

**MINUTES**

Community Unit School District #205  
Board of Education  
October 10, 2017

Call To Order/Roll Call

The Community Unit School District #205 Board of Education met in a regular meeting on Tuesday, October 10, 2017 at 6:00 PM at 932 Harrison St., Galesburg, IL. The meeting was called to order by President Cervantez. The roll was read and the following Members responded: Banks, Cervantez, Glasnovich, Lyon, Pickrel, Scherpe (6) Absent: Statham (1) Roll Call #1

Moment of Silence/Pledge of Allegiance

A moment of silence was observed followed by the Pledge of Allegiance.

President Cervantez stated that Mr. Ron Hilton would be presenting on the District Audit due to a scheduling conflict. Mr. Hilton presented the audit findings and a summary of the audit to the Board stating that there were no findings or deficiencies and that the District's current score is a 3.6 putting the District in recognition status which is up from last year's 3.25 review status. Following the presentation Mr. Hilton answered questions from the Board.

Recognition of Visitors

Amazing Shake National Contestants Mackenzie Musser, Lily McNally and Hayden Musser presented a request to the Board at attend the Amazing Shake Nationals in February 2018 in Atlanta, GA. Ms. Kimberly Sevigny spoke to the Board regarding secretarial handbook changes and Mr. Peter Schwartzman spoke to the Board regarding school fundraising and news broadcasts in the classroom.

Presentations to the Board

Student Council Representative, Sarah Hoenig, gave an update to the Board on homecoming at Galesburg High School and current events they are working on which included this years haunted high school on Halloween.

Approval of Consent Agenda

## A. Consider Approval of Minutes:

Monday, September 18, 2017, Regular Meeting

Monday, September 18, 2017, Closed Session

## B. Consider Approval of Payroll and Claims

## C. Consider Approval of Proposed Revisions to Board Policies: (Second Reading/Adoption)

1. Policy 2.260 – Board of Education – Uniform Grievance Procedure
2. Policy 6:80 – Instruction – Teaching About Controversial Issues
3. Policy 6:210 – Instruction – Instructional Materials

4. Policy 7:275 – Students – Orders to Forgo Life-Sustaining Treatment
5. Policy 8:70 – Community Relations – Accommodating Individuals with Disabilities

It was moved by Member Lyon and seconded by Member Pickrel to approve the Consent Agenda as presented. On roll call the following Members voted AYE: Cervantez, Glasnovich, Lyon, Pickrel, Scherpe, Banks (6) Motion carried. Roll Call #2

#### Action Items

##### A. Consider Approval of Secretarial Handbook

Member Lyon questioned the changes being added to the handbook. President Cervantez explained what was voted on by the prior board. Mr. Jon Bradburn, Director for Human Resources stated that anyone hired before July 1, 2017 is still eligible for the service bonus. Member Lyon also questioned the longevity bonus. Mr. Bradburn explained that any secretary who was in their eleventh year before July 1, 2017 would still receive the longevity bonus but that anyone who was not in their eleventh year before July 1, 2017 would not. Mrs. Hamm stated that there was also a change to the service bonus. That it used to be you would receive your service bonus whether you retired or resigned but that now it is only if you retire. Member Glasnovich asked how many secretaries it affects negatively who were not in their eleventh year last year. Mr. Bradburn stated that four administrative assistants and three secretaries would not receive the longevity bonus due to the approval. Member Scherpe questioned if the prior vote could be changed. Dr. Asplund stated that he felt it is best at this point to approve the handbook clarifying that those who had not achieved the bonus would not receive it and that the this approval of the handbook simply updates the handbook with the changes that were already approved. Dr. Asplund further stated that if anyone wanted to visit the subject again they could. President Cervantez stated that at the end of the day she feels the larger goal is to systemize the pay scale of the secretaries so that they are more consistent. Member Lyon stated that their vote today is just on the document and that all other items and implications were previously voted upon. Mr. Bradburn stated that is correct. It was moved by Member Pickrel and seconded by Member Glasnovich to approve the Secretarial Handbook as presented. On roll call the following Members voted AYE: Glasnovich, Lyon, Pickrel, Scherpe, Banks, Cervantez (6) Motion carried. Roll Call #3

##### B. Consider Approval of EL Community Liaison Job Description

Member Lyon stated that he would like to have the job posting updated without the abbreviation for EL and list it as English Learners. Member Glasnovich clarified for the record that this is just the updated job description for a position that someone is already doing. It was moved by Member Glasnovich and seconded by Member Pickrel to approve the English Learners Community Liaison Job Description as presented. On roll call the following Members voted AYE: Lyon, Pickrel, Scherpe, Banks, Cervantez, Glasnovich (6) Motion carried. Roll Call #4

##### C. Consider Approval of Instructional Interventionist Job Descriptions

1. Title 1 Reading Teacher (Reading Specialist Endorsed)
2. Instructional Interventionist

President Cervantez stated that these would be approved in two different motions.

