

**West Carroll Board of Education  
Regular Board Meeting  
October 19, 2011  
6:30 p.m.**

The regular meeting of the Board of Education of West Carroll Community Unit School District No. 314 was held at the West Carroll Primary School Library/Media Center, 2215 Wacker Road, Savanna, Illinois.

The meeting was called to order by President Highland at 6:30 p.m.

Members present: Jerry Anderson (departed at 9:34 p.m.); Tim Atherton (arrived at 6:43 p.m.); John Brigham; Mike Highland; Bev Kilpatrick; Dawn Rath (arrived at 6:34 p.m.)

Members Absent: Mark Klein

Administration: Superintendent Craig Mathers; Principals Robert Lamb; Clint Cowman; Julie Katzenberger; Jeanette Ashby; Pam Delp

Others present: Teri Houzenga; Justin Krusey; Esther Losh; Denise Noordhoff; Patrick Sanchez; Brad Field; Media (Bill Gengenbach, Michael Miller, Bob Watson)

**Consent Agenda**

- Minutes – September 21, 2011; Regular Meeting
- Minutes – September 21, 2011; Regular Meeting, Closed Session
- Minutes – October 4, 2011; Special Meeting
- Minutes – October 4, 2011; Special Meeting, Closed Session
- Financial Reports; Payment of Bills; Activity Accounts; FRIS Report
- Destruction of closed session tape - Regular Meeting, December 17, 2009  
(1 tape)

Kilpatrick asked about the JoCarroll Energy bill at the Primary School. JoCarroll misread the meter and there will be a credit balance on the bill.

Motion by Kilpatrick to approve the items of the consent agenda as presented. Second by Highland. Roll call vote: 5 yes; Atherton and Klein absent. Motion carried.

**Public Comments**

Esther Losh began to discuss her son with the Board. Highland stopped her and stated if she was going to discuss a student it would have to be in closed session.

Motion by Highland to adjust the agenda to include an additional closed session. Second by Kilpatrick. Roll call vote: 5 yes; Atherton and Klein absent. Motion carried.

**Closed Session – Number One**

Motion by Kilpatrick to enter into closed session at 6:35 p.m. for the purpose of E: student discipline cases. Second by Anderson. Roll call vote: 5 yes; Atherton and Klein absent. Motion carried.

The Board returned the meeting to open session at 6:45 p.m. No action was taken.

**Public Comments**

Patrick Sanchez asked the Board of Education if all employees are to receive an Employee Handbook. He was informed that the district currently does not have an Employee Handbook.

Teri Houzenga thanked the Board for allowing a change in pick-up points on Dennis Wright's bus route. Three families are currently taking advantage of the change. Mrs. Houzenga and Melinda Appel would like to make a recommendation for the next school year. They would like to see a shuttle from Thomson at 7:05 a.m. for country and town students. This would be for students whose parents

are willing to drive them into town and students who walk. Based on the cost of \$3.75 per mile at 20 miles the total would be \$13,500. They think it a good and positive idea for the district. Highland stated the Board will definitely look at the possibility. Houzenga and Appel would be willing to organize the route.

### **Correspondence**

The district received a letter from the US Department of Justice regarding Denise Babcock, who has been found guilty of extorting e-rate funds from school districts. West Carroll will be receiving approximately \$4,200 in restitution. Mr. Mathers shared an email he received from Ashley Boardman and his response to her regarding transportation and student discipline.

### **Administrative Reports**

Jeanette Ashby, Primary School principal, reported the Wear a Word Day is October 27. The Veteran's Day Program is November 10 at 1:30 p.m. and she extended an invitation to all board members. Jennifer Richard Jacobson will be making an "Author Visit" on November 16 and 17. She will be working with students and teachers from the Primary and Middle Schools. Mrs. Ashby thanked the members of the Board for allowing her to attend the IPA conference. She said it is a great way to network with principals from around the state.

Julie Katzenberger, Middle School principal, also thanked the Board for her attendance to the IPA conference. She stated it was a very good conference. Student recognition for the first quarter is October 26. Preparations are being made for the Parent/Teacher Conferences on October 27 and 28. Middle School students will be selling light bulbs through "Lights for Learning". Students will learn about energy and efficient uses of energy. The bulbs and Christmas lights are very comparable to store prices. Mrs. Katzenberger thanked the volleyball coaches for their time and efforts and stated that boys' basketball and cheerleading practice has started. The Middle School is hosting a Monster Mash dance on October 21.

