



CASS SCHOOL DISTRICT 63

8502 Bailey Road • Darien, Illinois 60561-5333

Board of Education Meeting Minutes

Tuesday, October 17, 2023

Minutes of the Meeting of the Board of Education of Cass School District 63, DuPage County, Illinois; held at Cass Junior High School at 7:00 P.M. on the 17th Day of October, 2023.

I. Welcome and Call to Order

The meeting was called to order at 7:05 p.m.

A. Pledge of Allegiance

B. Roll Call

Upon roll being called, the following members answered present: President Lana Johnson, Vice President Rinku Patel, Secretary Urszula Tanouye and Members Chris Green, Katie Marinelli, Liz Mitha and Steve Wyent.

Also in attendance: Mark R. Cross, Superintendent, Christine Marcinkewicz, Cass Junior High School Principal and Gayle Wilson, Recording Secretary and Administrative Assistant to the Superintendent

C. Recognition of Audience, Announcements and Correspondence

President Johnson welcomed Jake Been, Scott Rihel, Jim Henry and Filomena DeChiara.

D. Public Comments

There were no public comments.

II. Consent Agenda

A. Approval of the October 17, 2023 Meeting Agenda

B. Approval of the September 26, 2023 Meeting Minutes

C. Approval of the Budget, Cash Flow, Investment and Payroll Reports

D. Approval of the District Bills

E. Approval of Requests for Leaves of Absence

Mr. Cross reviewed the consent agenda, highlighting the requests for leave of absence from staff members AJ Petigo, Courtney Mathis, Christy Sells, and Mitchell Schwarzkopf.



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Member Marinelli moved and Vice President Patel seconded a motion to approve the Consent Agenda.

Roll Call Vote – Aye: Member Marinelli, Vice President Patel, Member Green, Member Mitha, Member Wyent, Secretary Tanouye and President Johnson. Nay: None. Motion carried 7 to 0.

III. Public Hearing on Renewal of the District eLearning Plan

Member Wyent moved and Member Marinelli seconded a motion to enter the public hearing for the renewal of the district's eLearning plan.

Roll Call Vote – Aye: Member Wyent, Member Marinelli, Member Green, Member Mitha, Secretary Tanouye, Vice President Patel and President Johnson. Nay: None. Motion carried 7 to 0.

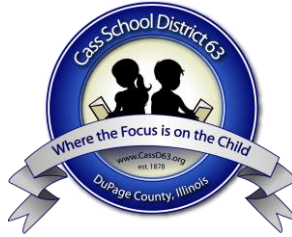
Mr. Cross reviewed the details for the renewal of the district's eLearning Plan. The school district is required to renew this plan every three years of the district plans to utilize an eLearning day in lieu of canceling school for weather or other reasons.

Mr. Cross noted that there are no substantive changes from the previous plan and it is in compliance with state requirements. He said the plan has also been reviewed with the Cass Education Association and an eLearning page will be added to the district website that will contain necessary information for families.

There was no public comment.

Vice President Patel moved and Secretary Tanouye seconded a motion to close the public hearing for the renewal of the District eLearning Plan.

Voice Vote – Aye: Vice President Patel, Secretary Tanouye, Member Green, Member Marinelli, Member Mitha, Member Wyent and President Johnson. Nay: None. Motion carried 7 to 0.



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IV. Reports, Updates and Informational Items

A. Administrative Reports

Mr. Cross gave a brief update on Concord Elementary highlighting the CPI training some of our staff have recently completed. CPI gives staff members tools to help deescalate students who may be struggling.

Mrs. Marcinkewicz gave an update on Cass Junior High highlighting the upcoming Halloween Dance, the end of the fall sports and the start of the winter sports which includes girls' basketball.

Mr. Cross announced that the two Downers Grove School District 58 middle schools will be moving into our sports conference starting with the 2024-25 school year.

B. Presentation of Fiscal Year 2023 Audit and Annual Financial Report

School district auditor Jim Henry of Evoy, Kamschulte, Jacobs, LLP attended the meeting to review the fiscal year 2023 audit. Mr. Henry noted that during FY23, the district has continued to build its fund balances, continued its practice of not issuing short-term debt, and continued to maintain a balanced budget. There were no findings or concerns expressed with the audit. Mr. Henry and Board members discussed the required reporting of the state's pension debt, and the district's proportionate share of that total.

C. Update and Discussion Regarding Facility, Safety and Security Projects

Mr. Cross briefly reviewed several updates on the school district's facility planning and projects, outside of the recent bid opening for phase two of the geothermal HVAC project.

D. Review of Recommended Bid for Phase Two of the Geothermal HVAC Project

Mr. Cross and architects Jacob Been and Scott Rihel from Healy Bender Patton & Been Architects reviewed the results of the phase two bid opening that was held on October 10.



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The bids were very competitive and just under the low end of the anticipated budget for this phase of the project. The low bidder and recommended contractor is Reed Construction Corporation, which submitted the low base bid of \$7,749,000. Mr. Cross and the architects also recommended approval of alternate bids 1 and 2, resulting in a total low bid of \$7,800,800.

Mr. Cross stated that alternate bids 1 and 2 adds the value of the installation of LED lighting in the two gyms for an additional cost of \$51,800, and with the rejection of alternate bid 3, we keep the best vertical ground source heat pump units that were in the original specifications. The alternate bid 3 was in place to give the Board options in the event the base bid came in high.

