

**BROOKWOOD SCHOOL DISTRICT 167
BOARD MEETING – SEPTEMBER 16, 2013
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 6:00 p.m.

Following the Pledge of Allegiance, roll call was answered by: M. Plott, 6 Present
R. Seals, L. Wheeler, J. Dixon, D. Birmingham, and J. Barry 1 Absent

Mr. Smith arrived at 6:23 p.m.

II. CITIZEN'S COMMENTS

None

III. CLOSED SESSION

The Board went into closed session at 6:02 p.m. 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 to determine its validity.
Dixon/Wheeler

Into Closed
Session
Approved
6-0

The Board returned from closed session at 7:04 p.m.
Plott/Smith

Return from
Closed Session
Approved
7-0

IV. BUDGET HEARING

The budget hearing was called to order at 7:12 p.m. by Board President Deborah Birmingham. All Board members were present.

Mr. Andrew Ziegler, Business Manager, gave an overview of the proposed 2013-2014 budget, reporting anticipated revenues from local, state, and federal sources and anticipated expenditures. The district anticipates a budget deficit of \$1,395,186.

Mr. Smith asked for clarification on the definition of life safety. Mr. Ziegler stated life safety funds are used for improvements to the Building.

The Budget hearing ended at 7:29 p.m.

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: M. Plott, 7 Present
R. Seals, L. Wheeler, J. Dixon, D. Birmingham, J. Barry and C. Smith 0 Absent

II. CITIZEN’S COMMENTS (Limited to Agenda Items) None

III. APPROVAL OF MINUTES

The August 12, 2013 regular and closed session meeting minutes were Regular/Special/
approved. The August 19, 2013 special meeting minutes were approved. Closed Session
The August 26, 2013 special meeting minutes were approved. The Meeting Minutes
August 28, 2013 special meeting minutes were approved. Approved
Dixon/Plott 7-0

IV. APPROVAL OF BILLS AND PAYROLL

Bills totaling \$397,838.70, the August actual payroll of \$363,374.19 Bills/Payroll
and the September payroll as per agreements were approved. Approved
Plott/Dixon 7-0

V. REPORTS

A. Superintendent’s Report – See attached.

B. President’s Report

1. Ms. Birmingham, Board president, welcomed the new staff members and wanted them to know that the Board is diligent about our students achieving academically.
2. Mrs. Crawley did a presentation on the Pretty Brown Girl program. Ms. Birmingham indicated the Board will discuss this program in the future to determine if it is something the District will implement. Mrs. Barry asked who facilitates the program. Mrs. Crawley responded that it is a train-the-trainer model. Mrs. Plott asked if this would be an after-school program. Mrs. Crawley responded that it can be done two ways—during the school day or after school.

C. Committee Reports

1. Mr. Leon Fields reported on the New BMS Project Committee. He stated the committee members have a wealth of experience. The Committee has met twice, right after the Building and Grounds Committee meetings. The Committee visited five newly constructed

schools in the area and talked with administrators about problems or pitfalls they experienced while building the school. Ms. Birmingham stated that there will be a special meeting on September 30, 2013 for the Board to discuss the new Middle School.

2. Mr. Dixon reported that the Finance Committee met on September 10, 2013. He stated that Rob Grossi, Township Treasurer, reported on the investment of district funds. District fund are regulated by state law and most are invested on a short-term basis. The next meeting of the Finance Committee is scheduled for October 8, 2013 at 6:30 p.m.
3. Mr. Dixon reported on his attendance at the SPEED meeting held in their newly renovated building. This building will be used to teach life skills and job skills, along with a retail shop. Mr. Dixon also reported that SPEED provides professional development classes at no cost to the district.
4. Mrs. Barry reported on the Curriculum and Instruction Committee. Two meetings have been held so far. The Committee is going to send out a survey at the end of October. Students in grades 4-8 will take the survey, along with parents. The survey may be posted on the District’s website for community members.
5. Mr. Smith reported that the Policy Committee will meet on September 25, 2013 at 7:00 p.m.
6. Mrs. Wheeler reported that the Building and Grounds Committee met on August 14 and September 11. She reported that the painting at Hickory Bend has been completed. She commended Mr. Anderson for keeping the buildings very well maintained.
7. Ms. Seals reported that the Male Parent Advisory Committee met on August 15, 2013. The golf clinic on September 9 did not have enough participants. On Friday, September 27, 2013, the Male Parent Advisory Committee kickoff will be held from 3:30-5:30 p.m. at Brookwood Junior High. The next meeting of the Male Parent Advisory Committee is scheduled for September 19, 2013 at 7:00 pm.

