

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION  
RIDGEWOOD COMMUNITY HIGH SCHOOL DISTRICT 234  
COOK COUNTY, ILLINOIS HELD ON MONDAY, DECEMBER 12, 2016**

The Regular Meeting of the Board of Education, Ridgewood Community High School District 234, was held at Ridgewood High School, 7500 West Montrose Avenue, Norridge, Illinois on Monday, December 12, 2016. President Parent called the meeting to order at 7:01 PM.

Those present recited the Pledge of Allegiance to the Flag.

**QUORUM DECLARED PRESENT**

Board Secretary Smith declared a quorum of the Board of Education of District 234 was present at 7:02 PM.

Present: Members Scott Parent, Paul Draniczarek, Maria P. Smith, Tony Caringella,  
Chris O'Leary and Mike Straughn  
Absent: Lisa Malicki

Also present were Superintendent Jennifer Kelsall; Assistant Superintendent Tom Parrillo; Principal Chris Uhle; Mary Bruscato, Recording Secretary; and those on the attached list.

**AGENDA REQUESTS**

Motion was made by Member Straughn and seconded by Member Draniczarek, to approve the Consent Agenda and the Regular Agenda for the December 12, 2016, meeting of the Ridgewood High School District 234 Board of Education as amended.

Appendix IV-A has been revised.

On voice vote, President Parent declared the motion carried.

**II. USUAL RECURRING AGENDA ITEMS**

**A. Approved Minutes of:**

- (1) Finance-Audit Subcommittee Meeting on October 13, 2016 **APPENDIX II-A-1**
- (2) Regular Meeting on November 21, 2016 **APPENDIX II-A-2**
- (3) Board Policy Subcommittee Meeting on November 28, 2016 **APPENDIX II-A-3**

**B. Approved Current Bills, Payrolls & Financial Documents**

- (1) Approved Accounts Payable of December 12, 2016 **APPENDIX II-B-1**
- (2) Approved Revolving (Imprest) Fund Expenditures and Reimbursements. **APPENDIX II-B-2**
- (3) Ratified Payrolls of November 15 & 30, 2016 **APPENDIX II-B-3**
- (4) Authorized Signing of Payroll Vouchers for January 13 & 31, 2017

**III. MATTERS RELATING TO EDUCATIONAL PROGRAMS, INSTRUCTION, STUDENT SERVICES/ACTIVITIES**

**A. Principal's Report**

1. Academic Intervention Update
2. PDC Update

**ENCLOSURE III-A-1**  
**ENCLOSURE III-A-2**

**B. Approved 2017 Summer School Program Proposal**

The Board approved the proposed Summer School Program for 2017, per Appendix III-B.

**IV. MATTERS RELATING TO DISTRICT EMPLOYEES**

**A. Approved Personnel Report (new hires for support staff, co-curricular staff and support staff resignation)**

The Board approved the Personnel Report as amended, per Appendix IV-A.

**Support Staff**

Name	Position	Effective	Salary *
Schmidt, Steve	Full Time Night Custodian, 10 month	12/5/16	\$18.53 per hour
Caslin, Kenneth	Athletic Director's Secretary	12/13/16	Lane 4, Step 1 = \$22.39 per hour

**Co-Curricular Staff Appointments**

Name	Position	Salary *
Paton, Heather	Track & Field Coach – Assistant	Lane 4, Step 1 = \$3927.08
Veronico, Katie	Girls Volleyball Coach – Assistant	Lane 3, Step 2 = \$4459.16

**Resignation**

Name	Position	Effective Date
Schmidt, Steve	Part Time Night Custodian	12/2/16

**B. Approved Educational Support Staff Seniority List**

The Board approved posting of the seniority list, by classification, for educational support staff who are full-time bargaining employees, per Appendix IV-B.

**V. MATTERS RELATING TO BUSINESS, FINANCE, OPERATIONS AND FACILITIES**

**A. Accepted Analysis of the Financial Condition of the District**

The Board accepted the analysis of the financial condition of the district, per Appendix V-A.

**B. Accepted Monthly Investment Analysis**

The Board accepted the monthly investment analysis of the district, per Appendix V-B.

