

REVISED

REVISED

**BROOKWOOD SCHOOL DISTRICT 167
REGULAR MEETING - JULY 11, 2011
BOARD ROOM - ADMINISTRATIVE & DIAGNOSTIC CENTER**

I. CALL TO ORDER

The regular meeting of the Brookwood School District 167 Board of Education was called to order by President Deborah Birmingham at 7:30 p.m.

Following the Pledge of Allegiance, roll call was answered by: Dixon, Wheeler, Birmingham, and Brunson

4 Present
3 Absent

Absent: C. Pettis, M. Plott, and A. Taylor

II. CITIZEN'S COMMENTS

None

III. APPROVAL OF MINUTES

The June 13, 2011 regular meeting minutes were approved. Dixon/Wheeler

Regular Meeting Minutes
Approved
3-0
1 Abstain

The June 13, 2011 closed session minutes were approved. Dixon/Wheeler

Closed Session Minutes
Approved
3-0
1 Abstain

V. APPROVAL OF BILLS AND PAYROLL

Bills totaling \$281,966.44, the June actual payroll of \$1,359,104.34 and the July payroll as per agreements were approved. Brunson/Dixon

Bills/ Payroll
Approved
4-0

Melinda Plott arrived at 7:33 p.m.

V. REPORTS

A. Superintendent's Report--See attached.

Mrs. Pettis arrived at 8:15 p.m.

B. President's Report

1. Ms. Birmingham expressed condolences to the family of

- Pat Davis, a longtime district employee. Ms. Birmingham stated she will miss Pat's smile and encouraging words.
2. Ms. Birmingham reported there are a lot of good things going on at summer school.
 3. Ms. Birmingham thanked all who are willing to donate their time and talents to the district.
 4. Ms. Birmingham reported on the following Committee descriptions:

Personnel Committee: The personnel policies of a school district are an essential part of the program of public education in a community. The philosophy of a school district and the community is generally reflected in these policies. The Board seeks to establish conditions that will attract and hold the highest qualified personnel for all positions who will devote themselves to the education and welfare of our students. The committee will assist in establishing qualifications, interview questions and procedures, and participate on the interview team. All meetings must be posted and minutes are to be taken.

Policy Committee: To review policies of IASB adopted by the Board of Education, make changes where necessary to fit the model and goals of the District while always maintaining the standard of NCLB. If policy concerns are raised at board meetings, the Board President can send it to committee for review. At that time the issue is closed, sent to committee and brought back to the next meeting. The Policy Committee should always meet under the guidelines of the Open Meetings Act. All meetings must be posted and minutes are to be taken at all meetings.

Finance Committee: To monitor financial decisions that that the Board of Education is to consider for action. The Finance Committee can/should work with the Business Manager to compare expenditures to budget as we go through a budget year. All meetings must be posted and minutes are to be taken at all meetings.

Male Parent Advisory Committee (MPAC): This Committee will assist in preparing academic success for male students in grades 4th-8th by creating a partnership with parents, tutors, mentors, and resource organizations. The Committee will collaborate with the Parent Volunteer Coordinator to develop and implement strategies for parent participation. The Committee will meet every

other month and provide refreshments and/or light meal to encourage parent participation.

Buildings and Grounds Committee: This Committee should communicate with the Superintendent in matters that concern building security, cleanliness and operability. Building and grounds issues that arise at in session Board meetings can be sent out to the committee for review and brought back at the next regular meeting. The Buildings and Grounds Committee should meet on a scheduled basis always under the guidelines of the Open Meetings Act. All meetings must be posted and minutes are to be taken at all meetings.

Each of the committees will work with the Superintendent and the Board of Education when coming to a final decision. No final decisions can be made by any committee. All final decisions are made by the Board of Education. Members may desire to go through on-line training sponsored by the Attorney General's Office for the Open Meetings Act.

5. Ms. Birmingham shared information with the Board from Warren Linden on his thoughts regarding Brookwood Middle School.

C. Committee Reports

None

D. Board Member Comments

1. Mr. Dixon reported on the First Tee Program sponsored by the PGA Golf Association. The program involves students in grades first through eighth and creates an environment for children to learn golf. The program provides curriculum training for the physical education teachers and the equipment. The Village of Glenwood will pay the \$3,100 cost per school. This program also teaches nine core values in addition to the golf lessons.
2. Mrs. Wheeler asked if a company involved in the bond issue needs to have a corporate office in Illinois. Mr. Charleston stated the bonds have not been issued yet and he will check on it.
3. Mrs. Plott expressed her concern regarding the Personnel Committee and personal information being shared with others in the community. Ms. Birmingham thanked Mrs. Plott for her concern and stated that the committee will assist the Superintendent but all final decisions will be made by the Board of

Education.

VI. READING OF COMMUNICATIONS

There was one Freedom of Information request from Ed Line regarding bid results for the web site and the request has been responded to.

