

**BOARD OF EDUCATION
LEMONT-BROMBEREK CSD 113A
BUSINESS MEETING MINUTES
TELEPHONIC MEETING
Monday, April 27, 2020**

1. CALL TO ORDER

Damon Ascolani called to order the Business Meeting of the Lemont-Bromberek CSD 113A Board of Education at 6:31 p.m. on Monday, April 27, 2020 telephonically.

A. Roll Call

Upon roll being called, the following board members were present: Damon Ascolani, President, Al Malley, Vice President, Kevin Collins, Secretary, Cindy Kelly, Bethany Martino, and Dave Molitor. Patrick Kerrigan arrived at 6:33 p.m.

Board Members Absent: None.

Administration present: Dr. Courtney Orzel, Superintendent, Barbara Germany, Business Manager, Pat Crean, Director of Operations, and Steve Davis, Director of Technology.

Staff Present: Dr. Anthony McConnell.

Audience Members (from sign in sheet, if legible): None.

B. Pledge of Allegiance: Damon Ascolani.

C. Approval of the Agenda:

Motion made by Cindy Kelly, seconded by Dave Molitor, to approve the agenda as submitted.

Upon the voice vote called, the members voted as follows:

Damon Ascolani	yes	
Kevin Collins	yes	
Cindy Kelly	yes	
Patrick Kerrigan		absent
Al Malley	yes	
Bethany Martino	yes	
Dave Molitor	yes	

With a vote of Yeas 6, Absent 1, the President declared the motion passed.

D. Approval of Minutes:

Motion made by Cindy Kelly, seconded by Kevin Collins, to approve the open session minutes dated March 23, 2020, as submitted.

Upon the voice vote called, the members voted as follows:

Damon Ascolani	yes
Kevin Collins	yes
Cindy Kelly	yes

Patrick Kerrigan		absent
Al Malley	yes	
Bethany Martino	yes	
Dave Molitor	yes	

With a vote of Yeas 6, Absent 1, the President declared the motion passed.

2. COMMUNICATIONS, ANNOUNCEMENTS, ADMINISTRATION REPORTS AND SCHEDULES

A. President's Report

- President Ascolani commented on how well the teachers and staff are doing with e-Learning in addition to the District continuing to modify the process as state-level changes are made.

B. Board Committee Reports

- Policy – Mr. Molitor (Chairperson) and Mr. Ascolani, Member – Mr. Molitor reported that he and Mr. Ascolani will work with Dr. Orzel to schedule a Policy Committee meeting to discuss PRESS Issue 103.

C. Union Representation Reports

D. PTO/Foundation Reports

E. Superintendent's Report

- Enrollment – Dr. Orzel reported that the District continues to monitor enrollment, with both new student enrollment and current student registration taking place online.
- COVID-19 Efforts in SD113A – Dr. Orzel reported that teachers and staff continue to plan and work together, resulting in 90% engagement in all three buildings. Administrators reach out directly to those students and families who do not engage and continue to call home and check on SD113A families. In addition, Mr. Crean and the custodial staff have created a process for students to gather their belongings. Mr. Davis has also worked to assure that the District's technology runs smoothly for teachers, staff, students, and families.

F. Treasurer's Reports

Motion made by Cindy Kelly, seconded by Dave Molitor, to approve the Treasurer's Report, Reconciliation Schedule, Variance Explanation, Bank Statement and PMA Analysis, Revenue and Expenditure Detail, Balance Sheet, Investment Structure, and FRIS Report for the Month of March 2020, as presented.

Upon the voice vote called, the members voted as follows:

Damon Ascolani	yes
Kevin Collins	yes
Cindy Kelly	yes
Patrick Kerrigan	yes
Al Malley	yes
Bethany Martino	yes
Dave Molitor	yes

With a vote of Yeas 7, the President declared the motion passed.

3. COMMENTS FROM THE AUDIENCE

Mr. Ascolani invited members of the audience to address the Board. No one came forward at this time.

4. CONSENT AGENDA

- A. Board President Ascolani asked if there was anyone on the Board that would like any item(s) removed from the consent agenda. No one had any requests at this time.

