

**Central Community Unit School District 301
Board of Education Minutes**

Where: Central Middle School Library
Date: October 16, 2017

Meeting: Regular
Time: 6:00 p.m.

Board Members Present

Gorman, Jeff	N
C. Johnson	Y
T. Johnson	Y
J. Marlovits	Y
M. Penar	Y
Rabe, Laura	Y
Kellenberger, Jeff	Y

Administrators Present

Stirn, Todd	Y
Mongan, Esther	Y
Pflug, Daina	Y
Ahlsted, Carrie	Y
Birkmeier, Shayne	Y
Bushman, Kristine	N
Diversey, Steve	N
Haug, Matthew	Y
Jurs, Rebecca	N
King, Jeff	N
Lewis, Kim	Y
McCastland, Kerrie	Y
Mirenda, Pamela	N
Paszt, Alex	N
Polowy, Dan	Y
Potsic, Mike	Y
Salamone, Julie	N
Schreiber, Jill	Y
Schuth, Daniel	Y
Testone, Chris	Y
Tobin, Brian	Y
Vaughn, Michelle	N
Walter, Carie	Y

Roll Call Roll call was taken at 6:01 p.m.

Present: C. Johnson, T. Johnson, Marlovits, Penar, Rabe, Kellenberger
Absent: Gorman

Agenda Motion by Penar second by C. Johnson to approve the agenda as presented.

Voting yes: C. Johnson, T. Johnson, Marlovits, Penar, Rabe, Kellenberger
Voting no: None
Absent: Gorman

- Consent Agenda Motion by Marlovits second by C. Johnson to approve the consent agenda as presented.
- Voting yes: C. Johnson, T. Johnson, Marlovits, Penar, Rabe, Kellenberger
Voting no: None
Absent: Gorman
- Handbook Changes Motion by Marlovits second by Penar to approve the student handbook changes as presented.
- Voting yes: C. Johnson, T. Johnson, Marlovits, Penar, Rabe, Kellenberger
Voting no: None
Absent: Gorman
- FY17 Audit Motion by Gorman second by Penar to approve the FFA overnight trip as presented.
- Voting yes: C. Johnson, T. Johnson, Marlovits, Penar, Rabe, Kellenberger
Voting no: None
Absent: Gorman
- Overnight Trip Motion by Penar second by C. Johnson to approve the Middle School Cross Country Team to attend the State Competition as presented.
- Voting yes: C. Johnson, T. Johnson, Marlovits, Penar, Rabe, Kellenberger
Voting no: None
Absent: Gorman
- Executive Session Motion by Marlovits second by Penar to adjourn open session and enter into executive session at 6:53 p.m.
- Voting yes: C. Johnson, T. Johnson, Marlovits, Penar, Rabe, Kellenberger
Voting no: None
Absent: Gorman
- Open Session Motion by Marlovits second by T. Johnson to adjourn executive session and return to open session at 7:10 p.m.
- Voting yes: C. Johnson, T. Johnson, Marlovits, Penar, Rabe, Kellenberger
Voting no: None
Absent: Gorman

Personnel Report Motion by Marlovits second by Penar to approve the personnel report for October as presented.

Voting yes: C. Johnson, T. Johnson, Marlovits, Penar, Rabe, Kellenberger

Voting no: None

Absent: Gorman

Adjourn Motion by Marlovits second by C. Johnson to adjourn at 7:24 p.m.

Voting yes: C. Johnson, T. Johnson, Marlovits, Penar, Rabe, Kellenberger

Voting no: None

Absent: Gorman

BOE Meeting

1. Roll Call

2. Pledge of Allegiance

3. Public Open Forum

3.1 Recognition of Visitors – Dr. Stirn and President Kellenberger welcomed visitors, members of CEA, BEST, District Administrators, and student alumni.

3.2 Audit Presentation – Cheryden Juergenson from Eder Casella presented the audit findings to the Board. The audit went very well and no deficiencies were found. The auditors verified that all balances are correct and that policies and procedures are being followed. The auditor recommends that the district keeps minimally three months of cash reserves. As of June 30th the district's cash reserve for the education fund is six months, operations and maintenance is at five months, transportation and IMRF are at eight months. Revenues and expenses look skewed this year due to the bond proceeds. All expenses were within the budgeted amounts with the exception of debt service due to the bond issuance and capital projects. Early tax money received was about the same as last year, however the outstanding money due the district jumped to 1.5 million due to the lack of timely state payments. The District's financial profile is 3.8 out of 4 points, last year the profile was 3.9 – the difference is due to the fact money was borrowed for the expansion project.

