

## **West Carroll Regular Board of Education Meeting Board Briefs November 13, 2008**

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. President Boyd called the meeting to order at 6:30 P.M.

Administration present: Mathers, Ashby, Burkholder, Delp, Katzenberger and Lamb,  
Members present: Boyd, Highland Melhus and Sweeney  
Members absent: Foltz, Kelley and Klein  
Others present: West Carroll Staff, Students, and Parents, Media, and Members of the Community

Approved October 16, 2008, Special Meeting Minutes.  
Approved October 16, 2008, Special Meeting, Closed Session Minutes.  
Approved October 16, 2008, Regular Meeting Minutes.  
Approved October 16, 2008, Regular Meeting, Closed Session Minutes.

Approved the financial reports and payment of bills as presented.

Beth Ritchie spoke in favor of having the High School Graduation ceremony at West Carroll High School. Gary Foltz spoke in favor of having the ceremony at the West Carroll Middle School.

Technology Director, Brad Field, presented a technology update. AlertNow was used successfully to notify high school families of a water main break at the high school building on November 6<sup>th</sup>. Mr. Field has also heard positive comments on the new Edline program.

High School Principal, Bob Lamb, reported that practice for high school winter sports began on November 10<sup>th</sup>. Mr. Lamb congratulated the volleyball team for winning the Regional Tournament and the Drama Department for a successful fall play, *Earnestly Earnestine*. Mr. Lamb also noted that semester testing is scheduled for December 18-19, 2008.

Assistant High School Principal, Monica Burkholder, commended Travis Findlay and ten students from his class for being chosen to be election judges for the November 4<sup>th</sup> election. Mrs. Burkholder said the students did an outstanding job.

Middle School Principal, Julie Katzenberger, thanked Mark Massey and Mr. Evan Massey for their generous donation of \$300 to the Middle School library in memory of the late Mrs. Massey. Mrs. Katzenberger also thanked the Good Samaritan for their generous donation of \$532 to cover transportation expenses to the Good Samaritan for the year long 6<sup>th</sup> Grade Service Learning Project. Ninety-one Middle School students were recognized for Perfect Attendance for the First Quarter at a Student Recognition Assembly held on November 7<sup>th</sup>; Honor Roll students were also recognized.

Intermediate School Principal, Pam Delp, reported that 99% of the students were represented at Parent-Teacher Conferences. Mrs. Delp thanked Mark Bressler and all of the WCIS teachers for all of their hard work in making the annual Veteran's Day Program, held on November 10<sup>th</sup>, a huge success. Sixty-four students had perfect attendance and sixty-seven students earned Thunder Honor Roll for the first nine weeks. The Intermediate School Holiday Concert is scheduled for December 16, at 7:00 P.M.

Primary School Principal, Jeanette Ashby, reported that the Primary School had 98% attendance at the Parent-Teacher Conferences held on October 22-24. Mrs. Ashby congratulated Sandy Gabriel for having a phonics idea published in *Mailbox* magazine. Monday, December 8<sup>th</sup> will be the Kindergarten and Third Grade Christmas Program and Tuesday, December 9<sup>th</sup> will be First and Second Grade Program.

**Board Briefs**  
**November 13, 2008 (Page 2)**

Approved the destruction of the West Carroll Board of Education Closed Session tapes from the February 26, 2007, Special Meeting and the March 29, 2007, Regular Meeting.

Superintendent Mathers reported that he will be attending the Triple I Conference in Chicago, November 21-23. Mr. Mathers received good feedback for AlertNow when it was used on November 6<sup>th</sup>. Superintendent Mathers also discussed how important attendance is for the district.

Discussion was held regarding the location for the High School Graduation Ceremony.

Deb Klein entered the meeting at 7:05 P.M.

High School Principal, Bob Lamb made a recommendation to always hold the High School Graduation ceremony in the facility that the seniors attend during their high school years. Mr. Lamb also recommended that this year's graduation ceremony scheduled for May 17, 2009, be held at the football field, weather permitting.

Approved having the 2009 High School Graduation Ceremony at the WC High School on May 17, 2009.

The Junior Class has completed preliminary work on hosting the 2009 Prom on a Mississippi River Boat. The date would have to be changed to Friday, May 1, 2009. The topic was brought to the Board to receive approval to let Prom participants out at 12:40 P.M. Students would receive one-half day of attendance and have the afternoon to finalize Prom obligations. Only students signed up to attend Prom would have this option.

Approved an early dismissal time of 12:40 P.M. on May 1, 2009, for students attending Prom, 2009.

Board Policy requires Board approval on field trips that include an overnight stay. High School Music Instructor, Mr. Scott Mattison, asked the Board to allow the music students to experience the Illinois High School Theatre Festival at the University of Illinois.

Approved a field trip to the University of Illinois for the Illinois High School Theatre Festival.

The West Carroll Education Foundation continues to provide financial support through a grant writing process for the district's teachers. The Foundation decided on the grant requests on Thursday, November 6, 2008. Mr. Highland is the representative for the Board of Education.

Superintendent Mathers has been working to finalize the water tower agreement between the City of Mt. Carroll and West Carroll C.U.S.D. No. 314. Tony Loizzi, the district's attorney, generated two resolutions that need to be executed and the City of Mt. Carroll is creating a memo of understanding granting the school district the ability to put a communication device on the tower without leasing costs charged to the district. Mr. Mathers will submit a bill to the City of Mt. Carroll for HLERK's costs; this was in the original agreement for them to pay the district's attorney fees.

Superintendent Mathers presented two Resolutions as follows:

Resolution #1 – Resolution of the Board of Education of West Carroll C.U.S.D.  
#314 authorizing the transfer of real estate.