Motion made by Dave Molitor, seconded by Kevin Collins, to approve the consent agenda which includes the following:

- Monthly report of Open Accounts Payable/Bills and Payroll
- The Resignation of:
 - Kelli Schaffer, OQ 6th Grade ELA/Math Teacher, effective May 22, 2020
- The Retirement of:
 - Linda Leonard, Bus Driver, effective April 17, 2020
- Monthly Report – Enrollment
- Monthly Report – Discipline
- Monthly Report – Food Service
- Approval of Summer Workforce
- Approval of Renewal Agreement for Food Services

Upon the voice vote called, the members voted as follows:

Damon Ascolani	yes
Kevin Collins	yes
Cindy Kelly	yes
Patrick Kerrigan	yes
Al Malley	yes
Bethany Martino	yes
Dave Molitor	yes

With a vote of Yeas 7, the President declared the motion passed.

B. Monthly Report – Open Accounts Payable/Bills and Payroll

Payroll:

3/27/2020

Regular: \$581,812.98

Stipend: \$49,528.49

4/10/2020

Regular: \$564,584.97

4/24/2020

Regular: \$560,253.57

Bills/Accounts Payable:

Bills dated April 22, 2020 in the amount of \$691,003.66.

C. Monthly Report – Personnel

The Resignation of:

- Kelli Schaffer, OQ 6th Grade ELA/Math Teacher, effective May 22, 2020

The Retirement of:

- Linda Leonard, Bus Driver, effective April 17, 2020

D. Monthly Report – Enrollment

Since March 18, 2020, enrollment has decreased by 3 with 3 students transferring out of the district.

E. Monthly Report – Discipline

F. Monthly Report – Food Service

G. Consider Approval of Summer Workforce

In the summer of 2019, we requested 10 summer employees to help with the cleaning of the district campuses and storage facilities. We were able to accomplish much of the planned project work during this time with the additional assistance.

This summer, due to the need to cover full time employees who request to take vacation during the summer months, we are requesting 10 part-time summer employees. These employees will work on outside grounds areas as well as necessary inside cleaning to get buildings ready for the start of school.

A detail of the work and costs associated with this summer help request is attached. The total cost of this summer help will be, not to exceed, \$18,060.00.

H. Consider Approval of Renewal Agreement for Food Services

Chartwells, a subsidiary of the Compass Group, was contracted through a bid process as the district's food service provider for the 2018-2019 school year. This contract was approved in April 2017 with the option to renew for the following four years.

Section 16 of the contract approved in April 2017 stipulates that "the contract is effective for a one-year period commencing July 1, 2017 and is effective through June 30, 2018, with options to renew yearly not to exceed four additional years (each a renewal 'Term')." The Board approved a renewal last April for the 19-20 school year. We are seeking approval for the 20-21 school year. This will leave one additional year to renew after the 20-21 school year if the Board should so desire. The original contract specifies that year-to-year increases for annual extensions may not exceed the increase in the Consumer Price Index for Urban Consumers – Food Away From Home Annual rate for December of the current school year. (CPI-U, Food Away From Home). The rate for December, 2019 was 3.1%.

It is the administrative recommendation to approve the contract for Chartwells as the Food Service Management Company for the 2020-21 school year as presented.

5. BOARD ACTION

A. Consider Approval of One-Year Noxious Weed Agreement

Attached is a copy of the noxious weed agreement that was drawn up by Scott Nemanich, attorney for Klein, Thorpe and Jenkins, Ltd., for the purpose of preventing the growth of noxious weeds on the district's property located at 3950 131st Street in Lemont. Mr. Wojciechowski agrees to mow or farm the property and to take any and all steps necessary to prevent the growth of noxious weeds to meet the provisions of the Illinois Noxious Weed Law. The Board of Education agrees to pay Mr. Wojciechowski \$100 annually in exchange for his services. Mr. Wojciechowski will provide proof of insurance to cover his activities on the property pursuant to the agreement. This is a one-year agreement. The Board has the right to cancel the agreement with 60 days written notice to Mr. Wojciechowski.

In addition, during the term of this agreement, the Board may market the property for sale, including listing the property for sale through a broker selected by the Board, showing the property and posting signs on the property advertising that the property is for sale. In the event the Board enters into a contract for the sale of the property, the Board shall provide Mr. Wojciechowski with written notice, at the address set forth in the agreement, that it has entered into a contract for the sale of the property, and Mr. Wojciechowski shall vacate the property, and shall remove all equipment or other items or personal belongings then existing on the property within thirty (30) days of the receipt of the notice.

Mr. Nemanich has filed for a tax exemption with the county. Mr. Wojciechowski continues to take measures to prevent the infestation of noxious weeds by planting a suitable crop as soon as the weather permits cultivation and planting.

