

MINUTES

STEGER SCHOOL DISTRICT 194 BOARD OF EDUCATION MEETING

Thursday, October 20, 2022

6:00 P.M.

Columbia Central School – Cafeteria
Enter through the East Entrance Doors

The meeting was called to order at 6:07 p.m. by President Helsel. Members present Helsel, Raymond, Hutchison, Butkus, and Turner. Members absent: Edwards.

Also present:

Dr. David Frusher, Eric Diehl, Lindsey Coffey, Jan Lenci, Dr. Steve Canes, Tom Aguirre, Adam Schoff, Janet Inglese, Jeff Nelson, Alma Solis, Anthony Graziani, Rachael Diehl, and Melissa Cunha.

PLEDGE OF ALLEGIANCE

The Board and audience recited the Pledge of Allegiance.

PUBLIC PARTICIPATION

Mrs. Helsel welcomed everyone to the board meeting and thanked all building Principals, Assistant Principals, and the Dean of Students for their dedication to our students and their years of service to Steger School District.

A parent spoke about three concerns she is having with the school District. The parent has a kindergartner, third grader, and fourth grader and none of them have spelling words, not enough homework, and students releasing at 2:10 p.m. and losing 20 minutes of learning each day. The Board of Education stated they would talk with the necessary administrators to look into the issues. Mrs. Lenci the Director of Teaching and Learning introduced herself and stated she will speak to the parent after the meeting.

MINUTES

A motion was made by Mrs. Edwards and seconded by Mr. Hutchison to approve the following items:

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| ACTION | A. | Approval of the minutes of the September 15, 2022, Board Meeting and Closed Session. |
| ACTION | B. | The Superintendent recommends the board review the minutes from the March 17, 2022, March 28, 2022, April 7, 2022, and April 13, 2022, Closed Session meetings and they be kept closed. |
| ACTION | C. | The Superintendent recommends the board approve the destruction of the recordings from the March 18, 2021, and April 15, 2021, Closed Session meetings. |

Upon roll call all members voting aye:

Helsel, Butkus, Raymond, Turner, Hutchison, and Garcia

Members voting nay: None. Members absent: Edwards.

Members abstaining: None. Motion carried.

FINANCIAL ACCOUNTS

A motion was made by Mr. Hutchison and seconded by Mrs. Raymond to approve the following item under Financial Accounts:

ACTION E. Payment of Bills - Approval of October

Upon roll call all members voting aye:

Helsel, Butkus, Raymond, Turner, Hutchison, and Garcia

Members voting nay: None. Members absent: Edwards.

Members abstaining: None. Motion carried.

SUPERINTENDENT'S REPORT

- On 9/22 and 9/23, I held individual goals meetings with all of our principals and Associate Principals. Individual goals for the 2022-2023 school year were developed collaboratively. Goals were developed on the foundation of the Illinois Performance Standards for School Leaders. Principal observations have begun to observe their professional practice. Everything we've done is in complete compliance with the Illinois PERA law for evaluating Principals and Associate Principals. We're off to a great start.
- On 9/20, 10/4, and 10/19, our SD 194 STAC/STIL team met. As we developed our norms for the 2022-2023 school year, our focus of our meeting has changed from being heavy on Administrator Council items (operations and management) to Instructional Leadership with a heavy emphasis on student learning, Professional Learning Communities at Work, and instructional leadership. They format that we follow for our entire agenda has changed significantly. We also list our action items to be taken, who will be leading these action items, and the due date. Some recent agenda items have included: Leading the PLC process, PLC Guiding Coalitions in our Schools, Formative Feedback with our staff, Learning Coach Cycles, Universal SEL Screener, Threat Assessment Plan and Training, Learning Walks, our Curriculum Drive, the Illinois School Report Card, SEL Coaches, Student Attendance procedures, PLC Leaders, Onboarding New Employees Processes, Student Supervision, Substitute Teachers, Cameras in our schools, and much more.
- On 10/5, I attended the Robbins Schwartz's Fall Administrators' Conference, in person at the Hotel Arista in Naperville. Sessions that I attended included the General Session Speech and Expression in Today's Social and Political Climate, and Concurrent sessions on Addressing Employee Mental Health Conditions in the Post Covid-19 Workplace, Addressing Staffing Shortages and ensuring a Free and Appropriate Public Education to Students with Disabilities, and Bargaining Update: The Impact of Staffing Shortages and Inflation. Robbins Swartz does an excellent job with their conferences and workshops. The entire day was filled with many valuable learning experiences.
- On 9/22, we held our first Administration Center Team meeting for this school year, and maybe ever in this format. Items on our agenda that we worked through included:
 - Our workshop which reviewed the survey questions that I had the team respond to: 1) What is it that we do well? 2) What is it that we don't do well? 3) What is it that we should be doing that, which we are not currently doing? From these responses, our team developed norms, which are:
 - **We will Communicate as a team.**
 - **Promote a positive office morale.**
 - **Prioritize District needs as a team.**

