

MINUTES OF THE **Regularly** scheduled MEETING OF THE BOARD OF EDUCATION OF STAUNTON COMMUNITY UNIT DISTRICT #6, Macoupin and Madison Counties, Illinois, held in the school Library on Monday, October 15th, 2018 at 7:00 p.m.

I. Call to Order Regular Meeting

A. Welcome/Pledge of Allegiance/Roll call

Vice President John Renner called the Regular Meeting of the Board of Education to order at 7:00 pm in the school Library. Roll was taken: Board members Kim Peterson, John Renner, Scott Skertich, Janice Kinder, and Dave Lamore present. Stephanie Legendre and Chris Tingle absent. Administration in attendance were Superintendent Dan Cox, Grade School Principal Nancy Werden, High School Principal Brett Allen, and Jr High Principal Ryan McGowen.

B. Approval of agenda

Lamore made a **motion** to approve the regular agenda as amended (Moved V. Financial Report to after the Consent Agenda so Mr. Loy can give his Audit Summary and leave). Kinder seconded the motion. On a roll call vote: Peterson, Renner, Skertich, Kinder, and Lamore voted to approve the agenda as amended. Legendre and Tingle absent.

II. Recognition of Public/Visitors

President Tingle acknowledged Kelly Costa, reporter from the Staunton Star Times and Ken Loy representing Loy, Miller, Talley, PC.

III. Consent Agenda

A. Approval of Bills/Payroll/Treasurer's Report

B. Approval of Minutes Regular and Closed and Budget Hearing Minutes from September 2018

C. Approval of Updates and Revisions to Freedom of Information Act Public Notification

D. Approval of Updates and Revisions to the District Risk Management Plan and School Safety Program

E. Acceptance of Donations- None at this time

F. Destruction of Closed Session recordings older than 18 months

The superintendent recommended the consent agenda be approved as presented. Lamore made a **motion** to approve the consent agenda as presented. Peterson seconded the motion. On a roll call vote: Peterson, Renner, Skertich, Kinder, and Lamore voted to approve the Consent Agenda as presented. Legendre and Tingle absent.

V. Financial Report

A. Annual Audit report: Loy, Miller, Talley, PC

Each school district is required to cause an annual audit of its accounts to be made by a person who is lawfully qualified to practice public accounting in Illinois. A copy of the audit must be provided the regional superintendent on or before October 15 of each year, or by a time extended by the regional superintendent not to exceed 60 days. Mr. Ken Loy from Loy, Miller, Talley PC was in attendance to present the FY18 Annual Financial Report to the Board. A complete and detailed written audit report was provided to each Board member and the Superintendent. Mr. Loy presented the Board with "Clean" reports from three independent auditors covering internal controls, compliance with major federal programs (school lunch, Bonds, etc.), and financial reporting. He discussed our assets, liabilities, and Fund balances. He told the Board that the District currently has \$4,455,000 total debt (total yearly debt payments are approximately \$330,000 for 2020-2022). He told the board that Staunton has the lowest tax rate in the County (\$3.24 per \$100). Our average Daily Attendance has remained very stable (1,171 in 2018). Our Per Capita Tuition was only \$6,091 (lowest since 2013). In summary he told the Board that our revenue was up about \$1,000,000 (due to increased State Funding, County tax revenue, dense based

funding) and our expenses were up because of improvements made to the District Buildings. In specific funds, he told the Board that the Educational Fund ended June 30, 2018 with a balance of \$498,494 (last year we had a deficit of \$150,139), our operations and maintenance fund had a deficit of \$52,117 (because of the building repairs), the transportation fund had a balance of \$40,555 (last year a deficit of 424,602). We received \$3,595,486 in tax money in 2018 (99.10% total levy collected). The estimated 2019 Financial Profile Designation is **RECOGNITION** (3.80 out of a possible 4.0; last year we were a REVIEW with a total profile score of 3.45). When asked why our District was a “high risk auditee”, Mr. Loy replied that they audited a new federal program that hadn’t been audited before and that term is always applied to an audit of a new federal program.

