



**BOARD OF EDUCATION-REGULAR BOARD MEETING MINUTES
OF MONDAY JUNE 15, 2020
PEOTONE HIGH SCHOOL - MEDIA CENTER**

This Regular Board Meeting was conducted via a teleconference call with Board members, Administrators and the Public. Present in the Media Center at Peotone High School were President, Mrs. Tara Robinson, Vice President, Mr. Richard Uthe, Secretary, Mrs. Jennifer Moe, Trustee, Mrs. Jody Thatcher, Trustee, Mrs. Jodi Becker, Trustee Mr. Roger Bettenhausen, Trustee Paul Douglas, Mr. Steve Stein, Dr. Charles Vitton, and Mr. Don Swanson.

CALL TO ORDER:

At 6:01 p.m. President Robinson called the regular board meeting to order and requested all who are present to please stand and recite the Pledge of Allegiance. A roll call was taken and the following members answered aye (7): Mrs. Tara Robinson, Mr. Richard Uthe, Mr. Roger Bettenhausen, Mrs. Jodi Becker, Mrs. Jody Thatcher, Mrs. Jennifer Moe, Mr. Paul Douglas and no nays.

CONSENT AGENDA:

President Robinson asked for a motion to approve the Consent Agenda for the June 15, 2020 regular board meeting. Mr. Uthe made a motion and Mrs. Thatcher seconded the motion, and a roll call vote was taken and the following members answered aye (7): Mrs. Robinson, Mr. Uthe, Mrs. Thatcher, Mrs. Becker, Mrs. Moe, Mr. Bettenhausen, Mr. Douglas and no nays.

OPPORTUNITY FOR VISITORS TO SPEAK:

No Visitors to Speak.

President Robinson stated that before moving on to the action items for tonight's board meeting, I would like to introduce and welcome, Mr. Brandon Owens, our new Assistant Principal and Athletic Director for Peotone High School!



FOR ACTION:

REPORT NO. 78:

FOR ACTION: APPROVAL OF A PRICE INCREASES FOR ADULT AND STUDENT LUNCHES FOR THE 2020-2021 SCHOOL YEAR.

President Robinson asked for a motion to approve a **Price Increase for Adult and Student Lunches for the 2020-2021 school year**. These price increases are a requirement of the United State Department of Agriculture and the National School Lunch Program and are determined using their pricing calculator.

Mr. Uthe made a motion and Mrs. Thatcher seconded the motion, and a roll call vote was taken and the following members answered aye (7): Mrs. Robinson, Mr. Uthe, Mrs. Thatcher, Mrs. Becker, Mrs. Moe, Mr. Bettenhausen, Mr. Douglas and no nays.

REPORT NO. 79:

**FOR ACTION: APPROVAL OF THE CLOSURE & TRANSFER OF
INACTIVE STUDENT ACTIVITY FUND ACCOUNTS.**

President Robinson asked for a motion to approve the **Closure and Transfer of Inactive Student Activity Fund Accounts**. Mr. Uthe made a motion and Mrs. Thatcher seconded the motion, and a roll call vote was taken and the following members answered aye (7): Mrs. Robinson, Mr. Uthe, Mrs. Thatcher, Mrs. Becker, Mrs. Moe, Mr. Bettenhausen, Mr. Douglas and no nays.

REPORT NO. 80:

**FOR ACTION: APPROVAL OF THE REGISTRATION/LODGING FEES OF
THE IASA JOINT ANNUAL CONFERENCE IN
NOVEMBER 2020 FOR THE BOARD OF EDUCATION.**

President Robinson asked for a motion to approve the **Registration/Lodging Fees for the Illinois Association of School Boards Joint Annual Conference (November 2020) for the Peotone Board of Education**. Mr. Uthe made a motion and Mrs. Thatcher seconded the motion, and a roll call vote was taken and the following members answered aye (7): Mrs. Robinson, Mr. Uthe, Mrs. Thatcher, Mrs. Becker, Mrs. Moe, Mr. Bettenhausen, Mr. Douglas and no nays.

