

**NEW LENOX SCHOOL DISTRICT 122
102 SOUTH CEDAR ROAD
NEW LENOX, IL 60451
WEDNESDAY, APRIL 14, 2010
BOARD COMMITTEE OF THE WHOLE
MEETING MINUTES
7:00 P.M.**

1. Roll Call

The meeting was called to order by President Markus at 7:00 p.m.
The following board members were present: Member Broderick, Member Gillooley (7:01 p.m.), Member Kedzior, Member Markus, Member Martino, Member Miller and Member Smith

2. Public Comment

There was no public comment at this meeting.

SITE/LONG RANGE PLANNING ISSUES

3. Summer 2010 Construction Planning

Mr. Huang discussed the emergency projects that the board would like to focus on this summer. The bids will be reviewed at the Wednesday, May 5, 2010 Committee of the Whole Meeting and formal board action will be taken at the Wednesday, May 19, 2010 board meeting. Mr. Nelson worked with the engineer on the details and scope of the project. Current budgeted money will be used for this project.

4. IDOT Hazard Zone Consultant Presentation

Mr. Huang reviewed the Hazardous Transportation Consultant Review for next year and focused on 4 areas that do not qualify as hazard areas for the 2010-2011 school year.

Transportation Information to the public will be communicated through Jenny Zimmermann, our Communications Coordinator. Any questions from school families can be directed the Board of Education e-mail at [BOE @nlsd122.org](mailto:BOE@nlsd122.org).

5. Lincoln-Way Transportation Contract

The board reviewed the current Transportation Contract with Lincoln-Way District 210. Formal board approval will be done at the Wednesday, April 21, 2010 Board Meeting.

6. Illinois Energy Efficiency and Incentive Program

Mr. Huang reviewed the Energy Efficiency Grant with the board members. Formal board approval will be done at the Wednesday, April 21, 2010 Meeting.

7. **Insurance Program Update**

Dr. Sass announced that our current main contact at Mesirow Financial, Mr. Bobby Dufkis has taken a new position at Assurance Agency. Any additional information will be provided to the board at a later date.

FINANCIAL PLANNING ISSUES

8. **ISBE Funding Update**

Dr. Sass presented a power point presentation to the board on the current funding challenges facing the State of Illinois.

9. **Fee Collection Planning**

Dr. Manville reviewed the Fee Collection Plan with the board members. This information will be posted on the school district website. A unanimous board consensus was taken to move forward with the Fee Collection Plan. Parent notification will go out in approximately three weeks. State laws will be followed and information will also be provided in the Student/Parent Handbook.

PERSONNEL PLANNING ISSUES

10. **Before/After School Child Care Program**

Dr. Manville reviewed the comparison information on the Before/After School Program. Dr. Manville reviewed with the board that both groups are comparable in the service they provide to district families. The board decision will be made at the Wednesday, April 21, 2010 Board Meeting. Questions from families will be accepted through our Board of Education e-mail address at BOE@nlsd122.org.

11. **FY11 Orchestra Program Planning**

Dr. Manville reviewed the FY11 Orchestra Program Planning. The program has grown so rapidly that in order to continue to offer strings classes at the 4th grade level, another strings instructor would need to be hired. A board discussion ensued. The consensus of the board was to offer the Strings Program for 5th grade through 8th grade students. This configuration aligns with the current grades the band program services.

Dr. Manville also discussed the Band/Orchestra Committee that was formed after the last board meeting to review the proposed fee changes to the program. The committee is proposing a \$60 fee to current music parents instead of \$100. The board will review this information and vote on any changes at the Wednesday, April 21, 2010 board meeting.

12. FY11 Wage Rate Scale For Educational Support Personnel

Dr. Manville reviewed the wage rate scale and indicated any changes were highlighted on the report. This item will be put on the consent agenda for approval at the April 21, 2010 Board Meeting.

13. Policy Development

a. Policies Ready for a “First Reading” on Wednesday, April 21, 2010

The board members reviewed all of the PRESS policies from September, November, December, 2009 and February, 2010. The following is a list of all policies ready for a first reading on Wednesday, April 21, 2010:

