

**Official Minutes of the Monday, November 14, 2016
Board of Education Meeting**

Call to Order The Board of Education of Community Consolidated School District 59 in County of Cook, State of Illinois, held a meeting in accordance with provisions of the Open Meetings Act, according to Illinois law, at the District 59 Administration Center, 2123 South Arlington Heights Road, Arlington Heights, Illinois on Monday, November 14, 2016. The meeting was called to order at 7:00PM.

Roll Call *Members Present:* President Barbara Somogyi, Vice-President Janice Krinsky, Karen Osmanski, Secretary - Members: Sunil Bhawe, Tim Burns, Sharon Roberts and Mardell Schumacher

Members Absent: none

Others Superintendent, Dr. Arthur Fessler; Associate Superintendent, Tom Luedloff; Assistant Superintendent for Business Services, Vickie Nissen; Ben Grey, Assistant Superintendent for Innovation and Communications; Assistant Superintendent for Human Resources, Kelley Zerkahs; Assistant Superintendent for Educational Services, Karen Starr; Assistant Superintendent for Instruction, Maureen McAbee; Executive Director of Facilities and Operations, Tony Rossi; Executive Director of Student Growth and Accountability, Dr. Josh Carpenter; and Recording Secretary, Kathie Lange.

Also Present Eydie Cohen, DEA President; David Pohlmeier, Director of Communications and Design; Christy Prikkel, Director of Fiscal Services; Janet Fisher, Purchasing/School Nutrition Coordinator; Jessica McCormick, Robert Frost Principal; Dr. Mike Merritt, Brentwood Principal; Mrs. Kathy Beach, Brentwood Assistant Principal; Ms. Martina Perez, Assistant Principal Devonshire; Devonshire students and families - Tomas and Leah Wojtowicz; Zariela Myes and Santiago Hernandez; Frank, Anna and Tomasz Cetnar; Niv Roy Chowdury; Sania Kamani; Neel Patel; Fredryll Patingo

Pledge of Allegiance The Pledge of Allegiance to the Flag of the United States of America was recited.

AUDIENCE RECESS

No one came forward to address the Board of Education.

CONSENT AGENDA

MOTION by Mrs. Roberts, seconded by Ms. Krinsky to adopt the following resolution:

Mrs. Osmanski attended the Administrator Academy and the Board of Education tour of four Grove cluster schools.

Several Board members commented on how much they appreciate the opportunity to visit classrooms and see students and teachers in action and thanked Dr. Fessler for the opportunity.

Mrs. Somogyi and Mr. Bhave attended the Employee Wellness and Insurance Committee Meeting. Mrs. Somogyi shared that some pharmacy options will be brought back to the insurance committee for discussion at a future date.

Mr. Bhave shared that the Insurance Committee heard about the Virtual MD option. The group will receive more information on this option at a future date.

Mrs. Schumacher shared that she and Mr. Schumacher visited 4th grade students at Clearmont Elementary School on Veterans Day. Mr. Schumacher is a veteran and was the featured speaker.

Dr. Burns shared that he was approached at a community event and had conversation with two Salt Creeks parents who had addressed the Board at the October 28, 2016 Board meeting. The parents still have concerns about student safety and discipline as they shared with the Board of Education in October.

Dr. Fessler indicated that in light of the requirements outlined in Senate Bill 100, the District has reached out to the Board attorney for advice on developing a recommendation for student discipline. He will keep the Board of Education informed on the progress in this area.

SPECIAL INTEREST TOPIC

FOIA REQUESTS

Ms. Zarfahs shared that the District had received two FOIA requests since the last report. The Daily Herald was seeking information about lead testing. The information was already available on the District website, but was provided to the Daily Herald as requested.

The second FOIA request came from Service Employees International Union Local 73. Some of the information the organization was seeking was identified as exempt by the Board attorney. The remainder the information requested by SEIU Local 73 was provided in a timely manner.

School Board Member Appreciation Day November 15, 2016

Dr. Fessler thanked each Board member for the countless hours they volunteer and presented Board members with a certificate of appreciation and a small gift in honor of Board Appreciation Day.

ACTION ITEMS

BOARD POLICY 4:80

MOTION by Ms. Krinsky, seconded by Mrs. Osmanski to adopt the following resolution:

BE IT RESOLVED THAT on the 14th day of November, 2016, the Community Consolidated School District 59 Board of Education approves the recommended edits to Board Policy 4:80 Account and Audits ([attached to this resolution](#)).

Ms. Nissen clarified that since the ballot measure to abolish the Township School Treasurer had passed, the position referenced in the policy will cease on December 31, 2016. References to the Township Treasurer in this policy will be removed in January. This topic will be added to the Board Calendar Agenda for the January 9, 2017 meeting.

