

# Minutes of Regular Meeting

## The Board of Education Summit Hill District 161

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A regular meeting of the Board of Education of Summit Hill District 161 was held April 29, 2009, beginning at 7:00 PM in the Administration Office Board Room.

The President Pro Tem, Sean William Doyle, called the meeting to order at 7:02 P.M. The Secretary, Ken Balcerzak, called roll. Members in attendance were: Mr. Doyle, Mr. Balcerzak, Mrs. Molinare, Mrs. Kenny, Mrs. Lenz, Mr. Mack, and Mrs. Murphy. Others in attendance were: Mr. Pain, Mr. Gerdes, Ms. Egan, Ms. Schiro, Ms. Rains, staff, students, administrators and community members.

### Young Authors Presentation

Students, who were selected from all schools for their excellent Young Authors Books, were presented with bound copies of their books along with a gift certificate for their efforts.

Short recess called at 7:47 P.M. and returned at 8:01 P.M.

Secretary Balcerzak reviewed the results from the recent April 7, 2009 Board of Education Member election and declared Mrs. Denise A. Lenz and Mrs. Joy Murphy are the new members to the Board of Education.

The President Pro-Tem, Mr. Doyle, welcomed the new members to the Board that were elected in the April 7 election.

### Oath of Office

All members of the Board stood and recited the Oath of Office for Board Members.

### Election of Officers

#### Board President

Mrs. Kenny nominated Mrs. Molinare as Board President. Mr. Balcerzak nominated Mr. Doyle as Board President.

Mrs. Molinare respectfully declined the nomination for personal reasons. There were no other nominations from the floor for the position. Mrs. Molinare called for a roll call vote. Roll Call Vote: Mr. Balcerzak aye, Mrs. Molinare aye, Mrs. Kenny aye, Mrs. Murphy aye, Mr. Macek aye, Mrs. Lenz aye, Mr. Doyle aye. Motion carried: 7 ayes, 0 nays. Mr. Doyle was declared the Board President.

#### Board Secretary

Mr. Macek nominated Mr. Balcerzak as Board Secretary. There were no other nominations from the floor for the position. Mr. Balcerzak was declared Board Secretary.

### Board Vice President

Mr. Balcerzak nominated Mrs. Molinare as Board Vice President. There were no other nominations from the floor for the position of Vice President. Mr. Doyle declared Mrs. Molinare Vice President of the Board of Education of Summit Hill School District.

### Adoption of Board Policies and Rules

A motion was made by Mr. Macek and seconded by Mr. Balcerzak that the Board of Education formally adopt the Board Policies and Board Rules of District 161. After a voice vote, the motion carried.

### Appointment of Board Members

#### Special Education District 843 Representative and Alternate

Mr. Doyle appointed Mrs. Molinare as the Board's representative to the District 843 Special Education Board with Mr. Doyle the alternate member.

#### Frankfort Township Planning Commission

Mr. Doyle appointed Mr. Macek as the Board's representative to the Frankfort Township Planning Commission. Mr. Balcerzak was appointed alternate member to the Planning Commission.

#### IASB (Illinois Association of School Boards) Governing Board Representative

Mr. Doyle appointed himself as the Summit Hill Board of Education's member representative to the IASB Governing Board.

### Other Appointments

Mr. Doyle stated that members of the Board would be appointed to other committees at the next meeting of the Board after members had a chance to consider other appointments and contact the Board President.

### Determination of Dates and Times for Regular Board Meetings-

A motion was made by Mr. Macek and seconded by Mr. Balcerzak that the meetings of this Board be conducted at 7:00 p.m. on the second and fourth Wednesday of each January, February, March, April, May, July, August, September, and October until the June 9, 2010 meeting and that the meetings of this Board be conducted at 7:00 p.m. on the second Wednesday of November and December and June and until the June 9, 2010 meeting and in the Board Room of the Administration Center. Roll Call Vote: Mr. Doyle aye, Mr. Balcerzak aye, Mrs. Molinare, aye, Mrs. Lenz aye, Mrs. Kenny aye, Mrs. Murphy aye, Mr. Macek aye. Motion carried: 7 ayes, 0 nays.

#### Set New Board Member Orientation Date

Members of the Board discussed a date for the orientation of new members to the Board. It was agreed that the administrative staff and new school board members would meet on May 4, 2009 at 12 noon.

