



## Bensenville Elementary School District

Board of Education Regular Meeting  
Minutes – June 21, 2023

President, Bob Laudadio 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            | Secretary   | X              |               |
| Victoria Gonzalez         | Member  | X              |               |
| Robert Laudadio           | President   | X              |               |
| Marisol Leyva             | Vice-President  | X              |               |
| Anita Miller              | Member  | X              |               |
| Lori Parthimos            | Treasurer   | X              |               |
| James Stoltman            | Member  |                | 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 - Assistant Superintendent of Teaching & Learning, Tim Waldorf – Community Relations Coordinator, Dustin Berman - Assistant Superintendent of Student Services.

**Others in attendance:** Jamie Hogue, Courtney Stillman Legal Counsel - Himes Petrarca & Fester

**Pledge of Allegiance**

Mr. Laudadio led the Pledge of Allegiance.

**Public comments:** none

**Celebrations** - Dr. McCluskey presented a video of the end of year grade level celebrations for students that were funded by the [Bensenville Community Foundation](#). She thanked the BCF for their generosity.

**Presentations**

- A. **Update from STR on Blackhawk Renovation Designs** - Sandra Moon and Colby Lewis from STR Partners presented and reviewed the plans for the BMS renovations
- B. **Strategic Plan Year 1 Update** - Dr. McCluskey reviewed the Year 1 update of the Strategic Plan with the board.

**Board Committee Reports**

- A. **Announcements** - none
- B. **Appointments to Parent/Teacher Advisory Committee on Student Discipline** - Ms. Parthimos reported that the committee met and reviewed the student discipline section of the Student Handbook.

**Administrative Reports**

- A. **Announcements** - none
- B. **FOIA Report** - Mr. Novack reported that there were 3 FOIA's since the last board meeting.
- C. **Budget Adoption Schedule for 2023-24** - Mr. Novack reported that the Board adopts a budget for each school year. Based upon the expected revenues, the budget authorizes the expenses for operating the District.

A tentative budget must be available for public review at least 30 days prior to final action, and at least one budget hearing must be held prior to final action.

Administration recommends the following schedule for preparing the budget:

|                    |  |
|--------------------|--|
| July 26, 2023      | Present preliminary budget overview  |
| August 18, 2023    | Publish Notice of Hearing and of public inspection of tentative budget to begin on August 21, 2023 |
| August 23, 2023    | Board reviews tentative budget.  |
| September 20, 2023 | Budget Hearing held.<br>Board adopts the final budget.   |

No action is recommended.

**Consent Item**

**A. Approval of Minutes**

1. Regular Board of Education Meeting – May 17, 2023

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

**B. Approval of Financial Reports**

1. Bills May 2023
  - a. Accounts Payable, Addendum I & Addendum II
  - b. Imprest Checks
  - c. Advanced Checks
  - d. Construction Checks
  - e. Mastercard Details May 2023
2. Financial Statements as of May 31, 2023

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

**C: Personnel**

**I. Resignation of Administrative Staff**

**Recommendation:** That the Board of Education accepts the resignation of the following certified staff members:

1. Ms. Guzman, Curriculum Coordinator for BSD2, effective June 23, 2023.
2. Michelle Shabaker, Assistant Principal W.A. Johnson School, effective June 30, 2023.

**II. Resignation of Certified Staff**

**Recommendation:** That the Board of Education accepts the resignation of the following certified staff members:

1. Kathryn Ciesla, 8th grade ISP, Blackhawk Middle School, effective June 13, 2023.
2. Lisa Kulze, School Counselor, Blackhawk Middle School, effective June 2, 2023.
3. Suzanne Richardson, 6<sup>th</sup>-8<sup>th</sup> grade Art Teacher, Blackhawk Middle School, effective June 2, 2023.

