

## Regular Meeting Agenda

**Date:** Thursday, May 15, 2014

**Meeting:** Regular Meeting with Closed Session as per OMA and 5ILCS120/2c

**Time:** 6:00 PM

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

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**Mission Statement:** We will Inspire, Challenge, and Empower everyone every day.

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

### Agenda

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

1. **Call to Order / Roll Call (A)** (President, Mr. Drzal)

Call to Order the Board of Education regular meeting of Thursday, May 15, 2014 at \_\_ p.m.

**Roll Call:** Ayes / Absent / **Motion** \_ A quorum must be met.

**Members:** Mr. Drzal, Mr. Fleck, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mrs. Skaja, Mr. Troy

2. **Closed Session / Roll Call (A)** (Mr. Drzal)

Move to enter into closed session at \_\_ p.m. as indicated in the Open Meetings Act and 5ILCS120/2c for discussion of: (1) The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel, (2) Collective Bargaining, (8) Security, (9) Student Disciplinary, (11) Litigation, (21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by body of the minutes or semi-annual review of the minutes as mandated; and the verbatim record may be destroyed as indicated per law (5ILCS120/2.06 (c)). **Roll Call:** Ayes / Nays / Absent / **Motion** \_

**Members:** Mr. Troy, Mr. Drzal, Mr. Geheren, Mr. Fleck, Mr. Gentry, Mr. Quagliano, Mrs. Skaja

2. 1. **Exit or Suspend Closed Session / Voice Call (A)**

Move to exit or suspend closed session at \_\_ p.m. and return to open session.

**Voice Call:** Ayes / Nays / **Motion** \_

3. **Resume in Public Session / Roll Call (A)** (President) *approx. 7:00 p.m.*

Resume the regular meeting at \_\_ p.m. **Roll Call:** Ayes / Absent / **Motion** \_

**Members:** Mrs. Skaja, Mr. Troy, Mr. Drzal, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mr. Fleck

3. 1. **Action as required / Roll Call** (President)

Will come from the Board. **Roll Call:** Ayes / Nays / **Motion** \_

**Members:** Mr. Drzal, Mr. Fleck, Mr. Geheren, Mr. Gentry, Mr. Quagliano, Mrs. Skaja, Mr. Troy

4. **Pledge of Allegiance** (Mr. Drzal)

The following Chesak Elementary students will lead the Pledge: Zachary Zuzzio, Josie Towne, Julian Strey, Samantha Machola, Maizie Nickle, and Ryan Morahan.

5. **Recognition by the Board of Education** (Mr. Drzal)

**Recommendation:** Acknowledgement by the Board will be given.

5. 1. **Huntley High School (HHS) Speech Team** (Mr. George)

Parth Patel IHSA State Champion in Extemporaneous speaking, National Forensic League (NFL) District Champion and national qualifier in International Extemporaneous, Jake Quirk IHSA State runner up in Dramatic Interpretation, NFL second place in Dramatic Interpretation (DI) and national qualifier, and Lexie Ziolkowski Third place at NFL Districts and a national qualifier.

5. 2. **Eagle Scout Achievement** (Mr. Rowe)

HHS student, Brandon Watson having completed the requirements for, and having been examined by an Eagle Scout Board of review; was found worthy and deserving of the rank of Eagle Scout.

6. **Academic Spotlight - Employee Recognition** (Ms. Lombard)

Ms. Lombard will present "Years of Service to CSD158", including those who plan to retire at the end of the 2013-2014 school year, will be recognized.

**Recommendation:** Recognition by the Board of Education.

7. **Huntley Education Association (HEA)**

A representative of the HEA will present the Teacher of the Month Award winners.

**Recommendation:** For informational purposes only.

8. **Public Comment (President)**

As per Policy 2:230, public comment can be made during this portion of the meeting.

(Forms are available at the agenda table and should be submitted prior to the meeting to the President or Secretary.)

9. **Revision and Adoption of the Agenda / Voice Call (A)** (President)

Move to adopt the agenda as presented (or with changes). **Voice Call:** Ayes / Nays / **Motion** \_\_

**Action:** Adoption of the Agenda.

10. **Associate Superintendent's Report** (Mr. Awrey)

Updates will be given at this time.

**Recommendation:** For informational purposes only.

11. **Fiscal Services Report** (Mr. Altmayer)

Updates will be given at this time.

**Recommendation:** For informational purposes only.

12. **Human Resources (HR) Report** (Ms. Lombard)

Updates will be given at this time.

**Recommendation:** For informational purposes only.

13. **Superintendent's Report** (Dr. Burkey)

13. 1. **Freedom of Information Act Requests (FOIA)** (R) (Dr. Burkey)

A report on monthly FOIA requests is provided.

**Recommendation:** For informational purposes only.

13. 2. **Donations, Gifts and Grants (R)** (Dr. Burkey)

A report is an acknowledgement of the donations, gifts and grants given to the District during the month.

