

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

April 16, 2012

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: Lisa Vonder Haar, Tyson Moore, Larry Busch, Jeff Endres, Ginger Hayes, Melanie Brink, Leslie Smith, Matt Snyder, Keri Garrett, Marsha Kelly, Kristin Perkins, Cindy Perkins, Wil Doolin, John Scattergood, Linda Brissenden, Jim Maddox, Annie Gray, Superintendent Jennifer Garrison and Board Recording Secretary, Teresa Cooksey.

Darin Brandt	<u>Absent</u>	Heather Day	<u>Absent</u>	Rae Ann Gore	<u>X</u>	Susan Lyons	<u>X</u>
Clicker Merten	<u>X</u>	Mel Wood	<u>X</u>	Stephen Morris	<u>X</u>	<u>Time:</u>	<u>7:04 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. President Morris thanked everyone for their patience while getting the meeting started.

IV. Board Committee Reports

- a. There were no Board Committee reports.

V. Other Reports

- a. Illinois Association of Regional Superintendents of School (IARSS)
Lead Partner for the School Improvement Grant Section 1003g
Superintendent Garrison introduced Mr. Larry Busch, Mrs. Keri Garrett and Mr. Matt Snyder. Mr. Snyder handed out a flow chart showing how the IARSS Committee is structured to perform their duties as lead partner. Mr. Busch is the consultant for Improvement of Instruction. He covers three school districts which are Sandoval, DePue and Egyptian. As lead partner, they contract the coaches and administrators that are in the district working with the teachers and staff. They wanted to introduce themselves as they finish up the first year to answer any questions or concerns. Mr. Busch stated that the Board has been kept informed of the successes and activities. Mr. Busch stated that Sandoval has the most successful model going. Everyone has been cooperative.

Superintendent Garrison knows exactly what should be taking place and is very focus driven on trying to make sure that the students are getting the most that they can get and opportunities to become the highest achievers that they can become. The SIG Team is a group of people that are highly specialized and know what they are doing. There has been some resistance with staff as there would be to any change. For the most part, the staff has tried to follow the lead of the coaches and the SIG Team members as they try to bring interventions and strategies that will help the students in their achievement. Overall for the first year, it has been a really wonderful experience. Sandoval is the most trouble free of the three districts that he works with. It is because everyone knows their role and understand that there will be some cross over in those roles. Everyone seems to be on the same page of what can we do to help the student achievement at Sandoval. There was a serious bump in the leadership of the SIG Team early on, but that was taken care of very professionally. Things worked out very well and the SIG Team recovered very quickly. This year has been a year of implementing the grant and implementing the changes that need to take place. Next year will be a modeling year with still teaching the staff better ways to reach the students and help in student achievement, but turning the staff more loose with what they have been taught. The third year of the grant is the transition year. The staff will have adopted the interventions and strategies that they have been taught. Students have felt and seen success that they have not before. Parent meetings have been more highly attended when previously we had a hard time getting parents to meetings. The Prairie State Exams will be next week. This will be one of the major benchmarks to see how the students are doing. Mrs. Brissenden is very positive about the work the students have done to prepare for the test. We should see some much improved scores over what we have seen in the past. Mr. Busch commended the Board for taking on the grant and the involvement that they have had in the grant. Mr. Snyder thanked the Board for choosing the IARSS and having faith in them to do the work that needs to be done. The money that comes to the organization goes directly to student achievement. It is a nonprofit organization. The funds cover the coaches, administrators and a small amount of business cost that comes out of the office. Everything has been flowing well and they look forward to working with the District for the next two years. Mrs. Keri Garrett thanked the Board for pursuing this opportunity. She is so proud of the District. She stated that everywhere she goes, people are asking about Sandoval. She just wanted to say A+ to Sandoval for what you are doing and wish you all the best. Superintendent Garrison stated that Ann at the Macon Piatt Regional Office of Education is great to work with and helps make the system work. President Morris stated that this is a team effort and students will be the winners from all of this.

