

**Board of Education
Worth School District 127**

Dr. Rosemary Lucas Administrative Center, Conference Room
11218 South Ridgeland Avenue
Worth, Illinois 60482

Minutes of the Regular Meeting of September 14, 2016

1. CALL TO ORDER

President Drew Sernus called the meeting to order at 6:37 p.m.

2. ROLL CALL

Present: Drew Sernus, Meghan Sisk, Dave Blanks, Michelle Egan, Vince Flores, Bernadette Strama

Absent: Rebecca Roti

Administrators:	Dr. Rita Wojtylewski, Superintendent	Cindy Dykas, Business Manager/CSBO
	Tim Hathhorn, Worth Elementary Principal	Linda Esposito, Worthwoods Principal
	Joe Zampillo, Worth Junior High Principal	Maureen Eichstaedt, Worth Junior High Assistant Principal
	Sinead Chambers, Special Education Director	

Others Present:	Scott Tamkus, Director of Facilities and Grounds	Bob Moyer, Technology Coordinator
	Mike Cozzi, School Resource Officer	Colleen DeGonia, Worth Junior High
	Rich Kumnick, Concept 3 Architects	Mike Spolar, Robinson Engineering
	Andre Haynes, MWRD	Brenda Miller, Recording Secretary

3. PLEDGE OF ALLEGIANCE

President Drew Sernus led the Pledge of Allegiance.

4. SUPERINTENDENT'S REPORT

A. Metropolitan Water Reclamation District

Andre Haynes and Mike Spolar presented plans to remedy the flooding of 18 homes in the Worthwoods area using a portion of the Worthwoods property as part of the solution. A drawing of the area was distributed to the Board. A larger version was displayed. Significant flooding and damage to homes and properties occurred in 2009 and 2013. The proposed design is based on a 66" diameter pipe placed two feet below the surface on the land immediately west of Worthwoods School. The pipe would cut across the Worthwoods property south to 111th Street. This plan is in the early design phase and legal discussions about easement will be held in the future. Mr. Haynes and Mr. Spolar addressed questions from the Board on restoring the condition of the property; depth of the piping; inability of the district to use land directly above the piping for future construction growth; responsibility for maintenance of the piping; timeline for work on district property; availability of the baseball fields for use by the Worth Athletic Association; IDOT approval for tunneling under 111th; and safety issues for students getting to and from school based on the timeline of the project.

Rich Kumnick stated it was his opinion that this was a viable and positive plan. The project would be of benefit and value to homeowners, and probably will have minimal direct impact on the school.

Mr. Haynes and Mr. Spolar stated that groundbreaking would likely occur approximately 12 months from receipt by the Metropolitan Water Reclamation District of the School Board's approval of the project.

Drew Sernus and Dr. Wojtylewski thanked the gentlemen for taking the time to speak directly with the Board members, and for creating a new design for the project after the district rejected the first proposal.

B. Staff and Student Recognition

Dr. Wojtylewski noted a very positive start of the school year, as demonstrated by staff and students. She thanked the principals for the Patriot Day events which brought together students, staff, community leaders, and members of the Worth Police Department and Palos Fire Department to pay respect to all the heroes who died on September 11, 2001, and present day heroes who protect and serve.

C. School Resource Officer

Dr. Wojtylewski noted the positive reception of Officer Mike Cozzi by staff and students. Mike has been assigned a desk at the District Office, issued a district laptop, an email account, and a district cell phone. He has assisted in student well-being checks, made known his presence during drop-off and pick-up times at each of the schools, attended Open House events at each of the schools, and addressed a homeless person living on the baseball field property of Worthwoods. Mike has started cautiously with his weapon not being visible to students and staff. Once students are comfortable with his presence and with the approval of the administration his weapon will be visible.

Officer Cozzi shared his background in law enforcement and what a typical school day entails. He has developed a form for staff use in requesting his assistance with student matters and/or classroom events.

A Board member asked if a letter introducing the Resource Officer Program had been sent to parents. If it hadn't, she suggested that we make known to parents the benefits of his involvement and duties, such as the well-being checks. Dr. Wojtylewski stated a letter had not been sent and she would include this information in the letter.

