

**MINUTES**  
**Community Unit School District #205**  
**Board of Education**  
**February 12, 2018**

Call To Order/Roll Call

The Community Unit School District #205 Board of Education met in a regular meeting on Monday, February 12, 2018 at 6:00 PM at 932 Harrison St., Galesburg, IL. The meeting was called to order by President Cervantez. The roll was read and the following Members responded: Banks, Cervantez, Lyon, Pickrel, Scherpe (5) Absent: Glasnovich, Statham (2) Roll Call #1

Moment of Silence/Pledge of Allegiance

A moment of silence was observed followed by the Pledge of Allegiance.

Recognition of Visitors—None

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Presentations to the Board

Galesburg High School student council representative, Haylee Cox, updated the board on events at GHS which included Sweetheart Swirl which was held on February 10, 2018 and spirit week activities which led up to the dance on Saturday evening. They are preparing for March events and the blood drive coming up in April.

Mrs. Kim Lakis presented to the Board on the Bilingual Parent Advisory Committee (BPAC), introducing the current parent representatives and gave some history on the EL program and enrollment.

Member Glasnovich entered the meeting at 6:04PM

Approval of Consent Agenda

A. Consider Approval of Minutes:

Monday, February 12, 2018, Regular Meeting

Monday, February 12, 2018, Closed Session

B. Consider Approval of Payroll and Claims

C. Consider Approval of Retirement Agreements with Larry Goudy and Karen Addis-Frakes

It was moved by Member Pickrel and seconded by Member Glasnovich to approve the Consent Agenda as presented. On roll call the following Members voted AYE: Cervantez, Glasnovich, Lyon, Pickrel, Scherpe, Banks (6) Motion carried. Roll Call #2

Focus Area #1: Relevant Skills that Lead to Employability

A. Administrative Report on Curriculum

Dr. Asplund stated that this Friday will be Institute in the District which will start off a celebration of all the work that the staff has accomplished. The goal is to have the horizontal curriculum finalized and begin working on the vertical curriculum. The district has so much movement that the goal is for all grade levels to be teaching the same content and smooth transition curriculum between grades.

**B. Curriculum Committee Report**

Dr. Asplund stated that goals will need to be set for next year now that the committee has a direction from the community engagement meetings. A meeting will need to be set in the next few weeks to begin the process.

**C. Building Reports**

President Cervantez asked if there were any questions from the Board regarding the building reports.

**D. Special Education Report (Behavior Interventionist Committee)**

Dr. Dawn Michaud, Director for Special Education, stated that the behavior committee needs a board member appointed to look over the changes that need to be made to the committee and board policy relating to special education. Board discussion ensued and Member Lyon was appointed to the committee. Dr. Michaud also stated that training is continual in regards to the IEP process. During institute on Friday, the paraprofessionals will be located at Silas Willard to be trained on true time, bullying, de-escalation techniques, confidentiality and their role in the school setting.

**E. District Improvement Committee Discussion**

Dr. Asplund stated that the committee would have Board members, community members and staff members for goal setting, timelines, measurement and looking at data to give feedback to the committee. President Cervantez requested that the board email Dr. Asplund suggestions for community members before the next meeting.

**Focus Area #2: Facilities That Assist in Skill Acquisition**

**A. Buildings and Grounds Committee Discussion**

Member Glasnovich stated that they will be holding a meeting on February 21, 2018.

**B. Budget Committee Discussion**

Dr. Asplund stated that like the other committees they have not met this year but they will be setting meetings with the intent of setting goals for next year.

**C. Update on District Building Projects**

Ms. Hamm stated that the District currently does not have any projects underway and the focus is currently on snow removal and building maintenance. Dr. Asplund added that the custodial and maintenance staff is doing an impressive job at snow removal. President Cervantez asked if there was any information on the additional replacement window. Mrs. Hamm stated that there was not at this point.

