

# **LIBERTYVILLE ELEMENTARY SCHOOLS**

**District No. 70**

**Libertyville, Illinois**

**March 18, 2019**

The regular meeting of the Board of Education District No. 70, Lake County, Illinois, was held at the ERC on Monday, March 18, 2019. The meeting was called to order at 7:30 p.m. by Mr. Tom Vickers, Board President.

The following members answered present at roll call: Mr. Coughlin, Mr. Grote, Mrs. Hoff, Mr. Kennedy, Mrs. Schilling and Mr. Vickers.

Absent: Mrs. Lucke.

Also present: Dr. Schumacher, Dr. Bean, Dr. Youngman, Dr. Otto, Mrs. Imholz, Robin Kollman, and guests.

## **APPROVAL OF MINUTES**

Motion was made by Mrs. Hoff, seconded by Mr. Kennedy, that the Board of Education approve the minutes of the Committee of the Whole Meeting of February 25, 2019, and the Regular Meeting of February 25, 2019, and that they become part of the formal District 70 records.  
All in favor. Motion carried.

## **FINANCE REPORTS**

Motion was made by Mrs. Schilling, seconded by Mrs. Hoff, that the Board of Education approve the bills listed and presented for payment in the following amounts:

A. EDUCATION	\$ 245,935.22
B. OPERATIONS/MAINTENANCE	\$ 74,498.86
C. DEBT SERVICE	\$
D. BOND & INTEREST	\$
E. TRANSPORTATION	\$ 212,934.80
F. IMRF	\$
G. CAPITAL PROJECTS FUND	\$
H. IMPREST	\$ 4,653.77

On roll call vote: ayes – Mr. Coughlin, Mr. Grote, Mrs. Hoff, Mr. Kennedy, Mrs. Schilling, and Mr. Vickers. Absent – Mrs. Lucke. Nays - None. All in favor. Motion carried.

Motion was made by Mrs. Schilling, seconded by Mr. Coughlin, that the Board of Education approve the payroll requests for the month of FEBRUARY 2019:

FEBRUARY 2019

A. EDUCATION	\$ 1,738,127.38
B. OPERATIONS/MAINTENANCE	\$ 98,746.16
C. TRANSPORTATION	\$
 TOTAL:	 \$ 1,836,873.54

On roll call vote: ayes – Mr. Grote, Mrs. Hoff, Mr. Kennedy, Mrs. Schilling, Mr. Vickers and Mr. Coughlin. Absent – Mrs. Lucke. Nays - None. All in favor. Motion carried.

**PRESENTATIONS FROM THE FLOOR**

There were none at this time.

**REPORT FROM DR. W. GUY SCHUMACHER**

Dr. Schumacher reported on the following:

- A. Congratulations were presented to Erik Youngman and Robin Kollman! Erik spoke about his research in the area of homework at this past weekend's ASCD Conference, in Chicago, and Robin has been asked to present, *From Newsroom Journalism to School Public Relations*, at the National School Public Relations Association conference, this July, in D.C. Thanks to both Erik and Robin for a willingness to share your knowledge and for placing District 70 so prominently in the spotlight.
- B. Dr. Schumacher thanked Dr. Candice Kehoe for serving during a recent compliance audit, as an internal reviewer and strategic planner for Libertyville's St. John's Lutheran School. Having offered similar guidance and support to St. Joe's Catholic School during a previous evaluative study, Dr. Kehoe's willingness to aid and assist our neighbors while building upon a positive relationship in the community is greatly valued and appreciated.
- C. *Congratulations Tyler Patterson!* Dr. Schumacher recognized Tyler for his outstanding performance at the Highland Middle School Geographic Bee. Tyler came in first place at this year's challenge and was highlighted by the superintendent and Board of Education. Each year, Dr. Schumacher always enjoy attending the National Geographic Bee at Highland and is always fascinated at how well the students perform. Kudos go out to Dr. Erin Wyatt for her impressive attention to detail and making this, yet another, impressive Highland event.
- D. As Queen would say... "We are the Champions!" Congratulations to our State wrestling Champions Caleb Christensen and Austin Gomez, and their coaches Shane Crown, Rob Rajcevich, and Adam Kimpler, all recognized last evening. Caleb placed FIRST in the

state competition and Austin, having been a finalist for the second time, placed THIRD. Members of the team were honored with a walk through the halls as students and staff recognized them for their accomplishments this past season.

### **FOIA REQUESTS**

Freedom of Information Act, acknowledged two requests that did not pertain to Libertyville School District 70. The first came from Selena Garcia of Emeric Facility Services, seeking to view any contract the district holds for outsourced vendor custodial services. District 70 does not outsource custodial services. The second request, from Research Asst. Jon Laadt, through Professor Mona Vaklifathi, New York University, sought initial charter school applications to create a new or conversion charter school from January 2013 to February 2017. No charter school proposals have been made. During this time frame

### **PERSONNEL REPORT**

Motion was made by Mrs. Hoff, seconded by Mr. Coughlin, that the Board of Education approve personnel recommendations contained in this Board Report No. 7.1A.

