



## **URBANA SCHOOL DISTRICT #116**

**BOARD OF EDUCATION  
BUSINESS MEETING MINUTES**

**JEAN F. BURKHOLDER  
ADMINISTRATIVE SERVICE CENTER**

**205 North Race St. Urbana, IL 61801**

**Tuesday, March 17, 2015**

**7:30 p.m.**

**[www.usd116.org](http://www.usd116.org)**

*The mission of Urbana School District 116, a multi-cultural community committed to educational excellence, is to ensure that all learners acquire knowledge, develop skills, and build character to achieve personal greatness and help create a better global society, by providing innovative, comprehensive programs, respecting individual learning styles and cultural differences, and fostering caring and nurturing relationships, while engaging each student, every family and the entire community.*

Mr. John H. Dimit, President  
Ms. Ruth Ann Fisher, Secretary  
Ms. Elaine Gehrmann, Member

Mr. Paul Poulosky, Member

Dr. Donald D. Owen, Superintendent

Ms. Benita Rollins-Gay, Vice-President  
Ms. Brenda Carter, Member  
Ms. Peggy Patten, Member

Ms. Lori Johnson, Board Secretary

### **1.0 CALL TO ORDER**

*President Dimit called the meeting to order at 7:33 p.m.*

### **2.0 ROLL CALL**

Present: John H. Dimit, President  
Benita Rollins-Gay, Vice-President  
Ruth Ann Fisher, Secretary  
Brenda Carter, Member  
Elaine Gehrmann, Member  
Peggy Patten, Member  
Paul Poulosky, Member

Also Present: Donald D. Owen, Superintendent  
Jennifer Ivory-Tatum, Deputy Superintendent  
Gayle Jeffries, Asst Supt of Human Resources  
Todd Taylor, Asst Supt of Student Services  
Carol Baker, Chief Financial Officer  
Ota Dossett, Director of Facilities and Grounds

**3.0 ADDITIONS, CORRECTIONS AND MODIFICATIONS OF AGENDA**

It was requested to switch items, #10.01 and #10.02, due to out of town guests presenting to the Board of Education.

**4.0 CITIZENS STATEMENTS**

**5.0 CALL FOR EXECUTIVE MEETING/SESSION (AFTER CURRENT MEETING)**

There was a call for an executive session after the meeting for the purpose of: The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity. 5 ILCS 120/2(c)(1).

**6.0 APPROVAL OF AGENDA**

*Member Poulosky moved to approve the modified agenda, seconded by Member Patten. Motion passed.*

**7.0 COMMENDATIONS/RECOGNITIONS**

David Gordon, Urbana Adult Education Director of Finance, was recently recognized for receiving the Illinois Adult Education and Continuing Educators Association's Outstanding Support Staff of the Year Award.

Steve Higgins, Urbana Middle School Social Worker, was selected by the Social Justice Awards Committee to receive an award in the Community Individual category. His work over the years at Urbana Middle School exemplifies what the award stands for.

**8.0 POLICY REVIEW**

**8.01 Policy 4:150 – Facility Naming**

Donald D. Owen, Superintendent presented a first draft re-written 4:150 policy: Facility Naming per the Board of Education's request. He will make revisions and bring it back to the Board of Education for further discussion during the April 21, 2015 business meeting.

**9.0 COMMUNICATIONS**

**10.0 REPORTS**

**10.01 UHS Kitchen, Servery and Dining Project Update**

Riley Glerum, IGW Architecture updated the Board of Education on the Urbana High School Kitchen, Servery and Dining project.

**10.02 Design, Budget and Schedule Report**

Riley Glerum, IGW Architecture reported on King Elementary Roof Replacement, Yankee Ridge, Elementary Window Replacement, UHS Masonry Repairs and Prairie Elementary renovations.

**11.0 ACTION ITEMS (Consent)**

**11.01 Minutes**

February 17, 2015, Business Meeting  
March 3, 2015, Study Session

**11.02 February Bills/Checks**

Education Fund Bills	\$ 501,166.45
Operations & Maintenance Fund Bills	\$ 124,576.11
Bond & Interest Fund Bills	\$ 0.00
Transportation Fund Bills	\$ 26,992.59
Capital Project/WC Bonds	\$ 2,925.28
School Facility Occup Tax	\$ 900.00
Facility Sales Tax Projects	\$ 0.00
Capital Projects – Debt Certif	\$ 0.00
TORT	\$ 35,195.36
Life Safety Levy	\$ 1,300.00
Payroll	\$ 3,624,493.25
Adult Education	\$ 111,316.38

**11.03 Interfund Loans - None**

**11.04 Personnel Items**

Approval of various personnel items were requested.

