

**November 12, 2009**  
**REGULAR MEETING**  
**Board Briefs**

The Regular Meeting of the Board of Education, West Carroll Community Unit School District No. 314, was held in the WC Intermediate School Library/Media Center, 801 South Street, Thomson, Illinois. The meeting was called to order at 6:33 p.m. by President Boyd.

Administration present: Superintendent Mathers

Principals: Ashby, Burkholder, Delp, Katzenberger, and Lamb

Members present: Boyd, Brigham, Highland, Kilpatrick, and Sweeney

Members absent: Atherton and Klein

Others present: Brad Field, Melissa Geary and friend, Randall and Jane Adolph, Attorney David Shockey, and Media (Michael Miller and Mike Nester)

Board members approved the items of the **consent agenda** as presented:

- A. October 15, 2009, Regular Minutes
- B. October 15, 2009, Closed Session Minutes
- C. Financial Reports
- D. Payment of Bills

Public Comments - None

Correspondence – Thank you cards were received from the family of Alyce Holt (Betty Hartman's mother) and the family of Helen Potter (Dawn Cole's grandmother).

Administrative Reports

WC High School principal, Bob Lamb, reported that the Junior Class took the ASVAB test on November 12 and that the Sophomore Class will be taking the PLAN test on December 2. Students take these tests off site at the Catholic and Methodist church halls. Girl's and boy's basketball teams will start their seasons at the Oregon Holiday Tournaments and wrestling will begin on November 24. For the first time in the history of West Carroll the volleyball team was regional champions and won their first match in the sectionals. Second quarter mid-term reports will be mailed to parents on November 20. The High School Winter Concert will be Tuesday, December 8. Semester tests are scheduled for December 17, 18, 21, and 22. This is a different format than in previous years. Tests are spread out over four days instead of two. This will allow changing the preparation of testing. A 4 block schedule will be run allowing teachers to review the material with students prior to their taking the test. Each subject test will have the same grade weight across the board. All tests will count for 10% of the student's grade. Boyd asked if the teachers are on board with the restructuring of the teaching day per the negotiated contract. Mr. Lamb said all teachers are aware of the changes.

Assistant principal, Monica Burkholder, stated that the High School play had been held the previous weekend. The performance was great and the students and audience had a fun time.

Jeanette Ashby, Primary School principal, reported they had a 96% turnout for parent/teacher conferences. Some teachers are still either contacting or meeting with parents. It is hoped they will still reach 100%. The flu and other illnesses had made it more difficult to reach that goal. The "Wear a Word Day" was a great success and Mrs. Ashby thanked the National Honor Society for their help. First grade will host a Reading Night, November 19. West Carroll PTO will hold their annual Make and Take Christmas Gift Workshop for Primary students on December 7. Mrs. Ashby and Darcie Feltmeyer, Eastland principal, have finalized the plans for the joint in-service day on January 22. A key note speaker will meet with all staff at the WC Middle School and then staff will split into two groups, K-5 and 6-12. Each group will have a speaker discussing topics geared for their grade levels. The district will provide buses to transport staff to each meeting. The Primary Winter Concerts are scheduled for December 3 (K & 3<sup>rd</sup>) and December 10 (1<sup>st</sup> and 2<sup>nd</sup>).

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Intermediate principal, Pam Delp, reported that 95% of the Intermediate students were represented at parent/ teacher conferences. Teachers are still working to make connections with the remaining parents. Mrs. Delp thanked Mark Bressler and all Intermediate teachers for all the work they put into the Veteran's Day Program. The program was held on November 10 and was a huge success. She was very proud of the students and how they showed the proper respect for the veterans in attendance. Seventy-nine students had perfect attendance the first nine weeks of school and seventy-five students earned Thunder Honor Roll. Thirty 5<sup>th</sup> and 6<sup>th</sup> grade students represented West Carroll at the IMEA concert on November 7 in Rochelle. West Carroll had the second largest group out of the 20 schools attending. Mrs. Delp thanked Mr. Bressler and Joe Titus for their hard work with these students. The Intermediate Open House/Art Show/Family Book Fair is scheduled for November 17, the annual Geography Bee on December 11, and the Winter Concert and Art Show is scheduled for December 13.