VII. CLOSED SESSION

The Board went into closed session at 9:55 p.m. to discuss to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity; student disciplinary cases; and the placement of individual students in special education programs and other matters relating to individual students. Plott/Wheeler

Into Closed Session Approved 5-1

The Board returned from closed session at 10:24 p.m. Plott/Dixon

Return From Closed Session Approved 6-0

VIII. RECOMMENDED ACTION

A1. The resignation of Jaime Herron, teacher, was accepted effective June 7, 2011 and the resignation of Timel Moore, social worker, was accepted June 21, 2011. Tanaya Matthews was hired as a 7th grade science teacher effective August 17, 2011 at a salary of BA, Step A, \$36,092; Melissa Nelson was hired as a 1st grade teacher at Longwood School effective August 17, 2011 at a salary of BA, Step A, \$36,092; Myiesha Spates was hired as a school psychologist effective August 3, 2011 at a salary of MA+30, Step A, \$43,189 (which includes 20 additional days at the per diem rate); Jennifer Turner was hired as a 6th grade teacher effective August 17, 2011 at a salary of MA, Step F, \$42,426; and Sara Warner was hired as a special

J. Herron, T. Moore Resignations; T. Matthews, M. Nelson, M. Spates, J. Turner, S. Warner Hired Approved 6-0

education teacher at Brookwood Junior High School effective August 17, 2011 at a salary of MA, Step A, \$37,758. Plott/Brunson

A2. The resignation of Jay Blackman, Director of Technology, was accepted effective June 30, 2011. Alex Trakas was hired as the Director of Technology effective July 14, 2011 at a salary of \$65,000, prorated. Brunson/Plott	J. Blackman Resignation A. Trakas Hired Approved 6-0
--	---

B. The following committees were approved with committee members as follows: <u>Personnel Committee</u> : John Dixon, Chair; Beth Lindsay, Michelle Snoddy, Lorrie Wheeler, Rita Peterson, Ernestine Dobbins, Robert Lord, and Melinda Plott. <u>Policy Committee</u> : Kathleen Sorsby, Chair; Robert Moehlig, Carl Smith, Cathy Paxton, Carolyn Spencer, and Cathie Marcinski. <u>Finance</u> : John Dixon, Chair; Warren Linden, Reginald Truitt, Janice Berry, Selenia Newsom, Linda Tatum, Jim Summers, Donna Gayden, Arthur Taylor, and Melinda Plott. <u>Male Parent Advisory</u> : Cynthia Pettis, Chair; Jim Summers, Robert Lord, Timel Moore, Nick Betts, Glenda Rowe, Pam Darring, Rainn Darring, Earl Malone, James Wheeler, and Arthur Taylor . <u>Buildings & Grounds</u> : Lorrie Wheeler, Chair; Emma Kirtley, Wayne Washington, Hilary Myrick-Winston, Lashon Myers, and Ron Sorsby. Wheeler/Dixon	Personnel, Policy, Finance, Male Parent Advisory, Buildings & Grounds Committees Approved 5-0 1 Abstain
--	---

C. The Board approved fund raisers for Brookwood Junior High (sale of student planners) and the Brookwood PTA (sale of cookie dough) for the 2011-2012 school year. Dixon/Pettis	2011-2012 Fund Raisers Approved 6-0
--	--

D. The Board approved the renewal of the public performance site license for the 2011-2012 school year at a cost of \$1,306.25. Wheeler/Brunson	Renewal of Public Performance Site License Approved 6-0
---	--

E. The Board approved the purchase of	Microphones
---------------------------------------	-------------

microphones for the Board room from Tru Heart Productions at a cost not to exceed \$5,000. Birmingham/Dixon

for Board Room Approved 4-2

F. The Board approved the early entrance into kindergarten for student 11-12A. Dixon/Wheeler

Early Entrance into Kindergarten Approved 6-0

IX. ADVISORY

1. Foreign Language—Dr. Hollich reported there are on-going discussions regarding foreign language.
2. Facebook—Facebook is live and ready to go however commenting can not be limited. The Superintendent and Director of Technology will get notified when a comment is posted and the comment can be deleted if necessary.
3. Tile Update—The Superintendent reported that the tile installation will begin on Friday and the other life safety work will begin on Tuesday.
4. Website—The Superintendent reported that the new website is coming soon and Board policies will be posted on the new website.

Monday, August 8, 2011

-- August Board of Education Meeting
-- Registration 8:00 a.m. to 2:00 p.m. at Longwood School

Tuesday, August 9, 2011

-- Registration 2:00-8:00 p.m. at Longwood School

X. CITIZEN'S COMMENTS

Mr. Crosby stated that he felt some Board members didn't understand what Baum and Associates will do regarding the referendum. This company deals with data and after the Board has the data, they will decide whether or not to go to a referendum. Ms. Birmingham stated that this company will help the district develop very professional marketing brochures. Mrs. Plott stated that the previous Board was going in one direction (addition to the Junior High School) and now the Board is going in another direction. Ms. Birmingham stated that it is the Board's responsibility to offer the amount of education that the tax payers will support. Mr. Crosby stated it is a smooth process when everyone is on board. Mr. Dixon stated that Baum and Associates will give the Board a professional direction. They will do the polling and the Board will make an educated decision.