In addition, on 10/17 we held our second Administration Center Team Meeting, where we reviewed our SD 194 Mission, reviewed our Administration Center Team Norms, and worked through our new on-boarding process for new employees in our District (both the work flow and communication). Our next meeting is scheduled for 11/14 and we will be focusing on the exiting process for District employees. We're getting great input and suggestions to develop solutions from our wonderful employees at the Administration Center. In addition, to boost everyone's morale, because everyone's input is taken seriously and matters. We're off to a great start with our Administration Center Team meetings!

- I continue to meet (through zoom), every Monday morning, with sixty-six South Cook County superintendents on matters related to school districts.
- On 10/20, this morning, I attended the SPEED Operating Committee.
- We're continuing to communicate with Beacon Training Group for School Safety and Security Training, where our next step was to firm up our fall 2023 staff institute dates for training dates with Beacon (August 23rd and 24th of 2023) for the 8-hour EBRS program includes the following: Training staff in the Escape, Barricade, Resist, Survive Program, Situational Awareness, Individual Critical Thinking Skills, Weapons familiarization, Immediate Trauma Care, Multiple small-scale scenarios, 1-2 large-scale scenarios, and Upon completion, staff will receive certificates in the EBRS response and Stop the Bleed. We're hoping our board members can attend. There is an item on the agenda tonight for your consideration for approval for this training in our school district.
- This week is the Illinois Principals Association Principal Appreciation Week, with Principal Appreciation Day tomorrow. Donuts and refreshments will be delivered to each school around 7:00 a.m. Feel free to stop by any of our three schools to celebrate our principals, assistant principals, and dean of students. Please join me in recognizing the work, commitment, and importance of our SD 194 principals, assistant principals, and dean of students Dr. Steve Carnes, Janet Inglese, Alma Solis, Tom Aguirre, Jeff Nelson, and Adam Schoff. Thank you all!
- That concludes my October report, and I would be happy to answer any questions that you may have.

BOARD MATTERS (Consent Agenda)

A motion was made by Mrs. Butkus and seconded by Mrs. Turner to approve the following action items under Board Matters.

