

North Boone Community Unit School District No. 200

Minutes of the Regular Meeting of the
Board of Education

District Office

6248 North Boone School Road, Poplar Grove, IL 61065

Tuesday, June 20, 2023

6:30 p.m.

CALL TO ORDER AND ROLL CALL

The Regular Meeting of the Board of Education was called to order at 6:30 p.m. by President Ed Mulholland.

Present: President Ed Mulholland, Secretary Brian Haselhorst, Joe Haverly, Judy Hutchinson, Vice President Mary Maxey, Treasurer Nan Schilling and Becky Self.

APPROVAL OF AGENDA

A motion was made by Brian Haselhorst and seconded by Mary Maxey to approve the Agenda as presented. The motion was carried by unanimous roll call.

AUDIENCE TO VISITORS

There was no audience to visitors.

TREASURER'S REPORT

Dr. Zelek stated the March, April and May reports were included in the downloads on the agenda that were tabled in the previous meeting. Dr. Zelek did explain how the report was broken down.

Discussion:

- Mr. Haverly – none
- Mrs. Hutchinson – none
- Mrs. Maxey – none
- Mrs. Self – Asked for clarification on the comparison numbers by year.
- Mrs. Schilling – Stated as Treasurer she cannot approve these reports because she does not see the documentation as to why there was a discrepancy in the computer program prior to this and she has not yet received that information.
- Mr. Haselhorst – Asked when would the documentation be made available. Per Dr. Zelek, it will probably be closer to the August Board Meeting.

A question arose as to why the Treasurer does not start in their position until July 1st. July 1st is the beginning of the Fiscal Year and on the advice of the insurance and bond council, it was instructed to wait until the bond has been secured. The application has been submitted.

A motion has not been made due to the following discussion:

- Mrs. Schilling – Stated she still needs the supporting documentation to justify the new numbers on the reports.
- Mrs. Self – If Mrs. Schilling cannot start until July 1st, why are we not bringing the other treasurer that is being paid to the meeting?
- Mr. Haverly – The past practice has been that the Business Manager presents the Treasurer’s Report.
- Mrs. Hutchinson – Stated she is concerned about the other treasurer not attending meetings and that it doesn’t seem fair for the new Treasurer to not be able to start.
- Mrs. Maxey – The past practice has been that the Business Manager presents the Treasurer’s Report.
- Mr. Haselhorst – Asked how not approving the reports could affect the District. This could result in an audit issue.
- Mr. Mulholland – This entire Fiscal Year we have worked without a full time Business Manager and he is very appreciative of how everything has been handled.
- Dr. Zelek did state that Stacey Corder starting in her position on July 1st will be a huge step to getting the answers to any questions.

A motion was then made by Mr. Haverly and seconded by Mrs. Maxey to approve the Treasurer’s Reports as presented.

Ayes: Mr. Haselhorst, Mrs. Maxey, Mr. Mulholland and Mr. Haverly.

Nays: Mrs. Hutchinson, Mrs. Schilling and Mrs. Self

Abstain: None

The motion passed with a 4-3 vote.

SUPERINTENDENT’S REPORT

Dr. Greenlee gave an update on the Middle School steam damage. On June 12th, at about 1:00 am, steam started coming out of the disconnected pipes from the boiler and caused a fair amount of damage throughout the building. The insurance company was contacted, a claim was opened and ACR was sent out to help with the clean-up and drying. That week, the adjustors came out to note all of the damage. We are shooting for all of the work to be completed by August 7th. At this time, we still have no idea how or why this happened as all of the boilers, throughout the District, had been turned off 3 weeks prior to any work being started by Hartwig. There was damage to the ceiling tiles, cameras, computers, books, access points and smart boards.

Dr. Greenlee stated that the dates for all of the Committee meetings for 2023/24 have been included in the Board Members’ folders.

Dr. Greenlee congratulated the Unified Track Team for taking 1st Place once again this year at State. The team will be invited to a Board meeting in the Fall to be honored.

