

**Minutes of Regular Session Meeting  
The Board of Education  
Summit Hill District 161**

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**September 20, 2023**

The regular session meeting of the Board of Education of Summit Hill District 161 was held September 20, 2023, beginning 7:00 PM at the Administrative Center.

The meeting was called to order by President Jim Martin, Secretary Katie Campbell called roll. Members in attendance were: Jim Martin, Joy Murphy, Katie Campbell, Stefanie McCleish, Amy Berk, John Winter and Matthew Carey. Others in attendance were: Dr Paul McDermott, John Snipes, Leslie DeBoer, Julie Stearns and community members.

**Summit Award**

Dr. McDermott presented the Summit Award to Summit Hill Jr. High Music Teacher Eric Rehm and Community Member Keith Milbratz.

**Freedom of Information Request**

FOIA requests were made by Parents of Protection, Student Transportation of America and Janine Asus. All were completed in the appropriate timeframe.

**Public Comments**

There were no public comments at this time.

**Approval of Consent of Agenda**

Mr. Martin read the items on the consent of agenda. Mrs. Murphy motioned, and Mr. Carey seconded.

4-A-1a – Regular Session Meeting Minutes of August 16, 2023

4-A-1b – Closed Session Meeting Minutes of August 16, 2023

4-A-2 - Approval of the Preliminary June Treasurer's Report

4-A-3 – Approval of Bills List of September 20, 2023

4-A-4– Approval of Retirement/Resignation of Staff

Kathy Lunstrum, effective September 13, 2023

Barbara Smith, effective August 21, 2023

Nicole Sajer, effective September 20, 2023

Brigid Murray, effective September 25, 2023

4-A-5 – Approval of Family Medical Leave

None at this time

4-A-6– Approval of Employment of Staff

Jennifer Sutsser, Library Media Specialist at Summit Hill Jr. High School

Nicole Sajer, Paraprofessional at Frankfort Square School

Amy Sidler, District Wide Permanent Substitute

4-A-7 Approval of Memorandum of Understanding – PE Teacher Loss of Plan

4-A-8 EIS Administrator and Teacher Salary and Benefits Report

Roll Call Vote: Mrs. McCleish aye, Mrs. Campbell aye, Mrs. Murphy aye, Mr. Carey

aye, Mrs. Berk aye, Mr. Winter aye, Mrs. Martin aye. Motion carried: 7 ayes, 0 nays.

#### Regular Session Meeting Minutes of August 16, 2023

A motion was made by Mrs. Murphy and seconded by Mr. Carey that the Board of Education approve the regular session meeting minutes of August 16, 2023, as presented. Roll Call Vote: Mrs. McCleish aye, Mrs. Campbell aye, Mrs. Murphy aye, Mr. Carey aye, Mrs. Berk aye, Mr. Winter aye, Mrs. Martin aye. Motion carried: 7 ayes, 0 nays.

#### Closed Session Meeting Minutes of August 16, 2023

A motion was made Mrs. Murphy and seconded by Mr. Carey that the Board of Education approve the closed session meeting minutes of August 16, 2023. Roll Call Vote: Mrs. McCleish aye, Mrs. Campbell aye, Mrs. Murphy aye, Mr. Carey aye, Mrs. Berk aye, Mr. Winter aye, Mrs. Martin aye. Motion carried: 7 ayes, 0 nays.

#### Approval of Bills List of September 20, 2023

A motion was made by Mrs. Murphy and seconded by Mr. Carey that the Board of Education approve the September 20, 2023 Bills List as presented. Roll Call Vote: Mrs. McCleish aye, Mrs. Campbell aye, Mrs. Murphy aye, Mr. Carey aye, Mrs. Berk aye, Mr. Winter aye, Mrs. Martin aye. Motion carried: 7 ayes, 0 nays.