REPORT NO. 81:

**FOR ACTION: APPROVAL OF AN INCREASE FOR PUSHCOIN
CREDIT CARD TRANSACTION FEE.**

President Robinson asked for a motion to approve an **Increase for PUSHCOIN Credit Card Transaction Fee**. This fee increase is not from PUSHCOIN, but rather from the company that processes the credit card transactions. Mr. Uthe made a motion and Mrs. Thatcher seconded the motion, and a roll call vote was taken and the following members answered aye (7): Mrs. Robinson, Mr. Uthe, Mrs. Thatcher, Mrs. Becker, Mrs. Moe, Mr. Bettenhausen, Mr. Douglas and no nays.

REPORT NO. 82:

**FOR ACTION: APPROVAL OF PEOTONE ELEMENTARY SCHOOL'S
CONTINUOUS SCHOOL IMPROVEMENT PLAN.**

President Robinson asked for a motion to approve **Peotone Elementary School's Continuous School Improvement Plan**. Mr. Uthe made a motion and Mrs. Thatcher seconded the motion, and a roll call vote was taken and the following members answered aye (7): Mrs. Robinson, Mr. Uthe, Mrs. Thatcher, Mrs. Becker, Mrs. Moe, Mr. Bettenhausen, Mr. Douglas and no nays.

Dr. Charles Vitton addressed and discussed with the Board Peotone Elementary School's Continuous School Improvement Plan.

- ISBE will need to approve plan.
- Grants available to help because of underperforming summative designation.
- \$15,000 for FY20 approved for professional development and planning.
- FY20-21 will reapply for funds - \$30,000.00 technology.
- Will need to be sure monitoring is submitted to the state.

REPORT NO. 83:

**FOR ACTION: APPROVAL OF THE COPIER AND PRINT
MANAGEMENT PROPOSAL.**

President Robinson asked for a motion to approve the **Copier and Print Management Proposal**. Mr. Uthe made a motion and Mrs. Thatcher seconded the motion, and a roll call vote was taken and the following members answered aye (7): Mrs. Robinson, Mr. Uthe, Mrs. Thatcher, Mrs. Becker, Mrs. Moe, Mr. Bettenhausen, Mr. Douglas and no nays.

Dr. Vitton reported to the Board that our contract expires in November 2020 and we will replace five of our workhorse copiers. The District will own all other copiers in district in November 2020. We as a District will be just paying maintenance and the copiers should last four years before their replacement.

- Contract expires in November of 2020.
- Efficient plus cost savings.
- Replace five of the work horse copy machines.
- We will own all other copiers in District in November 2020.
- Just paying maintenance and should last four years before replacement.
- Contract starts in June instead of November - a savings of \$160,000.00 over four years for the District.

REPORT NO. 84:

**FOR ACTION: APPROVAL OF SCIENCE ADOPTION FOR
KINDERGARTEN THROUGH EIGHTH GRADE.**

President Robinson asked for a motion to approve the **Science Adoption for Kindergarten through Eighth Grade** for the District. Mr. Uthe made a motion and Mrs. Thatcher seconded the motion, and a roll call vote was taken and the following members answered aye (7): Mrs. Robinson, Mr. Uthe, Mrs. Thatcher, Mrs. Becker, Mrs. Moe, Mr. Bettenhausen, Mr. Douglas and no nays.

Dr. Charles Vitton addressed and discussed with the Board the Science Adoption for Kindergarten through Eighth Grade.

- Science has been outdated and not aligned to State standards.
- K-5 has adopted Building Blocks of Science by Carolina Biological
- Six year license- digitally updated.
- Grades 6-8 has adopted Elevate Science by Pearson.
- Funds were included in FY21 budget.
- Next year K-5 social studies curriculum.

REPORT NO. 85:

FOR ACTION: APPROVAL OF FINAL 2019-2020 SCHOOL CALENDAR.

President Robinson asked for a motion to approve the **Final 2019-2020 School Calendar** for the District. Mr. Uthe made a motion and Mrs. Thatcher seconded the motion, and a roll call vote was taken and the following members answered aye (7): Mrs. Robinson, Mr. Uthe, Mrs. Thatcher, Mrs. Becker, Mrs. Moe, Mr. Bettenhausen, Mr. Douglas and no nays.

