

**West Carroll Board of Education  
Regular Board Meeting  
October 21, 2010**

The regular meeting of the Board of Education of West Carroll Community Unit School District # 314, was held in the West Carroll Primary School Library/Media Center, 2215 Wacker Road, Savanna, Illinois.

The meeting was called to order by President Boyd at 7:30 p.m.

Members present: David Boyd; Bill Sweeney; Mike Highland; Tim Atherton; John Brigham; Bev Kilpatrick; and Deb Klein

Administration: Superintendent Craig Mathers; Principals Monica Burkholder and Julie Katzenberger; and Special Education/Early Childhood Director Pam Delp

Others present: Brad Field; Ed Bochniak, Executive Director of Carroll County Housing Authority; and Media (Bill Gengenbach, Michael Miller, and Mike Nester)

**Consent Agenda**

Motion by Sweeney to approve the items of the consent agenda as presented excluding the payment to Stalker Flooring Inc. in the amount \$9,900.00 (paid previously). Second by Brigham. Roll call vote: 7 yes. Motion carried.

- Minutes from the September 16, 2010; Regular Meeting
- Minutes from the September 16, 2010; Regular Meeting, closed session
- Financial Reports, Payment of Bills, and Activity Accounts
- Destruction of the closed session tape from the December 18, 2008; Regular Meeting (1 tape)
- Appoint Craig Mathers, Sandra Aude, Claudine Guenzler, and Denise Noordhoff as "designated representatives" of the Board Secretary to accept election petitions.

**Public Comments** - None

**Correspondence**

The district received two FOIA requests; one from Scott O'Connell from Downers Grove and the other from Bob Buck, Neopost. Thank you card for a plant given to the family of Jack Jones (grandfather of Paula Jones, WC High School) and a thank you card for a plant given to the family of Fay Ashby (Jeanette Ashby, WC Primary & Intermediate Schools).

**Administrative Reports**

Principals Robert Lamb and Jeanette Ashby were not in attendance. Their written reports were included in the informational packet sent to the Board of Education.

Monica Burkholder, assistant principal at West Carroll High School reported that Homecoming was a great success. She commended sponsors, Missy Hartman and Dan Hartman for all the hard work they put into the Homecoming activities. The Freshman Transition Plan is going very well. The freshman teaching team has set-up before and after school tutoring sessions. Mrs. Burkholder feels it is commendable of the teachers giving of their own time to work with the students. The high school is looking forward to additional improvements in the freshman class as the year progresses. School improvement activities have been initiated at the high school in math, English, and the AYP Club. Forty-two students qualified for the AYP Club.

Julie Katzenberger, principal of the WC Middle School, congratulated Janis Jones for receiving a grant from the Illinois Retired Teachers Association Foundation. Highland stated that Mrs. Jones was one of three area teachers who applied for and received a grant. First quarter student recognition assembly is scheduled for October 26. The district is currently in the middle of parent/teacher conferences. She thanked the West Carroll Youth Football Association for the improvements made to the athletic field and facilities. Practice for boys' basketball and cheerleading has begun.

Mrs. Katzenberger attended the Illinois Principal Association Conference in Peoria. It was very informative regarding changes forthcoming in education.

Special Education/Early Childhood Director, Pam Delp held a Timely and Meaningful Consultation meeting on October 7. This is meeting is for parents of children who are home schooled or attend private school and may have a suspected disability. West Carroll has 241 students enrolled in special education. Last year the district had 315 students. Returning students to the general education classes is due to the implementation of RtI, team teaching and providing interventions to help students be successful. The pre-school program is at full capacity. Mrs. Delp is very pleased in how well everything is going with the pre-school program and expressed her appreciation to her staff in all they have done in the transition of directors.

Technology Director, Brad Field, reported on his work orders for the month. Skyward continues to be the top priority as everyone continues to under go the transition to the new program. Additional training dates are being planned. Other projects include software installations and updates, account updates, the district three-year Technology Plan that is due the summer of 2011 and attending meetings and workshops regarding e-rate and the technology plan. After two days of parent/teacher conferences, Mr. Field has worked with approximately fifty families helping them to access Skyward for their children's grades etc. The parental response has been very positive and he has been very please with the interest. Mr. Field provided Board Members with a copy of the district inventory of computers. Other technology devices need to be added to the list, i.e. SmartBoards, Mimeos, etc. Board members had some questions regarding the report and suggested a few additional updates to the list.

Superintendent Craig Mathers provided Board Members with a preview of the IASB – IASA – IASBO Conference in November, the IASB Report to the Membership, and a flier from the IASB Northwest Division. Legal updates, pertaining to Illinois School Law, from the district's attorneys and two other law firms were included for the Board to study. Senate Bill 315, P.A. 96-086 dealt with "Race to the Top". Illinois did not receive any funding for "Race to the Top" but is still held accountable to the standards within the bill without any funding. Mr. Mathers reported that student attendance for August/September was the highest ever at 96.49%. The attendance rate for the same time last year was 95.61%. Experiment research results regarding merit pay for teachers were included for Board Members to review. Superintendent Mathers and Mr. Highland are registered to attend the IASB Northwest Division Fall Dinner Meeting on October 26. If any other member is interested in attending, please let the district office know. Mr. Highland will be recognized as a Level II, Master School Board Member.