**C. Approved Adoption of Tax Levy for 2016 Collectable in 2017**

The Illinois Truth in Taxation Law requires the school district levy be adopted at the first regularly scheduled meeting in December. The proposed levy was presented to the Board as a tentative levy in October. The tax levy resolution was provided as Appendix V-C.

Motion by Member Smith, seconded by Member Draniczarek, to adopt the tax levy resolution. On a roll call, vote was taken and the Members voted as follows:

Mr. Parent	X	_____	Aye	_____	Nay
Mr. Draniczarek	X	_____	Aye	_____	Nay
Dr. Smith	X	_____	Aye	_____	Nay
Mr. Caringella	X	_____	Aye	_____	Nay
Mr. O'Leary	X	_____	Aye	_____	Nay
Mr. Straughn	X	_____	Aye	_____	Nay

The President declared the motion duly carried on this 12<sup>TH</sup> day of December, 2016.

**1. Approved Resolution to Levy Certain Special Taxes**

Motion by Member Draniczarek, seconded by Member O'Leary, to adopt the resolution to levy certain special taxes. On a roll call, vote was taken and the Members voted as follows:

Mr. Draniczarek	X	_____	Aye	_____	Nay
Dr. Smith	X	_____	Aye	_____	Nay
Mr. Caringella	X	_____	Aye	_____	Nay
Mr. O'Leary	X	_____	Aye	_____	Nay
Mr. Straughn	X	_____	Aye	_____	Nay
Mr. Parent	X	_____	Aye	_____	Nay

The President declared the motion duly carried on this 12<sup>TH</sup> day of December, 2016.

**2. Approved Resolution to Certify and File the Tax Levy**

Motion by Member Draniczarek, seconded by Member Caringella, to adopt the resolution to certify and file the tax levy. On a roll call, vote was taken, and the Members voted as follows:

Dr. Smith	X	_____	Aye	_____	Nay
Mr. Caringella	X	_____	Aye	_____	Nay
Mr. O'Leary	X	_____	Aye	_____	Nay
Mr. Straughn	X	_____	Aye	_____	Nay
Mr. Parent	X	_____	Aye	_____	Nay
Mr. Draniczarek	X	_____	Aye	_____	Nay

The President declared the motion duly carried on this 12<sup>TH</sup> day of December, 2016.

**3. Certification by Secretary**

The Board Secretary is required to certify that the foregoing resolutions are correct and complete as adopted by the Board of Education. The certification is provided in Appendix V-C-3.

**4. Cook County Truth in Taxation Law Certificate of Compliance**

The certificate is provided in Appendix V-C-4.

**5. Certificate of Compliance with Truth in Taxation Law**

The Truth in Taxation Certificate is provided in Appendix V-C-5.

**D. Approved Resolution to Authorize Preparation of 2017-18 Budget and the Proposed Budget Calendar**

Motion by Member Smith, second motion by Member Caringella, to approve the resolution to appoint the Assistant Superintendent for Finance and Operations/Treasurer, Tom Parrillo, to prepare the 2017-18 budget for Ridgewood High School according to the budget calendar, per Appendix V-D.

On roll call, the following vote was taken:

AYES:	Members Caringella, O'Leary, Straughn, Parent, Draniczarek, and Smith
NAYS:	None
ABSENT:	Malicki

President Parent declared the motion carried.

**E. Approved Resolution Authorizing the Publication of Legal Notice of Budget Hearing and Availability of Budget for Public Inspection**

The Board approved the resolution to authorize the publication of legal notice of the budget hearing and availability of the tentative budget for public inspection in the local paper in compliance with state law, per Appendix V-E.

**F. Approved Student and Building Fees for 2017-18**

The Board approved the student and building fees for the 2017-18 school year, per Appendix V-F. In the future, the Board prefers the Finance-Audit Subcommittee review the fees prior to proposing a recommendation to the full Board for approval.

**G. Discuss SEC Financial Reporting**

Mr. Parrillo presented information to the Board about the benefit of adopting a policy and procedure for preparing and updating disclosures for filing official financial statements, per Enclosure V-G.