REPORT NO. 86: ADDENDUM TO THE APPROVAL OF PERSONNEL

FOR ACTION: **(Additions are in Bold and Underline)**
(*Contingent upon receipt and evaluation and employment documentation required by the District and the Illinois State Board of Education*)

President Robinson asked for a motion to approve the **Certified and Classified Personnel** for the District. Mr. Uthe made a motion and Mrs. Thatcher seconded the motion, and a roll call vote was taken and the following members answered aye (7): Mrs. Robinson, Mr. Uthe, Mrs. Thatcher, Mrs. Becker, Mrs. Moe, Mr. Bettenhausen, Mr. Douglas and no nays.

CERTIFIED STAFF

EMPLOYMENT:

- Brandon Owens - PHS - Assistant Principal and Athletic Director (effective date of 07/01/2020).

RESIGNATION:

- Robert Benck - PHS - Science Teacher (effective date of 05/26/2020).
- Robert Benck - PHS - Assistant Track Coach (effective date of 05/26/2020).
- Robert Benck - PHS - Head Cross Country Coach (effective date of 05/26/2020).
- Elizabeth Upton - PHS - Junior Varsity Scholastic Bowl Coach (effective date of 06/02/2020).
- James Nealon - PHS - Technical Director (fall and spring). (effective date of 06/03/2020).
- James Nealon - PHS - Skills USA (effective date of 06/03/2020).

RESIGNATION (Continued):

- **Katie Tapak - PHS - Math Teacher - (effective date of 06/09/2020).**
- **Katie Tapak - PHS - Sophomore Class Sponsor (effective date of 06/09/2020).**

LEAVE OF ABSENCE:

- Ashley McDonald - PES - Kindergarten Teacher - Maternity Leave (effective date of 08/17/2020 and a tentative return date of 11/30/2020).

CLASSIFIED STAFF

EMPLOYMENT:

- Roxanne Santori - PHS - Overnight Custodian (effective date of 06/15/2020).

RELEASE OF EMPLOYMENT:

- DeMario Baines - Transportation - Bus Driver (effective date of 06/15/2020).

RESIGNATION:

- Amanda Spiess - PHS - Competitive Dance - Head Coach (effective date of 05/31/2020).
- Greg Goberville - PHS - Head Wrestling Coach - (effective date of 06/09/2020).
- **Kody Goberville - PHS - Assistant Wrestling Coach - (effective date of 06/12/2020).**

FOR DISCUSSION:

Technology Deployment Plan:

Dr. Vitton shared information regarding initial thoughts on technology integration for the 2020-2021 school with the intent to support regular classroom instruction and the likelihood of continued remote learning due to mandated school closures.

Home Technology Survey:

Here are a few notable points:

- A total of 305 surveys were submitted (approximately a 30% family return rate - which is statistically significant).
- There was relatively equal representation of families with students in each of the grade levels.
- Approximately 92% of respondents claim that they have reliable Internet in the home.
- Approximately 74% of respondents claim they will have "sufficient technology to participate" in all of their courses if we end up in remote learning once again in the fall of 2020. I do have some concern with this response and its relatively high percentage – the remote learning during the 4th quarter of this school year was more of a "stop gap" to get us through the remainder of the spring. It is likely that the expectations for instructional rigor and student engagement from ISBE will significantly increase in the fall if, in fact, we don't return to a normal school schedule.
- I found the responses from the open-ended question in #7 very interesting. As we know, every family's situation is unique – and the responses to this question simply prove that point.

Supply Chain:

I have been in contact with several vendors regarding cost proposals and supply chain availability of student technology devices. The biggest challenge here is, in fact, the supply chain. School districts across the country are now vying for devices in light of this current year's mandated closures, the unknowns related to the fall of 2020, and increased revenue for technology due to the CARES Act. Most of these devices are made in China, and although their production has rebounded significantly in the past few weeks, there is still a backlog from when the country was under lockdown.

After having discussions with some of our internal technology team members, as well as other tech administrators, I have sought out information on 11.6" Chromebooks that can withstand daily transport and use by students. Additionally, for our students at grades K-2 it would be best to incorporate a Chrome tablet so that all devices are working under the same platform – this makes security and device management much more manageable.