It is the administrative recommendation to approve the agreement as presented.

Recommended Motion:

Motion made by Patrick Kerrigan, seconded by Kevin Collins, to approve the One-Year Noxious Weed Agreement with Alex Wojciechowski, as presented.

Upon the voice vote called, the members voted as follows:

Damon Ascolani	yes	
Kevin Collins	yes	
Cindy Kelly	yes	
Patrick Kerrigan	yes	
Al Malley		no
Bethany Martino	yes	
Dave Molitor	yes	

With a vote of Yeas 6, Nay 1, the President declared the motion passed.

B. Consider Approval of Vendor for Maintenance Facility/Bus Lot Paving Renovations

Eight proposals for the above-mentioned project were received at the Maintenance Facility on Wednesday, April 15, 2020 at 11:00 a.m. The bod opening was held virtually in conjunction with our architects, interested bidders, and district representation. The Bid Tabulation Sheet summarizing the proposals received is attached.

STR-SEG and STR Partners have reviewed the bid and the scope of work and have made the following recommendation for the low-bidder, M & J Asphalt Paving Company, Inc., and understand that the scope has been adequately covered. Attached please find a letter from M & J Asphalt Paving Company confirming their bid. The administration has reviewed the bids and scopes of work as well and concur with this recommendation.

It is the administrative recommendation to approve the following bid:

M & J Asphalt Paving Company, Inc.
3124 South 60th Court
Cicero, IL 60804
Base Bid: \$184,500.00
Total Recommendation: \$184,500.00

Recommended Motion:

Motion made by Cindy Kelly, seconded by Patrick Kerrigan, to approve the administrative recommendation for paving work at the maintenance facility/bus lot in the amount not to exceed \$184,500 as presented.

Upon the voice vote called, the members voted as follows:

Damon Ascolani	yes
Kevin Collins	yes
Cindy Kelly	yes
Patrick Kerrigan	yes
Al Malley	yes
Bethany Martino	yes
Dave Molitor	yes

With a vote of Yeas 7, the President declared the motion passed.

C. Consider Approval of E-rate Contract for Cabling Work and Network Refresh

As part of our E-rate process for the upcoming year, we sought proposals for the purchase and installation of new Cat 6a Cabling for one hundred sixty-nine (169) locations at our three schools. Terminations is to be onto two (2) 48-port Cat 6a Patch Panels and eleven (11) 24-port Cat 6a Patch Panels. We also sought quotes for new Category 2 data infrastructure to be installed at Oakwood School. This was done in conjunction with our E-rate consultant, Telesolution Consultants.

As part of our E-rate process, we are eligible for reimbursement on such infrastructure projects at a rate of 40%. Due to the timing of Form 471, we were required to submit the contract to E-rate contingent upon Board approval on April 27. Upon official Board approval, a final contract will be submitted to the vendor.

A copy of the E-rate bid, summation of bids received and a contract for said services for both cabling work and Oakwood Network Refresh is attached from CPS. We have reviewed the references for CPS and are well-pleased with the responses received.

It is the administrative recommendation to approve the E-rate contract for cabling work at Oakwood, Old Quarry, and River Valley in the amount not to exceed \$95,193.00 for all equipment, 1st year warranties, and installation. We anticipate a reimbursement of approximately \$38,000 in this expenditure from the E-rate Program.

Recommended Motion:

Motion made by Dave Molitor, seconded by Cindy Kelly, to approve the contract with CPS for cabling work throughout the District and a Network Refresh at Oakwood School in the amount not to exceed \$95,193.00 as presented.

Upon the voice vote called, the members voted as follows:

Damon Ascolani	yes
Kevin Collins	yes
Cindy Kelly	yes
Patrick Kerrigan	yes
Al Malley	yes
Bethany Martino	yes

Dave Molitor yes

With a vote of Yeas 7, the President declared the motion passed.

D. Consider Approval of Vendor for District Projector Refresh

As part of our ongoing technology replacement plan, we requested Board approval in January to seek RFQ's for a projector refresh. This RFQ was sent out late February, and we held an opening on March 17. We had 4 companies respond. A copy of their submittal quotes is attached.

Fathom Media was the lowest quote. It is our recommendation to approve the quote from Fathom as presented. Steve Davis has verified their references which included schools, and was well-pleased with the responses.

