

EMMONS SCHOOL DISTRICT #33
MEETING OF THE BOARD OF EDUCATION
January 22, 2009

The following were present:

Damian England, President	Michele Reiser
Dan Jordan, Vice President	Jackie Zogran
Jim Fischer, Secretary	Dr. Robert Machak, Superintendent (6:13pm)
Donna Gunn (6:12pm)	Dr. Cynthia Vandrush, Principal
Michele Poss	Carla Pratt, School Secretary

President England called the meeting to order at 6:00pm with roll call.

Motion to move to Closed Session by Dan Jordan. Second by Jackie Zogran. The Board moved to Closed Session at 6:03pm.

The Board reconvened Open Session at 7:07pm.

Also present were staff members Kathryn Clay, Cheryl McCameron, Carol Schuettenberg, Jennifer Wu, Cyndy Thielen, Kathy O'Connor, Carey Frank, and Dan Schneider and community member, Bruce Faber.

Visitors to be Recognized:

Reading Specialists, Kathryn Clay and Dan Schneider addressed the Board. They explained some of the things they have been involved in since their start at Emmons.

Bruce Faber from Antioch Youth Little League addressed the Board. On the behalf of AYLL, he asked to have the fee for building usage waived.

Approval of Agenda and Minutes:

Motion to approve the agenda by Dan Jordan. Second by Donna Gunn. Yes: 7, No: 0.

Motion to approve the minutes of the December 18th General meeting, Closed meeting, and Public hearing after changing the times for the reconvening of Open session by Dan Jordan. Second by Jackie Zogran. Yes: Zogran, Fischer, Jordan, Poss, Reiser, and England. Abstain: Gunn. No: 0.

Approval of Bill List:

The Board questioned what was purchased as "band supplies" as noted on the bill list. The Superintendent will report to the Board next month.

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

Superintendent's Report:

Financial Report:

With 50% of the fiscal year passed, all budget lines are at 46% to 48% expended. The hot lunch account has been in the black for November and December due to the receipt of commodity credits.

Both the Superintendent and the treasurer, Jennifer Nolde, are watching the projections. At this point, we are projected to have negative cash balance by March. The Board will need to decide next month if they want to issue tax anticipation warrants to cover the negative cash flow. Another option is to move balances out of working case. This would require a Board Resolution.

The Superintendent will meet with Jennifer Nolde to talk about tax anticipation warrants and bring a report to the Board next month.

The Treasurer is helping the Superintendent track down checks that were not cashed and clean up the bank reconciliation.

Enrollment projections:

The average enrollment at Emmons over the past ten years is 374. Enrollment numbers ballooned in the early 2000's. The projected enrollment for the 2009/2010 is 351. Our enrollment at this time is 350. The administration is not recommending any change to staff numbers for the next school year.

Emergency Closing Procedures Review:

We have had to close school three times since the last Board meeting due to inclement weather. At this point, we have spent about \$9500 for snowplowing. The budget is \$12,000. Wayne's has actually lowered their price since last year. We tried to hold off on plowing until we had 2" of accumulation. The administration felt that it really caused a safety issue, so they have asked Wayne to plow if there is an inch of accumulation. The administration has asked that they spread sand rather than salt to save on costs.

Wayne is in the process of recalculating his fee based on an hourly basis rather than a per plow basis to see if we can cut costs even more.

The procedure followed when deciding on whether or not to close school is as follows: The Superintendents from District 117 and all feeder schools discuss the conditions. Superintendents also drive through their districts to access road conditions. The feeder schools try to follow the High School's lead. Once the decision to close is made, we have an internal phone tree for staff. In addition, information is put on the website and parents and staff are notified by our automated phone broadcast system. We also change the message on the school answering system.

Due to the number of closing, we are now into the week of June 8th for the end of the school year. The 8th will be an institute day (records day), and the 9th will be the last day of school. The last day will be a full day of attendance.

8th Grade graduation and Kindergarten celebration will move from Monday, June 1st to Wednesday, June 3rd.

Years of Service/Milestones:

Mrs. Vogel will be retiring after 20 years of service at Emmons. There are a number of staff members at the 5, 10, and 15 year milestones. Jackie Zogran and Dan Jordan volunteered to head up recognition activities.

Transportation Reimbursement:

In response to a question from last month regarding the reimbursement for transportation, the Superintendent determined that our cost for transportation last year was about \$215,000 plus fuel. We were reimbursed about \$250,000.

Fund Raiser with Chili's:

Mrs. Ward, a PTO member, spoke with Dr. Machak today regarding a new program which allows schools to get a 10% rebate for meals sold to parents from participating schools on a specified day of the week. Emmons will be participating on Wednesdays, and information will be on the website and in Thursday folders.

Principals report:

Internet Safety Classes:

The Lake County Sheriff's department will be holding classes for 5th through 8th graders during the day and for parents at 7pm on January 29, 2009.

RTI:

The Principal and the Director of Student Services have been working on transferring FLEX items to the RTI plan. They have also started ½ day progress monitoring meetings with grade level teachers.

CRISS Training:

Dr. Vandrush, Dan Schneider, Maggie Pisani, Sharon Page, and Jay Smith will be attending CRISS training on February 5th. CRISS has been adopted by District 117. The administration hopes to have all staff trained in CRISS.

SEDOL:

Jackie Zogran and Cyndy Thielen will be attending the February SEDOL meeting.

Goals Reports:

Administration Evaluation:

A meeting is scheduled for Monday, Jan. 26th at 8:30am.

Fiscal Accountability:

The committee met just prior to setting the levy. Another meeting will be scheduled after information on tax warrants is received.

Academic Excellence:

The committee met last week. They discussed how to go about finding the time during the school day for teachers to hold relevant discussions. They are looking at the possibility of changing the time structure of the day.

Communications:

Met recently and are continuing discussions

Administrative Practices:

The committee has met recently and is working on a manual of procedure. They are paying particular attention to the recommendations of the auditors.

Correspondence:

The Board received a letter from the President of the Federation of Teachers. The Emmons Teacher's Union and Para-professional Unions have merged. Elections were held for setting by-laws and to vote in leadership. The President will again be Sydney Ryan. Vice President is Carol Schuettenberg, and Treasurer/Secretary is Carey Frank. They are now ready to proceed with contract extension discussions.

Old Business:

District Vacation Policy:

The Board held a second reading on the District Vacation Policy. Dr. Machak suggested that carrying vacation time over to the next school year require administrative approval. The Board decided to table the discussion until the February, 2009 meeting. They will have another first reading in February with the changes in the policy.

New Business:

AYLL Request for Waiver of Fees:

The Board discussed AYLL's request for a waiver of building usage fees.

Motion to deny the request by Dan Jordan. Second by Michele Poss. Yes: Jordan, Poss, Reiser, Zogran, Fischer, and England. No: Gunn.

Organizational Structure:

Dr. Machak recommended that the Organizational Structure for the 2009/1010 school year include Supervisor of Building and Grounds, a Student Services Coordinator and a Director of Business Services. He further recommended that Emmons discontinue their contract with Service Master and hire two full time custodians, a health clerk at no greater than .5FTE, and increase the school secretary position from .5 FTE to full time in the 2009/2010 school year.

Motion to accept the Organizational Structure as presented by the Superintendent, by Jim Fischer. Second by Donna Gunn. Yes: Poss, Reiser, Gunn, Zogran, Fischer, Jordan, and England. No: 0.

Visitor Participation:

Staff member Jennifer Wu addressed the Board to comment on the how much of an asset she fees the hiring of Dan Schneider and Kathryn Clay have been.

Mrs. Wu also asked the Board to be cautious about using a “magic number” when deciding class sizes.

Staff member, Cheryl McCameron, commented that she believes the Board made the right decision concerning the fee waivers for AYLL. She has concern since she has seen aluminum bats and league balls being used in the gym.

Staff member, Cyndy Thielen, addressed the Board. She feels that after three weeks of being the new Director of Student Services, things are going well.

Motion to adjourn at 8:51pm by Michele Poss. Second by Michele Reiser. Yes: 7, No: 0.

The meeting was adjourned at 8:51pm.

Respectfully Submitted,

Carla Pratt
School Secretary

President

Date

Secretary