

# Minutes of Regular & Organizational Meeting Of May 7, 2018

## The Board of Education Harlem Consolidated School District # 122

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A Regular & Organizational meeting of the Board of Education of Harlem Consolidated School District was held Monday, May 7, 2018, beginning at 6:00 PM in the Harlem Administration Center, 8605 North Second Street, Machesney Park, IL 61115.

1. **CALL TO ORDER** by President George Russell at 6:00 p.m.
2. **ROLL CALL** (Board Members and Other Attendees)  
George Russell, Heather Kelley, Larry Barger, Patti Lawrence, Evelyn Meeks  
Absent: Melissa Wenger and Sue Berogan  
  
Other Attendees:  
Kris Arduino, Recording Secretary  
Dr. Julie Morris, Superintendent  
Dr. Michelle Erb, Assistant Superintendent for Curriculum & Instruction  
Josh Aurand, Assistant Superintendent for Business & Operations  
Scott Rollinson, Assistant Superintendent for Human Resources
3. **Pledge of Allegiance** - Olson Park Elementary students  
Anistyn Brummett, Maya Johnson, Maggie Skarr, Gabby Williams, the "4 Dots"  
Presenter: Dee Johnson, Principal
4. **Approval of Agenda**  
**Changes: Strike 9(A)(1) Student Travel (9)(B)(1 and 2) Surplus and Facilities requests**  
**Consent Agenda Items 10(A and B) and Action Item 11 (A)**  
**Motion to approve Agenda with changes as noted**  
**1<sup>st</sup> Lawrence 2<sup>nd</sup> Barger**  
**Kelley, Barger, Lawrence, Meeks, Russell – 5 ayes**  
**Motion carried**
5. **Approval of Meeting Minutes**
  - A. **Motion to approve April 18, 2018 Special & Closed Minutes**  
**1<sup>st</sup> Kelley 2<sup>nd</sup> Barger**  
**Kelley, Barger, Lawrence, Meeks, Russell – 5 ayes**  
**Motion carried**
  - B. **Motion to approve April 23, 2018 Regular & Closed Minutes**  
**1<sup>st</sup> Lawrence 2<sup>nd</sup> Russell**  
**Barger, Lawrence, Meeks, Russell, Kelley – 5 ayes**

**Motion carried**

**6. Awards and Recognition**

- A. Zachary Mueller, Harlem High School Math Team State Qualifier  
Presenter: Jason Blume, Director of Stakeholder Engagement and Teacher, Mrs. Gupta  
He has represented the District three consecutive times at State  
He tied at 54<sup>th</sup> place and finished above all others in the Region
- B. Harlem High School Career-Con Team  
Presenter: Jason Blume, Director of Stakeholder Engagement  
Jen Keller, Jeremy Bois and Ginger Thompson who have worked tirelessly to hold the Career-Con event with over 130 career professionals with 45 different panels offered to students.

**7. Comments from the Community**

**8. Approval of Bills**

- A. Payables Summary \$449,679.32
- B. Voided Checks
- C. Payroll Voucher(s) \$2,632,303.55
- D. Accounts Payable Warrant(s)  
Total expenditures \$3,081,982.87  
Mr. Aurand reviewed expenditure totals by fund totaling \$3,081,982.87

**Motion to approve bills**

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

**Lawrence, Meeks, Russell, Kelley, Barger – 5 ayes**

**Motion carried**

**E. Communications and Committee Reports**

1. George Russell, President
- a. Board Meeting Evaluation Report: April 23 2018 meeting  
7 reports returned as satisfactory
  - b. Next Policy Committee Meeting: Monday, June 18, 2018 at 6:00 p.m.
  - c. Next Regular Board meeting: Wednesday, May 30, 2018 at 6:00 p.m.
    - Thanked Mrs. Johnson and the pledge students
    - Congratulated Zachary for being such a great algebra student and to Mrs. Gupta as his mentor
    - Thanked the Career-Con team which was a great event this year, spending a day in criminal court with one of the students going with him and seeing this as a positive from this event from last year
    - 27<sup>th</sup> Attended the Golden Apple Banquet, but Harlem did not have any award winning teachers this year for the first time in five years
    - One of the teachers from Prairie Hill in South Beloit was a winner and he sent congratulations to her
    - Attended the IASB Equity in Education event in Lisle, Illinois