C1. Title 1 Reading Teacher (Reading Specialist Endorsed) Member Banks asked for clarification on why we need this job description since the District doesn't have the position any longer. Dr. Asplund stated that both are the same essential job but that there are individuals in the District who have reading specialist endorsement and this acknowledges the endorsement. Member Banks stated that there are probably many teachers in the District that hold endorsements in areas they aren't teaching and the District doesn't make the exception for them. Mr. Bradburn explained the reasoning.

It was moved by Member Glasnovich and seconded by Member Scherpe to approve the Title 1 Reading Teacher job description. On roll call the following Members voted AYE: Pickrel, Scherpe, Banks, Cervantez, Glasnovich, Lyon (6) Motion carried. Roll Call #5

C2. Instructional Interventionist It was moved by Member Banks and seconded by Member Glasnovich to approve the Instructional Interventionist Job Description as presented. On roll call the following Members voted AYE: Scherpe, Banks, Cervantez, Glasnovich, Lyon, Pickrel (6) Motion carried. Roll Call #6

D. Consider Approval of Late Start Schedules

Dr. Asplund stated that if approved the primary reason the District would begin late starts is for weather but that it could also be implemented for professional development days. Member Scherpe asked if the schedule would be effective immediately. Dr. Asplund stated that yes, if at all necessary the schedule will be sent out and the intent will be to use this schedule going forward. Breakfast will not be served on two hour late starts due to federal guidelines but on a two hour late start at the elementary level lunch begins within thirty minutes of a two hour late start. It was moved by Member Lyon and seconded by Member Glasnovich to approve the late start schedules. On roll call the following Members voted AYE: Banks, Cervantez, Glasnovich, Lyon, Pickrel, Scherpe (6) Motion carried. Roll Call #7

E. Consider Approval of City of Galesburg/District 205 Intergovernmental Agreement

Mrs. Jennifer Hamm, Assistant Superintendent for Finance and Operations and Mr. Jeff Flater, District Athletic Director, met with the City of Galesburg to bring forth an updated agreement. The city attorney requested further changes and it was agreed between the city and district to expire July 31, 2018 rather than in November each year which would create an easier fall transition. It was moved by Member Pickrel and seconded by Member Glasnovich to approve the agreement as presented. On roll call the following Members voted AYE: Banks, Cervantez, Glasnovich, Lyon, Pickrel, Scherpe (6) Motion carried. Roll Call #8

F. Consider Approval of FY17 District Audit

Mrs. Jennifer Hamm stated that she would entertain any questions as a result of Mr. Ron Hilton's presentation and that there would be a final complete audit document by the end of the month. Member Lyon asked for clarification on a rate increase in the education fund. Mrs. Hamm stated that there was not one because the District is maxed out on the rate in the education fund. It was moved by Member Lyon and seconded by Member

Glasnovich to approve the FY17 District Audit as presented. President Cervantez asked for clarification on the financial profile score, asking if the better score is a result of budget reductions and if the District would get the last mandated categorical payment. Mrs. Hamm stated that is correct in regards to the financial status and Dr. Asplund stated that at the LUDA conference it was suggested not to count on the last payment. President Cervantez went on to say that while the District is in a better financial status than a year ago, there is no reason to believe things will be better as far as the state paying bills on time at this point. On roll call the following Members voted AYE: Cervantez, Glasnovich, Lyon, Pickrel, Scherpe, Banks (6) Motion carried. Roll Call #9

#### Personnel Report

Mr. Jon Bradburn, Director for Human Resources, stated that the Personnel Report is presented with no changes. It was moved by Member Lyon and seconded by Member Glasnovich to approve as presented. Member Lyon stated he noticed there was an LPN resignation and asked if there had been any other movements in those positions. Mr. Bradburn stated that there had not and that the LPN position had already been filled. On roll call the following Members voted AYE: Glasnovich, Lyon, Pickrel, Scherpe, Banks, Cervantez (6) Motion carried. Roll Call #10

#### Discussion Items

##### A. Video Taping Board Meetings

Mr. Matt Jacobson stated that the committee is working through some tech issues. Currently the committee is testing different web cameras. Dr. Asplund stated that the test videos done so far are blurry and far away but that the audio works if microphones are used. Mr. Jacobson stated that they will continue to see what the options bring.

##### B. Bright Futures Grant Discussion

Mr. Bradburn stated that there have been questions about the program. Mr. Bradburn stated that currently the District is in compliance with the grant even without the parent educator position. Member Lyon asked about the parent education piece because he stated that he isn't aware of any. Mr. Bradburn stated that Bright Futures offers a lending library and family nights. President Cervantez asked if there were requirements in the grant for parent educating. Mr. Bradburn stated that yes, in the grant there are requirements but that in school code employing a parent educator is not mandated. Member Lyon read a piece from the grant that states per the grant the program is to hold parent education and that he feels the grant is specific in the expectations. Member Glasnovich asked for clarification on who took over the coordination of the parent educator position. Mr. Bradburn said that the duties have fallen to the administrator. Ms. Jodi Scott stated that other school districts that have a preschool for all grant that most of the time the teachers are collaborating the events together. Some districts call it a lunch bunch or an activity that takes place during the school day. Member Lyon requested some data on the underserved population and asked what the District has been doing since the position was removed. Member Glasnovich stated that she feels we are overloading the teachers and would like to make sure that we are meeting requirements and asking the teachers who are taking on the job of educating the parent educators, if they feel the

requirements are being met. Regional Superintendent Jodi Scott stated that in the code it really states that it's the way the teachers build relationships with parents and are communicating with the families.

