

ARLINGTON HEIGHTS SCHOOL DISTRICT 25  
1200 S. Dunton Ave.  
Arlington Heights, Illinois 60005

School Board Meeting Minutes  
August 13, 2024

Greg Scapillato, President of the Arlington Heights School District 25 Board of Education, called the meeting to order at 6:23 on August 13, 2024. The meeting was held at the Dunton Administration Building, 1200 S. Dunton Avenue, Arlington Heights, Illinois. Roll call was noted and the Pledge of Allegiance said.

Board members present: Brian Cerniglia, Dr. Anisha Jogee, Kevin Michael Elizabeth Nierman, Rich Olejniczak, and Greg Scapillato

Board members excused: Gina Faso

Others Present: Dr. Brian Kaye, Superintendent; Kendra Perri, Assistant Superintendent for Personnel and Planning

**Motion:** K. Michael moved and R. Olejniczak seconded that the Board of Education adjourn into closed session to discuss: The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors, or specific volunteers of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor, or a volunteer of the District or against legal counsel for the District to determine its validity, 5 ILCS 120/2(c)(1); Discussion of minutes of meetings lawfully closed, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5 ILCS 120/2(c)(21); Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. 5 ILCS 120/2(c)(11).

Roll Call: B. Cerniglia, yes; A. Jogee, yes; K. Michael, yes; E. Nierman, yes; R. Olejniczak, yes; G. Scapillato, yes. Motion carried 6/0.

The Board returned to open session at 7:06 p.m. Roll call was noted and the Pledge of Allegiance said.

Board members present: Brian Cerniglia, Dr. Anisha Jogee, Kevin Michael, Elizabeth Nierman, Rich Olejniczak, and Greg Scapillato

Board members excused: Gina Faso

Others Present: Dr. Brian Kaye, Superintendent; Stacey Mallek, Assistant Superintendent for Business/CSBO; Becky FitzPatrick, Assistant Superintendent for Student Learning; Kendra Perri, Assistant Superintendent for Personnel and Planning; Diane Kaffka, Assistant Superintendent for the Department of Student Services; Chris Fahnoe, Director of Technology and Assessment; Adam Harris, Head of Communications and Storytelling; Brad Katz, Information Technology Specialist; Lana O'Brien, Recording Secretary; staff; and community.

#### Recognitions and Presentations - None

#### Board Communications:

- Board Member Updates – None
- ED-RED – Dr. Jogee noted that the August 12 Legislative breakfast meeting was hosted by School District 54. District 25's state representatives attended, and there was productive discussion.
- IASB – Dr. Jogee reported that the Board will be presenting at the Joint Annual Conference in November, and preparations are underway for the presentation.
- NSSEO – Ms. Nierman reported that NSSEO is launching their strategic plan. Dr. Kaye and Ms. Kaffka attended the recent Board meeting. NSSEO's main focus is setting goals for the year.

#### Community Input

- Patrick Cole addressed the Board regarding a concern about district policy for accelerated programs.

#### Communications from District Partners

- ATA – Ms. Berg showed a video and talked about how some of the teachers spent their summer vacation.

#### There are no reports from the following:

- PTA
- ABC25 Foundation

#### Consent Agenda

**Motion:** K. Michael moved and A. Jogee seconded the motion that the Board of Education approve those items on the Consent Agenda as follows: (A) Personnel Report and Addendum to Personnel Report; (B) Treasurer's Reports; (C) Fixed Asset Disposal Report; (D) Invoices; (E) Regular and Closed Session Meeting Minutes of July 16, 2023.

Roll Call: B. Cerniglia, yes; A. Jogee, yes; K. Michael, yes; E. Nierman, yes; R. Olejniczak, yes; G. Scapillato, yes. Motion carried 6/0.

#### Student Learning – No Report

## Student Services

### Medication Administration

Ms. Kaffka shared an overview of the medication administration procedures with the Board. The Health Office team reviewed the guidance documents from various sources to update the medication management procedures. The updates are intended to provide additional safeguards to protect the integrity of our school-based medication management for the safety and well-being of our school community.

She reviewed the members of the health office team and noted that there will also be three full time Certified School Nurses (CSN) and three Floater Registered Nurses (RN) to provide additional support. She explained the three types of medications including Over the Counter (OTC), emergency, and controlled. The procedures were updated based on the type of medications. A sample of the Medication Administration (MAR), which is a medication documentation form, was shown.

Roles and responsibilities of the parent/guardian, RN, student, and school administrator were described in detail. She also reviewed the procedures, and detailed new and updated procedures and information. Additional specifics on the procedures are included in the Medication Administration Procedure document, which is available on the district website for parents to view.