**VI. MATTERS RELATING TO THE BOARD OF EDUCATION, ADMINISTRATION, AND GOVERNANCE OF DISTRICT 234**

**A. Received Correspondence, Announcements, Articles, Reports and Proposed Agendas for Board Meetings**

For your information:

1. Superintendent's Report
2. Proposed Agenda for January 23, 2017 Board of Education Meeting

**ENCLOSURE VI-A-2**

**B. Approved Second Reading and Adoption of 2017-18 School Calendar**

The Board approved the second reading and adoption of the 2017-18 school calendar, per Appendix VI-B.

**C. Approved Publication of Board Meeting Dates for 2017**

The Board approved the Board meeting dates for 2017 as presented, per Appendix VI-C.

**D. Approved First Reading of Revisions to Board Policies 2:70, 2:120, 2:125, 2:200, 2:220, 4:60, 4:110, 4:175, 5:30, 5:60, 5:125, 5:185, 5:190, 5:250, 5:260, 5:330, 6:15, 6:50, 6:60, 6:140, 6:145, 6:160, 6:170, 6:310, 6:340, 7:15/7:25, 7:30, 7:50, 7:60, 7:70, 7:250, 7:260, 7:270, 7:305, 7:315, 8:30, 8:70, and 8:110**

The Board approved the first reading of revisions to the following Board policies, per Appendix VI-D.

- 2:70, Vacancies on the School Board – Filling Vacancies.
- 2:120, Board Member Development.

- 2:125, Board Member Compensation: Expenses.
- 2:200, Types of School Board Meetings.
- 2:220, School Board Meeting Procedure.
- 4:60, Purchases and Contracts.
- 4:110, Transportation.
- 4:175, Convicted Child Sex Offender; Screening; Notifications.
- 5:30, Hiring Process and Criteria.
- Section 5:60, Expenses.
- 5:125, Personal Technology and Social Media; Usage and Conduct.
- 5:185, Family and Medical Leave.
- 5:190, Teacher Qualifications.
- 5:250, Leaves of Absence.
- 5:260, Student Teachers.
- 5:330, Sick Days, Vacation, Holidays, and Leaves.
- 6:15, School Accountability.
- 6:50, School Wellness.
- 6:60, Curriculum Content.
- 6:140, Education of Homeless Children.
- 6:145, Migrant Students.
- 6:160, English Learners.
- 6:170, Title I Programs.
- 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students.
- 6:340, Student Testing and Assessment Program.
- 7:15, Student and Family Privacy Rights.
- 7:30, Student Assignment and Intra-District Transfer.
- 7:50, School Admissions and Student Transfers To and From Non-District Schools.
- 7:60, Residence.
- 7:70, Attendance and Truancy.
- 7:250, Student Support Services.
- 7:260, Exemption from Physical Education.
- 7:270, Administering Medicines to Students.
- 7:305, Student Athlete Concussions and Head Injuries.
- 7:315, Restrictions on Publications; High Schools.
- 8:30, Visitors to and Conduct on School Property.
- 8:70, Accommodating Individuals with Disabilities.
- 8:110, Public Suggestions and Concerns.

**VII. RECEIVED CALENDAR FOR DECEMBER 13, 2016 THROUGH JANUARY 23, 2017**

<b>Wednesday, December 14</b>	<b>Final Exams</b>
	<b>Parents Club, 6:00 PM, Concession Stand</b>
<b>December 15 &amp; 16</b>	<b>Final Exams</b>
<b>December 19 – January 2</b>	<b>Winter Break</b>
<b>Tuesday, January 3</b>	<b>Teacher Work Day – No Classes</b>
<b>Wednesday, January 11</b>	<b>Parents Club, 6:00 PM, Concession Stand</b>
<b>Monday, January 16</b>	<b>MLK Day, No Classes</b>
<b>Saturday, January 21</b>	<b>Bingo, 6 PM, Old Gym</b>
<b>Monday, January 23</b>	<b>Regular Meeting, 7 PM, Community Room</b>

**VIII. TAKE FORMAL ACTION ON AGENDA ITEMS**

**CONSENT AGENDA FOR BOARD MEETING OF DECEMBER 12, 2016**

Motion by Member Caringella, second motion by Member Straughn, to approve the Consent Agenda as amended.

