

**BROOKWOOD SCHOOL DISTRICT 167
SPECIAL MEETING – SEPTEMBER 30, 2013
BOARD ROOM – ADMINISTRATIVE & DIAGNOSTIC CENTER**

I. CALL TO ORDER

The special meeting of the Brookwood School District 167 Board of Education was called to order by President Deborah Birmingham at 6:00 p.m.

Following the Pledge of Allegiance, roll call was answered by: R. Seals, 5 Present
L. Wheeler, J. Dixon, D. Birmingham, and J. Barry 2 Absent

Absent: M. Plott, C. Smith

M. Plott arrived at 6:03 p.m. C. Smith arrived at 6:15 p.m.

II. CITIZEN'S COMMENTS (Limited to Agenda Items)

Mr. Linden respectfully requested that the Board go into Closed Session following the discussion regarding the new Brookwood Middle School. Ms. Birmingham stated that the Closed Session needs to be held prior to the Middle School discussion.

III. The Employee Information System (EIS) salary report is available on the District's website for review.

IV. APPROVAL OF FMLA REQUEST

The Board approved the Family Medical Leave Request for Janice Machnikowski beginning October 9, 2013. FMLA Request
Plott/Barry Approved
6-0

V. CLOSED SESSION

The Board went into closed session at 6:04 p.m. for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Dixon/Wheeler
Into Closed
Session
Approved
6-0

The Board returned from closed session at 7:34 p.m.
Plott/Smith

Return from
Closed Session
Approved
6-0

VI. DISCUSSION OF THE NEW BROOKWOOD MIDDLE SCHOOL

Real estate attorneys Bob Kohn and James Levi of Hodges, Loizzi, Eisenhammer, Rodick and Kohn LLC were present to answer questions from the Board.

Mrs. Plott asked what the timeline is for the vacation of the Eberhardt property. Dr. Moore replied that it appears that Bloom Township currently owns the property and the attorney has filed papers to have the Township vacate the property. Mrs. Wheeler asked if the district has confirmation that the paperwork was sent to Bloom Township.

Mr. Dixon asked if, based on the question on the referendum, the district could build on the other vacant land the district has behind Brookwood Junior High. Mr. Levi responded that he checked the ballot, and the district can build the building on any vacant land owned by the district.

Mr. Levi outlined the procedures for the selection of an architect:

- use the architect of record or look for additional architects
- the process is covered by statutes
- publish an RFP
- review and rank architects
- interview the architects
- negotiate with them

He stated that you can not inquire about fees when negotiating with architects.

Mr. Levi outlined the different ways to approach the construction of the building:

- Architect as the design professional with a general contractor
- Architect as the design professional with a construction manager. The process for the selection of a construction manager is not the same as that of an architect. The construction manager is another set of eyes. The architect and construction manager would work together on the bid packages.

Mr. Dixon asked who is responsible for on-site inspections. Mr. Levi stated that the construction manager has on-site obligations and the architect is not usually on site.

Mrs. Wheeler asked who is responsible if the building is not built correctly. The general contractor is liable if the building is built incorrectly.

Mr. Smith asked how long Bloom Township has to respond to the request to vacate and what can the Board do to move the process along. Mr. Levi indicated the district could go to court and ask for a judgment.

Mr. Dixon asked if the Board decided to do an RFP for an architect, what is the Board's obligation to the district's architect of record. Mr. Levi responded that there is not obligation to use the architect of record. The current architect would go through the RFP process.

Dr. Moore asked if the district were to build next to the Junior High, what should the district do with the Middle School? Mr. Levi stated that the architect can give you advice on what to do with the property.

Mrs. Plott stated that the ballot question was to build adjacent to the Middle School and to demolish the old Middle School. Mr. Levi stated the building can be built on another site as long as it is a K-8 building.

Ms. Birmingham stated the Board wants someone looking out for the district and asked about an owner's representative. Mr. Levi responded that if you have an architect and construction manager, you don't usually need an owner's representative.

Dr. Moore stated there will be a vendor's fair on October 24, 2013 at 5:30 p.m. at Brookwood Junior High School.

VII. CITIZEN'S COMMENTS

Jack Hayes, Frederic Quinn, thanked the Board for the opportunity to participate in the vendor's fair on October 24th. He stated that if you use an architect and construction manager, his firm would look out for the Board's best interest.

Mr. Warren Linden stated that it seems everyone is assuming that whoever owns Eberhardt won't vacate the property but the property is not useful to anyone. He also stated that if the Board is considering building by the Junior High, they consider the traffic flow.

Mr. Alan Wilson asked who will work on getting Eberhardt vacated. Ms. Birmingham stated that the real estate attorneys will work with the Board's attorney to get it done.

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Mr. Petrokas applauded the Board for trying to find out facts at a vendor’s fair and asked how the fair will be conducted. Dr. Moore stated that the Board and community members will walk around and talk with the vendors for informational purposes. The fair will be informational only. They will not be discussing costs.

VIII. ADJOURNMENT

The meeting adjourned at 8:21 p.m.
Plott/Smith

Meeting
Adjourned
All AYE

Deborah M. Young
Recording Clerk

Secretary

President

Present: M. Jarigese, A. Armbrust, W. Linden, J. Hayes, A. Wilson, B. Marcinski, C. Marcinski, N. Wartman, S. Duffy, A. Ziegler, C. Anderson, and Mr. Petrokas.

**BROOKWOOD SCHOOL DISTRICT 167
CLOSED SESSION MEETING
September 30, 2013**

Closed Session Meeting Minutes

Present: M. Plott, R. Seals, L. Wheeler, J. Dixon, D. Birmingham, J. Barry, C. Smith, and
Dr. Moore

Closed session began at 6:04 p.m.

The Board discussed the certification of an employee.

The Board discussed their options with respect to an architect and the building of the new
Brookwood Middle School.

The Board discussed the issue of who owns the Eberhardt property.

Closed session ended at 7:34 p.m.

Respectfully submitted:

Secretary
Board of Education

President
Board of Education

Brookwood School District 167

RECORD OF VOTING

Meeting of September 30, 2013	Plott	Seals	Wheeler	Dixon	Birmingham	Barry	Smith	YES	NO	OTHER	VOICE
Roll Call	A	P	P	P	P	P	A				
4. Approval of FMLA Request	1 Y	Y	Y	Y	Y	2 Y	A	6	0		
Into Closed Session	Y	Y	2 Y	1 Y	Y	Y	A	6	0		
Return from Closed Session	1 Y	Y	Y	Y	Y	Y	2 Y	7	0		
Adjournment	1						2				All AYE

Code: A=Absent
P=Present roll call or voting present
AB-Abstain
Y=Yes
N=No
1=Motion maker
2=Motion second

Members of the Board:

Janice Barry
Deborah Birmingham
John Dixon
Melinda Plott
Roslon Seals
Carl Smith
Lorrie Wheeler