

Emmons School District #33
Meeting of the Board of Education
September 25, 2008

Those present were:

Damian England, President	Michele Reiser
Dan Jordan, Vice President	Jackie Zogran
Jim Fischer, Secretary	Dr. Robert Machak, Superintendent
Donna Gunn (6:12pm)	Dr. Cyndy Vandrush, Principal
Michele Poss	Carla Pratt, School Secretary

President England called the meeting to order at 6:08pm.

Motion to move to closed session to discuss matters of collective bargaining and administrative contracts. Yes: Jordan, Fischer, Poss, Resier, Zogran and England. No: 0.

The Board reconvened open session at 7:01pm

Present were: staff members Jennifer Wu, Sydney Ryan, Carol Schuettenberg, Natalie Mihovilovich, Cheryl McCameron, and Judy Hansen, Ron Brandt of Durham School Services, and community member Mr. Barr.

Motion to approve the agenda by Michele Reiser. Second by Jackie Zogran. Yes:7, No:0.

Motion to approve the minutes of the August 28, 2008 meeting , the August 28, 2008 closed meeting, the August 28, 2008 public hearing, and the September 15, 2008 Special meeting , with a correction of the Public Hearing minutes changing the time called to order to 7:04pm, by Dan Jordan. Second by Jackie Zogran. Yes:7, No:0.

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

Superintendent's Report:

Bus Transportation:

The Superintendent reported the Durham School Services has done a nice job of being consistent with the bus routes, and with shortening the take-home routes. Still, some people are not happy with pick up and drop off times. However, the Superintendent believes that Durham is certainly providing us with safe, reliable and efficient transportation for our students.

Teacher's Surveys:

An on-line survey gathered feedback from our teachers regarding the in-service training at the beginning of school. The feedback was really positive except for one glitch with the school master training. The in-service was designed as a "conference style", based on information from teachers about what they needed in order for them to get ready for the school year. We are setting up our upcoming in-service days after the same model. CPR training is scheduled for October 10th.

OCE Copiers:

Board Members were given a copy of the current Oce contract as well as the new contract. The check for reimbursement for overage charges has not yet arrived. A letter from the business manager at OCE is attached to the contract stating that the reimbursement is contingent on the contract being signed by our governing Board. The Superintendent will keep the Board informed regarding the check.

Annexation Update:

The Board received three certified letters regarding the village hearings on the annexation hearings.

School Report Card:

The preliminary School Report Card has been received from the State of Illinois. The official School Report Card will be sent in October. More information will be available next month. Overall, ISAT scores, as well as all assessments for the district were up from 90.6 to 92.2 percent. On the ISATs, the district improved 1.4%, outgaining the state as a whole.

Gatekeeper 403B Program:

We are legally required to begin offering all full time employees this benefit by January 1, 2009. The Superintendent has been trying to get the program into place as soon as possible. We received a document from Gatekeeper last week, which we have completed and sent back. We are now waiting to get the service agreement.

There is a \$150 monthly service fee that was not in the original contract. It is only a one year contract, so we can discuss next year how we want to administer the 403B plan.

Financial Report:

The Superintendent is looking at snowplowing services and comparing the prices for each plowing. One of the companies charges about ½ of the current provider's charge.

Treasurer's Report:

Jennifer Nolde was not able to be present at the Board meeting. Board Members received reports from her in their packets.

Principal's Report:

The Principal included the upcoming event calendar and notes from the Student Services Advisory Committee Meeting in the packet.

Discipline System:

Through discussion with the Student Services Advisory Committee, it became evident that there was a need to simplify the discipline system and transfer student behavior responsibility to the students. The goal is for staff to work directly with the students who are exhibiting behavior issues. The Committee also defined some "bottom line" behaviors such as fights, harassment, and disrespect. In these cases, the students involved are sent to the Principal. We are also utilizing office detentions for 3 unexcused tardies.

The expectation is that students will become more responsible for their behavior and they will have a chance to think through the behavior and learn from it. To help the staff understand this change in philosophy, the book *Beyond Discipline* by Alfie Cohen was read. Also, Dan Schnieder spoke to staff in an early in-service session. The administration has also set up additional faculty meetings to focus on questions regarding discipline. Feedback from the staff has been good.