D. Facility Project Updates

Rich Kumnick reported on the projects completed this summer.

- The replacement of security cameras at Worthwoods and the Worthridge/Administrative Center.
- Fire alarm panels were replaced at Worth Elementary, Worthwoods and the Worthridge/Administrative Center. The panel at Worth Junior High was replaced during spring break. A flaw in the new smoke detectors after installation made it necessary to replace all the detectors with a different product design. This was accomplished quickly and at no additional expense to the district.
- New boilers were installed at Worthwoods. The new vertical unit ventilators with air conditioning capabilities were delayed and did not arrive until early to mid-August. Once on-site installation occurred swiftly. Installation of the rooftop air handlers for the gymnasium and split units for the office area went as scheduled.
- The Worthridge/Administrative Center received upgraded electrical service. The east and west wings of the building received new ceilings and lighting, and new vertical unit ventilators with air condition capabilities. As was experienced at Worthwoods, the unit ventilators were delayed and did not arrive until mid-August. As requested by Dr. Wojtylewski, priority installation was given to the west wing, which houses the

RISE Program, and the Pre-K classroom. Installation of the rooftop air handlers for the gymnasium and units for the reception area went as scheduled.

- A walk-thru will be done on Friday and a punch list will be developed.

Rich Kumnick commented on the great work done by the custodial staff once the contractors left the buildings. Given the short amount of time they had they came together as a team and did a great job in getting the buildings ready for the start of school. Rich also thanked the administration and the Board members for their patronage stating it is always a pleasure to work with the district.

E. FY16 Administrator, Teacher, and IMRF Staff Salary Benefits Report

Dr. Wojtylewski explained that the reports included in the packet represented the salary and compensation for all certified staff during the 2015-16 school year, and certain non-classified staff required to be reported under PA 097-0609. School districts are required to post this information on their websites by October 1st.

F. Disposition of Equipment

Dr. Wojtylewski and Bob Moyer reported on the new Macbook Pro 13" laptops which were purchased for all teachers and administrators and the installation of new security cameras at Worthwoods and Worthridge Schools. The new laptops are much faster in accessing components of PowerSchool and online instructional programs. The security cameras replace eight year old cameras which were ineffective due to age and not having the capabilities now needed to provide surveillance of the school grounds.

Dr. Wojtylewski reported that with the new HVAC systems, laptops, and cameras comes the question of how to properly dispose of the old equipment. Many teachers inquired whether or not they could purchase their old laptops. Others have inquired about window air conditioning units. Tom Melody is developing a resolution for the October Board meeting which will allow the district to sell items of value and provide tracking for the removal of the items from the district's insurance coverage. The laptops are valued at \$65 each and the cameras have no value. The Tech Department will remove all district owned software prior to the purchase of a laptop. Bob Moyer will investigate if there is any scrap value to the cameras.

G. FY17 Budget

Cindy Dykas provided an overview of the proposed budget using documents that were distributed to Board members. The information presented contained: 1) a copy of the FY17 budget; 2) revenue and expenditure amounts in each of the funds with a beginning fund balance as of July 1, 2016, a net gain/loss figure and projected fund balance on June 30, 2017; 3) the source and percentage of the revenues as they relate to the budget and compare to State percentages; 4) expenditures by fund and by object; 5) detail of General State Aid received since 2008; and 6) interest received since 2008. The proposed budget showed an unaudited fund balance of \$12,192,238 as of July 1, 2016 and a projected fund balance of \$11,768,592 as of June 30, 2017. Dr. Wojtylewski and Cindy Dykas responded to questions and comments by Board members.

H. Details on Board Agenda Items

Adoption of FY17 Budget – The Board will take action on the adoption of the Worth School District FY17 Budget.

Approval of Contract for Mail Service – The Board will take action on the approval of a contract with Neopost USA for mail metering and reporting services.

Approval of Phone Service Agreement – The Board will take action on the renewal of the CALL ONE Customer Service Agreement and Centrex Customer Service Agreement.

Approval of Recognition of Schools Applications – The Board will take action on the approval of Applications for Recognition of Schools for Worth Junior High, Worth Elementary, and Worthwoods.