D. Enrollment Report with Building Utilization

Dr. Asplund stated that in pulling the building capacity limits that it was found not all the buildings have the correct capacity and while the buildings aren't close to being capped he didn't want to provide incorrect capacity information. He is hoping to have better information next month and will provide building information for all schools and not just the elementary buildings. Dr. Asplund also pointed out that the surrounding area GAVC students were being included on internal documents for enrollment which shouldn't be included. Member Scherpe asked about midterm graduates. Dr. Michaud stated that there were five special education midterm graduates and Dr. Asplund stated there were 34 regular education midterm graduates.

Focus Area #3: Responding to the Changing Needs of our CommunityA. RED Committee Discussion

President Cervantez stated that the committee has had discussions regarding community and building representation and that while the committee name states recruitment it doesn't just mean hiring but also means areas around competence, standards and evaluation related items in an effort to provide staff development in educational diversity.

B. Consider Approval of Policy Revisions: Sections 1, 2 and PRESS Policy Updates

Dr. Asplund stated this is a second reading and up for approval. Member Lyon requested that the administrative procedures not be included in the actual manual as discussed at last month's meeting. It was moved by Member Lyon and seconded by Member Banks to approve as revised in January and presented. On roll call the following Members voted AYE: Glasnovich, Lyon, Pickrel, Scherpe, Banks, Cervantez (6) Motion carried. Roll Call #3

C. First Reading Board Policy Manual Sections 3 and 4

Dr. Asplund stated that the District needs an updated organizational chart which administration is working on and will bring forward once finished to be put into the policy manual. Board Member discussion began with section 3. Member Scherpe questioned policy 3:50 regarding the compensation and benefits piece and feeling that the last paragraph should be removed. Discussion ensued and Member Scherpe and Banks felt the paragraph should be removed. Member Banks questioned policy 3:10, item 3, specifically the last piece regarding established by the Board. Member Banks stated that the Board doesn't set those and the wording should be removed. President Cervantez questioned policy 3:40 and discussion ensued. Member Lyon questioned policy 3:50 and how principle contracts evolved into 10, 11, and 12 month positions and the reasoning. Dr. Asplund pointed out discrepancies in policies 4:10 and 4:20 and explained that the wording needed changed as it relates to financials. Mrs. Hamm recommends having 180 days cash on hand which would require changes to policy 4:10, item 7, would need to state 2:1. Dr. Asplund asked Board members to think it over and let him know their preferences for further discussion regarding policy 4:10. Policy 4:20 would change depending on what changes are made to policy 4:10. Mrs. Hamm stated that in policy 4:50 the policy needs to have the medical trust added regarding payment procedures.

Member Banks questioned policy 4:170 regarding safety security plans and compliance. Dr. Asplund stated that he will make sure the plans get to the board to review and that in his previous districts he presented the safety plans to the board annually in September.

D. Human Resource Report on Substitute Pay

Mr. Jon Bradburn, Director for Human Resources, stated that he received feedback from teachers which he included along with contractual issues and discussing with other Districts. Mr. Bradburn stated that he has four recommendations. The first is to reinstate the three tiered sub pay program. Day 1-10 would be \$85 per day rate, days 11-20 would move to \$110 and days 21 on would be paid at the per diem rate based on the base teacher salary rate which is \$197.79 per day. The second recommendation would be to offer an incentive to retired teachers allowing them to start at the \$110 per day rate and allowing them access to Ed Leaders Network with the understanding they have to sub with the District for a to be determined number of days. Third would be to promote the reimbursement of license fees to substitutes who received their license after July 1, 2017. Discussion ensued. Member Lyon questioned if the first days 1-10 would be consecutive and in same position. Mr. Bradburn said it would apply to long term subs in same position. Member Lyon suggested maybe the tier pay increases shouldn't need to be in the same position and just make it a broader if you work as a sub for ten days you get a bump in pay for making the commitment. Mr. Bradburn stated he will work on language and bring back in March.

