

**BOARD OF EDUCATION MINUTES
CHANNAHON SCHOOL DISTRICT 17
WILL COUNTY, ILLINOIS**

**PIONEER PATH SCHOOL
Regular Board Meeting - 7:00pm
Monday, April 24, 2023**

President Pope entertained a motion to call the open meeting to order at 6:32pm. Motion by Pat Clower, seconded by Brandt Compton. All ayes, nays none, motion passes.

Roll Call: Joe Pope, Pat Clower, Christine Bucciarelli, and Brandt Compton

President Pope entertained a motion to call the executive session to order at 6:33pm. Motion by Pat Clower, seconded by Brandt Compton. All ayes, nays none, motion passes.

ES Roll Call: Joe Pope, Pat Clower, Christine Bucciarelli, and Brandt Compton

Also Present: Dr. Nicholas Henkle and Mr. Jeff Grosso

Absent: Julie Bankes and Kevin Murphy

Derek Breen arrived at 6:53pm

President Pope entertained a motion to adjourn the executive session at 7:16pm. Motion by Brandt Compton, seconded by Derek Breen. All ayes, nays none, motion passes.

President Pope reminded the Board that they were still in Open Session at 7:22pm. President Pope led the meeting with the Pledge of Allegiance.

President Pope asked if there were any public comments. There were none.

President Pope entertained a motion to approve the consent agenda. Motion made by Brandt Compton, seconded by Christine Bucciarelli. All ayes, nays, none, motion passes.

Roll Call: Joe Pope, Derek Breen, Christine Bucciarelli, Pat Clower, and Brandt Compton

Consent Agenda

- Approve Personnel Report
- Approve March 21, 2023 Regular Board Minutes
- Approve Treasurer's Report
- Approve Treasurer's Financial Report
- Authorize Treasurer to Pay Board Bills Listed
- Authorize Destruction of October 18, 2021 and October 25, 2021 Recorded Executive Minutes

President Pope asked if there were any union comments. There were none.

President Pope turned the meeting over to Dr. Henkle.

Dr. Henkle congratulated Ben Corcoran and Lily Thilarik who were state qualifiers for the CSD17 bowling team.

Dr. Henkle introduced the CSD17 incoming Board members Nichole Nyalka and Brooke Bavailacqua.

Dr. Henkle recommended the Board approve the First Read of Press Plus Issue 111 including the following policies: 2:110, 4:60, 5:30, 5:90, 5:125, 5:150, 5:260, 6:230, 8:20 as well as policies 5:250, 5:330, 6:210, and 7:60.

Policy 6:135 was removed and will not be included in the Second Read of Press Plus Issue 111. As directed by the Board, Policy 7:60 will be updated and brought back for discussion at the May meeting. Non-resident student admission will be denied. Residents who are in the process of building a home and will be in the home by the end of the current trimester may register and pay tuition on a month-to-month basis until their home is completed. Upon the final closing of a new build, the family will be reimbursed for the final month of payment only. Families with a contract on a home with a closing date scheduled before September 30 of that school year may register and pay tuition to enroll their student(s) at the start of the school year. If the new resident closes prior to September 30, all tuition will be reimbursed. If the house closing occurs after September 30, the resident must pay tuition on a month-to-month basis until the house closing is complete or the student(s) enrollment will be withdrawn.

President Pope recommended a motion to approve the First Read of Press Plus Issue 111 with the removal of Policy 6:135 and updates to Policies 5:250, 5:330, 6:210, and 7:60. Motion by: Joe Pope, seconded by Brandt Compton. All ayes, nays none, motion passes.

Roll Call: Derek Breen, Christine Bucciarelli, Pat Clower, Brandt Compton, and Joe Pope

Dr. Henkle recommended the Board approve the proposal from DuPage Radon to install our final Radon Mitigation System at Channahon Junior High. At the completion of this system we will have achieved our objective in reducing radon levels below what is recommended (maximum of 4.0 pCi/L) at all buildings. All of the jobs will be under a 5 year warranty.

President Pope recommended a motion to approve the Radon Mitigation System Installation Proposal from DuPage Radon in an amount not to exceed \$9,860. Motion by: Pat Clower, seconded by Christine Bucciarelli. All ayes, nays none, motion passes.