COMMITTEE REPORTS

Mr. Mulholland mentioned that as Dr. Greenlee has stated, the dates for the Committee Meetings for the next year are included in the Board’s folders. Please feel free to request to add any meetings but please give the Business Office enough notice to hold a meeting as well as the

Committee members. He also mentioned that the items that were requested to be included on tonight’s meeting agenda have all been included on the next Facility/Long Range Planning Committee Meeting Agenda and after committee discussion and recommendations, they will be brought to a Board Meeting.

In regards to the Co-Charis for the committees, Mr. Mulholland’s belief was it gives the Board members an opportunity to collaborate more on all of the issues.

Mrs. Schilling asked for clarification on the members of all of the Committees. Andrea Sowers does have that list and will send it to all of the Board members in the morning.

Policy Committee

The next Policy Committee meeting is September 27, 2023 at 3:45 P.M.

Business Services Committee

The next Business Services Committee meeting is July 10, 2023 at 6:00 P.M.

Facility/Long Range Planning Committee

The next Facility/Long Range Planning Committee meeting is July 11, 2023 at 6:00 P.M.

Curriculum, Instruction and Assessment Committee

The next Curriculum, Instruction and Assessment Committee meeting will be held on September 27, 2023 at 4:45 P.M.

CONSENT AGENDA

A motion was made by Mr. Haverly and seconded by Mrs. Maxey to approve the Consent Agenda as presented.

Discussion:

- Mrs. Self – none
- Mrs. Schilling – none
- Mr. Haselhorst – none
- Mrs. Maxey – none
- Mrs. Hutchinson – none
- Mr. Haverly – none

The motion was carried by unanimous roll call.

- A. Minutes of the Regular Meeting of the Board, May 16, 2023.
- B. Personnel

Site	Person	Position	Salary	Effective/ End Date
1. Certified - Hire				
PGE	Tylor Behrends	Special Education Teacher	BA+8 Step 1	08/14/2023
District	Jhemia Simon	Summer School UE Special Education Teacher	\$25/hour	06/05/2023-06/30/2023

2. Certified - Resignation				
MS	Beth Blackmer	Special Education Teacher	N/A	End of 2022-2023 School Year
MS	Logan Lee	PE/Health Teacher	N/A	05/31/2023
MES	Danielle Ritter	3 rd Grade Teacher	N/A	06/30/2023
3. Non-Certified - Hire				
CES	Vanessa Rodriguez	Pre-K Paraprofessional FT	Per NBESS Schedule Appendix A	08/15/2023
MES	Sarah Atayde	ELL Paraprofessional FT	Per NBESS Schedule Appendix A	08/15/2023
District	Courtney Zuidema	Summer School Para – 3 days/week 6/5-6/30	Per NBESS Schedule	06/05/2023
PGE	Jessica Gillespie	Paraprofessional	Per NBESS Schedule Appendix A	08/14/2023
HS	Candy Rabe	Paraprofessional FT for Life Skills	Per NBESS Schedule Appendix A	08/15/2023
UE	Amanda Wieczorek	Nurse	Per NBESS Schedule Appendix A	08/14/2023
UE/MS	Connie Cook	Summer School Secretary	Per NBESS Schedule	06/05/2023
UE	Jessica Martinez	Bilingual Assistant (7 hours)	Per NBESS Schedule	8/15/2023
District	Judy Lange	Summer School Para – UE 3 hours per day 6/5-6/30	Per NBESS Schedule	06/05/2023
4. Non-Certified – Reassignment				
PGE	Karen Berringer	Permanent Sub to Paraprofessional	Per NBESS Schedule Appendix A	8/15/2023
CES	Lisa Falk-Kopala	Permanent Sub to Reading TA	Per NBESS Schedule Appendix A	8/15/2023
5. Non-Certified – Termination				
MS	Beth Geishert	Assistant Custodian	N/A	6/20/2023
6. Extra-Curricular - Hire				
HS	Reid Fleegeer	HS Assistant Football Coach	Group II, Year 3	2023/24 Season
HS	Rob Wessel	Senior Class Advisor	Group V, Year 1	2023/24 School Year
HS	Melissa Ford	Junior Class Advisor - Assistant	Group VI, Year 7	2023/24 School Year
HS/MS	Lloyd Roberts	Chess Club Coach	Group VI, Year 1	2023/24 School Year

