



## **URBANA SCHOOL DISTRICT #116**

**BOARD OF EDUCATION MEETING**

**BUSINESS MINUTES**

**JEAN F. BURKHOLDER**

**ADMINISTRATIVE SERVICE CENTER**

205 North Race St. Urbana, IL 61801

Tuesday, June 16, 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 7:37 p.m.

**2.0 ROLL CALL**

Present: John H. Dimit, President  
Ruth Ann Fisher, Secretary  
Brenda Carter, Secretary Pro Tem  
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 Services

Absent: Benita Rollins-Gay, Vice-President

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

**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 ILCS120/2(c)(1).

## 6.0 APPROVAL OF AGENDA

*Member Carter moved to approve the agenda with the executive session added, seconded by Member Poulosky. Motion passed.*

## 7.0 COMMENDATIONS/RECOGNITIONS

## 8.0 PUBLIC HEARING

## 9.0 COMMUNICATIONS

## 10.0 REPORTS/DISCUSSION

### 10.01 Adult Education End of Year Review

Samuel Byndom, Urbana Adult Education Director, presented the Urbana Adult Education end of the year review to the Board of Education.

## 11.0 ACTION ITEMS (Consent)

*Member Carter moved to approve the following consent action items, seconded by Member Patten. On a roll call vote, all members present voted "aye." Absent: B.Rollins-Gay*

### 11.01 Minutes

May 19, 2015, Business Meeting

May 27, 2015, Special Meeting

June 2, 2015, Study Session

### 11.02 May Bills/Checks

Education Fund Bills	\$1,094,899.09
Operations & Maintenance Fund Bills	\$ 55,758.32
Bond & Interest Fund Bills	\$ 161,476.50
Transportation Fund Bills	\$ 1,211.88
Capital Project/W/C Bonds	\$ 7,330.79
UIAC Fund	\$ 7,641.28
School Facility Occupancy Tax	\$ 52,090.88
Life Safety Levy	\$ 3,307.50
Facility Sales Tax Projects	\$ 0.00
Capital Projects Debt Cert	\$ 0.00
TORT	\$ 17,416.50
Payroll	\$3,627,742.96
Adult Education	\$ 106,912.92

### 11.03 Interfund Loans

Approval was requested to repay as many of the interfund loans as possible to the Working Cash fund, prior to the end of the fiscal year (6/30/15).

### Permanent Transfer

Approval was requested to transfer interest as of June 30, 2015. This is a permanent transfer of funds. Amount of transfers will be in the actual amounts of interest earned through June 30, 2015. Interest earned in the Working Cash and Bond and Interest Funds will be permanently transferred to the Education Fund, which the Board of Education deems to be the fund most in need of such interest (105ILCS 5/10-22.44).

#### **11.04 Personnel Items**

Approval of various personnel items were requested.

#### **11.05 Approval of the June and July Bills for Payment**

Approval was requested, in advance, for the June and July bills payable. Copies of these bills will be included with the August board agenda materials.

#### **11.06 2015 Prevailing Wage Resolution**

Each year, the Illinois Department of Labor issues prevailing labor wage rates for Champaign County. By state law, the district must adopt a resolution indicating that the district will abide by these rates for construction projects and/or other work done in the Urbana Schools.

#### **11.07 Renewal of Insurance**

Carol Baker, Chief Financial Officer, recommended the renewal of district insurance rates through Wells Fargo.

#### **11.08 Resolution Declaring Intent to Retain Interest Earnings as Interest and Not to Accumulate as Principal**

Carol Baker, Chief Financial Officer, requested approval of required resolution.

#### **11.09 Foodservice Contract Renewal 2015-2016**

Carol Baker, Chief Financial Officer, requested approval to renew the food service contract with ARAMARK.

### **12.0 ACTION ITEMS (Individual)**

#### **12.01 Gifts**

Johnnie Britt, Urbana, donated \$41.25 to the District's general fund.

Bill Mermelstein, International Galleries in Lincoln Square, donated \$100 worth of gift cards to the Art Coop at Lincoln Square.

Paramount Pictures, Hollywood, CA, donated a DVD – Selma to the Urbana High School. Donation valued at \$25.00.

O'Brien Auto Park, Urbana, donated a 2008 Honda Civic, to Urbana High School. The car was used as an incentive for the student in good standing program.

Parkland College Student Educational Association, donated \$500 worth of books to Urbana Early Childhood School.

