

BUTLER SCHOOL DISTRICT 53
OAK BROOK, ILLINOIS
Administrative Center
Butler Junior High School
Monday, December 10, 2018
6:30 p.m. Regular Meeting

MINUTES

Mr. Edmonds, Board President, called the regular meeting of the Board of Education of Butler School District 53 to order in the boardroom at 6:30 p.m.

Members Present: Christopher Edmonds, President; Sally Beatty, Vice President; Ahmad Sulaiman, Secretary; James Chow; Laura Biesel; Keith Carlson; Sanjay Rao

Members Absent: None

In Attendance: Heidi Wennstrom, Superintendent; Amy Read, Butler Junior High Principal; Chad Prosen, Brook Forest Elementary Principal; Bob Jakupi, Director of Buildings & Grounds; Farheen Beg, Director of Technology; Andrea Prola, Director of Student Services, Sandra Martin, Business Manager

Approval of Agenda

Moved by Mr. Carlson, seconded by Ms. Biesel to approve the agenda as presented.

VOICE VOTE: **Motion carried.**

Community Engagement

Mr. Edmonds welcomed visitors. Lindsay Bilshausen, resident/parent, inquired about the new Education Committee that has replaced the District Leadership Team (DLT). Ms. Biesel clarified that it is a standing Board Committee and is open to the public.

Board Member Comments

Mr. Edmonds wished the community and the entire staff happy holidays. Mr. Carlson commented on the wonderful fall play he attended at BJH and the noticeably improved sound quality. Dr. Beatty congratulated Ms. Sterner on the fabulous 2nd/3rd grade winter musical at Brook Forest.

PTO Update

Mrs. Greco, PTO President, informed the Board that the PTO parents were busy planning for the winter classroom parties that will take place on Wednesday, December 19th at 2:00 p.m. Mrs. Greco thanked the parents who took the time and effort to plan the parties. Mrs. Greco thanked the families who went to Anthony's Coal Fired Pizza for the PTO dine out day that was

held on November 19th, \$139.65 was raised for the PTO fund. Mrs. Greco provided an update on all the clubs at Brook Forest for the coming new year and announced the newest club, BAM theater group. The next PTO meeting will be held Friday, January 11th at 9 a.m. The PTO is currently planning the Family Carnival that will take place on January 25th. On behalf of the PTO Mrs. Greco wished everyone a safe and happy holiday season and looks forward to working with everyone in the new year.

Discussion/Presentations/Committee Reports

FY18 Audit and Annual Financial Report

Dr. Martin introduced Nick Cavaliere, CPA and partner at Baker Tilly. Mr. Cavaliere informed the Board that Baker Tilly issued an “unmodified” audit opinion on the financial statements on September 24th which is the highest level of opinion that can be received from an external auditor. In early October, a letter was received from ISBE stating that the district’s portion of the unfunded liability for the Teacher’s Health Insurance System (THIS) was misstated. Upon further investigation by Baker Tilly, the issue was reviewed and discussed with the Business Manager and together they decided to leave the financial statements “as is” because the actual share of the THIS liability was less than that stated in the audit. The THIS issue affected every public school district in the state.

2018 Levy Presentation

Dr. Martin provided a detailed presentation to the Board on the 2018 levy adoption and noted that this is the most important financial decision made yearly by the district. The presentation included definitions and background on: aggregate levy, debt service levy, property tax extension limitation law, consumer price index and the limiting rate – tax cap rate. Dr. Martin is recommending a levy request of 4.95% and estimates the actual increase to be approximately 2.85%. Board members were informed that, no matter how much we levy, we will only receive what the caps will allow District 53 to receive. Dr. Martin included an overview of the current finances in the district, capital projects planned for the future, challenges moving forward, and conversion to the Skyward financial system.

IASB – PRESS Plus

Dr. Wennstrom began with how BoardDocs and the Illinois Associate of School Board Policy Reference Education Subscription Service (PRESS) are linked for optimal use. Dr. Wennstrom then reviewed with the Board the current labor intensive process used for review and recommendations to the Board for policy adoption. Moving to PRESS Plus numbering and policy customization would update the district’s policy manual and assure compliance with ever changing school code, federal and state law. Cross references would be current and provided within the PRESS Plus updates received as changes in law are made. The Board discussed the current IASB policy service and agreed to delay the implementation of BoardDocs to follow the PRESS Plus migration.