With Steve Pemberton presenting, a bi-racial male who was in the system in Connecticut from the age of 3 and now sits on the Board of Regions of Boston University with his book "A Chance in the World" being made into a movie, talking about how an advisor in high school got him involved in the Upward Bound Program.

- May 1<sup>st</sup> attended the Harlem Senior Awards Night with so many students being successful
- He noted we are getting geared up for graduation and he shared the Senior Awards with the Harlemites (around 100 people)

2. Melissa Wenger (absent)

3. Heather Kelley, Past President

- Thanked Mrs. Johnson and the "4 Dots" for leading the Pledge
- Congratulation to Zachary and Mrs. Gupta
- Thanked Jason Blume for organizing Career-Con and for the team at the high school. A representative from her company in the marketing track was a participant

4. Larry Barger

- Repeated all of the congratulations as stated above
- Attended the second session of the Athletic Long-Range Plan, but was a bit disappointed with the turn out with only six people attending. One of the mom's didn't know that our board meetings are open.

- a. Next Education Committee meeting: Wednesday, June 20, 2018 at 6:00 p.m.

5. Patti Lawrence

- Noted that the Girls' Softball Team is phenomenal with eight games being played in the next week
- Noted there is no longer artwork in the Board room
- Thanked Mrs. Johnson and the students for leading the Pledge
- Congratulated Zachary for his math award
- Thanked the Career-Con team and Mr. Blume for their efforts in that event
- Updated on the Behavior Policy Review committee meeting held April 5, noting that we are working on many behaviors of students and looking at procedures and focusing on keeping kids in the classroom. Another exciting training is the trauma training and she would love to see them present to the Board as to trauma and children and how they grow up socially, emotionally, and mentally

- a. Next Behavior Policy Review Committee meeting: August 29, 2018 (4th quarter 17/18)

- Update on how the buildings are doing as far as discipline
- Zero to one is at 96.45% at elementary
- Middle School has increased at 86.08%
- HH9 has decreased to 86.5%
- High school has increased at 90.70%

There is a trend that a few students can receive many referrals but overall it is going in a positive direction

- Attended many JV and Varsity softball team games

6. Sue Berogan (absent)

- a. Next Business Services Committee meeting: Wednesday, June 6, 2018 at 6:00 p.m.

7. Evelyn Meeks

- Welcomed everyone to the meeting
- Thanked Mrs. Johnson and the Olson Park "4 Dots" for leading the Pledge
- Thanked Jason and the Career-Con team
- Congratulated Zachary for his performance at State three times

**9. 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 Surplus Property Resolution - none
- 2. Recommendation to approve Facilities Request(s) - none
- 3. Recommendation to approve Resolution Authorizing Intervention in Industrial Appeal No. 16-02179.001-C-3 for Property Index Number 08-20-126-004 for the year 2016  
Mr. Aurand noted that this and number 4 both related to the new Menards and valuation
- 4. Recommendation to approve Resolution Authorizing Intervention in Industrial Appeal No. 16-02180.001-C-3 for Property Index Number 08-21-101-019 for the year 2016
- 5. Recommendation to approve Follett School Solutions, Inc. proposal for Destiny hosted services for one year at a total cost of \$11,419 for library software being moved to the cloud
- 6. Recommendation to accept changes to Operational Services Policy 4:45 Policy which addresses debt and there are a couple of changing recommending that Grades 3,6, 8 and 12 are sent to collection so that there will be less people in collection. The Local Debt Recovery Program is also possible in the future to allow us to send us to the State to collect and deduct from taxes if implemented in the future
- 7. Recommendation to approve a three-year agreement with Otis Elevator for Service of two elevators at Harlem High School, and lubricants and service of three lifts for a monthly cost of \$355 per month
- 8. Recommendation to renew Bus Washing agreement with Jarrod's Power Washing at a cost of \$19 per bus and \$9 per van for the FY19 school year which is at the same cost