2:20 Powers And Duties of the School Board	#6,#8,#11, #15 are new added powers and duties of the School Board. Accept all changes.	September 2009 PRESS
2:40 Board Member Qualifications	Legislation removed conflict of serving as treasurer and school board member. Other changes include individuals ineligible for board membership by holding an incompatible job and certain types of State or Federal employment and a child sex offender is ineligible for school board membership. Accept all changes.	September 2009 PRESS
2:70-E Exhibit – Checklist for Filing Board Vacancies by Appointment	Updated to comply with PA-96-538. Accept all changes.	September 2009 PRESS
2:110 Qualifications, Term, and Duties of Board Offices	Board President is given duty to serve as head of the public body for purposes of the OMA and FOIA. Recording secretary’s duties are clarified. Accept all changes.	September 2009 PRESS
2:200 Types of School Board Meetings	Revised to designate the superintendent as the district official to receive the required training on compliance with OMA. OMA is shared responsibility of board. Accept all changes. Keep our sentence on post executive session.	December 2009 PRESS
2:250 Access to District Public Records	Extensive revisions to FOIA language. Accept all changes.	December 2009 PRESS
2:250-AP1 Administrative Procedure – Access to and Copying of District Public Records	Rewritten to comply with PA 96-542 and adds text containing some of the more utilized FOIA exemptions. Accept all changes.	December 2009 PRESS
2:250-E1 Exhibit Written request for District Records	Keep our current form (this form mirrors the AG form on their website) Our form is currently on our website.	December 2009 PRESS
3:40 Superintendent	Adds superintendent district management duties including, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by state and federal law. Accept all changes.	September 2009 PRESS
4:30 Revenue and Investments	Edited to omit the requirement for board approval of collateral agreements. It now requires the superintendent or designee to keep the board informed of collateral agreements. Accept as proposed with our added languages and deletions	February 2010 PRESS
4:40 Incurring Debt	Adds establishing a line of credit with a bank or other financial institution as another possible type of debt. Accept all changes.	September 2009 PRESS
4:60 Purchases and Contracts	Updated through new legislation to add reporting and posting requirements for contracts. Accept all changes	February 2010 PRESS
4:60-AP1 Administrative Procedure – Purchases	Adds new requirements to Purchases and Contracts, adds a section p. regarding transportation of students with special needs and adds new sentences on the competitive bidding process. Accept all changes	February 2010 PRESS
4:100 Insurance Management	Now includes mentors as certified staff members among the individuals to be covered by liability insurance. Board duty to insure against loss or liability and indemnify and protect specific individuals is added. Accept all changes.	September 2009 PRESS
4:110 Transportation	Updated to comply with three public acts. Accept all changes. Keep our introductory 1 st Section on General Purpose of Transportation.	December 2009 and February 2010 PRESS
4:110-AP2 Administrative Procedure Pre-Trip and Post-Trip Inspection: Bus Driving Comments	Bus Driving Comments is renamed from Erratic Driving Reports and updated with the language from PA 96-655 and 96-410. Accept all changes.	December 2009 PRESS

4:120 Food Service	Updated to delete references to Section 305.17 and Appendix A & B of that Section and ISBE eliminated provisions from its adopted amendments to legal references . Accept all changes.	November 2009 PRESS
4:120-AP Administrative Procedure – Food Service	Updated to delete references as above. Accept all changes.	November 2009 PRESS
4:130 Free and Reduced—Price Food Service	Footnote updates changing dates for schools to petition regional superintendent for opt-out from operating the breakfast program. These are mandated by Public Act 96-158 and 96-734. Accept all changes.	November 2009 PRESS
4:140 Waiver of Student Fees	Updated to comply with PA 96-360 and the National School Lunch Act. Accept all changes. Plus our Eligibility Criteria Changes reviewed at the January 2010 Strategic Planning Session.	September 2009 PRESS
4:140-E1 Exhibit Application for Fee Waiver	Keep current form.	December 2009 PRESS
4:160 Environmental Quality of Buildings and Grounds	Policy name changed from Hazardous and Infectious Materials to Environmental Quality of Buildings and Grounds and language changes on pesticide usage. Accept all changes. Keep our Director of Facilities and Planning title in Policy	November 2009 PRESS
4:160-AP Administrative Procedures – Environmental Quality of Buildings and Grounds	Renamed to match policy and updated to include the responsibility of compliance with state and federal law by the Director of Facilities and Planning Accept all changes. Substantial additions to Pesticide Application Sections. Keep our Director of Facilities and Planning title in Policy.	November 2009 PRESS
4:170 Safety	Amended to delete redundant language regarding wireless and cellular telephone use by bus drivers. Two Public Acts reinforce that schools not expected to provide AEDs and trained AED users when outside group using schools. Accept all changes.	February 2010 PRESS
4:170-AP6 Administrative Procedure – Plan for Responding to a Medical Emergency at a Physical Fitness Facility	Proposed changes based on proposed amendments to rules in response to PA 95-712. Accept all changes.	February 2010 PRESS
4:170-AP6 E1 Exhibit – School Staff AED Notification Letter	Now specifies where to find the response plan referred to in updated Plan for Responding to a Medical Emergency at a Physical Fitness Facility and Governmental Employees Tort Immunity Act protecting staff members from liability. Accept all changes.	February 2010 PRESS
4:170-AP6 E2 Exhibit – Automated External Defibrillator Incident Report	Renamed and updated referencing that the superintendent or designee will follow the administrative rule keeps the form up-to-date. Accept all changes.	February 2010 PRESS
5:10 Equal Employment Opportunity and Minority Recruitment	Genetic Information is added to policy’s list of protected categories based on recent legislation. Footnote additions on State Equal Pay Act that defines date of underpayment as each time wages are underpaid, and Equal Employment Opportunities Act and Age Discrimination in Employment Act were amended by the Lilly Ledbetter Fair Pay Act that clarifies discriminatory compensation decisions. Accept all changes. Retain complaint manager contact information.	December 2009 PRESS
5:20 Workplace Harassment Prohibited	Renamed from Sexual Harassment and adds a paragraph on workplace harassment prohibited. Adds another sentence in the Making a Complaint; Enforcement section. Keep our current complaint managers. Accept all changes.	February 2010 PRESS
5:30 Hiring Process and Criteria	Complies with PA 96-431 and PA 96-623 which urges employers using employment verification systems like E-Verify to consult the IDOL website for current information .In addition, makes significant changes to ADA’s definition of disability. Accept all changes.	September 2009 PRESS
5:90 Abused and Neglected Child Reporting	Updated to comply with 96-431. Superintendent must notify State and Regional Supt. When certificate holder is dismissed or resigns from the district as a result of committing an act against children. Accept all changes.	September 2009 PRESS
5:100 Staff Development Program	Updated to comply with PA 96-431 which requires boards to conduct an in-service, at a minimum once every two years training all district staff on educator ethics, teacher-student conduct, and school employee student conduct. Accept all changes.	September 2009 PRESS