At this time, the only way to get "in line" for devices is to submit a purchase order and wait for shipments to reach our shores. The longer we wait, the less likely we would receive anything for the fall term.

Approximate Projected Costs:

1150 students (grades 3-12) x \$320 (device, software, storage) = \$368,000

250 students (grades K-2) x \$320 (device, software, storage) = \$80,000

Total: 1400 students (K-12) x \$320 = \$448,000

Funding Options:

Anticipated CARES (Coronavirus Aid, Relief, and Economic Security Act) federal funding based on Title I, Part A allocation: \$89,407. ISBE released this grant application (Elementary and Secondary School Emergency Relief Act) on May 18th and I am currently working on completing this for submission.

Possible reallocation of PTO donation in April 2020 of \$15,000 (originally towards a PES and PIC cart of Chromebooks).

Possible use of the FY21 PES School Improvement Grant (SIG) 1003(g): \$30,000.

Use of FY21 STRLP (State Technology Revolving Loan Program): \$70,000 (maximum allowable that can be borrowed in FY21 based on student enrollment at PHS x \$150 – to be paid back with 2% interest over three years). STRLP (both student counts and eligible purchases) for FY21 is only for grades 9-12. The STRLP application does not come out until after June 1st and the earliest we could get the loan award would be September or December.

Possible donation from the Peotone Educational Foundation

TOTAL possible funding from considerations listed above: \$204,407 (requiring approximately an additional \$244,000 of local funds).

The Board will have a special board meeting on Thursday, June 18, 2020 at 6:00 p.m. at Peotone High School, Media Center to approve the 1:1 Technology Deployment Plan for the District.

ADMINISTRATION REPORTS:

Mr. Steve Stein, Superintendent, reported to the Board that he received Several FOIAs this month. One from Matt Hoffman regarding custodial staff; CBA; ABC7 Chicago regarding enrollment numbers; and five FOIAs from James Bowden, one for registration/course fees 2013-2020, Steve Stein and Charles Vitton contracts(denied-already received these contracts); Number of graduates at Peotone High School; CSC -Fire Alarm Costs; and All documents pertaining to the five year facilities plans for the District.

Mr. Trevor Moore, Chief School Business Official, reported to the Board that the business office is wrapping up the 2020 fiscal year that ends June 30th. It is expected that the year-end financials will come in quite a bit different than budgeted due to the unexpected changes from COVID. The early school closure means that certain consumables like supplies and utilities are probably going to come in under budget. Additionally, due to Will County allowing for an extension to pay the first property tax installment, revenues are likely to be lower than budgeted because they won't be in by the end of June. This demonstrates how budgeting a best estimate at one point is in time. When the amended budget was presented to the Board in March, nobody could have anticipated any of these events.

Mr. Moore has begun discussions with the auditors to figure out how best to complete the audit with the current health situation. They are planning to do as much as possible remotely and come in for one day to check cash deposits and check payroll records. They are very pleased with how prepared we were to keep the business office running smoothly during the school closures. They also appreciate that we are in a place where we can give them remote access to our financial software to make reviewing invoices much easier. Mr. Moore provided special recognition to Hillary Houberg and Stephanie Bonnema for their willingness to go above and beyond last summer with workflow improvements that made working from home possible. Hillary was able to keep payroll on track during the closure and Stephanie stayed on top of all our bills and made sure the Board received bills to approve just as timely as always. Without their extra efforts to improve the workflow, we could be in a place where we were past due on invoices and not ready to close out the fiscal year.

The 2021 budget is continuing to be developed with the administrative team. There are many unknowns and moving targets right now. Once we know what school attendance will look like in the fall, some more accurate projections can be made and the budget will start to come together. The budget will likely be presented to the Board at the August board meeting and approved in September, after being on display for at least 30 days.

Will County is planning to make the third property tax distribution later in the week. We will have a better idea how many people have delayed making their first payment and how it affects our cash flow then.

