



# Cary Community Consolidated School District 26

## Board of Education

Administration Center  
2109 Crystal Lake Road, Cary, IL 60013

### Board of Education Meeting Minutes

June 16, 2008

The Board of Education of Cary Community Consolidated School District, McHenry and Lake Counties, Cary, Illinois, held a regularly scheduled meeting on June 16, 2008, at 6:00 p.m. at the Administration Center at Cary Jr. High School (Room C-31), 2109 Crystal Lake Road, Cary, Illinois, 60013.

### Minutes

#### 1. Organization

##### 1.1 Call to Order

The meeting was called to order by Mr. Lawrence at 6:00 p.m.

##### 1.2 Roll Call

Board Members Physically Present: Mr. Lawrence, Mr. Ruelle, Mr. Jenner, Ms. Lewis, Ms. Lehman, Mr. Bush

Board Members Absent: Mr. Loew

#### 2. Community Input

2.1 None

#### 3. Open Forum

##### 3.1 Board

None

##### 3.2 Administrators

None

#### 4. Closed Session

Closed Session for the Purpose of Discussing Probable and Imminent Litigation, the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees, and Collective Negotiating matters between the District and its Employees or their Representatives.

Mr. Lawrence asked for a Motion to go into Closed Session.

Mr. Ruelle motioned and Ms. Lewis seconded.

No additional discussion was held.

Roll Call:

Voting Aye: Mr. Lawrence, Ms. Lehman, Mr. Ruelle, Ms. Lewis, Mr. Jenner, Mr. Bush

Absent: Mr. Lowe

Motion Carried.

Closed Session was entered at 6:02 p.m.

#### 5. Return from Closed Session

Action may be taken for the Purpose of Discussing Probable and Imminent Litigation, the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees, and Collective Negotiating matters between the District and its Employees or their Representatives.

Reentered Open Session at 7:08 p.m.

No action will be taken in regards to Probable and Imminent Litigation, the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees, and Collective Negotiating matters between the District and its Employees or their Representatives.

Mr. Lawrence asked for a motion to adjourn Part 1 of the meeting.

Moved by Mrs. Lewis and seconded by Mrs. Lehman.

Motion carried.

End of Part I of the Regular Board of Education Meeting.

### Minutes Part II

#### 1. Organization

##### 1.1 Call to Order

The Public Hearing on for the 2007/2008 amended budget was called to order by Mr. Lawrence at 7:08 p.m.

## 1.2 Roll Call

Board Members Physically Present: Mr. Lawrence, Mr. Ruelle, Mr. Bush, Ms. Lehman, Ms. Lewis, Mr. Jenner

Board Members Absent: Mr. Loew

## Public Hearing for 2007-2008 Amended Budget

- 2.1 Mr. Drafall presented the Amended Budget. The budget last month at the regular board meeting the board put on display the budget for the amended FY08. What you received in your packet were a few changes after we went back and double checked to make sure that we had all the current expenditures listed and the costs of the move that we knew of at this point as well as any revenue changes that we brought in there. The Board can see in their packets is an update of what had passed and also more detail on the property counter and the revenue breakdown of increases. We did see some increase in revenue from what the display budget showed. Some of those were just receipts that had come in.

What is behind me is kind of our total sheet of expenditures. Start with expenses. Totals by breakdown – salaries, just across the line.

Expenses – what I am projecting right now is \$30,770,482. We, again because we want to budget conservatively, hope that once the audit comes in the numbers are a little below that. We want to make sure that there is enough budget for all the expenses. Revenues also can change just slightly. We have adjusted again for our loss....or I should say....change in interest income projections. Obviously, when those numbers were estimated over a year ago, the market and the interest rates were substantially higher than they were throughout this last year. Likewise, some of the increases in utilities have shown a significant increase. ...D.J. can attest to our last gasoline bill...480 gallons of diesel fuel for \$35,000. Obviously, those prices weren't in there when the budget was first adopted. Electricity for six months was known but those rates have changed for the six months in January through June. That is the overview of the budget. Are there questions from the board?

Mr. Lawrence thanked Mr. Drafall for his presentation and stated that the Board would have the opportunity to address any questions about the amended budget in section 9 when we have the opportunity to pass that. If you have completed your presentation then Mr. Lawrence would like to open this session up to any community members that would like to address the board about the amended budget that has been on display or that Mr. Drafall has just now clarified for the amended 07/08 budget. Are there any community members that would like to address the board at this time? O.K. That is it. That being the case we have just heard the presentation of the amended budget by Mr. Drafall. There have been no community members who would like to make a comment on the 2007/2008 amended budget so I would like to have a motion to adjourn the public hearing.

Moved by Mrs. Lehman and seconded by Mr. Ruelle.

Roll Call:

Voting Aye: Dave Ruelle, Stephen Bush, Kristen Lewis, Chris Jenner, Randy Lawrence, Julie Lehman

Absent: Craig Loew

Mr. Lawrence stated that this adjourns our public hearing and now we move on to Part III of our

Regular Board Meeting for Monday, June 16, 2008 and I will call this meeting to order.

### Minutes Part III

#### 1. Organization

##### 1.1 Call to Order

The meeting was called to order by Mr. Lawrence at 7:15 p.m.

##### 1.2 Pledge of Allegiance to Flag

The Pledge of Allegiance was recited.

##### 1.2 Roll Call

Board Members Physically Present: Mr. Lawrence, Mr. Ruelle, Mr. Bush, Ms. Lehman, Ms. Lewis, Mr. Jenner

Board Members Absent: Mr. Loew

#### 2. Community Input

- 2.1 Mr. Lawrence clarified the purpose of this section. It is for community member input on items which may or may not be discussed this evening. Prior to the community input, Mr. Lawrence asked that everyone have a moment of silence for one of our staff that recently passed away from cancer. Mr. Coleman, could you please give us some brief information about her.

Mr. Coleman stated that Tori Sampson was a wonderful teacher that I had the privilege of knowing at Deer Path School when she was hired there in 1998. She taught Kindergarten when she started and finished up teaching 4<sup>th</sup> grade. She really had a passion for her kids. She took her teaching very seriously and she is going to be dearly missed.

Mr. Lawrence asked for a moment of silence.

Mr. Lawrence asked if there was anyone present who would like to address the board on any specific items that are going to be addressed in the agenda this evening or would perhaps be addressed in the future. Could you please stand and state your name and address.

Mary Matenaer – 43 Boxwood Lane, Cary – She would like to talk about item 9.8 – approval of the ESP Handbook.

Mr. Lawrence asked Mr. Coleman to give a brief comment of what the process has been that has led us up to tonight's agenda item.

Brian Coleman addressed this item. He said that they have been working with the ESP group along with the subcommittee for the board to review and revise the ESP Handbook over most of this last year and that handbook is coming to the board to be approved this evening.

Mary Matenaer wanted to know what changes have been made with the handbook.

Mr. Coleman told her that this would happen at the discussion time. It is on the agenda for discussion and approval. So those changes will be discussed at that time.

Mr. Lawrence clarified that all items under number 9 would have some presentation by an administrator to the board about what the item is that has to be approved. At that time the board has the opportunity to ask questions of the administrator before it takes any kind of action.

Mary Matenaer – inaudible

Mr. Lawrence told Ms. Matenaer that what we typically request is that it not be taken place at this time. If you could just hold your thought on that before we complete this I will have an explanation for item 9.8 for you. I promise to address your concern.

Mr. Lawrence asked if there was any further community input for the board? Before we go to the open forum I would like to address a change to the agenda. That change to the agenda is that item 9.8 will be removed this evening from the agenda. There is some additional information that is required before the board can take any action on this so it will not be discussed nor approved this evening.

If there is no further community input Mr. Lawrence stated that he will move on to Open Forum.

### 3. Open Forum

#### 3.1 Board

Mr. Jenner indicated that this is the last regular board meeting for our interim superintendents. Unfortunately Dr. Schueter is not here....he probably ran out of days. He came to us in October 2006 during a time of instability and he brought quite a bit of stability to our district back then. He also came up to the board with a plan to move Mr. Coleman into the superintendency and have two really good mentors for the last year. I have actually known Dr. Dodds for longer than District 26. Our paths crossed during a referendum campaign a few years ago. I think it has really been good having Dr. Dodds and Dr. Schueter with us. I think that not just Mr. Coleman but the whole district and the board have benefited immensely. Thanks.

Mr. Lawrence welcomed everyone to the interim new board meeting room as the administrative center has moved here to F-90 at the Jr. High. This will be our meeting place from now on. Thank you to Mrs. Goeglein for having this facility in tip top shape and the air conditioning on. We thank you for that. He would also like to echo Mr. Jenner's comments about the interim superintendents. They brought a depth and a degree of expertise and history of school that has benefited this board immensely. Again, thank you for your service to our district. At this point we will go to open forum for our administrators.

#### 3.2 Administrators

Mrs. Thomas commented about moving the Ad Center. She said that the time of the move was so critical with the end of the school year. She wanted to express her extreme thanks and appreciation to Mr. Fields, Mr. Drafall, all the Central Office staff and our tech support people. They did a phenomenal job. Literally, you walked out of one building and two days later we were up and running in a new building. It was unbelievable so thank you.

Mrs. Dudek echoed Mrs. Thomas. Everything was very....we had a couple glitches here and there but everything was really very smooth. I can't even believe it happened, actually. It is kind of a blur now. The office is very nice and she thinks that its a good working environment for everyone.

Mr. Lawrence thanked Mr. Fields for his leadership with the move.

Mrs. Goeglein wanted to thank her staff for putting up with all the changes in the day to day activities. Mr. Fields did a great job, Mr. Drafall did a great job and of course, Mr. Coleman. It is nice to have the Ad Center in the building. She is taking advantage of it as much as she can. To wind up the Jr. High year, the track and field team both took home the Fox Valley Conference sportsmanship awards. This is huge. 8<sup>th</sup> grade dance was extremely successful. It was very cool. Graduation went well. She got a little grumpy. It was interesting. She got a lot of kudos for saying what she did. .... Inaudible.

Mr. Gibbert shared the good news that the 4<sup>th</sup> grade class wanted to raise money for a class gift so they held a walkathon. They walked 413 miles and raised \$2,500. This money went to a technology cart which will have a laptop with an exterior hard drive.....inaudible

Mr. Lawrence stated that this was fantastic. Kudos to Mr. Gibbert and his staff who provided the leadership to those students to make that decision. There have been no FOIA requests since last meeting.

Mr. Coleman will save his remarks for the superintendent report.

Dr. Dodds will make his remarks now and let Brian handle the rest. Dr. Dodds wanted to thank the Board of Education for the nice comments this evening on behalf of Dr. Schueter and himself. He would like to thank them for the opportunity to work in the district this year. You have a phenomenal district. Your student work is excellent based on the people that are represented in this room tonight. I mean that including the teachers, the paraprofessionals, the transportation staff, and a very fine administrative team as well. All of these people work so well cooperatively. One of the comments that my wife made at the recognition dinner this spring was, "I have never seen such a positive attitude among all the people." And she has been with me in five districts now where I have been employed throughout my career. So, kudos to the staff that you have. From soup to nuts they are great people and it has been a pleasure to work with them.

## 4. Treasurer's Report

### 4.1 Report from Finance and Operations

Mr. Drafall wanted to thank Mr. Fields and the Central Office Staff for doing what was perceived to be at a certain point and time....impossible....picking up and moving the administration center, the tech hub, the server farm, switching network systems and internet providers all simultaneously and again, with just a few glitches, I think that we are up and running.

Another quick note I didn't have a Finance and Sites meeting so I am going to have to put it all into one spot. Food service committee did meet and put together the menus so that contract is off to the state for approval so we can put that out to the every five year renewal of the food service contract. The sample menu that did go in has significant healthier choices. Staff and parents were involved with that. We think that it is going to offer the students significant change in some of their offerings throughout the year. The committee will continue to meet again in the summer to talk about ala carte items and to make sure that we have some healthy choices there.

Talking about the Treasurer's Report – in your report you can see that we are 92% through the year but we are only at 60% of revenue. As the case with School Districts in the State of Illinois the property tax for the second half comes in at the last month and practically at the last possible moment. We have received several hundred thousand dollars to date for June. We will receive the completed significant portion at the end of the month which will – and if you look at your cash flow – we are on target to pay about half of our tax participation warrants back before the end of this year. That saves us several hundred dollars a day in interest charges. Being that the interest rates that we get on our investments is low then that will save the district some money. That adjustment is also in the 08 budget's amendment so that area is significantly increased as opposed to what the original was because it had historically not been the case that the district paid back those warrants until much later on until the end of the year.

I will save my comments on expenditures until we get to the amended budget. President Loew had asked for an update on State Aid. We have our preliminary number....we will have our final number that will be submitted to the State at the end of the week. I wanted to report kind of a historical look at not only the average daily attendance...now let me go through this real quick....Foundation levels are set by the State of Illinois by the General Assembly. That is what....according to the State of Illinois...what every district will receive - \$5,700 per student. Whether it is from the State or whether it is from the local revenue changes in the Foundation levels from one year to the next. There are years that....last year we had a significant increase....some years we have not. Most state aide dollars that the district receives increases and decreases based on the average daily attendance. The average daily attendance...if you notice the last...4 years...have been decreasing. Just slightly. Potentially 20 students. In fact, that does change some issues – not only what the State does – again, this is \$5,700 because our property taxes are as they are. We are considered by the State a pseudo rich district and therefore the burden continues to be on the property tax owner and not on the State. Increases like \$400 potentially help the district - particularly – even though the average daily attendance is dropping albeit 20 students.

Mr. Drafall was asked how the average daily attendance compared to actual enrollment.

Mr. Drafall explained that average daily attendance is calculated by....and this is the best three months...these are averages of the last three years because the attendance is dropping more than that....so when your attendance goes down it is the average of the last three years and not the last year. Student's attending is so important....especially in the first three months....that students be in school. That is the reason that Chicago Public Schools don't start until after Labor Day. Because they measure their differential in hundreds of thousands of millions of dollars. Enrollment is the number of students that we have enrolled in classes and they are going to come. Average Daily Attendance is the students that show up. We pick the best three months....traditionally it has always been September, October, November. We put it into the system and it is all computerized now. We just enter our raw numbers. That is in short, the State Aid. The State has a far more complicated calculation to come up with what we actually do receive.

Question: inaudible

We make sure that have to add in any students that are outside that are privately placed and that we are paying tuition other places. And we also then need to subtract out any students that we claim in other manners.... orphanage claims.

## 5. Monthly Superintendent's Report

- 5.1 Brian Coleman welcomed the new board secretary and administrative assistant to the superintendent, Debbie Bromley. She has joined us tonight for her first board meeting. Debbie has worked in the district for almost 17 years at Briargate as a Secretary. Her husband was relocated to Iowa for the last couple years and has now relocated back to Cary so she has joined us and will be our secretary. Welcome, Debbie. Glad to have you here.

### End of School Year

Just want to give a brief report on the end of the school year. We have once again had a successful ending, a positive ending, to our school year. I want to thank the principals and the teachers and the support staff for all the effort in completing the many tasks and the reports and actions that are needed to close the school year out. I also want to thank Mrs. Goeglein and the Jr. High staff for a wonderful graduation ceremony on June 2. I believe it was probably the coolest graduation that I have ever attended here in Cary so the weather did cooperate with us. During graduation we had 404 students participate in this year's ceremony. It was made clear by the many students recognized that the class was highly involved in school activities and the clubs and the leadership within the Jr. High. 171 students made the regular honor roll. 57 students made high honor roll. 46 of those 57 students made high honor roll for all seven quarters of their academic career at Cary Jr. High and received the President's Award for Academic Excellence and I believe Mrs. Geoglein had all of those stand that had participated in Community Service and it was 100% of those kids that stood up at that time. It was a great night to honor our students and the achievement that they had accomplished.

### 5.2 AC Move to CJH

As far as our move, I think that everything has been said about it so far. We completed our moved to F-90. It was scheduled for two days of move and we got done in a day and a half. I think the movers were complete and when they went out for lunch they never came back. They got it done pretty quickly. I want to thank Mr. Fields and everyone else who has worked at the Administrative Center for their effort and a great deal of flexibility during this time and getting the move complete with really limited disruption to the district. It was the last week of school as well and that can be difficult sometimes. Other than a few issues that we have had with the web mail, I think that we are fully operational. We have gotten those resolved this week. This is for the public – we have maintained the same phone number – the 7788 phone number for the district office but we will be using the Jr. High address which is 2109 Crystal Lake Rd.

### 5.3 Summer Activities

Although school is out our facilities are still being used throughout the summer by area groups and sports clubs and I wanted to give the Board just a flavor of the many

activities that we host in our buildings over the summer. We have, of course, summer school at Deer Path starting July 7, and it will run for about four weeks for about four hours a day in that building. Mad Science is conducting a Mad Science camp in one of our buildings for about two weeks for both boys and girls. NISRA Day Camp continues to operate at Briargate for eight hours a day for seven weeks this summer. SEDOM also has summer school programs for about six weeks in our building. There is also a Park District Day Camp that operates at Briargate for about eight hours a day for seven weeks during the summer. And we have various Boy Scout and Girls Scout groups that meet in our buildings as well. We have a great deal of camps that are operating here at the Jr. High. 17 different types of sport camps including basketball, basketball shooting, speed and agility and a strength camp and a volleyball camp here at the Jr. High. We also have National Louis and St. Xavier University are both conducting graduate course work over the summer for our teachers in our buildings. Although we may seem closed on the outside, we continue to host many of the community programs in our buildings and we are happy to do so.

#### 5.4 **Special Ed. Program Update**

The last thing that I put on my report – I have asked Jen Thomas to come and share an update on the Special Ed. Program.

Jen Thomas reported that the information that everyone had in their packet tonight was about the Autism Program. The data was compiled, not just by me, but I want to acknowledge Linda Sherwood, tonight, who throughout the year does a tremendous amount of work behind the scenes getting all this information to me. She also wanted to express thanks to Jenny Aherne who is the administrative intern with Jen and one of our school psychologists. She has spent many hours helping me. The information you have is on the Autism Program. We have students in all six buildings who are identified with some type of autism. Also in those buildings, in all six buildings, we have students that are fully integrated in the regular education program. We have some students that are included in regular education that we give additional support to. But we do have a group of students that have traditionally not been able to provide services to – their needs were moderate to severe and we really did not have anything locally. Usually an out-of-district placement. This is the first year that we have had a program that we have developed....really from scratch...so we can bring those students back into the district. So we can have the moderate to severe special needs program in Cary. I want to say, without hesitation, that this program has been a tremendous success. I owe a lot of that success to the team of people that worked with those students on a day to day basis. The teachers that were involved, speech and language, OT, PT, social work, and physiologist. I can't believe – we hired in some of these new staff – there are also paraprofessionals – and the way that they pulled together as a team. Just by support across the board. Everybody and did a good job. For this school year we were serving nine kids in the program. We were serving kids from 1<sup>st</sup> grade up through 7<sup>th</sup> grade. Next year we will have kids from kindergarten up through 8<sup>th</sup> grade in the program. Nearly all of our kids that are identified will be included in a general education classroom for at least part of the day. What I tried to do is really have some information for you. I won't go over it in a lot of detail. tried to lay out what we were projecting are the costs. With the staff, with curricular items, with Special Ed Material, Special Ed computer equipment...all types of things. We have estimated all of that. I tried to compare that to "what were the actual costs for this year". The actual costs for this year were per student about \$2,000 less than we had anticipated so that is actually good. Not only did we save money by bringing the students back, we knew that we could do a better program in-house in the district and actually have it cost less than expected. Those costs should go down even more for next year. The program is not new, there won't be quite as much new material for the students next year, our entire staff is moving forward. All of the students that were here last year will be included....at least partially....in the general education classroom. They are in the classroom in specials, lunch, recess....depending on the individual needs how

the students participate. I think that is another thing that is so thrilling to have our students in our buildings and now they are being included again with their peers and have role models and language models and social skills models and I think that has really helped the program. The other thing that we have been able to do – because of the success of the program and the need in the area - we have opened it up into a regional program. We belong to a region through SEDOM where we have four districts, us, Fox River Grove, Prairie Grove and Crystal Lake. We all share programs that we have. In the past, we have not had the opportunity to offer a program. This year we are now able to offer that program. We have already tuitioned in one student and we have a second student with an IEP waiting to be tuitioned in and we have a third student who may be tuitioned in...we don't have the IEP yet. All of the other regional representatives from all the other regional districts have been in the classroom and observed the program and have a very good idea of what we are offering. They have been very supportive. They are also glad to have something a little closer home ....a little more local. That has been very helpful. Does anyone have any questions?

Mr. Ruelle thanked Jen for bringing the program back in house. From everything that he saw in here the kids are getting a better experience than what they had before and at the same time it has been beneficial to the district. Thank you for bringing the program. Just one quick question....the numbers that you showed on page 2....does that include the two from out of district?

That does include the ones from out of district. So it is 11 kids from Cary and two from out of district.

Kristen Lewis thanked Jen for a good report.

Jen stated that more information would be coming in July. Around some transportation questions that came up at the last meeting.

## 6. Curriculum Report

### 6.1 No Report

## 7. Committee Reports

### 7.1 Finance Committee

#### No Report

- 7.2 Mr. Jenner reported on the Policy Committee met on Tuesday, May 27 and approved the minutes from the April 28<sup>th</sup> meeting. There was another review of the policy 4:10 Fiscal and Business Management. This is kind of the last part of our Policy Manual maintenance that has been on-going. This is going to be brought to the Board in section 9 for their consideration. We also reviewed policy 7:50. This is something that Mr. Coleman brought to the committee having to do with the age at which children can enter kindergarten in District 26. That policy will also be brought to the Board in Section 9. Another thing that is going to run through the Board is Policy services from HLERK. This will be discussed further in section 9. Our policies are pretty much in reasonable shape. Mr. Lawrence brought up a good point that we have made District 26 specific changes to a number of policies....I think around 35 or 40 policies have specific language that we thought was appropriate to our district that even go as far as ISB did and people like Bill [redacted] with the prior policy services. Mr. Lawrence pointed out that we got our Administrative Manual from ISB and it is probably not in alignment with our District 26 specific policies so it is basically an extremely large item on Mr. Coleman's plate.

Speaking of Mr. Coleman's plate, we went through the entire policy manual and pulled out what it says the superintendent shall do. A lot of our policies say "our superintendent shall do this, shall do that" and we have a fairly good sized document that we will be talking about briefly in section 10 tonight. We talked about some concern about a community relation policy and we concluded that we were happy with the policy but we wanted to make sure that the Administrative Procedures and the Policy Manual agree. The Administration is taking action and will bring a recommendation to the policy committee in August. That was about it. We set the Agenda items for the next meeting. We didn't see a whole lot out there so we elected not to do a Policy meeting in June.

### 7.3 Sites and Facilities

No Report

## 8. **Consent Agenda**

Mr. Lawrence stated that we will move on to item 8. Item 8 is the Consent Agenda. These are items that are routine in nature. If any board member wished to remove an item from the Consent Agenda the item will be discussed at the end of section 9.

Mr. Lawrence asked if any Board member wished to remove an item from the Consent Agenda.

Mr. Lawrence asked for a motion to approve the following Consent Agenda items:

### 8.1 **Minutes from Previous Meetings**

Meeting minutes requiring board approval include minutes from the Special Meeting held on May 1<sup>st</sup>, the 6:00 Opening Session held on May 19<sup>th</sup>, and the Special and Closed Session Meetings held on May 19<sup>th</sup>, May 27<sup>th</sup> and June 2<sup>nd</sup>.

### 8.2 **Monthly Bills and Payroll**

Total Bills and Payroll for Board Approval on June 16, 2008 are in the amount of \$2,408,940.18

### 8.3 **Employment**

The following employments are contingent upon satisfactory review of the Employee Criminal History Information Report.

<b>Existing Positions</b>			
<b>Name</b>	<b>Position</b>	<b>Building</b>	<b>Hire Date</b>
Kelly John Low	5 <sup>th</sup> Grade Teacher	Prairie Hill	8/25/08
Stephanie Smith	5 <sup>th</sup> Grade Teacher	Prairie Hill	8/25/08
Erin Gibbons	Speech Language Pathologist	Three Oaks/Deer Path	8/25/08
Lucinda Flashing	Bus Driver	Transportation	6/9/08
Stacie Brit	Bus Driver	Transportation	5/30/08
Sheryl Kammerer	Bus Driver	Transportation	6/2/08

### **New Positions**

Name	Position	Building	Hire Date
Vivian Wong	Special Education Paraprofessional	Three Oaks	4/22/08
Eileen Herron	Special Education Paraprofessional	Prairie Hill Deer Path(summer)	7/7/2008

Transfers		
Name	Current Position	New Position
Anna Marie Morris	1.0 Bilingual Kindergarten Teacher	.5 Bilingual Kindergarten Teacher
Summer School		
Names	Position	Start Date
Rachel Lenell	ECE Teachers	July 7, 2008
Korisa Lindsay	ECE Teachers	July 7, 2008
Kristin Tuggle	ECE Teachers	July 7, 2008
Jeff Kraus (also teaches autism weeks 1 and 6)	LD Summer School Teachers	July 7, 2008
Celeste Kerr	LD Summer School Teachers	July 7, 2008
Paula Garner	LD Summer School Teachers	July 7, 2008
Jordan Anderson	LD Summer School Teachers	July 7, 2008
Donna Webb	LD Summer School Teachers	July 7, 2008
Jennifer Giannone	Autism Teacher	July 7, 2008
Katelyn Finn— Speech/Language	Related Service Providers	July 7, 2008
(*) Erin Gibbons— Speech/Language {Also being approved for a full time position in fall at Three Oaks/Deer Path}	Related Service Providers	July 7, 2008
Michele Rogalski—Social Work	Related Service Providers	July 7, 2008
Katelyn Finn— Speech/Language	Related Service Providers	July 7, 2008
Jeanette Friedman (ECE)	Paraprofessionals	July 7, 2008
Debbie Dempsey (ECE)	Paraprofessionals	July 7, 2008
(*) Erika Sujak (ECE)	Paraprofessionals	July 7, 2008
Paula Zasadil (ECE)	Paraprofessionals	July 7, 2008
Joanne Niemet (ECE)	Paraprofessionals	July 7, 2008
Cathy Barra (ECE)	Paraprofessionals	July 7, 2008
Deena Galloy (ECE)	Paraprofessionals	July 7, 2008
Jodi Niemet (ECE)	Paraprofessionals	July 7, 2008
Ellen Gezella (ECE)	Paraprofessionals	July 7, 2008
Rosa Alvarado (Autism)	Paraprofessionals	July 7, 2008
Debbie Meyer (LD)	Paraprofessionals	July 7, 2008
Marie Wagner (LD)	Paraprofessionals	July 7, 2008
Kathy Waylock (LD)	Paraprofessionals	July 7, 2008
Carolyn Angelos (LD)	Paraprofessionals	July 7, 2008

Ken Wildeboer (Autism)	Paraprofessionals	July 7, 2008
(*) Alison Tomchik (LD)	Paraprofessionals	July 7, 2008
Diana Escobedo	ELL Teacher	July 7, 2008
Pablo Arreola	ELL Teacher	July 7, 2008
Liz Easton	ELL Teacher	July 7, 2008
Yolanda Hurtado	ELL Teacher Assistant	July 7, 2008
Maria Greene	ELL Teacher Assistant	July 7, 2008

#### 8.4 **Resignations**

The following employees have submitted resignation letters to the District.

Name	Position	Building	Resignation Date
Suzanne Evanson	1 <sup>st</sup> Grade Teacher	Briargate	June 10, 2008
Carol Marcheschi	Tutor	Maplewood	End of 2007/08 School Year
Diane Page	Office Clerk	Cary Jr. High	End of 2007/08 School Year

#### 8.5 **Appointment of Financial Services**

By policy and law, the Board of Education must designate service providers for banking and investments. We currently use Fifth/Third Bank of Cary and Harris Bank and Trust. The recommendation is to maintain these services.

**Recommended Motion:** May I have a motion to approve the following depositories :

- Fifth/Third Bank of Cary, Illinois
- Harris Bank and Trust
- 

#### 8.6 **Notice of Appointment of Authorized Agent for IMRF**

Due to the retirement of the current IMRF agent, the Board is required to appoint a new agent for the 2008/2009 school year.

**Recommended Motion:** It is moved that the Board appoint Barb Cummins as the Cary 26 IMRF Representative .

#### 8.7 **Approval of Administrative Carryover Vacation Days**

The District's standard administrative contract allows district administrators to carry over unused vacation days to the next year with approval of the Board.

**Recommended Motion:** The Superintendent is recommending that the listed number of vacation days requested by each administrator to be carried over to the 2008-2009 school year that are listed in your Board packets.

Mr. Lawrence asked for a motion to accept the Consent Agenda as read.

Julie Lehman had a question concerning 8.7. Mr. Lawrence explained that this was the Consent Agenda and if there had been a question about any item it should have been brought up at the beginning of section 8.

Mr. Ruelle moved and the motion was seconded by Mrs. Lewis.

Mr. Lawrence asked for any further discussion about the consent agenda?

Mr. Jenner said that he just has one comment. He wanted to repeat that he thinks the Board has made it very clear to Mr. Coleman that they are going to be scrutinizing the overall head count numbers very carefully going forward through this year. Certified Staff, ESP, Administrative....basically everybody. We are going to be watching them very closely.

Mr. Lawrence asked if there was any other discussion about the Consent Agenda Motion. If not, may I have a roll call please.

Voting Aye: Ms. Lewis, Mr. Jenner, Mr. Bush, Mr. Lawrence, Mr. Ruelle

Abstain: Ms. Lehman

Absent: Mr. Lowe

Motion Carried.

Mr. Lawrence stated that we would now move on to item 9 – Agenda Items requiring discussion and Board approval. For this, Craig Loew asked, he is on vacation, asked that he be brought in electronically by the phone so Mr. Lawrence asked that we call Mr. Loew at this time.

Mr. Loew was given the number to call to be patched in electronically. Mr. Loew joined the meeting by phone at 8:05 p.m. Mr. Lawrence welcomed Mr. Loew to the meeting and stated that we are standing at Agenda item 9.1.

## 9.

### Agenda Items Requiring Discussion and Board Approval

#### 9.1 Approval of 2007/2008 Amended Budget

Mr. Lawrence asked the superintendent, Mr. Coleman, to introduce this.

Mr. Coleman stated that the Director of Finance and Operations prepared the amended 2007/2008 budget. It is in your Board Packet under item 9.1. I will hand it over to Mr. Drafall.

Mr. Drafall reported that he will go over a little what he had said earlier. The Board in September put forth a budget to limit expenses and focus the district in a way to watch and control and we did that the best we could. Certainly, when the initial presentation or development of the budget, which happens, really, for staffing and controllable expenses in early January/February/March of 2007 conditions were a lot different. Gas was \$2.00 per gallon, interest rates were significantly higher, and development was productive in the area. Since that time a large piece of property went to the conservation district and now at some point in time in the future there will be 16 town homes as opposed to 30 some large home that were going to go in there. Gas prices – we are paying \$4.40 a gallon for diesel. We are looking at interest rates of 2% on our Money that sits invested when we have funds available to do so. Given those circumstances and the fact that there were several areas that the district had concerns this past year. We had several hubs,

switches, servers, tape drives all of which seemed to have failed. Much of our equipment is of the vintage that needs to be replaced and there was not a maintenance budget per say to afford that. We also had some roof issues and so on and so forth. What the district did do was look at controlling expenses and reduce expenses to buildings where it could. It asked principals and building administrators to refocus and look at their expenses. I think that they did in large for those areas that they have control of. They did a good job at that. We have, at the Board's request, continued to look at contracts to find ways of saving money. We did that, we talked about the copiers and waste management and other areas and looking at electrical rates and coming up with ways to save funds not only in usage but also making sure that we are getting the best benefits for those contract services that we have. We have the gas contract as an item on the agenda. We are doing that as well. In an environment where it is not a beneficial environment for us but that is what it is with all of us...the district, homeowners, parents alike. The amended budget, the numbers that you have do have the revenue breakdown. Property development was not there along with the property taxes that did not meet expectations **end of tape side 1** We have seen some increases in local things but nothing those fees and revenue sources are relatively small to the district. The Budget was put in place with revenue over expenses. To do so, salary lines and others were under what was required in some cases, in other cases, simply, the expenses have come in where they are. The Amended Budget shows....in hindsight.....20/20.....what we would have like to have known back in January of 07 where we could have done other things to bring those items into line.

Mr. Lawrence asked if there were questions from the members of the Board. There were no questions. Mr. Lawrence asked for a motion that the Board approve the 2007/2008 Amended Budget as presented this evening in the Board Packet.

Mr. Loew motioned and Mr. Bush seconded.

No further discussion was had.

Roll Call:

Voting Aye: Kristen Lewis, Randy Lawrence, Dave Ruelle, Stephen Bush, Craig Loew.

Voting No: Chris Jenner, Julie Lehman

Motion carried.

## 9.2 **Adoption of revisions to policy 4:10 "Fiscal and Business Management"**

Mr. Lawrence asked Mr. Jenner to address the Board.

Mr. Jenner told everyone that in their packet is the updated 4:10. The original problem with this....this was first brought to the board in April of 2007. At that time we discovered that we had the wrong copy. We had the District 26 specific version. The policy committee got together and kind of went back in time to try to recreate what we had done in our former review back in May of 2006, and that is the version that you see in front of you. I don't know if there are any highlights. We simplified some of the language and took out some procedural oriented language. The policy says that the recommendations to achieve a balanced budget and that is really some of the highlights. There is still a little bit of procedural language in there but the policy committee thought that this is still consistent with the direction that the Board should go. Any questions?

Mr. Lawrence said that since there were no questions could he please have a motion for the Board to approve the adoption of revisions to policy 4:10 "Fiscal and Business Management" as presented this evening.

Moved by Mrs. Lehman and seconded by Mrs. Lewis.

Mr. Lawrence asked for a roll call.

Voting Aye: Chris Jenner, Randy Lawrence, Julie Lehman, Dave Ruelle, Stephen Bush, Craig Loew, Kristen Lewis

Motion Carried

**9.3 Adoption of revisions to policy 7:50 “School Admissions and School Transfers to and From Non-District Schools”**

Mr. Lawrence asked Mr. Jenner to present this item.

Mr. Jenner told the Board that Mr. Coleman brought it to the attention of the Policy Committee a few months ago that in updating our Policy Manual from what was in place prior to using ISB Policy Services there was a policy that was not brought forward having to do with of requirements to enter kindergarten. Mr. Coleman made a recommendation to the Policy Committee and they basically accepted it and are recommending that the board approve.

Mr. Lawrence asked if there were any questions about Policy 7:50. Since there were no questions, Mr. Lawrence asked for a motion to approve the adoption of revisions to policy 7:50 “School Admissions and School Transfers to and from Non-District Schools” as presented in your Board Packets this evening.

Moved by Mr. Ruelle and seconded by Mr. Jenner

Mr. Lawrence asked for any discussion on the motion. Since there was no discussion, Mr. Lawrence asked for a roll call:

Voting Aye: Randy Lawrence, Julie Lehman, Dave Ruelle, Stephen Bush, Craig Loew, Kristen Lewis, Chris Jenner,

Motion Carried

#### 9.4 Discussion of HLERK Policy Services for F09

Mr. Lawrence told the Board that in their packet was a proposal that we have received from our law firm, Hodges, Loizzi, Eisenhammer, Rodick & Kohn – called HLERK. The proposal is for policy services, Mr. Jenner, will you please give a brief presentation to the board on this.

Certainly. Everyone knows our PRESS service - PRESS is the Illinois Association of School Boards Policy Service – our service or contract with them expired the end of December. The Policy Committee has had plenty to do in prior meetings getting everything cleaned up and as far as going forward – we received a proposal from our law firm for policy services, primarily to ensure that we stay in compliance with state and federal law. Certainly the Policy Committee, I know, will put our District 26 thumbprint on when appropriate. The cost of this is considerably less expensive than what we were paying ISB. The Law firm recommends one comprehensive review every two years. Our estimate is that will not exceed \$2,000 at the formal attorney rate which is around \$250 per hour and should take about six hours. So it will likely be less than \$2,000. They recommend a consultation three times a year where they will let us know which policies need to be updated to stay in compliance with State and Federal statute. They do this at a flat rate of \$250. So, again, overall it is about half of what we were paying ISB. The Policy Committee recommends that we start this in the 08/09 fiscal year.

Mr. Lawrence asked Mr. Jenner if he had an estimated total number that we would be looking at spending for the 08/09 school year?

Mr. Jenner answered that for FY08/09 he didn't believe that it would exceed \$3,000 and probably closer to \$2,500.

Any questions or comments about this proposal from HLERK.

Mr. Ruelle asked Mr. Drafall if this was in the budget.

Mr. Drafall answered that he was not sure. He believes that it is in the budget. He will check on it.

Mr. Lawrence asked if there were any other questions about the proposal presentation.

Mr. Lawrence asked for a motion to contract with HLERK the Policy Services for the 08/09 School Year for an amount not to exceed \$3,000.

It was moved by Mrs. Lehman and seconded by Mr. Jenner.

Mr. Lawrence asked if there was any discussion on the motion. There was no discussion so Mr. Lawrence asked for a roll call:

Voting Aye: Julie Lehman, Dave Ruelle, Stephen Bush, Craig Loew, Kristen Lewis, Chris Jenner, Randy Lawrence,

Motion Carried

The Board directs Mr. Coleman to engage HLERK and start the process effective July 1.

#### 9.5 Approval of Treasurer Bond

Each year the Board must approve the Treasurer's Bond. The administration recommends the approval of the Treasurer's Bond for Todd Drafall for FY09. The documentation is in your Board Policy. Mr. Coleman is there anything else that we need to hear about this.....alright. Any questions from the Board members?

Mr. Jenner asked if this is basically to make sure that Mr. Drafall does not walk off with our cash.

Mr. Drafall answered, essentially, yes.

Mr. Jenner then asked how much we pay for this bond.

Todd answered that he wasn't sure. It was several hundred dollars and it is required by State law that the treasurer of every governmental entity be bonded.

Mr. Lawrence stated that it was one of those legislative costs.

Mr. Jenner stated that he was sure that it did a fine job of stopping corruption.

Mr. Lawrence asked if there were any further comments on this. There were not so he asked for a motion that a bond be approved that names Todd Drafall to be the Treasurer for the FY09.

Motion made by Mr. Ruelle and seconded by Mrs. Lewis

Mr. Lawrence asked if there was any further discussion. There was none so Mr. Lawrence asked for a roll call:

Voting Aye: Dave Ruelle, Stephen Bush, Craig Loew, Kristen Lewis, Randy Lawrence, Julie Lehman  
Voting Nay: Chris Jenner

Motion Carried

## 9. **Approval of Gas Contract**

6 The Administration has brought forth a recommendation for the approval of Center Point Energy Gas to be the provider of Gas services for the FY09. Mr. Coleman.

Mr. Coleman turned it over to Mr. Drafall to talk about the contract.

Mr. Drafall said that this is an item that has been talked about in both the Sites and Finance - we did not have, again, a meeting this month - so this did not go through the final Sites but we had had discussions about our annual renewal of our gas contract. We reviewed two vendors....we actually asked for information from a third - they did not provide us with information. Apparently, they did not want to do business with us, so, we met with both vendors several times. We determined that the best management rate and the best organization going forward to assist us was our current vendor, Center Point Energy. That is the contract that you have before you. We ask for approval pending legal review. It is at the attorneys and there are one or two things that they want to pull out so we are working on that.

Mr. Lawrence opened this up to the board for any questions for Mr. Drafall about this proposal for the gas contract. There were no questions for Mr. Drafall so Mr. Lawrence asked for a motion for the Board to approve the Center Point Energy Gas Contract for FY09.

Mr. Ruelle motioned and Mrs. Lewis seconded.

Mr. Lawrence asked if there was any further debate on the motion. There was not so Mr. Lawrence asked for a Roll Call:

Voting Aye: Stephen Bush, Craig Loew, Kristen Lewis, Chris Jenner, Randy Lawrence, Julie Lehman, Dave Ruelle,

Motion Carried

## **9. Approval of the Incentive Goal Recommendations**

**7** The Superintendent recommends that the listed Administrative Incentive bonuses be given to the administration per their 2007/2008 contract. See Item 9.7 in your Board Packet. Mr. Lawrence asked Mr. Coleman to explain this item.

Mr. Coleman asked everyone to turn to the Board Packet Item 9.7. His recommendation is in there. The Board established Incentive Goals and Indicators that if successfully completed by each administrator shall make him or her eligible for an annual bonus payment as set forth in each administrator's contract. In the recommendation, each administrator has submitted to the superintendent a summary of his/her incentive goal completion with supporting documentation. Attached to this recommendation are each administrator's summary chart identifying each incentive goal, its alignment to the Board of Education Goals and School Improvement Goals, a description of each indicator and completion date. Its alignment to State Administrative standards and a list of artifacts which were submitted in support each indicator completed, as well as a personal reflection by the administrator on the completion of each goal. I am recommending that the individual bonuses listed be given to each administrator respectively for completing the Incentive Goals in their contracts for the 2007/2008 school year.

Mr. Lawrence asked if there were any Board Members that had questions for Mr. Coleman at this time. Mr. Lawrence said that a number of these administrator goals had some building specific objectives and some of them were district wide. Mr. Lawrence wanted to know if some of these building specific goals could possibly roll out to other buildings to positively impact the district.

Mr. Coleman answered that he felt that there were several of the principals that worked on goals that put together some evaluation of programs that we currently have and procedures that are going on in their building that we will roll out to the other buildings this next year. Mr. Gippert ....one of his goals was to look at the Building Safety Plan in his building and how that coincides with the other safety plans in the district and that has been rolled out to provide a more consistent approach to the safety plans. He put together flip charts for every building and we have printed those and they should have gotten those before the end of the year. There are several goals that will be rolled out to the other buildings as well.

Mr. Lawrence stated that the one he noticed specifically was the Deer Path one with Mr. Boher. It had information on monitoring funds within the buildings. Will that type of procedure be rolled out to other buildings?

Mr. Coleman stated that it will be shared. There are some buildings that use electronic ledgers and some that do not based on the skills of the secretary in the building but I believe those will be shared.

Mr. Lawrence asked if there were any further questions.

Mr. Jenner stated that he supports our staff being compensated fairly but what he is struggling with is that in the world he works in if your company runs a deficit there is no bonus no matter how well you did your job. I know that this is not a private sector company and not only that I understand that

there is a contract here, so. Just so you understand that in the world a lot of folks that support our district actually come from....if their company is not profitable, there are no bonuses regardless of how well you do your job.

Mr. Lawrence said that if there are no more comments he would like to read the motion: May I have a motion to approve the administrative incentive bonuses as presented by the administration in your board packets this evening.

Motioned by Mr. Ruelle and seconded by Mrs. Lewis.

Mr. Lawrence asked if there was any debate on the motion. There was not so he asked for a roll call.

Voting Aye: Craig Loew, Kristen Lewis, Chris Jenner, Randy Lawrence, Julie Lehman, Dave Ruelle, Stephen Bush

Motion Carried

Mr. Lawrence stated that there is no Item 9.8 so that takes us down to Topics for Discussion.

## Topics for Discussion

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### 10. Requirements of the Superintendent per policy

1 Mr. Lawrence turned this item over to Mr. Jenner.

Mr. Jenner pointed out that Item 10.1 in the packet is 17 pages long. As he mentioned earlier, the Policy Committee went through the entire manual and created this spreadsheet that creates policy that requires the superintendent to either do something or provide a report. We have listed all these here. If I remember right, Mr. Lawrence, we did this at your request. Would you like to comment a little bit on the exercise?

Sure, you bet. As we were looking at policy and considering Mr. Coleman coming on board as the acting superintendent, the goal of the discussion at policy level was to say "O.K., what are we asking the Superintendent to do? Is our policy consistent within itself? Do we understand the impact that might have on procedures that need to take place on a day-to-day basis?" No matter who is in the Superintendent chair that they will have to do. We decided to just kind of say, O.K. When it says "the Superintendent shall" what does that entail? Do we fully understand as a Board what we are asking our sole employee to do. The Policy Committee then wanted to bring this forward to the Board so the Board could quickly, at a glance, look at the tasks that were being asked for him to do and have the opportunity to comment on them. That is the sole intent of tonight's conversation. This is the opportunity for any board member, who has taken the time to go over all 17 pages to have .....

The 17 pages..... inaudible

Mr. Dodd commented that as the administrator who was dealt the wonderful opportunity to work with the policy committee this year, I would like to salute the three committee members who took it upon themselves to take this task on. Not assign it to an administrator, where it would have taken literally weeks of administrative time because of our interruptions, they gave their time at home at night, on weekends, whenever to get it done. I salute you and thank you for that because it would have been on these shoulders otherwise. I know the amount of work it is to go through our policy manual, Chris has it

sitting there. It is very detailed so I appreciate that. I am just thanking you for doing it for us.

Mr. Loew would like to thank Mr. Dodd on behalf of the board he would certainly like to thank the equal, if not many more hours, that you have put into the Policy Committee this year for us. I appreciate all of your assistance. I'm not quite sure what you did to Dr. Schuter to get assigned to Policy but thank you.

Mr. Dodd wanted to thank Mrs. Linda Hamann who we all referred to many times in our minutes because she was pulling it together for us so I appreciate that.

Mr. Lawrence asked if there was any other discussion on the Superintendent's Responsibility as we move to July 1, and Brian taking on that responsibility.

There was none.

## 1 Public Input on Future Items

1.

### Public Input on Future Items

Mary Matenaer wanted to know why 9.8 was removed from the agenda and what discussion has been done.

Mr. Lawrence stated that we don't like these to be a conversation but he will turn it over to Mr. Coleman and Dr. Dodds to again kind of review what has been done and who it has been done by for this ESP Handbook.

Mr. Coleman explained that we worked with some representatives from the ESP group to revise our ESP Handbook this year. We have gone through that process of meeting with them. We have also set up a Board sub-committee that met with Dr. Schuter and myself to review the proposal of the Handbook and they have approved the changes in the handbook and it was being brought to the Board tonight for their approval. There is still some information we need to get to them so we pulled it off the agenda and it will be addressed at a later time.

Question – inaudible

Dr. Dodds commented that it was something that could be discussed at a later time rather than at the public session. If individuals are interested they can talk to Mr. Coleman about that.

Mr. Coleman does not have a list in front of him of who served on the committee. He asked Mary to call him and he will get her those names.

Mr. Lawrence stated that it is the desire of the Board to address this at next month's meeting. There is no reason for the Board to have closed session this evening so we will not be going into that so there will be no item 12 or item 13 which brings us to adjournment. May I have a motion to adjourn.

## Adjournment

Mr. Lawrence asked for a motion to adjourn.

Ms. Lehman motioned and Mr. Lowe seconded.  
Voting Aye: All

The meeting was adjourned at 8:39 p.m.

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Randy Lawrence, Board President Pro-Tem

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Chris Jenner, Board Secretary

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Debbie Bromley, Recording Secretary

Date Attested: July 28, 2008