#### Approval of Retirement/Resignation of Staff

A motion was made by Mrs. Muphy and seconded by Mr. Carey that the Board of Education approve the resignation/retirement of:

Barbara Smith, effective August 21, 2023  
Nicole Sajer, effective September 20, 2023  
Brigid Murray, effective September 25, 2023

Roll Call Vote: Mrs. McCleish aye, Mrs. Campbell aye, Mrs. Murphy aye, Mr. Carey aye, Mrs. Berk aye, Mr. Winter aye, Mrs. Martin aye. Motion carried: 7 ayes, 0 nays.

#### Approval of Family Medical Leave

None at this time.

#### Approval of Employment of Staff

A motion was made by Mrs. Murphy and seconded by Mr. Carey that the Board of Education approve the employment of:

Jennifer Stusser, Library Media Specialist at Summit Hill Jr. High School  
MA Lane +45 Step 21  
Nicole Sajer, Paraprofessional at Frankfort Square School  
Hourly Rate: \$16.88

Amy Sidler, District Wide Permanent Substitute  
75% of BA Lane Step 1

Roll Call Vote: Mrs. McCleish aye, Mrs. Campbell aye, Mrs. Murphy aye, Mr. Carey aye, Mrs. Berk aye, Mr. Winter aye, Mrs. Martin aye. Motion carried: 7 ayes, 0 nays.

#### Approval of Memorandum of Understanding – PE Teacher Loss of Time

A motion was made by Mrs. Murphy and seconded by Mr. Carey that the Board of Education approved the Memorandum of Understanding for PE loss of time as presented. Roll Call Vote: Mrs. McCleish aye, Mrs. Campbell aye, Mrs. Murphy aye, Mr. Carey aye, Mrs. Berk aye, Mr. Winter aye, Mrs. Martin aye. Motion carried: 7 ayes, 0 nays.

#### EIS Administrator and Teacher Salary and Benefits Report

There were no comments on the posted 2023-2024 budget.

A motion was made Mrs. Murphy and seconded by Mr. Carey that the Board of Education approved the EIS Administrator and Teacher Salary and Benefits report as presented. Roll Call Vote: Mrs. McCleish aye, Mrs. Campbell aye, Mrs. Murphy aye, Mr. Carey aye, Mrs. Berk aye, Mr. Winter aye, Mrs. Martin aye. Motion carried: 7 ayes, 0 nays.

#### Public Hering for 2023-2024 Budget (7:30 P.M.)

A motion was made by Mr. Winter and seconded by Mrs. Campbell that the Board of Education close the budget hearing for the fiscal year 2023-2024 budget for District 161. Roll Call Vote: Mrs. McCleish aye, Mrs. Campbell aye, Mrs. Murphy aye, Mr. Carey aye, Mrs. Berk aye, Mr. Winter aye, Mrs. Martin aye. Motion carried: 7 ayes, 0 nays.

#### Resolution to Approve the FY 2023-2024 Budget.

A motion was made by Mr. Winter and seconded by Mrs. McCleish that the Board of Education approve the resolution “Whereas the Board of Education of Summit Hill School District 161, County of Will, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary of this Board has made the same conveniently available to public inspection; And whereas a public hearing was held as to such budget on the 20th day of September, 2023 notice of said hearing was given as required by law, and all other legal requirements have been complied with; Now therefore, Be it resolved by the Board of Education of said district as follows: Section 1: That the fiscal year of this School District be and the same hereby is fixed and declared to be beginning July 1, 2023, and ending June 30, 2024. Section 2: That the following budget containing an estimate of amounts available in each Fund, separately, and of expenditures from each be and the same is hereby adopted as the budget of this school district for the said fiscal year.” Roll Call Vote: Mrs. McCleish aye, Mrs. Campbell aye, Mrs. Murphy aye, Mr. Carey aye, Mrs. Berk aye, Mr. Winter aye, Mrs. Martin aye. Motion carried: 7 ayes, 0 nays.

#### Approval of Additional Wonders Reading Materials for Support Programs

A motion was made by Mrs. Campbell and seconded by Mrs. McCleish that the Board of Education approve the additional Wonders reading materials for support programs in the amount of \$57,073.26. Roll Call Vote: Mrs. McCleish aye, Mrs. Campbell aye, Mrs. Murphy aye, Mr. Carey aye, Mrs. Berk aye, Mr. Winter aye, Mrs. Martin aye. Motion carried: 7 ayes, 0 nays.

#### Approval to Purchase New Laptops for Social Workers, Psychologist and Nurses.

A motion was made by Mrs. Berk and seconded by Mr. Carey that the Board of Education approve the purchase of 28 Lenovo ThinkBook 14" laptops for all social workers, psychologists, and nurses for \$23,613.52. Roll Call Vote: Mrs. McCleish aye, Mrs. Campbell aye, Mrs. Murphy aye, Mr. Carey aye, Mrs. Berk aye, Mr. Winter aye, Mrs. Martin aye. Motion carried: 7 ayes, 0 nays.

#### Authorization to Obtain Bids for Snow Removal

A motion was made by Mrs. Berk and seconded by Mrs. Murphy that the Board of Education authorize the administration to seek bids for the Summit Hill School District 161 snow removal. Roll Call Vote: Mrs. McCleish aye, Mrs. Campbell aye, Mrs. Murphy aye, Mr. Carey aye, Mrs. Berk aye, Mr. Winter aye, Mrs. Martin aye. Motion carried: 7 ayes, 0 nays.

#### Approval of Clubs, Athletic and Band Fees

A motion was made by Mrs. Berk and seconded by Mrs. McCleish that the Board of Education set fees at \$20 for clubs, athletics, and band for the 2023-2024 school year. Roll Call Vote: Mrs. McCleish aye, Mrs. Campbell aye, Mrs. Murphy aye, Mr. Carey aye, Mrs. Berk aye, Mr. Winter aye, Mrs. Martin aye. Motion carried: 7 ayes, 0 nays.

#### Approval of School Maintenance Project Grant

A motion was made by Mr. Carey and seconded by Mrs. McCleish that the Board of Education approve the submission of the School Maintenance Project Grant to the ROE and that a reservation of local funds in the amount of \$50,000 for the local match requirement of the grant. Roll Call Vote: Mrs. McCleish aye, Mrs. Campbell aye, Mrs. Murphy aye, Mr. Carey aye, Mrs. Berk aye, Mr. Winter aye, Mrs. Martin aye. Motion carried: 7 ayes, 0 nays.

#### Discussion and Approval of Superintendent Goals

A motion was made by Mr. Winter and seconded by Mrs. Berk that the Board of Education accept the Superintendent Goals for the 2023-2024 school year. Roll Call Vote: Mrs. McCleish aye, Mrs. Campbell aye, Mrs. Murphy aye, Mr. Carey aye, Mrs. Berk aye, Mr. Winter aye, Mrs. Martin aye. Motion carried: 7 ayes, 0 nays.

The enrollment update was presented in the BoardBook.

#### SCO Update

Dr. McDermott thanked the SCOs for the hard work they do in supporting our students and staff.

#### District 843 Meeting Report

Mr. Martin gave an update on the August 22, 2023, District 843 meeting.

#### Public Comments

Public comments were made by Carrey Bunda, Ariel Donato, John Lettiere, Carla Ervick and Ann Zacek.

#### Closed Session

A motion was made by Mr. Winter and seconded by Mrs. Murphy that the Board of Education go into Closed Session s printed and publicly posted on the agenda. Roll Call Vote: Mrs. McCleish aye, Mrs. Campbell aye, Mrs. Murphy aye, Mr. Carey aye, Mrs. Berk aye, Mr. Winter aye, Mrs. Martin aye. Motion carried: 7 ayes, 0 nays. The time was 8:15 p.m.

#### Adjournment of Meeting

A motion was made to adjourn the meeting. After a voice vote the motion carried. The time was 8:53 pm.

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President

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Secretary