Mrs. Delp reported that special education teachers and aides have been receiving CPI refresher training through Bryan Kamper. Mr. Kamper is the qualified trainer for the district. This training emphasizes the use of strategies to avoid physical restraint of students but it also teaches the proper way to use physical restraint when it is necessary. Fourteen special education teachers, related service providers, administrators, and parents met on November 9 to complete the self assessment for disproportionality in behavior disorder and emotional disorder students. The group as a whole felt there is no flaw in the district's procedures. The disproportion stems from the district's demographics and economic status. Mrs. Delp reported that almost \$3,000 was raised through a fund raising event at Poopy's. She thanked everyone involved for all their hard work and she thanked Denise Noordhoff and Jeff Holley for donating two exercise trampolines to the special education department.

Middle School principal, Julie Katzenberger, stated that 161 Middle School students were recognized for earning High or Regular Honors for the first quarter. Students were also recognized for outstanding attendance. 79% of the students were represented at the parent/teacher conferences and staff made parent contact for the remainder of the students resulting in 100% parent contacts. Second quarter progress reports will be mailed on November 20. There are 38 boys participating in basketball and twelve girls participating in basketball cheerleading. There are two 8<sup>th</sup> grade teams and one 7<sup>th</sup> grade team. The Middle School is participating in an IMEA concert on November 21, Market Day Pick-up is November 24, a 2:00 p.m. early dismissal for Thanksgiving on November 25, and the Middle School Winter Concert is planned for December 1.

Superintendent Mathers reported that the October monthly attendance rate was down a little due to the flu (94.80%). The highest number reported absent was 130 with 76 with flu like conditions. Mr. Mathers included the monthly newsletter from Hodges Loizzi Eisenhammer Rodick Kohn, district attorneys. One of the articles pertained to student searches. The administration has reviewed and discussed this information for future reference if necessary. The letter of response to the Regional Office of Education stemming from the annual building inspection/review was shared with the members of the Board. The Alliance Legislative Report stated that it is not the responsibility of the district to have a trained AED user at all activities. Mr. Mathers has received an email stating the district's Mandate Waiver for Driver's Education was approved. The district will need to move forward with plans for expanding Driver's Education. Mr. Mathers shared AVC updates. Several West Carroll students received honors from the AVC for the first quarter. Mr. Lamb stated, because of the number of students we have attending, our students receive these honors quite often but it also is a tribute to our students who are dedicated in taking advantage of these programs. The state-wide School Board Member Day is November 15. Information packets for the Triple I conference were passed out to members in attendance. West Carroll has received verbal approval from IHSA that the High School will be hosting regional competition for wrestling and boy's basketball and the division solo and ensemble contests. The 2010-2011 calendar will be discussed at the next AVC meeting and it is possible that all schools that feed into the AVC are interested in an all school in-service day.

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Brad Field, Technology Director, reported there were 97 work orders for the month. Thirty-four work orders have been completed; sixty-three orders are open with twenty-four in regards to Edline. About fifty parents took advantage of the Edline "open labs" during parent/teacher conferences. District wide participation in Edline is currently at 38%. Help Desk software is once again operational. Staff will be able to submit a work order and they will receive information when the order has been filled and closed. This should help with the communication between staff and the tech department. One of the student management programs the district is looking at is Skyward. Field and Deb Cottral were offered complementary registrations to the annual Skyward User Conference. This gave them the opportunity to interact with districts currently using Skyward and other districts that are looking for software replacements. Skyward is used extensively in Illinois and our own Educational Service Region 8. The district will continue to evaluate the student management software available and make an informed decision. Field and JorjAnn Fink will be attending the Illinois Education Technology Conference.

### Board Committee Reports

Boyd, Highland, Kilpatrick, and Mr. Mathers reviewed the board policy update recommendations from IASB – PRESS from July and September. The next updates (November) of board policies were received in the mail November 12.

### Old Business

The Board approved **destroying the closed session tapes** of the special meeting on February 13, 2008 and the regular meeting on February 20, 2008.

Melissa Geary, Illinois Coalition for Community Service informed Mr. Mathers that her mentoring program is not limited to Thomson children only. She will be able to work with any West Carroll student wishing to be involved in the program. The Intermediate School does have a former classroom that can be used for the program. All the district will need is a completed facilities use form and certificate of liability. Ms. Geary informed the board that she would have the certificate within the next couple of days. Mr. Boyd thanked Ms. Geary for her patience with the district in working out the necessary details.

Board members approved allowing the **Illinois Coalition for Community Service** to access Room 22 at West Carroll Intermediate School for a mentoring program for 2009-2010.

The roof on the West Carroll Middle School Crow's Nest will be completed November 13 and 14 weather permitting.

