

**OHIO COMMUNITY GRADE SCHOOL
BOARD OF EDUCATION DISTRICT # 17
TUESDAY, JUNE 25, 2025/6:00 PM**

A

I. CALL TO ORDER

The meeting was called to order at 6:00 P.M.

1.1 Roll Call

Grade School Board members present: Rachael Fitzpatrick, Bob Gonigam, Robert Albrecht, Beka Piper, Andy Hull

Grade School Board members not present: Don Reuter, Michael Walker

Administrator present: Superintendent Donnelly, Principal Wilt

Board Recording Secretary: Kelly Becker

Other attendees: Kristen Ryan

1.2 Approval of Agenda

Motion made by Albrecht, seconded by Hull to approve the agenda as presented.
The vote was unanimous. Motion carried.

II. CONSENT ITEMS IN ENCLOSED IN PACKET

2.1 Approval for May 12, 2025 minutes of the Regular Board meeting as presented and retain Closed Session minutes.

2.2 Approval of Treasurer & Activity Account Reports for May.

2.3 Approve Payment of Bills (\$118,761.95) which were prepared on 6/18/2025 at 10:31 AM and Payroll (\$80,866.18)

Motion made by Gonigam, seconded by Albrecht to approve consent items in packet as presented.

Roll call: yeas: Gonigam, Albrecht, Piper, Hull, Fitzpatrick

Nay: none. Motion carried.

III. PUBLIC SESSION

3.1 None

IV. OLD/NEW BUSINESS

4.1 None

V. PRINCIPAL'S REPORT

5.1 Attendance Update: May attendance average was 95.8 and yearly average was 95.49

- 5.2 Online Registration: Ohio Schools will continue with online registration for the 25/26 school year. Online registration will be open the week of July 28th through August 1st. During this week, parents of all students grades K-12 can log into Teacherease and simply register their students online. If a parent has multiple children, Teacherease will prompt them to register all students. Through this process, parents can update/edit/confirm all personal information, sign electronically for most registration forms, and pay fees and breakfast/lunch balances online. In person payment is still accepted (cash or check) or you can use a debit/credit card. These are available options to pay fees. As we hope to have all registration forms online, please still expect a few paper copies required at the beginning of the year. We appreciate all of your patience and flexibility as we are still navigating the new system. If any issues occur during the process, parents can call or stop in the main office for support. Online transactions can be monitored by Danielle or Sue through Teacherease. Any questions regarding online registration can be emailed to dlhughes@osd17.com and will be returned once she is back in the office from Summer Break.
- 5.3 Handbook updates: Principal Wilt went through updated FY 26 Student Handbook changes. There were some mandatory Handbook policy changes that are required by ISBE. The first recommended change per the Student Handbook Committee is to remove the random drug testing and end of the year reward trip. After researching schools in our area there are a few that still do testing but most of the schools do not. If a student would test positive they would be suspended from athletic activities per the handbook and would not be able to attend the rewards trip. Principal Wilt stated that we already offer a lot of field trips for our students. The Board members had mixed opinions on this matter. Another change is concerning make-up work guidelines. Students will have 2 days to complete work for every absence. (Same unexcused absences rules apply). This way we have consistency with all of our teachers.

VI. SUPERINTENDENT'S REPORT

- 6.1 Enrollment: Pre-K thru 8: 82 HS: 20 Total: 102
- 6.2 Building update: Abatement work wrapped up on June 5, 2025, and the construction phase and tuckpointing work is underway.
- 6.3 Fund Transfer: Per a conversation with ISBE, a resolution for transfer of funds from the Education Fund to the Debt Services is required to ensure compliance with administrative and school code. The hearing will be on August 26, 2025.
- 6.4 Staffing Update: Ms. Davis resigned as part-time bus driver and has agreed to continue as a substitute bus driver. However, as far as we know, she has not taken the recertification class to keep her bus license current. Ms. Hughes will cover the WACC route. Ms. Carter has agreed to get her First Division School Bus Driver Permit and to cover the PM BEST and JFK route. We have four individuals (Jason Wilt, Tina Anderson, Lee Carter and Cheyenne DePatis) attending the initial bus driver training on 6/28/25 and working on getting their First Division School Bus Driver Permits. This will give us more flexibility in utilizing the Traverse and white bus for academic routes.

Mrs. Julie Anderson resigned from her position as Food Service Assistant and Ms. Farrell submitted her letter of retirement effective June 30, 2025. We have a candidate who has her Food Protection Manager Certificate and is willing to fill a dual role of Food Service Assistant and part-time custodian. A night time custodial (3:00 PM-7:00 PM) position will be posted, and we hope to fill this by August 11, 2025. The employment of Ms. DePatis is recommended as a 1:1 paraprofessional. She is also working to get her First Division School Driver Permit.

- 6.5 Mission, Vision and Strategic Planning: It is recommended that this work be completed beginning in September of 2025 in collaboration with Pat Halloran and various stakeholders.
- 6.6 Administrative Procedure: Bureau, Marshall, Putnam County Special Education Cooperative (BMP) recommended that schools adopt an Administrative procedure for on-school personnel recording parent/teacher and IEP meetings.