#### Approval of Minutes

A motion was made by Mr. Balcerzak and seconded by Mr. Macek that the Board of Education approve the regular session meeting minutes of April 8, 2009 as presented. Roll Call Vote: Mr. Doyle aye, Mr. Balcerzak aye, Mrs. Molinare, aye, Mrs. Lenz aye, Mrs. Kenny aye, Mrs. Murphy aye, Mr. Macek aye. Motion carried: 7 ayes, 0 nays.

A motion was made by Mr. Balcerzak and seconded by Mr. Macek that the Board of Education approve the closed session meeting minutes of April 8, 2009 as presented. Roll Call Vote: Mr. Doyle aye, Mr. Balcerzak aye, Mrs. Molinare, aye, Mrs. Lenz aye, Mrs. Kenny aye, Mrs. Murphy aye, Mr. Macek aye. Motion carried: 7 ayes, 0 nays.

#### Approval of Treasurer's Report

A motion was made by Mr. Balcerzak and seconded by Mr. Macek that the Board of Education approve the Treasurer's Report for February 2009. Roll Call Vote: Mr. Doyle aye, Mr. Balcerzak aye, Mrs. Molinare, aye, Mrs. Lenz aye, Mrs. Kenny aye, Mrs. Murphy aye, Mr. Macek aye. Motion carried: 7 ayes, 0 nays.

Education Fund	\$ 7,082,070.14
Tort Immunity Fund	103,767.16
Operations and Maintenance	(\$17,770.69)
Life Safety Fund	134.40
Bond & Interest	1,524,705.11
Transportation	1,066,142.43
I.M.R.F.	134,661.87
Site & Construction	1,073,574.23
Working Cash Fund	3,447,914.03
<b>TOTAL ALL FUNDS</b>	<b>\$ 14,415,198.68</b>

#### Approval of Financial Report for February 2009

A motion was made by Mr. Balcerzak and seconded by Mr. Macek that the Board of Education approve the Financial Report for March 2009. Roll Call Vote: Mr. Doyle aye, Mr. Balcerzak aye, Mrs. Molinare, aye, Mrs. Lenz aye, Mrs. Kenny aye, Mrs. Murphy aye, Mr. Macek aye. Motion carried: 7 ayes, 0 nays.

## Committee Reports

Mr. Pain presented information relative to the April 22, 2009 District Improvement Team Meeting that was held.

## Second Reading of Board Policies

A motion was made by Mr. Balcerzak and seconded by Mr. Macek that the Board of Education approve the second and final reading of Board Policies 2:80, 2:190, 2:240, 4:55, 4:130, 4:170, 5:35, 5:120, 5:185, 5:310, 7:60, 7:170, and 7:190 as presented. Roll Call Vote: Mr. Doyle aye, Mr. Balcerzak aye, Mrs. Molinare, aye, Mrs. Lenz aye, Mrs. Kenny aye, Mrs. Murphy aye, Mr. Macek aye. Motion carried: 7 ayes, 0 nays.

## Resignation of Staff

Mr. Pain presented a letter of resignation from school nurse Sylvia Kemp. Mr. Pain recommended that the Board accept Ms. Kemp's letter of resignation.

A motion was made by Mr. Balcerzak and seconded by Mr. Macek that the Board of Education accept the letter of resignation of Sylvia Kemp effective April 17, 2009. After a voice vote, the motion carried.

Mr. Pain presented a letter of resignation from teacher Shannon McDonald. Mr. Pain recommended that the Board accept Ms. McDonald's letter of resignation.

A motion was made by Mr. Macek and seconded by Mr. Balcerzak that the Board of Education accept the letter of resignation of Shannon McDonald effective the end of the 2008-2009 school year. After a voice vote, the motion carried.

Mr. Pain presented a letter of resignation from teacher Ryan McGuckin and recommended that the Board accept Mr. McGuckin's letter effective the end of the school year.

A motion was made by Mr. Balcerzak and seconded by Mr. Macek that the Board of Education accept the letter of resignation of Ryan McGuckin effective the end of the 2008-2009 school year. After a voice vote, the motion carried.

Mr. Pain presented a letter of resignation from teacher Jenny Rhodes. Mr. Pain recommended that the Board accept Ms. Rhodes' letter of resignation.

A motion was made by Mr. Macek and seconded by Mr. Balcerzak that the Board of Education accept the letter of resignation of Jenny Rhodes effective the end of the 2008-2009 school year. After a voice vote, the motion carried.