#### C. Secretarial Wage Table

Mr. Bradburn stated that the wage table reflects board action in respect to the raises. It is only for one year, the 2017-2018 school year. The table explains the service and longevity bonuses that are listed in the handbook. Member Lyon clarified that this is just for the board's information and asked what would need to happen for the 2018-2019 school year since this schedule is only for one year. Mr. Bradburn stated that any changes for the 2018-2019 school year would need to be voted on. Dr. Asplund stated that a Board member asked to see it and so the item was brought forward for discussion.

#### D. Affiliation Agreement with Carl Sandburg College

Mr. Bradburn stated that he held a meeting with Stacey Bainter from Carl Sandburg College. Ms. Bainter is the instructor for the LPN program at CSC. They met to discuss clinical observation hours as part of their program to observe nurses as they work in schools. The agreement sets forth the rules and understandings between CSC and the District.

#### E. Other Information

Dr. Asplund stated that the administrator and teacher salary table is fulfilling state law and needs to be posted to the website annually in October. The information doesn't need approved by the Board but shared for information. Discussion ensued in regards to how the table should be listed on the website and if further information above what is required should be posted.

#### F. 2017 Resolutions Committee Report for Delegate Assembly Meeting

President Cervantez stated that yearly the Board attends a conference in Chicago with the Illinois Association of School Boards. President Cervantez was delegate last year and would have preferred some guidance so it was added as a discussion item. Member Lyon stated that he read the resolutions and doesn't see any that he can't agree with. President Cervantez stated to take some time to read through and the Board can give Member Pickrel some direction for voting at the conference.

#### Administrator Reports

##### Building and Grounds

Mrs. Hamm stated that the Lincoln roof is substantially complete, metal fabrication and downspouts are in production and will hopefully be in place by November 15, 2017. East Moline glass ordered the wrong window twice for Silas Willard so after the two errors a local contractor ordered the window and it will hopefully be delivered in 3-4 weeks.

#### Curriculum

Dr. Asplund thanked Mr. Ullrich for his help in sending a video message out to the staff. Staff will have horizontal articulation complete by February 15, 2017 and beginning February 16, 2017 vertical articulation will begin.

#### Human Resources

Mr. Bradburn stated that he completed a meeting with food service workers and has caught up with Streaks Dads this year.

#### Knox-Warren Special Education

Dr. Dawn Michaud stated that she has been busy filling staffing issues, IEP meetings and training staff. Dr. Michaud went on to explain maintenance of effort.

#### Committee Reports

Member Cervantez reported that the Budget Committee had not met and that they are holding off until the community engagement meetings are over to see the direction that the community feels needs to be taken. Member Glasnovich stated that the Building and Grounds Committee has not met but she has discussed with Member Statham how the committee should move forward once the engagement meetings are done. Member Pickrel stated that the Curriculum Committee has met. Member Glasnovich stated that since there has been so much going on with changes over the last few years they are discussing if the committee should be more of an ad hoc or administrative policy that intersects with curriculum and discussion to have more of an understanding in the District. Member Scherpe reported that the Insurance Committee met On October 2, 2017 and that the fund balance is reported at \$4,303,299.49. Member Pickrel stated that the Policy Committee has not met but they have had email discussions. RED Committee has not met but they are in the process of scheduling a meeting.

#### Comments By Board of Education

Comments were made by Member Glasnovich, Banks, Lyon and Cervantez.

#### Future Agenda Items

Member Lyon stated that at a prior meeting the Board discussed school boundaries and he wanted to highlight so that it wasn't forgotten. President Cervantez stated that the plan will be to address the boundaries following the conclusion of the community engagement meetings.

#### Closed Session

It was moved by Member Banks and seconded by Member Glasnovich to move to closed session for the purpose of appointment, employment, compensation, discipline, performance or dismissal of an employee(s) and pending or potential litigation. No action will be taken—8:37pm. On roll call the following Members voted AYE: Lyon, Pickrel, Scherpe, Banks, Cervantez, Glasnovich (6) Motion carried. Roll Call #11

Following the closed session, it was moved by Member Lyon and seconded by Member Glasnovich that the regular meeting be reconvened. On roll call the following Members

voted AYE: Pickrel, Scherpe, Banks, Cervantez, Glasnovich, Lyon (6) Motion carried.  
Roll Call #12

Adjournment

It was moved by Member Pickrel and seconded by Member Glasnovich that the regular meeting be adjourned—9:39 PM. On roll call the following Members voted AYE: Scherpe, Banks, Cervantez, Glasnovich, Lyon, Pickrel (6) Motion carried. Roll Call #13

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Tianna Cervantez, President

ATTEST:

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Maury Lyon, Secretary