



## Bensenville Elementary School District

Board of Education Regular Meeting  
Minutes – November 16, 2022

President, Dr. Chris McCullough called the regular meeting of Bensenville Elementary School District 2 Board of Education, DuPage County to order at 7:00 p.m., at Educational Administration Center, 210 S. Church Road, Bensenville, Illinois.

Roll call verified that there was a quorum of the Board present with the following members present and absent as listed below:

<b>Board of Education</b>	<b>Title</b>	<b>Present</b>	<b>Absent</b>
Jacqueline Dye	Member	X	
Katie Krajecki	Member	X	
Bob Laudadio	Member		X
Marisol Leyva	Secretary	X	
Chris McCullough	President	X	
Lori Parthimos	Treasurer	X – arrived 7:02 p.m.	
James Stoltman	Vice-President	X	
<b>Administration</b>			
Dr. Katie McCluskey	Superintendent	X	
Mr. Paul Novack	C.F.O.	X	
<b>EAC Staff</b>			
Cindy Snyder	Administrative Asst. to the Superintendent & Clerk of the Board	X	

**Staff in attendance:** Joe West - BSD2 Tech team member, Anne Paonessa - Interim Director of Teaching & Learning, Tim Waldorf – Community Relations Coordinator.

### **Pledge of Allegiance**

Dr. McCullough led the Pledge of Allegiance.

### **Public Hearing – 2022 Tax Levy**

1. Open Public Hearing on the 2022 Tax Levy – Dr. McCullough opened the Public hearing on the 2022 Tax Levy at 7:01 p.m.
2. Presentation of 2022 Tax Levy – Mr. Novack presented the information pertaining to the 2022 Tax Levy.
3. Audience Participation – questions and clarification Dr. McCullough asked if there were any questions or if there was clarification needed from the audience or the board members.
4. Close Hearing and Return to Regular Board Meeting – Hearing none questions or anyone needed clarification Dr. McCullough closed the hearing at 7:03 p.m.

**Public comments** – None

**Celebrations** - Dr. McCluskey announced the following celebrations:

- **Board Member Appreciation:** Tuesday, November 15, was School Board Member Day in Illinois. In recognition of their service, the Blackhawk Middle School Choir performed “What a Wonderful World” for the Board members, who also received travel mugs with the District’s new “Learning & Growing Together” logo.
- **Blackhawk Middle School Math Team:** The Board recognized the BMS Math Team for its strong showing at the Montini Middle School Math Contest on November 5. Competing against several traditional powerhouses, the sixth-grade team finished in third place, and eighth grader Karina Waller placed sixth in the individual competition.

### **Presentations**

- A. Presentation of Annual Audit** – Mr. Novack introduced Mr. Kevin Bissell from PKF Mueller, LLP who presented the Annual Financial Report year ended June 30, 2022
1. The District's Financial Statements for the year ended June 30, 2022.
  2. PFK Mueller's Report letter, providing its opinion about the information presented in the District's Financial Statements.
  3. PFK Mueller's Conclusions Letter, describing the audit it performed.
  4. PFK Mueller's Internal Control Letter, describing its limited-purpose opinion about the District's processes for collecting and recording financial information.
- B. Strategic Plan | Staff Retention & Finance and Resources** – Dr. McCluskey reported that the administration will share action steps related to two priorities identified in the District's new five-year strategic plan. Dr. McCluskey shared the action plans for "Strategic Priority 3 - Staff Retention" outlining steps the District will take to "hire, retain and support exemplary staff." Mr. Novack shared the action plans for "Strategic Priority 4 - Finance & Resources" outlining how the District will "ensure effective use of resources through fiscal planning and responsiveness."
- C. Illinois School Report Cards & ISA Results:** Ms. Paonessa reviewed the District's ESSA Accountability Designations, noting that all three BSD2 schools maintained their "Commendable" status. She also reviewed results of the state's annual assessments, and presented "next steps" the District plans to take to improve students' performance on them.

### **Board Committee Reports**

- A. Announcements** – Ms. Parthimos reported that she attended the NDSEC Board Meeting on Monday, November 14<sup>th</sup> and they appointed Dr. Todd Putman as the new director beginning July 1, 2023.