- b. Illinois Association of School Business Officials (IASBO) Financial Review – Jeff Endres
The Board received a copy of the summary report in their packets. Mr. Endres was contracted by the Illinois Association of School Business Officials to conduct a financial review of the District. Mr. Endres has been in the District several times since January reviewing the financial operations and giving recommendations on how to improve the operations. Mr. Endres is a retired school business official. He was at Vandalia for 23½ years and Collinsville for 10 years. Superintendent Garrison stated that this review is part of the School Improvement Grant. With Superintendent Garrison being the only Administrator in the central office, the office needs to run very effectively and efficiently. This is the first step to getting those recommendations in place to make the three of us run

more efficiently in the central office. This review is in no way meant to say the Superintendent or current staff are doing things wrong. The staff has already started to implement some of the recommendations. The first area that was reviewed was the current district budget versus the monthly financial report that goes to the Board each month. Mr. Endres noticed some of the amounts on the monthly financial budget column were not in agreement with the ISBE budget form that was formally adopted. Part of the problem is when the budget planner is exporting the amounts over into the financial program. Mr. Endres recommended getting the correct budget amounts in the monthly financial reports. If the budget amounts are not correct on the monthly financial report, then the Board is not receiving a true picture of the fund balances and where the District stands on the budget. Mr. Endres stated that on his next visit, they already started looking at changes and making some of the corrections. This will be an ongoing project for the rest of the year and would take a closer look when the budget is amended. Mr. Endres looked at the account codes and internet and phone services. Mrs. Hayes had stated to Mr. Endres that there are too many account codes on the budget that are not being used and did they need to be there. Most software programs will not allow deletion of account codes if the codes had activity in the previous year. Mr. Endres recommended to check with the financial programmer to see if codes could be inactivated. Mr. Endres recommends that no changes be made to the internet service due to a change in provider was just made about a year ago. Mr. Endres looked at the job descriptions and insurance policies. Mr. Endres recommends that job descriptions for the office staff be updated with current duties. Also it would be beneficial for the bookkeeper to attend the Annual IASBO Conference and the Educational Support Personnel Conference. The conferences allow them to network with other people in different districts who are doing the same job. There is also a regional meeting in Effingham that would be very helpful. Mr. Endres recommends that the Workers Compensation Policy be bid out. Mr. Endres believes the premium is high for the size of the District and the payroll total. Mr. Endres recommends looking at the health insurance coverage. Mr. Endres stated that with health insurance, you do need to be careful. A lot of companies will give you a lowball first year rate and then turn around and raise the rates tremendously the second year. Mr. Endres looked at the internal controls and recommends making a change to the Activity Fund. The same person is doing the deposits, writing checks and reconciling the bank statements on the Activity Fund. These duties should be separated. Mr. Endres looked at the current bank services. The money market account ending date is the 15th of the month and the checking account is the last day of the month. He recommends changing the money market account to the last day of the month. This would allow the bookkeeper to be able to do the treasurers report with the same month end date. Mr. Endres recommends contacting the bank and get set up for online banking. This would allow them to monitor the cash flow better and be able to move funds to the money market account which is drawing interest. This would be a view only and no one would be able to do transactions online. Signature cards need updated. Mr. Endres recommends that the Superintendent start doing a monthly cash flow report and a three year projection report. These reports would help monitor the District finances and help in the future preparation of the budget. Mr. Endres looked at the current risk management plan, gas and electric utility bills and the current tax levy. Mr. Endres recommends that the District look into joining the Illinois Energy Consortium (IEC). The IEC will do a review of the accounts. If they can save

