

EMMONS OF THE BOARD OF EDUCATION
EMMONS SCHOOL, DISTRICT #33
October 23, 2008

A meeting of the Board of Education was held on October 23, 2008. Present were:

Dan Jordan, Vice President
Jim Fischer, Secretary

Michele Poss
Michele Rieser
Jackie Zogran
Dr. Robert Machak, Superintendent

Donna Gunn

Also present were: Staff members Sharon Anderson, Karen Good, Jennifer Wu, and Pam Sims, District Treasurer, Jennifer Nolde, and Linda Sachel from the Lake County Correctional Services Office.

Vice President Jordan called the meeting to order at 7:03pm. The roll was called.

Motion to approve the agenda by Jim Fischer. Second by Jackie Zogran. Yes: 6, No: 0.

Motion to approve the minutes of the Open Session and the Closed Session of the September 25, 2008 meeting by Jackie Zogran. Second by Michele Reiser. Yes: 6, No: 0.

Motion to approve the Bill list by Michele Reiser. Second by Jackie Zogran. Yes: Fischer, Reiser, Poss, Gunn, Zogran, and Jordan. No: 0.

Superintendent's Report:

Dr. Machak introduced Ms. Sachel from the Lake County Correctional Services Office. Dr. Machak and Ms. Sachel had met previously to discuss a program of using offenders to do community work around the school.

Presentation by Linda Sachel:

Ms. Sachel gave an informational presentation to the Board regarding the adult probation program that uses adult offenders to do community work. Lake County will tailor the program for our needs if we decide to participate. Emmons would be able to decide which offenders it will accept in the program. Per state law, Emmons would not be held liable for any accidents that might happen during the work hours for the program. The worksite is responsible for to find work and supervision and to report hours worked to the program.

School Law Conference Update:

The Superintendent participated in a school law workshop offered by Hodges-Loizzi. There have been some updates in the laws that will affect us.

We will need to post a list of contracts that are over \$10,000 on our website.

Finance Report:

The Superintendent presented the Finance Report. Overall fund balances are well under 25% expended, which is where we should be at this point in the school year.

The Superintendent is working with the Financial Secretary to determine the reason behind some funds being over budget.

Lunch Report:

The months of August and September are in the red. In reviewing the reports, it seems to be because we have not yet received reimbursement for commodities. It is anticipated that it will reverse itself once these reimbursements are received.

The “number of leftovers not sold” are up from the past two years. This seems to be due to a difference in the way of reporting leftovers, and not a true change in the number of leftovers.

A representative from CERES talked with the Principal’s cabinet regarding the food program.

ISBE is sponsoring a Foodservice Bid Workshop in the spring, and the Superintendent will attend. Our contract with CERES is up at the end of the year, and the Board will be discussing how to handle bids at that time.

Eder-Casella Audit:

A team from Eder-Casella met with the Superintendent and members of the Finance Committee to go over five recommendations that came out of the audit.

Treasurer’s Report:

Jennifer Nolde gave the Treasurer’s Report. Emmons has received a large portion of our tax money. Jennifer will watch the cash flow closely. We now have 1.5 million invested.

Principal’s Report:

The Principal was not able to attend. A formal writing presentation will be given next month.

ISAT Tests will be sent home by October 31. The Superintendent gave a short presentation on ISAT scores. We have seen steady growth in scores in the past eight years. Emmons scores far exceeded state standards. The reading and math scores were very good. Overall, writing scores indicate that it is one of the areas that we need to continue to look at.

SEDOL:

There will be a SEDOL Governing Board meeting on November 25th. Jackie Zogran may not be available to attend. There will be a vote on the purchase of property at that time. Jackie contacted Dr. Dells

office and they seem to think there will be a quorum, but if someone could attend in place of Jackie, it would be appreciated.

IASB:

There will be an IASB dinner in Wauconda on October 29. The presentations will be on RTI foundations and applications in school. The Carpentersville school will give a presentation on how they fixed their transportation project. Also, there will be a presentation on the County wide sales tax and implications for schools.

Goals Report:

Administration Evaluation:

The committee will have more to share next month. They have reviewed Dr. Machak's contract and the Superintendent's job description. Dr. Machak is keying his goals to the board goals and the committee is working on measures to properly evaluate the achievement of these goals.

Academic Excellence:

Staff members Kathy Blake, Karen Good and Jennifer Wu have joined the Academic Excellence committee. They continue to work on their goals.

Communications:

The Communications committee met last week. They have nothing to report at this time.

Facilities Management:

There has been a problem in the Girl's bathroom in the K/2 wing with toilets clogging on a continual basis. We had a plumber come in and look at it, and apparently one of the pipes running from the toilets is too small. Reed Ano will be coming on November 4 to work on it. The anticipated price to fix the problem is between \$500 and \$1000.

The Superintendent has asked for feedback from the staff on the performance of Servicemaster with the evening cleaning. The staff has been extremely helpful in this area, and the Superintendent has communicated issues to George Sweeting.

Administrative Practices:

The scheduled meeting for the committee was cancelled. They will meet on October 27 at 10:15am.

Unfinished Business:

Motion to approve a Maternity Leave for Julie Podgorski by Jackie Zogran. Second by Donna Gunn. Yes: 6, No: 0.

New business:

Compensation Time:

The Superintendent is working with our law firm to put together a procedure for Comp Time. Hodges-Loizzi has a boilerplate policy that they have put together for other schools. We will review it, and bring it to the Board again next month for a vote.

Gatekeeper 403B Agreement Review:

The Superintendent has asked Gatekeeper to come out and meet with the staff regarding 403B plans.

Audit Review:

The Finance Committee met with the auditors to go over their findings. They had five points to review. They are:

1. Emmons does not have any set accounting procedures in our policy manual. Eder-Casella shared with us a template to design a procedure.
2. Client cannot accurately prepare financial papers. Eder – Casella suggested we employ a second auditor as an added measure of security.
3. There were some unauthorized inter-fund loans.
4. Payroll direct deposit is not being approved prior to uploading to the bank. The auditor recommended that we have someone in our office approve the direct deposit prior to uploading it to the bank.
5. The Auditor recommended that we streamline the financials. They see a problem in not having one person to balance all accounts.

IASB Board Governance Review:

The Superintendent informed the Board that in order to have a representative from IASB meet with us, there would be a \$300 fee. After some discussion, the matter was tabled.

Hiring of .4 FTE Reading Consultants:

Motion by Donna Gunn to hire Kathryn Clay and Daniel Schneider as .2 FTE Reading Consultants at a rate of \$244.00 per day. Second by Jackie Zogran. Yes: Fischer, Zogran, Reiser, Poss, Gunn, and Jordan. No: 0.

Recognition of Visitors:

Staff member, Jennifer Wu, expressed her gratitude to the Board for the hiring of Kathryn Clay and Dan Schneider, and offered her opinion that it would be a great positive for Emmons School.

Motion by Michele Poss to move to Closed Session to discuss Administrative Contracts. Second by Michele Reiser. Yes: 6, No: 0. The Board moved to Closed Session at 9:22pm.

The Board returned to Open Session at 10:35pm.

Motion to adjourn by Michele Reiser. Second by Jackie Zogran. Yes: 6, No: 0. the meeting was adjourned at 10:36pm.

Respectfully Submitted,

Carla Pratt

School Secretary

President

Date

Secretary