

FAIRMONT SCHOOL DISTRICT #89

735 Green Garden Place, Lockport, Illinois 60441 | Phone (815) 726-6156 Fax (815) 726-0079

Dr. Diane Cepela, Superintendent | Mrs. Tamela Daniels, Principal
dcepela@fsd89.org tdaniels@fsd89.org

Board of Education

Mr. Louis Spoonhour – President
Mrs. Dionne Wright – Vice President
Mrs. Karen Custer – Board Secretary

Mrs. Janice Posey – Board Member
Mr. Ken Shepherd – Board Member
Mrs. Linda Pierzchalski – Board Member
Ms. Lizbeth Cardenas – Board Member

Fairmont School District 89 Regular Board Meeting – PD Room January 19, 2022 5:30 PM Agenda

- I. Call to Order- *Mr. Spoonhour called to order the Fairmont School Regular Board Meeting at 5:30 p.m. on January 19, 2022.*
- II. Roll Call- *Members Present: Ms. Cardenas, Mrs. Custer, Mrs. Pierzchalski, Mrs. Posey, Mr. Shepherd, Mr. Spoonhour and Mrs. Wright.*
 - a. Moment of Silence
- I. Petitions and Communication to the Board – *In accordance with Board Policy 2:230, individuals may address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President. Comments shall be limited to 5 minutes.*
 - a. Public Comment-*Mrs. Daly announced the union has decided to support a local organization and has decided to choose Silver Cross Hospital and donate snacks to the staff.*
 - i. *Welcome Everyone.*
 - i. Public Comment
 - b. Recognitions
- II. Superintendent's Report: *Dr. Cepela briefed on items a-g.*
 - a. Enrollment – *333*
 - b. Next regularly scheduled Board Meeting is *Wednesday, February 16, 2022*
 - c. COVID Update – *All of the 39 Pre-K is on quarantine because of their difficulty to wear masks properly. Many students resulted to go home due to positivity rate upon shield testing when returning to school. Week one was close to 150 students and week two was nearly 82 students. Multiple still went home week 3 but not as many as the latter week.*
 - i. Board Information on *SHIELD / COVID Numbers as above.*
 - ii. *NEW IDPH Guidelines*
 - iii. Basketball / Volleyball
 - d. Upcoming Events:
 - i. February 1 – Joiet Supt Meeting, Black History Month
 - ii. February 2 – Staff Meeting / PTO Meeting
 - iii. February 3 – Admin Support Meeting / Legal Overview of Residency Zoom
 - iv. February 4 – Wear Red for Heart Day
 - v. February 9 -Superintendent / LASEC Meeting / Finance / Committee of the Whole
 - vi. February 10 – Admin Meeting
 - vii. February 11 – Union Meeting
 - viii. February 14 – Valentine's Day
 - ix. February 15 – PT Conferences – Regular Dismissal until 7:00; Vaccination Clinic
 - x. February 16 – Board
 - xi. February 17 – 1:45 Dismissal for PT Conferences until 6:00
 - xii. February 18 – No School PT Conference Makeups
 - xiii. February 21 – President's Day – No School **2s Day**

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- xiv. February 23 – All Committee Meetings
 - xv. February 24 – Great Teacher's Banquet
 - e. Adaptive Pause – only if we cannot staff the school
 - f. Teachers nominated for Excellence – **This year we had 3 teachers nominated for the Chamber Teacher of Excellence Awards. Two were submitted. Dr. Sherry Abdelhadi received best teachers Award for Fairmont and Ms. Dennison was nominated.**
 - g. Misc. Updates

III. Reports: Committee Reports were given at the Committee of the Whole. The Chairs of each committee will provide a summary.

- a. Freedom of Information Act (FOIA) – **Better Blinds 2020. Complete.**
- b. Principal – Information was presented at the Committee of the Whole and brief update was given. **ELL is starting to test as well as MAP testing. Champ refreshers were given to students upon returning to school from winter break. Dr. Doubek is obtaining great results from our students for reading. Dr. Daniels spoke of continuing to shield test and the positivity rate of the students.**
- c. Board President – **Mr. Lou Spoonhour gave thanks and support from the board as the school continues to stay open during these times. They see it as a significant accomplishment for Fairmont. Mr. Spoonhour went on to say that the board would be staying for executive session after the meeting to discuss our search for the new superintendent. He also gave some details as to what the process was going to entail.**
- d. Board Policy Committee – Mrs. Karen Custer. The Policy Committee meets on *the Monday that proceeds the second Wednesday, 1:00 p.m.* as needed. **PRESS 108 final reading. Mrs. Custer covered this in the last two meetings and gave notes to help summarize all that it entails to simplify policy information.**
- e. Board Finance / Buildings and Grounds Committee – **Mrs. Sorich stated that the Levy was collected at 98.75%. The reimbursement checks were cashed and only 7% are outstanding and 8 checks were donated back to the school. Mr. Chandler noted that he dropped off the Levy for FY 2020-2021 on December 23, 2021. The current CPI is 7% for December. HE noted that the boiler was fixed and is working well. Although the heat in the district office is not working yet and is getting frigid in there. The parts were promised in 9 weeks, and we are almost there. He went over some comments regarding the new maintenance director. Mr. Chandler also covered information on ESSER III the amount given and how it will be possibly spent.**
- f. Behavioral Intervention / Parent Advisory Committee – Mrs. Dionne Wright, Mrs. Janice Posey, Mrs. Linda Pierzchalski, Mrs. Karen Custer. *Next meeting is at 4:00PM, Wednesday, March 16, 2022. No report currently.*

IV. Consent Agenda: **Mrs. Custer read items a-e.**

- a. December 15, 2021, Regular Session Minutes
- b. December 15, 2021, Executive Session Minutes
- c. January 12, 2022, Committee of the Whole Minutes

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- d. Decision to Destroy Verbatim Recording of Executive Session Minutes April 15, 2020. *At the recommendation of the attorney, we will keep written minutes closed unless there is a reason to open. This move is to destroy verbatim recordings only. There were none.*
- e. Decision to Keep Closed Executive Session Minutes April 21, 2021. *At the recommendation of the attorney, we will keep written minutes closed unless there is a reason to open. We will still review at each meeting. There were none.*

Superintendent's Recommendation: At this time, I would entertain a motion to approve the Consent Agenda Items A – E as presented. May I have a motion please? First by Mrs. Custer, Second motion by Mrs. Pierzchalski. Aye Ms. Cardenas, Aye Mrs. Wright, Aye Mrs. Pierzchalski, Aye Mrs. Posey, Aye Mrs. Custer, Aye Mr. Shepherd and Aye Mr. Spoonhour. 7 Ayes and 0 Nays. Motion Carried.

- f. *Monthly Financial Information
- i. Revenue Summary Report
 - ii. Expenditure Report
 - iii. Treasurer's Report
 - iv. Bills Payable
 - v. Budget Comparison Report
 - vi. Cash Flow Report

Superintendent's Recommendation: At this time, I would entertain a motion to approve the Monthly Financial Information as presented. May I have a motion please? First by Mrs. Custer, Second Motion by Mrs. Pierzchalski. Aye Mr. Shepherd, Ms. Cardenas, Aye Mrs. Wright, Aye Mrs. Custer, Aye Mrs. Pierzchalski, Aye Mrs. Posey, and Aye Mr. Spoonhour. 7 Ayes and 0 Nays. Motion Carried.

V. *Action Items -

- a. **Action Item 22-28: Personnel:**
- i. Nurse - Neve Yerk
 - ii. Director of Maintenance – Richard Young
 - iii. Superintendent Goals / Board Goals – Mr. Spoonhour
 - iv. Superintendent's Evaluation – Timeline – Mr. Spoonhour
 - v. Superintendent Retirement Letter
 - vi. Superintendent Selection Process – Mr. Spoonhour
 - vii. Misc

Superintendent's Recommendation: Move to delay the Personnel Action Items I – VI until after Executive Session. May I have a motion please? First by Mrs. Pierzchalski, Second motion by Mrs. Posey. Aye Mrs. Posey, Aye Mrs. Wright, Aye Mrs. Custer, Aye Mrs. Pierzchalski, Aye Ms. Cardenas, Aye Mr. Shepherd and Aye Mr. Spoonhour. 7 Ayes and 0 Nays. Motion Carried.

- b. **Action Item 22-29: Final Reading: Strategic Plan / ESSER III Plan:** The ESSER III grant asks for a plan for approval of ESSER III Monies. It is attached. This is the Final Reading.

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Superintendent's Recommendation: Move to approve the ESSER III Plan as presented. May I have a motion please? First by Mrs. Custer, Second motion by Mrs. Pierzchalski. Aye Mrs. Posey, Aye Mrs. Custer, Aye Mrs. Pierzchalski, Aye Ms. Cardenas, Aye Mrs. Wright, Aye Mr. Shepherd and Aye Mr. Spoonhour. 7 Ayes and 0 Nays. Motion Carried.

- c. Action Item 22-30: Budget Calendar** - The Budget Calendar is presented for the Board's Approval. This allows the district to begin work on the budget for Fiscal year 2022-2023. Final Reading.

Superintendent's Recommendation: Move to approve the Budget Calendar as presented. May I have a motion please? First by Mrs. Pierzchalski, Second motion by Mrs. Posey. Aye Mrs. Pierzchalski, Aye Ms. Cardenas, Aye Mrs. Wright, Aye Mr. Shepherd, Aye Mrs. Custer, Aye Mrs. Posey, and Aye Mr. Spoonhour. 7 Ayes and 0 Nays. Motion Carried.

- d. Action Item 22-31: PRESS Policy, Administrative Procedures and Exhibits.** PRESS 108 is ready for the Final Reading.

PRESS online – Press Issue 108. Policies:

2:20 School Board – Powers and Duties of the School Board; Indemnification

2:105 School Board – Ethics and Gift Ban

2:110 School Board – Qualifications, Terms, and Duties of Board Officers

2:120 School Board – Board Member Development

2:150 School Board – Committees

2:220 School Board – School Board Meeting Procedures

2:260 School Board – Uniform Grievance Procedure

3:40 General School Administration – Superintendent

3:50 General School Administration – Administrative Personnel Other Than the Superintendent

3:60 General School Administration – Administrative Responsibility of the Building Principal

4:60 Operational Services – Purchases and Contracts

4:80 Operational Services – Accounting and Audits

4:110 Operational Services – Transportation

4:120 Operational Services – Food Services*

4:150 Operational Services – Facility Management and Building Programs

4:160 Operational Services – Environmental Quality of Buildings and Grounds

4:165 Operational Services – Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

4:170 Operational Services – Safety

4:175 Operational Services – Convicted Child Sex Offender; Screening; Notifications

5:10 Personnel – Equal Employment Opportunity and Minority Recruitment

5:20 Personnel – Workplace Harassment Prohibited

5:30 Personnel – Hiring Processes and Criteria

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5:50 Personnel – Drug and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

5:90 Personnel – Abused and Neglected Child Reporting

5:100 Personnel – Staff Development Program

5:120 Personnel – Employee Ethics; Conduct; and Conflict of Interest

5:125 Personnel – Personal Technology and social media; Usage and Conduct

5:150 Personnel – Personnel Records

5:185 Personnel – Family and Medical Leave

5:200 Personnel – Terms and Conditions of Employment and Dismissal

5:210 Personnel – Resignations

5:220 Personnel – Substitute Teachers

5:250 Personnel – Leaves of Absence

5:260 Personnel – Student Teachers

5:330 Personnel – Sick Days, Vacation, Holidays, and Leaves

6:15 Instruction – School Accountability

6:20 Instruction – School year Calendar and Day

6:50 Instruction – School Wellness

6:60 Instruction – Curriculum Content

6:120 Instruction – Education of Children with Disabilities

6:130 Instruction – Program for the Gifted

6:135 Instruction – Accelerated Placement Program

6:120 Instruction – Education of Children with Disabilities

6:180 Instruction – Extended Instructional Program

6:220 Instruction – Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct

6:300 Instruction – Graduation Requirements

6:310 Instruction – High School Credit for Non-District Experiences; Course Substitution; Re-Entering Students

6:320 Instruction – High School Credit for Proficiency

6:340 Instruction – Student Testing and Assessment Program

7:10 Students – Equal Educational Opportunities

7:20 Students – Harassment of Students Prohibited

7:30 Students – Student Assignment and Intra-District Transfer*

7:50 Students – Student Admissions and Student Transfers to and from Non-District Schools

7:60 Students – Residence

7:70 Students – Attendance and Truancy

7:80 Students – Release Time for Religious Instruction / Observance

7:150 Students – Agency and Police Interviews

7:160 Students – Student Appearance

7:165 Students – School Uniforms

7:180 Students – Prevention of and Response to Bullying, Intimidation, and Harassment

7:190 Students – Student Behavior

7:200 Students – Suspension Procedures

7:210 Students – Expulsion Procedures

7:240 Students – Conduct Code for Participants in Extracurricular Activities

7:250 Students – Student Support Services

7:260 Students – Exemption from Physical Education

7:290 Students – Suicide and Depression Awareness and Prevention

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7:310 Students – Restrictions on Publications; Elementary Schools
7:315 Students – Restrictions on Publications; High Schools
7:340 Students – Student Records
7:345 Students – Use of Educational Technologies; Student Data Privacy and Security

8:70 School Community Relations – Accommodating Individuals with Disabilities
8:100 School Community Relations – Relations with Other Organizations and Agencies*

PRESS online – Press Issue 108. Administrative Procedures (AP) and Exhibits (E):

2:150 School Board AP – Superintendent Committees
2:220 School Board E1 – Board Treatment of Closed Meeting Verbatim recordings and Minutes
2:220 School Board E3 – Closed Meeting Minutes
2:220 School Board E5 – Semi-Annual Review of Closed Meeting Minutes
2:240 School Board E1 – PRESS Issue Updates*
2:220 School Board E3 – Closed Meeting Minutes
2:240 School Board E6 – Log of Closed Meeting Minutes
2:220 School Board E8 – School Board Records Maintenance Requirements and FAQs
2:250 School Board E2 – Immediately Available District Public Records and Web-Posted Reports and Records

4:60 Operational Services AP1 – Purchases
4:60 Operational Services AP4 – Federal and State Award Procurement Procedures
4:170 Operational Services AP1 – Comprehensive Safety and Security Plan
4:170 Operational Services AP2 – Routine Communications Concerning Safety and Security
4:170 Operational Services AP2, E5 – Notice to Parents / Guardians of Lockdown Drill; Opt-out
4:175 Operational Services AP1 – Criminal Offender Notification Laws; Screening

5:20 Personnel AP – Sample Questions and Considerations for Conducting the Internal Harassment in the Workplace Investigation
5:30 Personnel AP1 – Interview Questions
5:30 Personnel AP2 – Investigations
5:30 Personnel AP2, E1 – Notice of Preliminary Hiring Decision Based on Conviction Record
5:90 Personnel AP – Coordination with Children's Advocacy Center
5:100 Personnel AP – Staff Development Program
5:120 Personnel AP2 – Employee Conduct Standards
5:120 Personnel AP2, E – Expectations and Guidelines for Employee / Student Boundaries
5:220 Personnel AP – Substitute Teachers

6:60 Instruction AP1 – Comprehensive Health Education Program
6:60 Instruction AP1, E1 – Notice to Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objections and / or Opt-outs
6:60 Instruction AP1, E2 – Resources for Biking and Walking Safety Education
6:60 Instruction AP2 – Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))
6:60 Instruction AP3 – Developmentally Appropriate Consent Education
6:100 Instruction AP – Dissection of Animals
6:135 Instruction AP – Accelerated Placement Program Procedures

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6:300 Instruction E2 – State Law Graduation Requirements

6:300 Instruction E3 – Form for Exemption from Financial Aid Application Completion

7:20 Students AP – Harassment of Students Prohibited

7:60 Students AP1 – Challenging a Student's Residence Status*

7:60 Students AP2, E1 – Letter of Residence from Landlord in Lieu of Lease*

7:60 Students AP2, E2 – Letter of Residence to be Used When the Person Seeking to Enroll a student is Living with a District Resident*

7:60 Students AP2, E3 – Evidence of Non-Parent's Custody, Control, and Responsibility of a Student

7:190 Students AP3 – Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students

7:190 Students AP4 – Use of Isolate Time Out, Time Out, and Physical Restraint

7:190 Students AP5 – Student Handbook – Electronic Devices

7:190 Students AP6 – Guidelines for Investigating Sexting Allegations

7:190 Students E1 – Aggressive Behavior Reporting Letter and Form*

7:190 Students E2 – Student Handbook Checklist

7:190 Students E3 – Memorandum of Understanding

7:190 Students E4 – Acknowledgement of Receiving Student Behavior Policy and Student Conduct Code*

7:200 Students E1 – Short Term Out of School Suspension (1-3 Days) Reporting Form*

7:200 Students E2 – Long Term Out of School Suspension (4-10 Days) Reporting Form*

7:210 Students E1 – Notice of Expulsion Hearing*

7:240 Students AP1 – Code of Conduct for Extra Curricular Activities

7:250 Students AP2 – Protocol for Responding to Students with Social, Emotional, or Mental Health Needs

7:280 Students E2 – Reporting and Exclusion Requirements for Common Communicable Diseases

7:290 Students AP – Resources Guide for Implementation of Suicide and Depression Awareness and Prevention Program

7:310 Students AP – Guidelines for Student Distribution of Non-School Sponsored Publications; Elementary Schools

7:315 Students AP – Guidelines for Student Distribution of Non-School Sponsored Publications; High Schools

7:340 Students AP1 – School Student Records

7:340 Students AP1, E1 – Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records

7:345 Students AP – Use of Educational Technologies; Student Data Privacy and Security

7:345 Students AP, E4 – Notice of Parent Rights Regarding Student Covered Information

7:345 Students AP, E5 – Parent Request Form for Student Covered Information

7:345 Students AP, E6 – Parent Request Form for Correction of Student Covered Information

8:95 School Community Relations AP – Parental Involvement

Superintendent's Recommendation: Move to approve the Final Reading of the PRESS 108 Policies, as presented. May I have a motion please? First by Mrs. Custer, Second motion by Mrs. Pierzchalski. Aye Ms. Cardenas, Aye Mrs. Pierzchalski, Aye Mrs. Wright, Aye Mrs. Posey, Aye Mrs. Custer, Aye Mr. Shepherd and Aye Mr. Spoonhour. 7 Ayes and 0 Nays. Motion Carried.

VI. New Business: First and Final Readings / Informational Items for next Board Meeting; **Dr. Cepela briefed on items a-g.**

- a. Superintendent's Evaluation Materials: Superintendent's self-evaluation is presented. This is an information and discussion item. **The Superintendent's evaluation is due March 1.**

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- b. **FY 2022 - 2023 School Calendar.** We are currently comparing school calendars and discussed options with the Union on Friday. **Final reading will be at the February Board Meeting.**
 - c. Graduation Date: 8th grade Graduation Date is Thursday, May 26, 2022, at 6:00. Final reading will be at the February Board Meeting.
 - d. **The Board and Superintendent Goals final copy for 2021-2022 will be presented for Board approval. Final reading will be at the January Board Meeting.**
 - e. Staffing 2022-2023. We begin the process of looking at staffing for the 2022-2023 School Year. This is an ongoing process.
 - f. School Board and Committee Meeting Calendar. Attached is the tentative Board Calendar for 2022-2023. This is the first reading with a final reading at the February Board Meeting.
 - g. Board Member Requests / Misc.

VII. **Executive Session** – *At this time, I would entertain a motion to go into Executive Session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with the Act. 5 ILCS 120/2(c)(1). May I have a motion please? First by Mrs. Pierzchalski, Second motion by Mrs. Posey. Roll Call: Ms. Cardenas-yes, Mrs. Custer-yes, Mrs. Pierzchalski-yes, Mrs. Posey-yes, Mr. Shepherd-yes, Mrs. Wright-yes and Mr. Spoonhour- yes. Motion Carried 7-yes, 0 no. Adjournment to go into executive session at 6: 24pm.*

VIII. **Possible Action as a Result of Executive Session: Action Item 22-28: Personnel**

***Action Items - Executive Session started at 6: 24 p.m.**

- a. **Action Item 22-28: Personnel:**
 - viii. Nurse - Neve Yerk
 - ix. Director of Maintenance – Richard Young
 - x. Superintendent Goals / Board Goals – Mr. Spoonhour
 - xi. Superintendent's Evaluation – Timeline – Mr. Spoonhour
 - xii. Superintendent Retirement Letter
 - xiii. Superintendent Selection Process – Mr. Spoonhour
 - xiv. Misc.

Following Executive session President Louis Spoonhour requested a motion to approve Action item 22-28 Personnel. Motion was made First by Mrs. Pierzchalski, Second motion by Mrs. Posey. Mrs. Pierzchalski-yes, Mrs. Posey-yes, Miss Cardenas-yes, Mrs. Custer-yes, Mr. Shepherd-yes, Mrs. Wright-yes, and Mr. Spoonhour-yes. 7-yes, 0-no. Motion Carried at 7:14 p.m.

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IX. Motion to Adjourn - Motion to adjourn as presented.

Motion to adjourn was made First by Mrs. Pierzchalski, Second motion by Mrs. Posey. Mrs. Pierzchalski-yes, Mrs. Posey-yes, Miss Cardenas-yes, Mrs. Custer-yes, Mr. Shepherd-yes, Mrs. Wright-yes, and Mr. Spoonhour-yes. 7-yes, 0-no. Motion Carried. Adjournment at 7:15 p.m.