D. Board Comments

None

VI. READING OF COMMUNICATION

There was one FOIA request regarding the job descriptions for the nurse and health clerk and the request has been responded to.

VII. RECOMMENDED ACTION

- | | |
|---|--|
| A1. Rene Santiago was hired as the Assistant Superintendent of Learning, Assessment, and Data effective September 17, 2013 at a salary of \$103,107, prorated. Wheeler/Plott | R. Santiago
Hired
Approved
6-1 |
| A2. The resignation of Leslie Andrews, Playground Supervisor, was accepted effective August 20, 2013 and the resignation of Laura Lee, Playground Supervisor, was accepted effective August 19, 2013. Dixon/Smith | L. Andrews,
L. Lee
Resignations
Approved
6-1 |

REGULAR MEETING – SEPTEMBER 16, 2013 Page 4

- | | |
|---|--|
| A3. Staria Tinsey was hired as a Playground Supervisor for Hickory Bend School effective September 17, 2013 at the hourly rate per the 2013-2014 USA Agreement.
Dixon/Plott | S. Tinsey
Hired
Approved
7-0 |
| A4. Nina Blumberg was hired as a paraprofessional for Hickory Bend School effective September 17, 2013 at a salary of \$21,404, prorated.
Barry/Smith | N. Blumberg
Hired
Approved
7-0 |
| A5. Keshia Jones was hired as a health clerk effective September 17, 2013 at a salary of \$21,202, prorated.
Plott/Smith | K. Jones
Hired
Approved
7-0 |
| A6. Brittany Snyder's request for Family Medical Leave for the purpose of caring and bonding with her newborn infant was approved.
Plott/Smith | B. Snyder
FMLA
Request
Approved
7-0 |
| A7. Lisa Muellerschoen was hired as a special education teacher for Longwood School effective September 17, 2013 at a salary of BA, Step A, \$36,567, prorated.
Plott/Smith | L. Muellerschoen
Hired
Approved
7-0 |
| B. The Board approved the 2013-2014 budget showing a balance on hand of \$28,672,574, with anticipated revenues of \$15,517,961, other financing sources of \$0, anticipated expenditures of \$16,913,147, leaving a balance on hand on June 30, 2014 of \$27,277,388.
Smith/Dixon | 2013-2014
Budget
Approved
7-0 |
| C. The Board approved the 2013-2014 Application for Recognition of Schools.
Plott/Barry | Application/Recognition
of Schools
Approved
7-0 |
| D. The Board approved an increase in the crossing guards salary for the 2013-2014 school year to \$11.52 per hour for a crossing guard and \$12.52 per hour for a crossing guard supervisor.
Seals/Smith | Increase Crossing
Guards Salary
Approved
7-0 |

- E. The Board approved the purchase of the Measurement of Academic Progress (MAP) instrument for all students at a cost of \$19,820.
Seals/Plott
- MAP Test
Approved
7-0

Comment: Mrs. Barry stated that we have already missed one pre-test window. Dr. Moore stated they will work with the district and the first window closes on November 27, 2013. Mrs. Wheeler asked if we are eliminating the testing that we currently use. Dr. Moore stated we will continue with AimsWeb. The MAP test is used to test content areas across all grade levels and all high performing schools use the MAP test.

- F. The Board approved the PRESS Plus Maintenance Services agreement at a cost of \$1,470.
Barry/Dixon
- PRESS Plus
Agreement
Approved
7-0

- G. The Board approved the purchase of the Raptor system at a cost of \$6,400.
Seals/Plott
- Raptor System
Approved
7-0

Comment: Mrs. Barry asked if the Raptor system is for teacher attendance. Dr. Moore indicated it is not. Dr. Moore stated she is looking at the Kronos system for staff attendance and looking at AESOP for substitutes.

- H. The Board approved the purchase of background check equipment from iTouch Biometrics at a cost of \$7,490.
Seals/Dixon
- Background Check
Equipment
Approved
5-2

Comment: Mrs. Plott stated that the Raptor system makes sense and should be sufficient for volunteers. She indicated she has a problem with fingerprinting volunteers. Mrs. Barry asked how much we will pay for each background check. Dr. Moore responded \$35 per check. She stated the machine will pay for itself because we are cutting out the vendor cost.