you money, they will tell you so and if they can't, they will tell you that it is not in the Districts best interest to join. The IEC is a pool that purchases electricity and gas from Ameren. This consortium is for school districts only and has been in existence for several years. If after you join and your utility bills are such that the consortium is not saving you money, the consortium will let you know and you can go back to your regular provider. The Risk Management Plan is a good plan and well written. The plan is so detailed that you are already set if you need to start moving some more of your salary cost to the Tort Fund. Mr. Endres also reviewed the regular and vocational transportation funding due to the significant changes that are being recommended. Mr. Endres recommends looking at revising the current routes to gain more efficiency, renegotiating the term of the current contract to reduce immediate costs or competitively rebidding transportation services when the current contract expires. Mr. Endres congratulated the Board on the passing of the referendum. With the passage of the referendum, there will be additional funding coming into the District from the State and the bond. This will mean more management of finances and more work for the three central office people. Mr. Endres recommended a few options. One option would be to join the Illinois School District Liquid Asset Fund to help manage your fixed rate investment. They would do a projected cash flow. Hiring a part-time employee to manage the day to day over site of the construction project is another option. Mr. Endres recommends looking into a cooperative service for copy paper and custodial supplies. The Illinois Purchasing Card Program is another way to utilize your purchasing protocols. About two thirds of Illinois schools are using this program. Mr. Endres stated that the District financial operations are being conducted in an appropriate manner. The recommendations are intended to improve the financial operations of the District and to help the current Administration and staff perform these operations in a more efficient manner. Everyone was very cooperative in the financial review and have started implementing several of the recommendations.

c. KSED Governing Board Meeting

Superintendent Garrison attended the meeting. KSED had significant reduction in force based on state funding projections. There is still on clear picture of what the budget on the State side is going to look like in FY13. Wesclin will officially withdraw from KSED on July 1, 2013.

VI. Transformation Administrators' Report

Mrs. Brissenden stated that she went to visit another SIG school. There was a PBIS monitoring visit and we received high marks in the first year. We received a 50% on Tier III Intervention which are not due to be implemented yet. This is lead by Stephanie Thomas of the SIG Team and Jeremy Jett as the internal coach. A student asked to address the student body to talk about what students need to be doing. At the end, the students applauded appropriately. One student committed to be a leader at the school and asked the student body if they are ready to commit with them. Last Saturday was the last day of ACT prep. The students attended nine Saturdays of three hours each. One score went from a 20 to a 25. Another score went from 23 to a 25 and another went from a 20 to a 22. The first Golden Hawk Award was presented to Haley Bosler for her work in getting the books donated during the book drive. Kaskaskia College did the onsite testing for summer school and students interesting in taking some enrichment courses. Mrs. Brissenden is going to Kaskaskia College on Thursday to see what level courses we need. This last

quarter the SIG Team has been working on modeling with the teachers. Teachers had the option to do the lesson and have a coach observe the lesson and then talk to them about it or they can watch a coach do the lesson or work with the coach doing the lesson. There is a team of four teachers, a SIG coach, Mrs. Gray and Mrs. Brissenden scheduled to go to Chicago to present at the Illinois Association for Supervision Curriculum Development Conference at Concordia University. We will be presenting to a team of educators on Common Core Standards. We received several nominations for the Monsanto Grant. We are in the process of writing the grant and it will be submitted by April 30, 2012.

VII. Principal's Report

- a. Mr. Maddox stated that elementary teachers met with STI representatives to discuss English/Language Arts formal assessments and how to use the internet-based STI Data Management Program to gather information to evaluate and improve formal assessment scores. Family Reading Night was a huge success. There were at least twice as many people in attendance compared to last year. Screenings for Early Childhood, Pre-K and Kindergarten was held on March 29th and 30th. There were a total of 82 children screened. We are now expecting between 30 and 35 Kindergarten students for next year. Mr. Maddox congratulated Jaylenn Day for placing fourth in the state Knights of Columbus Free Throw Contest. On April 20th, we will have a St. Louis Cardinals "Doin' It Right" Drug Free Program assembly. Fredbird will be here. The week of April 30th is "Relay for Life" Celebration Week. On May 4th, we will have a Health and Fitness Fair. Mrs. Belcher has a lot of activities planned for both students and the public. Matt Maddox, Mr. Maddox' son, received the Peabody Energy Leaders of Education Award for Region 1, which is for the St. Louis metropolitan area.
- b. Mrs. Gray stated that the Vertical Alignment Math Team has met. It is going to take a lot of work to get our math curriculum up to where it should be with the new Common Core Standards. We are going to have a hard time finding supplemental material that we need to go with our textbooks. The Handbook Committee has met. There will be many changes. Mrs. Gray is investigating into a better Attendance Policy than what we have now. She is reviewing handbooks from other schools. She does not agree with some of the other schools due to it not being what our vision is. She is looking at more schools to see what their policy says. Mrs. Gray has been working on the master schedule and updated it to the curriculum guide. Mary Beth Merten was the SAR winner. Cassandra Morris will graduate on Friday from basic training and will be an official Airman.