Mr. Jason Spang, Principal of Peotone High School, reported to the Board that Peotone High School would like to recognize a number of individuals who helped out with the tremendous planning that it took to pull off Graduation 2020. Sue Bartels, Kathy Derkacy, Marlene Murray, David Church, Wendy Bean, Don Swanson, Amanda Whiteside, Nikki Phelps, Charles Vitton, Steve Stein, Meri Rietmen, Beth Upton, The Old Mill Soccer Association for supplying the tents used on Graduation Day, The Athletic Booster Club for purchasing the Pixellot Cameras so we could Live Stream the event, George Macias (MDI Securities) for installing those cameras, Bill from the Image Group in Bradley, Werner's Landscaping and Green Arbor for making our campus absolutely beautiful on Graduation Day. Others include Chris Russel for covering the event for us for the Peotone Vedette, our Peotone 207U Buildings and Grounds for setting up and tearing down for the event, our PHS Custodians for making the inside the building look absolutely magnificent, The Peotone Police Department (Nick Kovar and Dan Stankus) who helped with parking for the day, our Peotone 207U Administrators and BOE Vice President, Mr. Rick Uthe, for giving the Graduation speech from the Board of Education, and all our presenters including the Peotone American Legion, Tammy Hoffman and Chris Bowden. It was an honor to recognize all our seniors in a way that included every family member possible.

Peotone High School would also like to recognize our seniors and their post-secondary plans. Out of all our senior graduates, 35% are enrolled into a four-year University, 35% enrolled into a junior college of some sort, 5% enrolled into the United States Military, and 25% began their careers in the job force. Congratulations to all seniors in their future endeavors!

Mrs. Wendy Bean, Assistant Principal of Peotone High School, reported to the Board that we did several days of textbook returns. Students who were not able to come on those days can bring textbooks and any other school property to the main office between 7:30 a.m. and 3:00 p.m. We are allowing all returned property to sit for two weeks before it is handled by staff.

I will be moving my office to PJHS in the next few days which is bittersweet. I have enjoyed my time tremendously at PHS and I'm comforted by knowing that I will only be a few blocks away, I'll still be a part of the Peotone team, and I'll be back in the building often. I'm really looking forward to getting to know the PJHS staff, hopefully in person!

Scott Wenzel, Principal of Peotone Junior High School, reported to the Board that report cards or Cards and any summer information for next school year was mailed home to families. Master Schedule is 90% completed. We are ready to commit and begin working on individual schedules. Ms. Jones deserves much of the credit for working on the Power School side of the master schedule. Custodians and Maintenance have been doing a wonderful job of cleaning,

repairing, and making the building look nice. School supply turn in is gone well. As of right now, we are waiting for around 45 families to still return supplies. I have reached out to those families twice since the original turn in date. And the end of the year reporting is now complete.

Mrs. Carole Zurales, Principal of Peotone Elementary, reported to the Board that the PES "Send off to Summer" Parade was a lot of fun on May 22nd. It was wonderful for all the staff, students, and families to get to see each other before summer began and it provided some closure to the end of the year. During our yearbook pick up and library book drop off on June 1, we also gave every student a new book for the summer. We are currently doing our PES Summer Reading and Math Challenge. I have challenged the students to read 1,000 books and complete 1,000 math activities this summer as a building. We have invited our incoming kindergartners to participate in the reading portion of the challenge too! There are weekly raffles and we are hanging cut outs for each book and math activity in the front windows of PES to display our progress towards our goal.

Mrs. Amy Loy, Director of Special Services, reported to the Board that we have started our Extended School Year session for students that have this need documented in their IEP. Extended School Year is being held remotely for the safety of our students and staff. Mrs. Loy echoed the sentiments that Mr. Moore shared about the efficiency of the Business Office, specifically Stephanie Bonnema and the help and diligence provided during the COVID pandemic and our ability to remotely approve invoices and keep accurate records. Mrs. Loy shared that she is also spending time preparing for the future school year, and researching ideas and approaches to potential options for 2020-2021 school year.

