

**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 August 15, 2018

1. **CALL TO ORDER**

President Drew Sernus called the meeting to order at 6:33 p.m.

2. **ROLL CALL**

Present: Drew Sernus, Rebecca Roti, Meghan Sisk, Dave Blanks, Michelle Egan, Vince Flores, Danette Keeler

Administrators: Dr. Rita Wojtylewski, Superintendent Cindy Dykas, Business Manager/CSBO/SFO

Others Present: Ed Wright, DLA
Kathy Sweet, Worth Elementary/Worth Junior High Parent
Erin McLaughlin, Parent Worth Elementary/Worth Junior High Parent
Jo Anne Albrecht, WEA
Brenda Miller, Recording Secretary

3. **PLEDGE OF ALLEGIANCE**

President Drew Sernus led the Pledge of Allegiance.

4. **SUPERINTENDENT'S REPORT**

A. Staff and Student Recognition

Dr. Wojtylewski thanked the 55 students attending summer school who returned smiling and eager to learn.

Dr. Wojtylewski thanked the Administrative Center registrar and secretaries who have been busy assisting parents with verification of residency and paying fees. She also thanked Cindy Dykas for administering all correspondence to parents and handling all questions and concerns due to the new procedure. At this time of year, we typically become aware of about 50 students transferring out. This year, we have processed 76 transfers out. It is expected that some of the transfers are due to the new procedure.

Cindy Dykas noted that there still are a number families who have not proved residency, but that number is down considerably. The last letter sent to families that have not complied seemed to get their attention. Students who have not been cleared of residency will be allowed to attend school during an investigation by National Investigations. Families that we believe do not live within the district will be notified and given an opportunity to have a hearing before the Board of Education.

B. Facility Projects Update (DLA)

Ed Wright provided an update on facility projects.

Worthridge School

- Parking lot has been completed.

- Marquee has been installed.
- Flagpole will be installed next week along with landscaping.
- Finishing touches are in progress on the new ceiling and lights in the front hallway. This work should be complete prior to August 23rd.
- HVAC units are expected to arrive next week.

Worth Elementary

- Stage was removed and a storage room was constructed.
- Basketball hoops will be installed later next week.

Worth Junior High

- Third floor ceilings and new lights have been installed. Several roofing and piping leaks were addressed.
- There is a delay of the unit ventilators for the third floor classrooms. The units are scheduled to ship on August 30th which will cause installation during a second shift. The manufacturer has accepted responsibility for the delay and temporary cooling units have been installed and are working well.
- The cabinetry in the main office secretarial area is also delayed and is not expected until after the first week of school. This will also cause installation to take place during a second shift after it arrives.
- Installation of the tile in the Commons has not been completed due to high moisture levels in the floor. Once the moisture level is at an acceptable level, the tile will be laid. It is not uncommon to have high moisture levels, therefore cost provisions were included within the project, if needed.

C. Tentative FY19 Budget

Cindy Dykas provided the Board with an itemized summary of all fund revenues and expenditures, Operating Fund Summary (Education, Operations and Management, Transportation, Retirement, and Working Cash), and the Operating Fund Summary (without Working Cash). The summaries showed beginning fund balances on July 1, 2018, a net gain (loss), and a projected fund balance on June 30, 2019. The figures represent tentative amounts and changes will be made prior to the September meeting as information becomes available from the state. A legal notice has been scheduled to advertise that a public hearing on the FY19 budget will be held on September 17, 2018, and the budget will be on display for 30 days at the Administrative Center during normal business hours prior to the public hearing.

Cindy Dykas responded to comments and questions from the Board members.

D. Photocopier RFP 2018-2023

Cindy Dykas reviewed information provided in the Board packet on the RFP for photocopier services. The current Xerox copiers throughout the district are reaching the end of a five year lease period through Martin Whalen. The machines are requiring more and more maintenance. Bidding information was sent to nine vendors, with five vendors responding. One vendor was disqualified for not following the specs of the RFP. She recommended that the Board accept a contract with Martin Whalen. The district has been very pleased with the service and responsiveness of Martin Whalen and is very pleased that the new contract provides for an additional copier (color) at the Admin Center. The monthly fee is

approximately \$700 less per month and Martin Whalen has agreed to provide staples at no cost. Per the existing contract, the cost for staples is \$200 per box.