Ms. Kaffka was thanked for the presentation and visual aids. Board members asked questions and there was discussion on digital and handwritten documents; what was new or different on the MAR; how families and staff find out about the new procedures; and who a family can talk to with questions.

## Business and Finance

### Crossing Guard Locations

Ms. Mallek meets with the village annually regarding the crossing guard locations, and determinations are based on safety points at each location. The district is actively looking for staffing, but the last couple of years we have not had anyone apply for these positions. The remaining guards continue based on staying at their location. A Board member asked if someone could apply for just an afternoon or a morning shift, and they can.

**Motion:** K. Michael moved and A. Jogee seconded the motion that the Board of Education approve the crossing guard locations as presented for the 2024-25 school year.

Roll Call: B. Cerniglia, yes; A. Jogee, yes; K. Michael, yes; E. Nierman, yes; R. Olejniczak, yes; G. Scapillato, yes. Motion carried 6/0.

## Serious Safety Hazards

Ms. Mallek stated that the district provides bussing for anyone over 1.5 miles or crosses a serious safety hazard. There are no changes for this year.

**Motion:** K. Michael moved and A. Jogee seconded the motion that the Board of Education approve the "Resolution to Continue Serious Safety Hazardous Busing for the 2024-25 school year."

Roll Call: B. Cerniglia, yes; A. Jogee, yes; K. Michael, yes; E. Nierman, yes; R. Olejniczak, yes; G. Scapillato, yes. Motion carried 6/0.

#### Presentation of the 2024-25 Tentative Budget

Ms. Mallek presented information on the tentative budget for the 2023-2024 school year. She reviewed the revenue budget assumptions, noting that revenue from property taxes is based on a 99% collection rate, and that the CPI was 5.0% in 2023 and 3.4% in 2024. Interest income is 3.0%, and we expect the CPPRT to decrease. The district will receive approximately \$100,000 in Evidence-based Funding, and there is an increase in the transportation reimbursement. She reviewed the revenues by fund and the changes in revenue budget by source. Excluding the bond proceeds, the property taxes are over 80% of revenues.

The budget assumptions for expenditures were reviewed. Ms. Mallek explained that salaries are based on the current collective bargaining agreements or tied to CPI, and health insurance costs increased six percent. The budget includes \$1.6M for the curriculum adoption, and \$1.6M for the furniture replacement plan, and an increase in bus and taxi transportation. The balance of the building addition contracts, 2024 capital projects, and late spring costs for 2025 summer projects will be \$19.2M. She reviewed the expenditures by fund. There is a decrease in the overall budget because of capital projects, but without capital projects the budget increase is 10.04%.

Ms. Mallek showed a summary of the fund balance. The district ended up \$2.2M better than last year, due to unspent contingency funds and unfilled positions. The budget will be conservative. Ms. Mallek shared the budget timeline in accordance with legal requirements. The presentation and budget book will all be posted on the district website.

August 13, 2024	Presentation of the 2024-25 Tentative Budget
By August 23, 2024	Publication of notice for public hearing
September 24, 2024	Public Hearing and Adoption of Final Budget

Board members asked questions and there was discussion on the literacy curriculum and furniture costs; using the TIF surplus; details on operations and maintenance fund balance expenditure; and full day kindergarten positions.

Mr. Olejniczak left the meeting at 8:27 p.m. and returned at 8:29 p.m.

#### Facilities Management – No Report

#### Personnel and Planning

##### Guest Teacher Pay Rate Proposal

Ms. Perri noted that District 25 initiated a review of our internal pay structure for Guest Teachers with the goal of incentivizing more educators to accept Guest Teaching

positions, thereby improving our ability to consistently fill teacher absences. The district proposes to increase the starting pay for Guest Teachers to \$140, which will position District 25 competitively among neighboring districts and help attract and retain high-quality teachers. The levels in the incentive program were restructured. Retired teachers collecting retirement benefits from the Teachers' Retirement System may begin at Level 2 in Certified Positions.

**Motion:** K. Michael moved and A. Jogee seconded the motion that the Board of Education approve the Guest Teacher Pay Rate Proposal as presented.

Roll Call: B. Cerniglia, yes; A. Jogee, yes; K. Michael, yes; E. Nierman, yes; R. Olejniczak, yes; G. Scapillato, yes. Motion carried 6/0.

#### Approve the ESP, Food & Nutrition Services, Guest Teacher, OSP, and TCARN Employee Handbooks

Ms. Perri noted that these handbooks are updated annually, and include different groups of employees that are not in a union, or do not have a collective bargaining agreement. Ms. Perri highlighted several changes and updates to the handbooks. The different employee group handbooks need revision based on changes that took place in the previous year including impacts on the working conditions, updates in the laws, and the compensation for the employee groups. There is a new handbook this year for the Other Support Group (OSP), which was modeled after the ESP Handbook. This group of employees have unique skillsets and compensation.