It is the administrative recommendation to approve the quote from Fathom Media Services in the amount not to exceed \$269,822.75 as presented for a district projector refresh.

Recommended Motion:

Motion made by Cindy Kelly, seconded by Patrick Kerrigan, to approve Fathom Media Incorporated as the selected vendor to complete a district projector refresh in the amount not to exceed \$269,822.75 as presented.

Upon the voice vote called, the members voted as follows:

Damon Ascolani yes
Kevin Collins yes
Cindy Kelly yes
Patrick Kerrigan yes
Al Malley yes
Bethany Martino yes
Dave Molitor yes

With a vote of Yeas 7, the President declared the motion passed.

E. Consider Approval of Vendor for Old Quarry LRC Electric Refresh

On April 21, we held a virtual bid opening for electric work to be completed in the Old Quarry LRC. This work is being done as a result of the STEM Lab that is being put in this area. Three vendors submitted rfp's for this project. Titan Electric was the lowest bid. Titan's specifications for the work met our requirements, and we have utilized their services in the past and have been very well-pleased.

It is the administrative recommendation to approve Titan Electric to complete electric work in the Old Quarry LRC in the amount not to exceed \$26,842.

Recommended Motion:

Motion made by Dave Molitor, seconded by Cindy Kelly, to approve Titan Electric to complete electric work in the Old Quarry LRC as presented in the amount not to exceed \$26,842.

Upon the voice vote called, the members voted as follows:

Damon Ascolani	yes
Kevin Collins	yes
Cindy Kelly	yes
Patrick Kerrigan	yes
Al Malley	yes
Bethany Martino	yes
Dave Molitor	yes

With a vote of Yeas 7, the President declared the motion passed.

F. Consider Approval of Vendor for Old Quarry STEM Lab Furniture

On April 21, we held a virtual bid opening for furniture to complete our STEM Lab in the Old Quarry LRC. There were two vendors that submitted rfp's for this project. This rfp permitted alternate quotes (from the furniture manufacturers specified in the bid document). It is our recommendation to approve the lowest bidder of Lowery McDonnell for the furniture to complete the STEM Lab, contingent upon demonstration of acceptable substitution of specified products in the rfp. This quote from Lowery McDonnell was for \$85,387.00, which was \$16,055 less than the next bid.

Recommended Motion:

Motion made by Dave Molitor, seconded by Kevin Collins, to approve Lowery McDonnell as the selected vendor for furniture to complete our Old Quarry STEM Lab, contingent upon demonstration of acceptable substitution of specified products in the rfp, in the amount of \$85,387.

Upon the voice vote called, the members voted as follows:

Damon Ascolani	yes
Kevin Collins	yes
Cindy Kelly	yes
Patrick Kerrigan	yes
Al Malley	yes
Bethany Martino	yes
Dave Molitor	yes

With a vote of Yeas 7, the President declared the motion passed.

6. ADJOURNMENT OF MEETING, SINE DIE

A. Motion to Adjourn Sine Die

Inasmuch as there was no further business to come before this board, the motion was made by Dave Molitor, seconded by Patrick Kerrigan, to adjourn sine die. Board Members unanimously agreed by stating aye.

B. Appointment of President Pro Tem

Motion made by Dave Molitor, seconded by Patrick Kerrigan, to appoint Dr. Courtney Orzel as President Pro Tem. Board members unanimously agreed by stating aye.

7. NEW BOARD MEETING

A. Call to Order

Dr. Courtney Orzel called to order the Special Meeting of the Lemont-Bromberek CSD 113A Board of Education at 6:52 p.m. on Monday, April 27, 2020 telephonically.

Upon roll being called, the following board members were present: Damon Ascolani, Kevin Collins, Cindy Kelly, Patrick Kerrigan, Al Malley, Bethany Martino, and Dave Molitor.

8. ELECTION OF OFFICERS

A. Nominations for the Office of President

President Pro Tem Dr. Courtney Orzel stated that nominations are now in order for the office of President. Board Member Al Malley nominated Damon Ascolani as President. Damon Ascolani, being the only candidate nominated for the office of President, is declared elected.

B. Nominations for the Office of Vice President

Board President Damon Ascolani stated that nominations are now in order for the office of Vice President. Board Member Dave Molitor nominated Al Malley as Vice President. Al Malley, being the only candidate nominated for the office of Vice President, is declared elected.