5:120 Ethics	Updated to comply with PA 96-431 district staff maintain professional and appropriate relationships with students, parents, staff members, and others. Accept all changes.	September 2009 PRESS
5:120-AP2 Employee Conduct Standards	Updated educator ethics, teacher-student conduct, and school employee-student conduct. Accept all changes.	September 2009 PRESS
5:280 Educational Support Personnel-Duties and Qualifications	Adds language to Coaches section for training, adds language to bus drivers section to notify Secretary of State within 30 days if a bus driver has been called to active duty. Accept all changes.	September 2009 PRESS
6:20 School Year Calendar and Day	Footnote changes on school day hours, pledge of allegiance requirement, and required moment of silence to recognize veterans during any type of event held at school on November 11. Accept all changes. Check about hearing for Veteran's Day.	November 2009 PRESS
6:50 School Wellness	Non substantive changes to include resources available from Action for Healthy Kids and Farm Fresh Schools Program. New Junk Food Rule limits types and amounts of junk food sold. Accept footnote changes.	November 2009 PRESS
6:60 Curriculum Content	<ul style="list-style-type: none"> • Change our #4 to match Press #5. • Change our #5 to match Press #6. • Change our #8 to match Press #9. • Change our #11 to match Press #13. • Make Press #14 our NEW #13. • Just change the following numbers to match: <ul style="list-style-type: none"> ○ #13 to #14; ○ #14 to #15; • Make Press #19 to our NEW #16. 	December 2009 PRESS
6:120-AP2 Administrative Procedure – Access to Classrooms and Personnel	Accept New procedure.	February 2010 PRESS
6:120-AP2 E1 Exhibit – Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes	Accept New Exhibit.	February 2010 PRESS
6:340 Student Testing and Assessment Program	Updated to distinguish the assessment program from the policy on grading and promotion. Accept all changes.	September 2009 PRESS
7:10 Equal Educational Opportunities	Changes in policy language to incorporate gender identity and order of protection status as protected categories. Footnote updated to include PA 96-814 information of the Illinois Department of Human Rights jurisdiction over schools as a place of public accommodation. Accept all changes.	December 2009 PRESS
7:20 Harassment of Students Prohibited	Protected categories now include gender identity and order of protection status. Accept all changes.	December 2009 PRESS
7:50 School Admissions and Student Transfers To and From Non-District Schools	Revised to implement PA 96-844, which adds a new sentence on age eligibility and another new sentence on admission procedures. Accept attached revision.	February 2010 PRESS
7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students	Footnote changes and links to new eye examination and dental examination forms. Accept all changes.	September 2009 PRESS
7:180 Preventing Bullying, Intimidation, and Harassment	Protected categories now added to this policy. State law requires boards update their bullying policy every two years and file with the ISBE. Our policy was updated in March 2008 and sent to ISBE. Accept all changes and submit to ISBE once adopted.	December 2009 PRESS
7:190 Student Discipline	New Legislation changed definition of a weapon. Also adds a sentence on expulsion requirement may be modified by the superintendent and/or board on a case-by-case basis. Accept all changes.	September 2009 PRESS
7:240 Conduct Code for Participants in Extracurricular Athletics	Accept all of first paragraph only. Updates which add that participants in extracurricular activities are to conduct themselves as good citizens and exemplars of their school at all times.	September 2009 PRESS
8:20-E Application and Procedures for Use of School Facilities	Use our current form.	February 2010 PRESS
8:70 Accommodating Individuals with Disabilities	Non-substantive update on footnote changes regarding the Americans with Disabilities Act, the Department of Justice,	November 2009 PRESS

	and the Illinois Environmental Barriers Act. Accept all changes and retain sentences on complaint managers contact information.	
8:100 Relations with Other Organizations and Agencies	Adds IEMA, local organizations for civil defense and other appropriate disaster relief organizations concerned with civil defense. Accept all changes.	September 2009 PRESS