- I The Board approved the PTA fund raiser for the 2013-2014 school to sell pizza and cookie dough from September 23 to October 7, 2013.
Seals/Plott
- PTA Fund Raiser
Approved
7-0
- J. The Board approved Alice Ooms as the Illinois Municipal Retirement Fund (IMRF) authorized agent.
Barry/Smith
- IMRF Agent
Approved
7-0

VIII. ANNOUNCEMENTS

Tuesday, September 17, 2013--Middle School Open House, 6:00-8:00 p.m. / 2:00 p.m. District Dismissal

Wednesday, September 18, 2013--PTA Meeting, Middle School, 7:00 p.m.

Tuesday, September 24, 2013--Hickory Bend and Longwood School Open House, 6:00-8:00 p.m. / 2:00 p.m. District Dismissal

Friday, September 27, 2013--Hickory Bend Grandparents Day, 9:00-11:00 a.m.

Thursday, October 10, 2013--Longwood Father-Daughter Dance, 6:00 p.m.

Friday, October 11, 2013--Half Day School Improvement, 11:30 a.m. District Dismissal

Monday, October 14, 2013--Columbus Day Observance/No School

Tuesday, October 15, 2013--Longwood Bilingual Parents Meeting, 6:30 p.m.

Friday, October 18, 2013--Middle School Family Movie Night, 6:00-8:00 p.m.

Monday, October 21, 2013--October Board of Education Meeting, 7:30 p.m.

IX. CITIZEN'S COMMENTS

Mrs. Plott stated that Dr. Moore represented the District very well when she was interviewed on television regarding the extreme heat wave.

Mr. Gosha, PTA president, thanked the Board for approving their fund raiser. He stated that all the money raised goes back to the schools.

Ms. Seals thanked everyone for coming out to the Board meeting and urged them to come again.

X. ADJOURNMENT

The meeting adjourned at 9:03 p.m.
Plott/Smith

Meeting
Adjourned
All AYE

Deborah M. Young
Recording Clerk

Secretary

President

Present: S. Jackson, R. Patterson, B. Lindsay, O. Pierce, L. Fields, R. Lord, J. Butler, M. Myers, S. Duffy, S. Crawley, A. Wilson, B. Whalen, W. Foster, S. Tinsey, B. Anderson, E. Avant, A. Davis, R. Marcinski, N. Blumberg, A. Dixon, R. Gosha, K. Murphy, R. Rush, T. Hemphill, L. Madison, C. Marcinski, M. Stephens, G. Wilson, A. May, E. Geron, Dr. Crawley, and A. Armbrust,

BROOKWOOD SCHOOL DISTRICT 167

Superintendent's Report

September, 2013

1. Dr. Moore thanked the students at Brookwood Middle School for their thank you cards regarding the water, popsicles, etc. to keep them cool and she thanked Ms. Lindsay, Mr. Patterson, and Mrs. Jackson for their assistant during the heat wave.
2. Dr. Moore reported that she received the enrollment projections and they are in the Board packet. She stated that growth appears to be rather flat and the district could lose 80 students in the next five years.
3. Dr. Moore explained the MAP testing which tests students in the content areas as it relates to the common core standards. This test should get our District on par with surrounding school districts.
4. Dr. Moore stated that background checks have been required for volunteers since 2004 per the Illinois School Code. All certified and classified employees of the district are also required to have a background check. Volunteers will not pay for the background check. That will be the responsibility of the district. She stated that some results from the background checks can be forgiven and each result will be reviewed on a case-by-case basis. The Raptor system will be used in each building. Individuals entering the building will have their license scanned and if they are cleared, they will be allowed to enter. Mr. Smith stated there should be a backup system in case of a power outage. Mrs. Barry stated that sometimes a common name may come up with a hit and that is a glitch in the system. Dr. Moore stated that the equipment will pay for itself over a period of time. She also indicated the district has applied to be a part of the Adam Walsh Child Protection system and we will be getting our own ORI number.
5. Dr. Moore reported that the district is getting \$46,500 from the TIF with the Village of Glenwood which is 31% of the total TIF of \$150,000.
6. Dr. Moore reported that the auditors said everything looks wonderful with the audit. She indicated the auditors stated the district is very fiscally responsible and we are doing a great job.
7. Principals introduced their new staff:
Hickory Bend—Whitney Foster, Nina Blumberg, and Staria Tinsey.
Longwood—LaTondra Madison and Lisa Muellerschoen. Jennifer Kusy was ill.
Middle School—Audrey Davis.
Junior High—Jason Battle, Keith White, Angela May, Steve Smit, Colleen Telle, and Delilah Griffin.