### **Board Committee Reports**

The Board Policy committee reviewed PRESS Issue 73, August 2010 on Friday, October 8, 2010.

### **Old Business**

#### **Update on the 1% Sales Tax**

Mr. Mathers shared with Members of the Board the brochure he has used to convey information to a variety of groups regarding the Carroll County sales tax initiative. He has met with the Mount Carroll Chamber of Commerce, Mt. Carroll City Council, the Carroll County Board, and is scheduled to speak to the Illinois Retired Teachers Association, the Savanna Chamber of Commerce, and the Thomson Chamber of Commerce. The feedback from these groups has been very positive and what questions they have asked are good ones. Eastland is staying neutral, at this time, in regards to the sales tax initiative. Chadwick-Milledgeville is expected take a vote of support for the initiative at their November meeting. One of their board members wanted to know if the sales tax was approved if it would affect the general state aide that the school district receives. Mr. Mathers researched the answer to that

question and general state aide is generated through student enrollment and a school district's equalized assessed value. The sales tax initiative is an additional revenue funding source that can be a great benefit to school districts because the tax does not rely on property owners for the revenue. Board members thanked Mr. Mathers for all the hard work he has put into the sales tax initiative. Board members stated that what they have heard from the community has been positive. Highland stated that the Board of Education should put the sales tax initiative on the agenda for November and take action on the proposal. All members concurred with that idea.

### **District Brochure**

The district brochure is being finalized. A few minor changes have been made to include distances and travel times to larger populated areas and the source reference for the town information. English teachers at the high school are proof reading the brochure. The original low bid for printing was given by Bob Watson at the Mirror Democrat for \$1,446.00 for 2,000 copies. Is the Board of Education ready to move forward with the expense of printing the brochures so they can be distributed to realtors and other public domains?

Motion by Atherton to approve the printing of 2,000 West Carroll District brochures per the bid from the Mirror Democrat. Second by Kilpatrick. Roll call vote: 7 yes. Motion carried.

### **New Business**

#### **Carroll County Housing Authority Easement**

The Carroll County Housing Authority is asking for an easement onto West Carroll district property that would affect the timberland directly behind the WC Primary School. The CCHA wishes to bury a drainage tile from the apartments located to the west of the Primary School into the timberland to control the ground water and move it more quickly away from the apartments. The drainage tile would allow the water to run off naturally into the timber with the contour of the land. Superintendent Mathers has contacted the owner of Poopy's and the owner does not believe the drainage tile would have any affect on his property. District attorneys are reviewing the easement agreement. To file the easement it is necessary to acquire a survey plat and legal description of the property involved. This will be done at the expense of the CCHA.

#### **FY 2011 First Quarter Expenditure Update**

Superintendent Mathers provided the Board with a financial update of the first quarter of the fiscal year; July-September. Expenses are running a little over budget due to the beginning of the year expenses. The district continues to receive levy funds, federal funds, and general state aid in a timely fashion. Funds from FY2010 preschool and mandated categorical programs continue to be delayed which also delays FY2011 funds from the State of Illinois. The State currently owes West Carroll \$1,778,377. Cash flow should be okay until about May, but if no funds are received by that time the district could be in trouble. Boyd stated that the State's situation is not improving and will become a bigger problem down the road if it does not improve.

#### **Working Cash Transfer (Loan) to Operations & Maintenance**

The approved FY2011 budget was submitted to the Illinois State Board of Education but not accepted due to negative beginning and ending cash balances in two funds. The transfer of funds from working cash to operations & maintenance will demonstrate a positive balance. The district will have three years to either repay the transfer (loan) or make the transaction permanent by abating the funds. The district must submit the final FY2011 budget to ISBE by October 31<sup>st</sup>.

Motion by Boyd to approve a resolution authorizing the transfer of \$560,000 from Working Cash to Operations & Maintenance. Second by Klein. Roll call vote: 7 yes. Motion carried. (Attachment)

### **Working Cash Transfer to Transportation**

The FY2011 budget also showed the transportation fund with negative beginning and ending balances. Working cash funds will be transferred to transportation creating positive cash balances. The district will have three years to either repay or abate the transfer (loan) of funds.

Motion by Kilpatrick to approve a resolution authorizing the transfer of \$410,000 from Working Cash to Transportation. Second by Sweeney. Roll call vote: 7 yes. Motion carried. (Attachment)

### **Sale of District Equipment**

A mower at the high school, the Dixie Chopper, was replaced this summer when the motor went bad. A private landscaping firm has offered the district \$1,000 for the Dixie Chopper, the bag catcher, and the spare wheels. It could not be used as a trade-in due to its condition. Board policy 4.80 allows for disposal of district property. Superintendent Mathers stated the offer is very fair based on the value of the grass catcher and wheels and eliminates the need for storage and/or disposal.

