

Board of Education Meeting Briefs
Dedicated to achieving personal, academic and civic potential
(Official meeting minutes will be posted upon approval by the Board)

December 19, 2019 – Regular Meeting
Havlicek Elementary School –Commons

CALL TO ORDER: Meeting began at 6:34 p.m. with the pledge of allegiance led by:
Melanie Ramírez and Lucia Ortiz Figueroa.

COMMUNICATIONS

A. Choir Presentation

Mrs. Tarbox & Lincoln Middle School’s Choir performed two beautiful songs from their winter concert for the Board and community.

B. Student Ambassador Presentation

Student Ambassadors Analysee Castillo and Ivan Resendiz prepared and presented to the Board and community the result of a student check-in survey in regards to safety when they travel to school.

PUBLIC COMMENT

- A. Gina Parker, NBEA President and Physical Education teacher at Prairie Oak along with Monica Deenihan, NBEA member and 4th grade teacher at Prairie Oak greeted and wished the Board happy holidays.

BOARD COMMENT

- A. Member Cuevas addressed the Board and community with a question in regards to Mrs. Gina Parker’s FOIA request and received the answer.
- B. Member Pabon wanted to congratulate Havlicek Elementary School’s administrators, teachers, staff, volunteer and parents for making the Winter Dance a great success. Over 500 people attended the event and was a great success. Mr. Pabon praised Havlicek for this successful event.
- C. Superintendent Michelle Smith spoke to the Board and community that all schools were tasked with achieving at least 50% of parent participation in completing the 5Essentials survey. Lincoln Middle school has achieved 54% and Prairie Oak achieved 55% were mentioned. Ms. Smith highly praised all schools for their achievements.

CONSENT AGENDA

A. Approved Minutes

1. Regular Meeting Minutes: 11/21/2019
2. Executive Meeting Minutes: 11/21/2019
3. Special Board Meeting Minutes: 12/5/2019
4. Executive Meeting Minutes: 12/5/2019

B. Approved Personnel

1. New Hires:
 - Damian Carrera, Substitute Custodian, Districtwide
 - Jennifer Giemza, Art Teacher at Jefferson Elementary School for the 2019-2020 School Year
2. Leaves:
 - Lindsey Mizerek, Teacher at Lincoln, has requested a 12 week FMLA leave from December 2, 2019 through March 10, 2020.
 - Roseann Truppa, ELA Interventionist at Lincoln Middle School, has requested FMLA Intermittent leave starting January 6, 2020.

- Lileana Rivera, Teacher at Prairie Oak Elementary School, has requested a 12 week FMLA leave starting February 17, 2020.
- Anna Kopacz, Teacher at Lincoln Middle School, has requested a 12 week FMLA leave starting February 17, 2020.

3. Resignations:

- Valarie Thomas, Program Assistant at Lincoln Middle School, has submitted a Letter of Resignation effective December 19, 2019.
- Gregory Lil, School Resource Officer at Lincoln Middle School, has submitted a Letter of Resignation effective November 2, 2019.
- Ryan Kukla, School Resource Officer at Lincoln Middle School, has submitted a Letter of Resignation effective January 1, 2020.

C. Approved Finance

1. Approval of Invoices – \$ 2,100,715.63
2. Approval of Monthly Payroll – \$ 2,816,159.43
3. Approval of Authorization of next month's payroll – January

D. Approved Building Use Applications

1. Building Use – Havlicek Elementary School – Cub Scouts 3900
2. Building Use – Jefferson Elementary School – Cub Scouts 3900
3. Building Use – Prairie Oak Elementary School – Cub Scouts 3900

ACTION ITEMS

- A. Approved – Tax Levy Resolution
- B. Approved – Jefferson Elementary School Improvement Plan

INFORMATION AND REPORTS

A. Monthly Fund Report

Regina Johnson, Business Manager, presented the monthly fund report to the Board and community.

B. Food Service Project Update:

Regina Johnson, Business Manager and Scott Vieu, Director of Buildings & Grounds will work closely with the architects on an estimate on the construction and renovation of either Lincoln Middle School or the PTLC building as the food preparation site for all schools. Ms. Johnson will return to the board with the estimate for approval at the January Board meeting.

C. FOIA Request

The FOIA request from Ms. Gina Parker, President of the North Berwyn Education Association, was started: 12/05/2018 and completed: 12/05/2018. The request was fulfilled with the information requested.

D. First Read - Policies - December 2019

- 2:20 Powers and Duties of the Board of Education; Indemnification
- 2:70 Vacancies on the Board of Education - Filling Vacancies
- 2:70-E Exhibit - Checklist for Filling Board Vacancies by Appointment
- 2:100 Board Member Conflict of Interest
- 2:105 Ethics and Gift Ban
- 2:110 Qualifications, Terms, And Duties of Board Officers
- 2:200 Types of Board of Education Meetings
- 2:220 Board of Education Meeting Procedure
- 2:220-E2 Exhibit - Motion to Adjourn to Closed Meeting

- 2:220-E6 Exhibit - Log of Closed Meeting Minutes
- 2:260 Uniform Grievance Procedure
- 3:40-E Exhibit - Checklist for the Superintendent Employment Contract Negotiation Process
- 4:15 Identity Protection
- 4:30 Revenue and Investments
- 4:60 Purchases and Contracts
- 4:80 Accounting and Audits
- 4:150 Facility Management and Building Programs
- 5:10 Equal Employment Opportunity and Minority Recruitment
- 5:20 Workplace Harassment Prohibited
- 5:20-E Exhibit Resolution to Prohibited Sexual Harassment
- 5:30 Hiring Process and Criteria
- 5:50 Drug- and Alcohol- Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
- 5:90 Abused and Neglected Child Reporting
- 5:100 Staff Development Program
- 5:120 Ethics; Conduct; and Conflict of Interest
- 5:200 Terms and Conditions of Employment and Dismissal
- 5:220 Substitute Teachers
- 5:250 Leaves of Absence
- 5:290 Employment Termination and Suspensions
- 5:330 Sick Days, Vacation, Holidays, and Leaves
- 6:60 Curriculum Content
- 6:150 Home and Hospital Instruction
- 7:20 Harassment of Students Prohibited
- 7:150 Agency and Police Interviews
- 7:270 Administering Medicines to Students
- 8:30 Visitors to and Conduct on School Property

UPCOMING EVENTS

December 20

Kindergarten Holiday Performance - Havlicek Elementary School - 9:10 - 10:15 a.m.

December 23 - January 3

Winter Break – No School

January 17

End of Second Quarter

January 20

Martin Luther King, Jr.

January 22-23

Parent-Teacher Conferences

January 30

Community Conversations - Prairie Oak Elementary School - 8:45 a.m. - 10:00 a.m.

BOE Meeting - Lincoln Middle School - 6:30 p.m.

February 17

Presidents' Day – No School

February 19

1/2 Day School Improvement

February 20

Jefferson Parent Coffee - Jefferson Elementary School - 8:45 a.m. - 9:45 a.m.

February 26

Jefferson Talent Show - Jefferson Elementary School - 6:00 p.m. - 8:00 p.m.

February 27

BOE Meeting - Lincoln Middle School - 6:30 p.m.

PUBLIC COMMENT

A. None Stated

NEW BUSINESS

A. None Stated

ADJOURNMENT at 12:23 a.m.