



BOARD OF EDUCATION
KEENEYVILLE ELEMENTARY SCHOOL DISTRICT #20
REGULAR MEETING AGENDA
Thursday, August 25, 2011, 7:00P.M.
Spring Wood School – Library
5540 Arlington Drive East, Hanover Park, IL 60133

I. Call to Order and Roll Call

The Regular Meeting of the Keeneyville Elementary School District 20 Board of Education was called to order by President Tim McHugh at 7:00 p.m.

Roll Call: Tim McHugh - present
Tom Lair - present
Mike Fuechtmann - absent
Phil Anderson - present
Scott Williams - absent*
Willie Rhodes - present
Jennifer Johnson - present

*Mr. Williams arrived at 7:12 p.m.

A quorum was present.

Also in attendance were: Dr. Michael Connolly, Superintendent; Gary Ofisher, Director of Operations and Treasurer; Mary Iwema, Director of Special Education; Joseph Neilon, Director of Technology; Craig Barringer, Principal, Spring Wood; Tod Tecktiel, Principal, Greenbrook; Dan Stockhausen, Principal, Waterbury; Deena McLoughlin, Asst. Principal, Waterbury; John Gustafson, Asst. Principal, Greenbrook; Peggy Whitlow, Executive Director of Phil Rock Center and School; New Teachers Erica Gutierrez, Jennifer Dabul, Danielle Johnson, Camtu Vu, Larry Ratledge, Lauren Winne, Katie Huster, Kristin Walsh, Ashley Heath, Kelley Sheehan, Simeran Chohan; Staff Members: Danielle Benefiel, Amy Hubert, Linda Pfeffer, Brian Hereford (KEA President); Pam Falco, Brian Vernetti, Danielle Johnson, Nanette DiCianni, Joanne Champagne, Terry Karner (KEA Vice-President), Nancy Sporer; Community Members: Vicky Stewart, Michelle Clyne, Lorie Catrambone, Jenni Winiecki, AnnMarie Carreto, Sue Reidy, Tricia Elbl, Jim Novak, Sherie Hornstein, and Amy Bicbic; and Melanie Scott, Recording Secretary.

II. Approval of Agenda

Tom Lair moved that the Board of Education approve the Agenda; Phil Anderson seconded.

Ayes: 5

Nays: 0

Abstains: 0

Motion carried.

III. Approval of Consent Agenda Items

A. Meeting Minutes - Regular Meeting, July 28, 2011
- Special Meeting, June 14, 2011

B. Financial Reports (2.20, #4 and #7)

1. District 20 Financial Reports – July, 2011
2. Philip Rock Center Financial Reports – July, 2011
3. Personnel Reports – KSD20 and PRC

Jennifer Johnson moved that the Board of Education approve the Consent Agenda; Phil Anderson seconded.

Items removed for individual discussion: None

Roll Call: Tom Lair - aye
Phil Anderson - aye
Willie Rhodes - aye
Jennifer Johnson - aye
Tim McHugh - aye

Motion carried.

IV. Introduction of New Teachers

The following new teachers were welcomed by the Board of Education:

Jennifer Dabul, Greenbrook Bilingual Teacher for 1st Grade;

Simeran Chohan, Greenbrook 4th Grade Teacher;

Erica Gutierrez, Waterbury 4th Grade Teacher;

Kristen Walsh, Waterbury Special Education Teacher, Grades 3-5;

Lauren Winne, Waterbury Special Education Teacher, Grades K-2;

Katie Huster, Waterbury Reading Specialist;

Danielle Johnson, Spring Wood 8th Grade Language Arts Teacher;

Larry Ratledge, Spring Wood Communications Teacher;

Ashley Health, Spring Wood 6th Grade Language Arts Teacher;

Camtu Vu, Spring Wood ESL Teacher;

Kelley Sheehan, Spring Wood 7th Grade Language Arts Teacher;

(Megan Brester, Spring Wood Health/PE Teacher was unable to attend due to a HPCRC meeting.

V. Public Participation

Mr. McHugh reminded the audience that this meeting was a board meeting held in public, not a public meeting. Therefore, while the Board wants to hear what the public is thinking, dialogue is not intended. Questions may be addressed at the next meeting or directly with the individual at a later time.

Dr. Connolly spoke about issues that have arisen with the new bus company. He and Mr. Ofisher are working with Illinois Central Bus Company on a daily basis, to make sure all issues are addressed.

Ms. Benefiel expressed concern over librarian services when Mrs. Pfeffer retires this year. Mrs. Pfeffer currently provides services to the 3 schools. Ms. Benefiel suggests that the Board consider hiring a half-year full-time or part-time librarian to be trained by Mrs. Pfeffer prior to her leaving, as a new librarian may not be able to provide the level of services that Mrs. Pfeffer has provided as a seasoned professional.

