

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

November 15, 2010

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: Connie Mudd, MaryJoh Hughes, Rhonda Benjamin, Mark Ritter, David Schulte, Jim Maddox, Superintendent Jennifer Garrison and Board Recording Secretary, Teresa Cooksey.

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

II. Removal of Items from Consent Agenda

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

III. Recognition and Comments From Employees and Public

- a. Mrs. Benjamin stated that she knows the Board has to hire employees from the Reduction in Force list, but she wanted to let the Board know that the male individual aid at the Elementary School, that has been filling in since a vacancy occurred, has done a wonderful job. It has made it easier for everyone, including the male student, to do such things as take the male student to the restroom.

**Rae Ann Gore entered the meeting at 7:05 p.m.**

IV. Board Committee Reports

- a. Policy Committee

Superintendent Garrison stated that at the Policy Committee meeting Mrs. Butts, District Nurse, made a proposal to mandate an earlier submission date for physicals and immunizations. Mrs. Butts is recommending that physicals and immunizations be due at student registration. Right now the due date is October 15<sup>th</sup> of each year. The nurses are rushed and communicating a lot with the parents of the students who do not have the immunizations and physicals. It is a tracking nightmare for the nurses. There are several other districts who have changed their policy per the exert from the school code. The nurses would start the communication to parents in May of 2011. There would be a separate station at registration so there would be no confusion as of who the certified health professionals are. Registration is the exclusion date, but school starts about two weeks after that. Parents would

have the additional two weeks to obtain the physicals or immunizations. If the student does not have them by the first date of school, the student would not be able to start school. This would have more of an impact when the student can't start on the first day of school rather than missing one day in October. Superintendent Garrison is not opposed to trying this policy. If this affects enrollment number, we will review this policy again. President Morris stated that it makes sense for the student to miss a day or two at the beginning of school than miss a few days in October. President Morris stated that when registration dates are announced, this policy will be announced as a reminder to parents. Also, new students will have 30 days following registration to obtain physicals or immunizations. Mr. Wood stated that his concern is for the parents. The current policy is a problem for the nurses. Changing the policy would create a problem for the parents. The physicals that are performed at the schools in May meet the required school physicals. Mr. Merten stated that the Alert Now system could be utilized to remind the parents of this requirement. Superintendent Garrison stated that typically this issue arises with students at the elementary. Mr. Schulte stated that no matter what the date is you will always have some parents that will wait until the last minute. Mrs. Belcher is on the phone about two weeks before the October 15<sup>th</sup> deadline asking parents what we can do to help them get the physical or immunization.

b. Finance Committee

Mrs. Lyons stated that the Finance Committee met a few weeks ago with the bonding agent. They gave us a brief overview of what we could do if we get word from the State that we would receive funding to build a new elementary school. We would have to have 1.5 million dollars of local money. The bonding agent suggested doing health life safety bonds and working cash bonds. Both of which would not require a referendum by the voters. The other option is to do building bonds and putting a referendum on the ballot for the voters and community to vote on and approve. The committee thought that would be the best option so that everyone has a voice in it and see if that is what they want done. The 1.5 million dollar match is 25% of the 6 million dollars that was estimated back in 2004 to build a new elementary school. If we decide to do a referendum, we have a timeframe that will need to be followed. When the State calls to say we will receive the funds, we only have a couple days to come up with the money. They will pass us over if we can not come up with the funds. President Morris stated that maybe we should have Mr. Ritter take a look at the project that was submitted back in 2004. It was asked if current square footage be built for 6 million dollars? The project that was submitted in 2004 was for a K through 6 building. Mr. Merten asked about the tax levy hearing and asked that even though we are not legally required to hold a hearing based on the recommended increase, should we have a hearing anyway. This would be good public relations with the community. The Board was in agreement to have a tax levy hearing at the December Board meeting at 6:45 p.m.

V. Other Reports

a. Design Architects – Mark Ritter

Mr. Ritter reviewed the bid tabulation form with the Board members. Mr. Ritter stated that six bids were received on the Storm Water Project for the Sandoval Junior-Senior High School. The bids ranged from the lowest of \$137,500.00 to the highest bid of \$195,551.00. The low bid came from Schaefer Contracting in Carlyle, Illinois in the amount of

\$137,500.00. Mr. Ritter spoke with Schaefer Contracting and they are comfortable with the bid that they submitted. Mr. Ritter recommended awarding the contract to Schaefer Contracting with the low bid of \$137,500.00. On a secondary note, Mr. Ritter stated that separate quotes were received for the canopy over the stairs to the boiler room. Two quotes were received. The first quote was from Andy Lester Construction in Vandalia, Illinois in the amount of \$8,113.00. The second quote was in the amount of \$14,250.00. Mr. Ritter recommended awarding the contract to Andy Lester Construction in the amount of \$8,113.00. Mr. Ritter also stated that Design Architects is in agreement with Jewett Roofing that the roof seams have failed and that repairs need to be made to the Elementary School roof. Jewett Roofing is recommending repairing the seams for a cost of \$4,965.00. The roof could last another 5 or 6 years with this repair. Design Architects recommends that since the roof is out of warranty, you could use a coating system and get another 12 year warranty on the roof. The estimated cost for the work is \$45,000.00. Right now through the Illinois State Board of Education, they have some energy grants available. The deadline is January 15, 2011. It is a 50-50 match grant up to \$250,000 from the State. We looked at a few areas where we could use the grant funds. One is the roof coating system at the Elementary School and the other is the south window replacement at the Junior-Senior High School. If you were to submit for those two items, the total energy grant submission would be \$148,129.00. If the District were to be awarded the grant, the District share would be \$74,064.50. The grant could be approved at the December Board meeting. The District can only submit one grant application, but the application can have as many items as needed. If the District is awarded the grant, the District is not committed to accept the grant. The Storm Water Project does not qualify as an item for the energy grant. Also the State is about half way through funding the 2003 school construction grant list and Sandoval is on the 2004 list.

b. 2011 Library Grant Program Report – Miss Mudd

One of the requirements of the School Library Grant Program is to make an annual report to the School Board. The grant was started in 1993 by George Ryan when he was Secretary of State. At that time, it was called the Read and Learn Grant. Usually it is funded at about seventy-five cents per student. Last year it was funded at seventy-one cents per student. Last year we received \$390.56 and was spent on books and supplemental reading materials.