### New Business

Randall and Jane **Adolph** want to annex into the Pearl City School District so their daughter, Nicole, can continue to attend without paying tuition. They first approached the West Carroll School District on February 25, 2008. Mr. Mathers received a "draft" petition from attorney, David Shockey, on October 26, 2009 detailing the family's desire to complete the **detachment and annexation** through the Regional Superintendent and the Regional School Board of Trustees. The property is actually owned by Paradise of Tennessee, LP and Thomas Huiner, Mr. Adolph's employers. Mr. Shockey showed Board Members maps of the property in question and explained the petition. The property parcels being detached from West Carroll totals \$93,081 and the property that will be annexed from Pearl City totals \$110,325. Pearl City will lose \$17,244 in EAV but gain a student who can be claimed for General State Aid. West Carroll will lose a student who has never been enrolled and gain additional EAV. Sweeney asked if there are any residences on the annexation property. Shockey stated there is one residence that belongs to the owner of the property. There are no school age children at that residence. It is hoped the annexation/detachment will be finalized by January 1. The Regional School Board of Trustees makes the final decision on any questions of annexation. The Regional Office has set a hearing date of December 1,

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2009 to consider the Adolph proposal. Pearl City is supportive of this annexation petition. Boyd feels this proposal would be in the best interest of the child in question. Brigham stated if this is not financially detrimental to the district he would be supportive. Verbal consensus of the Board is to continue to support the annexation/detachment petition and move forward. Superintendent Mathers will attend the December 1 Regional Board meeting.

West Carroll received bids from two different companies for workman's compensation insurance. The bids were from Bullis and Sundberg LLC (WCSIT) and Trissel Graham and Toole (Accident Fund). Lockhart and Law was unable to secure any bid quotes. The district's experience modification factor has been figured into the proposed quotes. Accident Fund supplied the workman's comp insurance for 2008-2009 and was the successful low bid for 2009-2010. Accident Fund, \$78,139; WCSIT, \$58,085 based on an annualized contribution of \$100,005 (12/01/2009 – 07/01/2010).

Board members approved Accident Fund as the **workman's compensation insurance** carrier for December 1, 2009 – December 1, 2010.

The 2009 levy will be confirmed at the December 2009 meeting. It must be presented to the Carroll County and JoDaviess County Clerk's offices by December 29, 2009. A Truth in Taxation hearing will be scheduled before the December meeting. The proposed levy is a balloon levy which is asking for more than 105% of the previous year's tax extension which will allow the district to capture all new EAV growth. There is no expected growth in residential property, there is an expected 10% increase in farmland assessment, and \$1,200,000 will be coming off the TIF district. Estimated district EAV is \$118,000,000. The levy for tort was increased but the levies for social security and IMRF were left at the same level as the previous year. The bond and interest rate should be around \$0.83. The anticipated tax rate is \$5.53. Boyd asked if there is any additional TIF property rolling off. Mr. Mathers stated there is a possible appeal on some additional property in the TIF district. If it is not appealed the EAV from the TIF will raise to \$1,800,000

The Board of Education approved the **2009 tax levy** as first reading and set a Truth in Taxation hearing before the December 17, 2009 Board of Education meeting.

West Carroll School District has executed a Memorandum of Understanding with the American Red Cross to use district facilities as an emergency shelter during a disaster. The Carroll County Health Department wanted to make sure we had all documents current between the Health Department and the West Carroll School District. **Memorandum of Understanding** forms were on file for the High School and the Middle School but not for the Primary School. The H1N1 flu clinic was scheduled for the Primary School, therefore, Mr. Mathers and Sally Marken, Carroll County Health Department, coordinated paperwork so the clinic could be completed.

The district is required every year to review the **building security plans** and examine current practices based on new knowledge or a changing environment. The deadline for completing this is May 3<sup>rd</sup> but the building principals are used to completing this in September and have done so. Highland commented on a recommended change in the Middle School procedure regarding "code blue" and wondered if the other buildings were making this same change. After discussion it was recommended that all safety plan wording and codes be the same to make everything uniform throughout the district. Approval of the safety plans was tabled until all reports were modified.

The Junior Class has completed preliminary work on hosting Prom 2010 on a Mississippi River boat. The date for prom is scheduled for Friday, April 30, 2010. The administration is asking for approval for early dismissal for the prom participants at 12:40 p.m. Students would secure one-half day of attendance and have the afternoon to finalize prom obligations. Only students who are scheduled to attend prom would have this option.