E. Consider Approval of Secretarial Handbook on Second Reading

Mr. Bradburn stated that this is a second reading for approval just clarifying language that the positions are not contracted and are at will positions. It was moved by Member Banks and seconded by Member Pickrel to approve the Secretarial Handbook as presented. On roll call the following Members voted AYE: Lyon, Pickrel, Scherpe, Banks, Cervantez, Glasnovich (6) Motion carried. Roll Call #4

F. Consider Approval of Cottage Rehab Services Contract

Mr. Luke Feeney, District Attorney, reviewed the agreement and stated that Cottage Rehab was not comfortable with their employees going on overnight travel and that was the only change. Member Lyon asked if Member Statham's concerns were addressed. Mr. Feeney stated that he sent a copy of the agreement to Member Statham a little over a week ago and didn't hear anything from him so he assumed he was good with the changes. It was moved by Member Lyon and seconded by Member Glasnovich to approve the Cottage Rehab Services Contract as presented. On roll call the following Members voted AYE: Pickrel, Scherpe, Banks, Cervantez, Glasnovich, Lyon (6) Motion carried. Roll Call #5

G. Consider Approval of Cottage Rehab Donation Agreement

Dr. Asplund stated that the donation agreement is in line with all the other agreements that were approved regarding the score board. It was moved by Member Pickrel and seconded by Member Glasnovich to approve the Cottage Rehab Donation Agreement as

presented. On roll call the following Members voted AYE: Scherpe, Banks, Cervantez, Glasnovich, Lyon, Pickrel (6) Motion carried. Roll Call #6

#### H. F&M Stadium Naming Rights Agreement First Reading

Dr. Asplund stated that Mr. Doug Sanders is in attendance as well. F&M started this conversation back in 2014 which went dormant as changes in administration occurred but that the conversation was started again this year to put together a naming rights agreement to help provide some excess funds to help maintain the facility. Discussion ensued. Member Pickrel asked if selling the naming rights for this has any impact on working with other banks. Mrs. Hamm stated that it does not preclude the District from working with other banks or bonding agents. Member Pickrel would prefer the logo not be the most prominent piece on the main page but would be seen on the first page. She also asked about social media and if there are a set number of times that need sent out. Member Pickrel also questioned the logo on the chrome books. Mr. Sanders stated that they looked at it as another marketing opportunity but that if it causes an issue he was fine with removing it.

#### I. Consider Approval of 2018-2019 School Year Calendar

Dr. Asplund stated that there has been a lot of discussion regarding changes to the school calendar and continued to go through the 2018-2019 proposed calendar highlights. Member Pickrel stated she wanted to clear up circulating rumors and asked if school starts times were changing. Dr. Asplund stated that there was no discussion of that in regards to the school calendar and that while there is research out there that says elementary students would do better starting earlier that there has been no discussion. President Cervantez and Member Lyon commented on the number of high school students who emailed board members during the school day. Member Lyon stated that he prefers spring breaks in the school calendar. He feels there should be one and that it should be a week at the end of March and it should stay the same week every year. Member Pickrel stated that feedback to her has been preference in having a spring break, keeping the start date late and going later in June. Member Cervantez stated that her concerns were making sure the quarters have the same number of days. Dr. Asplund stated that third quarter is generally a little longer because of PARCC testing. President Cervantez stated that she has spoken to teachers who worked in the District and have since moved onto other Districts and that they thought not having a spring break would be a challenge but that they have enjoyed it and really like the Fridays off in May. President Cervantez would like to know assessment information over winter break rather than anecdotal information to support or not how to know that splitting it over winter break is a bad idea. She went on to say that during the community engagement meetings the feedback was to start later in August due to the heat and yet it seems to be the quickest thing that staff feels they can live with. Member Banks asked if the District is losing Chicago families after spring break as well to student attendance issues because we aren't aligned with Chicago Public Schools as well. Member Banks stated that the high school and Churchill are asking the board to move the winter break. She stated that it is worth looking into. Member Glasnovich stated that she would love to start school

later but that she feels ending the term before winter break is important because it also gives the staff more time to turn around the term but she doesn't feel spring break is as important because parents go whenever they choose to go. Discussion ensued regarding the emergency days being built into the calendar. Member Lyon stated that he feels strongly the Board should not be approving a calendar until after a contract has been agreed to with the teachers union which would also dictate some of the calendar items. Dr. Asplund stated that a calendar must be approved by June 15, 2018 for the 2018-2019 school year. President Cervantez stated that she doesn't think as a public school district we should spend so much time working our holidays around religious holidays. Dr. Asplund stated that he will bring back two calendars for 2018-2019 for the board to approve, table or deny.