Pam Delp, Special Education and Preschool director, reported the required Timely and Meaningful Consultation was held October 6. This meeting is for parents of home schooled or private school students. No parents attended the meeting. ISBE has notified the district that our special education program is disproportionate based on race and ethnicity of students. Mrs. Delp will be working on the report that is due November 15. First turn around of child counts and personnel changes for reimbursement have been completed. The district has had 32 special education students drop but 16 new students have entered the district. The special education numbers are always changing. All four preschool classrooms are at full capacity totaling 160 students. There are waiting lists in all three school districts. Kim Caldwell was rewarded by Office Max recognizing her for her dedication and passion in teaching preschool. She received \$1,000 worth of classroom supplies from Office Max and \$975 of supplies from their customers. She was greatly surprised and it was great having one of our staff receive this recognition.

Robert Lamb, High School principal, stated the PLAN test has been scheduled for October 26 and the ASVAB test is October 27. The first quarter ends October 21 and Parent/Teacher Conferences will be held the next week. The fall play "Fashionably Late" is scheduled for November 4-6 and will be held at the Intermediate School. Mr. Lamb thanked the Board for his attendance to the IPA conference. He said it was very informative and lets a person see that principals all over the state are experiencing the same things. A very interesting common issue discussed at a session was the things being posted on Facebook, off grounds, and the resulting conflicts being brought into the building.

October 19, 2011

Clint Cowman, assistant High School principal, reported the golf team took 3<sup>rd</sup> at regional tournament and is headed to sectionals. The volleyball team will begin regional play October 24. The winter sports Parent meeting is November 2 and the winter "Meet the Thunder" is November 11. Fall awards night is November 8. It was mentioned that the fresh/soph football team was undefeated with one game left to play for the season.

Brad Field, Technology director, reported that there were some issues with Skyward regarding state reporting. This was caused by building codes and the transition of the Intermediate students to the Primary. These issues have been resolved and all state reporting is up to date. Mr. Field met with the technology directors of Region 8. Discussion was held on broadband, the iFiber Project, and IlliniCloud services. These directors are beginning a regional support network for resource sharing and problem solving. The district inside webmail was not working. It has been fixed but Mr. Field is working on a more permanent solution to the problem. One of the biggest problems of district technology is the band width. He has talked with Illinois Century Network and JCWIFI about expanding the band width to 1.5 mega bites but this is not enough. The district use on some days is as much as 5 mega bites. He is working to resolve this issue. There have been many requests for wireless capabilities. The district has wireless service externally through JCWIFI but does not have internal use. He is looking into the capabilities through CDW, JCWIFI, and Sand Prairie Wireless. The district does not want to fall behind. The laptops being used in the building must be plugged in to use. Kilpatrick stated if the district gets laptops for students wireless is a must. Will the service installed be enough for staff, as well as, student use? The report on the 1:1 conference from the summer will be reported in November. Mathers stated the district needs to decide where it wants to be with technology and have an end result plan. If the district needs to teach technology a plan must be in place. The true value of teachers is to have the capability to use technology to learn.

Craig Mathers, superintendent, reported the student attendance for August/September. The Primary School had the highest average with 96.92% and overall attendance was 96.13%. Quality Circle meeting Exit Notes were provided for the Board. A change in Quality Circle "policy" is a topic of discussion must be addressed at the Building Advisory meetings before it can be brought up before the Quality Circle. Committee off-shoots from Quality Circle are Building Advisory, Insurance Committee, and Technology Committee. The joint Carroll County institute day is November 11, 2011. Mr. Mathers has begun to include the minutes from the AVC board meetings to keep the West Carroll Board informed especially with Stockton considering detachment from the AVC. Mr. Highland sent a letter to the Regional Board of Trustees regarding Stockton leaving the AVC and the consequences that would invoke. A copy was included for the Board to see. It was a collective agreement of the Board that Tim Atherton would represent the Board as an IASB delegate. Mr. Mathers reminded Board members, if they have not already done so, to complete the Open Meetings Act training prior to January 1, 2012. This training must be completed every year and he gave them the necessary website.

#### **Board Committee Reports**

There were no committee reports.