**CHANGE IN STATUS:** Abel Cervantes, from Grounds and Preventive Maintenance to Maintenance Technician, effective February 27, 2019; Luis Gonzalez, from Day Custodian at Highland to Grounds and Preventive Maintenance, effective upon replacement. **NEW EMPLOYMENT:** Dena Ferdinand, Paraeducator at Adler, effective 2019-2020 school year.

On roll call vote: ayes –Mrs. Hoff, Mr. Kennedy, Mrs. Schilling, Mr. Vickers, Mr. Coughlin and Mr. Grote. Absent – Mrs. Lucke. Nays - None. All in favor. Motion carried.

### **APPROVAL OF SCHOOL BOARD POLICIES 4:20, 4:40, 4:45, 4:50 and 4:80**

Motion was made by Mr. Kennedy, seconded by Mrs. Hoff, that the Board of Education approve Board Policies 4:20 – Fund Balances, 4:40 – Incurring Debt, 4:45 – Insufficient Fund Checks and Debt Recovery, 4:50 – Payment procedures and 4:80 – Accounting and Audits, as they appear in Board Report No. 7.2, Exhibits A, B, C, D and E respectively.

Changes to Policy, included Policy 4:20 Operational Services: Transfer of Funds, Renamed: Fund Balance; addresses the transition of transfers between various items in any fund that may not exceed the aggregate 10 percent of the total of such fund as set in the budget to a maintenance of year-end fund balance to no less than the range of 15-20% of the annual expenditures in each fund. This policy also addressed the addition of an expectation that the superintendent or designee shall inform the board whenever it should address drawing upon reserves or borrowing money, Policy 4:40 Operational Services: Incurring Debt; incorporates the definition of Bond Issue Obligations, and the requirement that the superintendent shall notify the State Board of Education before the district issues any form of long or short-term debt that will result in outstanding debt that exceeds 75% of the debt limit specified in State Law, Policy 4:45 Operational Services: Insufficient Fund Checks, Renamed: Insufficient Fund Checks and Debt Recovery, in addition to defining expectations amounts, the policy defines superintendent authorization to seek collection of delinquent debt owed

the district; Policy 4:50 Operational Services: Payment Procedures; further clarifies the role and responsibilities of the Treasurer and, through the board, authorizes the superintendent to establish revolving funds and a petty cash system for such programming as school cafeteria, lunchrooms, and athletics in accordance with Policy 4:80, Policy 4:80 Operational Services: Accounting and Audits; incorporates Annual Audit, Annual Financial Report, Taxable Fringe Benefits, Controls for Revolving Funds and Petty Cash, Control Requirements for Checks, as well as Internal Controls as additional features aligned with this policy.

On roll call vote: ayes – Mr. Kennedy, Mrs. Schilling, Mr. Vickers, Mr. Coughlin, Mr. Grote and Mrs. Hoff. Absent – Mrs. Lucke. Nays - None. All in favor. Motion carried.

**RESOLUTION FOR THE HONORABLE DISMISSAL OF FIRST YEAR PROBATIONARY TEACHERS FOR PURPOSES OF REDUCTION IN FORCE**

Motion was made by Mr. Grote, seconded by Mrs. Schilling, that the Board of Education adopt the accompanying Resolution appearing as EXHIBIT 7.3A/ Honorable Dismissal of First Year Probationary Teachers. Further, that the President and Secretary of the Board of Education be authorized to sign the Resolution and Letters of Notice, copies of which are appended to this Board Report as Exhibits 7.3B, 7.3D, & 7.3H respectively, and are to become a part of the formal minutes of this official meeting.

On roll call vote: ayes – Mrs. Schilling, Mr. Vickers, Mr. Coughlin, Mr. Grote, Mrs. Hoff and Mr. Kennedy. Absent – Mrs. Lucke. Nays - None. All in favor. Motion carried.

**APPROVAL OF APPLE COMPUTER LEASE AGREEMENT**

Motion was made by Mrs. Schilling, seconded by Mrs. Hoff, that the Board of Education approve the Apple Lease agreement for the purchase of 235 Mac Book Air laptops with a four (4) year repayment plan.

On roll call vote: ayes – Mr. Vickers, Mr. Coughlin, Mr. Grote, Mrs. Hoff, Mr. Kennedy and Mrs. Schilling. Absent – Mrs. Lucke. Nays - None. All in favor. Motion carried.

**APPROVAL OF AMERICAN CAPITAL TECHNOLOGY LEASE**

Motion was made by Mrs. Schilling, seconded by Mr. Coughlin, that the Board of Education approve the American Capital Technology Lease in the amount of \$404,640.00 at lease rate of 0.00% repaid over four (4) years.