Approval of Lease Agreement with R.I.S.E – The Board will take action on the approval of a resolution authorizing a lease with the Governing Board of South Cook Intermediate Service Center 4.

5. CITIZENS' REMARKS – AGENDA AND NON-AGENDA ITEMS

There were no remarks made.

6. PUBLIC HEARING ON FY17 BUDGET

Michelle Egan moved that the Board of Education conduct a public hearing regarding the proposed budget for 2016-2017 which has been on file in accordance with the requirements of the School Code of Illinois.

Bernadette Strama seconded the motion.

Roll Call Vote: 6 Aye, 1 Absent – Motion Carried

Cindy Dykas reported that, as required, a legal notice was published in the Daily Southtown after the Board was presented with a tentative budget at the August meeting. The notice stated that the Board set this date for a public hearing on its FY17 budget and that the budget would be on display August 10th through September 14th at the Administrative Center during normal business hours. Having met all the requirements for the public hearing, she opened the floor to members of the audience to comment on the budget.

Hearing no comments, Cindy Dykas recommended the Board close the public hearing and return to regular session.

Bernadette Strama moved that the Board of Education close the public hearing and return to regular session.

Michelle Egan seconded the motion.

Roll Call Vote: 6 Aye, 1 Absent – Motion Carried

7. BOARD MOTIONS

A. Consent Agenda

Megan Sisk moved that the Board of Education approve the following consent agenda items:

1) <u>Accounts Payable</u>	August 11, 2016	\$4,465.00
	September 14, 2016	\$1,558,402.27
2) <u>Payroll Summary</u>	Education Fund	\$118,379.31
	Building Fund	\$36,465.95
	IMRF and FICA/Medicare	\$29,214.50

3) Resignation of Classified Staff

Devlan Burns	Part-Time Custodian (Worthwoods)	Effective August 19, 2016
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4) Employment of Classified Staff

Kamal Ashkar Part-Time Custodian (Worthwoods)

Effective September 15, 2016

5) Call List of Substitute Teachers, Instructional Aides, Office and Lunch Supervisors

(end consent agenda)

Michelle Egan seconded the motion.

Roll Call Vote: 6 Aye, 1 Abstain – Motion Carried

B. Approval of Minutes – Board Meetings

Bernadette Strama moved that the Board of Education approve the minutes of the August 10, 2016, regular meeting.

Vince Flores seconded the motion.

Roll Call Vote: 6 Aye, 1 Abstain (Strama) – Motion Carried

Meghan Sisk moved that the Board of Education approve the closed session minutes of the August 10, 2016, regular meeting.

Dave Blanks seconded the motion.

Roll Call Vote: 6 Aye, 1 Absent – Motion Carried

C. Adoption of FY17 Budget

Bernadette Strama moved that the Board of Education adopt the 2016-2017 budget according to the Resolution (page 1 of ISBE Form 50-36) for Worth School District 127.

Michelle Egan seconded the motion.

Roll Call Vote: 6 Aye, 1 Absent – Motion Carried

D. Approval of Contract for Mail Service

Michelle Egan moved that the Board of Education approve a contract with Neopost USA for mail metering and reporting services in an amount not to exceed \$9,576.00, effective September 14, 2016, and continuing for a period of 63 months.

Dave Blanks seconded the motion.

Roll Call Vote: 6 Aye, 1 Absent – Motion Carried

E. Approval of Phone Service Agreement

Bernadette Strama moved that the Board of Education approve the renewal of the CALL ONE Customer Service Agreement and Centrex Customer Service Agreement, as presented in Attachments E1-E4.

Michelle Egan seconded the motion.

Roll Call Vote: 5 Aye, 1 Abstain (Blanks), 1 Absent – Motion Carried

F. Approval of 403(b) Plan Agreement

No action was taken.

G. Approval of Recognition of Schools Applications

Vince Flores moved that the Board of Education approve the Applications for Recognition of Schools for Worth Junior High, Worth Elementary, and Worthwoods, as presented in the sample Attachments F1-F3.

Dave Blanks seconded the motion.

Roll Call Vote: 6 Aye, 1 Absent – Motion Carried

H. Approval of Lease Agreement with R.I.S.E.

Michelle Egan moved that the Board of Education approve the resolution authorizing a lease with the Governing Board of South Cook Intermediate Service Center 4, as presented in Attachments G1-G9.