Roll Call: Christine Bucciarelli, Pat Clower, Brandt Compton, Joe Pope, and Derek Breen

Dr. Henkle presented the Board with a proposal to modestly compensate CSD17 staff members who choose to commit time outside of the school day to complete the training and take the exams for Google certification. There are five levels of fluency (Level 1, Level 2, Trainer, Coach, and Innovator) that empower our staff to better use technology in our offices, classrooms, and peripheral spaces. The following is the proposed compensation:

- Google for Education Level 1 Certification - \$100
- Google for Education Level 2 Certification - \$125
- Google Trainer - \$150
- Google Coach - \$175
- Google Innovator - \$200

Compensation would be retroactive for staff who are already certified. Eligible staff would be those who work with students and Google Workspace for Education in academic situations, including CSD17 certified teachers, SOWIC teachers who work in CSD17, school social workers, librarians, aides, etc.

Renee Bogacz spoke to the Board of the personal and professional growth that benefits the District when staff become Google certified. She spoke of the hours that are required to complete the intensive training and testing. All of which is required for each level of certification which is done outside of the staff's regular working hours.

Dr. Henkle will bring this item for action at the May meeting.

Dr. Henkle recommended the District seek proposals to install security window film at each school's glass entrances and locked vestibules. Security window film provides a barrier that significantly reduces the ability of an active shooter to breach our schools. The cost is anticipated to be around \$30,000 to reinforce entrances and vestibules district-wide. The Board recommended the administration collect proposals and bring this item back for action at the June Board meeting.

President Pope turned the meeting over to Mr. Grosso for the Business Office Report.

Mr. Grosso presented the Board with the 2022 Equalized Assessed Values (EAV) and Tax Rate for District 17.

Mr. Grosso reminded the Board of last month's discussion of having WIPFLI (CSD17 auditing firm) complete a third-party fraud prevention checkup analysis. The fee for the fraud prevention checkup is dependent on the total scope of work that would be completed, but is not predictable at this time as the fees would be assessed dependent on the operation size of the district and the areas of operations that must be observed. The initial cost ranged from \$8,000 for smaller operations to \$18,000 for larger operations. After further conversations with Dave Friedman, managing partner at WIPFLI, they have agreed to cap the cost at \$12,000. Should fieldwork indicate an addition to the scope of work to be conducted outside of the \$12,000 cap, administration will ask for Board approval before additional fieldwork is completed.

President Pope recommended a motion to approve the Letter of Engagement from WIPFLI to perform a fraud prevention analysis for Channahon School District 17 for an amount not to exceed \$12,000. Any additional fieldwork that is requested beyond the \$12,000 cap will require Board approval. Motion by: Joe Pope, seconded by Christine Bucciarelli. All ayes, nays none, motion passes.

Roll Call: Pat Clower, Brandt Compton, Joe Pope, Derek Breen, and Christine Bucciarelli

Mr. Grosso recommended CSD17 decentralize copying as currently practiced by replacing the existing 7 black/white copiers with 6 new color copiers, 4 black/white copiers, phase-out 23 of the current 28 stand-alone color/black-white printers as current toner stock runs out, implement PaperCut print/copy management software to reduce paper waste, and accept a new service agreement based on pages used vs. an allotment. The proposal's investment into new copiers will give the District the ability to go from a 3-4 year copier multi-term replacement cycle to a 6-8 (min/max) year, single term replacement cycle. The quote from McGrath Office Equipment for 6 new color copiers, 4 new black/white copiers, PaperCut software (one-time cost), and service cost (repairs and copier toner replacement) is \$157,780. This proposal would have a five-year cost savings of \$135,532.

President Pope recommended a motion to approve the enclosed Education Support Personnel RIF (Reduction in Force) Resolution that dissolves the lone Channahon School District 17 0.5 FTE copy clerk position. Motion by: Brandt Compton, seconded by Derek Breen. All ayes, nays none, motion passes.

Roll Call: Brandt Compton, Joe Pope, Derek Breen, Christine Bucciarelli, and Pat Clower

President Pope recommended a motion to declare the District's existing seven SAVIN 6503 copy machines as surplus and to accept a trade value of \$15,400. Motion by: Brandt Compton, seconded by Pat Clower. All ayes, nays none, motion passes.