**Recommendation:** For informational purposes only.

14. **President's Report** (Mr. Drzal)

15. **Consent Agenda / Action / Roll Call** (Mr. Drzal)

All of the following Consent Agenda items have gone through the Committee of the Whole. Prior to adoption, revisions are presented here. **Roll Call:** Ayes / Nays / **Motion** \_\_

**Recommendation:** Seeking approval and adoption of the Consent Agenda as follows:

**Members:** Mr. Drzal, Mr. Fleck, Mr. Geheren, Mr. Gentry, Mrs. Skaja, Mr. Quagliano, Mr. Troy

15. 1. **Minutes (A)** (Mrs. Fettes)

The following draft Board meeting minutes are for approval: Regular April 17, 2014 and Special Meeting May 1, 2014, as presented.

**Recommendation:** Seeking approval of the Board of the meeting minutes from the Regular 4.17.14 meeting and Special Meeting 5.1.14, as presented.

15. 2. **Closed Executive Session Minutes (A)** (Mrs. Fettes)

Seeking approval of the closed executive session meeting minutes: Regular April 17, 2014, as presented during closed session.

**Recommendation:** Approval of the executive minutes as discussed in closed session.

15. 3. **Six-month Review of Executive Session Minutes and Destruction of recordings as Allowed by Law (A)**

The Board met in closed session for the six-month review of executive session closed minutes as per

Policy 2:220, which include the destruction of recordings as allowable by law.

**Recommendation:** Seeking approval of the Board as recommended in closed session.

15. 4. **HR Personnel and Addendum Reports (A)** (Ms. Lombard)

Seeking approval of the personnel reports provided and reviewed by the Board which includes explanation for resignations, retirements, terminations, employment, contract revisions, and leave requests as presented.

**Recommendation:** Seeking approval of the personnel action items as presented.

15. 5. **Curriculum & Instruction (C&I) Committee** (Mr. Geheren-chair, Mr. Gentry, Mrs. Skaja)

15. 5. 1. **Student Handbooks (A)** (Mr. Awrey)

At the 5.1.14 Committee of the Whole, the C&I Committee moved forward the 2014-2015 student handbooks for all of the elementary schools, both middle schools, and the high school, as presented.

**Recommendation:** Seeking approval of the Board to approve the 2014-2015 student handbooks for SD158 schools, as presented.

15. 5. 2. **Resolution #2014-05-01 McHenry County Regional Safe School (A)** (Mr. Awrey)

At the 5.1.14 Committee of the Whole, the C&I Committee recommended renewal by resolution of the McHenry County Regional Safe School Program for the 2014-2015 school year.

**Recommendation:** Seeking approval of the Board of Resolution #2014-05-01 as presented.

15. 5. 3. **Extra-Curriculum Committee's Recommendations(A)** (Mr. Moan)

At the 5.1.14 Committee of the Whole, the C&I Committee recommended approval of Tier 1 as recommended by the Extra-Curriculum Committee, as presented.

**Recommendation:** Seeking approval of the Board of Tier 1 presented by Extra-Curriculum Committee's, for the 2014-2015 school year, as presented.

15. 5. 4. **Overnight Trip Requests 2014-2015 (A)** (Mr. Awrey)

At the 5.1.14 Committee of the Whole, the C&I Committee recommended that field trips that extend beyond a 200 mile radius of school or extending overnight must have the prior approval of the BOE; seeking approval of the HHS overnight trip requests during the 2014-15 school year.

**Recommendation:** Seeking approval of the Board to approve the HHS overnight trip requests during the 2014-2015 school year as presented.

15. 5. 5. **Bell Times 2014-2015 (A)** (Ms. Lombard)

At the 5.1.14 Committee of the Whole, the C&I Committee recommended approval of the 2014-2015 bell times as presented.

**Recommendation:** Seeking approval of the Board to adopt the 2014-2015 Bell Times as presented.

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

15. 6. 1. **Policy - First Reading (A)** (Mr. Awrey)

At the 5.1.14 Committee of the Whole, the Policy Committee recommended first reading of Policy 6:240 Field Trips as recommended by the Committee and Policy 7:190 Student Discipline as advised by legal counsel.

**Recommendation:** Seeking approval of the Board for first reading of Policy 6:240 and Policy 7:190, as presented.

15. 6. 2. **Policy Revision - Second Reading (A)** (Mr. Awrey)

At the 4.17.14 Regular meeting, the BOE recommended the following policies for a second reading: Policy 2:30, 2:110, 5:10, 5:30, 5:35, 5:125, 5:180, 5:190, 5:240, 6:160, 7:70, 7:140, and 7:180.

