

**BROOKWOOD SCHOOL DISTRICT 167  
REGULAR MEETING - AUGUST 13, 2012  
BOARD ROOM - ADMINISTRATIVE & DIAGNOSTIC CENTER**

I. CALL TO ORDER

The regular meeting of the Brookwood School District 167 Board of Education was called to order by President Melinda Plott at 7:30 p.m.

Following the Pledge of Allegiance, roll call was answered by: L. Wheeler, S. Brunson, C. Pettis, M. Plott, D. Birmingham, and A. Taylor

6 Present
1 Absent

Absent: J. Dixon

II. CITIZEN'S COMMENTS

Ms. Birmingham stated that Item 8G should not be on the agenda until the proper Roberts Rules of Order have been followed. Only a member who voted "no" for the original motion can put the motion back on the agenda again. Ms. Birmingham stated that the Board must follow proper procedures. Ms. Wheeler stated that if there is an issue with following procedures, then we should follow the procedure. Mr. Taylor stated that the Board agreed to put the motion on the agenda. Ms. Birmingham stated that the original motion failed and we need to follow procedure.

III. APPROVAL OF MINUTES

The July 9, 2012 regular meeting minutes were approved. Birmingham/Taylor	Regular Meeting Minutes Approved 6-0
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The July 9, 2012 closed session meeting minutes were approved. Birmingham/Taylor	Closed Session Minutes Approved 6-0
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The July 30, 2012 special meeting minutes were approved. Taylor/Birmingham	Special Meeting Minutes Approved 5-0 1 Abstain
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IV. APPROVAL OF BILLS AND PAYROLL

Bills totaling \$1,156,357.97, the July actual payroll of \$148,560.86 and the	Bills/ Payroll
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August payroll as per agreements were approved. Birmingham/Taylor Approved 6-0

V. REPORTS

A. Superintendent's Report--See attached.

B. President's Report

- 1. Mrs. Plott spoke about ethics and how Board members can respond to referendum questions. Board members should talk about factual information. Ms. Birmingham asked if there are any extra brochures. She suggested using the information from the previous brochures for a new brochure.
- 2. Mrs. Plott reported that the rent-a-crates used at Hickory Bend were very helpful and the expense was well worth it.

C. Committee Reports

- 1. Mr. Dixon reported he will be setting up a finance committee meeting before the end of the month to discuss budget scenarios.

D. Board Member Comments

- 1. Mr. Taylor stated that Roberts Rules of Order is a guideline. Everyone develops their own style. Mistakes made are corrected at the time, not later. You can't pick and choose when you will use Roberts Rules. He stated that everyone agreed at the last meeting to put the architect on the agenda for this month.
- 2. Ms. Birmingham stated that there is a Board policy based on Roberts Rules.
- 3. Mr. Taylor stated that the Board agreed to put the architect on next month's agenda.
- 4. Mrs. Wheeler stated that the Board minutes reflect that the Board agreed to ask questions of Mr. Planera.

VI. READING OF COMMUNICATIONS None

VII. CLOSED SESSION

The motion to go into closed session failed 3 yes and 3 no. Taylor/Plott Into Closed Session Motion Failed 3-3

VIII. RECOMMENDED ACTION

- A1. Dominique Conn was hired as a playground/lunchroom supervisor for Longwood School effective August 23, 2012 at the hourly rate for 2012-13 per the USA contract. JoAnn Lemon was hired as a playground/lunchroom supervisor for Hickory Bend School effective August 23, 2012 at the hourly rate for 2012-13 per the USA contract. Stephanie Nicks was hired as a paraprofessional for Brookwood Middle School effective August 23, 2012 at the beginning salary for 2012-13 per the USA contract. Sara Ortiz was hired as a playground/lunchroom supervisor for Hickory Bend School effective August 23, 2012 at the hourly rate for 2012-13 per the USA contract. Enid Wells was hired as a paraprofessional for Hickory Bend School effective August 23, 2012 at the beginning salary for 2012-13 per the USA contract. Versetta Young was hired as a paraprofessional for Hickory Bend School effective August 23, 2012 at the beginning salary for 2012-13 per the USA contract. Taylor/Brunson
- D. Conn,  
J. Lemon,  
S. Nicks,  
S. Ortiz,  
E. Wells,  
V. Young  
Hired  
Approved  
6-0
- A2. Clare Hines' resignation as a teacher was accepted effective August 1, 2012. Elizabeth Ribbens' resignation as a teacher was accepted effective July 23, 2012. Myiesha Spates' resignation as a psychologist was accepted effective July 23, 2012. Brittany Washington's resignation as a teacher was accepted August 1, 2012. Krystel Babiarz was hired as a physical education teacher for Brookwood Junior High School effective August 23, 2012 at a salary of BA, Step A, \$36,329. Meghan Deegan was hired as a 7<sup>th</sup> grade math teacher for Brookwood Junior High School effective August 23, 2012 at a salary of BA, Step A, \$36,329. Laura Louis was hired as a bilingual teacher for Longwood School effective August 23, 2012 at a salary of BA+15, Step D, \$39,531. Amber Newman was hired as a 4<sup>th</sup> grade teacher
- C. Hines,  
E. Ribbens,  
M. Spates,  
B. Washington  
Resignations  
Approved  
K. Babiarz,  
M. Deegan,  
L. Louis,  
A. Newman,  
C. Nietio,  
G. Pretto,  
J. Stipes,  
K. Studstill  
Hired  
Approved  
6-0