### **Administrative Reports**

- A. Announcements** – none
- B. FOIA Report** – Mr. Novack reported that there was one FOIA's this month, Contract(s) for student transportation, both regular and special needs, and two months' current invoices, requested by Cottage Hill Operating Co.
- C. ARP Grant Funds Update** – Ms. Paonessa reported that based on our continued review of our student data and the BSD2 Strategic Plan, the use of grant funds has been updated. The summary included: Salaries, Professional Development, Assessment Systems Professional Learning, Curriculum Resources, Professional Learning, Tiered Intervention Resources, Classroom Libraries, Dual/Bilingual Consultant, Educational Subscriptions, Tutoring.

### **Consent Item:**

- A. Approval of Minutes**
1. Regular Board of Education Meeting – October 19, 2022
  2. Regular Board of Education Meeting – October 19, 2022 – Closed Session

**Recommendation:** The Board of Education approves the above listed minutes as presented and attached.

- B. Approval of Financial Reports**
1. Bills October 2022
    - a. Accounts Payable
    - b. Imprest Checks
    - c. Advanced Checks

2. Financial Statements as of October 30, 2022

**Recommendation:** The Board of Education approves the above listed financial reports as presented and attached.

**C: Personnel**

**I. Resignation of Certified Staff**

**Recommendation:** That the Board of Education accepts the resignation of Marie Lizak, Special Education Preschool Teacher, Tioga School, effective December 22, 2022.

**II. Ratification of Employment for 2022-2023, Certified Staff**

**Recommendation:** That the Board of Education approves the employment of Jessica Seiglie-Quinones, Bilingual Teacher, Blackhawk Middle School, effective October 31, 2022.

**III. Ratification of Employment – Classified Staff**

**Recommendation**

That the Board of Education ratifies the employment of the following:

1. Ms. Soto, Part-Time 1<sup>st</sup> Grade Dual Language Paraprofessional, Tioga School, effective November 7, 2022.
2. Jackson Taylor, Part-Time Special Education Paraprofessional, Tioga School, effective November 14, 2022.

**IV. Parental Leave Exception**

**Recommendation**

That the Board of Education not grant the request by Alyssa Simonelli to work while on Parental Leave for the 2022-23 school year.

**V. Extra Duty Stipends**

**Recommendation**

That the Board of Education approves the attached list of extra duty stipends for the 2022-2023 school year.

**VI. Approval of Professional Development Plan for the MTSS & Assessment Coordinator**

**Recommendation**

That the Board of Education approves the professional development program for Ms. Shannon Steen, the MTSS & Assessment Coordinator, at the University of St. Francis College of Education.

**D. Authorize District’s Application for the School Maintenance Project Grant**

Blackhawk Middle School Projects	Approximate Cost	Funding Reserved from Property Tax
Remove hallway floor tiles that contain asbestos-containing materials. All of these tiles are safely underneath carpet squares at this time, a practice that meets Illinois and U.S. safety regulations.	\$140,000	\$90,000
Install replacement floor materials for the carpet squares in the same hallways as above. Most of them are approaching end-of-life.	\$140,000	\$90,000

Replace intercom system in all offices and classrooms. The system is at end-of-life.	\$200,000	\$150,000
--	-----------	-----------

**Recommendation:** That the Board of Education authorize the three projects, reserve the local funding as described, authorize the President to make the certifications required by ISBE, and authorize Administration to complete all other portions of the grant application.

**A motion was made by Mr. Stoltman and seconded by Mrs. Krajecki that the Board of Education approve the consent agenda items as presented.**

**Roll Call Vote:**

**Aye: Stoltman, Krajecki, Dye, Leyva, McCullough, Parthimos**

**Nay: None**

**Absent: Laudadio,**

**Motion Carried.**

**Conference/Action Item**

**A. Acceptance of Annual Audit Report** – Mr. Novack reported that the District’s financial statements for the 2022 fiscal year have been audited by the firm of PKF Mueller. PKF Mueller and its predecessor firm, MPS|CPA, have been the District’s auditors since 2011.

Mr. Kevin Bissell from PKF Mueller reviewed the audit results with the Board.

Links are provided here to these four documents.

1. The District’s [Financial Statements for the year ended June 30, 2022](#).
2. [PKF Mueller’s Report letter](#), providing its opinion about the information presented in the District’s Financial Statements.
3. [PKF Mueller’s Conclusions Letter](#), describing the audit it performed.
4. [PKF Mueller’s Internal Control Letter](#), describing its limited-purpose opinion about the District’s processes for collecting and recording financial information.

The Report Letter provided the highest level of confidence that auditors may use: that the Financial Statements’ information is presented fairly, in all material respects. This is commonly known as an “unqualified opinion”.

The District’s financial strength is excellent.