Roll Call

Ayes: 7 Bhave, Burns, Krinsky, Osmanski, Roberts, Schumacher, and Somogyi

Nays: 0

Absent: 0

Abstain: 0

Motion carried: 7-0-0-0

ACCEPTANCE OF DONATION TO RUPLEY ELEMENTARY SCHOOL FROM MS. LORI LICHTER

MOTION by Mrs. Roberts, seconded by Mrs. Schumacher to adopt the following resolution:

BE IT RESOLVED THAT on the 14th day of November, 2016, the Community Consolidated School District 59 Board of Education accepts the donation of children's halloween costumes from Des

Plaines Elks Lodge Leader, Ms. Lori Lichter, 495 Lee Street Des Plaines, IL 60016.

BE IT RESOLVED THAT on the 14th day of November, 2016, the Community Consolidated School District 59 Board of Education accepts the donation of children's halloween costumes to Rupley Elementary School to allow students in need the opportunity to participate in the school's halloween parade.

BE IT FURTHER RESOLVED THAT the Superintendent shall communicate to the donors, in writing, expressing the appreciation of the members of the Board of Education, and that these donations shall be listed in the "official" minutes of this meeting.

Roll Call

Ayes: 7 Bhave, Burns, Krinsky, Osmanski, Roberts, Schumacher, and Somogyi

Nays: 0

Absent: 0

Abstain: 0

Motion carried: 7-0-0-0

ACCEPTANCE OF DONATION FROM MR. MATTHEW SCALLON

MOTION

by Mr. Bhave, seconded by Mrs. Schumacher to adopt the following resolution:

BE IT RESOLVED THAT on the 14th day of November, 2016, the Community Consolidated School District 59 Board of Education accepts the donation from Mr. Matthew Scallon, 405 S. Walnut Ave. Arlington Heights, IL 60004.

BE IT RESOLVED THAT on the 14th day of November, 2016, the Community Consolidated School District 59 Board of Education accepts the donation of a Little Free Library to District 59 unincorporated families in need. These Little Free Libraries will be located at the trailer homes and the donation will allow students and student families the opportunity to access library resources normally unavailable to them.

BE IT FURTHER RESOLVED THAT the Superintendent shall communicate to the donors, in writing, expressing the appreciation

of the members of the Board of Education, and that these donations shall be listed in the “official” minutes of this meeting.

Dr. Burns appreciates the donation, but inquired about the logistics of the District putting library on private property.

Ms. Zarfahs clarified the the District Outreach Specialist worked with the mobile home park to secure a space to set up the library at Oasis Mobile Home Park.

Ms. Krinsky stated she would like to donate books for this library.

Roll Call

Ayes: 7 Bhave, Burns, Krinsky, Osmanski, Roberts, Schumacher, and Somogyi

Nays: 0

Absent: 0

Abstain: 0

Motion carried: 7-0-0-0

DISCUSSION ITEM

Donation Policy

The Board reviewed the draft Board Policy written by the Board attorney, which provides guidance for donations to the District and teachers. The Board determined there were two areas that need to be addressed:

1. Clarity for Donors
2. Teachers Solicitation for Donations.

Mrs. Schumacher added that she is not in favor of any type of messaging with regard to donations received by the District.

The Board Policy Committee will review this document and bring suggestions for change back to the full Board.

Award of Bid for Paper

Ms. Jan Fisher shared details and a recommendation for the District’s bid for paper. District 59 issues a paper bid once each year for a quantity projected to meet one year’s needs. This year the bid is for xerographic and vellum paper. Any variety of instructional paper including construction paper is ordered by each building as needed. The bid is awarded by category and the vendor holds the inventory until the District requests partial deliveries.

The bid specifications require the vendor to quote unit prices inclusive of shipping costs and stipulated delivery throughout the school year. The specifications also allow the District to compare prices with the state contract. Items purchased through the state contract are exempt from bidding requirements (105 ILCS 5/10-20.21) and only xerographic paper is available.

This year, the state contract prices for xerographic paper do not provide any savings, as they are less competitive than local vendor bid results. Murnane Paper submitted the low bid for xerographic paper and Staples Contract & Commercial, Inc. submitted the low bid for vellum.

The Board will take action on November 28, 2016

Implementation of Recommendations for Travel Expenses

Ms. Nissen shared the recommendations from IASB Press Plus Update for the following Board Policies with respect to travel expenses:

2:125 Board Member Compensation; Expenses

4:55 Use of Credit and Procurement Cards

5:60 Expenses

Ms. Nissen shared that the cost associated with attending a conference ranges from \$400-700 per night. These costs includes airfare, food, hotel and registration.