for Hickory Bend School effective August 23, 2012 at a salary of BA, Step A, \$36,329. Clara Nieto was hired as an ELL teacher for Hickory Bend School effective August 23, 2012 at a salary of MA+15, Step O, \$53,665. Gina Pretto was hired as a 8<sup>th</sup> grade Spanish teacher for Brookwood Junior High School effective August 23, 2012 at a salary of MA, Step A, \$38,002. Jodi Stipes was hired as a Spanish teacher for Brookwood Middle School effective August 23, 2012 at a salary of MA, Step F, \$42,685. Kim Studstill was hired as a psychologist effective August 14, 2012 at a salary of MA+30, Step A, \$43,462 (200 days). Wheeler/Taylor

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| A3. The contractual employment of Milestone Therapy at \$66.50 per hour for physical therapy services was approved. Birmingham/Taylor  | Milestone<br>Therapy<br>Approved<br>6-0                |
| B. The Board approved deviating from current Board policy and procedure 5600, Student Transportation Services, to provide transportation services to kindergarten students who live more than 3/4 of a mile from their school for the 2012-13 year. Taylor/Wheeler   | Deviate<br>from Policy<br>5600<br>Approved<br>6-0      |
| <u>Comment:</u> Mrs. Pettis asked how many students this will effect. Dr. Hollich responded that she didn't know since registration hasn't taken place yet.  |  |
| C. The Board approved the following fund raisers for the 2012-13 school year: Longwood, sale of taffy apples; Hickory Bend, sale of world's finest chocolate and sale of taffy apples; Middle School, sale of Van Gogh fall/spring and fun pack pictures, sale of taffy apples, and sale of world's finest chocolate; Band and Chorus, sale of gift items from The Chip Shoppe. Brunson/Taylor | Fund Raisers<br>for 2012-13<br>Year<br>Approved<br>5-0 |

Comment: Mrs. Pettis stated she was glad that the schools went back to fund raisers that will generate funds. Mrs. Pettis also stated she was a little concerned about the band fund raiser.

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| <p>D. The resolution appointing designees for the School Board election to represent the Board secretary was approved. (see attached resolution).<br/>Birmingham/Taylor</p>  | <p>Resolution/<br/>Designees<br/>for School<br/>Board<br/>Election<br/>Approved<br/>5-0</p>   |
| <p>E. The Board approved the tentative budget for the 2012-2013 year showing a beginning balance of \$14,749,987, anticipated revenue of \$14,155,830, anticipated expenditures of \$16,014,076, anticipated bond proceeds of \$0, leaving a balance on hand as of June 30, 2013 of \$12,891,742.<br/>Taylor/Brunson</p> | <p>Tentative<br/>Budget<br/>2012-2013<br/>Approved<br/>6-0</p>                                |
| <p>F. The Board set the hearing for the Brookwood School District 167 2012-2013 budget for 7:00 p.m. on Monday, September 17, 2012 in the Board Room of the Administrative &amp; Diagnostic Center.<br/>Brunson/Taylor</p>   | <p>Budget<br/>Hearing<br/>2012-2013<br/>Approved<br/>6-0</p>                                  |
| <p>G. Ms. Birmingham made a motion to put the recommendation for the architect on the September agenda as an action item. Mrs. Wheeler seconded the motion.</p>  | <p>Recommendation<br/>for Architect<br/>on September<br/>Agenda<br/>Motion Failed<br/>3-3</p> |
| <p>The Board approved Mario Planera as architect of record for miscellaneous and ongoing professional architectural services as directed by the Board of Education including but not limited to: new construction, additions, renovations, and protection health safety. Taylor/Brunson</p>                              | <p>Architect of<br/>Record<br/>Approved<br/>4-2</p>   |