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Board members approved an **early dismissal time** of 12:40 p.m. on April 30, 2010 for students attending **Prom 2010**.

Principal Lamb is recommending that graduation be scheduled for Sunday, May 16, 2010 at 1:00 p.m. Weather permitting the ceremony will be held outside. Based on the district calendar, if all five (5) snow days are used the last full day of student attendance would be Monday, May 24, 2010.

Board of Education approved **May 16, 2010**, 1:00 p.m. as the West Carroll High School **graduation date** and time.

WC High School EXCEL classroom is asking for a \$1,000 donation for their activity fund to help pay students for working in the cafeteria. This funding amounts to \$1.00 per hour for the students as a way to experience a workforce opportunity. A few of the other special education students earn funds through Rolling Hills, STEP, and the co-op program. The students are paid weekly out of the Activity Account. Boyd stated this is a worthwhile project and recommends that this expense become part of the district budget under a line item. By adding it to the budget this item would not have to be individually approved each year.

Board members approved a **\$1,000 donation** to the West Carroll High School **EXCEL program**.

WC High School is in year two of not making AYP, Adequate Yearly Progress. NCLB legislation requires the school to have a two year plan on how to raise student achievement levels. Many meetings with staff created good discussion and input into creating the plan. Principal Lamb has created an AYP Club and extended invitations to senior class members. It is hoped the under classmen will take notice and want to become part of this club. RESPRO funds are being used to supplement staff development monies which will allow staff to attend professional development in multiple areas to bring research-based strategies back to the building to assist in lesson delivery. Mr. Lamb stated that putting the plan together was not easy but he was very impressed with the work and dedication the staff has put into the project. They are looking at a software program called Study Island to help students. Lamb praised Monica Burkholder for her leadership with the project; she has done a good job. Boyd asked how the RESPRO funds are being used. Lamb stated funds will be used to purchase PSAE coach materials and pay substitutes for professional development training. WCHS Renaissance Funds will be used for the incentives and other items. Boyd asked about a sponsor for the AYP Club. The club will be run by an administrator. Highland asked if scheduling changes are going to be difficult to make. The guidance counselors are going to attend a conference to help with scheduling and the school improvement period can also be used to make the scheduling work. Teachers are volunteering their time before and after school to work with students and aides and librarians will be used to pull students out of classes to help them work at their own pace. Boyd asked Mr. Lamb what his gut feeling was; does he have a product that will work. Lamb said yes. Highland appreciates the hard work and everything that has been put into the project. Lamb is very concerned about the flatness of the test scores at the high school. Burkholder says the staff is feeling motivated. Staff members coming back from particular conferences are showing much enthusiasm to use the techniques they have learned. Boyd stated you have to motivate the teachers to be able to motivate the students. Superintendent Mathers stated it is necessary to change the mind set so you can see steady growth and the students moving up. It is necessary to identify the students that are only 3-5 points away from making AYP. Those are the ones that need to be targeted for immediate improvement. It is necessary to make sure students all have a good foundation.

The Board approved the **West Carroll High School Improvement Plan** as presented.

It was decided to table the first reading of updated board policies from IASB – PRESS. The committee will meet to review the November updates that were just received and then the first reading for July, September, and November updates will be at the December board meeting.

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West Carroll Board of Education entered into **Closed Session** at 8:05 p.m. for the discussion of the appointment, employment, discipline, performance or dismissal or removal of specific employees; collective bargaining matters or consideration of salary schedules for one or more classes of employees; and student discipline cases.

The regular meeting of the West Carroll Board of Education returned to open session at 8:34 p.m.

Board members employed **Michel Krontz** as a part time **non-instructional aide** at the West Carroll Primary School.

The Board of Education approved the **maternity leave** request of **Jessica Handel**, West Carroll High School P.E. instructor, to begin in March, 2010.

The Board approved the request of **Julie Katzenberger**, West Carroll Middle School principal, allowing her to become a Gifted Education Trainer for Educational Service Region #8.

Board members approved Andy Hughes and Ron Bull as **volunteer boy's basketball coaches** at West Carroll High school for the 2009-2010 season.

Board members approved the following individuals as **volunteer wrestling coaches** at West Carroll High School for the 2009-2010 season: Dan Nevills, Brady Knop, Jeremy Castro, Wade McIntyre, John McIntyre, Dan Hartman, and Kevin Powers.

Members of the Board of Education adjourned the meeting at 8:42 p.m.

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