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| INFO | A. | The Illinois State Board of Education (ISBE) completed its annual district LEA Determination review of the Individuals with Disabilities Education Act (IDEA) for FFY 2021 and our district Meets Requirements. |
| INFO | B. | The 2022-2023 K-8 Curriculum Guides, as presented. |
| INFO | C. | First reading of Board Policy changes as recommended by Robbins Schwartz, as presented. |
| | | 1. 5:185 Family and Medical Leave |
| INFO | D. | SD 194 will be presenting at the 2023 IRC Conference, Revolution: A Change is Gonna Come in Springfield, Illinois on March 9-10, 2023. The presentation Writing in Response to Reading: Scaffolding Instruction to Meet the Needs of All Learners will be presented by Jamie Herron with South Cook Intermediate Center, SD 194 staff: Jan Lenci Director of Teaching and Learning, Mandy Helsel Learning Coach at SPC, Frosini Smith ELA Learning Coach at CC, and Tina Scheffer Learning Coach at SIC. |
| ACTION | E. | The Superintendent recommends the Board approve the updated job description for the In-School Suspension Teacher, as presented. |
| ACTION | F. | The Superintendent recommends the Board approve the Administrator and Teacher Salary and Benefits report for the 2021-2022 school year, as presented. |
| ACTION | G. | The Superintendent recommends the Board approve the contract with Beacon Training Group LLC, as presented. Beacon Training Group will provide the SD 194 staff E scape the building, B arricade a classroom, R esist if directly confronted, S urvive (EBRS) Training. |
| ACTION | H. | The Superintendent recommends the Board approve the contract with PD Consultants, LLC, as presented. PD Consultants, LLC will provide the SD 194 Threat Assessment Team with training on the Before the Crisis Threat Assessment system. |

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| ACTION | I. | The Superintendent recommends the Board approve the recommendation to increase the substitute pay rate, as presented. | | | | | | | | | | | | | | | | | | |
| ACTION | J. | The Superintendent recommends the Board approve the October Tuition Reimbursement, as presented. | | | | | | | | | | | | | | | | | | |
| ACTION | K. | The Superintendent recommends the Board approve the contracts with Pro Care Therapy/Blazer works, as presented for the following positions for the 2022-2023 school year. | | | | | | | | | | | | | | | | | | |
| | | <table border="0"> <tr> <td>Paraprofessional</td> <td>Nitchka Gravely</td> <td>Steger Primary Center</td> </tr> <tr> <td>SEL Coach</td> <td>Sandra Seabold</td> <td>Columbia Central School</td> </tr> <tr> <td>Paraprofessional</td> <td>Alex Thompson</td> <td>Columbia Central School</td> </tr> <tr> <td>Paraprofessional</td> <td>Kelissa Scott</td> <td>Steger Primary Center</td> </tr> <tr> <td>Special Education Teacher</td> <td>Christy Creech</td> <td>Steger Primary Center</td> </tr> <tr> <td>Speech Language Pathologist</td> <td>Crystal Celestaine</td> <td>Columbia Central</td> </tr> </table> | Paraprofessional | Nitchka Gravely | Steger Primary Center | SEL Coach | Sandra Seabold | Columbia Central School | Paraprofessional | Alex Thompson | Columbia Central School | Paraprofessional | Kelissa Scott | Steger Primary Center | Special Education Teacher | Christy Creech | Steger Primary Center | Speech Language Pathologist | Crystal Celestaine | Columbia Central |
| Paraprofessional | Nitchka Gravely | Steger Primary Center | | | | | | | | | | | | | | | | | | |
| SEL Coach | Sandra Seabold | Columbia Central School | | | | | | | | | | | | | | | | | | |
| Paraprofessional | Alex Thompson | Columbia Central School | | | | | | | | | | | | | | | | | | |
| Paraprofessional | Kelissa Scott | Steger Primary Center | | | | | | | | | | | | | | | | | | |
| Special Education Teacher | Christy Creech | Steger Primary Center | | | | | | | | | | | | | | | | | | |
| Speech Language Pathologist | Crystal Celestaine | Columbia Central | | | | | | | | | | | | | | | | | | |

Upon roll call all members voting aye:

Helsel, Butkus, Raymond, Turner, Hutchison, and Garcia

Members voting nay: None. Members absent: Edwards.

Members abstaining: None. Motion carried.

PERSONNEL (Consent Agenda)

A motion was made by Mrs. Raymond and seconded by Mrs. Garcia to approve the following action items under Personnel.