VIII. Superintendent's Report

- a. Superintendent Garrison stated that the State owes us \$242,256.27. The majority of this is Transportation, Special Education and Pre-K. The handout on the table was current until 5:00 p.m. today. The legislation proposal is coming from the Illinois State Board of Education. The State Board believes we will never get caught up on our Transportation payments. The State owes us almost \$87,000 in Transportation. They are proposing legislation for the 2013-2014 school year so Districts have time to plan. They are looking at all Districts across the State of Illinois. It will be based on a per student reimbursement. They are trying to award efficiency and effectiveness. As far as transporting per student,

we fair very poorly. Hold harmless is going to be at 50%, then 25% and then drop off. After next year, we are set to lose \$47,778.00 in Transportation. We will have to take that money from the Education Fund and put it into the Transportation Fund. We are already \$80,000 deficit in the Education Fund and this adds another \$50,000 on top of it. The year after that we go down another 25% and when we hit the total cut, we are looking at a \$90,000 cut in Transportation. Another item Districts are watching is pension reform. It is going to happen. Everyone has contributed their mandated costs. What has happened is the State has not met their requirement. The City of Chicago currently does not have a state share. The proposal is the Districts will start to pay the employer share of TRS which is eight to ten percent of our total TRS salary. It is hard to plan right now due to things changing from a Friday to a Monday. Superintendent Garrison stated that we will probably have to look at another budget deficit reduction plan again to maintain the current reductions. The Pre-K Continuing Application was sent to Superintendent Garrison and will be submitted by June 5th.

IX. Board President's Report

- a. There was no Board President's Report.

X. Old Business

- a. There was no Old Business.

XI. New Business

- a. Shall the following Consent Agenda items be approved?
 1. Approve open and closed meeting minutes from March 12, 2012, March 19, 2012 and March 28, 2012
 2. Approve activity funds, accounts and expenditures
 3. Approve April bills and payroll
 4. Approve repayment of the Revolving Fund
 5. Authorize the Superintendent to amend the FY12 budget
 6. Accept Marsha Kelly's resignation as JH Scholar Bowl Sponsor
 7. Accept Herb Williams' resignation as HS Boys' Varsity Basketball Coach
 8. Accept Judy Douglas' resignation as Teacher's Aide
 9. Approve second reading of the following Press Plus policies:

6:320	High School Credit for Proficiency
2:120	Board Member Development
2:120-E2	Exhibit – Website Listing of Development and Training Completed by Board Members
2:190	Mailing Lists for Receiving Board Material
2:200	Types of Board of Education Meetings
2:220-E2	Exhibit – Motion to Adjourn to Closed Meeting
2:220-E6	Exhibit – Log of Closed Meeting Minutes
4:110	Transportation
4:170	Safety

5:10	Equal Employment Opportunity and Minority Recruitment
5:30	Hiring Process and Criteria
5:125	Personal Technology and Social Media; Usage and Conduct
5:190	Teacher Qualifications
5:220	Substitute Teachers
5:260	Student Teachers
5:285	Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
6:50	Instruction
6:110	Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program
6:280	Grading and Promotion
7:100	Health, Eye and Dental Examinations; Immunizations; and Exclusion of Students
7:190	Student Discipline
7:270	Administering Medicines to Students