This work is scheduled to be completed in the summer of 2024, following work with the geothermal wells that will take place this winter. Mr. Cross and Member Steve Wyent shared that work is beginning on the next issuance of bonds to pay for the remainder of the project following the successful referendum last November.

E. Review of the Property, Liability and Worker Compensation Insurance Renewal

Mr. Cross reviewed the insurance renewal proposal for the school district's property, casualty, liability, flood, cyber, automobile, and worker compensation insurance coverage. The total renewal was \$128,575, which is a 15.7 percent increase over the current year. Unfortunately, the larger increase follows an industry wide trend, and discussion was held on how to mitigate this increase in future years.

F. Discussion Regarding 2023 IASB Resolutions Committee Report

Mr. Cross reviewed the purpose and procedures for the Delegate Assembly at the Joint Annual Conference. This includes the need to appoint a delegate to represent the Board on the resolutions presented during the assembly. Every Board gets one vote for every resolution noted in the report. It was agreed to appoint Urszula Tanouye as this year's delegate, and any Board discussion will take place at the November meeting only for resolutions that members feel the recommendations should not be followed.



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V. Recommended Action Items

A. Adoption of Resolution to Renew the District eLearning Plan

Vice President Patel moved and Member Green seconded a motion to adopt the Resolution to Renew the District eLearning Plan.

Roll Call Vote – Aye: Vice President Patel, Member Green, Member Marinelli, Member Mitha, Member Wyent, Secretary Tanouye and President Johnson.
Nay: None. Motion carried 7 to 0.

B. Approval of Fiscal Year 2023 Audit and Annual Financial Report

Member Wyent moved and Member Mitha seconded a motion to approve the Fiscal Year 2023 Audit and Annual Financial Report.

Roll Call Vote – Aye: Member Wyent, Member Mitha, Member Green, Member Marinelli, Secretary Tanouye, Vice President Patel and President Johnson. Nay: None. Motion carried 7 to 0.

C. Approval of Recommended Bid for Phase Two of the Geothermal HVAC Project

Secretary Tanouye moved and Member Green seconded a motion to approve the low base bid and alternate bids one and two totaling \$7,800,800 from Reed Construction Corporation.

Roll Call Vote – Aye: Secretary Tanouye, Member Green, Member Marinelli, Member Mitha, Member Wyent, Vice President Patel and President Johnson.
Nay: None. Motion carried 7 to 0.

D. Approval of Property, Liability and Worker Compensation Insurance Renewal

Member Mitha moved and Vice President Patel seconded a motion to approve the Property, Liability and Worker Compensation Insurance Renewal.

Voice Vote – Aye: Member Mitha, Vice President Patel, Member Marinelli, Member Green, Member Wyent, Secretary Tanouye, and President Johnson.
Nay: None. Motion carried 7 to 0.



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- E. Appointment of Representative to the 2023 IASB Delegate Assembly**
Vice President Patel moved and Member Marinelli seconded a motion to appoint Urszula Tanouye as representative to the 2023 IASB Delegate Assembly.

Voice Vote – Aye: Vice President Patel, Member Marinelli, Member Green, Member Mitha, Member Wyent, Secretary Tanouye, and President Johnson.
Nay: None. Motion carried 7 to 0.

- F. Approval of eLearning Plan Memorandum of Understanding**
Mr. Cross explained that in addition to the e-Learning Plan required by the state, the Cass Education Association (CEA) must also agree to the conditions of the plan through this Memorandum of Understanding.

Member Mitha moved and Member Wyent seconded a motion to approve the e-Learning Plan Memorandum of Understanding with the Cass Education Association.

Voice Vote – Aye: Member Mitha, Member Wyent, Member Marinelli, Member Green, Secretary Tanouye, Vice President Patel and President Johnson. Nay: None. Motion carried 7 to 0.

- G. Approval of Activity Bus Memorandum of Understanding**
This Memorandum of Understanding is to remove the requirement that a coach must drive the activity bus to an event.

Member Marinelli moved and Vice President Patel seconded a motion to approve the activity bus memorandum of understanding.

Voice Vote – Aye: Member Marinelli, Vice President Patel, Member Green, Member Mitha, Member Wyent, Secretary Tanouye, and President Johnson.
Nay: None. Motion carried 7 to 0.



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H. Employment of Recommended Personnel

Member Marinelli moved and Member Mitha seconded a motion to approve Elona Hitaj as EPIC program assistant effective October 2, 2023.

Voice Vote – Aye: Member Marinelli, Member Mitha, Member Green, Member Wyent, Secretary Tanouye, Vice President Patel and President Johnson. Nay: None. Motion carried 7 to 0.

VI. Conclusion

A. Public Comments

Christine Marcinkewicz announced that Cass Junior High assistant Principal Michelle Roberts will be on medical leave from November 1 through at least winter break. Staff and students across the district have shown their support for Ms. Roberts.

Mr. Cross shared that the CARE book fair at Cass Junior High made double the amount of money than they did last year.

B. Board Member Comments

There were no Board member comments.

VII. Adjournment

Vice President Patel moved and Member Wyent seconded a motion to adjourn this Board of Education Meeting of October 17, 2023 at 9:14 p.m.

Voice Vote – Aye: Vice President Patel, Member Wyent, Member Green, Member Marinelli, Member Mitha, Secretary Tanouye, and President Johnson. Nay: None. Motion carried 7 to 0.

Lana Johnson, Board of Education President

Attest: _____
Urszula Tanouye, Board of Education Secretary