4.0 Action Items

4.1 Consent Agenda – Business Manager, Daina Pflug, reviewed revenues and expenditures. Revenues are at 25.58% compared to 33.72% (including the bond) or 22.69% without the bond last year. Expenditures are at 15.5% compared to 17.44% last year. Impact fees were received for \$64,183.62 and \$15,336.72 in transition fees for August. We have not received impact fees for September. Bills payable are typical for October. Cheryden Jurgenson from Eder Casella presented the audit report, once approved Business Manager Pflug will deliver audit booklets to the Kane County Tax Extension Office and the Regional Office of Education.

- 4.2 Approve the Student Handbook Changes – After reviewing student absences, a number of unexcused absences were due to students taking a family vacation. The attendance section of the handbooks have been revised to excuse students for missing up to five days for a family vacation.
- 4.3 Approve the FY 17 Audit – The audit findings were presented earlier in the meeting and no further questions were asked.
- 4.4 Approve 7th Grade Cross Country Overnight Trip – Ten students attended the State meet. They placed 18th in the State.

5.0

Information Reports

- 5.1 Committee Reports:

CCC: Five course changes proposals were presented by Kelly Greene. A great deal of discussion was focused on standards based report cards. Buildings representatives brought feedback from their buildings and teachers want to know what the change to standards based report cards will entail and what needs to be done before a decision can be made. DLT: Members were asked to assist administration with focus groups to look at elementary enrollment challenges and solutions. The 2018-2019 calendar options were discussed and the committee decided to move spring 2019 conferences to March 14, 2019. The decision to help a Houston school district with hurricane relief was put on hold. The district currently has an abundance of assistance and help is not needed at this time. The focus shifted to district 301 families in need. Currently all schools have processes in place for families. We have the student run food pantry at PKMS. The food pantry also offers gift cards for groceries so families can buy fresh items. It is impressive that our schools want to make sure their families are taken care of. Events this week include Literacy night at Country Trails beginning at 6:00 p.m. on Tuesday night. Literacy night at Lily Lake and Prairie View on Thursday night at both beginning at 6:00 p.m. and Prairie Knolls Middle School is hosting the Lost Boys presentation dealing with Southern Sudan and the boys that were forced to fight and one boys escape from Sudan and journey to the United States.

Foundation – Trivia Night was the main topic of discussion. So far 64 people have signed up for the event that will take place November 11, 2017 at the Grand Victoria Casino. Doors open at 6:00 p.m. and Trivia begins at 7:00 p.m. The cost is \$65.00 per person.
- 5.2 School Calendar for 2018-2019 – The school calendar contains all necessary State requirements. All holidays and days off are in line with other Mid Valley Special Education Cooperative school districts. Spring conferences will be held March 14, 2018.
- 5.3 High School Schedule Update – Last month Kim Lewis reported that a communication plan for the new schedule was in place. The first communication to parents went out that week. This week teachers make their class recommendations on required courses. Next

week all staff recommendations become requests and the students will be able to see the classes recommended by the teachers in Skyward after the counselors meet with students starting Monday. During math classes the counselors will present the course selection process, go over the new schedule, and talk about offerings and time line for requests and when the schedules will be available. Beginning in November the counselors will begin meeting with students during their English class to make sure they are signing up for the right classes, that they have the right amount of credits, and the courses are in line with their four year plan or college plan. The October communication goes out this week. High School administration has had ongoing discussions about what type of study hall will be offered next year. Right now only half the building is available for study hall, next year there will be a study hall offered with every teacher which will allow for better interventions for students. Kim shared bell schedules with the board. President Kellenberger asked if she was farther ahead this year with the scheduling. Last year they pushed up the process are hoping this year will be smoother because conflicts can be corrected before school is out. Member Tina Johnson asked if the board could be included in the monthly eblasts on the schedule. Member Rabe asked why first hour is flipped to the end of the day on late start days. It is because of the lunch hours and lunch would run too late if they left the first hour alone.