Mr. Pain presented a letter of resignation from lunchroom supervisor Denise Lenz. Mr. Pain recommended that the Board accept Ms. Lenz's letter of resignation.

A motion was made by Mr. Balcerzak and seconded by Mr. Macek that the Board of Education accept the letter of resignation of Denise Lenz effective April 29, 2009. After a voice vote, the motion carried.

#### Request for Family Medical Leave of Absence

Mr. Pain presented a letter requesting a family medical leave of absence from teacher Jessica Howard. Mr. Pain recommended that the Board grant Ms. Howard's request under the customary conditions.

A motion was made by Mr. Macek and seconded by Mr. Balcerzak that the Board grant the request of Jessica Howard for a family medical leave to begin approximately August 31, 2009 and to continue until approximately November 16, 2009 and under the customary conditions and with the provision that she not take employment in a public or private school during the length of her family medical care leave. After a voice vote, the motion carried.

Mr. Pain presented a letter requesting a family medical leave of absence from teacher Deniz Aslan. Mr. Pain recommended that the Board grant Ms. Aslan's request under the customary conditions.

A motion was made by Mr. Balcerzak and seconded by Mrs. Lenz that the Board of Education grant the request of Deniz Aslan for a family medical leave to begin approximately August 17, 2009 and to continue until approximately September 18, 2009 and under the customary conditions and with the provision that she not take employment in a public or private school during the length of her family medical care leave. After a voice vote, the motion carried.

Mr. Pain presented a letter requesting a family medical leave of absence from teacher Heather Marcinkowski. Mr. Pain recommended that the Board grant Ms. Marcinkowski's request under the customary conditions.

A motion was made by Mrs. Molinare and seconded by Mr. Macek that the Board of Education grant the request of Heather Marcinkowski for a family medical leave to begin approximately September 18, 2009 and to continue until approximately November 30, 2009 and under the customary conditions and with the provision that she not take employment in a public or private school during the length of her family medical care leave. After a voice vote, the motion carried.

Mr. Pain presented a letter requesting a family medical leave of absence from teacher Kristy Milazzo. Mr. Pain recommended that the Board grant Ms. Kristy Milazzo's request under the customary conditions.

A motion was made by Mr. Macek and seconded by Mr. Balcerzak that the Board of Education grant the request of Kristy Milazzo for a family medical leave to begin approximately September 18, 2009 and to continue until approximately December 18, 2009 and under the customary conditions and with the provision that she not take employment in a public or private school during the length of her family medical care leave. After a voice vote, the motion carried.

Mr. Pain presented a letter requesting a family medical leave of absence from teacher Jenna O'Callaghan. Mr. Pain recommended that the Board grant Ms. O'Callaghan's grant the request.

A motion was made by Mr. Balcerzak and seconded by Mr. Macek that the Board of Education grant the request of Jenna O'Callaghan for a family medical leave to begin approximately October 16, 2009 and to continue until approximately March 8, 2010 and under the customary conditions and with the provision that she not take employment in a public or private school during the length of her family medical care leave. After a voice vote, the motion carried.

#### Employment of Staff

Mr. Pain stated that Scott Cancialosi and Ed Johnstone had successfully completed their probationary periods and recommended that the Board employ them as regular status employees.

A motion was made by Mrs. Molinare and seconded by Mr. Balcerzak that the Board of Education employ the persons listed in the minutes of the meeting as regular status employees effective April 12, 2009. Roll Call Vote: Mr. Doyle aye, Mr. Balcerzak aye, Mrs. Molinare, aye, Mrs. Lenz aye, Mrs. Kenny aye, Mrs. Murphy aye, Mr. Macek aye. Motion carried: 7 ayes, 0 nays.

Mr. Pain presented the personnel file of Roberta Baker to the Board for review. Mr. Pain recommended that the Board employ Ms. Baker as a lunchroom supervisor for the 2008-2009 school year.

A motion was made by Mrs. Molinare and seconded by Mr. Macek that the Board of Education employ the individuals listed in the minutes of this meeting and subject to the completion of the application and fingerprinting process. Roll Call Vote: Mr. Doyle aye, Mr. Balcerzak aye, Mrs. Molinare, aye, Mrs. Lenz aye, Mrs. Kenny aye, Mrs. Murphy aye, Mr. Macek aye. Motion carried: 7 ayes, 0 nays.

Mr. Pain presented the personnel file of Peter Weber to the Board and recommended that the Board employ Mr. Weber as a teacher for the 2009-2010 school year.