**III. Resignation of Classified Staff**

**Recommendation:** That the Board of Education accepts the resignations of the following classified staff members:

1. Nausheen Ajmeri, 5<sup>th</sup> grade paraprofessional, Tioga School, effective June 2, 2023.
2. Karen Andrews, Bus Driver for the District, effective June 21, 2023.
3. Claudia Arreguin, 43-week Clerical Assistant, Tioga School, effective June 13, 2023.
4. Jennifer Carlson, Math Paraprofessional, Johnson School, effective June 2, 2023.
5. Kathleen Gill, Kindergarten Paraprofessional, Johnson School, effective June 2, 2023.
6. Angelina Hermiz, part-time Special Education paraprofessional, Johnson School, effective June 2, 2023.

7. Monica Magee, Bus Driver for the District, effective June 29, 2023

**IV. Ratification of Employment for 2023-2024, Administrative Staff**

**Recommendation:** That the Board of Education approves the employment of the following certified staff members:

1. Jamie Hogue, Assistant Principal of Social Emotional Learning, Blackhawk Middle School, effective August 14, 2023.
2. Christy Poli, Coordinator of Birth-3 and Pre-K, Tioga School, effective July 1, 2023.
3. Jaime Lenhart, Student Services Coordinator, Blackhawk Middle School, effective July 1, 2023.

**V. Ratification of Employment for Certified Staff**

**Recommendation:** That the Board of Education approves the employment of the following certified staff members:

1. Emma Alberico, 8<sup>th</sup> Grade Math Teacher, Blackhawk Middle School, effective August 14, 2023.
2. Giovanna Foss, 7<sup>th</sup> Grade Math Teacher, Blackhawk Middle School, effective August 14, 2023.
3. Giselle Gomez, School Social Worker for the District, effective the first two weeks of summer school.
4. Missy Baglarz, Special Education Teacher, Blackhawk Middle School, effective August 14, 2023.
5. Chloe Hlustik, 2<sup>nd</sup> Grade Classroom Teacher, Tioga School, effective August 14, 2023.
6. Sara LaPrall, 6<sup>th</sup> grade Science/Social Science Teacher, Blackhawk Middle School, effective August 14, 2023.
7. Mayra Rojas, EL Teacher, Johnson School, effective August 14, 2023.
8. Nicole Simmons, Special Education Resource Teacher, Johnson School, effective August 14, 2023.
9. Kelly Wallner, Bilingual SLP, Tioga School, effective August 14, 2023.
10. Hope Chamberlin, 3<sup>rd</sup> Grade Teacher, Tioga School, effective August 14, 2023.
11. Karen Fitzer, 6<sup>th</sup> grade EL/ELA Teacher, Blackhawk Middle School Math Teacher, effective August 14, 2023.

**VI. Ratification of Classified Staff**

**Recommendation:** That the Board of Education approves the employment of the following classified staff members:

1. Riley Barnitz, Paraprofessional, W.A. Johnson School, effective August 14, 2023.
2. Jacqueline DeAnda, 2nd grade Dual Paraprofessional, Tioga School, effective August 14, 2023.
3. Rosa Garza, PreK Secretary, Tioga School, effective July 1, 2023.

**VII. Approval of Long-Term Substitute**

**Recommendation:** That the Board of Education ratifies the employment of the following long-term substitutes:

1. Eileen LePoire, long-term substitute for Blackhawk Middle School, effective August 14, 2023.
2. Roberta Murphy, long-term substitute for Blackhawk Middle School, effective August 14, 2023.
3. Matthew Ramel, long-term substitute for Blackhawk Middle School, effective August 14, 2023.

**VIII. Summer School Staffing**

**Recommendation:** That the Board of Education ratifies/dismisses the employment of the following 2023 summer school teachers:

1. Alan Del Rio, Bilingual HITT Teacher.
2. Monika Piekutowski, summer school paraprofessional.
3. Yuri Zepeda, Literacy Interventionist

**IX. Salary & Benefits & Contracts for Administrators and Principals**

**Recommendation:** That the Board of Education re-approve the proposed pay amounts for administrators and approve one-year contracts.

