

**North Boone Community Unit School District No. 200**

**Minutes of the Regular Meeting of the  
Board of Education**

District Office

6248 North Boone School Road, Poplar Grove, Illinois 61065

Tuesday, November 22, 2016

6:30 p.m.

**CALL TO ORDER AND ROLL CALL**

The Regular Meeting of the Board of Education was called to order at 6:30 p.m. by President Matt Ellingson.

Present: President Matt Ellingson, Mary Maxey, Ed Mulholland, Secretary Tom Moon and Don Ward. Present via phone: Brian Reininger

Absent: Vice President Joe Haverly

**APPROVAL OF AGENDA**

A motion was made by Mrs. Maxey and seconded by Mr. Mulholland to approve the Agenda as presented.

The motion was carried by unanimous voice vote.

**AUDIENCE TO VISITORS**

*(No Audience to Visitors)*

**TREASURER'S REPORT**

Mrs. Saunders said the Treasurer's Report was as presented.

**SUPERINTENDENT'S REPORT**

Dr. Greenlee noted a Curriculum Committee meeting was held last week. He stated course proposals were presented, guidelines for Running Start were discussed, along with opening the graduation ceremony to current Alternative Education students. He also mentioned there was a consensus regarding removing limits from policy 6:310. Dr. Greenlee said he would work with Mr. Hubert to bring policy 6:310 to the Policy Committee.

Dr. Greenlee also stated a Business Committee meeting was held last week and the levy and flex spending proposals were discussed.

He thanked Andy's Books, Half Price Books and the Niemiec Foundation for donations totaling \$2100. He mentioned Mrs. Grove did a nice job with the reading program and obtaining donations.

Dr. Greenlee mentioned the Board attended the Tri-Conference in Chicago and believed they brought back some fresh ideas.

## COMMITTEE REPORTS

### Policy Committee

Mr. Ward said the next Policy Committee is to be determined.

### Business Services Committee

Mr. Mulholland reported the Business Services Committee had met on November 16, 2016 to discuss insurance and the proposal for the levy.

### Facility/Long Range Planning Committee

Mr. Moon said the Facility/Long Range Planning Committee may meet in the next month.

### Curriculum, Instruction and Assessment Committee

Dr. Greenlee noted he summarized the past CIA meeting in his Superintendent's report. The next Curriculum, Instruction and Assessment Committee is to be determined.

## CONSENT AGENDA

Mr. Mulholland wanted to ensure we are continuing to receive feedback on the reasons for staff turnover. Dr. Greenlee said we are aware of the reasons people are leaving, and noted there is an exit interview online available for staff.

A motion was made by Mrs. Maxey and seconded by Mr. Mulholland to approve the consent agenda as presented.

The motion was carried by unanimous roll call.

A. Minutes of the Regular Meeting October 25, 2016

B. Personnel

Site	Person	Position	Salary	Effective/ End Date
<b>1. Certified - FMLA</b>				
CES	KristaLyn Gerl	ECE Teacher	N/A	1/17/17 – 3/20/17
<b>2. Non-Certified - Hire</b>				
NBHS	Tommy Cabrera	Bilingual Assistant (5.75 hrs)	TA30, Step 2	11/07/16
<b>3. Non-Certified – Leave of Absence</b>				
District	Sonia Stanski	Bus Assistant	N/A	1/04/17
MES/ NBUE	Linda Mulholland	Library Assistant	N/A	11/29/16 – 1/27/17
<b>4. Non-Certified – Resignation</b>				
CES	Margaret Sachs	Special Education Teacher Assistant	N/A	11/09/16
NBHS	Sasha Moore	Special Education Teacher Assistant	N/A	11/11/16
CES/ MES	Bonnie Wallin	Teacher Assistant (Math Interventionist)	N/A	11/18/16
<b>5. Extra Curricular - Resignation</b>				
NBHS	Tina Wallace	Dance Coach	N/A	10/27/16

<b>NBMS</b>	<b>Jodie Rogers</b>	Student Council Advisor (Split Stipend)	N/A	11/04/16
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- C. October 2016 Bills – Addendum
- D. Set Date for Hearing on the 2016 Tax Levy
- E. Title I Parental Involvement Agreements

**UNFINISHED BUSINESS**

*(None)*

**NEW BUSINESS**

**A. November 2016 Bills**

A motion was made by Mr. Mulholland and seconded by Mrs. Maxey to approve the November 2016 bills as presented.