7. Extra-Curricular – Resignation				
MS	Logan Lee	Wrestling Coach	N/A	05/31/2023
MS	Brad Walter	Chess Club Coach	N/A	End of 2022/23 School Year

- C. Overnight Field Trip – HS FFA
- D. Overnight Field Trip – HS/MS Wrestling
- E. Approval of 2023-2024 Parent-Student Handbook
- F. NIA Contract Services 2023-2024
- G. Behavioral Services Agreement Contract

UNFINISHED BUSINESS

A. Update on Strategic Plan

Kari Neri spoke about Goals 1 and 2. For Goal 1, Student Achievement-

- Strategy 1, the Team did meet their MTSS goal for year 1 which was 100% of North Boone Tier 1 Teams completing 2 PLC Cycles. Also, the MTSS Team has drafted the beginning of their Guidebook, with a focus on Tier 1 which is the core curriculum that everyone receives. They are currently “tweaking” it and it will be ready to go out to staff at the beginning of the school year. The guidebook is geared for staff; however, part of that book contains information for parents and Kari will work with Jerry Rudolph to put that portion on the website.
- Strategy 2, all of the buildings implemented weekly team meetings to support SIP and district goals. The School Leadership Teams monitored and presented on their SIP goals to District Leadership three times this year. These presentations are done to provide accountability.
- Strategy 3, the K-4 Literacy Team completed their pilot and curriculum adoption process which was approved in May. The materials have been ordered and will be delivered the first week of July. The trainings for staff will be at the end of July as well as on some Institute Days if staff cannot attend in the Summer. Also aligned to Strategy 1, all Tier 1 teams created and gave two common assessments as part of a guaranteed and viable curriculum.

Moving into the next school year-

- Strategy 1-MTSS, the Tier 1 Teams will complete 3 PLC cycles which includes choosing a third standard. These have already been chosen and are currently being worked on. The MTSS Team will focus on Tier 2 (interventions and support for students that are not meeting in those priority standards) and build structures for the District.
- Strategy 2-Effective Teams, the building level teams will select two focus areas and will receive feedback from school administrators on those goals two times during the year. A rubric will be given to the teachers at the beginning of the year which will assist in choosing those goals.
- Strategy 3-Curriculum, the High School Math team will undergo the curriculum resource adoption process in the next school year. The team will be meeting in July with Kari to do some prep work in regards to this and get some samples from vendors. They will then pilot the program and return in the Spring to present their findings and hopefully a

recommendation. The K-4 teachers will implement Collaborative Literacy as their Tier 1 core resource this next school year. And finally, as aligned to Strategy 1, the Tier 1 Teams will administer three common assessments next school year.

For Goal 2, Learning Conditions-

- Strategy 1, our Instructional Technology Committee has created a resource hub to support technology implementation across the District. Teachers contribute to this resource hub by creating content, including a video, of how they use a specific resource with their students. This will be an on-going resource for teachers on specific items. There are currently six teachers that are working on some videos over the Summer.
- Instructional Coaching, by the end of this school year the coaches had completed a total of 35 cycles with 30 teachers participating in these cycles. Across the buildings there were 7-10 coaching cycles per building. The 2022-23 Cycle Data showed that 75% of the students participating were proficient after a cycle. 60% of students grew to have proficiency after the cycle. And 89% of students had growth to some degree.
- Strategy 2, we partnered with the Boone County Sheriff's department to implement the Handle with Care model. This partnership is valuable so that staff are prepared to "handle the child with care" and respond in a trauma-informed way. Also, Care Solace worked alongside staff to help schools triage and support student mental health needs and provide a confidential wraparound resource for staff members and families. This year, with the help of Care Solace, North Boone was able to help 57 students, staff, or families find mental health support. Finally, the SEL Team worked through the analysis of SEL practices in each building, school-wide Satchel Pulse screener data, and created a Tier 1 curriculum guide for all North Boone students.