**X. Salaries for Newly-Hired Classified Staff**

**Recommendation:** That the Board of Education approve the hourly rates for newly hired classified staff as listed.

1. Clerical or Language Aides, \$15.85
2. Paraprofessionals in Classrooms, \$16.50
3. Lunch Aides & Crossing Guards, \$14.30
4. Bus Drivers, \$25.00

- D. Approval of Agreement with Illinois Department of Healthcare and Family Services** - Mr. Novack reported that an Intergovernmental Agreement was presented. The proposed agreement is between the District and the Illinois Department of Healthcare and Family Services ("HFS"). HFS reimburses the District under a Medicaid program. The reimbursement is for

services provided to Medicaid-eligible students and for administrative management of the service-providers. The services are the same kind of services provided under Individual Education Plans. Examples are speech and language services, occupational therapy services, social work, counseling and psychology services, and nursing services.

Annual reimbursement has been about \$175,000 in recent years. The District's reimbursement claim depends on the number of eligible services provided in the year.

HFS is requiring the District to enter into an agreement related to this program. The agreement establishes each party's role in administering the reimbursement claim system. The agreement is required to participate in the Medicaid claim program.

**Recommendation:** That the Board of Education authorize Administration to enter into the attached Intergovernmental Agreement with the Illinois Department of Healthcare and Family Services.

**E. Approval of Revised Treasurer's Bond** - Mr. Novack reported that due to a recent change in School Code, the amount and cost of the Treasurer's Bond that was approved last month can be reduced.

Ms. Lori Parthimos is the District's Treasurer and the legal custodian of the District's cash. School Code requires the District to purchase a surety bond to cover the Treasurer's faithful discharge of this custody. The amount of the bond has been changed by a new law signed on June 9, 2023, by Governor Pritzker.

The new law requires a bond of 10% of the cash on hand on June 30, 2023. The prior law required a 25% bond based on the highest level of cash on hand during the year, which usually occurred in September.

School Code also requires the Board to approve the bond. A copy is attached to the resolution. The Bond follows the prescribed form.

The recommended bond amount is \$4,200,000. This amount is 10% of the cash balance predicted for June 30, 2023. That forecast includes a small cushion.

State law requires the Treasurer's bond for the District's protection.

**Recommendation:** That the Board adopt the attached resolution approving the Treasurer's bond in the amount of \$4,200,000.

**F. Authorize spending for 2023-24 that occurs before budget adoption:** Mr. Novack reported that the District's new fiscal year begins on July 1, 2023. The Board is scheduled to review a tentative budget in August and to adopt a final budget in September.

Authority is requested here for typical spending from July to September until the budget is approved. During those months, the Board will be asked to approve payments to vendors in the same manner as usual.

This authority removes any uncertainty about spending authority prior to the budget's adoption.

**Recommendation:** That the Board of Education authorize Administration to acquire products and services for 2023-24 in the usual manner, to be ratified in September by the adoption of the budget.

**A motion was made by Mrs. Dye and seconded by Mrs. Leyva that the Board of Education approve the consent agenda items as presented with the two addendums to accounts payable.**

**Roll Call Vote:**

**Aye:** Dye, Leyva, Gonzalez, Laudadio, Miller, Parthimos

**Nay:** None

**Absent:** Stoltman

**Motion Carried.**

**Conference/Action Item**

**A. Approve Food Service Contract for 2023-24** - Mr. Novack reported that the District’s contract with Sodexo America, LLC, expires on July 31, 2023. Sodexo has been the District’s meal provider since 2006.

The District provides student meals every day. On an average day, about 350 breakfasts and about 1,125 lunches are served. Students eligible for free or reduced lunch, although making up about 60% of the District’s population, purchase about 80% of the meals. The US Department of Agriculture reimburses the District for those students and regulates the meals program.