Mr. Dave Osborne, Director of Buildings and Grounds, reported to the Board that in an effort to be as touch-free as possible when we return to school, we are looking into a few different things:

1. Installing nine more water bottle filling stations in four buildings. These cost about \$1,000 per unit.
2. Touchless hand towel dispensers, four or five touchless sanitizer dispensers on stands for the HS and Jr High, and open top garbage cans.
3. Checking into motion detectors for areas with light switches. This will not only eliminate another touch point, it will have the added benefit of lights not being on in unoccupied areas.
4. Hiring four new daytime custodians that will wipe down and disinfect surfaces during the day when students and staff are here, they would also be available to help out the daytime custodians if needed. We'll also need to order the equipment that they'll need; carts, cleaning supplies, chemicals and sprayers, PPE, training, etc.

Mrs. Jennifer Haag, Director of Transportation, reported to the Board that we are working with the tech department to get Power School and our routing system integrated. We have summer cleaning starting, making sure buses will be thoroughly cleaned for the beginning of the year. I will be checking to see ways to look at social distancing on the buses and ways to set that up. I hope to get the driveway fixed and some changes made to the parking lot so we can add more parking for employees.

Mrs. Terry Wuske, Director of Food Services, reported to the Board that the food service has closed all the cafeterias for the summer break. We were able to serve 1489 meals to students during the COVID-19 drive thru service from March 17, 2020 - June 1, 2020. I attended a conference meeting with our Northern Illinois Independent Purchasing Cooperative regarding the food and supply bids for the 2020-2021 school year. Have been viewing webinars due to the ILSNA cancellation of our conference this year.

Mr. Ruben Suarez, Director of Technology, reported to the Board that we are still collecting tech on loan from remote learning. Cleaning up hard drives and removing unneeded accounts from lab a media center computers. Preparing to do necessary software updates to PC's and planning for 1:1 deployment.

EXECUTIVE SESSION:

At 7:57 p.m., Mrs. Robinson asked for a motion to move to adjourn the regular Board meeting and move into Executive Session and stated that there will not be any action following the closed executive session tonight. Mr. Uthe made a motion and Mrs. Thatcher seconded the motion to move the Board to meet in Executive Session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees or legal counsel; collective negotiating matters; student disciplinary cases and other matters relating to individual students; pending, probable, or imminent litigation; security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonable potential danger to the safety of employees, students, staff, the public or public property. On a roll call vote, the following members answered aye (7): Mr. Uthe, Mrs. Moe, Mrs. Thatcher, Mrs. Becker, Mr. Bettenhausen, Mrs. Robinson, Mr. Douglas and no nays.

RETURN TO OPEN SESSION:

At 8:08 p.m. President Robinson asked for a motion to return to open session of the regular board meeting. Mr. Uthe made a motion for the Board to return to Open Session of the Regular Board meeting. Mrs. Thatcher seconded the motion and a roll call vote was taken and the following members answered aye (7): Mrs. Robinson, Mr. Uthe, Mrs. Moe, Mrs. Becker, Mrs. Thatcher, Mr. Bettenhausen and Mr. Douglas.

The Board discussed the Governor and ISBE and their guidance for the fall. Phase one, what will be permissible. Thought that giving each school own decisions in accordance with CDC. A likely hybrid model might be Mondays and Tuesdays A-L, Wednesdays and Thursdays, K-Z and on Fridays have remote learning.

Peotone High School's structure is a bit easier because of the nature of students' age and such.

Transportation Webinar from Fairbanks 12th biggest - 79,000 kids a day.

Texas 71 passenger bus if you have to socially distant only twelve kids.
Will transportation guidance change waivers to go from 1½ to 4 miles minimum?

The Union will want to know the specifics of working conditions, and would like to have involvement in the planning process for the fall.

Workman's Compensation
FMLA

ADJOURNMENT:

At 8:34 p.m. President Robinson asked for a motion to adjourn the regular board meeting. Mr. Uthe made a motion to adjourn the regular board meeting and Mrs. Thatcher seconded the motion and a roll call vote was taken and the following members answered aye (7): Mrs. Becker, Mrs. Thatcher, Mrs. Robinson, Mr. Uthe, Mrs. Moe, Mr. Douglas, Mr. Bettenhausen and no nays.



Tara Robinson, President



Jennifer Moe, Secretary