

Board of Education Morris School District #54
Regular Board Meeting
August 12, 2008

Call to order by Mr. Jim Huddleston, Board President, at 6:01 pm.
Pledge of Allegiance led by Mr. Huddleston.

Roll Call: Mrs. Narvick, Mr. Obrochta, Mr. Klusak, and board president, Mr. Huddleston. Also in attendance were Dr. Broniecki, Mrs. Shaw, Mr. Tondini, Principals: Mr. Carter and Mrs. Dzyurak. Also in attendance were assistant principal, Ms. Payton. Not in attendance was Mr. Ringer, Mrs. Pfaff and Mrs. Cummings.

A **motion** by Klusak, 2nd by Narvick to revise the agenda; that regarding Item 9 under financial reports -the single reports of 9A. Revenue Report and 9B. Expenditure Report are considered the Financial Report.

Also under 9C the Investment Report is part of the Treasurer's Report to accept as reported and authorize the transfer of funds when necessary. A roll call AYE vote was given by: Mr. Klusak, Mrs. Narvick,,Mr. Obrochta, and board president Mr. Huddleston. Motion passed.

Mrs. Cummings came in at 6:10 p.m.

A **motion** by Narvick, 2nd by Klusak to approve the July 8, 2008 board meeting minutes. A voice vote of AYE by the following board members was given: Mrs. Narvick, Mr. Obrochta, Mrs. Cummings, Mr. Klusak, and board president Mr. Huddleston. Motion passed.

A **motion** for the approval of the following payroll bills in the total amount of \$366,021.77 made up of July 15, 2008 \$184,657.06 and July 30, 2008 \$181,355.71 was made by Narivck, 2nd by Klusak. Discussion: Narvick; the way the items are listed for payrolls just numbers does not make it clear to read. It's hard to tell if numbers are for White Oak or Shabbona . The board members really need names so they can approve and know what they are approving. Cummings agreed and stated would like more clarification. Dr. Broniecki said that the new system has not incorporated descriptions and explained the categories and stated they will describe next time. . A voice vote of AYE by the following board members was given: Mrs. Narvick, Mr. Obrochta, Mrs. Cummings, Mr. Klusak, and board president Mr. Huddleston. Motion passed.

A **motion** to approve vouchers in amount of \$139,205.95 made by Obrochta, 2nd by Cummings. Discussion: Narvick asked if for bills payable before. Answer was yes. Mrs. Narvick asked about item on page 8 being the monthly retainier for legal services? The board business amount is for initial attorney consultation on hiring Mrs. Shaw? The answer was yes. . A voice vote of AYE by the following board members was given: Mrs. Narvick, Mr. Obrochta, Mrs. Cummings, Mr. Klusak, and board president Mr. Huddleston.

A **motion** to approve the Imprest fund reimbursement in the amount of \$3,339.33 was made by Obrochta, 2nd by Klusak. . A voice vote of AYE by the following board members was given: Mrs. Narvick, Mr. Obochta, Mrs. Cummings, Mr. Klusak, and board president Mr. Huddleston. Motion passed.

Mrs. Pfaff arrived at 6:12 pm

Recognition of public –

PTO – Mrs. Huddleston handed out a magazine from PTO and inside was a letter regarding importance of volunteering and a list of what they paid out in 2007. First meeting will be August 26th at 6:00 pm in the Art room at White Oak. Back to school picnic is planned at Shabbona for September 14th from 1-4p.m..

Braves Booster club. Their last meeting was last Sunday at 6:00 pm. A Back to School Dance will be held on Thursday, and other various activities were reported. Their next meeting will be September 14th at 6:00 pm. Cummings asked how will the club advertise the dance? Mrs. Hall stated on school calendar and flyer.

A **motion** to approve minutes and financials for the Braves Booster Club as presented in the board packet was made by Obrochta, 2nd by Narvick. A roll call AYE vote was given by: Mr. Klusak, Mrs. Cummings, Mrs. Pfaff, Mrs. Narvick, Mr. Obrochta, and board president Mr. Huddleston. Motion passed. Mrs. Cummings asked if the BBC pay dues for ISBA. Mrs. Hall stated yes.

No public participation.

Board participation –Two students from our 6th grade were in attendance: Katherine Gallick and Cameron Huddleston to give a report on step up day held at Shabbona last May. They said they liked it very much and it really helped when coming to the school for the first time.