Motion by Highland to approve the Dixie Chopper, the grass catcher, and extra wheels as surplus property and accept the bid of \$1,000 from Shepherd's Landscaping to purchase the surplus equipment. Second by Atherton. Roll call vote: 7 yes. Motion carried. (Attachment)

### **Illinois High School Theatre Festival**

Scott Mattison and 36 WC High School students plan to attend the Illinois High School Theatre Festival in Champaign-Urbana, Illinois; January 6-8, 2011. This is an annual over-night event that supports the drama instruction of West Carroll students. The district will be able claim the charter bus rental on the annual transportation reimbursement claim.

Motion by Klein to approve the Illinois High School Theater Festival field trip planned for January 6-8, 2011. Seconded by Sweeney. Roll call vote: 7 yes. Motion carried.

### **Board Policy Review; PRESS Issue #73**

The Board policy committee reviewed PRESS Issue #73; August 2010 from the Illinois Association of School Boards. Many of the updated policies deal with staff and/or student issues (bullying, harassment, intimidation, and sexting, etc.). The staff will be made aware of these changes. Highland, committee member, feels the many updates regarding bullying, etc should be put into action immediately and replace what are currently in the handbook. Kilpatrick asked if the handbooks will be reprinted. Superintendent Mathers did not feel it was necessary to reprint the handbooks now. The changes will be included in the handbooks printed next spring. The teachers will be able to help relay the policy changes to the students. A letter will be sent home to parents regarding sexting and the information will be included in the district newsletter and web site.

Motion by Highland to approve the first reading and adoption of PRESS Issue #73, policy updates as recommended by the Policy Committee. Second by Atherton. Roll call vote: 7 yes. Motion carried.

### **Appointment of a Delegate to the Triple I Conference**

During the IASB – IASA – IASBO Conference each district is allowed to vote on legislative topics and organizational by-laws being discussed for adoption by IASB. The Board of Education must appoint a delegate on their behalf if interested.

Motion by Highland to appoint David Boyd as a voting delegate to the Triple I Conference. Second by Klein. Roll call vote: 7 yes. Motion carried.

Superintendent Mathers provided election information to all board members and asked them to get the word out to the public. The media has been doing a good job of notifying the public about school board elections in April 2011.

### **Closed Session**

Motion by Boyd to enter the regular meeting into closed session at 8:29 p.m. for the discussion of the appointment, employment, discipline, performance or dismissal or removal of specific employees (A); collective bargaining matters or consideration of salary schedules for one or more classes of employees (B); purchase or lease of real property or setting of a price for sale or lease of district property (D); student discipline cases (E). Second by Sweeney. Roll call vote: 7 yes. Motion carried.

Boyd left the meeting at 9:30 p.m.

The meeting returned to open session at 10:00 p.m.

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

Motion by Highland to uphold the administrative decisions regarding out of school and transportation suspensions of students as discussed in closed session; West Carroll High School (18), Middle School (7), Intermediate School (7), and Primary School (4). Second by Kilpatrick. Roll call vote: 6 yes; Boyd absent. Motion carried.

Motion by Brigham to accept, with regret, the retirement resignation of Ron Luecke, West Carroll pre-school bus driver. Second Highland. Roll call vote: 6 yes; Boyd absent. Motion carried.

Motion by Kilpatrick to approve the transfer of Deb Meyers from building secretary to head secretary at West Carroll Middle School. Second by Atherton. Roll call vote: 6 yes; Boyd absent. Motion carried.

Motion by Klein to approve the transfer of Debbie Cottral from West Carroll Primary School building secretary to West Carroll Middle School building secretary. Second Brigham. Roll call vote: 6 yes; Boyd absent. Motion carried.

Motion by Sweeney to approve the transfer of Kathleen Folsom-Johnson from assistant cook to a full-time cook at West Carroll High School. Second by Kilpatrick. Roll call vote: 6 yes; Boyd absent. Motion carried.

Motion by Sweeney to employ Debbie Cottral as the district's daily substitute caller. Second by Klein. Roll call vote: 6 yes; Boyd absent. Motion carried.

Motion by Highland to approve the employment of Matthew Floming as an assistant West Carroll High School football coach. Second by Brigham. Roll call vote: 6 yes; Boyd absent. Motion carried.

Motion by Atherton to approve the request of Deta Gillen, West Carroll Primary School aide, for a twelve (12) week leave of absence per Section 9.6 (FMLA) of the negotiated bargaining agreement. Second by Sweeney. Roll call vote: 6 yes; Boyd absent. Motion carried.

Motion by Brigham to approve the request of Nancy Hakes for a maternity leave of absence (12 – 13 weeks) per Section 9.02A of the negotiated bargaining agreement. Second by Highland. Roll call vote: 6 yes; Boyd absent. Motion carried.

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Motion by Kilpatrick to adjourn the regular October meeting of the West Carroll Board of Education at 10:10 p.m. Second by Atherton. Roll call vote: 6 yes; Boyd absent. Motion carried.

Sandra Aude  
Recording Secretary

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Michael D. Highland, Secretary  
West Carroll Board of Education

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David B. Boyd, President  
West Carroll Board of Education