<u>Item</u>	<u>Page</u>	<u>Reference</u>	<u>Action</u>
II-A-1	3	Appendix II-A-1	Approved minutes of Finance-Audit Subcommittee meeting of October 13, 2016;
II-A-2	3	Appendix II-A-2	Approved minutes for Regular Meeting of November 21, 2016;
II-A-3	3	Appendix II-A-3	Approved minutes of Board Policy Subcommittee Meeting of November 28, 2016;
II-B-1	3	Appendix II-B-1	Approved Accounts Payable of December 12, 2016;
II-B-2	3	Appendix II-B-2	Approved Revolving (Imprest) Fund Expenditures and Reimbursements;
II-B-3	3	Appendix II-B-3	Ratified Payrolls of November 15 & 30, 2016;
II-B-4	3	Narration for II-B-4	Authorized signing of Payroll Vouchers for January 13 & 31, 2017;
III-B	4	Appendix III-B	Approved 2017 Summer School Program proposal;

IV-A	5	Appendix IV-A	Approved the Personnel Report as amended;
IV-B	5	Appendix IV-B	Approved the Educational Support Staff Seniority List;
V-A	6	Appendix V-A	Accepted Analysis of the Financial Condition of the District;
V-B	6	Appendix V-B	Accepted Monthly Investment Analysis;
V-D	7	Appendix V-D	Voted on roll call.
V-E	7	Appendix V-E	Approved resolution authorizing the publication of legal notice for budget hearing and availability of budget for public inspection;
V-F	8	Appendix V-F	Approved student and building fees for the 2017-18 school year;
VI-B	9	Appendix VI-B	Approved the second reading and adoption of the 2017-18 school calendar;
VI-C	9	Appendix VI-C	Approved publication of Board meeting dates for 2017;
VI-D	9	Appendix VI-D	Approved first reading of revisions to Board policies: 2:70, 2:120, 2:125, 2:200, 2:220, 4:60, 4:110,4:175, 5:30, 5:60, 5:125, 5:185, 5:190, 5:250, 5:260, 5:330, 6:15, 6:50, 6:60, 6:140, 6:145, 6:160, 6:170, 6:310, 6:340, 7:15/7:25, 7:30, 7:50, 7:60, 7:70, 7:250, 7:260, 7:270, 7:305, 7:315, 8:30, 8:70, and 8:110.

On roll call, the following vote was taken:

AYES: Members Smith, Caringella, O’Leary, Straughn, Parent, and Draniczarek  
 NAYS: None  
 ABSENT: Malicki

President Parent declared the motion carried.

**IX. RECOGNIZED VISITORS AND INVITED COMMENTS FROM PUBLIC**

Justin Gates and Laura McGready

**X. CONDUCT BOARD FORUM**



- Band concert was magical and well attended.
- Exciting basketball win versus Elgin Larkin with a shot at the buzzer.
- Thanks to the members of the wrestling team for helping with Bingo.
- The Foundation wine tasting event was a success. Try to improve attendance for next year.
- Mr. Uhle recognized Mr. Gates for his hard work with the R-Gen program.
- The RHS staff generously collected donations for 4 families in need.
- Mr. Parrillo explained the need for an annual special resolution for the refinanced bonds from 2015. The resolution authorizes a raise in the tax base to cover the shortfall to pay for the bond. The Board can also use reserves to pay as well.
- Mr. Parent expressed appreciation to the Board for all working together.

**XI. CONVENE TO EXECUTIVE SESSION**

The Board did not convene to Executive Session.

**XII. ADJOURNED**

Motion by Member Draniczarek, second motion by Member Straughn, to adjourn the meeting at 8:14 p.m.

On voice vote, the President declared the meeting adjourned.

Respectfully submitted,

Mary Bruscato, Recording Secretary

APPROVED:

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Scott Parent, President

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Maria P. Smith, Secretary