The next steps for Goal 2, Learning Conditions includes-

- Instructional Coaches will provide two types of cycles to teachers next year and will focus on supporting MTSS and classroom assessments.
- We will continue our partnership with Care Solace and create more pathways for access to service.
- SEL will continue to be a focus and priority next year as we begin implementing our Tier 1 Curriculum for all students and continue our utilization of Satchel Pulse for a screener and curriculum resource. The requirement is one lesson per month.

Dr. Greenlee presented on Goals 3, 4 and 5. For Goal 3, Workforce,

- Strategy 1 – Attracting, hiring and retaining quality and diverse staff. For 2022, our retention rate was at 87%. This is an increase of 3%. The rate in 2017 was 76%. Our rate has risen every year since 2015.
- Strategy 2 – Creating professional development that is appropriate and benefits the staff's specific roles. This can be challenging with all of the positions. However, at the April Institute Day we were able to touch on all of them. This included reading instruction, co-teaching, adaptive PE and support in the classrooms for SpEd and multilingual learners.
- Strategy 3 – There will now be a New Hire Orientation for all new staff members. Previously, there has only been one for certified staff and now all new non-certified staff will have an orientation day.

- Strategy 4 – Every building has Collaborative meetings and Building meetings already built into their schedules. These include grade level meetings, department meetings and SLT's built in weekly and monthly. The staff is very supportive of these.

The next steps for Goal 3 include continued review of data and instructional practices along with continued development of formal MTSS and SEL Programs.

For Goal 4, Partnerships,

- Strategy 1 – We will be providing parent education sessions to increase family understanding of support for the District initiatives to develop.
- Strategy 2 – We will increase District marketing to increase community understanding of and financial support for the District efforts. We have been working with Chartwell and they have helped to market our District news and the Strategic Plan which included a community wide postcard and then a newsletter. Jerry Rudolph does a fantastic work with use of the District Website and Social Media. We are looking into ways for community members to sign up to receive updates/alerts.
- Strategy 3 – We are currently working with CEANCI, Rock Valley Tech Center, Running Start, Belvidere Park District, Boone County Health Department, Handle with Care and NIU Tutoring to enhance learning, career, and emotional supports for students.

The next steps for Goal 4 include growing the offerings to involve parents and guardians in our District initiatives. Continue with the quarterly community newsletters and maintain current partnerships and look to grow other opportunities that enhance our students' education. For an example, opportunities with trades programs.

For Goal 5, Finance, Facilities, and Operations,

- Strategy 1 – We will work with Community Partners to increase funding. This is the very beginning stages.
- Strategy 2 – Review and refine the master facilities plan to ensure priorities of facilities maintenance. Jim Nolen is here tonight and has been working on those plans if there are any questions for him. Also, the 10-year life safety list has been completed which included roofs and building upgrades in all facilities.

The next steps for Goal 5 include Athletic fields and outdoor facility renovations. We will continue to address building upgrades. The next 10-year Life Safety Survey is due in the 2026-2027 school year. This survey will come at a cost as the team does go through each building with a fine-tooth comb.

Mr. Mulholland thanked everyone that has had a hand in the continued work with the Strategic Plan.

B. Addition of third Pre-K Class

Dr. Greenlee stated that we have an opportunity to expand our Pre-K program by an additional morning section and afternoon section. This is something that he and Nicole Difford have discussed at length due to the number of students that have pre-registered for screening. There will be plenty of students to fill those sections. We currently have the staffing to assign a teacher to that position. There would be no additional funding from the Board at this time as most of this will be handled through the Pre-K Grant. An application has been submitted for additional Pre-K money from the State. Currently, the State of Illinois has made additional funding available for

these areas that are termed to be “Pre-K Deserts”, meaning there are areas in the state that do not have opportunity for children to attend Pre-K. Our area is considered to be one of the areas in the State and we are optimistic that we will receive more funding. Per Mrs. Difford, we should know by the Fall if we were approved for the funding. Currently, all screening days through September are full.