**Recommendation:** Seeking approval of the Board for a second reading of the above policies, as presented.

15. 7. **Community Relations (CR) and Student Outreach (SO) Committee** (Mrs. Skaja-chair, Mr. Drzal, Mr.

Geheren)

15. 7. 1. **Communications and Engagement Plan (A)** (Dr. Burkey)

At the 5.1.14 Committee of the Whole, the CR and SO Committee recommended the Communications and Engagement Plan as presented.

**Recommendation:** Seeking approval of the Board of CSD158's Communications and Engagement Plan as presented.

15. 8. **Human Resources Committee** (Mr. Gentry-chair, Mr. Troy, Mr. Geheren)

15. 8. 1. **Administrator Contract Review (A)** (Ms. Lombard)

At the 5.1.14 Committee of the Whole, the HR Committee recommended changes to the Administrator's contract templates as proposed.

**Recommendation:** Seeking approval of the Board of the proposed changes to the administrator's contract template as presented.

15. 9. **Board of Education** (President, Mr. Drzal)

15. 9. 1. **Approval of Legal Counsel (A)** (Dr. Burkey)

At the 5.1.14 Committee of the Whole, the Committee recommended approval of the list of attorneys used by the District and their rates.

**Recommendation:** Seeking approval of the Board of the list of attorneys used by the District and their rates, as presented.

15. 9. 2. **Leggee Boundary Crossover (A)** (Dr. Burkey)

At the 5.1.14 Committee of the Whole, the Committee recommended the Administration to assign late enrollees at Leggee, to other schools, if necessary.

**Recommendation:** Seeking approval of the Board authorizing Administration to assign the Leggee boundary crossover as presented.

15. 10. **Finance Committee** (Mr. Quagliano-chair, Mr. Gentry, Mr. Fleck)

15. 10. 1. **Payables (A)** (Mr. Altmayer)

At the 5.1.14 Committee of the Whole, the Finance Committee recommended approval of the purchase order summary at \$806,140.85; accounts payable at \$1,708.96; Imprest checks issued at \$265,637,49; and disbursements issued at \$2,355,471.50, as presented.

**Recommendation:** Seeking approval of the payables as presented.

15. 10. 2. **Resolution #2014-05-02 IDOT Hazardous Busing (A)** (Mr. Altmayer)

At the 5.1.14 Committee of the Whole, the Finance Committee recommended renewal of the Illinois Department of Transportation (IDOT) constituting a Type I, Type II and Type II Hazardous Busing of students as identified in 105ILCS 5/29-5.2 for the 2014-2015 school year.

**Recommendation:** Seeking approval of the Board to adopt Resolution #2014-05-02 IDOT Hazardous Busing as presented, for the 2014-2015 school year.

15. 10. 3. **Signatories for Bank / Financial Accounts (A)** (Mr. Altmayer)

At the 5.1.14 Committee of the Whole, the Finance Committee recommended two signatories on the bank / financial accounts as per Policy 4:72; Mr. Altmayer CFO/Treasurer and Dr. John Burkey Superintendent.

**Recommendation:** Seeking approval of the Board for Mr. Altmayer and Dr. Burkey as the two signatories on the bank financial accounts, as presented.

15. 10. 4. **Notice of Appointment of School Treasurer and Treasurer's Bond (A)** (Mr. Altmayer)

At the 5.1.14 Committee of the Whole, the Finance Committee recommended renewal of Mr. Mark Altmayer for the appointment of Treasurer and Treasurer's Bond, as presented for the 2014-2015 fiscal year.

**Recommendation:** Seeking approval of the Board for the appointment of Mr. Altmayer as school treasurer and the treasurer's bond for the 2014-2015 fiscal year.

15. 11. **Building and Grounds (B&G) Committee** (Mr. Troy-chair, Mr. Quagliano, Mr. Fleck)

