supplies from WREX and Stuff the Bus
- School Supplies from Rock Valley Credit Union

##### **To Loves Park**

- Flashlights for emergencies from Lowe's Home Improvement
- \$310 from Farm and Fleet
- \$45.57 from Target
- Backpacks and school supplies from Winnebago County Sheriff's Department

- \$4,500
  - Backpacks and school supplies from Culvers
- To Machesney Elementary**
- Landscaping by Tranquil Escapes
  - School supplies from Stacey Zimmerman
  - Signs for craft fair from Jacob Signs
  - School supplies from Dickerson Nieman (Rockford Office)
  - Assorted toys and games from Janice Reyes
  - \$500 worth of shoes, socks, underwear and clothes from Bob and Mary Williams
  - 2 boxes of project blocks from Lynn Riley
- To Maple**
- Socks, underwear, and Kleenex from GPS Church
  - Backpacks and school supplies from GPS Church
  - Backpacks and school supplies from Winnebago County Sheriff's Department
  - Coats from Mr. and Mrs. Rude
  - School supplies from Evans United Methodist Church
  - School supplies
  - Coats, hats, gloves, snow pants, and boots from Mr. and Mrs. Rude

#### Stakeholder Engagement Department Highlights

Around 122 – A Community District-wide Newsletter is up and going with over 30% read and higher just opened 6200 subscribers, next big push will be individuals in the community that do not have students

I Read – 85 volunteers in schools with 17 new this year, 2 coordinators help with this process and we have 350 students in the program with Meridian, Oregon, Rockford and Harlem with 100 at Harlem. They meet weekly with kids.

#### Raptor Volunteer Software – Secured Entrances software

This has a free volunteer module which will allow us to track volunteers in buildings and streamline the process for volunteers. This will allow staff to view electronically who has been approved to volunteer in the buildings.

Harlem School District App is finally out and we have had 1200 downloads so far. It continues to build day by day. Parents can go in and manage alerts for attendance, assignments, scores, and a variety of items for their student.

#### Coming Soon

Christmas for Kids tickets still available

Dashboard which will allow administrators to send notifications during emergencies and other times

Career Con – April 22 will be coming

Virtual Bus Tour of the District with a short film of facilities and communities

Last Two Books on Buses (Free Library Concept) where kids will be able to read while riding

Partnering with North Suburban Library to scan all yearbooks

2. Freedom of Information Act Request (FOIA) from Dan Boris dated November 4, 2016 requesting information about personnel matters, hours, and salaries and the District's response dated November 8, 2016.
3. Freedom of Information Act Requested dated October 27, 2016, from Jeff Voltz regarding rental of the Harlem High School football field during playoffs relative to Rockford Lutheran and the District's response thereto dated October 28, 2016.
4. Freedom of Information Act request dated November 15, 2016 from Jared Rutecki of Better Government Association requesting information on employment contracts, legal settlements and payroll items.

11. Consent Agenda

- A. Approve Personnel Agenda & Addendum
- B. Approve Student Travel Request(s) (none)
- C. Approve Facility Request(s)

**Motion to approve Consent Agenda items A & C**

**1<sup>st</sup> Wenger 2<sup>nd</sup> Russell**

**Kelley, Russell, Meeks, Wenger – 4 ayes**

**Motion carried**

12. ACTION ITEMS

**A. Motion to Approve Resolution Declaring Surplus Property**

**1<sup>st</sup> Russell 2<sup>nd</sup> Wenger**

**Russell, Meeks, Wenger, Kelley – 4 ayes**

**Motion carried**

**B. Motion to Approve renewal of architectural services with DLA Architects from December 1, 2016 to November 30, 2017.**

**1<sup>st</sup> Wenger 2<sup>nd</sup> Kelley**

**Russell, Meeks, Wenger, Kelley – 4 ayes**

**Motion carried**

**C. Motion to Approve the Memorandum of Understanding with DLA Architects to provide architectural services for the design and working drawings for 2017 summer building projects.**