- The net financial position increased in 2021-22 for the 19th consecutive year. This means that the District’s assets (reduced for its liabilities) have increased in each of those years, even allowing for a modest decline of its building values due to age.
- The District finished the year with about \$36 million of cash.
- The District’s bonds have a AA+ bond rating.
- The District’s school buildings are very new.

ISBE is expected to give the District the highest possible Financial Profile score next spring, based on the values reported in the Financial Statements.

**A motion was made by Mrs. Dye and seconded by Ms. Parthimos that the Board of Education accept the 2021-22 Audit Report as presented.**

**Roll Call Vote:**

**Aye:** Dye, Parthimos, Leyva, Krajecki, McCullough, Stoltman,

**Nay:** None

**Absent:** Laudadio,

**Motion Carried.**

**B. Adoption of Tax Levy Resolution** – Mr. Novack reported that taxes considered in this report are to be collected in 2023 and applied to costs in the 2023-24 school year.

Nine separate property tax levies comprise the District’s total property tax. For each levy, the Board determines an amount of tax to be collected and submits this amount to the County. Using those amounts, the County will determine tax rates that apply to individual parcels.

This memo concerns eight of the nine levies. No action is proposed here for the ninth levy, the Bond Fund levy. Bond Fund levies were submitted in the past when the bonds were first issued.

The eight levies proposed here are for these purposes: Education, Special Education, Operations & Maintenance, Transportation, Social Security taxes, Illinois Municipal Pension contributions, Working Cash and Torts & Insurance.

The Bond Fund levy will be \$257,500, compared to \$265,000 in the prior year. No Board action is needed for the Bond Fund levy.

For the other eight levies, Administration proposes amounts as shown below.

Here is the analysis for each of the eight levies:

In \$000s Spending Purpose	Cash Balance	Spending Projections		Levies		Comments On Proposed Levy
	At Oct. 31, 2022	This Year	Next Year	Previous	Proposed	
Education	33,773	28,324	29,740	21,407	21,805	The Education Fund receives most of the overall levy. Grants cover what the levy does not.
Special Education	N/A	5,782	6,071	3,022	3,116	This levy is near its legal maximum. Grants and the Education Fund levy pay for the shortfall.
Operation & Maintenance	3,630	4,103	4,308	3,275	4,089	The proposed levy maintains the fund’s current level of reserves for future projects.
Illinois Municipal Retirement (IMRF)	279	337	354	557	585	The proposed levy exceeds the spending projections to repay advances in prior years from the Social Security levy.
Social Security		317	333	43	96	IMRF repayments will cover most of this fund’s projected expenses.
Transportation	784	1,378	1,447	700	1,033	The proposed levy exceeds the prior year to accumulate reserves for future bus purchases.
Working Cash	562	-	-	2	1.4	This fund exists only to lend to other funds and does not need more funding.
Tort & Insurance	115	212	223	192	192	The proposed levy is less than the projected expenses because the fund has a current balance available for spending.
<b>Total without Bond Fund</b>	<b>41,703</b>	<b>40,453</b>	<b>42,476</b>	<b>29,197</b>	<b>30,917.4</b>	<b>Actual total tax for 2022 is expected to be about \$78,000 less than proposed here.</b>

A motion was made by Mrs. Krajecki and seconded by Mr. Dye that the Board of Education adopt the Tax Levy Resolution, specifying the amount to be levied in each of the funds for the 2022 Levy to be collected in 2023.

**Roll Call Vote:**

**Aye:** Krajecki, Dye, Leyva, McCullough, Parthimos, Stoltman,

**Nay:** None

**Absent:** Laudadio,

**Motion Carried.**

**C. Blackhawk Renovation Discussion:** Mr. Novack reported that the Board reviewed options for creating a budget for renovations at Blackhawk Middle School. It also reviewed possible projects identified by students, teachers, and administrators. It determined that the design team should use \$11.5 million to \$12 million as the upper limit for renovation costs. The District’s financial strength permits that level of spending without passing a referendum or issuing bonds, while also preserving its high credit rating.

**D. 1st Reading Policy Revisions** - Mr. Novack reported that two policies are presented here for First Reading.

- 7-70, Attendance & Truancy Absenteeism, suggesting several new items mostly found in recent law changes. It was last amended in 2019.
- 7-180, Bullying Prevention and Response to Bullying, Intimidation, and Harassment, also suggesting new items mostly found in recent law changes. It was last amended in 2021.