**11.05 Retirement of Assistant Superintendent of Human Resources**

Donald D. Owen, Superintendent, requested approval of retirement of Gayle Jeffries, Assistant Superintendent of Human Resources, effective June 30, 2015.

**11.06 Appointment of Assistant Superintendent of Human Resources and Professional Development**

Donald D. Owen, Superintendent, requested approval to appoint Katherine Barbour as Assistant Superintendent of Human Resources and Professional Development, effective July 1, 2015.

**11.07 Renewal of IHSA Membership**

Approval was requested to renew the Illinois High School Association Membership.

**11.08 Asbestos Removal at Prairie Elementary School**

Ota Dossett, Director of Facilities Services, requested approval for the removal of asbestos containing materials in the tunnels at Prairie Elementary School, prior to the beginning of the HVAC Project, funded by Facility Sales Tax.

***Member Poulosky moved to approve the above consent action items, seconded by Member Gehrman. On a roll call vote, all members present voted "aye." Motion passed.***

## 12.0 ACTION ITEMS (individual)

### 12.01 Gifts

Stone Creek Church, Urbana, donated \$10,000 to Prairie Elementary School. This very generous donation will allow Prairie Elementary to purchase SMART Boards for the classrooms.

Jim Shriner, donated \$50 to Urbana High School to help support student activities.

E. Graham and Kathleen Evans, Urbana, donated \$300 for the purchase of Spanish titles in children's literature for Nieves Marian's dual language 2<sup>nd</sup> grade.

Eric Selvin, San Jose, CA, made a memorial gift of \$1,000 to Urbana Adult Education. This donation is in honor of Manny and Miriam Selvin.

***Member Poulosky moved to approve and accept the above gifts, seconded by Member Gehrman. Motion passed.***

### 12.02 Approval of Resolution Authorizing Honorable Dismissal of a Teacher

The administration recommended approval to authorized honorable dismissal of a teacher (1).

***Member Poulosky moved to approve item #12.02, seconded by Member Patten. On a roll call vote, all members present voted "aye." Motion passed.***

### 12.03 Approval of Resolution Authorizing Dismissal of Part-Time Educational Support Personnel (Non-Union)

The administration recommended approval to authorize the dismissal of part-time education support personnel (Non-Union) (6).

***Member Poulosky moved to approve item #12.03, seconded by Member Patten. On a roll call vote, all members present voted "aye." Motion passed.***

### 12.04 Approval of Resolution Authorizing Dismissal of Full-Time Educational Support Personnel (Non-Union)

The administration recommended approval to authorize the dismissal of full-time educational support personnel (Non-Union) (2).

***Member Poulosky moved to approve item #12.04, seconded by Vice-President Rollins-Gay. On a roll call vote, all members present voted "aye." Motion passed.***

### 12.05 Approval of Resolution Authorizing Dismissal of Full-Time Educational Support Personnel (Union)

The administration recommended approval to authorize the dismissal of full-time educational support personnel (Union) (1).

***Member Poulosky moved to approve item #12.05, seconded by Member Patten. On a roll call vote, all members present voted "aye." Motion passed.***

**12.06 Approval of Resolution Authorizing Dismissal of a Part-Time, Non-Tenured Teacher**

The administration recommended approval to authorize the *dismissal* of part-time non-tenured teacher (1).

***Member Poulosky moved to approve item #12.06, seconded by Member Patten. On a roll call vote, all members present voted "aye." Motion passed.***

**12.07 Approval of Resolution Authorizing Dismissal of Full-Time Educational Support Personnel Employee and Reassignment to Part-Time, Educational Support Personnel Position**

The administration recommended approval to authorize the dismissal of full-time educational support personnel employee and reassignment to part-time, educational support personnel position (1).

