



**Bensenville Elementary School District**  
Board of Education Regular Meeting  
Minutes - June 16, 2021

President, Dr. Chris McCullough called the regular meeting of Bensenville Elementary School District 2 Board of Education, DuPage County to order at 8:50 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>
Christina Cannon Bailey	Member		X
Katie Krajecki	Member	X	
Bob Laudadio	Member	X	
Marisol Leyva	Secretary	X	
Chris McCullough	President	X	
Lori Parthimos	Treasurer	X	
James Stoltman	Vice-President	X	
<b>Administration</b>			
Dr. James Stelter	Superintendent	X	
Dr. Kay Dugan	Assistant Superintendent for Learning	X	
Mr. Paul Novack	C.F.O.	X	
<b>EAC Staff</b>			
Cindy Snyder	Administrative Asst. to the Superintendent & Clerk of the Board	X	
Tim Waldorf	Community Relations Coordinator	X	

**Staff in attendance:** Manny Manago, BSD2 Tech team member,

**A motion was made by Mrs. Leyva and seconded by Mr. Stoltman that the Board of Education approve the agenda as presented. Upon voice vote, all board members present voted aye. Motion carried.**

**Hearing of Delegations:** none

**Presentations**

- A. Founder’s Award** - Dr. McCullough honored Dr. James Stelter and Dr. Kay Dugan with the Founder’s Award for their enduring contribution of exceptional quality and for sustained commitment to the education well-being of the children in Bensenville Elementary District #2 schools.
- B. Strategic Plan Proposals** – Dr. Stelter reported that IASA dropped out of the Strategic Plan proposal process. Dr. Perdue and Dr. McGee along with Laurie Kimbrel and associates all from HYA – Hazard, Young, Attea presented their proposal for the Strategic Plan.

**Administrative Reports**

- A. FOIA Report** – Mr. Novack reported that there was one FOIA that was received.
- B. Appointment of Parent/Teacher Advisory Committee on Student Discipline** – Dr. Stelter reported that a committee will be formed and that a member of the MTSS committee should be on the committee.
- C. Remote Instruction Considerations for 2021-22** – Dr. Stelter asked Mr. Novack to present his powerpoint presentation on the Considerations for Remote Education in 2021-22.
- D. Review Upcoming Capacity Sheet** – Dr. Stelter revisited the Capacity Sheet for review of the Board. It was recommended to add Key Budget items, Consolidated Plan and Entitlement Grant also Portrait of a Graduate rollout.

- E. Roof Replacement Project for Educational Administration Center** – Mr. Novack reported the District’s Administration Center is part of the same building as the Bensenville Community Public Library. The building’s cedar shake roof is due for a replacement in the near future. A synthetic replacement shake is recommended. Compared to cedar shakes, they last perhaps twice as long and they cost about approximately 35% less.

The two governments share building costs under an Intergovernmental Agreement from 1997. Cost sharing methods are decided by the kind of project. Roof surface by square foot is shown below. For a project measured this way, District 2’s share would be about 30.5%. Mr. Novack is asking the Board of Education to authorize Administration to continue exploring the project and the possible loan to the Library, anticipating a recommendation at the July meeting.

- F. Update on Hiring 2021-22** – Mr. Novack reported that we are making good progress on filling positions. The positions of Special Education Coordinator and Assistant Principal at Tioga have been posted.
- G. Discussions with Park District about shared interests** – Mr. Novack reported that District 2 and the Park District often share resources and work together. The Park District has approached District 2 to suggest new sharing opportunities. The Park District is interested in developing soccer fields at Mohawk Park and Blackhawk Middle School. This could extend to also assuming responsibility at Mohawk Park for care of the grounds and upkeep of the playground equipment. Administration supports these suggestions. The next steps would be to clarify the priority of Blackhawk Middle School’s daytime use of the property and then to discuss possible intergovernmental agreements. Mr. Novack asked that the Board of Education consider the suggestions and authorize Administration to continue discussions with the Park District.