Mr. Carter stated that this is the second class that was full day kindergarten. They have progressed very well. Ms. Payton stated this is the third year for the step up day program and 7th and 8th grades step up too and it feels very good how well they all adjust to the next grade. Ms. Payton thanked the board for the their assistance.

Financial Reports

Motion to approve the financial reports consisting of the revenue and expenditure reports, in the board packet made by Klusak, 2nd by Narvick. Discussion was that this report approval now is before the final report. Shaw stated that the month is not closed yet and is listed preliminary because it has to be approved by the board. Dr. Broniecki explained that this will be an ongoing report as it is spent. Revenue and expenditures are based on the budget we have currently. A voice vote of AYE by the following board members was given: Mrs. Narvick, Mr. Obochta, Mrs. Cummings, Mr. Klusak, Mrs. Pfaff and board president Mr. Huddleston. Motion passed.

At 6:25 pm Mr. Ringer entered the meeting.

A **motion** to approve treasurers report (investment report is part of it) to accept as reported and authorize the transfer of funds when necessary was made by Narivick, 2nd by Cummings. Cummings had discussion on areas of investment. A roll call AYE vote was given by: Mr. Klusak, Mrs. Cummings, Mrs. Pfaff, Mrs. Narvick, Mr. Ringer, Mr. Obrochta, and board president Mr. Huddleston. Motion passed.

Motion to authorize the transfer of funds when necessary made by Klusak, 2nd by Obrochta. . A roll call AYE vote was given by: Mr. Klusak, Mrs. Cummings, Mrs. Pfaff, Mrs. Narvick, Mr. Ringer, Mr. Obrochta, and board president Mr. Huddleston. Motion passed.

Committee assignments

- a. Financial committee chair -Huddleston nominated Lou Klusak, 2nd by Obrochta. Mr. Klusak appointed as financial committee chair by board president, Huddleston.
- b. Policy committee chair- Cummings nominated Heidi Pfaff. Huddleston appointed Mrs. Pfaff as policy committee chair.
- c. Public Relations committee chair- Klusak nominated Carol Narvick. Huddleston appointed Narvick as public relations committee chair.
- d. Curriculum committee chair– Pfaff nominated Cummings. Huddleston appointed Cummings as curriculum committee chair.

Three board members need to be on committees. For Curriculum committee, Cummings, chair, Pfaff, Narvick and Obrochta will be on committee. For policy committee Heidi Pfaff, chair, Narvick and Ringer will be on the committee For CFAC committee Klusak, chair, Ringer and Huddleston . Public relations: Narvick, chair, Klusak and Cummings. Next public relations meeting will be on Sept 4 2008, Thursday at 3:15 pm in the district boardroom and last about a 1/2 hour.

Report of Superintendent Administrator reports:

Mrs. Shaw District Administrator gave introductions to our newest staff members. Quite a few new enrollments have come in at Shabbona and White Oak.

White Oak Principal, Carter mentioned calendar events coming up such as La Junta, which is a meeting with the Spanish community. About 30 families usually come and discuss events. This is actually a mandated meeting before No Child Left Behind came out, White Oak was already doing this requirement. MEAC is a meeting composed of teachers and parents that talk about things coming up in the district; ie. last yr talked about RtI. White Oak's Back to School night for Kindergartener's is this Thursday at 5:30 pm for 138 kindergarteners. Next will be 1st and 3rd's Back to School Night on Monday night and second ,4th and 5th grades will be a week from Thursday. Mr. Carter stated that several teachers attended an RtI conference training on how to bring about change and it was successful. He stated that we are still have a long way to go before we are where we are suppose to be for January. PITTSCO went to Pittsburg, Kansas for E2T2 grant training. It will change the way we do science. On Wednesday, August 20th the lab will be ready to go. We had to wait for the state to release the money on the 29th of July and then immediately ordered the computers on the 30th. To establish that the grant is well spent. their must be a pilot group to compare with that doesn't go through the lab. Measurement of Academic Progress (MAP) is the benchmark as the evaluation tool to use and give immediate feedback on kids.

Mr. Carter has contacted a teacher to be available for another section that we will need for kindergarten. In reviewing how to help the fourth grade and not require additional funds from the district, it was considered to take a 5th grade section into the fourth grade. At the time this seemed like a good idea, but we now have the same situation in the fourth grade. We are at our 4th grade limits at the moment. We are over in one classroom. Mr. Carter said he will not move the 5th grade teacher over to 4th grade at this point in time.

Huddleston said the class sizes is a grade level maximum class size and wanted to get clarification on guidelines. Dr. Broniecki always said these are only guidelines. IPA recommendation and building constraints were 25 students per classroom. Cummings asking if they would be discussing now about 4th grade at registration item C. Huddleston opened table for discussion. Huddleston stated that he is assuming we add 1 kindergarten teacher and if we don't we'll be grossly over. Option 1, 2 and 3 were discussed. Cummings stated that very uncomfortable with more than 20 in a class. Narvick stated some have gone to preschool

and you need a lesser amount of kids in the room for a good standard of learning which requires a smaller amount of children in a

class. The situation of learning is more set for the older classes. Narvick is in favor about getting a kindergarten teacher and feels the older kids can handle more students in a classroom.

Cummings wants to discuss kindergarten first then other grades. Dr. Broniecki suggested to Principal Carter to go find a teacher for kindergarten and that teacher has been offered a contract from the board based on discussion at the last July meeting. Huddleston said that the current guidelines approved by the board for kindergarten and first grade were set and if we exceed the numbers then we would hire a teacher. The question: Is there anyone who does not support this was put on the table by Huddleston. Narivck asked that we find a teacher relatively new and not real costly. Huddleston asked do we have enough money in the current budget to afford this teacher? Mrs. Shaw said p. 5 total revenue is at 15.2 million, and p. 19 total expenditures is at 14.8, so we have room. Shaw stated that we have other areas that could be considered if needed. Our goal is to hold our working cash bond. Because of Don's cost saving measures we can use different accounts to fluctuate spending. Huddleston anyone not aligned to hire a teacher. Narvick **motioned** to hire a kindergarten teacher to alleviate the high enrollment of our kindergarten class sizes this year and stay toward lower amount, 2nd by Pfaff. . A roll call AYE vote was given by: Mr. Klusak, Mrs. Cummings, Mrs. Pfaff, Mrs. Narvick, Mr. Ringer, Mr. Obrochta, and board president Mr. Huddleston. Motion passed.

Cummings addressed second issue regarding the 4th grade teacher. Cummings stated as a parent there is no comparison of 21 and 27 in a class. She thinks there was a cushion for hiring a teacher. Mrs. Shaw said the amount of difference is around \$120,000. The current budget is still being tweaked and under review if what the ADA does to general state aid. Whenever its estimating what the state aid will be, it's based on what the state legislature passes. We sit at the mercy of the legislature per Dr. Broniecki.

In discussion of solutions for assisting fourth grade, Dr. Broniecki stated maybe considering doing something with an aid for the 4th grade teachers. Two part time aids would be about \$6,000 a person, and could have one aid with kindergarten and one aid in 4th grade. Narvick stated her past experience when she had a huge 1st grade class and was swamped and District 54 gave an aid to share and sharing one aid between the two classes made a big difference. Narvick also added that each class that comes through is different; some active, some calm and it is an administrator's job to decide number of teachers based from experience of class and supplement with an aid. Obrochta interpreted the guidelines maximum per grade and feels we need another teacher in 4th grade and feels current 4th grade a little rowdier. Klusak stated that it'd be great to have a lower classroom, but added we are in deficit spending and if we are to keep in relative means for spending, only one over is not sufficient for our guidelines.

Dr. Broniecki suggested to leave in hands of current administration; if they go higher ask for his advice, for time being let's see how classes are handled. Pfaff asked when would you decide to go for another teacher? Cummings asked Carter can you combine a class of 4th and 5th graders? Carter said it is possible. It's tough to bust up a class once you start the year though. What would aides do? Hire building program assistants? Klusak stated would not be certified. Huddleston suggested to vote to hire a teacher, or based on enrollment, give administration authority to hire teacher and do something to alleviate classroom congestion.

Motion by Klusak, 2nd by Narvick to not hire 4th grade teacher. No votes were: Ringer, Pfaff, Cummings, Obrochta, and Huddleston. Voice vote of yes were Klusak and Narvick. **Motion declines.**

Ringer said to let the administration decide according hear to supervise the decision making decision.

Motion made by Ringer to let the administration make a decision on the 4th grade hiring of a teacher without board approval. 2nd by Huddleston. Voice vote of nay: Pfaff,, Klusak, Obrochta, Narvick, Voice vote of Yeah: Ringer, Cummings, and Huddleston. Motion not passed.

Principal Report -

Mrs. Dzyurak said enrollment should end up similar to last year

Mr. Tondidni reported that they finished up work on fire systems and are going to stripe patch parking lots.

Personnel

11B 1,2,3,4 under action items 13A 1,2,3 and 13B-1a,b,c and 13B 2 a,b,c

Dr. Broniecki introduced Kathleen Wilkey from Lincoln Way East, Curriculum Director and Mark Kopenhafer, Food Service Director for District 54 and Saratoga. Dr. Broniecki informed everyone that 7 people for Curriculum Coordinator were interviewed and 3 recommended for a final interview with him.

Registration – Visa worked very well

Tentative budget and budget hearing will be held September 9, 2008 (before the next board meeting)

ISBE information– none

Parent student 2008 Handbook - no final draft yet for Shabbona. Carter waiting on personnel because they are listed.

Auditors -Will be in at the end of the month

Triple I Conference - November 21-23rd -ISSB highly recommends

Principal, Workshop & Conference reports Carter reported on E2T2 grant update – teachers will be scheduled with students, ICS is within our district and they are in our district and must be scheduled in our lab if they are a resident of District 54, they are entitled to services. ICS teachers would have to find out who is actually entitled to send to us.

District Logo update – Narvick reported public relations committee discussed a new logo for Dist. 54 and she showed examples. T-shirts might be made and letterhead for teachers and staff.

Recognition of public – Mrs. Millsap complimented the board for adding comments from public. Having action items before recognition of public is not advantageous. Maybe consider action items until after public speaking.

Millsap questioned what probability for numbers for 4th grade that you will have 2,3 or 4 move ins to go over the guidelines for numbers for the school year in 3 or 4 classes. Carter said probably good, but change constantly and very hard to predict. Grade levels can change and can't estimate which ones will be effected. Mrs. Millsap thanked the Board for the discussion and appreciate all their efforts.

Millsap asked Mrs. Shaw the possibility that the district could get more money and does the district have the money to hire two more teachers without effecting the working cash funds? Shaw stated possible. Huddleston said he will try his best to consider the public comments first for future meetings.

Wendling stated it is still in your action items regarding the hiring of another teacher. Being a teacher, she stated that fourth grade is high for writing, she encourages the district to hire a teacher because it would be the best for the students of District 54.

Action items

Discussion: already authorized to not allow the administration to employ a certified staff member in accordance with the proposed guidelines. Cummings stated they need to make a decision. Klusak asked Carter, Shaw and Dr. Broniecki to come up with a number that they would be able to hire a teacher. Shaw stated number as 140 in grade level. Dr. Broniecki stated that it is a general understanding of 140 students at the grade level.

Huddleston suggested to allow administration to decide, if the number of 4th grade students goes above 140 (which would be a class of 28) in that grade level for every class to hire or not. Cummings said will vote no on that. Can we give another option. Huddleston concerned not allowing administration any power. Ringer said not restricting any other options to facilitate. All other options are still on the table.

Motion by Huddleston to authorize the administration the authority to hire a 4th grade teacher at the lower end of the payscale if total is 140 in grade level, 2nd by Klusak. A roll call AYE vote was given by: Mr. Klusak, Mrs. Pfaff, Mrs. Narvick, Mr. Ringer, Mr. Obrochta, and board president Mr. Huddleston. Voice Vote NAY: Cummings.

A motion by Narvick, 2nd by Klusak to formally ratify the creation of the following three positions:

A. District Administrator 2. Food Service Director and 3 Curriculum Coordinator. . A roll call AYE vote was given by: Mr. Klusak, Mrs. Cummings, Mrs. Pfaff, Mrs. Narvick, Mr. Ringer, Mr. Obrochta, and board president Mr. Huddleston. Motion passed.

B. **A motion** to formally ratify the three year contract of Teri Shaw as follows; 1.

- a. first year contract as the District Administrator for a salary of \$65,000
- b. second year contract as the Superintendent type 26 for a salary of \$90,000.00
- c. third year contract as the Superintendent type 77 for a salary of \$135,000.00 was made by Klusak and 2nd by Ringer. A roll call AYE vote was given by: Mr. Klusak, Mrs. Cummings, Mrs. Pfaff, Mrs. Narvick, Mr. Ringer, Mr. Obrochta, and board president Mr. Huddleston. Motion passed.

A motion made by Klusak, 2nd by Ringer to employ the following: Mark Kopenhafer – Food Service Director at a salary of \$23,681.60; Kathleen Wilkey – Curriculum Director to a 3 year contract as follows: initial year at \$83,000 with a 4% increase for the 2nd year and the 3rd year to be negotiated made by Cummings and 2nd by Pfaff. A roll call AYE vote was given by: Mr. Klusak, Mrs. Cummings, Mrs. Pfaff, Mrs. Narvick, Mr. Ringer, Mr. Obrochta, and board president Mr. Huddleston. Motion passed.

A motion to employ a certified teacher in accordance with the MEEA negotiated agreement for Linda Larsen – K-8 Teacher at \$34,217.00 (lane1, step 1) made by Cummings, 2nd by Pfaff. A roll call AYE vote was given by: Mr. Klusak, Mrs. Cummings, Mrs. Pfaff, Mrs. Narvick, Mr. Ringer, Mr. Obrochta, and board president Mr. Huddleston. Motion passed.

A motion by Narvick, 2nd by Cummings to accept the resignations of the following: Brenda Montgomery – White Oak secretary and Linda Hansen – District Office Secretary. A roll call AYE vote was given by: Mr. Klusak, Mrs. Cummings, Mrs. Pfaff, Mrs. Narvick, Mr. Ringer, Mr. Obrochta, and board president Mr. Huddleston. Motion passed.

A motion by Cummings, 2nd by Pfaff to accept the intent to retire request of Lynn Kohlhagen – Teacher at Shabbona School, Pam McCabe – Shabbona School Secretary and Fran McCluckie – District Office Secretary. A roll call AYE vote was given by: Mr. Klusak, Mrs. Cummings, Mrs. Pfaff, Mrs. Narvick, Mr. Ringer, Mr. Obrochta, and board president Mr. Huddleston. Motion passed.

A motion to employ the following was made by Obrochta, 2nd by Narvick; Amanda Hitchcock, Health Aid at a salary of \$5,125.00 at \$10.50 per hour
Jeannine Rickard, Cafeteria Staff at \$11,610 at \$10.75

Brenda Yachasz a secretary at White Oak at a salary of \$20,160 at \$12.80 per hour
Karen Carlson as a District Office secretary at a salary of \$30,030.00 at \$16.50 per hour
Andrea Hastings as a substitute bus driver at \$14.14 per hour

And additional staff authorized by the administration to employ certified staff members in accordance with the proposed guidelines. A roll call AYE vote was given by: Mr. Klusak, Mrs. Cummings, Mrs. Pfaff, Mrs. Narvick, Mr. Ringer, Mr. Obrochta, and board president Mr. Huddleston. Motion passed.

Other business – none stated.

Motion to adjourn to closed session to discuss pending, probable and/or imminent litigation, the appointment, employment, compensation, performance or dismissal of an employee, and collective bargaining matters was made at 8:33 pm by Obrochta, 2nd by Klusak. A roll call AYE vote was given by: Mr. Klusak, Mrs. Cummings, Mrs. Pfaff, Mrs. Narvick, Mr. Ringer, Mr. Obrochta, and board president Mr. Huddleston. Motion passed.

Out of closed session at 8:53 pm

Returned to open meeting 8:54 pm Roll call: Mr. Obrochta, Mr. Klusak, Mrs. Narvick, Mrs. Cummings, Mrs. Pfaff, Mr. Ringer and board president Huddleston.

A **motion** for the recommendation to hire Denise Neisler as a kindergarten teacher (step 2, lane 1) at a salary of \$35.315 was made by Cummings, 2nd by Pfaff. A roll call AYE vote was given by: Mr. Klusak, Mrs. Cummings, Mrs. Pfaff, Mrs. Narvick, Mr. Ringer, Mr. Obrochta, and board president Mr. Huddleston. Motion passed.

A **motion** to adjourn the meeting at 8:55 pm was made by Obrochta, 2nd Narvick. A roll call AYE vote was given by: Mr. Klusak, Mrs. Cummings, Mrs. Pfaff, Mrs. Narvick, Mr. Ringer, Mr. Obrochta, and board president Mr. Huddleston. Motion passed.

Respectfully submitted,

Kathy Vogen, Recording Secretary

Jim Huddleston, Board President