Resolution #2 – Resolution of the Board of Education of West Carroll C.U.S.D.  
#314, Carroll County, granting easements to the City of Mt. Carroll.

Approved the Resolutions as presented.

**Board Briefs**  
**November 13, 2008 (Page 3)**

Superintendent Mathers presented the following information for the First Reading of the West Carroll C.U.S.D. No. 314 - 403B Plan:

New regulations for the administration of 403B plans are going into effect January 1, 2009. Extensive work has gone into making sure the district has a plan in place to allow employees to continue to save for retirement. Three key pieces of the 403B puzzle include the Adoption Agreement, the 403B Plan Document, and the Service Provider Agreement.

The Adoption Agreement lists the provisions that the West Carroll plan allows. The major changes from previous years are financial hardship withdrawals and loans. Under the current plan being proposed, these options are not available. These two areas require increased oversight and documentation. Your plan can experience operational failure or plan failure. Plan failure makes all the contributions taxable. These two areas are covered under plan failure issues. The West Carroll District Office is planning to administer the plan rather than a third party administrator.

The 403B Plan Document defines the terms and vocabulary used in the Adoption Agreement. It also sets the limits on participation, amounts deferred, loans (not permitted in the district's plan), distributions, rollovers, exchanges, and transfers. The final sections include investments of contributions, amendments, miscellaneous, and Roth details.

The items excluded from the Adoption Agreement were left in the Plan Document for future consideration as the rules and regulations become more apparent.

The Service Provider Agreement was sent to the current vendors to get them to continue their services. They have to agree to the Plan to continue to be a provider. A few companies have notified the district that they are not accepting 403B contributions any longer.

There is an Option Table to explain the sections included in the Adoption Agreement.

A meeting was held with Dan Hartman and Joanie Brooks to explain the District's plan. Details were fully supported.

Approved the First Reading of the West Carroll C.U.S.D. No. 314 - 403B Plan as presented.

Superintendent Mathers reported that as of January 1, 2009, all districts must have on file a District Improvement Plan. The Plan must include action plans to initiate Response to Intervention. The Plan includes strategies for each building on how to raise achievement levels and provide instructional interventions.

The Plan was created by the building principals to address areas identified on the School Report Card and NCLB requirements for Adequate Yearly Progress.

Approved the First Reading of the of the West Carroll C.U.S.D. No. 314 District Improvement Plan as presented.

Superintendent Mathers presented the tentative levy for the upcoming year. The Board of Education is required to confirm the levy at the December, 2008, meeting and it must be presented to the County Clerk's offices in Carroll and Jo Daviess prior to the last Tuesday in December. It is imperative that the district levies a higher number than it expects to receive to be able to capture all new EAV growth. The EAV numbers are tentative from each county. The growth minus the exemptions shows a tentative increase of 1.45%. The levy being presented is more than 105% of last year's total. The West Carroll Board of Education is required to hold a Truth-in-Taxation hearing prior to the December Board meeting. Mr. Mathers presented information to show the details of last year's levy and the projections for FY10.

**Board Briefs**  
**November 13, 2008 (Page 4)**

Authorized Superintendent Mathers to move forward with the legal work associated with the 2008 Levy.

Set the Truth in Taxation Hearing for the 2008 Levy, at 6:15 P.M. on December 18<sup>th</sup>, prior to the West Carroll Regular Board of Education Meeting.

Superintendent Mathers presented information regarding the District's Workman's Compensation Insurance.

Approved the Accident Fund from Trissel Graham & Toole as the Workman's Compensation Insurance Company, for the West Carroll C.U.S.D. No. 314, effective December 1, 2008 – December 1, 2009.

A Truancy Protocol was developed through a series of meetings in Carroll County. In attendance were school leaders, the State's Attorney, Judge Gunnarsson, law enforcement officers, truancy official, and Marie Stiefel. The focus of the Protocol is to put procedure in place to address attendance issues with individual students. The section on "School District Responsibilities" is a summarization of Illinois School Code. The major procedural changes revolved around the Regional Office of Education and their connection to the Juvenile Court. The Protocol puts procedures in place to assist in the district's efforts to reinforce good student attendance.

Approved the First Reading of the West Carroll C.U.S.D. No. 314 Truancy Protocol.

Superintendent Mathers reported that Laurie Gungel and Annette Hartman are working to prepare a West Carroll brochure highlighting the district and each individual town. The principals were asked to create a page for each of their buildings. Mr. Mathers presented a list of possible programs and district successes to highlight and also asked Board members for additional suggestions.

Entered closed session at 7:55 P.M. for consideration of the Appointment, employment, discipline, performance or dismissal or removal of specific employees; Purchase or lease of real property or setting of a price for sale or lease of district property; and Student discipline cases.

Board returned to open session at 8:50 P.M.

Accepted Ann Bowman's resignation as a Special Education Aide at the WC High School, effective October 23, 2008.

Employed Steve Ramirez as Assistant High School Wrestling Coach for 2008-09.

Employed Michael Von Hollen as the Assistant Director for the 2009 Fall Play.

Employed Michael Von Hollen & Mark Bressler as Co-Assistant Directors for the 2009 Spring Musical, "Wizard of Oz."

Agreed to allow Eric Wiltshire and Andy Hughes to be Volunteer 8<sup>th</sup> Grade Basketball Coaches for the 2008-09 school year.

Approved the transfer of Marlena Kerr to a part-time aide position at WCHS on Tuesdays and Thursdays.

Approved the acceptance of sealed bids for the disposal of two WC buses.

Adjourned at 8:51 P.M.