- b. PRESS Policies Ready for Other Action on Wednesday, April 21, 2010
The board reviewed the following policies that were recommended for deletion of are not applicable to a grade school district.

2:250-E2 Exhibit – Response to Request for District Record Inspection	Deleted	December 2009 PRESS
2:250-E3 Exhibit – Inspection Report for District Records	Deleted	December 2009 PRESS
6:110 Programs for Students at Risk of Academic Failure	Do not accept.	September 2009 PRESS
6:185 Remote Educational Program-NEW	Do not accept.	November 2009 PRESS
6:300 Graduation Requirements	Do not accept.	September 2009 PRESS
6:300 E1 Application for a Diploma	Do not accept.	September 2009 PRESS
6:310 Credit for Alternative Courses and Programs, Course Substitutions	Do not accept.	September 2009 PRESS
6:320 High School Credit for Proficiency	Do not accept.	September 2009 PRESS
7:300 Extracurricular Athletics	Do not accept. (High School Changes.)	September 2009 PRESS

- c. PRESS Policies in Need for Discussion and Review by the Board
The board discussed the following policy and exhibit.

2:250-E2 Exhibit – Immediately Available District Public Records	Jason Livezey, Jenny Zimmerman and Luann DiMonte will work on this exhibit to be presented the board at the Wednesday, May 5, 2010 Meeting.	December 2009 PRESS
4:150 Facility Management and Building Programs	The board determined to accept the PRESS Changes and move the discussion on naming of facilities and buildings into the queue for a future Committee of the Whole Meeting.	November 2009 PRESS

- d. Review of Existing Policies/Procedures/Exhibits (Requests by Board/Administrators)

Dr. Manville reviewed with the board two policies that were requested to be discussed by a board member or administrator.

- *Policy 5:220 Substitute Teachers (Parents Substitute teaching in child's classroom and hiring certified teachers as long term subs.) Dr. Manville will re-write this policy and present it to the board at the Wednesday, May 5, 2010 Committee of the Whole Meeting.*
- *Policy 7:60 Student Residency – Dr. Manville reviewed the Residency Policy with the board members. A board discussion ensued regarding this policy. Dr.*

Manville will present an amended 7:60-AP to the board at the Wednesday, May 5, 2010 Committee of the Whole Meeting.

BOARD MEMBER DISCUSSION

A board discussion ensued regarding the length of the meeting. It was determined to discuss the rest of the agenda at the next Committee of the Whole Meeting on Wednesday, May 5, 2010.

It was the consensus of the board to discuss the remainder of the agenda at the next Committee of the Whole Meeting on Wednesday, May 5, 2010.

- e. New Policies/Procedures Under Consideration (Requests by Board/Administrators)
- f. Issues to Address (Request by Board/Administrators)
- g. Monthly “Housekeeping” Review of Policies
- h. Policies in the Queue

BOARD GOVERNANCE ISSUES

14. District Representative Reports

- a. District 843 Governing Board – Member Gillooley
- b. SCOPE Board – Member Markus
- c. IASB Report – Member Broderick
- d. Three Rivers – Member Kedzior

15. Board Development Topics

- a. Board Meeting Evaluation Form Discussion
- b. StrengthsFinder 2.0 Update
- c. Reaffirmation of Board Agreements
- d. IASB Conference Update: Collective Bargaining Training

16. Executive Session (Employment, Compensation and Evaluation of Personnel, Collective Bargaining, Review of Executive Session Minutes and Audio Tapes.

17. Adjournment

A motion was made by member Broderick and seconded by Member Miller to adjourn the meeting. Motion carried on a roll call vote. Member Broderick; yes, Member Gillooley; yes, Member Kedzior; yes, Member Markus; yes, Member Martino; yes, Member Miller; yes, and Member Smith; yes. 7 ayes. 0 nays. The meeting adjourned at 9:50 p.m.

The next regular board meeting will be held on Wednesday, April 21, 2010 at 7:00 p.m. at the Haven Administrative Center.

The next Committee of the Whole Meeting will be held on Wednesday, May 5, 2010 at the Haven Administrative Center.

Respectfully submitted,

Luann DiMonte, Recording Secretary

Approved by:

Kathy Markus, Board President

Sue Gillooley, Board Secretary