Principal's Cabinet:

The Principal has established two cabinets, one made up of students from grades 3-5 and one made up of Middle School students. These cabinets are scheduled to meet soon.

IASB Joint Conference:

Jackie Zogran, Michele Poss and Michele Reiser have been registered for the conference on Friday and Saturday, November 21 and 22.

Regional Dinner:

The Regional Board Dinner will be held in Waconda in October. The Superintendent will put the topic of the presentation in a report to the Board.

Goals Report:

Administration Evaluation:

The Administration Evaluation Committee met and discovered that there is a lot of ground work to do. They have received materials from IASB and samples of administration evaluation documents from other school districts. They will be looking at the job descriptions and the Superintendent's contract.

Organizational Structure:

The Organizational Structure Committee met and agreed that this would be a good time to look at the organizational structure from a new perspective.

Fiscal Accountability:

The Fiscal Accountability Committee met and will continue to focus on the plus and minus 5% targets. They also want to be sure that the Board meets in a timely matter regarding bonds, levies, or tax issues.

Policy Update and District Mission:

There have been no new policies to review so the committee opted not to meet.

Academic Excellence:

The Academic Excellence Committee would like to get three representatives from the different grade levels of the teaching staff. Once they have the representatives, they will come up with their goals. The administration will discuss possible teacher representatives.

Communications:

The Communications Committee has met . One new goal is to include a finalized school calendar with the registration materials. Other goals: to establish and keep an ongoing schedule for office meetings, send out District newsletters, and better utilize the website.

Facilities Management:

The Facilities Management plans to meet once a season. The Superintendent suggested September, December, and March.

Administrative Practices:

The Administrative Practices Committee plans to meet on October 2 at 8:30am.

Communications:

A letter regarding the Parent Survey will be e-mailed to Board Members tomorrow, for their review. We are asking for replies by Tuesday so that it can be sent out to parents on Thursday.

Correspondence:

Three letters from the Village were received regarding the October 9th Public Hearing to discuss Diamond Development and the Emmons Annexation at 7:30pm. Michele Reiser and Dr. Machak will attend.

The Board also received information and materials from IASAB regarding the Board Elections and nomination papers. The first date to circulate petitions is October 28. Nominating papers need to be returned to the County Clerk's office between January 19 and 26. Packets can be picked up at the school office.

A "Thank You" from Mary Beth Reich for the recognition, flowers and plaque was received. Another was received from Jennifer Wu for the time and energy the Board spent on the Superintendent Search.

Agenda Item 9A:

Item 9A will need to be moved to after the Board returns from Closed Session, as the discussion in Closed Session was not completed.

New Business:

Maternity Leave:

The Board received a request from Julie Podgorski, Resource teacher for the Middle School, to approve a maternity leave beginning in March, 2009. No action was taken. The Superintendent will discuss sick days and FMLA leave with Ms. Podgorski.

Application for Recognition of Schools:

The application for recognition of schools is submitted every year. Motion to approve IASB application for recognition of schools by Jackie Zogran. Second by Donna Gunn. Yes:7, No:0.

Motion to return to closed session at 8:39pm by Jim Fischer. Second by Dan Jordan. Yes:7, No:0. The Board returned to Closed Session at 8:40pm.

The Board returned to Open Session at 10:02pm.

Office Personnel and Custodian Salaries:

Motion by Donna Gunn to approve the following raises to office personnel salaries:

- K. O'Connor – 2%
- C Pratt – 3%
- D Trischan – 3%
- D. Meza – 5% plus health insurance benefit.

Second by Jackie Zogran. Yes: Jordan, Poss, Resier, Gunn, Zogran, Fischer, and England. No:0.

Motion to adjourn by Michele Poss. Second by Donna Gunn. Yes:7, No:0.

The meeting was adjourned at 10:05pm.

Respectfully Submitted,

Carla Pratt
School Secretary

_____ President

Date _____

_____ Secretary