A Board member asked if the district is working towards being paperless in conjunction with the availability of the Chromebooks for all students. Dr. Wojtylewski stated she believed we are moving in the direction of using less paper. The mini-books which were once copied are now viewed electronically. The district has also reduced the number of consumables purchased. Cindy Dykas noted that there has also been a reduction in printer ink. With the addition of the new color copier at the Administrative Center, the need for color printer ink will be less. Concert programs and graduation programs that were printed using color printers which cost approximately 12¢ per page will cost approximately 3¢ per page on the copier.

Dr. Wojtylewski displayed a t-shirt that the custodial staff are now wearing. This is a security measure as a result of active shooter drills. The district supplied each custodian with six t-shirts and one sweatshirt of their choice (zip up or crew). Custodians have the option to purchase additional shirts or sweatshirts.

E. Details on Board Agenda Items

Consent Agenda – The Board will take action on the approval of the consent agenda items that relate to accounts payable and payroll.

Approval of Minutes – The Board will take action on the approval of the regular and closed session minutes of the June 13th and July 23rd Board of Education regular and special meetings.

Approval of Copier Contract – The Board will take action on the approval of a contract with Martin Whalen Office Solutions for copier services.

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.

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

President Sernus stated that the Board welcomes comments and asks that comments on agenda or non-agenda items be limited to three minutes. Any questions raised during this segment of the Board meeting will be re-directed to the appropriate personnel in the district for answer within a reasonable, more appropriate time. An outline of ways the public can get answers to any questions was distributed to all visitors prior to the meeting.

A parent voiced her concerns over her perception that there is lack of communication with parents on the transition from the 5th grade to 6th grade. She was dissatisfied about the notice about 6th grade orientation, the change of date/time, the fact that 6th grade orientation was scheduled during the day making it inconvenient for working parents, and disliked going to the district website for health, dental, and immunization information. She identified specifically another district that uses other vehicles to disseminate information.

Dr. Wojtylewski stated that due to construction at the Junior High, the administration was not able to secure a firm date for the 6th grade orientation session. After the August 23rd date was published, it had to be rescheduled because construction delays caused the occupancy clearance

walk-thru to be delayed. The administration could not allow staff and students access to the building prior to an occupancy clearance from the ISC. It is difficult to compare our district to other districts when looking at use of social media. Larger districts employ public relations directors and that is their only responsibility. We have two technology staff members who have a wide range of responsibilities. In response to the orientation being held during the day, it has been held during the morning over the last twelve years, with no concerns ever voiced.

6. BOARD MOTIONS

A. Consent Agenda

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

1) <u>Accounts Payable</u>	August 15, 2018	\$510,687.25
2) <u>Payroll Summary</u>	Education Fund	\$101,797.43
	Building Fund	\$42,124.27
	FICA/IMRF/Medicare	\$22,488.85
3) <u>Employment of Certified Staff</u>		
Katherine Wanatowicz	Teacher – Worth Elementary	Effective 2018-19 School Year
4) <u>Resignation of Classified Staff</u>		
Nancy Benson	Lunch Supervisor – Worthwoods	Effective August 10, 2018
(end consent agenda)		

Vince Flores seconded the motion.

Roll Call Vote: All Aye – Motion Carried

A Board member asked what grade level of the new teacher. Dr. Wojtylewski stated she will be teaching 5th grade.

B. Approval of Minutes – Board Meetings

Dave Blanks moved that the Board of Education approve the minutes of the June 13, 2018, regular meeting.

Michelle Egan seconded the motion.

Roll Call Vote: All Aye – Motion Carried

Michelle Egan moved that the Board of Education approve the closed session minutes of the June 13, 2018, regular meeting.

Rebecca Roti seconded the motion.

Roll Call Vote: All Aye – Motion Carried

Rebecca Roti moved that the Board of Education approve the minutes of the July 23, 2018, special meeting.

Dave Blanks seconded the motion.

Roll Call Vote: 5 Aye, 2 Abstain (Keeler, Sisk) – Motion Carried

Rebecca Roti moved that the Board of Education approve the closed session minutes of the July 23, 2018, special meeting.

Michelle Egan seconded the motion.

Roll Call Vote: 5 Aye, 2 Abstain (Keeler, Sisk) – Motion Carried

C. Approval of Copier Contract

Vince Flores moved that the Board of Education approve a contract with Martin Whalen Office Solutions for copier services, as presented in Attachments D1-D11.