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| ACTION | A. | The Superintendent recommends the Board approve the retirement for Lynn Husmann, Second Grade Teacher at Steger Intermediate Center, effective at the end of the 2023-2024 school year. |
| ACTION | B. | The Superintendent recommends the Board approve the retirement for Cristie Lengel, Special Education Teacher at Columbia Central School, effective at the end of the 2022-2023 school year. |
| ACTION | C. | The Superintendent recommends the Board approve the resignation of Gerald Ruff, School Security Official, effective September 18, 2022. |
| ACTION | D. | The Superintendent recommends the Board approve the resignation of Mandie Coburn, Lunch/Recess Aide at Steger Primary Center, effective September 29, 2022. |
| ACTION | E. | The Superintendent recommends the Board approve the employment of Kris Ramos, Building Secretary at Columbia Central School, \$15.00 per hour, effective for the 2022-2023 school year. |
| ACTION | F. | The Superintendent recommends the Board approve the employment of Ebony Kozelsky, SEL Coach at Steger Primary Center, MA30 Step 4, effective for the 2022-2023 school year. |
| ACTION | G. | The Superintendent recommends the Board approve the employment of Virginia Ojeda, Lunch/Recess Aide at Steger Primary Center, \$12.00 per hour, effective for the 2022-2023 school year. |
| ACTION | H. | The Superintendent recommends the Board approve the employment of Julian Markevicius, Paraprofessional at Steger Primary Center, \$15.00 per hour, effective for the 2022-2023 school year. |
| ACTION | I. | The Superintendent recommends the Board approve the employment of Kailah Hall, Paraprofessional at Steger Intermediate Center, \$15.00 per hour, effective for the 2022-2023 school year. |
| ACTION | J. | The Superintendent recommends the Board approve the voluntary internal transfer of Kristina Queiroli, Response to Intervention (RTI) Paraprofessional to Library Aide at Steger Primary Center, effective for the 2022-2023 school year. |

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| ACTION | K. | The Superintendent recommends the Board approve the employment of Cardelia Horn, Cross Categorical Special Education Teacher at Steger Primary Center at MA Step 4, effective for the 2022-2023 school year. |
| ACTION | L. | The Superintendent recommends the Board approve the employment of Katelyn Gourley, Paraprofessional at Steger Primary Center, \$15.00 per hour, effective for the 2022-2023 school year. |
| ACTION | M. | The Superintendent recommends the Board approve the employment of Janet Sobbe, Paraprofessional at Columbia Central School, \$15.00 per hour, effective for the 2022-2023 school year. |
| ACTION | N. | The Superintendent recommends the Board approve the employment of Ananka Cunningham, Food Service Dishwasher/ Kitchen Help at Columbia Central School, \$15.00 per hour, effective for the 2022-2023 school year. |
| ACTION | O. | The Superintendent recommends the Board approve the FMLA leave for Julie Stone Fourth Grade Teacher at Steger Intermediate Center, effective November 22, 2022, through February 22, 2023. |
| ACTION | P. | The Superintendent recommends the Board approve the FMLA leave for Patricia Unhock, Response to Intervention (RTI) ELA at Steger Intermediate Center, effective November 7, 2022, through February 7, 2023. |
| ACTION | Q. | The Superintendent recommends the Board approve the FMLA leave for Alissa Sarek, Certified Nursing Assistant (CNA) at Steger Primary Center, effective November 7, 2022, through February 7, 2023. |
| ACTION | R. | The Superintendent recommends the Board approve the FMLA leave for Cynthia Rosa, Fourth Grade Teacher at Steger Intermediate Center, effective September 27, 2022, through December 27, 2022. |
| ACTION | S. | The Superintendent recommends the Board approve the FMLA leave for Jeanine Peters, First Grade Teacher at Steger Primary Center, effective October 4, 2022, through November 2, 2022. |
| ACTION | T. | The Superintendent recommends the Board approve the FMLA leave for Beth Dziadon, Sixth Grade ELA Teacher at Columbia Central School, effective September 12, 2022, through October 3, 2022. |

Upon roll call all members voting aye:

Helsel, Butkus, Raymond, Turner, Hutchison, and Garcia

Members voting nay: None. Members absent: Edwards.

Members abstaining: None. Motion carried.