A motion was made by Mr. Macek and seconded by Mr. Balcerzak that the Board of Education employ Peter Weber as a teacher for the 2009-2010 school year on the BA Lane, Step 1 of the 2009-2010 teacher salary schedule and subject to the completion of the application and fingerprinting process. Roll Call Vote: Mr. Doyle aye, Mr. Balcerzak aye, Mrs. Molinare, aye, Mrs. Lenz aye, Mrs. Kenny aye, Mrs. Murphy aye, Mr. Macek aye. Motion carried: 7 ayes, 0 nays.

Mr. Pain presented the personnel file of Sarah Blackmore O'Keefe to the Board for review and recommended that the Board employ Ms. Blackmore-O'Keefe as a teacher for the 2009-2010 school year.

A motion was made by Mrs. Molinare and seconded by Mr. Balcerzak that the Board of Education Sarah Blackmore O'Keefe as a teacher for the 2009-2010 school year on the MA Lane, Step 7 of the 2009-2010 teacher salary schedule and subject to the completion of the application and fingerprinting process. Roll Call Vote: Mr. Doyle aye, Mr. Balcerzak aye, Mrs. Molinare, aye, Mrs. Lenz aye, Mrs. Kenny aye, Mrs. Murphy aye, Mr. Macek aye. Motion carried: 7 ayes, 0 nays.

#### Contract for Collection Agency

Mr. Pain stated that the collection agency that the District currently uses will no longer in service after April 30<sup>th</sup> and recommended that the Board enter into an agreement with Illinois Collection Service.

A motion was made by Mr. Balcerzak and seconded by Mr. Macek that the Board of Education enter into an agreement with Illinois Collection Service, Inc. in Tinley Park for collection agency services for the Summit Hill School District 161. After a voice vote, the motion carried.

#### President's Comments

Mr. Doyle thanked the students for their excellent presentation and congratulated students for their accomplishments.

#### Enrollment Report

Mr. Pain stated that there are currently 3,751 students enrolled in the District schools at this time.

#### Summer Projects

Mr. Gerdes gave an overview of the summer projects that the District will be completing.

#### Government Stimulus Monies

Mr. Pain reported to the Board regarding the state stimulus monies that will be made available to the District.

#### AIMSweb Report

Mrs. Schiro and Ms. Egan gave a report of the use of the AIMSweb report that they had researched for the district.

#### Summer School Update

Mr. Pain stated that all classes are not yet full and that the administration would report back to the Board of Education at the next meeting of the Board.

#### Lincoln-Way District 843 Special Education Meeting Report

Mrs. Molinare reported to the Board regarding the April 28, 2009, District 843 Special Education Meeting that she attended.

#### Adjournment to Closed Session

A motion was made by Mr. Macek and seconded by Mr. Balcerzak that the Board of Education adjourn to closed session according to 5 ILCS 120/3 to consider information regarding appointment, employment or dismissal of an employee or officer, and 5 ILCS 120/2(c)(8), as amended by P.A. 93-79 Roll Call Vote: Roll Call Vote: Mr. Doyle aye, Mr. Balcerzak aye, Mrs. Molinare, aye, Mrs. Lenz aye, Mrs. Kenny aye, Mrs. Murphy aye, Mr. Macek aye. Motion carried: 7 ayes, 0 nays. The time was 9:18 P.M.

#### Return to Open Session

A motion was made by Mrs. Molinare and seconded by Mr. Macek that the Board return to Open Session. Roll Call Vote: Mr. Doyle aye, Mr. Balcerzak aye, Mrs. Molinare, aye, Mrs. Lenz aye, Mrs. Kenny aye, Mrs. Murphy aye, Mr. Macek aye. Motion carried: 7 ayes, 0 nays. The time was 9:48 P.M.



Adjournment of Regular Meeting

A motion was made by Mr. Balcerzak and seconded by Mrs. Lenz that the Board adjourn the regular meeting of the Board of Education. Roll Call Vote: Mr. Doyle aye, Mr. Balcerzak aye, Mrs. Molinare, aye, Mrs. Lenz aye, Mrs. Kenny aye, Mrs. Murphy aye, Mr. Macek aye. Motion carried: 7 ayes, 0 nays. The time was 9:49 P.M.

Respectfully submitted,  
Arliss Bouton  
Secretary to the Superintendent

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President

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Secretary