#### **Old Business**

##### **Transportation**

Superintendent Mathers informed the Board that some changes have been made to Dennis Wright's bus route to accommodate those parents that wish to utilize them. Mr. Mathers, at this time, is not bringing any recommendation to the Board for consideration to add additional buses or drivers. The situation will continue to be monitored.

### **Carroll County Housing Authority**

Rath was not comfortable with wording in the easement contract regarding the district's rights to build or make changes on the property. Mr. Mathers stated the district retains all the rights and privileges to the land for any future use. If changes are made and the tile needs to be moved it will be at the expense of the CCHA. This has been the intent of the easement all along. Through discussion it was the general consensus of the Board to change wording in section 5: Covenants of Grantor to make the intent of the section more clear.

Motion by Atherton to approve the easement agreement with the Carroll County Housing Authority for the purpose of installing drainage tile with the wording in section 5 changed per discussion. Second by Brigham. Roll call vote: 5 yes; Rath no; Klein absent. Motion carried.

### **Sale of Surplus Equipment – Snow Plows and Salt Spreaders**

Three sealed bids were received for the surplus equipment. The top bidder, Aaron Curboy, wanted all four pieces of equipment. His bid was \$405 for each plow and \$175 for each salt spreader.

Motion by Brigham to approve the sale of surplus equipment to Aaron Curboy for \$1,160.00. Second by Rath. Roll call vote: 6 yes; Klein absent. Motion carried.

### **One Percent Sales Tax**

People of the community have noticed that the Board discussed the 1% sales tax initiative at the last meeting. Business leaders understand the need for the tax and they understand the money is used for upkeep, but they still are not comfortable with a full 1%. They would like to get a home rule tax of 0.5%. Two community members met with Senator Jacobs to discuss home rule. Eastland is still taking a neutral stance on the subject and Chadwick/Milledgeville is still in favor of the tax. Mr. Mathers asked Board members what needs to be changed from before regarding the 1% sales tax. He stated the 1% sales tax must be run like a referendum to get the information before the public. Atherton said Board members should attend discussion panels at the joint conference and a committee needs to be formed and it needs to have a meeting. Kilpatrick stated if the Board is going to pursue this issue it needs to be organized and it needs a lot of support. Kilpatrick asked if the question had to go on the April ballot or could it be in the fall. She also stated that it would be necessary to get a community group for support as well. Brigham said we need some business community members for support. Atherton stated he feels home rule is not a reality. He is looking at every way possible to bring down the district deficit. People need to realize we need additional resources. Highland said let's wait until after the conference to start a committee. Maybe Atherton, Mr. Mathers, and someone else can hold a meeting. It would be a start to the process. Kilpatrick stated maybe it would be possible to actually visit a district that passed the tax and see what it has done for them. Anderson asked what the status with Palatine Oil is. Mr. Mathers said he was going to contact Palatine Oil to see what their stance for Carroll County is. Rath asked if anyone had talked with Farm Bureau to see what the tax would do to farmers. Mr. Mathers attended a meeting at the Farm Bureau last spring. The farmers are not in favor of the tax. General consensus of the Board is to appoint Atherton to be the head of a 1% sales tax exploratory committee.

Superintendent Mathers read a statement of apology for a remark he made during the September board meeting.

### **New Business**

#### **FY2011 Financial Audit Report**

Justin Krusey, Benning Group, Inc, reported to the Board on the FY2011 audit. He highlighted pages of the audit that dealt with their findings, recommendations, and fund balances. The district uses a

cash basis of fund accounting and not the GAP method (general accounting practices). The auditor must put a disclaimer in their response due to this fact. Mr. Mathers asked if it is usual and customary for school districts our size to use this form of accounting. Mr. Krusey stated yes it is. There are only two schools they audit that use GAP. He stressed the Board needs to be cognizant of how long the working cash fund will last if the Board continues to use it for bail out of the O & M and transportation funds. The district's profile score is 3.6 points out of 4 – recognition status the same as last school year. Mr. Krusey discussed the activity funds. Per state law all custodians (handlers) of funds must be bonded like the district treasurer. An insurance policy covering these employees is not the same. Mr. Mathers asked if these employees were bonded could they be eliminated from the insurance policy to save on the premium. Mr. Krusey said you should check with your attorney for the answer to that. Mr. Mathers praised Denise Noordhoff for her diligence with the fund accounting resulting in a good audit report.