9. Recommendation for the purchase of bakery products to be renewed with Alpha Baking Company, effective July 1, 2018 at an estimated cost per year of \$25,982.44 which is a small increase due to the cost of hamburger buns
10. Recommendation to accept the March 2018 Treasurer's Report
11. Recommendation to approve contract renewal with Brecht's Database Solutions, Inc. (Power IEP) for website access and additional services for FY19 at the cost of \$14,050
12. Recommendation to approve COTG Managed Print Solutions renewal agreement at a cost of \$0.01 for black and white prints, and \$0.10 for color prints for the FY19 school year which does not include the Dell Printers this year but will be replaced next year but will provide the toners only
13. Recommendation to approve quote for renewal of Treasurer's Bond for FY19 with a limit of \$13,000,000 for a cost of \$7,561 as required by the School Code
14. Recommendation to renew Milk bid with Muller-Pinehurst Dairy with no price increases for 2018-2019 which decreased by \$2,500
15. Recommendation to approve agreement with Testing Service Corporation to provide Independent Laboratory Services at Loves Park Elementary for the 2018 Secured Entrance project for an estimated cost of \$4,700, which is for the footings at the secured entrances
16. Informational only: Post-Issuance Tax Compliance  
This is pursuant to the bond process which states that Mr. Aurand has all the bond documents and is compliant with the tax laws.

C. Scott Rollinson, Assistant Superintendent for Human Resources

1. Recommendation to Approve Personnel Agenda and Personnel Addendum  
Reviewed as follows: 18 Transfers, 1 Leave of Absence, 24 Employments and no Sick Leave Bank Requests
2. Informational only: Resignations  
Accepted 9 resignations since the last meeting

D. Dr. Julie Morris, Superintendent  
No Report

**10. Consent Agenda**

- A. Approve Student Travel Request(s) none
- B. Approve Facility Request(s) none
- C. **Approve Personnel Agenda and Addendum**  
**Motion to approve Consent Agenda Item 10(C)**  
**1<sup>st</sup> Lawrence 2<sup>nd</sup> Kelley**  
**Meeks, Russell, Kelley, Barger, Lawrence – 5 ayes**  
**Motion carried**