Dave Blanks seconded the motion.

Roll Call Vote: 6 Aye, 1 Absent – Motion Carried

8. BOARD DISCUSSION AND/OR ACTION

A. South Cook Division Dinner – October 26, 2016

Dr. Wojtylewski stated that the Recording Secretary will contact Board members by the end of the next week to determine who would like to attend the event.

Dr. Wojtylewski noted that registration and accommodations have been secured for Board members attending the Tri-Conference.

9. BOARD MEMBER REPORTS AND REQUESTS

A Board member requested a total cost breakdown of the summer projects at Worthwoods and Worthridge Schools after all invoices have been paid. This will be provided.

A Board member voiced personal frustrations regarding the transportation of her child to school on the first day. She asked the administration to investigate the protocol for parents contacting the bus company to assist parents with communication when there is a problem. Cindy Dykas stated that issues have been reported at the startup of school in previous years, but this year only one call was received.

A Board member commended the principals on the Patriot Day events. He was able to attend two of the events.

Several Board members inquired about parent utilization of the PowerSchool parent portal. Dr. Wojtylewski stated that this year classroom teachers were trained in reporting attendance using PowerSchool. The administration is actively working on administrative procedures for staff on the responsibilities and input of information into the parent portal. Procedures will then be shared with staff and training will be provided. It is planned that the parent portal will be accessible by the end of the first quarter which is October 26th. A letter will be sent to parents outlining instructions on use of the portal.

Two Board members shared the use of different platforms of Google Docs within their school districts of employment. They suggested that the administration and Board begin discussions to move forward on the use of this educational tool, perhaps using a pilot classroom. Mr. Zampillo confirmed that last year Gmail accounts were set up for some students but the accounts are not used due to the absence of a district policy and administrative procedure. Dr. Wojtylewski stated that the use of online internet/intranet is under the governance of the district and adequate policy and procedure must be in place to protect our students. A policy, a plan for instruction and staff training must be in place whether it is for one classroom or all classrooms.

The administration and Board discussed a Board member's suggestion that donations made to the school be used as "seed money" to purchase electric signage for the district. He also suggested that the website design be updated. Dr. Wojtylewski stated that signage had been looked into in the past and information was shared with the Board. Electronic signage is very expensive. The website is maintained by the Technology Department. We do not have a public relations

person/information officer on staff as in other districts. The Technology Department has two fulltime staff and do not have a minute to spare in their day.

The administration will again look into the cost of signage and present the information at the next Finance Committee meeting. The administration will also provide the committee with a list of items that need attention such as plumbing, replacement of rusting exterior doors, the repaving and replacing of crumbling parking lots, and replacement of security cameras at Worth Elementary and Worth Junior High. The committee will need to review the projects based on need and cost and develop a prioritized plan. As suggested, the sign outside the Worthridge/Administrative Center will not be left blank.

10. CITIZENS' REMARKS – AGENDA AND NON-AGENDA ITEMS

There were no remarks made.

11. CLOSED SESSION

Michelle Egan moved that the Board of Education adjourn to closed session at 9:05 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District.

Dave Blanks seconded the motion.

Roll Call Vote: 6 Aye, 1 Absent – Motion Carried

12. RETURN TO OPEN SESSION

Meghan Sisk moved that the Board of Education, upon completion of its discussions in closed session, reconvene in public session at 9:50 p.m.

Dave Blanks seconded the motion.

Roll Call Vote: 6 Aye, 1 Absent – Motion Carried

Dave Blanks moved to approve the change of classification of Wendy McCarthy from 0.5 FTE to 1.0 FTE effective September 15, 2016.

Michelle Egan seconded the motion.

Roll Call Vote: 6 Aye, 1 Absent – Motion Carried

13. ADJOURNMENT

Megan Sisk moved to adjourn the meeting at 9:52 p.m.

Dave Blanks seconded the motion.

Voice Vote: All Aye - Motion Carried

Respectfully submitted,



Meghan Sisk
Secretary, Board of Education



Drew Sernus REBECCA ROTT
President, Board of Education
PRESIDENT PRO-TEM