15. 11. 1. **HHS Expansion Project (A)** (Mr. Renkosik)  
At the 5.1.14 Committee of the Whole, the B&G Committee recommended procurement of the furniture, fixtures, and equipment from National Joint Purchasing Association aligned vendor or The Cooperative Purchasing Network (TCPN) discounts from a TCPN aligned vendor, for the outfitting of spaces to be occupied in the fall at HHS.  
**Recommendation:** Seeking approval of the Board of the procurement of the furniture, fixtures and equipment as outlined and presented above.
15. 11. 2. **Bid #2014-42 Asphalt Replacement and Installation (A)** (Mr. Renkosik)  
At the 5.1.14 Committee of the Whole, the B&G Committee recommended award of Bid #2014-42 Asphalt Replacement and Installation to Champion Paving, in the amount of \$26,300.00.  
**Recommendation:** Seeking approval of the Board to award Champion Paving, Bid #2014-42 Asphalt Replacement and Installation in the amount of \$26,300.00 as presented.
15. 11. 3. **Bid #2014-13 Refuse and Recycle Hauling (A)** (Mr. Renkosik)  
At the 5.1.14 Committee of the Whole, the B&G Committee recommended award of Bid #2014-13 Refuse and Recycle Hauling to MDC Environmental Services for specified schedule Alternate Bid for a 3-year contract as presented, at the monthly cost of \$2,500, as presented.  
**Recommendation:** Seeking approval of the Board to award MDC Environmental Services the specified schedule Alternate Bid for a 3-year contract, as presented above.
15. 11. 4. **Change Order Number One to Contract with Automatic Fire Protection for Fire Protection Sprinkler Pipe Repairs Project (A)** (Mr. Renkosik)  
At the 5.1.14 Committee of the Whole, the B&G Committee recommended approval of the Change Order #1 to the contract with Automatic Fire Protection for fire protection sprinkler pipe repairs project as presented, in the amount of \$756.00.  
**Recommendation:** Seeking approval of the Board for Change Order #1 to the contract with Automatic Fire Protections for sprinkler pipe repairs project in the amount \$756.00, as presented.
15. 11. 5. **TRANE Operating Inspection Program Agreement (A)** (Mr. Renkosik)  
At the 5.1.14 Committee of the Whole, the B&G Committee proposed a 3-year TRANE Service Agreement for air-cooled chillers as presented, at the annual cost of \$4,306.00.  
**Recommendation:** Seeking approval of the Board of a 3-year TRANE Service Agreement as presented, in the annual amount of \$4,306.00.

16. **Items Removed from the Consent Agenda (A)** (Mr. Drzal)  
Items removed from the Consent Agenda are discussed separately and may require a roll call vote.

**Roll Call:** Ayes / Nays / **Motion** \_\_\_

**Members:** Mr. Quagliano, Mr. Gentry, Mrs. Skaja, Mr. Fleck, Mr. Troy, Mr. Drzal, Mr. Geheren

17. **Action Items / Roll Call (A)** (Mr. Drzal)

(Action items may or may not have gone through committee and require separate action.)

17. 1. **Supplemental Purchase Orders and Supplemental Accounts Payable (A)** (Mr. Altmayer)  
Mr. Altmayer will seek approval of the Supplemental Purchase Orders Report at \$2,381,362.94 and the Supplemental Accounts Payable Report at \$14,289.21, as presented. **Roll Call:** Ayes / Nays / **Motion** \_\_\_  
**Recommendation:** Seeking approval of the Supplemental Reports as presented.

17. 2. **HHS Expansion Phase I - Commissioning Agent Services (A)** (Mr. Renkosik)  
Administration recommends the BOE authorizes the Administration to award HVAC commissioning agent Services to DLR Group, in the amount of \$37,500.00, in the form of the AIA A132 contract attached. **Roll Call:** Ayes / Nays / **Motion** \_\_\_  
**Recommendation:** Seeking approval of the Board to authorize Administration to award HVAC Commissioning Agent services to DLR Group in the amount of \$37,500.00 in accordance with the AIA A132 contract, as presented.

17. 3. **HHS Expansion Phase I - Trade Package 09a-1a Drywall (A)** (Mr. Renkosik)

Mr. Renkosik will provide the bid results and recommendation from Lamp Inc. and Wold AE for Trade Package 09a-1a Drywall; recommending award of bid to Carmichael Construction Inc. in the amount of \$339,900.00, as presented. **Roll Call:** Ayes / Nays / **Motion** \_  
**Recommendation:** Seeking approval of the Board to award Trade Package 09a-1a Drywall to Carmichael Construction, Inc. in the amount of \$339,900.00, as presented.

17. 4. **Employment Contract Associate Superintendent (A)** (Ms. Lombard)

Administration is bringing the Employment Contract for the Associate Superintendent, for the term of July 1, 2014 through June 30, 2018, for approval. **Roll Call:** Ayes / Nays / **Motion** \_

**Recommendation:** Seeking approval of the Board to approve the four-year employment contract for the Associate Superintendent's Contract as presented.

17. 5. **Resolution #2014-05-03 Non-renewal for Non-certified Staff (A)** (Ms. Lombard)

At the 03.06.14 Committee of the Whole, Ms. Lombard shared the timeline for Notification of Non-renewal for Non-Certified staff as per 105ILCS5/10-23.5. We annually notified our Lunchroom Recess staff that due to enrollment changes and lunchroom needs, decision on placement and hours will be determined over the summer and staff will be notified of employment for the 2014-15 school year.

**Roll Call:** Ayes / Nays / **Motion** \_

**Recommendation:** Seeking approval of the Board to adopt Resolution #2014-05-03 as presented.

18. **Public Comment** (Mr. Drzal)

19. **Adjournment (A)** (Mr. Drzal)

Motion to adjourn the meeting at \_\_ p.m. **Voice Call:** Ayes / Nays / **Motion** \_\_