Roll Call: Joe Pope, Derek Breen, Christine Bucciarelli, Pat Clower, and Brandt Compton

President Pope recommended a motion to approve the proposal from McGrath Office Equipment for copier replacements and PaperCut copy/print management solutions in the amount of \$157,780, both of which are necessary to the implementation of the proposed decentralized copier and printing plan. Duplicators are subject to bidding exemption per Policy 4:60.1.h). Motion by: Joe Pope, seconded by Christine Bucciarelli. All ayes, nays none, motion passes.

Roll Call: Derek Breen, Christine Bucciarelli, Pat Clower, Brandt Compton, and Joe Pope

Mr. Grosso informed the Board that the District conducted a traditional bid process for the asbestos abatement for flooring as part of the Pioneer Path and Three Rivers flooring project. EHC Industries was the lowest of the three submitted bids. District administration, with the recommendation from Nick Malone of Environmental Services, Inc. is looking for the Board to award the PP and TRS flooring asbestos abatement project to EHC Industries for a total amount of \$211,125. Abatement project management services from ESI Chicago, Inc. is totaled at \$42,000 and is included in the enclosed bid tabulation. This cost includes project design elements of the abatement for both schools, on-site testing/monitoring of air quality during removal by EHC, PPE, environmental analysis, equipment supplies, and transportation. ARCON Assoc. has reviewed all costs and elements of the abatement bid, inclusive of ESI's costs.

The Board requested to be informed if there is any asbestos remaining in the buildings.

President Pope recommended a motion to approve the bid from EHC Industries in the amount of \$211,125 with required abatement project management services from ESI Chicago in the amount of \$42,000 for a total asbestos abatement project cost of \$253,125. Motion by: Derek Breen, seconded by Pat Clower. All ayes, nays none, motion passes.

Roll Call: Christine Bucciarelli, Pat Clower, Brandt Compton, Joe Pope, and Derek Breen

Mr. Grosso updated the Board on the security camera project being developed with our expert partners at TDSi (Technical Design Services Inc.). TDSi has created the RFP (request for proposal) with approval from administration. RFP's have been sent out across the security camera industry and submissions will be due by April 24, 2023. Administration will bring forth a recommended proposal for adoption for the camera portion of the project at the May meeting. The camera portion of the project proposal includes camera, storage server, video management system, and licensing costs. Priority #1 includes all district exterior entrances (and replacement of doorbell systems), high traffic and public areas (gyms and cafeterias), and the entirety of the fieldhouse (both gyms, entire track, Park District fitness center, Park District entrance lobby). Priority #2 includes all exterior perimeter cameras. Priority #3 includes all interior corridor areas (hallways).

Lead times on certain AXIS camera models vary, but administration is requesting that all Priority #1 cameras be installed by August, 2023. It is also the expectation of the administration to have infrastructure systems (cabling and servers) in place for August, 2023. Priority #2 and #3 cameras are requested to be completed by Summer of 2024, at the latest.

Mr. Gross reminded the Board of the discussion last month during the technology refresh plan approval topic to combine this year's camera ethernet cabling project with next year's wireless access point upgrade ethernet cabling project into a single cabling stand-alone project. TDSi's service proposal that was approved last fall only included a scope of work that involved the camera system and the cabling related to only the camera system. The wireless access point recabling project will add to the existing camera cabling scope, thus greatly increasing the scope of work. To ensure the camera and wireless access point project is completed in a timely and efficient manner, as well as up to code and to required technical standards, District administration highly recommends the Board approve an additional scope of work proposal for a structured cabling system from TDSi in the amount of \$13,200.

President Pope recommended a motion to approve the structured cabling system design/engineering services proposal from TDSi for an amount not to exceed \$13,200. Motion by: Brandt Compton, seconded by Pat Clower. All ayes, nays none, motion passes.

