

EMMONS SCHOOL DISTRICT #33  
MEETING OF THE BOARD OF EDUCATION  
JULY 24, 2008

President England called the meeting to order at 6:00pm. Present were: Damian England, President, Dan Jordan, Vice President, Jim Fischer, Secretary, Michele Poss, Michele Reiser, Jackie Zogran, and Dr. Robert Machak, Superintendent.

The Board reconvened open session 7:18pm.

Present were staff members Sydney Ryan, Jennifer Wu, George Shepherd, Carol Schuettenberg, Cheryl McCameron, and Kathy O'Connor.

Present: dj,jz,di, jf, mp,mr, drm,cv,cp

Motion to approve the agenda by Dan Jordan. Second by Jackie Zogran. Yes: 6, No: 0.

Motion to approve the minutes of the June 26, 2008 regular board meeting, the June 26, 2008 Closed session and the July 12, 2008 special session with the following corrections, by Michele Reiser. Second by Michele Poss. Yes: 6, No: 0.

Dates of the regular and closed meetings changed to June 26, 2008.

Addition of Donna Gunn to motion to move to closed session and add the vote – yes: 6, No: 0.

Motion to approve the bill list by Jim Fischer. Second by Jackie Zogran. Yes: Zogran, Jordan, Fischer, Poss, Reiser. No: 0.

**SUPERINTENDENT 'S REPORT:**

**Mileage Reimbursement Rate:**

Although the district has been paying \$.345 per mile up to this point, the IRS rate is currently \$.585. The Superintendent recommends paying the current IRS rate. A newly developed document for the purpose of tracking mileage and requesting reimbursement has been put in the Board packet.

**OCE Update:**

The Superintendent shared a copy of the letter that was sent to Tom Jansen of OCE regarding the overage costs for copying. The Superintendent received a telephone call from him advising that the overage costs waiver was approved, and we will be reimbursed (\$1188.34).

**EDER CASELLA & CO. AUDIT:**

Eder, Casella will be completing an audit on August 11, 2008. A list of items requested from them is included in the packet for the Board's information.

**Security Update:**

The administration has been spending a lot of time on building security. A template for a Security Plan is enclosed in the packet. This template is provided for download free of cost from the ISBE website. The Superintendent met with Mundelein Police Chief Rose, Deputy Chief Eugenis, Lake County Detective Angela Usry and Lake County Sergeant John Lucas. Their recommendations are to prioritize building security and improve lighting outside the building. They also recommended that we spend most time on our crisis planning addressing fire drills, tornado drills and the like. If a lockdown is necessary, most of the procedures will be similar. The Superintendent noted that we still need to put together a crisis box to be kept in the office in case of an emergency.

**Emmons School Library Collection Procedure:**

A copy of a draft of the collection policy for the library is included in the packet.

**Summer Maintenance Update: -**

The Superintendent has been meeting weekly with the custodian and planning a schedule to complete the summer maintenance. If we continue on schedule, the building will be ready for August. The custodian will be on vacation next week.

The Superintendent and Collette Ford, our bookkeeper, will be meeting with the consortium for 403b plan, Gatekeeper on July 28. The meeting will be held at District 34. We have already received a bill for legal fees to look over the contract. The cost was \$1300.00.

**Finance Report:**

Although there are some line items that are over budget by more than 5%, if you take site and construction items out of the total expenditures, that total is within the 5% difference.

The Board questioned the expenditures for transportation and whether or not it would be cost effective to continue running a bus route for early morning band. The Board directed the Superintendent to speak with Durham Transportation regarding the cost and efficiency of this route.

The Board directed Kathy O'Connor to investigate the \$30,000 overage on the transportation budget and present a breakdown at the next meeting.

**Treasurer's Report:**

Our new treasurer, Jennifer Nolde, will not be able to attend our board meetings. Any questions regarding the treasurer's report can be given to the Superintendent. The Board would like to invite Jennifer Nolde to the August meeting so that they will have a chance to meet her.

**Principal's Report:**

Student schedules for the 08/09 school year should be ready at the beginning of August. We plan to make them available to students at the picnic on August 16.

**Registration for the 08/09 School Year:**

At this time, we have 337 students anticipated for this school year, not including SEDOL students.

**Facilitator Committee:**

The administration met with the Facilitators on Monday. Time was spent planning for the August 19 and August 20 in-service programs. We are planning to do whole group work on the 19<sup>th</sup> during the morning sessions. The afternoon sessions will be broken down in groups with staff workshop choices. The 20<sup>th</sup> will be used to train the staff in the new web based School Master program.

We discussed adding more ½ day in service time. The Principal will bring a proposal to the Board after the next Facilitator's meeting on July 12, 2008. The Superintendent noted that he is cognizant of the problems early dismissal can cause for parents, and staff is trying to come up with creative ways to do in-service while the students are still on campus.

The Facilitator committee also spent time discussing the tone for the upcoming school year and the need to for the staff present themselves professionally, student concerns and security concerns.

**Student Advisory Committee:**

The Student Advisory Committee will be meeting on July 29, 2008 at 9am. All members of the committee have been given the book *Beyond Discipline* by Alfie Kohn. They will be discussing the book at this meeting.

**SEDOL:**

The next SEDOL will be held on August 27, 2008 at 7pm. Jackie Zogran will attend.

The paperwork for the 10 year payback for the new building construction has been sent to SEDOL.

**FOIA Request:**

As required by state law, the Superintendent informed the Board that the district received a request under the Freedom of Information Act, from WBBM Channel 2. They requested information regarding the district's policy on corporal punishment and any records involving staff using corporal punishment. The Superintendent responded to them stating that our policy prohibits corporal punishment and we have no records to share with them.

**School Board Liability Policy:**

The Superintendent spoke with David Steffenhagen of Country Insurance regarding the School Board liability policy. Nothing in the policy has changed in the past year and a half.

## **UNFINISHED BUSINESS:**

### **Use of Building by Outside Groups:**

The Board requested that the Building Usage Policy be clarified. The policy needs to be clear that we are charging \$25/hr for use of the building only. Outside facilities that do not require Emmons supervision will not be charged.

The Board directed the administration to write a job description for the supervisory position, and open the position to those interested.

### **Tentative Budget Discussion:**

The Board discussed the tentative budget and made some changes to line items.

Motion to approve the tentative budget by Michele Poss. Second by Dan Jordan. Yes: 6, No:0.

Motion to release the tentative budget for public display for no less than 30 days and set a public hearing to discuss the budget for August 89, 2008 at 7pm by Jackie Zogran. Second by Dan Jordan. Yes:6, No:0.

### **Ratification of American Capital Lease:**

Motion to ratify the contract with American Capital Lease to lease Dell computers as approved at the May 29, 2008 special meeting by Dan Jordan. Second by Jackie Zogran. Yes: Fischer, Poss, Reiser, Zogran, Jordan, and England. No:0.

### **Visitor participation:**

Mrs. Ryan addressed the Board and gave some history on the use of certified staff for supervision for things like building usage. She felt that there has not been a lot of interest in staff to participate in these jobs when the rate is \$20.00/hour or less.

Motion to reconvene closed session by Dan Jordan. Second by Michele Poss. Yes:6, No:0.

The Board reconvened Closed session at