Average revenue per meal is about \$1 more than the average cost per meal. Although the District may earn a profit from meal sales, the profit must be used in the meals program. These uses can include equipment purchases and District overhead related to operating the cafeterias. Funds cannot be used outside the meals program.

Mr. Novack also reported that for the new meals contract, the objectives are higher-quality meals and maintaining at least a break-even meals operation. The higher-quality meals are recommended because the District earns a profit from meals and the profit must be used in the meals program.

To design higher-quality meals, the District received Sodexo’s assistance in a negotiated contract process. This assistance was very valuable because District staff do not have menu-design skills. This assistance was permitted only because the District elected the negotiated contract process instead of sealed bidding. ISBE offered this process to school districts only for the upcoming school year. One year from now, the District will be seeking a contract for 2024-25 from any interested bidder using sealed bidding. No collaboration will be permitted in that process.

The five-week menu is attached. Fifty-three upgraded menu items are highlighted, or just over two per day. Meal ingredients, primarily protein, are upgraded in this contract compared to the current menu. As before, the menu offers at least 4 choices every day, usually 5 choices.

The recommended costs per meal are shown here.

| <b>Program</b>   | <b>2023-24</b> | <b>Prior Year</b> |
|--|----------------|-------------------|
| <b><u>School Nutrition Programs (SNP)</u></b>            |                |                   |
| Reimbursable Breakfasts with Milk                        | \$1.8555       | \$1.7133          |
| Reimbursable Lunches <sup>(1)</sup> with Milk            | \$3.8120       | \$3.1505          |
| A la Carte Equivalent Fee <sup>(1)</sup>                 | \$3.7242       | \$3.0694          |
| Reimbursable After-School Snack                          | \$1.1248       | \$1.0386          |
| <b><u>Child and Adult Food Care Programs (CACFP)</u></b> | -              | -                 |
| Reimbursable Supper with Milk                            | \$3.8120       | \$3.1505          |
| Reimbursable AM/PM Snack                                 | \$1.1248       | N/A               |
| <b><u>Summer Food Service Program (SFSP)</u></b>         | -              | -                 |
| Reimbursable Breakfasts with Milk                        | \$1.8555       | \$1.7133          |
| Reimbursable Lunches <sup>(1)</sup> with Milk            | \$3.8120       | \$3.1505          |

The proposed prices are 7% to 10% less than an adjacent district will pay next year for its contract, which is with a different company.

The District’s meals program is projected to be at least break-even in 2023-24.

**A motion was made by Ms. Parthimos and seconded by Mrs. Gonzalez that the Board of Education authorize Administration to enter into a one-year contract with Sodexo America, LLC, on the terms described above.**

**Roll Call Vote:**

**Aye: Parthimos, Gonzalez, Dye, Laudadio, Leyva, Miller,**

**Nay: None**

**Absent: Stoltman**

**Motion Carried.**

**B. Approve Meal Prices for 2023-24** - Mr. Novack reported that this memo recommends meal prices for 2023-24 for the paying students and for staff. It does not affect students that eat meals for free. Paying students purchase about 20% of the meals. The District offers breakfast and lunch every day. In 2022-23, daily quantities were about 1,125 lunches and about 350 breakfasts.

USDA regulates most aspects of the meal program. Two important regulations concern meal prices and profit from food service:

- The lunch price for adults cannot be so low that the USDA subsidizes them through its payments for the free-lunch students. It is recommended that the same principle apply to paying students, although not required for the District.
- Profits, if any, from food service may only be used for food-service items. Lunch aides, equipment, and other support costs are permissible charges against this measure of profit.

*In General:* The food service account is profitable already and there are limits on how that surplus can be spent. Therefore, when setting prices, the District does not typically set them to maximize revenue. Instead, student prices are set at the USDA minimum for lunch and roughly equal to meal cost for breakfast. For staff, the recommended prices are close to the USDA reimbursement rate.