Ayes: Mr. Ellingson, Mrs. Maxey, Mr. Moon, Mr. Mulholland and Mr. Reininger

Nays: none

Abstain: Mr. Ward

The motion passed 5-0, with one abstention.

**B. School Improvement Plans**

Mr. Hubert presented the School Improvement Plan for the High School, and Mrs. Walsh presented the School Improvement Plan for Poplar Grove Elementary.

A motion was made by Mrs. Maxey and seconded by Mr. Moon to approve the NBHS and PGE School Improvement Plans as presented.

The motion was carried by unanimous roll call.

**C. Acceptance of 2015-2016 Audit Report**

Mr. Dennis Hildebrandt from Siepert & Co. discussed the highlights and findings of the audit. He suggested we implement a policy on risk assessment, as the District does not have a formal risk assessment or anti-fraud process. He also identified certain PO's for non-recurring items over 1K that did not have approval from the Business Manager. Mr. Hildebrandt also mentioned staff working under a grant did not complete timecards stating they were working 100% under the IDEA flow through grant. He also stated a process had not been put in place to ensure vendors are not debarred or suspended.

Mr. Hildebrandt did state that we had more material weaknesses the year prior, so they have seen a significant improvement from last year. He also mentioned our fund balances have increased and feels we are in a good position as far as reserves.

Mr. Ward asked why the audit was one month late. Mr. Hildebrandt said Siepert takes responsibility and stated they have had turnover in their office, and they fell behind.

Mr. Mulholland thanked Mrs. Saunders and her staff for cleaning up the situation in the Business Office.

A motion was made by Mrs. Maxey and seconded by Mr. Moon to accept the 2015-2016 Audit Report as presented.

The motion was carried by unanimous roll call.

**D. Corrected 2014-2015 AFR**

Mr. Hildebrandt from Siepert & Co. stated the revenues and totals were correct, but were put in the wrong columns and on incorrect line items. He stated ISBE was in agreement with the changes.

A motion was made by Mr. Mulholland and seconded by Mrs. Maxey to accept the 2014-2015 Corrected AFR as presented.

The motion was carried by unanimous roll call.

**E. School Report Card Summary**

Dr. Greenlee provided an overview of the testing data, and shared our percentages were slightly below last year. He mentioned we will be moving the PARCC test up and the MAPS test back, and said Mr. Pearce will be working to identify the Middle School weaknesses. Dr. Greenlee said the Administration will study trends and continue to be creative and collaborative, in an effort to create a culture of improving student achievement.

Mr. Mulholland noted he took the opportunity to attend sessions at the Tri-Conference to hear information from similar sized districts, and learn more about their success. He feels our Board should take responsibility for only 30% of students meeting standards, and suggested meeting with the Administration to collaborate on a plan. Dr. Greenlee said he thinks the staff and Administrators are working hard. Mr. Mulholland said he would like to make this a focus and would like monthly responses on tracking and trends. Dr. Greenlee stated he had spoken with Mrs. Lilja, Curriculum Coordinator, and they feel this data provides a view but doesn't drill down to specific issues. Mr. Mulholland said he would like to set goals from Dr. Greenlee and Administrators, as well as the Board. Mr. Moon said he somewhat agreed with Mr. Mulholland, but has faith that we will see improvement with the new Administrative team.