- 5.4 Board Policy Updates - The district receives quarterly updates from PRESS (Policy Reference Education Subscription Service), these changes are recommended by school law firms that meet from across the State. Many changes are minor although we are starting to see changes related to ESSA (Every Student Succeeds Act). Dr. Mongan is reviewing those policies and we will continue to see those policy revisions come through. These policies will be in the consent agenda next month. If there are any policies you would like to discuss they can be pulled from action items.
- 5.5 Construction Update – The steel is being erected, and the roof will be completed on the field house. The concrete was poured on east half of the south addition and recent rain did not cause any damage. The High School library project is continuing, the glass wall partitions are installed and the barista area needs to be finalized. Director Polowy is starting to look at projects for next summer. Director Polowy will get the Plato road bid out soon. Work continues with our architects and the county to determine what our responsibility is as far as the scope of the Plato Road project. Director Polowy is working on plans for the kitchen renovation. He is hoping to have these plans in place by winter break. Health Life Safety inspections have begun. Retired firefighters participate in the inspections to better deal with real safety issues. The board will see bids go out for the commons area, lunchroom, classroom furniture, and veterinary science. Director Polowy is hoping to break ground in the spring for the vet tech. Preliminary water, electric and sewer are done, now we need to get a design for the classroom. Vice-President Marlovits asked when the barista would be ready and Director Polowy believes it will be ready by Thanksgiving. There have been issues with the vendor and he has made note of that for future projects.

- 5.6 Technology Update – Director Tobin reported that progress is being made on the fiber. The boring is done almost to Fitchie Creek. The goal is to have the groundwork done by Thanksgiving and then install the fiber by Christmas. The permit to install fiber under the railroad tracks has been issued and the permit to install fiber under the roundabout at Plato road and Route 47 is being investigated. Director Tobin needs to get an estimate on the size of the roundabout to avoid the need to move the fiber once it is installed.
- 5.7 Triple I –Triple I materials have not been received yet. Materials will be delivered to each Board member.
- 5.8 CTE Course Proposals – Kelly Greene brought forward CTE curriculum changes. These changes align us with the regional program as well as Incubator and Mobile Maker. Kelly proposed dropping Computer Applications and insert the software in the Fundamentals of Business (currently our introduction class) the new name will be Business and Technology. This course change will align with Incubator and Mobile Maker to offer our students a certification program. Dr. Mongan is working with ECC to get dual credit for the courses and offer a program for the students to take. Dr. Mongan is also working with Barrington and Northern Illinois University to get some type of accreditation or dual credit class for technology. Pre-requisites for grade 11 and 12 are changing to require department chair recommendation. The high school will continue to offer Introduction to Ag, but biological science application is being dropped. Vet science I and add Vet science II will be offered and these classes will provide students the opportunity to receive certification as a veterinary technician. The course changes will not come back as action. The CCC approved the changes with 100% consensus Part of ESSA requires high schools form partnerships with post-secondary institutions. The only school that has a certificate program is Joliet or Blackhawk. ECC does not offer this strand.
- 5.5 Enrollment Report – This report was taken October 12 – Dr. Stirn noted that the district currently has 294 kindergarteners compared to 353 last year. We are currently down 59 kindergarteners, the district expected to have approximately 340 kindergarteners based on live birth numbers. Total enrollment is 4,154 and we are up 163 students but we grew 55 students during the course of last school year. If we look at the increase since June we are up 108 students. District growth is not stalling. Homes are being built on McDonald and Corron Roads and hopefully the growth will be steady not rapid.


6.0 Freedom of Information Act (FOIA)

- 6.1 Smart procure – the district receives this FOIA quarterly. It comes so often Business Manager Pflug has developed a spreadsheet to upload the information. Other area districts also receive this request.
- 6.2 American Watchdog Group – This group requested information on the Superintendent’s salary, contract and debt. The group is located in Paris Illinois directly west of Terra Haute, Indiana.

Executive Session

- 7.1 Adjourn Open Meeting
- 7.2 Return to Open Session
- 7.3 Action Items from Closed Session

8.0 Adjourn



Jeff Kellenberger, President



Christina Johnson, Secretary

Next Meeting: November 27, 2017