The District already has many of the recommendations outlined by IASB in place. The deadline to implement all aspects of the requirements outlined by HB 4379 is January 1, 2017. The Board agreed that the SLT would work on the next draft and bring a recommendation back to the Board of Education.

Dr. Fessler will look into the possibility of a temporary PCard for travel.

NEW/CONTINUING BUSINESS

Board Beliefs - The Board continued to discuss modifications recommended for the Board Belief statements. Dr. Fessler will review the document and make suggestions for modifications at the next Board meeting.

Governance Cycle - Mrs. Roberts agreed to review the Board Governance Cycle and bring suggestions for change back to the full Board at the next meeting.

November 28, 2016 Board of Education Meeting

Dr. Fessler noted that due to the Thanksgiving holiday, the Board agenda for the November 28, 2016 Board of Education meeting would be shared with the Board on Tuesday, November 22, 2016.

Dr. Burns asked for clarification on guests being included with District 59's RSVP responses for Triple I events. The Board agreed that the process for including guests would be reviewed and discussed for future conferences.

Mrs. Osmanski shared that due to knee surgery, she would be unable to attend the Triple I Conference.

Mrs. Somogyi asked Board members to consider volunteering as a delegate for the IASB session on resolutions.

REPORTS OF THE SUPERINTENDENT'S TEAM

Ms. Nissen distributed a handout on the timeline for elimination of the Elk Grove Township School Trustees and Treasurer for District 59. She will be meeting with Mr. Dennis Saviano on Wednesday, November 16, 2016.

Ms. Kelley Zerfahs shared that she will be meeting with DEA representatives to share a draft calendar for the 2017-18 traditional and balanced calendars. The Board will have discussion at the November 28, 2016 meeting.

No CLOSED SESSION was held.

ADJOURNMENT

MOTION at 9:12 PM by Mrs. Schumacher, seconded by Mrs. Roberts to adopt the following resolution:

BE IT RESOLVED THAT on the 14th day of November, 2016, the Community Consolidated School District 59 Board of Education meeting is adjourned.

Roll Call

Ayes: 7 Bhave, Burns, Krinsky, Osmanski, Roberts,
Schumacher, and Somogyi

Nays: 0

Absent: 0

Abstain: 0

Motion carried: 7-0-0-0

Barbara Somogyi, President

ATTEST

Karen Osmanski, Secretary

Attachments:

Community Consolidated School District 59

Board Policy 4.80

Operational Services

Accounting and Audits

The School District's accounting and audit services shall comply with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing*, as adopted by the Illinois State Board of Education, State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board. The Superintendent, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

Annual Audit

At the close of each fiscal year, the Superintendent shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent.

The Superintendent shall annually, on or before October 15, submit an original and one copy of the audit to the appropriate Intermediate Service Center.

Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the Illinois State Board of Education. The Superintendent shall review and discuss the Annual Financial Report with the Board before it is submitted.

Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The District's capitalization threshold for capital assets shall be established at \$5,000 or to a lesser amount if deemed required or appropriate. The District shall maintain a listing of fixed assets which shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost.

Disposition of District Property

The Board of Education directs the Superintendent or designee to dispose of surplus District personal property (property other than buildings and land) that is no longer needed for school purposes in any manner to be to the best advantage of the District. Only the Board of Education may authorize the disposition of a school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value.

Taxable Fringe Benefits

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

Controls for Revolving Funds

Revolving funds are established in Board policy 4:50, *Payment Procedures*. A revolving fund means a fund out of which disbursements can be made quickly, to address emergencies and other timing issues that prevent the District from following its regular procedures for disbursements. District 59 maintains an Imprest Account for this purpose. The Superintendent shall: (1) designate a custodian for each revolving fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and Illinois State Board of Education rules. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written from revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation. **Each revolving fund shall be maintained in a bank that has been approved by the Board and established in an amount approved by the superintendent consistent with the annual budget.**

Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the school district must be signed by the Township School Treasurer, except checks from an account containing student activity funds and Imprest accounts require two signatures by the ~~Township School Treasurer, the Assistant Superintendent for Instruction, the Superintendent or the Assistant Superintendent for Human Resources~~; **designated administrative staff**.

Internal Controls

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third-party to audit internal controls in addition to the annual audit.

LEGAL REF.: 105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-20.19, 5/10-22.8, and 5/17-1 et seq.
23 Ill.Admin.Code Part 100.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 4:90 (Activity Funds)

ADOPTED: September 8, 2008

REVISED: April 11, 2011; May 9, 2011; April 9, 2012, November 14, 2016