C. Nominations for the Office of Secretary

Board President Damon Ascolani stated that nominations are now in order for the office of Secretary. Board Member Patrick Kerrigan nominated Kevin Collins as Secretary. Kevin Collins, being the only candidate nominated for the office of Secretary, is declared elected.

D. Nominations for the Office of Treasurer

Board President Damon Ascolani stated that nominations are now in order for the office of Treasurer. Board Member Patrick Kerrigan nominated Barbara Germany as Treasurer. Barbara Germany, being the only candidate nominated for the office of Treasurer, is declared elected.

9. COMMITTEE APPOINTMENTS

A. Committee Appointments

Board President Damon Ascolani presented the committee recommendations for the 2020-2021 school year. The committee appointments were reviewed as follows:

1. Finance and Audit – Al Malley (Chairperson), Bethany Martino
2. Policy – Dave Molitor (Chairperson), Damon Ascolani
3. Insurance – Patrick Kerrigan, Cindy Kelly
4. Wellness/Safety – Kevin Collins, Bethany Martino
5. Discipline/Intervention – Al Malley, Kevin Collins
6. Technology – Dave Molitor, Cindy Kelly
7. Others as designed and designated by the Board of Education

The only appointed chairs are for the Finance and Audit Committee and the Policy Committee. Administrators are chairs for all other committees.

Board members unanimously agreed on the committee appointments by a show of hands.

10. NEW/OLD/UNFINISHED BUSINESS

A. Board Meeting Calendar 2020-2021

The Superintendent provided the Board of Education a tentative board meeting calendar for May 2020-May 2021. The administration recommends that the Board approve a calendar for regular meetings (with both open and closed sessions). Regular Business Meetings will have a start time of 6:30 p.m. Furthermore, the

administration recommends that the Board direct Superintendent to publicize these meetings according to the Open Meetings Act.

Motion made by Dave Molitor, seconded by Patrick Kerrigan, that the Board of Education meeting dates will be held on the fourth Monday of the month for business meetings, unless noted otherwise. Furthermore, the Board directs the administration to publish the recommended dates of the Board of Education meetings as required by the School Code and Open Meetings Act.

Upon the voice vote called, the members voted as follows:

Damon Ascolani	yes
Kevin Collins	yes
Cindy Kelly	yes
Patrick Kerrigan	yes
Al Malley	yes
Bethany Martino	yes
Dave Molitor	yes

With a vote of Yeas 7, the President declared the motion passed.

B. Discussion Regarding Financial Options for the Future

The Board of Education discussed the District's needs regarding space and enrollment, concluding that these needs have not changed. In order to move ahead with a consideration of a referendum in the future, the Board of Education has directed the administration to reengage with the community engagement firm to work on messaging to the community. Dr. Orzel and Dr. McConnell plan to send a draft communication to the Board and will gather feedback.

11. ADVANCED PLANNING

MAY

- Approval of Administrative Cap
- Administrator & ESP Wages (Non-Union) Discussion Begins
- Final Staffing Recommendations for Next School Year
- Approved End of Year Calendar with Removal of ER Days
- Food Service Price Increases Due
- Acceptance of Foundation Grant Awards
- MAP Subscription Renewal
- High School Math Program Agreement
- IPA Student Recognition
- Approval of OQMS Field Trips
- Extracurricular Recommendations
- Tentative Amended Budget (If Necessary)
- Title I Plan

JUNE

- Annual Review of Safety Plans, Protocols and Procedures
- Budget Assumptions
- Set Public Hearing Date for Budget

- Approval of Contracts Over \$1,000
- Finalize Administrator & ESP (Non-Union) Wages
- Per Contract, On or Before June 30th, Board and Superintendent Agree on Goals for Next Year
- Disposal of Used/Obsolete Equipment – Non-Electronic
- Administrative Contracts
- OMA Designee
- NaviGate Renewal
- Public Hearing and Final Amended Budget (If Necessary)


12. ADJOURNMENT

The motion was made by Dave Molitor, seconded by Cindy Kelly, to adjourn the Regular Meeting of the Board of Education at 7:12 p.m.

Upon voice vote being called, the members voted as follows:

Damon Ascolani	yes
Kevin Collins	yes
Cindy Kelly	yes
Patrick Kerrigan	yes
Al Malley	yes
Bethany Martino	yes
Dave Molitor	yes


With a vote of Yeas 7, the President declared the motion passed.



 Damon Ascolani, President

 19 May 2020

 Date



 Kevin Collins, Secretary

 20 MAY 20

 Date