On roll call vote: ayes – Mr. Coughlin, Mr. Grote, Mrs. Hoff, Mr. Kennedy, Mrs. Schilling and Mr. Vickers. Absent – Mrs. Lucke. Nays - None. All in favor. Motion carried.

**APPROVAL OF THE MCKINSTRY - CONSTRUCTION MANAGEMENT CHANGE ORDER**

Motion was made by Mrs. Schilling, seconded by Mrs. Hoff, that the Board of Education approve

the McKinstry Construction Management Services change order, incorporating all Life Safety A and B Items, LED Lighting for Adler Park, Copeland Manor, and Rockland Schools, as well as the Educational Resource Center, and includes improvements to Butterfield School and Highland Middle School HVAC systems.

On roll call vote: ayes – Mr. Grote, Mrs. Hoff, Mr. Kennedy, Mrs. Schilling, Mr. Vickers and Mr. Coughlin. Absent – Mrs. Lucke. Nays - None. All in favor. Motion carried.

#### **APPROVAL OF TRACK MY ROUTE SOFTWARE**

Motion was made by Mrs. Schilling, seconded by Mr. Kennedy, that the Board of Education approve \$9.99 per bus rider for the Track My Route Software agreement.

On roll call vote: ayes – Mrs. Hoff, Mr. Kennedy, Mrs. Schilling, Mr. Vickers, Mr. Coughlin and Mrs. Hoff. Absent – Mrs. Lucke. Nays - None. All in favor. Motion carried.

#### **FIRST READING OF CHANGES TO POLICIES: 4:170, 5:30, 5:220, 7:270 and 7:290**

First Reading of Changes to Policies included **4:170 Operational Services: Safety**, formally requiring a practice, already in place in District 70, of one law enforcement drill, no later than 90 days after the first day of school, to address a school shooting incident and to evaluate the preparedness of school personnel and students; **5:30 General Personnel: Hiring Process and Criteria**, offers an advanced focus on investigations and thorough checks are completed for superintendent candidates; in an era of substitute teacher shortages, **5:220 Professional Personnel**, addresses greater opportunity for substitute teaching days by broadening TRS limits; **7:270 Students: Administering Medicines to Students**, broadens a more than decade old policy to incorporate such references and responsibilities associated with a school district's undesignated supply of asthma medication, epinephrine injectors and opioid antagonists, as well as the designated caregiver administration of medical cannabis; **7:290 Students: Suicide and Depression Awareness and Prevention**, further develops and extends training requirements of all staff regarding suicide prevention, early identification, and referral for students of all ages.

#### **BUILDINGS AND GROUNDS UPDATE**

Dan Gilbert, Supervisor of Maintenance and Facilities, shared an update of Buildings and Grounds maintenance projects, plans, and development for school sites.

#### **CO-TEACHING MODELS**

In a commitment toward goals set forth in the District 70 Strategic Plan, as well as support for integrated practices and inclusionary offerings, Dr. Chris Otto, Director of Special Services, presented staff members Kelly Blahnik, Katie Nyland, Laura Stonehocker, Laura Williams, and Danya Sundh as they share ELA co-taught models from Rockland School, as well as Math teacher Shane Crown and special educator Leslie Mueller who share aspects of co-teaching that support student learning at Highland Middle School.

### **ANNUAL SCHOOL LIBRARY CERTIFICATION**

The Illinois State Library's annual certification process is accomplished through an online web form between January 2nd and March 31st. Annual library certification is required of all library system members. As stated in the Illinois Library Laws & Rules, receiving grant funds from the Illinois State Library is contingent upon annual certification compliance. Library directors from each of the five Libertyville District 70 Learning Centers report on the progress each library program is making toward meeting the guidelines set in *Linking for Learning*, the Illinois School Library Media Program Guidelines. Document summations are included in Boardbook.

### **BOARD OF EDUCATION COMMITTEE AND PROFESSIONAL DEVELOPMENT REPORT 9.1**

The following was discussed and shared by the Board of Education:

- A. Board Vice-President, Mrs. Schilling and Board member, Mr. Grote, look forward to attending the NSBA conference in Philadelphia on March 29-April 1.

### **BOARD OF EDUCATION CORRESPONDENCE**

- A. Board members were reminded of the Recognition Reception on Thursday, May May 23<sup>rd</sup> at the Doubletree Hilton in Mundelein from 4:30 – 6:30 p.m.

### **OTHER ITEMS**

There were none at this time.

### **ADJOURNMENT**

Motion was made by Mr. Kennedy, seconded by Mrs. Schilling, that the Board of Education adjourn the meeting at 8:56 p.m. All in favor. Motion carried.

Respectfully submitted,

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Tom Vickers, Board President

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Greta Hoff, Board Secretary