

EMMONS SCHOOL DISTRICT #33
MEETING OF THE BOARD OF EDUCATION
September 24, 2009

The following were present:

Dan Jordan, President
Jim Fischer, Vice President
Laurie Christophersen
Damian England

Michele Poss
Michele Reiser
Dr. Robert Machak, Superintendent
Donna Trischan, School Secretary

President Jordan opened the meeting at 6:47pm.

Motion to move to Closed Session by Damian England. Second by Michele Poss. Yes: England, Reiser, Poss, Christophersen, Zogran, Fischer, and Jordan. No: 0.

The Board returned to Open Session at 7:13pm.

Also in attendance were staff members Cyndy Thielen, Lisa Lawler, Erich Grauke, Carol Scheuttenberg, Natalie Mihovilovich, Cheryl McCameron and Jennifer Wu.

Agenda item D under New Business was removed. Motion to approve the revised agenda and the Minutes from the August 27, 2009 meeting by Laurie Christophersen. Second by Michele Poss. Yes: 7, No: 0.

Superintendent's Report:

At the in-service day on Monday, September 21, teachers were offered 4 different choices of technology education from which to choose.

Mr. Grauke is busy investigating the reason behind our slow running computer system.

The Crisis committee has decided to hold an evacuation practice to be coordinated with Faith Lutheran Church.

A fire drill is scheduled for the week of September 28th.

Building Inspection:

The building inspector commented that Emmons is in the best condition he has seen. Items of concern were: annual testing of the sprinkler system, a fire alarm needed in the electrical room, and janitor's closets need to be kept locked.

Superintendent's Forum:

Dr. Machak held a Superintendent's Forum on September 16, 2009. Concerns brought up included the PASS system not being updated on a timely manner, and programs for gifted learners.

School Report Card:

The Board reviewed the School Report Card. Overall ISAT scores are up by 25%.

Henry Horner:

After considerable conversation among Dr. Machak, the 8th grade teachers, and Camp Henry Horner regarding an issue with bed bugs at the camp, Dr. Machak made the decision to cancel the overnight portion of the 8th grade experience at Camp Henry Horner.

Treasurer's/Business Report:

The Director of Business Services shared information comparing this year's figures to previous year's figures.

SEDOL:

The next SEDOL Board meeting is at Sally Potter on December 2, 2009.

Goals Reports:

The following Board members were appointed to committees:

Administrative Evaluations – Laurie Christophersen and Michele Poss along with Dr. Machak, Lisa Lawler, and Erich Grauke. Their next meeting will be on October 8 at 11:00am.

Policy Update: Dan Jordan and Dr. Machak

Fiscal Accountability: Damian England and Jim Fischer along with Dr. Machak and Lisa Lawler. They will meet on October 1 at noon.

District Operations and Procedures:

Academic Excellence: Jim Fischer, Michele Reiser and Michele Poss along with Dr. Machak. They will meet on October 15 at 1:30pm.

Negotiations: Jim Fischer and Jackie Zogran along with Dr. Machak

Communications: Laurie Christophersen along with Dr. Machak and Mr. Grauke.

Long Range Planning: Damian England and Laurie Christophersen.

Technology: Jackie Zogran

Jackie Zogran also volunteered to be the Board representative to the SEDOL Board.

The Board held a second reading of Policies 2:70E and 2:260.

Unfinished Business:

The Board held a first reading of Policy revision 6:240.

New Business:

Motion to approve Elle Chon as a para-professional at a salary of \$9.50/hr by Michele Poss. Second by Jackie Zogran. Yes: Zogran, Fischer, Poss, Reiser, Christophersen, England, and Jordan. No: 0.

Motion to hire Leo Dubrovin for the position of custodian at a salary of \$9.50/hr by Laurie Christophersen. Second by Jackie Zogran. Yes: Zogran, Fischer, Poss, Reiser, Christophersen, England, and Jordan. No: 0.

Motion to approve District Goals as stated below by Michele Poss.

- **Administrative Evaluations:** To edit and update the Superintendent Evaluation instrument by March, 2010 which will include an informal review session with a presentation to the Board by Dr. Machak. Establish and implement job descriptions and evaluation instruments for all administrative staff, no later than the November

2009 Board of Education meeting. To implement job descriptions and a performance evaluation instrument for all administrative staff no later than the November Board of Education meeting.

- **Policy Update:** To review and ensure that our district policies are in compliance with all IASB and Illinois School State Codes and to evaluate their effectiveness in regard to meeting the needs of our district. Policy recommendations will be made to the Board of Education.
- **Fiscal Accountability:** To manage our district finances by maintaining adequate fund balances in all funds through effective budgeting planning and operational execution. To manage fund balances within an overall tolerance of + - 5% as well as the overall budget for the fiscal year. To establish a proper tax levy based on the needs of the district and the community. To create a financial scorecard prior to the December 2009 Board of Education Meeting.
- **District Operations and Procedures:** To develop and implement a complete District Operations and Procedures manual by the April 2010 Board of Education meeting. To incorporate findings and recommendations from our annual audit.
- **Academic Excellence:** To meet or exceed a specified percentage of the Illinois State Goals as determined using a dashboard compared to ISAT testing and overall report card scores. To meet 90% of personal growth goals for students as determined through MAPS scores from the Fall to Spring scores. To develop a district Writing Improvement plan of action. To develop a Curriculum continuous quality improvement process.
- **Negotiations Committee:** To successfully negotiate a contract by the end of the May 2010 with the Teacher's Union.
- **Communications:** To establish an outreach plan to all community members and schedule in-house functions and opportunities for interaction by May 2010, while involving the student community.
- **Long Range Planning:** To develop a process for long range planning and goal development to include key performance areas such as academics, finance, policies and procedures, district organization, personnel and community communications. To provide a listing of goals out to the community by October 2009.

Second by Jackie Zogran. Yes: 7, No: 0.

Motion to return to Closed session by Michele Poss. Second by Laurie Christophersen. Yes: Fischer, Zogran, England, Poss, Reiser, Christophersen, and Jordan. The Board returned to Closed Session at 9:02pm.

The Board returned to Open Session at 9:37pm.

Motion to adjourn by Michele Poss. Second by Laurie Christophersen. Yes: 7, No: 0.

The meeting was adjourned at 9:38pm.

Respectfully Submitted,

Carla Pratt
School Secretary

President

Date

Secretary