

**SANDOVAL COMMUNITY UNIT SCHOOL DISTRICT 501
BOARD OF EDUCATION MEETING**

October 17, 2011

Sandoval Junior-Senior High School Board Room

7:00 p.m.

MEETING MINUTES

I. Roll Call and Pledge of Allegiance

- a. President Morris opened the meeting with the roll call. President Morris led Board members and guests in reciting the Pledge of Allegiance. Also present: Doug Ess, Barth Bookhout, Pam Butts, Will Doolin, Amy Telford, John Rohner, Debbie Owen, Jim Maddox, Annie Gray, Superintendent Jennifer Garrison and Board Recording Secretary, Teresa Cooksey.

Darin Brandt	<u>X</u>	Heather Day	<u>Absent</u>	Rae Ann Gore	<u>X</u>	Susan Lyons	<u>X</u>
Clicker Merten	<u>Absent</u>	Mel Wood	<u>X</u>	Stephen Morris	<u>X</u>	<u>Time:</u>	<u>7:03 pm</u>

II. Removal of Consent Agenda Items

- a. There were no items removed from the Consent Agenda.

III. Recognition and Comments From Employees and Public

- a. There were no recognitions or comments from employees or public.

IV. Board Committee Reports

- a. There were no Board Committee reports.

Heather Day entered the meeting at 7:06 p.m.

V. Other Reports

- a. FY11 Audit – Doug Ess

Mr. Ess stated that Glass and Shuffett has been the auditor for the District for about five or six years now. All Board members were given the Annual Financial Report for the District. Mr. Ess stated that there are 5 separate letters with three of the letters in the blue binder. Two of the letters are outside of the audit report. On page 11 is the tax levy information. The 2010 total rate is at \$5.33 which is down \$0.11 from the year before. This is a decrease of 2% in the rate from the previous year. The assessed evaluation increased 1% between 2009 and 2010 and 4.2% increase between 2008 and 2010 which comes to about 2% a year. On page 13, there is new information. The table segregates the fund balances which is the cash the District had on hand as of June 30, 2011. It separates them into different categories. The categories applicable to the district are restricted, committed and unassigned. Restricted balances signify those balances that are legally restricted for certain purposes by law which

could be the tax levy, tort levy, fire prevention safety levy, lease levy and any unexpended grant funding. Committed balances are balances that the District has obligated itself to by board approval of the contract such as the teachers' contract. As of June 30, 2011, the teachers' contract is not fully paid up due to payments that need made in July and August for the previous year. Unassigned balances are what the District has left over to do whatever it pleases with. This reflects how flexible the fund balances are. As of June 30, 2011, the unassigned balance was just over 1 million dollars. On page 23 is a list of all the school activity fund accounts. On page 2 of the Annual Financial Report are specific compliance questions that ISBE requires auditors to look at. There are no boxes checked which means there are no compliance issues with those areas. The financial profile score is on page 4. The score this year is 3.8 which is recognition status. The score was 2.9 last year. The main thing is that revenues exceeded expenditures for the year and there was an increase in days of cash on hand. The days of cash on hand went from 60 as of June 30, 2010 to 102 days as of June 30, 2011 which was an increase of 42 days. Line 78 on page 8 is a summary of how each fund performed during the year. You will see that the Education Fund went up \$307,000 this year. This is due to the Federal ARRA Educations Jobs Program money that came in this year in the amount of \$245,000. The District will not be receiving this ARRA money in the current year. The Building Fund went up \$41,000 and the Transportation Fund went up \$74,000. The Transportation Fund is up due to the State of Illinois catching up on its payments. The District received \$90,000 more in transportation aide from the State in FY11 than in FY10 due to catching up on a quarterly payment. On page 28 is the operating expense per pupil. The operating expense per pupil for FY11 is \$9,220. This is down \$767 from the previous year. This is due to operating expenses went down \$350,000. Areas that were reduced were Special Education and Title I. Those areas were decreased about \$100,000 in each area and that causes a decrease in the operating expenses. There is one letter outside of the report addressed to the Board. It contains 3 outside comments regarding small issues that were found during the audit. Mr. Ess stated that he already talked to Mrs. Garrison, Mrs. Cooksey and Mrs. Hayes on the issues and they are working on fixing them for the next fiscal year. Overall this was a good financial year for the District due to extra Federal funding that came in.