**Motion:** K. Michael moved and R. Olejniczak seconded the motion that the Board of Education approve the following staff handbooks for the 2024-2025 school year as submitted.

- Educational Support Personnel Handbook
- Food & Nutrition Services Handbook
- Guest Teacher Handbook
- Other Support Personnel Handbook
- Teaching Assistant, Clerical Assistant, and Registered Nurse Handbook

Roll Call: B. Cerniglia, yes; A. Jogee, yes; K. Michael, yes; E. Nierman, yes; R. Olejniczak, yes; G. Scapillato, yes. Motion carried 6/0.

#### Superintendent Report

##### Freedom of Information Act Report

- Karen Garcia, Data Acquisition Specialist, SmartProcure, requested information on employee contact information; a response was provided on August 8, 2024.

#### First Reading of Policies

Dr. Kaye noted that policies and exhibits are presented to the Board for a First Reading. These policies and exhibits reflect modifications and additions as recommended by the Illinois Association of School Boards, and were reviewed by the Policy Committee.

Notes regarding the policies are included on the overview document. Since the policy committee meeting was held, five policies were updated with the inclusion of Other Support Personnel (OSP) handbooks. Policy committee members asked for additional information on Policy 4:15 and Policy 7:170, which the attorney provided. Board members discussed these policies, and agreed that they would move forward as presented. These will come back for a Second Reading at the next meeting.

2:70	Vacancies on the Board of Education – Filling Vacancies
2:70-E	Exhibit – Checklist for Filling Board Vacancies by Appointment
2:125	Board Member Compensation; Expenses
2:125-E1	Exhibit – Board Member Expense Reimbursement Form
2:125-E2	Exhibit – Board Member Estimated Expense Approval Form
2:160	Board Attorney
2:160-E	Exhibit - Checklist for Selecting a Board Attorney
4:15	Identity Protection
4:70	Resource Conservation
4:80	Accounting and Audits
5:130	Responsibilities Concerning Internal Information
5:180	Temporary Illness or Temporary Incapacity
5:200	Terms and Conditions of Employment and Dismissal
5:290	Employment Termination and Suspensions
5:300	Schedules and Employment Year
5:310	Compensatory Time-Off
5:320	Evaluations
5:330	Sick Days, Vacation, Holidays, and Leaves
6:110	Programs for Students At Risk of Academic Failure
6:140	Education of Homeless Children
6:150	Home and Hospital Instruction
7:170	Vandalism

#### Superintendent Transition Plan

Dr. Kaye provided a high-level view of his transition plan, and noted that one of his priorities is to engage in deep and meaningful conversations with constituents to understand the needs required to continue supporting student learning and achievement. The timeline of phases for the year was reviewed. The findings from the listening sessions will aid in the development of the next strategic plan. Dr. Kaye was thanked for the questions that he is going to ask constituents; his transparency; and bringing the Board along on the journey.

#### Community Input - None

#### Future Agenda Items

##### Topics with Dates to be Determined

- e-Learning Review - TBD
- Third party (independent) Audit of Board Policies and Administrative procedures. Purpose for efficacy and compliance. – TBD

Mr. Scapillato requested more clarity on what the Board wants to learn regarding the e-Learning Review. Board members had discussion on the topic including being operationally ready for a quick transition; unstructured time; feedback from staff; staff needing childcare; and the perspectives of surrounding districts that decided to take a snow day last winter. Dr. Kaye noted that we would only use an e-Learning Day for the five emergency days.

New Topics – None

**Motion:** K. Michael moved and A. Jogee seconded that the Board of Education return to the Closed session meeting at 8:57 p.m. for the same reasons as previously stated. Roll Call: B. Cerniglia, yes; A. Jogee, yes; K. Michael, yes; E. Nierman, yes; R. Olejniczak, yes; G. Scapillato, yes. Motion carried 6/0.

The Board returned to open session at 10:11 p.m.

**Motion:** K. Michael moved and A. Jogee seconded that the Board of Education adjourn the regular meeting. Roll Call: B. Cerniglia, yes; A. Jogee, yes; K. Michael, yes; E. Nierman, yes; R. Olejniczak, yes; G. Scapillato, yes. Motion carried 6/0.

The Board adjourned the regular meeting at 10:15 p.m.

Submitted,

Lana M. O'Brien  
Recording Secretary

Approved: September 24, 2024

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President  
Board of Education

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Secretary  
Board of Education

Date minutes available for public inspection: September 25, 2024

Date minutes posted on District website: September 25, 2024