**BROOKWOOD SCHOOL DISTRICT 167
CLOSED SESSION MEETING
September 16, 2013**

Closed Session Meeting Minutes

Present: M. Plott, R. Seals, L. Wheeler, J. Dixon, D. Birmingham, J. Barry, C. Smith, and
Dr. Moore

Closed session began at 6:02 p.m.

The Board reviewed the Superintendent's contract with respect to the evaluation process and a 90 day snapshot.

The Board discussed the possibility of an off-site strategic planning meeting.

The Board discussed the position of Assistant Superintendent of Learning, Assessment, and Data.

The Board discussed the process for finding candidates for open positions. The Applitrak system was reviewed.

The Board discussed the crossing guard situation and the Village's request for a monthly fee.

Closed session ended at 7:04 p.m.

Respectfully submitted:

Secretary
Board of Education

President
Board of Education

**Brookwood School District 167
RECORD OF VOTING**

Meeting of September 16, 2013	Plott	Seals	Wheeler	Dixon	Birmingham	Barry	Smith	YES	NO	OTHER	VOICE
6:00 p.m., Roll Call	P	P	P	P	P	P	A				
Into Closed Session	Y	Y	2 Y	1 Y	Y	Y	A	6	0		
Return from Closed Session	1 Y	Y	Y	Y	Y	Y	2 Y	7	0		
7:30 p.m., Roll Call	P	P	P	P	P	P	P				
Approval of the August 12, 2013 regular & closed session meeting minutes; the August 19, 2013 special meeting minutes; the August 26, 2013 special meeting minutes; and the August 28, 2013 special meeting minutes	2 Y	Y	Y	1 Y	Y	Y	Y	7	0		
Approval of Bills & Payroll	1 Y	Y	Y	2 Y	Y	Y	Y	7	0		
7A1. Administrative Personnel— Assistant Supt.	2 Y	Y	1 Y	Y	Y	N	Y	6	1		
7A2. Classified Personnel -- Resignations	Y	N	Y	1 Y	Y	Y	2 Y	6	1		
7A3. Classified – Playground Supervisor	2 Y	Y	Y	1 Y	Y	Y	Y	7	0		
7A4. Classified – Paraprofessional	Y	Y	Y	Y	Y	1 Y	2 Y	7	0		
7A5. Classified— Health Clerk	1 Y	Y	Y	Y	Y	Y	2 Y	7	0		

Meeting of September 16, 2013 Continued	Plott	Seals	Wheeler	Dixon	Birmingham	Barry	Smith	YES	NO	OTHER	VOICE
7A6. Certified – FMLA	1 Y	Y	Y	Y	Y	Y	2 Y	7	0		
7A7. Certified— Special Ed. Teacher	1 Y	Y	Y	Y	Y	Y	2 Y	7	0		
7B. Approval of 2013-2014 Budget				2 Y			1 Y				
7C. Approval of the 2013-14 Application for Recognition	1 Y					2 Y					
7D. Approval of an Increase in the Crossing Guard Salaries		1 Y					2 Y				
7E. Approval to Purchase MAP for all Students	2 Y	1 Y									
7F. Approval of PRESS Plus Maintenance Agreement				2 Y		1 Y					
7G. Approval of the Purchase of Raptor	2 Y	1 Y									
7H. Approval of the Purchase of the Background Check Equipment		1 Y		2 Y							
7I. Approval of PTA Fund Raiser for 2013-14 Year	2 Y	1 Y									
7J. Approval of IMRF Authorized Agenda						1 Y	2 Y	7	0		
Adjournment	1						2				All AYE

Code: A=Absent
P=Present roll call or voting present
AB-Abstain
Y=Yes
N=No
1=Motion maker
2=Motion second

Members of the Board:
Janice Barry
Deborah Birmingham
John Dixon
Melinda Plott
Roslon Seals
Carl Smith
Lorrie Wheeler