b. Elementary Steering Committee

President Morris stated that the Elementary Steering Committee met on September 29th. Options were discussed on how to meet timelines of putting the new school on the ballot as a tax referendum. The committee is recommending putting the question on the ballot in March 2012. We will only be asking the question in March. Taxes will not be raised in March. The committee wants to go ahead and get the question on the ballot to be ready when the State calls and says they are ready. The committee also talked about the location of the new building. The possible sites are by the high school or in the current playground area. The committee discussed community involvement. The committee scheduled a community meeting on November 15th at 6:30 p.m. at the elementary building. The committee wants to be as prepared as possible since the State will be paying for 75% of a new school.

c. Teacher Evaluation Committee

The committee met on September 26th. Mrs. Gore stated that the meeting went very well. The committee is using a guideline to go off of. They were giving the current teacher evaluation. The committee is using the Charlotte Danielson book. Mrs. Gore stated that the book is very interesting, has a lot of great ideas in it and will be a bid asset to get this redone. The next meeting will be Thursday, October 20th.

VI. Transformation Administrators' Report

Debbie Owen stated that Mrs. Brissenden gave a report last month about the test scores and that we are having a school improvement grant due to being a low performing school achievement wise. This month Mrs. Owen wanted to let the Board know what the grant team has been doing to bring the Board up to date. The forum that was held before this Board meeting was put on by Brenda Benton, Parent Community Liaison. Mrs. Owen stated that compared to other forums she has attended, we had a great turnout. She stated that we should be feel good about that. Mrs. Benton has been conducting home visits with parents of the 7th through 12th grade students. She is getting to know the parents, getting to know a little bit more about the students through the parents and getting feedback from the parents about what they think we need to do in order to bring up student achievement. Mrs. Benton goes on the home visits with Kathie Hill, the Grant Social Worker. Brett Fischer, who is a fitness trainer, is a consultant through the grant. Mr. Fischer is working with the physical education classes and he is setting up assessments with the students on fitness. The students will have a planned program. They will have a pre-assessment test and a post assessment test to see if they are becoming more physically fit. He is working with the physical education teacher to get this program started. Mr. Fischer will also help tutor in math. For the first nine weeks, the grant team has been getting to know the people in the community, the staff and students. For the second nine weeks, the team has a different focus. The team is implementing Hawk Launch. This program is designed to provide support to students who are making D's and F's in their classes. The program will start October 24th. The team will first meet with the seniors who have D's and F's. We are meeting the seniors first because we want to make sure those students graduate. The team will meet with the students during the fourth hour study block to tutor and help the students get their grades up. The team will also working on focusing what they are looking for when they go into the classrooms. The three focus items are bell to bell teaching and learning, targeted instruction and student behavior expectations. The teachers are still working with STI, who has been contracted to help us with the Common Core Standards and developing our pacing guides.

VII. Principal's Report

- a. Mrs. Gray stated that on October 4th, an Administrator Academy was held at the Sandoval Junior-Senior High School. The academy was attended by 17 administrators. The academy was on Instructional Practices Inventory (IPI) training. As part of the training, the administrators observed classes to see if students are engaging in learning, on task and what are they doing. Mrs. Gray stated that the teachers and students were awesome. They did such a good job with having to be observed. Mrs. Telford has started WYSE (Worldwide Youth and Science and Engineering) with Ed Erwin, grant coach. There are about 40 students in the program. The Beta Club will hold a blood drive this Thursday from 11 a.m. to 4 p.m. HOSA is holding a Pancake Breakfast on November 5th. The Sophomore class will be going to Kaskaskia College on November 4th. Parent-Teacher Conferences will be held on November 7th.
- b. Mr. Maddox stated that the School Report Card data was included in the Board packets. To meet AYP, the school must have 85% of the students meet or exceed the goal. None of the three schools met AYP. The elementary class size for 2010 was 17.1. Attendance was 94.7 which was above the State average. The report did show the following increases

from the previous year: 4th Grade Reading increase of 9.3%, 4th Grade Science increase of 10.3%, 5th Grade Reading increase of 14.5% and 5th Grade Math increase of 17.9%. The low income status average for the State is 48.1%. The elementary is at 75.7%. The mobility rate average for the State is 12.8% and the elementary is at 22.8%. Mayor Ron Kretzer informed Mr. Maddox that the side streets surrounding the elementary will be changed to one way streets during school hours. The Village decided to make the change to help with the traffic congestion in the morning and afternoon. On October 6th, the Elementary School held a “Meet the Junior Blackhawks and Lady Blackhawks. There was standing room only. The boys played the girls and cans of food were collected instead of money at the gate. Mr. Maddox stated that he emailed Mrs. Garrison and Mrs. Gray a spreadsheet on what officials are being paid at other high schools. The District is lower than other schools in all areas. The Halloween Parade will be held on October 28th at 4:00 p.m. with judging at 3:30 p.m.

VII. Superintendent’s Report

- a. Superintendent Garrison stated that all FY11 money has been received from the State. The State of Illinois owes the District \$254,534.06 for FY12. The Targeting Achievement Through Governance Training for all Board members will be held on October 26th at 6:30 p.m. The training will occur during an official school board meeting.

VIII. Board President’s Report

- a. President Morris read a quote from Malcolm Forbes. The quote was “Education’s purpose is to replace an empty mind with an open one.” President Morris stated that this shouldn’t be just focused on students and that everyone should have an open mind on education.

IX. Old Business

- a. There was no Old Business.

X. New Business

- a. Shall the following Consent Agenda items be approved?
 1. Approve open and closed meeting minutes from September 7, 2011 and September 19, 2011
 2. Approve activity funds accounts and expenditures
 3. Approve October bills and payroll
 4. Approve repayment of the Revolving Fund
 5. Accept Herb Williams’ resignation as High School Athletic Director
 6. Approve 2011 Illinois School Report Card, as presented

Darin Brandt	<u>X</u>	Heather Day	<u>1st</u>	Rae Ann Gore	<u>1st</u>	Susan Lyons	<u>2nd</u>
Clicker Merten	<u>Absent</u>	Mel Wood	<u>X</u>	Stephen Morris	<u>X</u>		

- b. Shall the Board approve the FY11 Annual Financial Report, as presented?

Darin Brandt	<u>X</u>	Heather Day	<u>X</u>	Rae Ann Gore	<u>X</u>	Susan Lyons	<u>2nd</u>
Clicker Merten	<u>Absent</u>	Mel Wood	<u>1st</u>	Stephen Morris	<u>X</u>		

- c. The Board scheduled a Finance Committee meeting on Wednesday, November 9, 2011 at 5:30 p.m. to discuss the tax levy.
- d. Superintendent Garrison stated that the Education Reform Act was passed last Spring and had several components. We will be working with the Sandoval Education Association. The first component is the Teacher Evaluation Committee which has already been formed. The first year we will be looking at the Charlotte Danielson model and the second year we will be looking at student performance data. We will still need to discuss when the Student Performance Model will be adopted. The latest that it can be adopted for the entire District is the 2015-2016 school year. The High School will have a different set of rules than the Junior High and Elementary School. The second component is for the Reduction in Force. We are grandfathered because we have a current collective bargaining agreement in effect which goes for another year. The part we are not grandfathered into is to form a Joint Committee and meet on the requirements by December 1st. Most of the work of the committee will hit when we negotiate again in 2013. Superintendent Garrison stated that since Mrs. Gore has attended the Teacher Evaluation Committee meetings, she should be part of the Joint Committee. The Joint Committee should consist of one Board member, Superintendent Garrison and two SEA members accordingly to Miller, Tracy, Braun, our law firm. There has to be equal representation. We just need to talk about it, but nothing has to be done until 2013. The Reduction in Force will be based on performance. Superintendent Garrison will have to create an excel spreadsheet with three years of evaluations and come up with a number averaging the three years. Then we will have four different groups – unsatisfactory, needs improvement, satisfactory and excellent. Then it will be based upon seniority within those groups.
- e. Shall the Board approve the participation of the Sandoval Board of Education in the IASB Targeting Achievement Through Governance Program?

Darin Brandt	<u>X</u>	Heather Day	<u>1st</u>	Rae Ann Gore	<u>2nd</u>	Susan Lyons	<u>X</u>
Clicker Merten	<u>Absent</u>	Mel Wood	<u>X</u>	Stephen Morris	<u>X</u>		

- f. Shall the Board approve the Memorandum of Understanding (MOU) between the Board of Trustees of Western Illinois University and the Sandoval CUSD 501 Board of Education. The MOU is to establish a mutually agreeable framework for assessing wind resources in Illinois for exploring the wind potential in specific locations throughout Illinois.

Darin Brandt	<u>X</u>	Heather Day	<u>1st</u>	Rae Ann Gore	<u>2nd</u>	Susan Lyons	<u>X</u>
Clicker Merten	<u>Absent</u>	Mel Wood	<u>X</u>	Stephen Morris	<u>X</u>		

- g. Mrs. Butts is requesting for HOSA (Health Occupation Students of America) to attend the 2012 State Leadership Conference in Decatur, IL scheduled March 14-16, 2012. This is a two night stay going up on Wednesday and coming home on Friday. Six students went last year for the first time. 600 students attended last year. Three of the six Sandoval students that went placed. Currently there are 15 students signed up to go.

h. Shall the Board adjourn to Closed Session: Purpose

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

Darin Brandt	<u>X</u>	Heather Day	<u>1st</u>	Rae Ann Gore	<u>2nd</u>	Susan Lyons	<u>X</u>
Clicker Merten	<u>Absent</u>	Mel Wood	<u>X</u>	Stephen Morris	<u>X</u>	<u>Time</u>	<u>8:07 pm</u>

Return to Open Session:

Darin Brandt	<u>X</u>	Heather Day	<u>X</u>	Rae Ann Gore	<u>1st</u>	Susan Lyons	<u>X</u>
Clicker Merten	<u>Absent</u>	Mel Wood	<u>2nd</u>	Stephen Morris	<u>X</u>	<u>Time</u>	<u>8:45 pm</u>

- i. Shall the Board approve Herb Williams' retirement request as High School Teacher at the end of the 2011-2012 school year?

Darin Brandt	<u>X</u>	Heather Day	<u>X</u>	Rae Ann Gore	<u>2nd</u>	Susan Lyons	<u>X</u>
Clicker Merten	<u>Absent</u>	Mel Wood	<u>1st</u>	Stephen Morris	<u>X</u>		

- j. Shall the Board approve Donna Timmons' retirement request as Junior-Senior High School Cook at the end of the 2011-2012 school year?

Darin Brandt	<u>X</u>	Heather Day	<u>1st</u>	Rae Ann Gore	<u>X</u>	Susan Lyons	<u>2nd</u>
Clicker Merten	<u>Absent</u>	Mel Wood	<u>X</u>	Stephen Morris	<u>X</u>		

XII. Communications

- a. The Board received a thank you note from Terry Chappell for flowers he received while he was in the hospital.

XIII. Adjournment

Darin Brandt	<u>X</u>	Heather Day	<u>X</u>	Rae Ann Gore	<u>X</u>	Susan Lyons	<u>2nd</u>
Clicker Merten	<u>Absent</u>	Mel Wood	<u>1st</u>	Stephen Morris	<u>X</u>	<u>Time</u>	<u>8:47 pm</u>