Community Outreach Report

Dr. Rao informed the Board that Mr. Carlson was also on the committee and the first meeting has been set for Wednesday, January 9th at 5:00 p.m. The purpose of the committee is to increase the community profile of this district and highlight the accomplishments and value of the schools. The general action plan will be to identify and communicate with community stakeholders on specific levels and try to develop stakeholder specific messages.

Education Committee Report

Ms. Biesel informed the Board of the first meeting of the Education Committee that met on Tuesday, December 4th which included a very productive conversation. One of the most critical topics included the shifting of BJH electives to a blend of mandatory electives and student chosen electives. Restructuring of BJH schedules was also discussed. Ms. Biesel also stated that further exploration of foreign language at Brook Forest will begin.

Finance Committee Report

Mr. Carlson announced that meetings will be held quarterly and on an “as needed” basis. He expects the next meeting to be held in April to review the first draft of the FY20 budget.

Infrastructure Committee Report

Mr. Chow shared that the committee is working to establish attendees and a standard framework for the agenda. We are working to meet the week of January 7th and will formalize the date within the next week.

Policy Committee Report

Mr. Sulaiman informed the Board that the first committee meeting will be held on Wednesday, December 12th at 5:00 p.m. He welcomed Dr. Rao to the committee and invites anyone interested to attend.

Superintendent Search

Dr. Beatty announced that the Board will be meeting in a special meeting on Saturday, December 15th. The Board set 8:00 a.m. as the starting time. Dr. Beatty stated there were about 40 candidates who applied. Ray & Associates has selected a subset of candidates to be reviewed by the Board based on the qualifications and attributes gleaned from interviews with Board members and focus groups held with district stakeholders.

Superintendent's Report -

Butler 53's Commitment to the Whole Child

Dr. Wennstrom announced that the Illinois ASCD, an association of educators dedicated to excellence in learning, teaching and leading, has awarded Butler District 53 with its Whole Child Award for Healthy - one of the five tenets of whole child learning.

Parent Bridge

Andrea Prola, Director of Student Services, announced that the next Parent Bridge meeting will take place immediately following the January PTO meeting on January 11th. Topics will include successful transitions within grade levels, fostering independence, and digital safety strategies.

In addition, the next early childhood parent session to be held at the Oak Brook Park District is Tuesday, December 18th at 9 a.m. The early childhood team will discuss social emotional learning, early literacy, and gross motor activities that can be used in the home environment.

Paul Butler Endowment – Beauty and the Beast

Dr. Wennstrom provided an update on the upcoming Beauty and the Beast performance at Drury Lane on Sunday, December 16th at 2 p.m. Thanks to the Paul Butler endowment, each Oak Brook family may request up to four complimentary tickets. The tickets will be distributed on a first come, first served basis on Wednesday, December 12th beginning at 9 a.m. at the District 53 administrative offices. Tickets are limited.

FY20 School Calendar Draft

Dr. Wennstrom provided the Board with a draft calendar for FY20 and recommended adoption in January or no later than February. There have been some changes at the state level on school hours and days. Defining a school day and student engagement are in need of a closer look.

FOIA (Freedom of Information Act) Requests (0)

No FOIA requests were received in the Superintendent's office since the last board meeting.

Brook Forest Building Report

Dr. Chad Prosen, Principal of Brook Forest, thanked Courtney Whittaker and Jerilyn Muraguaia for their November reading incentives. Students had an opportunity to make book recommendations over the Broadcast Club or to read to a service dog. With that, he thanked Ms. Read for bringing Buster to Brook Forest. Ms. Sterner was thanked for her Fine Arts performances for 2nd/3rd grade and for the band and choir concert. There was 92% attendance rate at parent/teacher conferences and the PTO was thanked for providing dinner to the staff that evening. Student council is in the midst of its clothing and toy drive. On behalf of Brook Forest, Dr. Prosen wished everyone happy holidays and a safe and happy 2019.