*Breakfast:* USDA does not regulate the breakfast price. The recommended student price is \$1.90, about the same as the meal cost. The recommended staff price is \$2.85, so that it closely approximates the reimbursement rate.

*Lunch:* USDA sets minimum lunch prices. The purpose is to prevent a subsidy from the USDA-funded students to the other students and the staff. For students, the minimum price is \$3.50. For staff, the minimum is \$4.70, the same as the reimbursement rate.

Here are the recommended prices for breakfast and lunch for 2023-24:

| <i>Price Recommendations</i> |                          |                             |              | <i>Compare to</i>                        | <i>Compare to</i>                |
|------------------------------|--------------------------|-----------------------------|--------------|--|----------------------------------|
|                              | <b>Full-Pay Students</b> | <b>Reduced-Pay Students</b> | <b>Staff</b> | <b>USDA &amp; IL Reimbursement Rates</b> | <b>Per-meal Charge by Sodexo</b> |
| <b>Breakfast</b>             | 1.90                     | 0.30                        | 2.85         | 2.82 (est.)                              | 1.856                            |
| <b>Lunch</b>                 | 3.50                     | 0.40                        | 4.70         | 4.67 (est.)                              | 3.812                            |

Maintaining relatively low prices is desirable because it enables more students to purchase lunch. Higher prices are not needed given the food service program’s overall revenue and expense.

**A motion was made by Mrs. Dye and seconded by Mrs. Leyva that the Board of Education adopt the meal prices recommended above.**

**Roll Call Vote:**

**Aye: Dye, Leyva, Gonzalez, Laudadio, Miller, Parthimos,**

**Nay: None**

**Absent: Stoltman**

**Motion Carried.**

**C. Resolution Adjusting 2022-2023 Budget** - Mr. Novack reported that the 2022-23 fiscal year closes on June 30. Considering all the funds together, expenses are expected to be 6% less than budgeted. Each individual fund (Education, Transportation, etc.) will have expenses under budget as well.

The District's expense budget has about 1,600 lines. Under ISBE's budget guidelines, they are grouped into 60 categories. Some of these expense categories are over budget by small amounts.

A budget transfer is recommended for the over-budget categories. The transfer is small, altogether equal to about ½ of 1% of the total budget.

The Board is permitted to transfer budget allocations between accounts. This transfer is recommended here to keep all expense accounts individually within budget. This procedure accomplishes the same effect as an amended budget but with fewer formalities.

Mr. Novack presented a list of the accounts for which budget authority is increased and those from which the authority is reduced. This shifts expenses among categories but does not authorize new operating spending.

An appropriate budget provides spending authority and provides the auditors a better benchmark for audit purposes.

**A motion was made by Mrs. Miller and seconded by Ms. Parthimos that the Board of Education resolves to approve the budget transfers presented.**

**Roll Call Vote:**

**Aye: Dye, Miller, Gonzalez, Laudadio, Leyva, Parthimos,**

**Nay: None**

**Absent: Stoltman**

**Motion Carried.**

**New Business** - none

**Closed Session:**

**At 8:05 p.m. motion was made by Ms. Parthimos and seconded by Mrs. Leyva that the Board of Education go into closed session for:**

- A. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).**

**Roll Call Vote:**

**Aye: Parthimos, Leyva, Dye, Gonzalez, Laudadio, Miller,**

**Nay: None**

**Absent: Stoltman**

**Motion Carried.**

**At 8:34 p.m. motion was made by Ms. Parthimos 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 8:35 p.m. a motion was made by Mrs. Miler and seconded by Ms. Parthimos that the Board of Education adjourn the meeting. Upon voice vote, all board members present voted aye. Motion carried.**

No further business appearing Mr. Laudadio adjourned the meeting at 8:35 p.m.

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President

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Secretary