IV. Administrator Reports

A. Principal reports-

Grade school Report- Nancy Werden

- Pumpkin Farm Field Trip K-2 November 1, 2018
The PTO will help pay for a trip to the Rhodes Family Farm to visit the pumpkin patch and participate in the activities that they have set up at various stations. She thanked the PTO once again for their generosity. PTO will be paying \$5 per student with families paying \$3.
- The Student Council, Staunton PE Department and the Alpha Dog Running Club will be having the Ninja Warrior Competition October 19, 2018 on the track. The proceeds will be going to local charities. Students in 2nd-8th grades are eligible to participate.
- Basketball Season is in full swing for the girls with the boys’ season kicking off this week.
- Preschool For All had a family engagement workshop to teach parents how to access energy assistance programs. They also held a child safety clinic on securing car seats. She thanked Mrs. Newton for holding these workshops.
- Parent Teacher Conferences are October 24 & 25 from 3:30p.m.-7:30p.m. with early dismissal both days at 2:00p.m. Mrs. Werden also said that we will also be having informational meetings about Title I Services.

Jr High Report-Ryan McGowen

- Girls basketball is off to a great start. The 7th grade team won the Litchfield tournament.
- Christine Feller, from the Illinois Office of the Attorney General, spoke to the student body on Internet Safety, cyber- bullying, and phone safety.
- October 5th was a 12:30 out. Faculty focused on “Stop the Bleed”.
- The Wizard game held on September 30th was a great success. He thanked the PTO for all their work.
- Fall Choir concert is Wednesday, October 17th @ 7:00 PM in the auditorium.
- Friday, October 19th is the date set for Ninja Warrior.
- The following students auditioned on Monday, October 8th for the District 4 Junior Choir. Katie Cook, Abbie Combs, Olivia Black, and Emily Royer. All of the girls were accepted into the choir and will rehearse and perform in the festival Saturday, November 3rd at Western Illinois university in Macomb. This is a great accomplishment and honor.

Tingle entered the meeting at 7:27

High School Report- Brett Allen

A lengthy discussion to Add Freshman Girls Basketball was held. The SHS girls basketball program is in a cooperative agreement with Mt. Olive. As the number of interested participants has risen it is feasible to sponsor a freshmen team. If a team is not formed, cuts will need to be made. Mt. Olive has contacted the District with interest in paying for a freshmen coach and/or assisting with facilities for practices and games. In order to form the program an intergovernmental agreement will need to be entered into by both districts that memorializes cost distribution, facility use, and additional terms of agreement. The federation will also need to be involved in discussions

regarding the contractual stipend amount. There were many problems that will need to be addressed (how will we get the Freshman girls to Mt. Olive gym for practice, how many games will there be, can we find a coach, etc.). However, because of the late time frame (girls' basketball will begin practice in early November), Tingle made a **motion** to give our administration authority to post for a Coach for freshmen Girls basketball Coach and draft an Intergovernmental Agreement with Mt. Olive to establish a freshman Girls basketball team for this year. Kinder seconded the motion. On a roll call vote: Peterson, Renner, Skertich, Kinder, Lamore, and Tingle voted to authorize our administration to begin the process of working out the details to establish a Freshman girls basketball Team. Legendre absent.

- Parent-Teacher conferences will be held on October 24th and 25th from 3:30 – 7:30 PM. He reminded all parents that the HS Office will no longer distribute Report Cards. Families need to check their child's grades using Skyward. Additionally, Mrs. Cress is hosting FAFSA Completion workshops both nights of P/T Conferences in the computer lab.
- The Bulldog Betterment Club has new officers: Sonali Jain, Hollie Bekeske, and Chloe Peterson. They conducted a trash pickup on Sunday, September 30th and will be raking leaves for community members at no cost in the upcoming weeks.
- Mr. Davin is excited to report that the FFA currently has 90 members between the High School and Jr. High. The Jr. High School FFA members have won the first two contests of the year, Horse Judging and Forestry Judging. The FFA will be traveling to the National FFA Convention at the end of the month where they will join 64,000 members from across the United States.
- The Fall Choir Concert is Wednesday, October 17th @ 7:00 PM in the High School Auditorium.
- Congratulation to Emily Slifka and Grace Bandy for their acceptance into the 2018 District 4 Senior Choir. They auditioned on October 8th at PORTA Schools.
- SHS is offering the ACT on Saturday, October 27th.
- The end of the 1st Quarter is Friday, October 19th.
- The Academic Awards Banquet will be held on Thursday, November 1st at 6:30 PM in the multipurpose gym. This year's guest speaker is State Senator Andy Manar.
- He congratulated the High School Volleyball Team on their 1st place title at the County Tournament this year.