Butler Junior High Building Report

Ms. Read, Principal of Butler Jr. High, started by thanking Mr. Carlson for mentioning the BJH fall play, *10 Ways to Survive the Zombie Apocalypse*; it was a fantastic performance. A big thanks to Karina Stribley, who stepped in last minute and did a wonderful job working with the students. She has agreed to come back and do the spring play as well. Professional development continues at BJH with an example of the Language Department. The LA team met to review the rigor, grading metrics, and individual student pieces. Their collaborative discussions led to learning followed by observations in one another's classrooms. Over 950 cans of food were collected for the local food pantry by students and staff. The next student initiative is a "Butler on Break" photo opportunity. Students and staff are asked to take a picture of themselves enjoying break preferably wearing Butler attire or Butler blue. Pictures will be compiled and run on the building display monitors.

Consent Agenda

1. Minutes of the November 12, 2018 Regular Meeting
2. Minutes of the November 12, 2018 Closed Session
3. Accept resignation of Jose Serrano, IT Tech – Tier I, Brook Forest Elementary, effective December 7, 2018
4. Approve employment of James Locigno, Custodian/Maintenance, effective December 10, 2018, at an hourly rate of \$16.00 per hour, plus benefits
5. Approve FMLA request of Laurie Murray, Instructional Aide, Brook Forest Elementary, effective January 15, 2019 through February 6, 2019
6. Approve Job Descriptions for the following positions:
 - Administrative Assistant to the Superintendent/Recording Secretary to the Board of Education
 - Business Coordinator
 - District Support Personnel
 - Registrar/PowerSchool/SIS System Specialist
 - IT Tech - Tier I
 - IT Tech - Tier II
7. Facility Use Requests
 - BAM Theatre - PTO Thursdays, 1/10-3/21
 - Girl Power Yoga - PTO Tuesdays, 1/15-3/19, No Class 2/19
 - Tinkerworks - PTO Tuesdays, 1/15-3/19, No Class 2/19
 - Golf - PTO Wednesday, 1/16-3/20
 - Icook - PTO Wednesdays, 1/16-3/20
8. Financial Reports

Moved by Ms. Biesel, seconded by Mr. Chow to approve the consent agenda as presented.

ROLL CALL VOTE:

Ayes: Dr. Beatty, Ms. Biesel, Mr. Carlson, Mr. Chow, Dr. Rao, Mr. Sulaiman, Mr. Edmonds

Nays: None

Motion carried.

Action Items

BoardDocs Contract

Administration requested withdrawal of this action item with a new implementation date to be set following policy customization. There was no motion to move the item forward at this time.

Appoint School Treasurer

Moved by Dr. Beatty, seconded by Mr. Sulaiman to approve the proposal to appoint Dr. Sandra Martin as School Treasurer, effective January 1, 2019, as presented.

ROLL CALL VOTE:

Ayes: Mr. Carlson, Mr. Chow, Mr. Sulaiman, Dr. Rao, Dr. Beatty, Ms. Biesel, Mr. Edmonds

Nays: None

Motion carried.

Surety Bond of Treasurer

Moved by Mr. Carlson, seconded by Dr. Beatty to approve surety bond of school treasurer, Dr. Sandra Martin Renner, on January 1, 2019.

ROLL CALL VOTE:

Ayes: Mr. Chow, Mr. Sulaiman, Dr. Rao, Dr. Beatty, Ms. Bieselin, Mr. Carlson, Mr. Edmonds

Nays: None

Absent: None

Motion carried.

Adoption of Certification of Levy for 2018

Moved by Dr. Beatty, seconded by Mr. Carlson to adopt the "Certificate of Tax Levy for Year 2018" as recommended by the Board of Education, Business Manager and the Superintendent. In addition, the Board authorizes the Administration to make necessary adjustments to levy extension calculations prepared by the DuPage County Clerk.

ROLL CALL VOTE:

Ayes: Mr. Sulaiman, Dr. Rao, Dr. Beatty, Ms. Bieselin, Mr. Carlson, Mr. Chow, Mr. Edmonds

Nays: None

Absent: None

Motion carried.

Adoption of Resolution Authorizing and Directing Tax Levy for 2018

Moved by Mr. Carlson, seconded by Ms. Bieselin to adopt the "Resolution Authorizing and Directing Tax Levy for 2018" as recommended by the Board of Education, Business Manager and Superintendent.

ROLL CALL VOTE:

Ayes: Dr. Rao, Dr. Beatty, Ms. Bieselin, Mr. Carlson, Mr. Chow, Mr. Sulaiman, Mr. Edmonds

Nays: None

Motion carried.

Acceptance of Audited Financial Statements and Annual Financial Report (AFR)

Moved by Mr. Sulaiman, seconded by Mr. Carlson to accept the FY18 audit as prepared by Baker Tilly Virchow Krause.