**11. Action Items**

- A. Approve Resolution Declaring Surplus Property - none

- B. Motion to Approve Resolution Authorizing Intervention in Industrial Appeal No. 16-02180.001-C-3 for Property Index Number 08-21-101-019 for the year 2016**  
**1<sup>st</sup> Barger 2<sup>nd</sup> Lawrence**  
**Meeks, Russell, Kelley, Barger, Lawrence – 5 ayes**  
**Motion carried**
- C. Motion to Approve Resolution Authorizing Intervention in Industrial Appeal No. 16-02179.001-C-3 for Property Index Number 08-20-126-004 for the year 2016**  
**1<sup>st</sup> Barger 2<sup>nd</sup> Kelley**  
**Russell, Kelley, Barger, Lawrence, Meeks – 5 ayes**  
**Motion carried**
- D. Motion to Approve Follett School Solutions, Inc. proposal for Destiny hosted services for one year at a total cost of \$11,419**  
**1<sup>st</sup> Lawrence 2<sup>nd</sup> Kelley**  
**Kelley, Barger, Lawrence, Meeks, Russell – 5 ayes**  
**Motion carried**
- E. Motion to Approve changes to Operational Services Policy 4:45**  
**1<sup>st</sup> Kelley 2<sup>nd</sup> Lawrence**  
**Kelley, Barger, Lawrence, Meeks, Russell – 5 ayes**  
**Motion carried**
- F. Approve a three-year agreement with Otis Elevator for Service of two elevators at Harlem High School, and lubricants and service of three lifts for a monthly cost of \$355**  
**1<sup>st</sup> Barger 2<sup>nd</sup> Lawrence**  
**Barger, Lawrence, Meeks, Russell, Kelley**
- G. Motion to Approve Renewal Bus Washing agreement with Jarrod's Power Washing at a cost of \$19 per bus and \$9 per van for the FY19 school year**  
**1<sup>st</sup> Lawrence 2<sup>nd</sup> Kelley**  
**Lawrence, Meeks, Russell, Kelley, Barger – 5 ayes**  
**Motion carried**
- H. Motion to Approve the purchase of bakery products to be renewed with Alpha Baking Company, effective July 1, 2018 at an estimated cost per year of \$25,982.44**  
**1<sup>st</sup> Lawrence 2<sup>nd</sup> Kelley**  
**Meeks, Russell, Kelley, Barger, Lawrence – 5 ayes**  
**Motion carried**
- I. Motion to Approve acceptance of the March 2018 Treasurer's Report**  
**1<sup>st</sup> Barger 2<sup>nd</sup> Russell**  
**Meeks, Russell, Kelley, Barger, Lawrence – 5 ayes**  
**Motion carried**
- J. Motion to Approve contract renewal with Brecht's Database Solutions, Inc. (Power IEP) for website access and additional services for FY19 at the cost of \$14,050**

**1<sup>st</sup> Lawrence 2<sup>nd</sup> Kelley,  
Russell, Kelley, Barger, Lawrence, Meeks – 5 ayes  
Motion carried**

**K. Motion to Approve COTG Managed Print Solutions renewal agreement at a cost of \$0.01 for black and white prints, and \$0.10 for color prints for the FY19 school year**

**1<sup>st</sup> Lawrence 2<sup>nd</sup> Barger  
Kelley, Barger, Lawrence, Meeks, Russell – 5 ayes  
Motion carried**

**L. Motion to Approve quote for renewal of Treasurer's Bond for FY19 with a limit of \$13,000,000 for a cost of \$7,561.00**

**1<sup>st</sup> Kelley 2<sup>nd</sup> Barger  
Kelley, Barger, Lawrence, Meeks, Russell – 5 ayes  
Motion carried**

**M. Motion to Approve renewal of the Milk bid with Muller-Pinehurst Dairy with no price increases for 2018-2019**

**1<sup>st</sup> Lawrence 2<sup>nd</sup> Kelley  
Barger, Lawrence, Meeks, Russell, Kelley – 5 ayes  
Motion carried**

**N. Motion to Approve agreement with Testing Service Corporation to provide Independent Laboratory Services at Loves Park Elementary for the 2018 Secured Entrance project for an estimated cost of \$4,700**

**1<sup>st</sup> Lawrence 2<sup>nd</sup> Kelley  
Lawrence, Meeks, Russell, Kelley, Barger – 5 ayes  
Motion carried**

12. Announcements and Discussion – none

**Motion to go into closed session to discuss Employment of Personnel and Pending Litigation**

**1<sup>st</sup> Lawrence 2<sup>nd</sup> Barger  
Meeks, Russell, Kelley, Barger, Lawrence – 5 ayes  
Motion carried**

*The Board recessed at 6:49 p.m. went into closed session and returned to open session at 7:32 p.m.*

13. 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 (5 ILCS 120/2(c)(3), Pending Litigation (5 ILCS 120/2(c)(11), Student Discipline (5 ILCS 120/2(c)(9), Placement of Individual Students in Special Education Programs and Other Matters Relating to Individual Students (5 ILCS 120/2(c)(10), Purchase or Lease of Real Property for the Use of the District (5 ILCS 120/2(c)(5), Setting of a Price for Sale or Lease of Property Owned by the District (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), Security Procedures (5 ILCS 120/2(c)(8), Establishment of

Reserves or Settlement of Claims as provided in Local Government and Governmental Employees Tort Immunity Act (5 ILCS 120/2(c)12), and Discussion of Lawfully Closed Meeting Minutes (5 ILCS 120/2(c)21).