B. Superintendent Dan Cox

1. Discussion of IASB Report to the Membership

The Board was presented with proposed resolutions found in the "Report to the Membership." The Board provided guidance to the Board's Delegate Assembly Representative, Kim Peterson, in regards to voting during the Delegate Assembly. The most controversial was the optional arming of school personnel with guns-should this be decided by each Board or wait until the state mandates action?

2. Presentation of District Substitute Teacher Program

Substitute teachers are integral to the education of students and daily operations. The District currently adheres to the minimum legal requirements when obtaining substitute teachers but has no formalized process. The Staunton Substitute Teacher Program and Orientation contains all required components in a step-by-step format for applicants and District staff to complete. Substitute teachers will be required to complete an application form, hold a substitute teaching license, and complete criminal history record information prior to approval. The District will provide orientation training to all substitute teachers upon approval.

3. Review of FOIA Request(s)- Miles Essner, HBO Real Sports

Superintendent Report

Mr. Cox told the Board that “it is hard to believe we are nearing the end of the first quarter of the year already. The start of the year has been outstanding and has provided momentum that will grow throughout the year”. During a recent District Improvement Team Meeting he was encouraged by listening the successes our teachers shared. Our District continues to meet our value to offer a wide variety of academic, co-curricular, and extracurricular activities as we continue to grow as a more diverse and inclusive learning community. Staunton Elementary has started a positive behavior intervention and support program recognizing and celebrating positive actions from our students and providing supports when students need help and direction. Staunton Junior High School has added elective courses such as agriculture and coding that are peaking student’s interests. Also, at SJH the Rti program is having an immediate impact with students who need more intensive academic support. As part of service learning SJH students are helping K-1 students during lunch in the cafeteria. At 5th and 9th grades the 1:1 Chromebook program is off to an excellent start with students moving us forward. SHS students are also involved in a peer tutoring program to assist SJH students who need additional academic help. These are just a few of the many positive stories coming out of our schools and he is excited to share many more great things to come.

Budget/Finance

The FY20 budget development process is underway at ISBE with opportunity for input from stake holders available in October and November. As Superintendent Smith has clearly stated, this is *our* public education budget. This is our opportunity to share what funding our students, schools, and communities need. While the State is to provide the primary source of funding for our public schools, we know that in FY17 the state contributed approximately one-third of school district’s revenues. Evidence Based Funding has been a welcome relief and has made an immediate impact on Staunton Schools as Mr. Cox has reported in a recent news story. But the gains took our schools only 2% farther toward adequacy, from 58% to 60%. With the great impact just 2% has made, the learning opportunities for young people with full funding is exciting. Currently the State contributes \$350 million per year toward EBF. While this is a much needed first step, our funding is already behind as it will take \$600 million per year to meet our statewide funding goal. He plans to submit written and possibly oral testimony but this testimony is not limited to superintendents. All stakeholders are encouraged to contribute to the discussion Individuals can submit funding requests by completing the FY2020 Budget Request Form available at www.isbe.net/budget and emailing it to ISBEFY20@isbe.net. The open hearings provide an opportunity for educators, advocates, and community members to share their requests in person. ISBE asks that those who testify complete the form. The open hearings will be held in:

- Springfield – Wednesday, Oct. 17
- Mount Vernon – Wednesday, Oct. 24
- Chicago – Friday, Nov. 16.

Professional Development

The District school improvement day on 10/5 was primarily focused on safety and response. Trainers from St. John’s hospital were brought in to train staff in “Stop the Bleed” trauma response. This training shows educators how to stop life threatening trauma and bleeds until first responders arrive on scene. The District will be placing Stop the Bleed kits next to AED devices and tourniquets within first aid bags/kits. Primary teachers were trained in OT/PT interventions and referrals.

On Tuesday, October 9th the District Teacher Institute Day was held as a part of the ROE #40 Institute. All educators from within the region gathered at Jerseyville High School for a day of professional learning. The keynote speaker, Dr. Jesse W. Jackson III provided a good message on how schools and teachers can be responsive to differing cultures, poverty, while maintaining high expectations. The remainder of the day was filled with various breakout sessions where teachers could choose the area of most interest and need.

