

MEETING OF THE BOARD OF EDUCATION  
EMMONS SCHOOL DISTRICT 33  
October 27, 2011

The following were present:

Jim Galante, President

Eileen Huston, Vice President

Michele Reiser, Secretary

Laurie Christophersen

Diane Eldridge

Melonnice Hartl

Bruce Gottermeyer

Dr. Robert Machak, Superintendent

Donna Trischan, Administrative Assistant

President Galante called the meeting to order at 6:04pm.

Motion to move to Closed Session to discuss a uniform grievance procedure complaint by Laurie Christophersen. Second by Melonnice Hartl. Yes: Huston, Hartl, Galante, Reiser, Eldridge, Christophersen, Gottermeyer. No: 0

The Board moved to Closed Session at 6:05pm.

The Board moved to Open Session at 7:06pm.

Also present were staff members Lisa Lawler, Erich Grauke, and Cheryl McCameron, and community members Tom Lane and Tom Moline.

**VISITORS TO BE RECOGNIZED:**

Dr. Machak introduced Tom Moline, Superintendent of the Special Education District of Lake County. Dr. Moline presented a short video about the Transitions Program at SEDOL.

**APPROVAL OF CONSENT AGENDA:**

Motion to approve the October 27, 2011, agenda with the following changes: Dr. Tom Moline was moved to Item II. Visitors to be Recognized and Item B2. under Administrative Reports should read, "FY 2012 Budget Planning," by Laurie Christophersen. Second by Michele Reiser. Yes: 7. No: 0.

Motion to approve the minutes from the September 22, 2011, Board meetings, by Michele Reiser. Second by Bruce Gottermeyer. Yes: 7. No: 0.

Motion to approve the minutes from the September 29, 2011, Superintendent Evaluation Committee meeting, by Eileen Huston. Second by Melonnice Hartl. Yes: 7. No: 0.

Motion to approve the minutes from the September 22, 2011, Academic Excellence Committee meeting, by Diane Eldridge. Second by Melonnice Hartl. Yes: 7. No: 0.

Motion to approve the minutes from the September 29, 2011, Communication Committee meeting, by Melonnie Hartl. Second by Eileen Huston. Yes: 7. No: 0.

Motion to approve the minutes from the October 17, 2011, Fiscal Accountability Committee meeting, by Bruce Gottermeyer. Second by Laurie Christophersen. Yes: 7. No: 0.

Motion to approve the minutes from the September 28, 2011, Long-Range Planning Committee meeting, by Laurie Christophersen. Second by Bruce Gottermeyer. Yes: 7. No: 0.

Motion to approve the minutes from the September 20, 2011, and October 19, 2011, Administrative Procedures Committee meetings, by Bruce Gottermeyer. Second by Michele Reiser. Yes: 7. No: 0.

Motion to approve the September/October bill list by Melonnie Hartl. Second by Bruce Gottermeyer. Yes: Huston, Reiser, Galante, Hartl, Eldridge, Christophersen, Gottermeyer. No: 0.

### **SUPERINTENDENT'S REPORT:**

#### **Summer School Program Assessment Data – Follow-Up:**

Dr. Machak discussed with the Board his assessment of the discipline data for students related to the Summer Brush-Up Program. He also talked about Reading and Math MAP scores from Fall to Spring for these students.

#### **Emergency Drills Review:**

Dr. Machak shared the report of the Annual Life Safety Inspection conducted by Dr. Barbini from the Regional Office of Education. Dr. Machak reported that on September 27, 2011, the school had a lockdown drill. Also, there was a safety drill conducted on October 12, 2011. This evacuation drill, which began with a fire drill, was coordinated with the Lake County Sheriff's Department, Antioch Fire Department, Durham Bus Company, and Faith Lutheran Church. The drill went well and was good practice for everyone involved.

#### **Data Meetings Update:**

Mrs. Thielen and Dr. Machak held Data Meetings with teachers, talking about goals setting. Fall scores and scores from last spring were discussed to determine such things as, what elements of curriculum are effective, how effective are RTI practices, are students grouped correctly, etc.

#### **2010-11 ISAT Scores:**

Dr. Machak presented the 2011 Illinois District Report Card to the Board.

#### **Graduation 2012 Planning:**

Dr. Machak discussed the current plans for end of the year activities for 8<sup>th</sup> grade students.

**TREASURER'S/BUSINESS OFFICE REPORT:**

**5% Tracking and Three-Year Expenditures Comparison:**

Mrs. Lawler presented 5% Tracking and Three-Year Expenditures Comparison to the Board.

**FY 2012 Budget Planning:**

Mrs. Lawler gave a summary of the FY 2012 Budget.

**Auditor's Report Summary:**

Mrs. Lawler discussed the auditor's report.

**Discussion of 2011 Levy Draft:**

Mrs. Lawler talked about the 2011 levy, which the Board is scheduled to approve in December, 2011, which will fund the 2012-13 budget year. She showed the Board the allocation of how the tax levy would be spread across the different funds.

**SEDOL:**

**SEDOL Governing Board Representative:**

Mr. Gottermeyer agreed to be the SEDOL Governing Board Representative.

**IASB:**

**Triple-I Conference Update:**

Dr. Machak discussed the plans for the Triple-I Conference in November.

**GOALS REPORTS:**

**Administrative Evaluations:**

The committee talked about setting some dates to make sure they are in compliance with the Superintendent evaluation which is due April 1, 2012. They also talked about having Dr. Machak complete a self-evaluation of how he accomplished his goals for the year, which would give the committee a useful tool to complete their evaluation. The committee also discussed an administrative survey to understand the culture of the school.

**Long-Range Planning:**

When the Long-Range Planning Committee met, they clarified the goal of the committee. They also discussed possible dates for the Town Hall Meeting.

**Fiscal Accountability:**

The committee reviewed the budget and the audit report.

**Policy Update and District Mission:**

Nothing to report.

**Academic Excellence:**

Nothing to report.

**Administrative Procedures:**

The Administrative Procedures Committee went over the revisions for Section 2 and part of Section 3 of the manual at their last meeting.

**Negotiations Committee:**

Nothing to report.

**Communication Committee:**

The committee talked about the electronic sign outside the school being a primary source of communication and how it could be updated more frequently. It was decided that the sign will be a regular agenda item for the weekly office meetings. The office team will discuss what events should be added to and removed from the sign on a weekly basis. The committee also discussed a bi-annual community newsletter.

**CORRESPONDENCE:**

No correspondence.

**UNFINISHED BUSINESS:**

No unfinished business.

**NEW BUSINESS:**

Motion to approve the FMLA leave for Karen Clinton by Melonnie Hartl. Second by Bruce Gottermeyer. Yes: Hartl, Huston, Galante, Reiser, Eldridge, Christophersen, Gottermeyer. No: 0.

Motion to adopt the findings of Uniform Grievance Procedure Complaint Manager by Bruce Gottermeyer. Second by Laurie Christophersen. Yes: Hartl, Huston, Galante, Reiser, Eldridge, Christophersen, Gottermeyer. No: 0.

**VISITOR PARTICIPATION:**

No comments offered from visitors.

Motion to adjourn by Melonnie Hartl. Second by Diane Eldridge. Yes: 7. No: 0.

The meeting adjourned at 10:13pm.

Respectfully Submitted,

Donna Trischan  
Administrative Assistant

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President

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Date

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Secretary