The Bullying Policy is reviewed by ISBE every two years. The changes will keep the policy in compliance with School Code requirements about preventing and investigating bullying.

The Absenteeism Policy, starting this year, will also be submitted to ISBE for review every two years. As with Bullying, the policy contents should meet the School Code requirements.

**That the Board of Education reviewed these policies, anticipating adoption at the December meeting.**

**E. Consider Proposal to Increase Substitute Teacher Rates:** Mr. Novack reported that attracting substitute teachers is essential to serving students. The District seeks to pay higher-than average daily rates in order to attract enough substitute teachers.

Most substitutes have teaching licenses, but about one-fourth do not. Those without a teaching license do hold a Bachelor’s Degree or greater and have a substitute teaching license.

The District has always paid less to substitutes without a teaching license (a Professional Educators License). Here are the current pay levels:

	Pay / day first 10 days	Pay / day from 11th day
Without teaching license	100	115
With teaching license	110	150

District 2’s competitive position is very different for these two groups. For substitutes with a teaching license, the \$150 rate ranks in the top quartile in a recent survey of 36 DuPage districts. But for substitutes without a teaching license, the \$115 rate ranks in the bottom quartile in the same survey.

Mr. Novack reported that the administration recommends ending the distinction based on teaching licenses. The daily rates will be \$150 after 10 days and \$110 before the 11th day for all substitute teachers, whether or not they hold a teaching license.

This change would greatly improve the District's competitive standing in DuPage County for substitute teachers lacking a teaching license. Several other districts pay \$150 / day like District 2 does. But every one of them pays that rate to all substitutes, whether or not having a teaching license.

Mr. Novack explained the options that were considered. A \$150/day rate for all substitutes. No further increase is recommended at this time, because the \$150 rate ranks in the top quartile of DuPage County schools.

**A motion was made by Mr. Stoltman and seconded by Ms. Parthimos that the Board of Education adopts a uniform pay rate for all substitute teachers, whether or not they hold a Professional Educators License (teaching license). The rate shall be \$110 the first 10 days and \$150 thereafter, effective from Monday, November 28, 2022.**

**Roll Call Vote:**

**Aye: Stoltman, Parthimos, Krajecki, Dye, Leyva, McCullough,**

**Nay: None**

**Absent: Laudadio,**

**Motion Carried.**

**F. Land Appraisal Proposals & Timeline** – Mr. Novack reported that the Board will be considering options for Mohawk Park in future months. The property's value is an important factor when considering options.

Administration solicited proposals from two very experienced local firms to appraise the property.

Marous & Co. appraised Mohawk School in 2011 for the District and again in 2013 for the Park District. The firm appraises all types of properties, including vacant land. The firm's founder, Mr. Mike Marous, has over 40 years of experience. Marous & Co. proposes to complete the appraisal for \$5,000.

Associated Property Counselors, Ltd. was founded by Mr. Dale Kleszynski. He has over 40 years of experience in appraising all types of properties, including vacant land. The firm's clients include many local governments and school districts. Associated Property Counselors proposes to complete the appraisal for \$3,500.

Both firms are instructed to appraise the site as residential land, which is its current zoning.

There was consensus that the Board of Education accept the proposal of Associated Property Counselors to appraise Mohawk Park.

Mrs. Leyva stated that she wanted to go on record that she doesn't agree with the property being appraised.

**New Business**

- Ms. Parthimos asked if Board members could have business cards. Discussion was held. Mrs. Snyder will prepare business cards for board members wishing to have them.

**Closed Session:**

**At 8:30 p.m. motion was made by Mr. Stoltman and seconded by Mrs. Krajecki that the Board of Education go into closed session for the purpose of:**

- A. To discuss possible litigation.**
- B. To discuss personnel - the hiring and or dismissal of specific staff.**

**Roll Call Vote:**

**Aye: Stoltman, , Krajecki, Dye, Leyva, McCullough, Parthimos**

**Nay: None**

**Absent: Laudadio,**

**Motion Carried.**

**At 9:25 p.m. motion was made by Mr. Stoltman and seconded by Mrs. Leyva that the Board of Education adjourn from closed session. Upon voice vote, all board members present voted aye. Motion carried.**

**Adjournment**

**At 9:26 p.m. a motion was made by Mrs. Krajecki and seconded by Mrs. Leyva that the Board of Education adjourn the meeting. Upon voice vote, all board members present voted aye. Motion carried.**

No further business appearing Dr. McCullough adjourned the meeting at 9:26 p.m.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary