

**COMMUNITY HIGH SCHOOL DISTRICT 117**  
**COUNTY OF LAKE, LAKE VILLA, ILLINOIS 60046**  
**MINUTES OF REGULAR MEETING OF THE BOARD OF EDUCATION**  
**THURSDAY, DECEMBER 5, 2019 6:30 PM**

Present

Absent

**BOARD MEMBERS**

Mr. Wayne A. Sobczak, President  
Mr. Bruce Pagni, Vice President  
Mr. Geoffrey Guttschow  
Mrs. Ellen Ispen  
Mr. Bart Winkler

Mrs. Sandy Jacobs, Secretary  
Mr. Ronald Vickers

**ADMINISTRATION**

Dr. James McKay, Superintendent  
Dr. Bradford Hubbard, Asst. Superintendent  
Ms. Jennifer Nolde, Asst. Superintendent  
Dr. Brie Serdar, Asst. Superintendent  
Mr. Eric Hamilton, Principal  
Mr. David Newberry, Principal

**STUDENT AMBASSADORS**

Adalia Tate, ACHS  
Andrew Utinans, ACHS  
Benjamin Newsom, LCHS

Maya Dewey, LCHS

**RECORDING SECRETARY**

Mrs. Nancy Hendrickson

The regular meeting of the Board of Education of Community High School District 117 was held on Thursday, December 5, 2019 at Antioch Community High School, in Antioch, Illinois. Mr. Wayne Sobczak, President, presided over the meeting, calling it to order at 6:30 p.m.

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS**

None

**RECOGNITION**

Megan Heuser, Tennis Champion, LCHS & LCHS Girls Cross Country Team

Mr. Rowells, Athletic Director, congratulated Megan Heuser State Tennis Champion, and the Girls Cross Country Team, placing 2<sup>nd</sup> in State. He also commended the Coach Plinske, Bailey and Shepherd on an outstanding coaching job.

Mr. Sobczak expressed how proud CHSD117 and the community are on their remarkable accomplishments.

**PRESENTATIONS**

Auditor – Amanda Ryan from Eder Casella highlighted the 2019 audit results. The Annual Financial Report Estimated Financial Profile Summary gives the District a score of 4.00 out of a possible 4.00 total. The rating earns the District the financial profile designation of “Recognition.”

**ACHS Update**

Ambassadors Adalia Tate and Andrew Utinans gave the ACHS Update.

**CONSENT AGENDA**

Mr. Winkler moved the Board approve the consent agenda items by one motion. Second by Mr. Pagni.

Roll Call Vote:           Ayes:   Guttschow, Ipsen, Pagni, Winkler, Sobczak  
                               Nays:   None                           Absent: Jacobs, Vickers                           Motion Carried.

**APPROVAL OF MINUTES\***

Regular Meeting – November 20, 2019\*  
 Closed Session – November 20, 2019\*

**PERSONNEL**

<u>NAME</u>	<u>SCHOOL</u>	<u>POSITION</u>	<u>RATE/LEVEL</u>	<u>EFFECTIVE</u>
a. <u>Employment – Administration*</u>				
1. Aryan Haren	Dist	Dir HR/Asst. CSBO	\$150,000 <i>(includes TRS)</i>	7/1/2020
b. <u>Employment – Long Term Sub*</u>				
1. Toni Leprich	LCHS	Fine Arts	BA/1	1/17-1/31/2020
c. <u>Employment – Non-Certified Staff*</u>				
1. Graciela Darida	LCHS	Prof Support Pers (Front off)	\$17.50	12/6/19
d. <u>Employment - Increment Positions*</u>				
1. Meghan McDonnell	ACHS	Interact (.5 to 1)	5/1	1/6/2020
2. Gregg Henning	ACHS	Weightlifting (.46)	4/5	winter
3. Jennifer Schoon	LCHS	Asst. Softball (.5)	3/6	2019-20
4. Ed Miller	LCHS	Asst. Baseball (.5)	3/10	2019-20
5. Daniel Mortensen	ACHS	Bass Fishing (.25)	6/1	2019-20
6. David Homan	ACHS	Bass Fishing (.25)	6/3	2019-20
7. Blake Keulen	ACHS	Bass Fishing (.5)	6/2	2019-20
e. <u>Resignation – Increment Position*</u>				
1. Kyle McLaren	LCHS	Asst. Football		2019-20
f. <u>Request for Extended Sick Leave*</u>				
1. Brian Glashagel	ACHS	Social Studies		11/15 – 11/22/19

**FINANCE/BUSINESS**

**FOIAs\***

One FOIA was received and responded to.

Approval of Bills and Payroll\*

Fund 10 - Education	\$3,297,195.82
Fund 20 – Building	\$179,032.84
Fund 40 – Transportation	\$254,283.09
Fund 50 – IMRF/Social Security	\$59,429.99
Fund 60 - Capital Projects	\$703,147.89

**REPORT FROM THE BUSINESS OFFICE**

Lake Villa Tax Request

Ms. Nolde reported that she will be meeting in December with taxing bodies to discuss the ramifications and calculations of adjusting taxes for a small pharmaceutical company and how it will affect CHSD117. Ms. Nolde will have more information in January.

SCCIP Renewal Liability/Property Insurance

Ms. Nolde said that the increase for Liability/Property Insurance will be 18.6%.

Mr. Guttschow moved the Board approve membership retention and renewal in SCCIP for the time period January 1, 2020 to December 31, 2020. Second by Mrs. Ipsen.

Voice Vote:                      Ayes: 5              Nays: None              Absent: 2              Motion carried.

Student Fees – Second Reading

Mr. Pagni moved the Board approve the 2020-21 Student Fees as presented. Second by Mr. Winkler.

Voice Vote:                      Ayes: 5              Nays: None              Absent: 2              Motion carried.

Classroom Support Personnel Sub Rate

Mr. Winkler moved the Board establish an internal sub pay rate for classroom support personnel positions filled by licensed certified employees at \$25/class as recommended. Second by Mrs. Ipsen.

Voice Vote:                      Ayes: 5              Nays: None              Absent: 2              Motion carried.

**GOVERNANCE**

New Course Proposals

New Course Proposals

- Math – Modeling with Mathematics
- English – Topics in Literature

Course Name Changes

- Fine Arts – Electronic Music Keyboarding to Music Production
- Fine Arts – Art 2D to 2D Intro
- Fine Arts – DrawingI/PaintingI to 2D Art & Design
- Fine Arts – Drawing Adv/Painting Adv to 2D Art & Design Advanced
- Fine Arts – Art 3D to 3D Intro
- Fine Arts – Ceramics I to 3D Art & Design
- Fine Arts – Ceramics Advanced to 3D Art & Design Advanced

Mr. Winkler moved the Board approve the new course proposals and course name changes for 2020-21 as presented by Dr. Hubbard. Second by Mr. Pagni.

Voice Vote:                      Ayes: 5              Nays: None              Absent: 2              Motion carried.

Board Policies – Second Reading

The following Board Policy revisions were presented for the first reading at the November 20, 2019 meeting. Approval is recommended.

2:20	Powers and Duties of the School Board; Indemnification
2:20E	Waiver and Modification Request Resource Guide
2:70	Vacancies on the School Board – Filling Vacancies
2:70E	Checklist for Filling Board Vacancies by Appointment
2:100	Board Member Conflict of Interest
2:105	Ethics and Gift Ban ( <i>Same Answer as 2:110</i> ) <b>***Required Question 1.</b> Would the Board like to authorize the Board President or the superintendent to appoint the outside investigator when a complaint of sexual harassment is made against a member of the Board by another Board member or elected official? <ul style="list-style-type: none"><li>• The Superintendent</li></ul>
2:110	Qualifications, Term, and Duties of Board Officers ( <i>Same Answer as 2:105</i> ) <b>***Required Question 1.</b> Would the Board like to authorize the Board President or the superintendent to appoint the outside investigator when a complaint of sexual harassment is made against a member of the Board by another Board member or elected official? <ul style="list-style-type: none"><li>• The Superintendent</li></ul>
2:150AP	Superintendent Committees
2:200	Types of School Board Meetings
2:220	School Board Meeting Procedure
2:220E2	Motion to Adjourn to Closed Meeting
2:220E6	Log of Closed Meeting Minutes
2:250	Access to District Public Records
2:250AP1	Access to and Copying of District Public Records
2:250 AP2	Protocols for Record Preservation and Development of Retention Schedules
2:250E2	Immediately Available District Public Records & Web-Posted Reports & Records
2:260	Uniform Grievance Procedure
3:40E	Checklist for the Superintendent Employment Contract Negotiation Process
3:50	Administrative Personnel Other than the Superintendent
4:15	Identity Protection
4:15AP1	Protecting the Privacy of Social Security Numbers
4:15AP2	Treatment of Personally Identifiable Information Under Grant Awards
4:30	Revenue and Investments
4:40	Incurring Debt
4:60	Purchases and Contracts
4:60AP1	Purchases
4:60AP3	Criminal History Records Check of Contractor Employees
4:60AP4	Federal and State Award Procurement Procedures
4:80	Accounting and Audits
4:80AP3	Inventory Management for Federal and State Awards
4:110	Transportation
4:140	Waiver of Student Fees
4:150	Facility Management and Building Programs
4:170	Safety
4:170AP1	Comprehensive Safety and Security Plan
4:175	Convicted Child Sex Offender; Screening; Notifications

4:175AP1	Criminal Offender Notification Laws; Screening
4:190	Targeted School Violence Prevention Program
4:190AP2	Threat Assessment Team (TAT)
5:10	Equal Employment Opportunity and Minority Recruitment
5:20	Workplace Harassment Prohibited
5:20AP	Sample Questions & Considerations for Conducting the Internal Harassment in the Workplace Investigation
5:20E	Resolution to Prohibit Sexual Harassment
5:30	Hiring Process and Criteria <u>***Required Question 1.</u> A school board that wishes to preserve the exceptions in 820 ILCS 112/10(b-10)(1) and (2), added by P.A. 101-177, should consult its board attorney. Note: Attorneys caution that using the exceptions in 820 ILCS 112/10(b-10)(1) and (2), added by P.A. 101-177, may trigger litigation. Violating this subsection entitles an employee to recover in a civil action any damages incurred, special damages up to \$10,000, injunctive relief, and costs and reasonable attorney's fees. 820 ILCS 112/30(a-5), added by P.A. 101-177. Has the Board adopted the exceptions into this policy, adding to #5 the following: "unless the applicant's wage or salary history is a matter of public record, or is contained in a document completed by the applicant's current or former employer and then made available to the public by the employer, or then submitted or posted by the employer to comply with State or federal law; or the applicant is a current employee applying for a position with the same current employer."? <ul style="list-style-type: none"><li>• No. (default)</li></ul>
5:30AP1	Interview Questions
5:30AP2	Investigations
5:50	Drug & Alcohol Free Workplace; E-Cigarette, Tobacco & Cannabis Prohibition <u>***Required Question 1.</u> An employee is on call when the employer schedules him or her with at least 24 hours' notice to be on standby or otherwise responsible for performing employment-related tasks either at the employer's location or another previously-designated location. Consult the board attorney regarding how the board wants to treat employees who may be considered on call, e.g., superintendents, principals, coaches, and/or maintenance workers, etc. Has the board adopted the phrase "or being on call" into this policy? <ul style="list-style-type: none"><li>• No. (IASB will remove "or being on call")</li></ul> <u>***Required Question 2.</u> Optional. Including the statutory example that includes the term vape pen provides notice that vaping products are also prohibited through the term e-cigarette. Choose from the following options: <ul style="list-style-type: none"><li>• Include the default sentence. (default)</li></ul>
5:90	Abused & Neglected Child Reporting
5:100	Staff Development Program
5:120	Employee Ethics; Conduct; and Conflict of Interest
5:120-AP1	Statement of Economic Interests for Employees
5:120-AP2	Employee Conduct Standards
5:125	Personal Technology and Social Media; Usage and Conduct
5:150	Personnel Records
5:150-AP	Personnel Records
5:190	Teacher Qualifications
5:200	Terms and Conditions of Employment and Dismissal
5:220	Substitute Teachers

5:220-AP	Substitute Teachers
5:250	Leaves of Absence
5:250-AP	School Visitation Leave
5:260	Student Teachers
5:285	Drug & Alcohol Testing for School Bus and Commercial Vehicle Drivers
5:285-AP	Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
5:290	Employment Termination and Suspensions
5:330	Sick Days, Vacation, Holidays, and Leaves
6:15	School Accountability
6:20	School Year Calendar and Day
6:60	Curriculum Content

\*\*\*Required Question 1. A school district may offer workplace preparation instruction in grades 9 through 12 that covers legal protections in the workplace, including protection against sexual harassment and racial and other forms of discrimination and protections for employees. (105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-347, eff. 1-1-20.) Does the board want to offer workplace preparation instruction?

- Yes. Insert "In grades 9-12, workplace preparation instruction will be offered, covering legal protections in the workplace, including protection against sexual harassment and racial and other forms of discrimination and protections for employees." 5/27-23.13 (final citation pending) will be added to the Legal References

\*\*\*Required Question 2. A school district may offer a course on hunting safety as part of its curriculum during the school day. (105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-152.) No grade levels are specified in the statute. Does the Board want to offer a course on hunting safety as part of its curriculum?

- No. (default)

6:60-AP	Comprehensive Health Education Program
6:60 APE1	Notice to Parents/Guardians of Students Enrolled in Family Life & Sex Education Classes
6:65	Student Social and Emotional Development
6:150	Home and Hospital Instruction
6:170 AP2E1	District Annual Report Card Required by Every Student Succeeds Act
6:180	Extended Instructional Programs
6:210	Instructions Materials
6:270	Guidance and Counseling Program
6:300	Graduation Requirements
6:300 E1	Application for a Diploma for a Service Member Killed in Action or for Veterans of WWII, the Korean Conflict, or the Vietnam Conflict
6:300 E2	State Law Graduation Requirements
6:310	High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students
6:320	High School Credit for Proficiency
7:20	Harassment of Students Prohibited
7:50 AP	School Admissions and Student Transfers to and from Non-District Schools
7:150	Agency and Police Interviews
7:180	Prevention of and Response to Bullying, Intimidation, and Harassment
7:190	Student Behavior
7:190AP6	Guidelines for Investigating Sexting Allegations
7:190AP7	Student Discipline Guidelines

- 7:190AP8 Student Re-Engagement Guidelines  
7:190E3 Memorandum of Understanding  
7:200 Suspension Procedures  
7:240AP1 Code of Conduct for Extracurricular Activities  
7:270 Administering Medicines to Students  
\*\*\*Required Question 1. Optional. 105 ILCS 145/27, added by P.A. 101-428, permits a district to maintain a supply of undesignated glucagon in any secure location that is immediately accessible to a school nurse or delegated care aide. A school board must ensure that it does not adopt this section into the policy unless it is prepared to implement it. Consult the board attorney about the consequences of informing the community that the district will obtain a prescription for a supply of undesignated glucagon, and implement a plan for their use, and then not doing it, as doing so may be fraught with legal liabilities. The superintendent is given broad authority to implement this section; however, several preliminary steps should occur with the assistance of the board attorney. They include, but are not limited to: (1) investigating the feasibility of obtaining a prescription for a supply of undesignated glucagon in the name of the district or one of its schools, and (2) outlining the advantages and disadvantages of implementing this plan based upon each district's individual resources and circumstances, and student population's needs. Has the Board adopted the School District Supply of Undesignated Glucagon subsection?  
the Board adopted the School District Supply of Undesignated Glucagon subsection?  
• No (IASB will delete the School District Supply of Undesignated Glucagon subsection and its Void Policy language)
- 7:270AP1 Dispensing Medication  
7:270AP2 Checklist for District Supply of Undesignated Asthma Medication, Epinephrine Injectors, Opioid Antagonists, and/or Glucagon  
7:270E1 School Medication Authorization Form  
7:270E2 School Medication Authorization Form – Medical Cannabis  
7:290 Suicide and Depression Awareness and Prevention  
7:290AP Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program  
7:340 Student Records  
7:340 AP1 School Student Records  
7:340AP1, E1 Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records  
8:30 Visitors to and Conduct on School Property  
\*\*\*Required Question 1. For ease of administration, this text is broader than 105 ILCS 5/24-24, requiring a hearing for both school events and meetings. See Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000) (board was authorized to ban parent from attending all school events and extracurricular activities by 105 ILCS 5/24-24; the ban was based on the parent's exposing a toy gun and a pocketknife at a board meeting). The court in Nuding did not specifically answer whether a board meeting qualified as a school event under 105 ILCS 5/24-24, but upheld the board's right to enforce conduct rules at its meetings under 105 ILCS 5/10-20.5. Consult the board attorney before narrowing the text, especially if the board has put the current text into practice and now plans to narrow it. This issue involves a balancing of a board's interest in the orderly transaction of its public business and the efficiency of its meetings against

an individual's: (a) statutory rights attend meetings and/or comment to and ask questions of the board (105 ILCS 5/10-16 and 5 ILCS 120/2.06(g)) and (b) constitutional freedoms and rights of speech, the press, assembly, and to petition the government (U.S. Constitution, First Amendment and Ill. Constitution, Art. I, §§ 1, 2, 4, and 5). Does the board want to narrow the policy text to mirror 105 ILCS 5/24-24?

- Yes ("or meetings" will be removed from the subheading and the first sentence of the subsection)

8:95AP

Parent Involvement

8:95E1

Letter Notifying Parents/Guardians of School Visitation Rights

Mr. Pagni moved the Board approve revisions to board policies as presented. Second by Mrs. Ipsen.

Voice Vote:                      Ayes: 5              Nays: None              Absent: 2              Motion carried.

#### Non-Therapeutic Restraint or Seclusion

Dr. Serdar noted on November 20th changes from ISBE regarding new data collections procedures and requirements of parent notification (24 hrs) and notification to state (48 hrs) for non-therapeutic restraints or seclusion. Currently these types of restraints or seclusion procedures are not used at ACHS or LCHS, but may be used at our off-site schools.

#### Request for Overnight Field Trips

Mr. Winkler moved the Board approve the following overnight field trip as recommended. Second by Mr. Pagni.

- LCHS – Theatre Festival January 9-11, 2020 to ISU to participate in the Illinois High School Theatre Festival

Voice Vote:                      Ayes: 5              Nays: None              Absent: 2              Motion carried.

#### Tri-Conference Feedback

Board members felt the offerings were much better this year than in past years. They also believe Pre-Conference workshops are very informative and worthwhile attending.

Dr. McKay noted that very few board have the full board in attendance at the Tri-Conference. He is proud that the Board wants to continue to learn, and that because of the time spent together, it makes the CHSD117 Board of Education so functional.

#### **QUESTIONS/COMMENTS – BOARD MEMBERS**

Mr. Pagni noted the ACHS holiday gala at Marvelas.



**CLOSED SESSION**

At 7:20 pm Mr. Winkler moved the Board enter into Closed Session for the purpose of discussing the following exceptions to the Open Meetings Act:

- a. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a part, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2(c)(1)
- b. Student disciplinary cases 5ILCS 120/2(c) (9)

Second by Mr. Pagni.

Roll Call Vote:           Ayes: Ipsen, Pagni, Winkler, Guttschow, Sobczak  
                              Nays: None                   Absent: Jacobs, Vickers                   Motion Carried.

**Motion to Come out of Closed Session**

At 7:35 pm Mr. Winkler moved the Board come out of Closed Session. Second by Mrs. Ipsen.

Voice Vote:                   Ayes: 5           Nays: None           Absent: 2           Motion carried.

**STUDENTS**

**Expulsion Abeyance Agreement – LCHS – Student 2019-20 1L**

Mr. Winkler moved the Board approve the expulsion of Student 2019-20 1L as recommended by the Principal, and that such expulsion be held in abeyance subject to the execution of the conditions set forth in the Agreement with the students and parents. Second by Mr. Guttschow.

Voice Vote:                   Ayes: 5           Nays: None           Absent: 2           Motion carried.

**ADJOURNMENT**

At 7:36 pm Mr. Pagni moved the December 5, 2019 meeting of Community High School District 117 Board of Education be adjourned. Second by Mr. Winkler.

Voice Vote:                   Ayes: 5           Nays: None           Absent: 2           Motion carried.

The meeting adjourned at 7:36 pm.

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President

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Secretary