He told the Board that the School Report card is due to come out October 31st.

VI. Unfinished Business

A. Student learning/District Improvement/Strategic Planning

The District Improvement Team met on October 10th and will continue to meet regularly on the second Wednesday of the month from 3:30-5:30. The team's objective was to begin rating and providing evidence for the Quality Framework Standards utilizing the Quality Framework Rubric. Upon completion of the preliminary ratings the team prioritized the standards starting with the most important for the District to begin working on first. The top two-three priorities in order are:

1. Standard II: Culture & Climate
2. Standard VII: Student Learning & Development
3. Standard VI: Community & Family Engagement

The next steps for the improvement plan will be to seek input on the preliminary draft, complete a final draft of the framework, with evidence, and merge with the District strategic plan.

B. Approval of Updates and revisions to Board of Education Policies

The second reading of Board policies was presented for updates and revisions. Mr. Cox told the Board that there were a couple items that he wanted to bring to the Board's attention. Policy 440 Incurring debt, we should vote yes to both because they are legally required, Policy 660 Curriculum Content, cursive writing (G.S. Principal Werden said we begin teaching it in 2nd grade already), Policy 6220 Bring your Own Technology Program (we should leave this Policy in), Policy 7340 Student records (parents' rights to view-they can anyway), and Policy 6135 Accelerated Placement Program (required policy to have). The other policies were updated. The Superintendent recommends approval of the updates, revisions, and additions to school board policies as presented. Tingle made a **motion** to approve the updates, revisions, and additions to school board policies as presented. Renner seconded the motion. On a roll call vote: Peterson, Renner, Skertich, Kinder, Lamore and Tingle voted to approve the updates, revisions, and additions to school board policies as presented. Legendre absent.

C. Discussion and Possible Action on SHS Auditorium Lighting Renovation

Our gym lights are obsolete and replacement bulbs are nearly impossible to find. The District last sought designs and estimates for upgrades to auditorium lighting in 2017. At that time plans to make any upgrades were tabled to time and cost restraints. Recently, the District was the recipient of a donation of \$11,000 from the family of Tori Carroll in her memory with the intent to upgrade lighting in the auditorium. Mr. Cox received a preliminary estimate which was below the \$25,000 threshold for bidding. He recommends that we get official quotes and decide whether to accept the Carroll's generous donation and add school money to complete the upgrade, or wait until other donations are added to the fund and completely pay off the lighting upgrade with all donation funding.

VII. New Business

A. Approval of FY 18 Audit.

A complete and detailed written audit report was given to each Board member and the Superintendent. All questions had been answered by Mr. Loy. The superintendent recommends approval of the FY18 Annual Financial Report as presented. Peterson made a **motion** to approve the FY18 Annual Financial Report as presented. Renner second the motion. On a roll call vote: Peterson, Renner, Skertich, Kinder, Lamore and Tingle voted to approve the FY18 Annual Financial Report as presented. Legendre absent.

B. Discussion of improvements to Door lock mechanisms

Classroom doors and locks need replacement. First, classroom doors do not lock from the inside, which poses a safety concern and remains as the top feedback received from staff and first responders as to how the district can improve physical safety of the buildings. Secondly, the locks on both the interior and exterior of the building have been rekeyed so many times that equipment is beginning to fail. Gardner/L&M Glass, of Taylorville, IL, gave the Board an estimate to rekey all buildings allowing all classrooms to have an emergency lockdown with either a thumb button or keyed

cylinder. Any classrooms that are set up currently with classroom function (where a teacher needs to open and lock down from the hallway side) will be replaced with Schlage office or entry lockset (push button on interior). Classrooms that currently have Intruder Function (keyed cylinder on interior and exterior), will have new cylinders installed set up to a new master key system. The estimated cost to complete this project is between \$65,000 and \$70,000. The Board was presented with information and preliminary plans. Mr. Cox also told the Board that we have a major water heater going out and perhaps we can fund both projects by splitting the fiscal years and split the cost of both projects by dividing the costs between the O & M Fund, the Health Life Safety Fund, and the capital Projects Fund. Official action will need to be taken by the Board during a future meeting due to the size and scope of the project.