**F. High School Curriculum Course Proposals**

Mr. Lammersfeld, Music Teacher, shared that he had sent a survey to students to gauge their interest in music, as he'd like to encourage more participation. Mr. Hubert was in support of the Music Appreciation course as another elective, but acknowledged it could put Mr. Lammersfeld on an overload. Mrs. Maxey mentioned that Mr. Lammersfeld did a great job with the band with the play. Mr. Mulholland said he had also heard compliments about Mr. Lammersfeld. Mr. Ward asked when we would have an idea of the level interest. Mr. Hubert said they work on a tentative schedule in February and will have an estimate on staffing needs in March.

A motion was made by Mrs. Maxey and seconded by Mr. Moon approve the elective Music Appreciation course as presented.

The motion was carried by unanimous roll call.

Mr. Hubert described the Vocational Internship course revision, and described how local businesses have asked to partner with our High School. He noted the community had picked up on this program and it has been successful. Mr. Hubert would like to expand to

all Special Education students, noting transportation would not be provided to those students, similar to Running Start and CEANCI. Mr. Ward asked if this class will be held to the same standard of 15-20 students in order to hold the class. Mr. Hubert said the course would be limited to juniors and seniors, which could be roughly 24 students. He said interested students would be removed from the Study Skills class and could be placed in the Vocational Internship class. Mr. Moon asked how many positions were available at businesses. Mr. Hubert replied there are six businesses interested. Mr. Ward asked if all the businesses were within District boundaries. Mr. Hubert said currently we transport Life Skills students to their local positions. Mr. Moon asked who assumes liability. Mrs. Saunders stated she provides businesses with a certificate of liability. Mr. Moon would like to see job descriptions for our students from each participating business.

A motion was made by Mr. Mulholland and seconded by Mrs. Maxey to approve the Vocational Internship Course Revision as presented. Mr. Ellingson asked for discussion. Mr. Ward felt to keep it fair and consistent for all students, we should hold the class if there are 15-20 interested students, and he will follow up in March to see if there is that level of interest.

Ayes: Mr. Ellingson, Mrs. Maxey, Mr. Mulholland, Mr. Reininger and Mr. Ward

Nays: Mr. Moon

The motion passed 5-1.

**G. Approval of Flex Spending for Medical/Dependent Care and Ancillary Benefits for Medical and Life Insurance**

Dr. Greenlee provided an overview of the programs and shared employees that work 20 or more hours have an opportunity to use flex spending on dependent, dental and vision. He said the cost to the District is a one-time fee of \$350, along with some minor costs following.

A motion was made by Mr. Mulholland and seconded by Mrs. Maxey to approve the Flex Spending for Medical/Dependent Care and Ancillary Benefits for Medical and Life Insurance.

The motion was carried by unanimous roll call.

**EXECUTIVE SESSION**

A motion was made at 8:10 p.m. by Mrs. Maxey and seconded by Mr. Mulholland to recess to Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; collective negotiating matters between the public body and its employees or their representatives; pending or imminent litigation or other matters provided for pursuant to §2(c) of the Open Meetings Act.

The motion was carried by unanimous roll call.

The following members were present: President Matt Ellingson, Secretary Tom Moon, Mary Maxey, Ed Mulholland, and Don Ward. Present via phone: Brian Reininger. Absent: Vice President Joe Haverly

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Dr. Greenlee left Executive Session at 8:23 p.m  
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The Open Session of the Board of Education was called to order at 8:35 p.m. by President Matt Ellingson.

Present: President Matt Ellington, Secretary Tom Moon, Mary Maxey, Ed Mulholland and Don Ward. Present via phone: Brian Reininger

**RECOMMENDATIONS FROM EXECUTIVE SESSION**

*(None)*

**ANNOUNCEMENTS & OTHER INFORMATION**

- A. Enrollment
- B. Student Activity Reports
- C. FOIA Log

**ADJOURNMENT**

A motion was made by Mrs. Maxey and seconded by Mr. Moon to adjourn at 8:36 p.m. The motion was carried by unanimous voice vote.

**PRESIDENT**                     *Matt Ellingson / S /*                    

**SECRETARY**                     *Tom Moon / S /*                    

**APPROVED: 12/13/16**