**Consent Items**

**A. Approval of Minutes**

1. Regular Board of Education Meeting – May 19, 2021

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

**B. Approval of Bills & Financial Reports**

1. Bills Approval of Financial Reports
  - a. Accounts Payable
  - b. Imprest Checks
  - c. Advanced Checks
2. Treasurer’s Cash Report as of May, 2021
3. Investment Summary as of May 30, 2021
4. Tax Distribution Report as of May 30, 2021
5. Activity Fund Report May, 2021
6. Financial Statements as of May 30, 2021

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

**C. Personnel**

**I. Ratification of Employment for 2021-2022, Certified Staff**

**Recommendation:** That the Board of Education approve the employment of the following certified staff members for the 2021-22 school year, subject to final proof of credentials:

1. Justin Chappell, Physical Education Teacher, Blackhawk Middle School.
2. Anaïd Banuet, Bilingual Social Worker, Tioga School.
3. Timothy Ludwigen, Science/Social Studies Teacher Blackhawk Middle School.
4. Kelly Niggemann, 3<sup>rd</sup>/4<sup>th</sup> Grade Gifted teacher for Tioga School.
5. Brenda Pena, Long-Term Maternity Substitute for the first weeks of school and then a Pre-K Blended Bilingual Teacher, Tioga School.
6. Kelly Presa, 3rd Grade Bilingual Teacher, Johnson School.

**II. Resignation of Administrator**

**Recommendation:** That the Board of Education accepts the resignation of the following administrator:

1. Lizzeth Fausto, Assistant Principal, Tioga School, effective June 30, 2021.

**III. Resignation of Certified Staff**

**Recommendation: That the Board of Education accepts the resignations of the following teachers:**

1. Dulce Renelli, effective June 30, 2021.
2. Jeanette Weller, effective June 30, 2021.

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

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

1. Kristine Gianneschi, 1<sup>st</sup> Grade Paraprofessional, Johnson School, effective for the 2021-2022 school year.
2. Carolina Trujillo, 2<sup>nd</sup> Grade Paraprofessional, Johnson School, Para License pending.

**V. Resignation of Classified Staff**

**Recommendation:** That the Board of Education accepts the resignation of Ashley Nevitt, Language Assistant, Tioga School, effective May 28, 2021.

**VI. Approval of Job Descriptions**

**Recommendation: That the Board of Education approve the following job descriptions:**

1. Literacy Support Teacher.
2. Technology Coordinator.
3. Technology Support Specialist.
4. Technology Systems Specialist.
5. B-3 and Community Schools Director.

**VII. Salary & Benefits & Contracts for Classified Staff (continued from last month).**

**Recommendation:** That the Board ratify the proposed promotion and proposed pay increases for the following:

1. Manny Manago is recommended for promotion to the new position Technology Systems Specialist.
2. Paul Novack, District's Chief Financial His proposed contract is attached.
3. Tammy Hoeflinger Human Resources
4. Keith Lippoldt Technology Coordinator

**VIII. Family & Community Engagement Coordinator**

**Recommendation:** That the Board of Education approve the job description for the position of Family & Community Engagement Coordinator and the summer work stipend for Ms. Ottolino.

- D. Adopt Resolution to Approve Treasurer's Bond – Mr. Novack reported that 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 bond amount must be at least 25% of the highest amount of cash held during the year.**

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

The administration estimates that the highest cash balance expected during 2021-22 will be \$36.5 million. The recommended bond is \$9.5 million. This bond amount covers the highest forecasted amount and allows for unexpected cash of \$1.5 million.

**Recommendation:** That the Board adopt the attached resolution approving the Treasurer's bond in the amount of \$9,500,000.

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

**Roll Call Vote:**

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

**Nay:** None

**Absent:** Cannon Bailey,

**Motion Carried.**

**Conference/Action Item:**

- A. Revise 2020-2021 Budget – Mr. Novack reported that** the 2020-21 fiscal year closes on June 30. Total expenses are expected to be 5% less than budgeted. Some individual accounts are over budget and some are under budget.

Transfers between accounts are recommended so that all accounts are individually within budget. This procedure accomplishes the same effect as an amended budget, but with fewer formalities.

The next page lists 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.

A motion was made by Mr. Laudadio and seconded by Mrs. Levya that the Board of Education approve the line item transfers as follows:

Account Number	Account Description	Amount of Reallocation	Notes on Increases
10-1125	Special education	67,000	One extra employee
10-2130	Nursing	25,000	Equipment and supplies
10-2190	School Climate Grant	110,000	Spending that was catching up from prior year
10-2210	Teacher Training Costs	150,000	For School Climate Grant
10-2330	PreK and B3	37,000	Assigned a clerical position
10-2520	Health insurance costs	25,000	For retired employees, to be reimbursed
10-2660	Technology	434,000	Equipment purchases, including Chromebooks
10-3000	Full Service Grant	200,000	Programming costs
20-2530	Building Costs	11,000	Design HVAC improvements
20-2540	Building Costs	(11,000)	Saved on COVID cleaning service purchases
10-1100	K-8 Operations	(1,048,000)	Over-budgeted especially for COVID
	<b>TOTAL</b>	<b>-0-</b>	