VIII. Roll call to go into Closed Session of Purposes defined in:

Lamore made a **motion** to go into executive session at 8:23 pm in the unit library. Tingle seconded the motion. On a roll call vote Peterson, Renner, Skertich, Kinder, Lamore and Tingle (Legendre absent) voted to go into executive session to discuss:

- A. 5ILCS 120/2(c)(1)- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.**
- B. 5 ILCS 1020/2(c)(2) – Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees**
- C. 5 ILCS 120/2(c)(10) – The placement of individual students in special education programs and other matters relating to individual students**
- D. 5 ILCS 120/2(c)(11) – Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting**

Stefanie Legendre entered the meeting during Closed Session at 8:26 pm.

Roll call to Open Session

Lamore made a **motion** to return to the regular order of business at 9:00 p.m. Legendre seconded the motion. On a roll call vote Legendre, Peterson, Renner, Skertich, Kinder, Lamore and Tingle voted to return to the regular order of business.

IX. Action as a Result of Closed Session

A. Approval of Personnel Report

a. Recognition of Resignation(s) and Retirements-

- 1. Adam Schulte as the SHS Assistant Track Coach with thanks for service

b. Recommendations for Hire-

- 1. Supervisory Aide- No applicants

c. Approval Volunteers-

- 1. Nick Mellenthin as SHS Asst. Track Coach

SES Elementary Volunteers:

Lisa Janus	Mallory Scroggins	Rhonda Rigsby
Jamie Hill	Andrea Alexander	Denise LaRosa
Kelsey Dyer	Jeff Crotty	Megan Leitschuh
Gina Jeager	Jamie Webb	Nicole Tellor
Nicole Wilson	Kelsey Dyckman	Brittany Brown
Melissa Podowjski	Angel Whitlock	Kelly Warren
Elisabeth Moore	Kathryn Opel	Tasha Dunnavent

Jamie Sitpcak	Larry Morrow	Betty Morrow
Janice Welch	JoAnne Bone	Sarah Martinez
Amber Foster	Morgan Casteel	Kasey Tevini
Brittany Arnold	Shannon Bequette	Meghan Bianco
Keely Rucker	Olivia Matesa	Rhonda Dubree
Stacie Harbin	Amber Johnson	Aisha Boster
Beth McNaughton	Kelly Eldred	Leann Stafford
Kristy Berg	Julia Cox	Chelsea Rhodes
Ron East	Jan Welch	Heather Ragsdale
Nicole Hupp	Corrie Laux	

d. Approval of Employee(s) 30 Day Unpaid Leave of Absence-

- The Board approves an unpaid leave of absence for Diane DalPazzo from October 16, 2018 through November 19th, 2018

B. Approval of memorandum of Agreement with the Staunton Federation of Teachers to adopt the Evaluation Instrument for the interventionalist Teaching position

Superintendent Cox recommended the approval of the Personnel Report as amended (Diane DalPazzo's unpaid leave of absence was corrected to read "from October 16th, 2018 through November 19th, 2018"). Tingle made a **motion** to approve the Personnel Report as amended. Renner seconded the motion. On a roll call vote: Legendre, Peterson, Renner, Skertich, Kinder, Lamore and Tingle voted to approve the agenda as amended.

Superintendent Cox recommended the approval of the Memorandum of Agreement with the Staunton Federation of Teachers to adopt the Evaluation Instrument for the interventionalist Teaching position as presented. Tingle made a **motion** adopt the Evaluation Instrument for the interventionalist Teaching position with the Staunton Federation of Teachers. Peterson seconded the motion. On a roll call vote: Legendre, Peterson, Renner, Skertich, Kinder, Lamore and Tingle voted to approve the Evaluation Instrument for the Interventionalist Teaching position.

X. Correspondence

A letter from Sullivan Drug Store was read thanking the District for allowing them to provide the flu immunization shots to the employees of the District this year. Sullivan's also thank the District Nurse, Allie Hughes, for her help setting up for the inoculation process.

A Thank You letter was also read from the family of Katie Biana for the flowers that the District sent in memory of her sister Nikki.

XI. General Discussion

None

XII. Adjournment

With no further business Lamore made a **motion** for adjournment. Tingle seconded the motion. All members present voted for adjournment. Meeting adjourned at 9:10 p.m. The next regularly scheduled meeting will be Monday, November 19th, 2018 at 7:00 p.m. in the high school library.

Dave Lamore, Secretary Staunton School District.