J. Consider Approval of GHS Baseball Trip Request

Mr. Jeremy Pickrel presented a request for the baseball team to travel to Omaha, Nebraska in June during the college world baseball series. The kids will participate in at least four games playing against higher level teams. Discussion ensued. It was moved by Member Banks to approve the baseball trip request and seconded by Member Glasnovich. On roll call the following Members voted AYE: Banks, Cervantez, Glasnovich, Lyon, Pickrel, Scherpe (6) Motion carried. Roll Call #7

K. Boundary Study Discussion

Mrs. Jennifer Hamm, presented a highlight of the 5 Maps software the district is using for the boundary study. On February 27, 2018, Member Banks and Member Scherpe will meet to serve as two board members to go through various factors with a goal to develop scenarios for boundary changes to make the district more equitable. 5 Maps evaluates boundaries and service zones by loading locations and data into a simple interactive map. Member Lyon stated that he thought the charge was to maximize student attendance at the schools with air conditioning and not to equalize the district. Mrs. Hamm stated that the software allows them to different variables worth looking at. Dr. Asplund stated that the various results of the software will be presented to the Board at the March meeting.

L. Consider Approval of Transportation Services Agreement

Mrs. Hamm stated that the agreement is for a one year extension while the District looks at boundaries since if any changes are made transportation would be affected so an extension agreement with a 5% increase in fees is being brought forward for approval. Member Lyon made a motion to approve the agreement as presented and Member Glasnovich seconded the motion. Discussion ensued. On roll call the following Members voted AYE: Glasnovich, Lyon, Pickrel, Scherpe, Banks, Cervantez (6) Motion carried. Roll Call #8

M. Consider Approval of Revised Job Descriptions

Mr. Jon Bradburn stated that the revisions are regarding custodians and the zones at the high school to increase efficiency and productivity. The revisions reflect changes the custodians wanted to make to increase efficiency. It was moved by Member Pickrel and seconded by Member Banks to approve as presented. Discussion ensued. On roll call the

following Members voted AYE: Lyon, Pickrel, Scherpe, Banks, Cervantez, Glasnovich (6) Motion carried. Roll Call #9

Personnel Agenda

Mr. Jon Bradburn stated that the personnel agenda is presented with one correction under the appointments on page 2, the cross categorical paraprofessional's hours are listed as 31.25 and it should be 33.75. It was moved by Member Pickrel and seconded by Member Glasnovich to approve as amended. On roll call the following Members voted AYE: Pickrel, Scherpe, Banks, Cervantez, Lyon (6) Motion carried. Roll Call #10

Following approval of the personnel agenda, Dr. Asplund introduced Ms. Amy Nielson the new King Elementary Principal.

Board of Education Comments

Comments were made by Member Banks, Lyon, and Cervantez

Future Agenda Items—None

Closed Session

It was moved by Member Pickrel and seconded by Member Glasnovich to move to closed session for the purpose of appointment, employment, compensation, discipline, performance or dismissal of an employee(s) and pending or potential litigation. No action will be taken—8:26 PM. On roll call the following Members voted AYE: Banks, Cervantez, Glasnovich, Lyon, Pickrel, Scherpe (6) Motion carried. Roll Call #11

Following the closed session, it was moved by Member Cervantez and seconded by Member Glasnovich that the regular meeting be reconvened. On roll call the following Members voted AYE: Cervantez, Glasnovich, Lyon, Pickrel, Scherpe, Banks (6) Motion carried. Roll Call #12

Adjournment

It was moved by Member Glasnovich and seconded by Member Lyon that the regular meeting be adjourned—10:00 PM. On roll call the following Members voted AYE: Glasnovich, Lyon, Pickrel, Scherpe, Banks, Cervantez (6) Motion carried. Roll Call #13

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Tianna Cervantez, President

ATTEST:

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Maury Lyon, Secretary