***Member Poulosky moved to approve item #12.07, seconded by Vice-President Rollins-Gay. On a roll call vote, all members present voted "aye." Motion passed.***

**12.08 Approval of Resolution Authorizing Non-Reemployment of Full-Time, First, Second and Third-Year, Non-Tenured Teachers**

The administration recommended approval to authorize non-reemployment of full-time first (3), *second* (1) and third-year (2), non-tenured teachers.

***Member Poulosky moved to approve item #12.08, seconded by Vice-President Rollins-Gay. On a roll call vote, all members present voted "aye." Motion passed.***

**13.0 FREEDOM OF INFORMATION REQUESTS**

WATTS Copy Systems  
Charlie Bruce, Latham, New York  
Smart Procure, Deerfield, Florida

**14.0 CALL FOR FUTURE SPECIAL/EXECUTIVE MEETINGS**

**15.0 SUPERINTENDENT'S REPORT**

**16.0 BOARD REPORT**

**17.0 ADJOURNMENT**

***Member Poulosky moved to adjourn the meeting and to go into executive session for the purpose of: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged***

***against an employee or against legal counsel for the District to determine its validity. 5 ILCS 120/2(c)(1), seconded by Vice-President Rollins-Gay.***

***President Dimit declared the meeting adjourned at 9:02 p.m. There will be no action following the executive session.***

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President

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Secretary



## **URBANA SCHOOL DISTRICT #116**

**BOARD OF EDUCATION  
STUDY SESSION MINUTES**

**JEAN F. BURKHOLDER  
ADMINISTRATIVE SERVICE CENTER**

205 North Race St. Urbana, IL 61801

Tuesday, April 7, 2015

7:30 p.m.

[www.usd116.org](http://www.usd116.org)

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Ms. Peggy Patten, Member

Mr. Paul Poulosky, Member

Dr. Donald D. Owen, Superintendent

Ms. Lori Johnson, Board Secretary

### **1.0 CALL TO ORDER**

*President Dimit called the meeting to order at 7:30 p.m.*

### **2.0 ROLL CALL**

Present: John H. Dimit, President  
Benita Rollins-Gay, Vice-President  
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Ota Dossett, Director of Facilities and Grounds

### **3.0 ADDITIONS, CORRECTIONS AND MODIFICATIONS OF AGENDA**

#### 4.0 CITIZENS STATEMENTS

#### 5.0 CALL FOR EXECUTIVE MEETING/SESSION (AFTER CURRENT MEETING)

#### 6.0 APPROVAL OF AGENDA

*Member Carter moved to approve the agenda as presented, seconded by Vice-President Rollins-Gay. Motion passed.*

#### 7.0 POLICY REVIEW

#### 8.0 COMMUNICATIONS

#### 9.0 ACCOMODATIONS/RECOGNITIONS

##### 9.01 Habitat for Humanity

Maddie Headtke, Bethany Peppers and Troy Webster, members of UHS Habitat for Humanity Club and sponsors, Dave Dutton, Mark Foley and Laura Koritz, presented to the Board of Education information about their recent service learning trip to Tutwiler, Mississippi.

#### 10.0 ACTION ITEMS (Consent/Individual)

##### 10.01 Personnel Items

Approval of various personnel items were requested.

*Member Poulosky moved to approve item 10.01, seconded by Member Carter. On a roll call vote, all members present voted "aye." Motion passed.*

##### 10.02 Resolution Authorizing Non-Reemployment of Full-Time, First-Year, Teacher (1)

Approval was requested for a resolution authorizing non-reemployment of full-time, first-year teacher.

*Member Carter moved to approve item #10.02, seconded by Vice-President Rollins-Gay. On a roll call vote, all members present voted "aye." Motion passed.*

#### 11.0 STUDY TOPICS

##### 11.01 EEOC Report

Gayle Jeffries, Assistant Superintendent of Human Resources presented the Equal Employment Opportunity and Minority Report 2014 to the Board of Education



**11.0 CALL FOR FUTURE SPECIAL/EXECUTIVE MEETINGS**

**12.0 SUPERINTENDENT'S REPORT**

**13.0 BOARD REPORT**

**14.0 ADJOURNMENT**

***Member Patten moved to adjourn the meeting, seconded by Secretary Fisher.  
Motion passed.***

***President Dimit declared the meeting adjourned at 8:38 p.m.***

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President

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Secretary