ROLL CALL VOTE:

Ayes: Dr. Beatty, Ms. Bieselin, Mr. Carlson, Mr. Chow, Mr. Sulaiman, Dr. Rao, Mr. Edmonds

Nays: None

Motion carried.

Post Issuance Tax Compliance Report

Moved by Mr. Sulaiman, seconded by Ms. Bieselin to approve the Post Issuance Tax Compliance Report as prepared by the Business Manager.

ROLL CALL VOTE:

Ayes: Ms. Bieselin, Mr. Carlson, Mr. Chow, Mr. Sulaiman, Dr. Rao, Dr. Beatty, Mr. Edmonds

Nays: None

Motion carried.

Agreement with Wold Architects for Bid Documents and Related Work for Summer 2019 Construction

Moved by Mr. Carlson, seconded by Dr. Rao to approve the agreement with Wold Architects in the amount of \$41,644.00 for work related to the summer 2019 life safety and security construction project.

ROLL CALL VOTE:

Ayes: Mr. Carlson, Mr. Chow, Mr. Sulaiman, Dr. Rao, Dr. Beatty, Ms. Bieselin, Mr. Edmonds

Nays: None

Motion carried.

Resolution Authorizing the Treasurer to Place School Funds

Moved by Mr. Carlson, seconded by Dr. Beatty to approve the resolution to authorize the treasurer to place school funds for the purpose of investments in: Heartland, MB Financial, Illinois Fund, PMA Financial/Illinois School District Liquid Asset Fund Plus, Associated Bank, Illinois Metropolitan Investment Fund, and Citibank.

ROLL CALL VOTE:

Ayes: Mr. Chow, Mr. Sulaiman, Dr. Rao, Dr. Beatty, Ms. Bieselin, Mr. Carlson, Mr. Edmonds

Nays: None

Motion carried.

PRESS Plus Policy Manual Customization

Moved by Mr. Sulaiman, seconded by Ms. Bieselin to approve the agreement with the Illinois Association of School Boards for policy customization services in the amount of \$5,400.00.

ROLL CALL VOTE:

Ayes: Mr. Sulaiman, Dr. Rao, Dr. Beatty, Ms. Bieselin, Mr. Carlson, Mr. Chow, Mr. Edmonds

Nays: None

Motion carried.

Community/Board Member Comments

Ms. Bieselin announced that the Education Committee will be taking a harder look at expanding the summer school hours. Mr. Sulaiman thanked faculty for the late nights endured for parent/teacher conferences and wished everyone happy holidays.

Announcements

Future Board of Education Meeting and Committee Dates:

Policy Committee Meeting	Wednesday, December 12, 2018, 5:00 p.m.
Special Meeting	Saturday, December 15, 2018, 8:00 a.m.
Education Committee Meeting	Tuesday, January 8, 2019, 4:00 p.m.
Infrastructure Committee Meeting	Tuesday, January 8, 2019, 7:00 a.m.
Finance Committee Meeting	Date TBD
Community Outreach Committee Meeting	Wednesday, January 9, 2019, 5:00 p.m.
Regular Meeting	Monday, January 14, 2019, 6:30 p.m.
Policy Committee Meeting	Wednesday, January 16, 2019, 5:00 p.m.

Other Important Dates:

Winter Break – NO SCHOOL
Classes Resume
PTO Meeting

December 20th – January 4th
Monday, January 7, 2019
Friday, January 11, 2019, 9:00 a.m.

Closed Session according to 5 ILCS120/2(c) 1 for “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity,” and 11 “Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.”

Moved by Mr. Carlson, seconded by Ms. Bieselin to move into closed session at 8:22 p.m.

ROLL CALL VOTE:

Ayes: Dr. Rao, Dr. Beatty, Ms. Bieselin, Mr. Carlson, Mr. Chow, Mr. Sulaiman, Mr. Edmonds

Nays: None

Motion carried.

Return to open session at 9:45 p.m.

Adjournment

Motion by Mr. Carlson, seconded by Dr. Beatty to adjourn the regular meeting at 9:45 p.m.

VOICE VOTE: **Motion carried.**

Christopher Edmonds, Board President

Ahmad Sulaiman, Board Secretary

Approved at the BOE Regular Meeting on 1/14/2019