ADMINISTRATIVE REPORTS

Mrs. Raymond thanked the administrators for the updates on activities in the buildings and professional development for staff.

INFORMATIONAL ITEMS

- A. New Business
 - 1. Board of Education Committees
 - a. Finance & Property Committee
 - 1. Nick Hutchison
 - 2. Susan Edwards
 - 3. Alternate: Michele Helsel
 - b. Personnel / Salary Committee
 - 1. Michele Helsel
 - 2. Jill Raymond
 - 3. Alternate: Nick Hutchison

- c. Curriculum Committee
 - 1. Buffy Garcia
 - 2. Beth Butkus
 - 3. Alternate: Michele Helsel
- d. Technology Committee
 - 1. Nick Hutchison
 - 2. Buffy Garcia
 - 3. Alternate: Susan Edwards
- e. S.P.E.E.D.
 - 1. Karen Turner
 - 2. Alternate: Beth Butkus
- f. IASB Division governing Board
 - 1. Beth Butkus
- B. Old Business
- C. Correspondence
 - 1. Baine Family – Thank you
 - 2. Baine Family – Thank you
- D. Freedom of Information Act (FOIA) Request
- E. Upcoming dates
 - a. Oct. 31 School Improvement Day - 11:00 a.m. student dismissal
 - b. Nov. 8 Election Day – no school
 - c. Nov. 11 End of 1st Trimester - 1:00 p.m. student dismissal
 - d. Nov. 16 Board Meeting

CLOSED SESSION

The Open Meeting recessed at 6:45 p.m. a motion was made by Ms. Butkus and seconded by Mr. Hutchison.

Upon roll call all members voting aye:
 Helsel, Butkus, Raymond, Turner, Hutchison, and Garcia
 Members voting nay: None. Members absent: Edwards.
 Members abstaining: None. Motion carried.

The Board went into Closed Session at 7:05 p.m. a motion was made by Mrs. Turner and seconded by Mr. Hutchison to go into Closed Session to discuss the following.

Upon roll call all members voting aye:
 Helsel, Butkus, Raymond, Turner, Hutchison, and Garcia
 Members voting nay: None. Members absent: Edwards.
 Members abstaining: None. Motion carried.

Present during certain topics were Dr. David Frusher, Eric Diehl, Lindsey Coffey, Dr. Steve Carnes, Tom Aguirre, Adam Schoff, Alma Solis and Melissa Cunha.

- ACTION**
- A. The Superintendent recommends that the Board go into Closed Session to discuss:
 - 1. The appointment, employment, compensation, discipline performance, or dismissal of a specific employee of the public body.
 - 2. Student disciplinary matters.
 - 3. Collective negotiating matters between the public body and its employees or their representatives.
 - 4. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
 - 5. The setting of a price for sale or lease of property owned by Steger School District 194.

ACTION B. Motion to adjourn Closed Session.

The Board adjourned Closed Session at 10:21 p.m. a motion was made by Mrs. Turner and seconded by Mr. Hutchison.

Upon roll call all members voting aye:

Helsel, Butkus, Raymond, Turner, Hutchison, and Garcia

Members voting nay: None. Members absent: Edwards.

Members abstaining: None. Motion carried.

ACTION C. Motion to return to Open Session.

The Board returned to Open Session at 10:21 p.m. a motion was made by Mrs. Raymond and seconded by Mrs. Turner.

Upon roll call all members voting aye:

Helsel, Butkus, Raymond, Turner, Hutchison, and Garcia

Members voting nay: None. Members absent: Edwards.

Members abstaining: None. Motion carried.

ADJOURNMENT

At 10:21 p.m. a motion was made by Ms. Butkus and seconded by Mrs. Garcia to adjourn the meeting.

Upon roll call all members voting aye:

Helsel, Butkus, Raymond, Turner, Hutchison, and Garcia

Members voting nay: None. Members absent: Edwards.

Members abstaining: None. Motion carried.

Secretary, Board of Education & Date

President, Board of Education & Date