Comment: Mrs. Wheeler asked what the urgency was to make Mr. Planera architect of record. Mrs. Plott responded that we need to have an architect to move forward on projects and she has not heard any reasons not to retain Mr. Planera as architect of record. Dr. Hollich indicated that Mr. Planera is currently the architect of record for life safety but the current contract does not include "new construction." If the referendum passes, there is a process to follow if you want a new

architect which would take several months. Mrs. Plott indicated that the architect of record files all life safety paperwork. Mr. Planera is reliable and loyal. He did the projects for the additions to Longwood and Hickory Bend. If there is a reason to change architects, she hasn't heard any. Mrs. Wheeler asked if Mr. Planera did the additions to Brookwood Middle School. Dr. Hollich responded no, the additions to the Middle School were done in the 1920's and 1950's. He did do the additions to Hickory Bend and Longwood and has been the district's architect for over 20 years. Mrs. Wheeler indicated she has not seen nor read the contract. She felt that some previous work that was done did not take into account long-term benefits. Ms. Birmingham said she needs an understanding of this contract because all the Board members weren't here when the additions to Longwood and Hickory Bend were done. She also stated the Board members need to respect each other's opinions.

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| H. The Board approved Legacy Professionals, LLP to audit the imprest and activity funds at a cost of \$2,500 and prepare form ISBE 62-18, Annual Federal Financial Compliance, at a cost of \$7,000 for the fiscal year ended June 30, 2012. | Imprest & Activity Fund Audit Approved 4-2 |
| Brunson/Taylor   |  |

Comment: Mrs. Wheeler asked if they didn't just do an audit. Dr. Hollich responded that the audit must be done each year.

#### IX. ANNOUNCEMENTS

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| Tuesday, August 14, 2012   | -- | Registration, 8:00 a.m.-2:00 p.m., Longwood School |
| Wednesday, August 15, 2012 | -- | Registration, 2:00-8:00                            |
| Thursday, August 16, 2012  | -- | BJH Quest Program, 10:00-11:00 a.m.                |
| Friday, August 17, 2012    | -- | BMS Back to School 1:00-3:00 p.m.                  |
| Sunday, August 19, 2012    | -- | Back to School Bash, Junior High, 2:00-5:00 p.m.   |
| Thursday, August 23, 2012  | -- | Teacher Institute 8:00 a.m. - 3:00 p.m.            |

- Friday, August 24, 2012 -- First Day of School,  
8:30-9:30 a.m.  
Kindergarten Orientation,  
10:00 a.m.  
Pre-K Orientation,  
8:30-9:30 a.m.
- Monday, August 27, 2012 -- First Full Day of School
- Monday, September 3, 2012 -- Labor Day/No School
- Friday, September 7, 2012 -- BMS Grandparent's Day  
9:00-11:00 a.m.
- Monday, September 17, 2012 -- September Board of  
Education Meeting

X. CITIZEN'S COMMENTS

Mrs. Plott reminded everyone that the first PTA meeting of the year will be held on September 26<sup>th</sup> and encouraged everyone to attend.

XI. ADJOURNMENT

The meeting adjourned at 9:37 p.m.  
Taylor/Wheeler

Meeting  
Adjourned  
All AYE

Deborah M. Young  
Recording Clerk

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Secretary

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President

Present: R. Patterson, O. Nowels, S. Bragg, B. Lindsay,  
S. Price, P. Czaphowicz, S. Jackson, R. Seals,  
R. Grossi, and A. Ziegler.

**BROOKWOOD SCHOOL DISTRICT 167**

**Superintendent's Report**

**August, 2012**

1. Dr. Hollich indicated that Mr. Planera was unable to attend the Board meeting due to a death in the family. He did provide written responses to Board member questions and will attend the September meeting.
2. Dr. Hollich reported that all the schools are coming along with regard to life safety projects and Hickory Bend looks great.
3. Dr. Hollich called the Board's attention to the bills this month as they are in a different format. The district is using new financial software called iVisions.
4. The upcoming Back to School Bash will be held in conjunction with the Village of Glenwood and will be bigger and better than last year.
5. Dr. Hollich reminded everyone that August 23 will be the first institute day of the year.
6. Dr. Hollich reported that new legislation requires the first and last day of school must be full days beginning with the 2013-2014 school year.
7. Dr. Hollich reported the district did not receive approval for all e-rate projects.
8. Andrew Ziegler, Business Manager, presented the 2012-2013 tentative budget.
9. Shirley Bragg, Director of Curriculum, presented the English/language arts and math curriculum.