Motion by Atherton to approve the FY2011 financial audit report as presented. Second by Kilpatrick. Roll call vote: 6 yes; Klein absent. Motion carried.

### **ISAT/PSAE Presentation**

Principals Ashby, Katzenberger, and Lamb presented a power point on the test results from the 2011 ISAT and PSAE state assessments. Students are tested every year to measure progress on how well they are meeting or exceeding the State Standards and No Child Left Behind requirements. The 2011 target was 85.0% and the target for 2012 is 92.5%. Test scores show growth in some areas but also identify areas where additional interventions are needed.

### **FY2012 First Quarter Financial Reports**

The first quarter revenue chart shows the receipt of early tax money and state funds owed from FY 2011. The expenditures in some funds are higher than 25% due to large payments that are owed during this time of the year. The percentages will even out as the year goes on. The revenue received is 50% of the budget and the expenditures are 24.53%.

### **WC High School – FFA Field Trips**

Board policy requires Board approval for over night field trips. The FFA presented a list of trips for the year, the expected costs, and the funding source for each one.

Motion by Atherton to approve the over night FFA field trips for the 2011-2012 school year as presented. Second by Anderson. Roll call vote: 6 yes; Klein absent. Motion carried.

### **AVC Funding Plan**

The AVC Board of Control is looking at a funding plan with two options. Current funding is based on assessment and tuition. The assessment is based on the number of students in the local high school. The options being considered are tuition only (based on the number of students attending from your district) or fixed costs and tuition. These funding ideas are from Galena and River Ridge and would be a benefit to West Carroll because it will lower our current costs. Keeping all the schools in the cooperative is the best scenario for the AVC. The Board of Control will vote on the proposals at the November meeting. Stockton has pushed for tuition only costs for a while and will remain with the AVC if this option is voted upon. If Stockton does leave the AVC, it could be the beginning of the decline of the cooperative. The general consensus of the Board members was to do whatever is possible to keep the AVC as is and satisfy Stockton to keep them in the cooperative.

### **Senate Bill #7**

Superintendent Mathers presented a PowerPoint on Senate Bill #7 and the Performance Evaluation Reform Act of 2010 (PERA). These bills may have a significant impact on how districts evaluate and

hire personnel and directly tie student performance to teacher evaluation. This legislation will require districts to maintain two lists for certificated staff; seniority and evaluation. All staff reductions will require performance to take precedent over seniority. Board members are also affected by the legislation because they are required to receive training on evaluation of certified staff. If members do not receive the training they will not be able to vote upon dismissal of teachers. Mr. Mathers and several area superintendents have discussed bringing 6-7 boards together and will have someone present the training at one time.

### **Teacher Evaluation Instrument**

PERA and Senate Bill #7 require a few steps to move successfully toward the implementation of this legislation. One is an evaluation instrument. The collective bargaining agreement requires the Board to work with the West Carroll Education Association on an evaluation instrument. The current evaluation ratings do not match the ratings being implemented by the Educational Reform. The administration and the WCEA Executive Board put together an evaluation instrument to use until the district or State of Illinois creates an evaluation instrument that includes student growth.

Motion by Atherton to approve changes to the current evaluation system and execute a Memo of Understanding with the West Carroll Education Association. Second by Kilpatrick. Roll call vote: 6 yes; Klein absent. Motion carried.

### **AFLAC**

AFLAC would like to present additional insurance products that would be an employee paid benefit through payroll withholdings. Staff members could benefit by having lower premiums due to group purchasing powers on different policies and AFLAC has a wellness incentive in their products that could be an incentive for early detection that also helps and benefits our staff. General consensus of the Board is to have Mr. Mather investigate further and have AFLAC make a presentation to staff if they are interested.

### **Closed Session – Number Two**

Motion by Brigham to go into closed session at 9:08 p.m. for the discussion of items A. appointment, employment, discipline, performance or dismissal or removal of specific employees; B. collective bargaining matters or consideration of salary schedules for one or more classes of employees; and E. student discipline cases. Second by Highland. Roll call vote: 6 yes; Klein absent. Motion carried.

The Board of Education returned the regular meeting to open session at 10:31 p.m.

### **Action on Closed Session Items**

Motion by Rath to accept, with regret, the resignation of Lucy Stinson, bus driver for the Northwest Academy route. Second by Atherton. Roll call vote: 5 yes; Anderson, Klein absent. Motion carried.