## VI. Principal's Report

- a. Mr. Maddox stated that today is School Board Member Day in Illinois. He thanked the Board members on behalf of the administration, faculty and staff for everything they do. Parent Teacher Conferences were held November 1<sup>st</sup>. The Junior High School had a total of 146 conferences. Conferences were held with 54 of the 88 junior high parents/guardians for a 61.36% attendance rate. The High School had a total of 211 conferences. Conferences were held with 60 of the 147 high school parents/guardians for a 40.82% attendance rate. Parents who had students on the "D" and "F" list were called to set up appointments. Not all of the parents wanted to come in. Sixty-four parents who attended the conferences completed a survey about the conferences. Mr. Maddox congratulated Mary Beth Merten for receiving honorable mention to the Midland Trail All-Conference Volleyball Team. There will be a college scholarship informational meeting for seniors and their parents on December 6, 2010 at 6:00 p.m. Representatives from Kaskaskia College will be attending the meeting. Homecoming will be held on February 19, 2011 and will begin at 6:00 p.m. and not 7:00 p.m.

- b. Mr. Schulte stated that Missy Collins from the Illinois Secretary of State did a presentation this month at the Elementary School on bicycle safety. Red Ribbon Week was held at the end of October at the Elementary School. On the wrap up day, we had a big PBIS celebration. Mrs. Stocking coordinated the event. There were things such as face painting. There were 300 happy kids at the elementary. The Clinton County Humane Society brought in several animals and discussed how the impounded dogs were used in the drug trade. The dogs were used by people in their homes for protection and to notify them of people pulling into their driveways. Parent Teacher Conferences were held on November 1<sup>st</sup>. Conferences were held with 305 of the 309 parents. The reason four of the conferences were missed was the phone numbers for the parents were no longer current. The Elementary School had 95 surveys returned.

## VII. Superintendent's Report

- a. Superintendent Garrison stated that goals for all three administrators were in the Board packet. There is one change on Mr. Maddox's goals. Superintendent Garrison stated that her evaluation process will start next month. The State currently owes the District \$133,774.32 from FY10 and \$376,806.43 from FY11. Two state aid payments were vouchered this month, but we have not received them yet. The School Board Dinner Meeting will be held on February 7, 2011. Mr. Wood stated that he would like to attend the meeting. The air conditioning that was installed in the cafeteria at the Elementary School can be left setting where it is at no charge. When we start using it again, then we will be invoiced. There have been some more problems at the elementary playground. Tires were slashed on two vehicles. Mr. Schulte has contacted the police about patrolling the area.

## VIII. Board President's Report

- a. President Morris stated that volunteers are needed for the School Improvement Grant. They would help focus things and to attend community meetings and share ideas. President Morris is volunteering as much as he can. No more than two Board members should attend.

## 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 October 18, 2010 and October 20, 2010
  2. Approve activity fund, accounts and expenditures
  3. Approve November bills and payroll
  4. Approve repayment of the Revolving Fund
  5. Approve participation in the FY11 School District Library Grant Program
  6. Approve the first reading of the following Press Plus policies:
    - 2:20 Powers and Duties of the School Board
    - 2:100 Board Member Conflict of Interest

- 2:110 Qualifications, Term and Duties of Board Officers
- 4:50 Payment Procedures
- 5:100 Staff Development Program
- 5:190 Teacher Qualifications
- 5:290 Employment Termination and Suspensions
- 6:320 High School Credit for Proficiency
- 7:20 Harassment of Students Prohibited
- 7:180 Preventing Bullying, Intimidation and Harassment
- 7:190 Student Discipline
- 7:200 Suspension Procedures
- 7:285 Food Allergy Management Program
- 8:30 Visitors to and Conduct on School Property

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

b. Shall the Board approve the Resolution Regarding Estimated Amounts Necessary to be Levied for the Year 2010?

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

c. Shall the Board approve Jewett Roofing Company to repair the deck and wall seams on the roof of the Sandoval Elementary School in the amount of \$5,461.00?

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

d. Shall the Board accept the lowest responsible bid from Schaefer Contracting, Inc. in the amount of \$137,500.00 as recommended by Design Architect for the Storm Water Project at the Sandoval Junior-Senior High School?

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

e. Shall the Board reemployed Djuna Evans as Elementary Individual Aide?

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

## XI. Communications

a. There were no communications.

XII. Adjournment

Heather Day	<u>X</u>	Rae Ann Gore	<u>X</u>	Susan Lyons	<u>X</u>	Clicker Merten	<u>2nd</u>
Tammy Neu	<u>X</u>	Mel Wood	<u>1st</u>	Stephen Morris	<u>X</u>	<u>X</u>	<u>8:31 pm</u>

Approved: \_\_\_\_\_  
Board President

Approved: \_\_\_\_\_  
Board Secretary