14. ACTION ITEMS AFTER CLOSED SESSION

15. **ADJOURN SINE DIE**

**Motion made by President Russell  
Unanimous vote to adjourn sine die**

**MINUTES OF**

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

A. Call Organizational Meeting to Order by the President at 7:33 p.m.

B. Roll call:

Board members:

Heather Kelley, George Russell, Larry Barger, Patti Lawrence, Evelyn Meeks

Members absent: Melissa Wenger and Sue Berogan

Other Attendees:

Kris Arduino, Recording Secretary

Dr. Julie Morris, Superintendent

Dr. Michelle Erb, Assistant Superintendent

Josh Aurand, Assistant Superintendent for Business & Operations

Scott Rollinson, Assistant Superintendent for Human Resources

17. **Annual Organizational Meeting Action Items:**

**The President asked if any items needed to be pulled out from A – U for separate discussion and vote two times and also asked if any member objected to voting A – U in one single vote.**

**No objections noted**

**Motion to approve Items 17-A through 17-U as listed below**

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

**Kelley, Barger, Lawrence, Meeks, Russell – 5 ayes**

**Motion carried**

A. Approve establishment of current Board Policies as Policies of the 2018-2019 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 Acknowledgement of Board Member Mandated Reporter Status

D. Approve appointment of Joshua Aurand as District Treasurer

E. Approve appointment of Due Process Hearings Officers - Norm Alpers, and Jim Miglin as a substitute



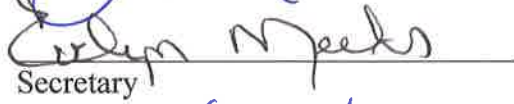
- F. Approve appointment of Expulsion Hearing Officer: Norm Alpers, and Jim Miglin as a substitute
  - G. Approve appointment of Residency Hearing Officer: Norm Alpers, and Jim Miglin as a substitute
  - H. Approve appointment of Norm Alpers as Food & Nutritional Hearings Officer and Jim Miglin as Substitute
  - I. Approve appointment of Health Insurance Portability and Accountability Act of 1992 (HIPAA) Chief Privacy Officer, Assistant Superintendent for Human Resources
  - J. Approve appointment of Illinois Municipal Retirement Fund (IMRF) Agent: Assistant Superintendent for Human Resources
  - K. Approve appointment of Fair Labor Standards Act (FLSA) Compliance Official: Assistant Superintendent for Human Resources
  - L. Approve appointment of Employer Equal Opportunity Commission (EEOC) Officer: Superintendent
  - M. Approve appointment of Nondiscrimination Coordinator: Assistant Superintendent for Human Resources
  - N. Approve appointment of District Complaint Managers: Assistant Superintendent for Business & Operations and Assistant Superintendent for Curriculum & Instruction
  - O. Approve appointment of Appeals Officer for Free and Reduced Meals: Assistant Superintendent for Business & Operations
  - P. Approve appointment of District Activity Accounts Manager: Assistant Superintendent for Business & Operations
  - Q. 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
  - R. Approve Open Meetings Act (OMA) Officials: Julie Morris, Kris Arduino, Anna Sweeney
  - S. Appoint Freedom Of Information Act (FOIA) Officials: Josh Aurand, Scott Rollinson, Kris Arduino, Anna Sweeney
  - T. Approve 2018-2019 Board Meeting Dates and 2018-2019 Committee Meeting Dates
  - U. Approve Resolution Authorizing Designated Depositories
18. **Announcements and Discussion - none**
19. **Motion to Adjourn**  
**1<sup>st</sup> Lawrence 2nd Kelley**  
**All voted aye**  
**Motion carried**

*The meeting adjourned at 7:36 p.m.*

Respectfully submitted,  
Kris Arduino,  
Recording Secretary

ATTEST:

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

Dated: 5.30.19