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

**12.02 Adoption of Tentative Budget for 2015-2016**

The Board of Education has received a tentative budget for 2015-2016 (fiscal year beginning July 1, 2015 and ending June 30, 2016). Carol Baker, Chief Financial Officer, made a presentation of the tentative budget.

The following are dates for developing and adopting the 2015-2016 district budget:

June 16, 2015 Adoption of tentative budget. The Board needs a tentative budget adopted prior to June 30 so that we can operate after July 1. Please review the list of budget assumptions included in the front of the budget document.

September 1, 2015 Public Hearing and Board Study Session on 2015-2016 Budget

September 15, 2015 Approval of final 2015-2016 Budget

**Member Poulosky moved to approve item #12.02, seconded by Member Gehrman. On a roll call vote, all members present voted "aye." Absent: B.Rollins-Gay**

**12.03 Adoption of Adult Education Tentative Budget for 2015-2016**

Board approval was requested for the adoption of the Adult Education Tentative Budget for 2015-2016.

**Member Carter moved to approve item #12.03, seconded by Member Poulosky. On a roll call vote, all members present voted "aye." Absent: B.Rollins-Gay**

**12.04 Resolution Authorizing and Directing the Sale or Disposal of Personal Property in Accordance with 105 ILCS 5/10-22.8.**

Carol Baker, Chief Financial Officer, requested approval of a resolution authorizing and directing the sale or disposal of personal property in accordance with 105 ILCS 5/10-22.8. Items on list: miscellaneous equipment

**Member Poulosky moved to approve item #12.04, seconded by Member Patten. On a roll call vote, all members present voted "aye." Absent: B.Rollins-Gay**

**12.05 Community Eligibility Provision for 2015-2016**

Carol Baker, Chief Financial Officer, requested approval to apply for the Community Eligibility Provision beginning July 1, 2015.

**Member Gehrman moved to approve item #12.05, seconded by Member Poulosky. On a roll call vote, all members present voted "aye." Absent: B.Rollins-Gay**

**12.06 Urbana Early Childhood School Tuition Proposal**

Donald D. Owen, recommended approval of the Urbana Early Childhood School tuition proposal presented to the Board of Education, June 2, 2015.

***Member Patten moved to approve item #12.06, seconded by Member Poulosky. On a roll call vote, motion failed 2:4 (aye: P.Patten and P.Poulosky – nay: B.Carter, E.Gehrmann, R.Fisher and J.Dimit) Absent: B.Rollins-Gay***

**12.07 Substitute Pay Increase**

Gayle Jeffries, Assistant Superintendent of Human Resources, recommended approval an increase the pay for substitutes.

***Secretary Fisher moved to approve item #12.07, seconded by Member Patten. On a roll call vote, all members present voted “aye.” Absent: B.Rollins-Gay***

**12.08 Resolution Authorizing Employment of Superintendent**

Approval of resolution authorizing employment of Superintendent was requested.

***Member Gehrmann moved to approve item #12.08, seconded by Member Poulosky. On a roll call vote, all members present voted “aye.” Absent: B.Rollins-Gay***

**12.09 Thomas Paine Elementary School Parent Drop-Off Drive Bid**

Ota Dossett, Director of Facilities Services, requested to award the Thomas Paine Elementary School parent drop-off drive bid to A & R Services for 287,459.

***Member Poulosky moved to approve item #12.09, seconded by Member Gehrmann. On a roll call vote, all members present voted “aye.” Absent: B.Rollins-Gay***

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

**14.0 SUPERINTENDENT’S REPORT**

**15.0 BOARD REPORT**

**16.0 ADJOURNMENT**

***Member Carter moved to adjourn to go into a closed 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 ILCS120/2(c)(1), seconded by Secretary Fisher. On a roll call vote, all members present voted “aye.” Absent: B.Rollins-Gay***

***President Dimit declared the open meeting adjourned at 10:15 p.m.***

***Executive Session began after a five minute recess. No action was taken after the Executive Session.***

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President

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Secretary



## **URBANA SCHOOL DISTRICT #116**

**BOARD OF EDUCATION  
SPECIAL MEETING MINUTES**

**JEAN F. BURKHOLDER  
ADMINISTRATIVE SERVICE CENTER**

205 North Race St. Urbana, IL 61801

Thursday, July 2, 2015

6:30 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**

*Secretary Fisher called the meeting to order at 6:30 p.m.*

### **2.0 ROLL CALL**

Present:

Ruth Ann Fisher, Secretary

Brenda Carter, Secretary Pro Tem

Elaine Gehrmann, Member

Paul Poulosky, Member

Also Present:

Donald D. Owen, Superintendent

Ota Dossett, Director of Facilities Services

Absent:

John H. Dimit, President

Benita Rollins-Gay, Vice-President

Peggy Patten, Member

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

*3.01 Member Gehrmann nominated Ruth Ann Fisher to preside of the meeting, in the absence of both the President and Vice-President. Motion was seconded by Member Carter. Motion passed.*

**4.0 APPROVAL OF AGENDA**

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

**5.0 CITIZENS STATEMENTS - None**

**6.0 CALL TO GO INTO EXECUTIVE SESSION – No Executive Session held.**

**7.0 CALL TO GO INTO OPEN SESSION – No Executive Session held.**

**8.0 ACTION ITEMS (individual)**

*Member Gehrman moved to approve item #8.01, seconded by Member Poulosky. On a roll call vote, all members present voted "aye." Absent: J.Dimit, B.Rollins-Gay, P.Patten*

**8.01 Approval for Emergency Asbestos Expense at Dr. Preston L. Williams Jr. Elementary School**

Approval was requested for emergency asbestos expense at Dr. Preston L. Williams Jr Elementary School.

**9.0 ADJOURNMENT**

*Member Poulosky move to adjourn the meeting, seconded by Member Gehrman. Motion passed.*

*Presiding Officer Fisher declared the meeting adjourned at 6:43 p.m.*

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President

\_\_\_\_\_  
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, August 4, 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

Sub-District 4-Vacancy, 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 7:30 p.m.*

#### **2.0 ROLL CALL**

Present:

John H. Dimit, President

Benita Rollins-Gay, Vice-President

Ruth Ann Fisher, Secretary

Brenda Carter, Secretary Pro Tem

Peggy Patten, Member

Paul Poulosky, Member

Also Present:

Donald D. Owen, Superintendent

Katherine Barbour, Asst Supt of HR and PD

Todd Taylor, Asst Supt of Student Services

Carol Baker, Chief Financial Officer

Ota Dossett, Director of Grounds and Facilities

Vacancy:

Sub-District 4 Board Member Seat

#### **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 COMMENDATIONS/RECOGNITIONS

## 8.0 ADMINISTRATIVE BRIEFINGS AND REPORTS

## 9.0 PUBLIC HEARING

### 9.01 Public Hearing on Modification of the School Code for Professional Development Days

Public hearing was held on the submission of a waiver of Illinois School Code 105 ILCS 5/2-3.25g to the Illinois State Board of Education. This waiver requests that four staff development days be counted as student attendance days by using banked time beyond what is required by Illinois School Code.

President Dimit opened the public hearing at 7:32 p.m., with no public comment, the hearing was closed at 7:33 p.m.

## 10.0 ACTION ITEMS (consent)

*Member Patten moved to approve the following consent items, seconded by Member Poulosky. On a roll call vote, all members present voted "aye." Motion passed with six votes. Sub-District 4 seat was vacant at the time of this vote.*

### 10.01 Personnel Items

Approval of various personnel items were requested.

### 10.02 University of Illinois – Center for Education for Small Urban Schools Extension

Superintendent Owen requested approval to extend an agreement between, The Board of Trustees of the University of Illinois and Urbana School District 116.

### 10.03 Approval to Submit Waiver Regarding School Calendar to ISBE

Approval was requested to submit a waiver to the Illinois State Board of Education as required by Illinois School Code to continue providing four full days of professional development per school year for elementary schools.

## 11.0 STUDY TOPICS

### 11.01 Summer Youth Employment Program

Tammy Newton and Amanda Perez reviewed the Summer Youth Employment Program and the benefits it offered the students of USD116.

**11.02 Assessment Update**

Jean Korder, Curriculum Director, gave an update to the Board of Education on the comprehensive assessment review process and the results.

**11.03 Sub-District 4 Board of Education Member Vacancy**

Superintendent facilitated board discussion regarding the process to review the applications and who will contact applicants for an interview.

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

**13.0 SUPERINTENDENT'S REPORT**

**14.0 BOARD'S REPORT**

**15.0 ADJOURNMENT**

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

***President Dimit declared the meeting adjourned at 9:31 p.m.***

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President

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Secretary