Danette Keeler seconded the motion.

Roll Call Vote: All Aye – Motion Carried

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

A Board member voiced his displeasure that discussion on the lease agreement was not presented prior to its renewal. The Board has discussed in the past other options and uses for the space and he felt this should have been brought to the Board in January. In response to comments from the Board, Dr. Wojtylewski noted that the agreement has always been in two-year increments. These terms have been at the request of the ISC in managing any inconsistency of funding levels by the ISBE. The revenue generated to Worth School District 127 has been \$130,000 per year for the last six years and exceeds the expenses incurred for rental of the building. The R.I.S.E program services 66 districts under the direction of the ISC. District 127 does not receive a tuition break if a student is placed in the R.I.S.E. program.

Rebecca Roti moved that the Board of Education approve the resolution authorizing a lease with the Governing Board of South Cook Intermediate Service Center, as presented in Attachments E1-E10.

Vince Flores seconded the motion.

Roll Call Vote: 6 Aye, 1 Nay (Sernus) – Motion Carried

After further discussion, it was the consensus of the Board that measures be taken prior to the next renewal cycle to afford the Board an opportunity to discuss the potential of a modest increase to the rental amount based on infrastructure improvements made by the district. The Board directed Dr. Wojtylewski to share this information with Dr. Kinder.

7. BOARD DISCUSSION AND/OR ACTION

A. Oath of Office

Dr. Wojtylewski asked for a consensus on whether the Board would like to continue reaffirming the oath of office each year, as stated in Policy 2:80. The Board members agreed that although members of government take an oath only at the beginning of a term, the current Board Policy should be followed.

The Board members, together, joined in taking the oath of office.

B. Tri-Conference – November 16-18, 2018

Six Board members requested to be registered for attendance at the Tri-Conference. One member stated he needed additional time to make a decision as he has volunteered at the Ton of Food Drive for several years and it is held the same weekend. He will contact the recording secretary when a decision is made.

8. BOARD MEMBER REPORTS AND REQUESTS

A Board member asked if a protocol had been developed for displaying information on the new marquee. Dr. Wojtylewski stated she is working with the Technology Department. The new marquee will host the same announcements the old marquee did. The only difference is that the marquee is digital therefore, we will not be limited to the number of events we can list due to space and the availability of letters.

Board members suggested items such as school holidays, band concerts, and recognition of academic, band, and sports accomplishments. We have most recently displayed on the new marquee information related to new and returning student registration.

A Board member requested information be sent in the next update on the Bond Debt Schedule. This will be provided.

9. CITIZENS' REMARKS – AGENDA ITEMS

JoAnne Albrecht noted that members of the WEA and WEST will be marching in the Worth Days Parade on August 26th

10. CLOSED SESSION

Rebecca Roti moved that the Board of Education adjourn to closed session at 8:06 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District.

Vince Flores seconded the motion.

Roll Call Vote: All Aye – Motion Carried

The Board members took a short recess before entering closed session.

11. 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 8:46 p.m.

Dave Blanks seconded the motion.

Roll Call Vote: All Aye – Motion Carried

A Board member suggested the administration pursue looking into additional avenues available to improve communications with parents and the community in light of comments made earlier about the 6th grade orientation meeting. The administration is currently discussing other social media options with the technology department.

President Sernus asked for clarification on the procedure for providing the Board with copies of emails sent to them. Dr. Wojtylewski noted that emails and FOIAs are shared with the Board in Friday updates. An email from a parent came after over the weekend. After discussion, it was the consensus that if email is received the week of a Board meeting that it be distributed to Board members before the meeting.

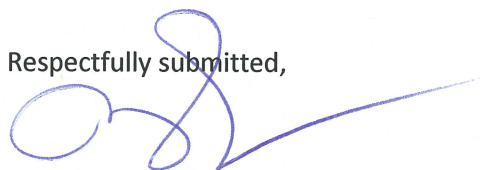
12. ADJOURNMENT

Dave Blanks moved to adjourn the meeting at 8:58 p.m.

Danette Keeler seconded the motion.

Voice Vote: All Aye - Motion Carried

Respectfully submitted,



Meghan Sisk
Secretary, Board of Education

A handwritten signature in blue ink, appearing to read 'Drew Sernus', with a long horizontal flourish extending to the right.

Drew Sernus
President, Board of Education