VII. CLOSED SESSION

- 7.1 Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).

CONVENE TO CLOSED SESSION

Motion made by Albrecht, seconded by Hull to convene to Closed Session at 6:31 P.M.

Grade School Board members present: Rachael Fitzpatrick, Bob Gonigam, Robert Albrecht, Beka Piper, Andy Hull

Grade School Board members not present: Don Reuter, Michael Walker

Administrator present: Superintendent Donnelly, Principal Wilt

Board Recording Secretary: Kelly Becker

RECONVENE TO REGULAR SESSION

Motion made by Gonigam, seconded by Hull to reconvene to regular session at 6:33 P.M.

The vote was unanimous: Yay Motion carried.

ROLL CALL

Grade School Board members present: Rachael Fitzpatrick, Bob Gonigam, Robert Albrecht, Beka Piper, Andy Hull

Grade School Board members not present: Don Reuter, Michael Walker

Administrator present: Superintendent Donnelly, Principal Wilt

Board Recording Secretary: Kelly Becker

VIII. ACTION ITEMS

- 8.1 Motion made by Albrecht, seconded by Piper to approve authorization for Spending by the Superintendent to Pay Bills Prior to the End of Fiscal Year 25 and for Fiscal Year 26 prior to adoption of the budget.
Roll call: yeas: Albrecht, Piper, Hull, Fitzpatrick, Gonigam
Nay: none. Motion carried.
- 8.2 Motion made by Piper, seconded by Gonigam to approve second and final Reading of Policy Updates April 2025 Press Issue 118.
The vote was unanimous. Motion carried.
- 8.3 Motion made by Albrecht, seconded by Hull to approve Worker Compensation Self-Insurance Trust (WCSIT) Renewal.
Roll call: yeas: Piper, Hull, Fitzpatrick, Gonigam, Albrecht
Nay: none. Motion carried.
- 8.4 Motion made by Gonigam, seconded by Piper to approve Treasurer's Bond.
Roll call: yeas: Hull, Fitzpatrick, Gonigam, Albrecht, Piper
Nay: none. Motion carried.
- 8.5 Motion made by Gonigam, seconded by Albrecht to approve the BMP Assessment for FY25 (\$31,805).
Roll call: yeas: Fitzpatrick, Gonigam, Albrecht, Piper, Hull
Nay: none. Motion carried.
- 8.6 Motion made by Gonigam, seconded by Piper to approve the engagement letter from Phillips & Associates our auditors. Our audit is scheduled for August 11th, 2025.
The vote was unanimous. Motion carried.
- 8.7 Motion made by Hull, seconded by Gonigam to approve Board Administrative Procedure for Non-School Personnel Recording Parent/Teacher and IEP meetings.
The vote was unanimous. Motion carried.
- 8.8 Motion made by Piper, seconded by Gonigam to approve updates to the Student Handbook 25-26.
The vote was unanimous. Motion carried.
- 8.9 Motion made by Piper, seconded by Gonigam to accept with regrets the resignation of Robert Davis as Part-Time Bus Driver
The vote was unanimous. Motion carried.
- 8.10 Motion made by Hull, seconded by Piper to accept with regrets the resignation of Julie Anderson as Food Service Assistant.
The vote was unanimous. Motion carried.

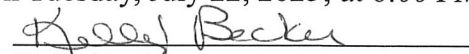
- 8.11 Motion made by Gonigam, seconded by Hull to accept with regrets the retirement of Stephanie Farrell as custodian.
The vote was unanimous. Motion carried.
- 8.12 Motion made by Piper, seconded by Albrecht to approve Paraprofessional contract (Cheyenne DePatis) for 25-26 school year.
Roll call: yeas: Gonigam, Albrecht, Piper, Hull, Fitzpatrick
Nay: none. Motion carried.
- 8.13 Motion made by Gonigam, seconded by Piper to approve Part-Time Custodian and Food Service Assistant contract (Michelle Carr) for 25-26 school year.
Roll call: yeas: Albrecht, Piper, Hull, Fitzpatrick, Gonigam
- 8.14 Motion made by Hull, seconded by Gonigam to approve First Division and Co-Curricular contracts (Lee Carter & Cheyenne DePatis for the 25-26 school year.
Roll call: yeas: Piper, Hull, Fitzpatrick, Gonigam, Albrecht
- 8.15 Motion made by Hull, seconded by Gonigam, to approve MOU for insurance (\$900.00 increase a year) to be added to his HSA with Jason Wilt.
Roll call: yeas: Hull, Fitzpatrick, Gonigam, Albrecht, Piper

IX. ADJOURNMENT

- 9.1 Motion made by Piper, seconded by Hull to adjourn this meeting at 6:39 P.M.
The vote was unanimous, whereupon the meeting was declared adjourned.
Next meeting will be in the District Office on Tuesday, July 22, 2025; at 6:00 PM.



Rachael Fitzpatrick
President



Kelly Becker
Secretary