A motion was made by Mrs. Maxey and seconded by Mr. Haselhorst to approve the addition of a third Pre-K session.

Discussion:

- Mrs. Maxey – We are fortunate to have this to offer to our families. It is a great program.
- Mrs. Schilling - none
- Mr. Haselhorst - none
- Mrs. Hutchinson – What happens if we do not get the funding? Currently, that staff member’s salary is already in the budget and will not need to be an additional request to the Board.
- Mr. Haverly - none
- Mrs. Self - none

The motion was carried by unanimous roll call.

C. HVAC

Dr. Greenlee stated that Mrs. Schilling had asked for the HVAC Timeline and Costs to be included in this meeting’s agenda and he felt that it was a good opportunity to review it as we have been trying to watch the costs and to answer any questions.

At the December 2021 Regular Board Meeting, the Board approved the purchase of univents for Capron, Manchester, Poplar Grove and the Middle School. The District did approve this before hiring the contractors in hopes of having the univents delivered in time for the 2022 Summer Work. The cost for the univents was \$284,882.41.

At the February 2022 Regular Board Meeting, the Board approved the Phase I labor contract to Hartwig Plumbing at the cost of \$1,172,500.

At the April 2023 Regular Board Meeting, the Board approved the bid and alternate for condensing units at Capron, Manchester and Poplar Grove from Ceroni Construction Company. The Base Bid was \$811,975 and the Alternate – Condensing Units was \$123,900 for a total of \$935,875.

Phase I Labor Increase – the univents that were to be installed in our four schools for Phase I were not received until October and November of 2022. The project was then pushed back to begin this Summer. The contract was written for labor costs for the Summer of 2022. Because the equipment we ordered did not arrive on time, the District would then need to cover the additional cost of labor in the Summer of 2023. On May 12, 2023 we sent a letter to Hartwig to confirm to anticipate an additional \$80,000 to \$90,000 to cover the increase labor cost. Greg

Stahler is still working through the labor cost itemization with Hartwig. A final number has not been given.

The Estimated Total Costs for Phases I and II is \$2,483,257.41.

Mrs. Schilling stated that at the Facilities Meeting on May 7, 2023, Dr. Zelek said that we are over budget by \$450,000 for HVAC Phase I and II. What is the current number on the HVAC overage? Do we have an updated amount? How will this be addressed? Dr. Zelek stated that he would have to go back to run the numbers. Mrs. Schilling is concerned that we have a contract but still have an overage for the additional labor costs. The latest change order that was received from Hartwig totaled \$92,853. Dr. Greenlee stated that was the last one we have received and it has not been approved yet as Greg Stahler does not agree with that number and has been going through it line by line and questioning the charges. Mrs. Schilling asked who is in charge of the bid and reviewing this? Mr. Stahler is the one working with it. Mrs. Schilling would like to know what has been spent to date on Phase I and on Phase II. So far, all that has been spent to this point has been done with ESSER II. We are utilizing the funds before we lose them in September of 2023. How much have we spent from ESSER I and into ESSER II on these projects? Dr. Zelek stated that ESSER I was spent on PPA and computers in 2021. Mrs. Schilling requested an expense report from ESSER for Ceroni and Hartwig on the contract jobs. Dr. Zelek will get this together for the Board to see the amounts for the July 11th for the Facility/Long Range Planning Committee meeting.

Dr. Greenlee clarified what a change order means in regards to the projects. It is additional work done to the scope of work contracted. The Poplar Grove boilers were not included in the contract work. That is purely a maintenance expenditure. Asbestos was found in Capron and needs to be addressed. That amount will be a change order to the contract. The Upper Elementary boiler was included on the Phase I contract and is not a change order. Mrs. Schilling would like an expense report on all HVAC work.

NEW BUSINESS

A. June 2023 Bills

A motion was made by Mrs. Maxey to approve the June 2023 bills as presented and seconded by Mr. Haverly.