Roll Call: Pat Clower, Brandt Compton, Joe Pope, Derek Breen, and Christine Bucciarelli

Mr. Grosso brought forth a tentative amended budget for FY23. The amended budget is needed for the following reasons:

- **Administrative Cost Limitation Compliance:** The FY23 adopted budget administrative cost limitation increase over the prior fiscal year was set to 5% in accordance with school code. Estimated FY22 ending expenditures in the adopted budget from August 2022 were lower than what was reported in the Annual Financial Report (AFR) presented in October, 2022, resulting in a calculated 8% increase in the administrative cost limitation worksheet in the AFR. To rectify the 5% threshold and to lower the calculated increase percentage, an amended budget must be submitted to ISBE. The tentative amended budget's administrative cost limitation is now set to a decrease of 20%. The amended budget has adjusted expenditures for administrative costs in accordance with the Illinois Program Account Manual (IPAM) for which school district accounting structures are based. Audit services and accounting staff (non-business manager) costs have historically been included in the administrative cost calculation (under code 10-2510), which is not in accordance with IPAM and is fixed within this amended budget. Audit services and accounting staff costs have been shifted to the correct IPAM accounting codes (from 10-2510 to 10-2520).
- **Title Grant and Capital Projects Updated Costs:** Title I, II, and IV grant allocations have been approved from ISBE. The amended budget updates the Title grant expenditures and their associated revenues (Fund 10) as well as pre-approved capital projects (Fund 20 and Fund 60).

It is recommended that the Board of Education approve the CSD17 tentative amended budget for FY23 (July 1, 2022 through June 30, 2023) and direct the administration to place the tentative amended budget on file for public inspection for at least thirty (30) days prior to adoption on June 26, 2023. With this action, the Board also directs the administration to publish a notice of public hearing for the 2022-23 District amended budget to be held June 26, 2023, at 6:55pm at the Richard J. Dombrowski Administrative Center located at Pioneer Path School.

President Pope recommended a motion to approve the Channahon School District 17 2022-23 tentative amended budget. Motion by: Derek Breen, seconded by Christine Bucciarelli. Four ayes, one nay, motion passes.

Roll Call:

Aye: Brandt Compton, Joe Pope, Derek Breen, and Christine Bucciarelli

Nay: Pat Clower

As a part of the approved FY23-28 Tech Refresh Plan, Mr. Grosso recommended the Board declare 250 iPads (Kindergarten class iPad carts and 13 preschool iPads) as surplus. These iPads have reached beyond their useful life and are outside the window of applicable security updates. To ensure that proper handling and existing data removal be in compliance with US Department of Defense standards, District administration recommends the buy-back option from Diamond Assets. The proceeds received from Diamond Assets would be \$10,130.

President Pope recommended a motion to declare 250 iPads as surplus and to approve the buy-back proposal from Diamond Assets in the amount of \$10,130. Motion by: Pat Clower, seconded by Brandt Compton. All ayes, nays none, motion passes.

Roll Call: Joe Pope, Derek Breen, Christine Bucciarelli, Pat Clower, and Brandt Compton

Mr. Grosso brought to the Board's attention the District's agreement with Frontline Financial Forecasting (formerly Forecast 5 5-Cast) which ends on June 30, 2023. This web-based forecasting tool allows administration to project the District's financial position given a variety of complex scenarios. The cost for the past five years has been a flat \$8,000 per year. A one-year renewal is \$8,600. A three-year agreement calls for a cost of \$8,400 (FY24), \$8,862 (FY25), and \$9,349.41 (F26). Currently Frontline Financial Forecasting is the only known forecasting web solution that is specific to Illinois school districts (budget forms, AFR, PTELL, etc.). District administration is seeking Board direction on whether to continue on an annual renewal basis or seek a 3-year agreement for cost savings. District administration will explore other viable forecasting solutions as well.

Mr. Grosso recommended renewing a one-year contract. The Board agreed with the one-year contract and asked for this item to be brought back for action in May.

New Business - None

Other Board Matters - Dr. Henkle invited the Board members to attend one of the Technology Safety Presentations on May 10 or May 11.

Board member Clower suggested the principals start giving a brief presentation at each Board meeting of something special that happened in their building the past month.

Upcoming Events

- Wednesday, May 10, 2023 – 12:30-1:30 Technology Safety Presentation for Parents
- Thursday, May 11, 2023 – 5-6:00pm Technology Safety Presentation for Parents
- Thursday, May 11, 2023 – 7:00pm School Board Meeting
- Thursday, May 25, 2023 – 6:00pm 8th Grade Graduation

Adjournment - President Pope entertained a motion to adjourn the meeting at 9:13pm. Motion made by: Pat Clower, seconded by Derek Breen. All ayes, nays none, motion passes.

Submitted by: Susan Sprouse

Joe Pope, President

Christine Bucciarelli, Secretary