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

b. Request to discuss Board Policy 7:60 Residence

Superintendent Garrison stated that Board Policy 7:60 states that Sandoval School District does not accept out of district students based on tuition. Cindy Perkins stated that her daughter, Kristin, goes to Odin School. Ms. Perkins is putting out feelers to see what criteria it takes to be transferred to Sandoval. She understands that Sandoval does not take students based on tuition. Ms. Perkins' sister lives in Sandoval and Kristin could live with her, but she didn't want anyone coming into the office and saying they saw Kristin's car at her mom's house. Since Sandoval and Odin coop in sports and classes, she wants to know if Kristin could come over and take the dual credit classes. Odin has seven dual credit classes and Sandoval has 13 dual credit classes. Kristin is a junior this year and would like to get a head start on college. She wants to know if there is some way for students to take the dual credit classes at either school. Kristin has had Chemistry and Spanish and been there three years. Sandoval offers so much more like the ACT prep classes on Saturday. Superintendent Garrison stated that Odin Schools would have to transport the student and would be an Odin School Board decision. Ms. Perkins asked if she gave guardianship to her sister, what else does she need to do. Superintendent Garrison stated that she thought Ms. Perkins was asking the Board to change their policy and this really is not a Board decision. She asked Ms. Perkins to leave her phone number and she would call her tomorrow.

c. Shall the Board approve Design Architects to submit the Illinois Maintenance Grant with the possibility of using Health/Life Safety funds for the local match?

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

d. Shall the Board approve the first reading of the Sandoval C.U.S.D. 501 Extracurricular Activity Eligibility and Student Discipline Code Random Drug Testing Policy?

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

e. Discussion on Physical Education Uniforms

Mrs. Gray stated that with what we want to do with the Physical Education Program in the future, she wanted to discuss this subject again if the Board feels they want to go in this direction. She would get quotes and samples from different places for the next Board meeting. She feels that with the high expectations that we want to place on our students that this should be considered. The limited dress code has went over well in some classes, but not in others. Mrs. Gray stated that she thought the parents would pay for the uniforms and we would have to decide what to do in situations where parents can't pay. If we give the parents enough notice, they can prepare for the extra cost. Mr. Wood suggested numbering the uniforms in case of theft or loss. There are enough lockers and locks to cover all the students using both sides of the locker rooms.

f. Shall the Board adjourn to Closed Session: Purpose

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

Darin Brandt	<u>Absent</u>	Heather Day	<u>Absent</u>	Rae Ann Gore	<u>2nd</u>	Susan Lyons	<u>X</u>
Clicker Merten	<u>1st</u>	Mel Wood	<u>X</u>	Stephen Morris	<u>X</u>	<u>Time</u>	<u>8:54 pm</u>

Return to Open Session:

Darin Brandt	<u>Absent</u>	Heather Day	<u>Absent</u>	Rae Ann Gore	<u>1st</u>	Susan Lyons	<u>X</u>
Clicker Merten	<u>2nd</u>	Mel Wood	<u>X</u>	Stephen Morris	<u>X</u>	<u>Time</u>	<u>10:04 pm</u>

g. Shall the Board employ Tyson Moore as High School Physical Education/Health/Drivers Education Teacher contingent upon meeting all Illinois certification requirements?

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

h. Shall the Board approve maternity leave for Pamela Butts from approximately September 18, 2012 to approximately November 13, 2012?

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

XII. Communications

- a. The Board received a thank you note from Marilyn Gimbel for the flowers that were sent during her surgery. The Board received a thank you note from the family of Lee Roy Sullivan for the plant sent to his funeral. Mr. Sullivan is Debbie Conrad's father and Jeremy Conrad's grandfather.

XIII. Adjournment

Darin Brandt	<u>Absent</u>	Heather Day	<u>Absent</u>	Rae Ann Gore	<u>X</u>	Susan Lyons	<u>X</u>
Clicker Merten	<u>2nd</u>	Mel Wood	<u>1st</u>	Stephen Morris	<u>X</u>	<u>Time</u>	<u>10:11 pm</u>

Approved: _____
Board President

Approved: _____
Board Secretary