Discussion:

- Mrs. Self – Why do we have a Board member reviewing the monthly bills? This was implemented in the past because there were questions and it helped with learning and transparency. It wasn't all about accountability. She then asked why were we paying a treasurer to go over these? Per Dr. Greenlee, when he started here in 2015 there were 7 different audits going on and the books were a mess. Mr. Olson came on board to help with the audits and get the books all straightened out. Due to this, there was not a lot of trust in the books so Mr. Olson was kept on to help in that situation as an outside source. He was detrimental in helping us achieve the strong audit ratings that we are now receiving. As a result of that, we kept him in

place since. Per Stacey Corder, the Treasurer is usually the Business Manager. It is generally not an outside person unless it is a small district.

- Mr. Haverly - none
- Mrs. Hutchinson - none
- Mrs. Schilling – The line item for salt and plow, are we paying for salt and plowing for last year now? Per Jim Nolen, that invoice was submitted late.
- Mr. Haselhorst - none
- Mrs. Maxey - none

The motion was carried by unanimous roll call.

B. District Health Insurance Renewal

Dr. Greenlee stated it is time for the District Health Insurance renewal. The District did see an overall increase this year of 11% on the health insurance premiums, but no increase on the dental and vision insurance. The past year, our district did see a larger than usual increase to our costs on health insurance which contributed to the increase. Over the past four years our increase has been 4.7% which has been lower than the average over that period of time. Our previous three years were much lower. These are the ups and downs that are often experienced in health insurance. We are asking the Board to approve this renewal from Gallagher.

A motion was made by Mrs. Maxey to approve the increase from Gallagher as presented and was seconded by Mr. Haverly.

Discussion:

- Mrs. Hutchinson – Have we looked at other options? Gallagher does look at several companies for us and presents us with the best option.
- Mrs. Schilling - none
- Mrs. Self - none
- Mr. Haverly - none
- Mr. Haselhorst - none
- Mrs. Maxey - none

Ayes: Mr. Haselhorst, Mr. Haverly, Mrs. Hutchinson, Mrs. Maxey, Mr. Mulholland and Mrs. Schilling.

Abstain: Mrs. Self.

The motion carried by a 6-1 vote.

C. 2023-2024 School Board Meeting Dates

A copy of the proposed 2023-2024 School Board Meeting Dates was included with today's agenda.

A motion was made by Mrs. Maxey to approve the 2023-2024 School Board Meeting dates as presented and seconded by Mr. Haverly.

Discussion:

- Mrs. Hutchinson - none
- Mrs. Maxey - none
- Mrs. Schilling - none
- Mr. Haselhorst - none
- Mrs. Self - none
- Mr. Haverly - none

The motion was carried by unanimous roll call.

EXECUTIVE SESSION

A motion was made at 7:49 p.m. by Mrs. Maxey and seconded by Mr. Haselhorst to recess to Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; collective negotiating matters between the public body and its employees or their representatives; the purchase or lease of real property for the use of the public body; or other matters provided for pursuant to §2(c) of the Open Meetings Act.

The motion was carried by unanimous roll call.

The following members were present: Brian Haselhorst, Joe Haverly, Judy Hutchinson, Mary Maxey, Ed Mulholland, Nan Schilling and Becky Self.

The Open Session of the Board of Education was called to order at 8:31 p.m. by President Ed Mulholland.

Present: Brian Haselhorst, Joe Haverly, Judy Hutchinson, Mary Maxey, Ed Mulholland, Nan Schilling and Becky Self.

RECOMMENDATIONS FROM EXECUTIVE SESSION

(none)

ANNOUNCEMENTS & OTHER INFORMATION

- A. Enrollment
- B. Student Activity Fund Reports
- C. FOIA Log

ADJOURNMENT

A motion was made by Mrs. Maxey and seconded by Mr. Haselhorst to adjourn at 8:34 p.m. The motion was carried by unanimous voice vote.

PRESIDENT

SECRETARY

APPROVED: