Board of Education
Regular Meeting Notes
January 16, 2018

Recognition of Public/Visitors

Purpose of the Agenda Item

At each regular and special open meeting, members of the public and District employees may comment to or ask questions of the School Board, subject to reasonable constraints.

Relationship to/Implication for the Strategic Plan, Policies, and/or School Code

1. BOE Policy 2:230, 5 ILCS 120/2.06, 105 ILCS 5/10-6 and 5/10-16

Expected Outcome of the Agenda Item

For the Board to hear comments from the public and/or staff.

Background Information

Individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.
2. Identify him or herself and be brief. Ordinarily, such comments shall be limited to 5 minutes. In unusual circumstances, and when the individual has made a request in advance notice to speak for a longer period of time, the individual may be allowed to speak for more than 5 minutes
3. Observe the Board President's decision to shorten public comment to conserve time and give the maximum number of individuals and opportunity to speak.
4. Observe the Board President's decision to determine procedural matters regarding public participation not otherwise covered in Board policy.
5. A designated spokesperson should be chosen to speak for large groups.
6. Conduct oneself with respect and civility toward others and otherwise abide by Board policy, 8:30, *Visitors to and Conduct on School Property.*

Petitions or written correspondence to the Board shall be presented to the Board in the next regular Board packet.

Consent Agenda

Purpose of the Agenda Item

The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require discussion or explanation before Board action. (2:220)

Relationship to/Implication for the Strategic Plan, Policies, and/or School Code

1. BOE Policy 2:220 – School Board Meeting Procedure
2. School Code – 105 ILCS 5/10-7

Expected Outcome of the Agenda Item

The benefit of a consent agenda is that it expedites meetings by relieving the board of voting on routine matters one-by-one. (Braun p. 56)

Background Information

A consent agenda is a listing of usually routine and uncontroversial Board meeting agenda items on which the Board intends to take action, but about which Board members do not believe explanation or discussion is necessary. Consent agenda items are voted on by the Board with a single motion to approve all the items on the agenda. The benefit of the consent agenda is that it expedites meetings by relieving the Board from voting on routine matters one by one (Braun, 2014).

Recommendation

The superintendent recommends the consent agenda be approved with the following motion: "***I make a motion to approve the consent agenda as presented."***

Alternatives to Recommendation

To remove any one or more items from the consent agenda for individual consideration and action.

Supplemental Material

1. **Approval of Bills/Payroll/Treasurers Report**
2. **Approval of Minutes**
   Regular special and closed meeting minutes are included within the packet for review.
3. **Approval of Personnel Report**
   - **Approval of Volunteer(s):**
     1. SHS Softball Volunteer Coach
   - **Recognition of Resignation(s) and Retirements –** None at the time of posting.
   - **Approval of Employee Unpaid Leave of Absence -** Diane Dal Pazzo for a general unpaid leave of absence effective January 17, 2018 through February 20, 2018
   - **Approval of Paternity Leave Request**
4. **Acceptance of Donations –** None at the time of this posting.
5. **Destruction of Closed Session Recordings older than 18 months**

Administrator Reports

Superintendent's Report

State of the District Report

Purpose of the Agenda Item

The purpose of the State of the District Report is to communicate the positive things happening within the District and briefly share some of the challenges and the opportunities ahead.

Relationship to Implication for the Strategic Plan, Policies, and/or School Code

1. District Values

a. Offer Wide Range of Academic and Extracurricular Opportunities
b. Challenging All to Learn and Achieve
c. Financial Stability
d. Expect Everyone's Best

Expected Outcome of the Agenda Item

The outcome of the State of the District report is to provide transparent communication that includes a review of the school report card, review of curriculum and instructional services, and recommendations based upon the information presented.

Supplemental Material

1. Copies of the State of the District Report will be provided at the Board table during the meeting.

Principal Reports

Administrator reports are included in the packet for review.

Discussion of Latin Honor System

Purpose of the Agenda Item

The Superintendent shall maintain a uniform process for presenting awards and honors for outstanding scholarship, achievement, and/or distinguished service in school activities in such a way as to minimize bias and promote fairness.

Relationship to Implication for the Strategic Plan, Policies, and/or School Code

1. District Vision: Expect Everyone's Best
2. District Mission: Lead-Challenge-Achieve
3. BOE Policy 6:330

Expected Outcome of the Agenda Item

To discuss the merits of implementing a Latin Honor System for honoring graduates and eliminating the designations "valedictorian" and "salutatorian." In the future graduates will be recognized by the following criteria:

- Summa Cum Laude 4.0 - 3.90
- Magna Cum Laude 3.89 - 3.80
- Cum Laude 3.79 - 3.65

Background Information

Research has been conducted transitioning to the Latin Honor System for honoring graduates and eliminating the Valedictorian/Salutatorian designations at Staunton High School. Additionally, the Staunton High School faculty discussed and voted on the issue and a consensus of eliminating the two distinctions resulted.

Rationale:

- The differences between student levels of achievement are almost immeasurable, and this creates a competition that is contrary to the goal of student learning.
- The high school experience should be about student learning opportunities, not about sorting students.
- Students make decisions about a course to take based on the wrong issue. The decision is based on how the class may impact their grade point average, instead of if the class is challenging and important for their future plans.
- The current system limits student opportunities in areas such as the arts and career and technical education.
- No evidence supports that being named valedictorian equals excellence in the future.
- Utilization of a Latin Honor System meets the expectations of the District mission and vision statements.

Criteria for the Latin Honor System:

- Summa Cum Laude 4.0 - 3.90
- Magna Cum Laude 3.89 - 3.80
- Cum Laude 3.79 - 3.65

Class rank will still be calculated at Staunton High School, as this can be important in students applying for specific scholarships. The student speaker at the SHS Graduation Ceremony will be chosen via an application process developed by the High School Principal in conjunction with the High School Counselor. Students who are distinguished as Summa Cum Laude can apply to be the speaker at the ceremony.

Recommendation

This is a discussion item only with intentions for action during the February regular meeting.

Financial Report

Presentation of District Budget Projections

Purpose of the Agenda Item

To present the Board of Education with 3 year budget projections.

Relationship to/Implication for the Strategic Plan, Policies, and/or School Code

1. BOE Policy 4:10 – Fiscal and Business Management
2. District Value – Financial Stability

Expected Outcome of the Agenda Item

To review and discuss budget projections in order to prepare for short-term and long-term planning.

Background Information

The Superintendent is responsible for the School District's fiscal and business management and shall ensure the efficient and cost-effective operation of the District's business management using computers, computer software, data management, communication systems, and electronic networks,

including electronic mail, the Internet, and security systems. The Board is updated monthly on the financial status of the District and reviews projections on an annual basis.

Supplemental Material

1. Budget Projection Report

Unfinished Business

Consideration and Possible Action to Issue a Request for Proposals for Food Management Services

Purpose of the Agenda Item

Good nutrition shall be promoted in the District's meal programs and in other food and beverages that are sold to students during the school Day. The Superintendent shall manage a food service program that complies with this policy and is in alignment with School Board policy 6:50, School Wellness.

Relationship to Implication for the Strategic Plan, Policies, and/or School Code

1. BOE Policy 4:120 – Food Services, 4:130 – Free and Reduced-Price Food Services, 6:50 – School Wellness
2. District Value – Financial Stability

Expected Outcome of the Agenda Item

The food service program in participating schools shall comply with the nutrition standards specified in the U.S. Dept. Of Agricultures Smart Snacks rules when it offers competitive foods to students on the school campus during the school day. The food service programs in schools shall also comply with any applicable mandates in the Illinois State Board of Education's School Food Service rules implementing these federal laws and the IL School Breakfast and Lunch Program Act.

Background Information

The Board will discuss and consider action on directing the superintendent to prepare invitation for bid for meal services contract as part of the nutrition and wellness food procurement process.

New Business

Approval of Fuel Bids

Purpose of the Agenda Item

The Superintendent shall manage the District's purchases and contracts in accordance with the law, the standards set forth in policy, and other applicable Board policies.

Relationship to/Implication for the Strategic Plan, Policies, and/or School Code

1. BOE Policy 4:60 – Purchases and Contracts
2. 105 ILCS 5/28A-5 et seq.

Expected Outcome of the Agenda Item

All purchases and contracts shall be entered into in accordance with Illinois law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts

shall be approved or authorized by the School Board. All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law.

Background Information

The District annually submits requests for bids on fuel for the District transportation fleet. In order to obtain the most favorable pricing the cooperative bids with Mt. Olive, Gillespie, and Bunker Hill, coordinated by the District. The opening for all bids is scheduled for Tuesday, January 16.

Recommendation

Recommendations will be made during meeting.

Supplemental Material

Bid sheets will be presented during the meeting.

Approval of Resolution to Regulate Expense Reimbursements

Purpose of the Agenda Item

The Local Government Travel Expense Control Act prohibits expense reimbursements for entertainment expenses. It also requires school boards to regulate expenses for travel, meal, and lodging expenses for their officers and employees.

Relationship to Implication for the Strategic Plan, Policies, and/or School Code

1. ILCS 150/10
2. BOE Policy 5:60
3. District Value – Financial Stability

Expected Outcome of the Agenda Item

Annually upon the adoption of the district budget the Board will adopt a resolution to regulate expenses.

Background Information

Included with the resolution the Board will list the types of official business that are permitted for expense reimbursements, will require the use of a standardized form for expense reimbursement, and will set a maximum allowable expense reimbursement amount.

Supplemental Material

1. Resolution to Regulate Expense Reimbursements
2. Meals and Incident Expenses Breakdown
3. FY18 Per Diem Rates for Illinois

Recommendation

1. The Superintendent makes a recommendation to approve the following motion, ***"I make a motion to approve the resolution regulating expense reimbursements as presented."***

First Reading of Updates and Revisions of Board Policies

Purpose of the Agenda Item

First reading of Board policies presented for updates and revisions.

Relationship to/Implication for the Strategic Plan, Policies, and/or School Code

1. 105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, 5/19b-1 and 5/23-5, 820 ILCS 130

Expected Outcome of the Agenda Item

Policies on first reading will be recommended to be placed on the consent agenda for the following meeting or to be placed under "old business" for further discussion and consideration. The Board will solicit input from stakeholders and legal as needed.

Background Information

All policy revisions and the PRESS memo sheet will be reviewed. During the meeting the board will consider any preferred options presented with policies. The Board will determine what proposed changes to policy require further Board discussion, public, or staff input and will be added to the agenda for the next regular meeting. If additional discussion is not warranted, the policies may be place on the consent agenda during the next regular meeting. *Note – The policy packet exceeds 150 pages and will only be provided electronically unless otherwise requested. The press memo with summary description of revisions will be provided within the packet.

Supplemental Material

1. October Press Memo
2. Policies for Revision
3. Policies for 5 Year Review

Recommendation

Recommendations will be made during the meeting.

Consideration and Possible Approval of the Purchase of Storage Containers

Purpose of the Agenda Item

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching.

Relationship to/Implication for the Strategic Plan, Policies, and/or School Code

1. BOE Policy: 4:150 – Facility Management and Building Programs

Expected Outcome of the Agenda Item

Prior Board of Education approval is needed for all renovations or permanent alterations to buildings or grounds when the total cost will exceed $5,000, including the cost equivalent of staff time.

Background Information

The District is in growing need of on-sight storage. Specifically for outdoor equipment, classroom items that are used on a periodic basis, and surplus items the District wants to keep i.e. desks. Need for additional storage has increased since A.R. Graiff is no longer utilized. The containers will be located next to the maintenance shop. The proposed action is to approve purchase of 2 8' x 40' storage containers priced at $2,200 each with a delivery charge of $700 for a total of $5,100. The containers are Standard Ocean Cargo Worthy Containers 40' are 8'6" tall and 8'wide. All steel with wood floor. Floor has steel cross members every 12 inches. Floor deck is tongue and groove or marine laminate. Two doors on one end with handle locks on each door. Wind and water tight structurally sound containers weighing 8,200 lbs. each.

Supplemental Material

1. Quote and Specs

Recommendation

The superintendent recommends approval of the following motion, ***"I make a motion to approve the purchase of two storage containers from S&K Storage, Inc. for $5,100."***

Alternative Recommendation(s)

1. Purchase one container.
2. Table for further consideration.