XI. ADJOURNMENT

The meeting adjourned at 10:48 p.m.
Wheeler/Dixon

Meeting
Adjourned
All AYE

Deborah M. Young
Recording Clerk

Secretary

President

Present: J. Charleston, R. Patterson, O. Nowels, S. Bragg,
B. Lindsay, J. Blackmon, P. Czapbovicz, W. Linden,
L. Thomas, C. Spencer, T. Crosby, E. Crosby, D. Gayden,
R. Truitt, and J. Turner.

BROOKWOOD SCHOOL DISTRICT 167

Superintendent's Report

July, 2011

1. The Superintendent reported that the district received a letter and a Certificate of Financial Recognition for receiving the highest level of award from the Illinois State Board of Education.
2. The Superintendent reported that the district received the Pre-K competitive grant in the amount of \$240,000 for four sections of Pre-K this year. Mr. Patterson will continue to monitor the class sizes.
3. Baum and Associates gave a presentation on referendum planning:
 - Review voter demographics and time line.
 - Commitment to public policy process—information flow to the community and back.
 - District money can be used to inform the public (question & answer sheets with tax information) prior to deciding if the district will go to referendum.
 - Baum underwrites the bond if the referendum is successful.
 - Baum would conduct a phone survey with the cost based on the length and complexity of the survey, approximately \$10,000-\$14,000.
 - It is the Board's decision whether to go for a new school or build an addition to an existing school.
4. Mr. Charleston, Business Manager, gave a budget update and distributed the preliminary results of budget vs. actual expenditures for FY2011. Preliminary results show that the district will end the year with revenue of \$213,458 over expenditures and a fund balance of \$15,021,277. He indicated the state still owes the district two quarterly payments.
5. Mr. Charleston reported that the State of Illinois is participating in a new program that will allow the district to offer free breakfast and lunch to all students. If the district's direct certification (students who are certified for free lunch) is greater than 40%, then free breakfast and lunch can be offered to all students. This program will reduce administrative costs and parents will no longer need to fill out free/reduced lunch forms. In order to participate in the program, the district needs to opt in and have the Superintendent sign the request. This program does not need Board approval but the Board must be informed.
6. Mr. Truitt from Tru Heart Productions demonstrated a sound system for the Board room and gave the Board three options:
 - Goose neck microphones fixed to cast iron bases 6" in diameter on the Board table (best solution—pinpoint accuracy). This option will include a wireless microphone for audience use.
 - Boundary microphones, 5 microphones on the Board table (one microphone would service two people). This option also includes

a wireless microphone for audience use.

- Integrated system with 4 wireless microphones (possibly 8) and one microphone for the audience. This option would require the Board to pass the microphone back and forth between members.
 - There is a 90 day warranty on installation and a one year warranty on the microphones and speakers. The equipment will take two weeks to arrive and one day to install.
7. The principals gave the Board an update on academic yearly progress (AYP). Hickory Bend was the only school that made AYP this year. Longwood made AYP in math but not in reading although they were very close. The Middle School didn't make AYP but their scores are still going up. Because this is the second year that the Middle School didn't make AYP, they will need to offer SES (supplemental educational services). The Junior High didn't make AYP overall but the black subgroup did. Ms. Birmingham asked if the SES services will be offered after school. Dr. Hollich responded yes although they could also be offered before school. Ms. Birmingham asked what strategies can be provided during the school day. Dr. Hollich responded that Mrs. Bragg will be looking at how the schools are structured, their intervention time, and who is doing the intervention. Mrs. Pettis asked if the state has given the Middle School any assistance. Dr. Hollich responded that the state, through the ISC4, helped the Middle School with their School Improvement Plan last year.
8. The Superintendent presented the Board Goals and Objectives and stated that it would also be a good time for the Board to look at the Superintendent's goals.

BROOKWOOD SCHOOL DISTRICT 167
CLOSED SESSION MEETING
July 11, 2011

Closed Session Meeting Minutes

Present: J. Dixon, L. Wheeler, C. Pettis, M. Plott,
D. Birmingham, S. Brunson, and P. Hollich

Closed session began at 9:55 p.m.

All members were present except for A. Taylor.

- Discussed the recommendation for the Director of Technology including his qualifications, employment history, and personal leadership qualities. There were five candidates and one internal candidate. He will be offered a one-year contract.
- Discussed teacher salaries.
- Discussed parent workshops.
- Discussed a student suspension. Principals have a conference with the parents and student prior to the student returning.
- Discussed the request for early entrance into kindergarten. The Board will recommend that student 11-12A be allowed to enter kindergarten early.
- Discussed the 95% Group contract due to the district not meeting AYP. The Board was disappointed that the schools didn't make AYP.

Closed session ended at 10:24 p.m.

Respectfully submitted:

Secretary
Board of Education

President
Board of Education