Motion by Highland to approve the administrative recommendation to recall and employ Tammy Heitter as a part time special education one on one aide at West Carroll High School. Second by Kilpatrick. Roll call vote: 5 yes; Anderson, Klein absent. Motion carried.

Motion by Rath to approve the administrative recommendation for the following volunteer coaches: Ron Bull and Andy Hughes, West Carroll High School Boys' Basketball; Dan Nevills, John McIntyre, and Tony Jackson, West Carroll High School Wrestling. Second by Brigham. Roll call vote: 5 yes; Anderson, Klein absent. Motion carried.

Motion by Kilpatrick to accept retirements, per the Collective Bargaining Agreement, of Paul Kaczmariski, Sharon Law, S. Joela Purlee, Janice Schoening, and Maureen Tyne at the end of the 2013-2014 school year. Second by Highland. Roll call vote: 5 yes; Anderson, Klein absent. Motion carried.

Motion by Brigham to uphold the administrative decisions regarding out of school and transportation suspensions for students from West Carroll High School (7), West Carroll Middle School (10), and West Carroll Primary School (10). Second by Kilpatrick. Roll call vote 4 yes: Rath abstain; Anderson, Klein absent. Motion carried.

**Adjournment**

Motion by Kilpatrick to adjourn the regular October meeting of the Board of Education at 10:40 p.m. Second by Rath. Roll call vote: 5 yes; Anderson, Klein absent. Motion carried.

Sandra Aude  
Recording Secretary

---

Beverly Kilpatrick, Secretary  
West Carroll Board of Education

  
Michael D. Highland, President  
West Carroll Board of Education

**Closed Session – Number One**

Motion by Kilpatrick to move the regular meeting into closed session at 6:35 p.m. for discussion of item E – Student discipline cases. Second by Anderson. Roll call vote: 5 yes; Atherton and Klein absent. Motion carried.

Members present: Jerry Anderson; Tim Atherton (arrived at 6:43 p.m.); John Brigham; Mike Highland; Bev Kilpatrick; Dawn Rath

Members Absent: Mark Klein

Administration: Superintendent Craig Mathers; Principal Robert Lamb

Others present: Esther Losh

**1. Item E – Student Discipline Case**

- Parental concerns regarding a discipline issue at the High School.

**2. Adjournment**

Motion by Atherton to return the regular meeting to open session at 6:45 p.m. Second by Anderson. Roll call vote: 6 yes; Klein absent. Motion carried.

**Closed Session – Number Two**

Motion by Brigham to go into closed session at 9:08 p.m. for the discussion of items A: appointment, employment, discipline, performance or dismissal or removal of specific employees; B: collective bargaining matters or consideration of salary schedules for one or more classes of employees; and E: student discipline cases. Second by Highland. Roll call vote: 6 yes; Klein absent. Motion carried.

Members present: Jerry Anderson (departed 9:34 p.m.); Tim Atherton; John Brigham; Mike Highland; Bev Kilpatrick; Dawn Rath

Members Absent: Mark Klein

Administration: Superintendent Craig Mathers

Others present: Patrick Sanchez

**1. Item A – Personnel**

- Dismissed employee spoke to the full Board of Education. Individual left the meeting at 9:55 p.m.

**2. Item E – Student Discipline Cases**

A. School suspensions.

- WC High School; 7 out of school suspensions
- WC Middle School; 6 out of school suspension; 4 transportation suspensions
- WC Primary School; 5 out of school suspension; 5 transportation suspensions

**3. Item A and B – Personnel**

A. Resignation

- Bus Driver – Northwest Academy

B. Employment

- RIF'd Aide, recalled - Part time Special Education One on One Aide – West Carroll High School

C. Volunteers

- Two Coaches - WC High School Boys' Basketball
- Three Coaches – WC High School Wrestling

- D. Retirements per the Collective Bargaining Agreement – End of the 2013-2014 School Year
- Five certified staff members.

F. Technology Personnel

G. Superintendent's Evaluation

- Timeline
- Process

**4. Adjourn to Open Session**

Motion by Kilpatrick to return the regular meeting to open session at 10:31 p.m. Second by Atherton. Roll call vote: 5 yes; Anderson, Klein absent.

Sandra Aude  
Recording Secretary

---

Beverly Kilpatrick, Secretary  
West Carroll Board of Education