**1<sup>st</sup> Russell 2<sup>nd</sup> Wenger**

**Russell, Meeks, Wenger, Kelley – 4 ayes**

**Motion carried**

**D. Motion to Approve 2016 Certificate of Tax Levy.**

**1<sup>st</sup> Wenger 2<sup>nd</sup> Kelley**

**Meeks, Wenger, Kelley, Russell – 4 ayes**

**Motion carried**



- E. Motion to Approve 2016 Tax Levy Resolution.**  
1<sup>st</sup> Russell 2<sup>nd</sup> Wenger  
Meeks, Wenger, Kelley, Russell – 4 ayes  
Motion carried
- F. Motion to Approve Resolution to Levy 2016 Taxes for Certain Purposes.**  
1<sup>st</sup> Wenger 2<sup>nd</sup> Kelley  
Meeks, Wenger, Kelley, Russell – 4 ayes  
Motion carried
- G. Motion to Approve the Parchment e Transcript services for a 36 month term.**  
1<sup>st</sup> Wenger 2<sup>nd</sup> Kelley  
Meeks, Wenger, Kelley, Russell – 4 ayes  
Motion carried
- H. Motion to Approve PMA Financial Advisory Agreement.**  
1<sup>st</sup> Wenger 2<sup>nd</sup> Russell  
Meeks, Wenger, Kelley, Russell – 4 ayes  
Motion carried
- I. Motion to Approve Public Deposits Control and Public Deposits Security Agreement with North West Bank of Rockford.**  
1<sup>st</sup> Meeks 2<sup>nd</sup> Wenger  
Meeks, Wenger, Kelley, Russell – 4 ayes  
Motion carried
- J. Motion to Approve Resolution to transfer \$1,900,000 from the Transportation Fund to the Education Fund.**  
1<sup>st</sup> Russell 2<sup>nd</sup> Wenger  
Wenger, Kelley, Russell, Meeks – 4 ayes  
Motion carried
- K. Motion to Approve Resolution to transfer \$600,000 from the Operations and Maintenance Fund to the Education Fund.**  
1<sup>st</sup> Wenger 2<sup>nd</sup> Russell  
Wenger, Kelley, Russell, Meeks – 4 ayes  
Motion carried
- L. Motion to Approve Resolution to transfer \$300,000 from the Transportation Fund to the Operations and Maintenance Fund.**  
1<sup>st</sup> Wenger 2<sup>nd</sup> Russell  
Wenger, Kelley, Russell, Meeks – 4 ayes  
Motion carried
- M. Motion to Approve acceptance of July, August and September 2016 Treasurer's Reports.**  
1<sup>st</sup> Russell 2<sup>nd</sup> Wenger  
Wenger, Kelley, Russell, Meeks – 4 ayes  
Motion carried
- N. Motion to Approve Resolution Authorizing Intervention in Industrial Appeal No. 15-06180.001-C-3 for Property Index Numbers 08-21-101-019 for the**

year 2015.

1<sup>st</sup> Wenger 2<sup>nd</sup> Kelley

Wenger, Kelley, Russell, Meeks – 4 ayes

Motion carried

**13. Announcements and Discussion**

A. National School Board Member Day - November 15, 2016 (10 minute reception after open session to honor Board members)

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, as defined in the Open Meetings Act (5 ILCS 120/2(c)(3), Pending Litigation (5 ILCS 120/2(c)(11), Student Discipline (5 ILCS 120/2(c)(9), Other Matters Relating to 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), 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), and Lawfully Closed Meeting Minutes (5 ILCS 120/2(c)(21).

No closed session

**15. ACTION ITEMS AFTER CLOSED SESSION**

**16. Motion to Adjourn**

1<sup>st</sup> Russell 2<sup>nd</sup> Wenger

All voted aye (4)

Motion carried

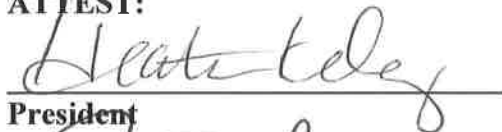
The meeting adjourned at 7:22 p.m.

**Respectfully submitted,**

*Kris Arduino,*

**Recording Secretary**

**ATTEST:**

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

**Dated:** 12/12/16