Lorie Catrambone asked the Board for clarification on the presence/role of board members at PTO meetings. This discussion had been tabled by the Board pending a sub-committee meeting organized to revise the “Board Agreements” to the satisfaction of all board members. Mr. McHugh explained that the sub-committee was unable to meet and the matter will most likely be tabled later in the meeting.

Brian Hereford, Greenbrook teacher and KEA President, acknowledged Gary Ofisher for pursuing the wind farm for the past several years. Mr. Hereford cited the additional resources the wind farm could provide for the district.

Gary Ofisher then discussed that a proposal to the 6 largest wind farm developers would be brought to the Boards of District 20, District 300 and District 23 in September. This tentative agreement, under the guidance of Baker Tilly-an independent financial adviser, guarantees no district funds will be used for the building or maintenance of the wind farm. Either 1 meeting at District 300, or 3 individual meetings will be held to present the tentative agreement to the boards of the 3 districts.

Mrs. Pfeffer, District Librarian, acknowledged Pam Falco, Library Assistant at Greenbrook School, for a job well done. Mrs. Falco has resigned effective September 2nd. Mrs. Falco explained to the Board that there was a great deal of work in providing librarian services to 3 schools, that Mrs. Pfeffer has done a great job, but the Board should consider 1 librarian for each school in the future.

Ann Marie Carreto asked about babysitting at board meetings, and offered to be the point person. Dr. Connolly responded that he would cover this topic during the Superintendent’s Report.

- VI. Closed Session (The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity. 5 ILCS 120/2(c)(1), as amended by P.A. 93-0057.

At 7:25 p.m., Phil Anderson moved that the Board of Education enter Closed Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity. 5 ILCS 120/2(c)(1), as amended by P.A. 93-0057. Jennifer Johnson seconded.

Roll Call: Phil Anderson - aye
Scott Williams - aye
Willie Rhodes - aye
Jennifer Johnson - aye
Tim McHugh - aye
Tom Lair - aye

Motion carried.

The Board reentered Open Session at 8:35 p.m.

VII. School Board President's Report

A. Board Self-monitoring

Mr. McHugh reported that no self-monitoring forms were received.

B. Board Agreements – Amended

Due to conflicts, Mr. Lair and Ms. Johnson were unable to meet to discuss the Board Agreements. It was decided that Mr. Williams and Ms. Johnson will meet instead.

VIII. Superintendent's Report

A. October Community Meeting Discussion

Dr. Connolly informed the Board that Barb Toney, IASB Consultant, was not available on the preferred October 22nd date for the Community Meeting; therefore it will be held on **Saturday, October 15 from 9 a.m. - 4:00 p.m.**, the Board's second choice. The purpose of the meeting will be a long-term planning meeting. The agenda provided by Ms. Toney was acceptable to the Board. The meeting will include approximately 44 people: Dr. Connolly, the Board; the Central Office (Mr. Ofisher, Ms. Iwema, Mr. Neilon), the Principals; 4 parents from each school; 3 teachers and 1 support staff from each school; and 5 community members at-large and 1 superintendent's secretary.

An announcement of the meeting will be sent to all parents asking for the names of those who would be interested. Then a lottery will be conducted. Dr. Connolly will identify key individuals for the community-at-large possibilities – such as mayors, park districts, police, fire, Pastor Ron Heitman from Evangel or Pastor Jennie Swanson from Living Christ Lutheran Church/HPCRC.

B. Town Hall Meetings Discussion

Dr. Connolly explained the proposed structure of the Town Hall Meetings as a series of 3 meetings to be held in the fall, winter and spring from 7-9 p.m. The meetings will be structured with a 30-45 minute presentation, then an opportunity for questions from the audience. Audience members will write down questions on index cards, identifying themselves and their contact information in the event the question cannot be answered immediately. Questions will be collected and read aloud. The most appropriate panel member, comprised of board members and administration, will respond. The first meeting will be held on Wednesday, September 28th. Mr. McHugh reminded the board members that not everyone has to be there. The meeting will be announced through a press release, will be advertised on our Web site, and an all-call phone message will be sent. Child care will be provided by the district.

Additional topics - Child care for board meetings

Dr. Connolly met with the PTO Presidents regarding coordinating the child care services for board meetings. The elementary PTOs are willing to coordinate services. The Spring Wood PTO president is going back to their membership, as this is more an elementary issue.

Dr. Connolly still has several concerns regarding the district funding of the child care services. If the district funds the child care, would that person be considered an employee – what about the criminal background check expense – the cost to do the checks are about \$110.00. Can we use an existing employee – overtime costs? Should this be district funded or self-supporting? Hours should be determined. How many people would use this service? Dr. Connolly needs to vet this issue.

It was suggested that a survey be conducted to determine real interest, then publicize and pilot the service. Some type of fee should be charged. The child care giver should be guaranteed payment.

C. Principal Evaluations

Effective 9/1/12, Illinois requires a new principal evaluation, which will be the forerunner of the new teacher evaluation. New evaluations will be tied to school improvement plans and student achievement. Dr. Connolly has had an initial conversation with the principals, but will meet with them individually prior to September 15 to discuss their school improvement plan, the district goals, and Dr. Connolly's goals. Together they will formulate their goals and their indicators. By November 1, the principals will receive a formative review (status check); another check by December 15; and the summative, formal evaluation by January 31. Effective 9/1/12, everyone must be categorized as unsatisfactory, needs improvement, proficient or excellent. If we receive the rubric for the categories, it may be possible to use the categories for the principals this year.

After the formal evaluation in the spring, there will be continuous conversation and work on goals. Principals will reflect on where we are not fulfilling our priorities. This process will support a higher level of confidence with reviewing data, and with leadership.

D. Curriculum Update

Dr. Connolly pointed out that his presentation to the staff at the Teachers' Institute was uploaded to the Board's packet. He set the stage for the staff on what we need to do with the new standards, how pieces connect under our mission/beliefs, and provided a picture of where District 20 needs to go. Dr. Connolly explained the development of Professional Learning Communities and how coming together as a PLC places a laser focus on student achievement. Forming a PLC recultures a school district. It focuses on 4 questions:

- What do we need students to learn?
- How do we know they know it?
- What do we do if they don't know it?
- What if they already know it?

Teams of teachers already met and are starting to lay the groundwork. They will continue to work on this during the Wednesday staff development time.

Dr. Connolly has met with Dr. Susan Schwicardi from the Regional Office of Education to discuss our current ELL/Bilingual programs.

Dr. Schwicardi will do a comprehensive review – observing and reviewing data. By the winter holiday, she will produce a report on what we should do. This will be an important conversation which will affect our budget.

September 13 will be the first Instructional Council Meeting.

E. Second Reading and Approval of Policy 7.60

At the last board meeting, the use of National Investigations was approved to help us determine the residency of students whose parents/guardians did not supply the required proofs of residency at the time of registration. Therefore, anyone using an affidavit as proof of residency without a valid lease/mortgage is investigated. Those investigations take between 5-7 days. If a parent/guardian supplies a valid lease/mortgage, their child is allowed to begin school and they are given an additional 7 days to produce the required additional pieces of proof. The revised Policy 7.60 reflects these changes. For your information, our Homeless Liaison, Ellen Minkoff, has worked with us to determine if any of the students are homeless, and, if they are, they are admitted to the school as soon as possible.

F. Report on Crisis Management Review Meeting

The Crisis Management Review Meeting was held on August 8.

The Hanover Park Police representative and Roselle Fire Department representatives met with the administrative leadership team and signed off on our plan.

G. Communication Expectations between the Superintendent and Board

Dr. Connolly reviewed his communications with the Board and asked for feedback. The Board was more than satisfied with Dr. Connolly's communication. Dr. Connolly also told the Board they would be included in all all-calls that are sent. Dr. Connolly also reviewed e-mail protocols with the Board. He asked that board members not use "Reply All" in their messages, and that they use their district e-mail account to communicate. Board members reported that they were receiving "All Personnel" communications and asked that they be removed from that list.

Dr. Connolly shared his tentative plan for board meeting presentations. He is planning an academic highlight each month. One principal will bring in a teacher/students in so the Board can learn what's going on in buildings. The Board agreed that their meetings are business focused, and having the students/teachers present at the meetings, reminds them of what the board meetings are about.

Dr. Connolly would also like to do a quarterly board salute to a staff member who has gone above and beyond and recognize him/her, perhaps with a certificate or plaque, or, perhaps, begin an honor roll.

H. Noteworthy Items

The IASB Fall Dinner Meeting is scheduled for 10/4/11 at the Bloomingdale Golf Club. The meeting is important; legislative updates will be discussed.

A poll was taken: All board members plan to attend.

The Spring Dinner Meeting is scheduled for 5/1/11 at Addison Trail High School.

The ELL Directors' Meeting will be held on September 19/20 in Springfield. Dr. Connolly will attend.

Dr. Connolly will attend all PTO Welcome Back meetings on September 6, 7 and 14. He will also attend the elementary school curriculum nights. He visited all schools on opening day, attended the Greenbrook Back-to-School Picnic and the opening activities at Waterbury, and enjoyed each of these events as well as the Spring Wood 6th Grade Orientation.

Our 6th day enrollment was 1578.

Dr. Connolly provided the timeline for the Education Reform Bill in the Board's packet.

IX . Information Items and/or Reports

A. Financial Update – Gary Ofisher

The 2011-2012 is on public display at the District Office. The budget will be presented at the September 22, 2011 meeting for public comment and approval.

- The 0-3 grant was approved. One person was called back.
 - State revenue will decrease due to the reduction in the Early Childhood and Bilingual TPI/TBE grants.
 - Salary expenditures have decreased due to a decrease in TARP grants.
 - Benefits expenditures have increased due to health insurance increases.
 - Special education expenditures have increased.
 - Purchased services and supplies have decreased due to the decrease in reduction in grants for staff development and professional services.
- Total Operating Budget Revenue for 2011-2012 is -\$48,550 from the 10-11 budget. A detailed report will be provided in September. The State has not yet reported what they will cut in transportation. However, the District is well positioned with the savings in cost for transportation and no fuel escalator.

The Board and Mr. Ofisher discussed the lowest responsible bid process. Cost is 51% of the bid; however the vendor's experience, ability to provide services and their financial stability make up the other 49% of the bid. Both GCA and Arbor contracts are up this year.

X. Items for Board Action

A. Approval of Board Agreements

Scott Williams moved that the Board of Education table this item as the sub-committee which was to revise the Agreements was unable to meet; Jennifer Johnson seconded.

Discussion: No further discussion.

Roll Call: Phil Anderson - aye
Scott Williams - aye
Willie Rhodes - aye
Jennifer Johnson - aye
Tim McHugh - aye
Tom Lair - aye

Motion carried. Item tabled.

B. Approval of Revision of Policy 7.60

Scott Williams moved that the Board of Education approve the revisions to Policy 7.60. Jennifer Johnson seconded.

Discussion: No further discussion.

Roll Call: Scott Williams - aye
Willie Rhodes - aye
Jennifer Johnson - aye
Tim McHugh - aye
Tom Lair - aye
Phil Anderson - aye

Motion carried.

C. Approval of Sale of Used Pick-up Truck

Jennifer Johnson moved that the Board of Education approve the sale of the used pick-up truck for \$1250.00 to Llambi Cukali. Phil Anderson seconded.

Discussion: None

Roll Call: Willie Rhodes - aye
Jennifer Johnson - aye
Tim McHugh - aye
Tom Lair - aye
Phil Anderson - aye
Scott Williams - aye

Motion carried.

D. Approval of Philip Rock Center and School Electrical Bid

Mr. Ofisher informed the Board that the architect did not submit this bid and the State of Illinois did not approve the funding.

Jennifer Johnson moved that the Board of Education table the approval of the Philip Rock Center and School Electrical Bid
Scott Williams seconded.

Discussion: Mr. Ofisher suggested that this item be tabled until September.

Roll Call: Jennifer Johnson - aye
Tim McHugh - aye
Tom Lair - aye
Phil Anderson - aye
Scott Williams - aye
Willie Rhodes - aye

Motion carried.

E. Approval of District Office Copier Replacement

Phil Anderson moved that the Board of Education approve the District Office Copier Replacement as presented. Jennifer Johnson seconded.

Discussion: None

Roll Call: Tim McHugh - aye
Tom Lair - aye
Phil Anderson - aye
Scott Williams - aye
Willie Rhodes - aye
Jennifer Johnson - aye

Motion carried.

F. Approval of the ISBE and District #20 Philip Rock Center Agreement

Scott Williams moved that the Board of Education approve the ISBE and District #20 Philip Rock Center Agreement as presented. Jennifer Johnson seconded.

Discussion: None

Roll Call: Tom Lair - aye
Phil Anderson - aye
Scott Williams - aye
Willie Rhodes - aye
Jennifer Johnson - aye
Tim McHugh - aye

Motion carried.

XI. Dates to Remember

A. Curriculum Nights

Spring Wood:

6th Grade – Monday, August 22, 7-8 p.m.

7th Grade – Tuesday, August 23, 7-8 p.m.

8th Grade – Wednesday, August 24, 7-8 p.m.

Greenbrook: August 30, 7:00 p.m.

Waterbury: September 1, 6:30-8:00 p.m.

B. PTO Meeting Dates:

Waterbury: Tuesday, September 6, 7:00 p.m., Library

Greenbrook: Wednesday, September 7, 5:00 p.m., Teachers' Lounge

Spring Wood: Wednesday, September 14, 7:00 p.m., Teachers' Lounge

C. September Board of Education Meeting, Thursday, September 22, 2011,
7:00 PM, Spring Wood Middle School Library

IASB Fall Dinner Meeting – 10/4/11 at Bloomingdale Country Club

IASB Spring Dinner Meeting – 5/1/11 at Addison Trail High School.

XII. Adjournment

At 10:21 P.M., Jennifer Johnson moved that the Board of Education Meeting adjourn; Scott Williams seconded.

Ayes: 6

Nays: 0

Abstains: 0

Motion carried.

Respectfully submitted,

Tim McHugh, President

Mike Fuechtmann, Secretary