**Roll Call Vote:**

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

**Nay:** None

**Absent:** Cannon Bailey,

**Motion Carried.**

**Conference/Action Item**

- A. Arrangement with Dr. Kay Dugan for Grant Support Services – Dr. McCullough reported that** the District proposes to retain Dr. Dugan for about 80 work days during the 2021-22 year for purposes of completing the District’s grant administration tasks. The proposed tasks and their completion dates are described on the attached schedule. The daily rate will be \$1,500. This rate is equal to or less than the rate of other educational consultants, including several who consult for District 2.

**A motion was made by Mr. Laudadio and seconded by Mr. Stoltman that the Board of Education retaining Dr. Kay Dugan to manage the District’s grants in 2021-22.**

**Roll Call Vote:**

**Aye:** Laudadio, Stoltman, Leyva, Krajecki, McCullough, Parthimos,  
**Nay:** None  
**Absent:** Cannon Bailey,  
**Motion Carried.**

**C. Establish 2021-22 School Board Meeting dates** – Dr. McCullough reported that the attached list of 2021-2022 board meeting dates were reviewed at the June 2, 2021 meeting. A July 7 meeting was added to allow for any hiring of staff after June 18, 2021. Dr. McCullough explained Regular Board Meetings and Regular Workshop Meetings.

**A motion was made by Mrs. Krajecki and seconded by Mrs. Parthimos that the Board of Education approve the attached list of 2021-2022 Board meeting dates as presented. Upon voice vote, all board members present voted aye. Motion carried.**

**D. Selection of Strategic Plan Consultant** – Dr. McCullough proposed that the Board of Education engage Hazard, Young, Attea & Associates in the development of the Strategic Plan. Dr. McCullough also proposed that the board create a 5-year strategic Plan. Discussion was held. The board came to a consensus to let the Strategic Plan committee dictate the number of years the plan will span.

**A motion was made by Mr. Laudadio and seconded by Mrs. Parthimos that the Board of Education engage Hazard, Young, Attea & Associates in our development of a Strategic Plan.**

**E. Construction Update & Change Order Procedure** – Mr. Novack described the Board’s role in reviewing changes to the construction contracts for the addition at Tioga School.

Allowances require no formal action. An allowance is a minor amount of funding in a contract specifically available for changes. Because the allowance is already embedded in the contract, informal agreement among the parties is enough to apply it. No formal contract amendment is needed to spend it. At the end of the contract, if the allowance is unspent, then the contract is reduced by the unspent allowance.

Change Orders require formal action, because they are an amendment to the contract and all amendments require both parties’ formal consent.

Illinois law carefully regulates change orders in order to protect the integrity of the bidding process. A contract must be rebid if the changes exceed 50% of the original contract. This is very rare. More commonly, a change order that exceeds \$10,000 can be accepted only if it meets one of these requirements:

- It is in the District’s best interest, or
- It is germane to the original contract, or
- It was not reasonably foreseeable at the time the contract was signed.

The following allowances are established in 17 different contracts, totaling \$85,000:

Trade	Allowance
Roofing	2,000
Fire Protection	3,000
Site work & Site Utilities	15,000
Asphalt & Paving	2,500
Landscaping	2,500
Concrete	5,000
Masonry	0
Structural Steel	0
Carpentry	20,000

Trade	Allowance
Aluminum, Glazing & Glass	0
Flooring	2,500
Painting	0
Doors, Frames & Door Hardware	0
Plumbing	5,000
Mechanical	5,000
Electrical	20,000
Fencing & Gates	0

No action required at this time.

**F. Task Force for Curriculum, Instruction & Grants Update** – Mr. Stoltman reported that the committee met on 6/11 and completed some preliminary work and will be meeting again on Thursday, 6/17 and Friday, 6/18 to interview

candidates. Dr. McCullough reiterated the charge of the committee: to identify potential candidates to fill the vacancy of the responsibilities of the Assistant Superintendent and to provide recommendations to the Board of Education. Dr. McCullough thanked the Task Force for their work.

**New Business**- None

**Closed Session** - None

**Adjournment**

**At 10:05 p.m. a motion was made by Mr. Laudadio and seconded by Mr. Stoltman 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 10:05 p.m.

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President

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Secretary