

6:30 P.M. Reception for District Retirees

6:50 P.M. Notice of Public Hearing

Notice is hereby given by the Board of Education of Community Unit School District No. 205, in the counties of Knox and Warren, in the State of Illinois, that a Public Hearing will be held on May 13, 2013 at 6:50 PM at the Board of Education Building, 932 Harrison Street, Galesburg, Illinois to consider a waiver of the Casimir Pulaski School Holiday and Lincoln's Birthday School Holiday for the 2013-2014 School Year.

COMMUNITY UNIT SCHOOL DISTRICT NO. 205
Board of Education
7:00 PM – Monday, May 13, 2013
932 Harrison Street—Galesburg, Illinois
Regular Meeting
Agenda

- I. Call to Order
- II. Roll Call
Recognition of District Retirees
- Introduction and Presentation of Gift to Retirees
- III. Moment of Silence/Pledge of Allegiance
- IV. Recognition of Visitors
(This is the time when visitors may request to address the Board of Education on any item germane to the role and function of the Board of Education. When the Board President so directs, persons should stand, give their name and address and begin their statements. Persons are asked to refrain from making any personal comments regarding any individual. The Board President reserves the right to limit presentations to five minutes.)
- V. Approval of Minutes
Approve Minutes of Regular Meeting of April 8, 2013, Special Meeting of April 8, 2013, Special Meeting of April 29, 2013 and Special Organizational Meeting of April 29, 2013
- VI. Approval of Payrolls and Claims
Reported by Member Palmer
- VII. Approval of Consent Agenda
(All items listed under the consent agenda are considered to be routine by the Board of Education and will be enacted by one motion.)

- A. Approval of Job Descriptions
 - Steele/King/Nielson Custodial Job Descriptions
 - Junior High School Dean Job Description
 - Junior High Assistant Principal Job Description
 - Junior High Principal Job Description
- B. Authorize Metzger Johnson Architects to Submit Application for 2013 School Maintenance Project Grant
- C. Renewal of Bridgeway Contract for Insight Program

VIII. Correspondence

IX. Committee Reports

- A. Budget
- B. Buildings and Grounds
- C. Insurance
- D. Recruitment for Educational Diversity
- E. Student Council

X. Instructional Presentation

- A. Rising Star School Improvement—Matt Jacobson and Kim Lakis

XI. Old Business

- A. Approval of Board Policy Updates as Updated By Illinois Association of School Boards: 2:20, 2:30, 2:110, 2:125, 2:200, 4:45, 4:100, 4:170, 5:30, 5:125, 6:60, 6:110, 6:210, 3:40, 4:60, 4:120, 4:180, 5:70, 5:130, 5:280, 6:70, 6:145, 6:235, 6:290, 7:50, 7:80, 7:140, 7:220, 7:250, 7:275, and 7:340 (Second Reading)

XII. New Business

- A. Personnel Agenda
- B. Approval of Revised Principal Evaluation
- C. Approval of Copy Paper Bid
- D. Approval of Board Policy Updates as Updated By Illinois Association of School Boards: 4:15, 4:140, 4:170, 5:50, 5:260, 6:170, 6:190, 6:240, 7:190, 7:305, 8:20, 8:25 (First Reading)
- E. Renewal of Contract with John E Meister Company
- F. Approval of School Fees
- G. Approval of Hiring Klinger and Associates for Engineering Services at Silas Willard Elementary

XIII. Administrative Reports

- A. Director for Human Resources
- C. Knox-Warren Special Education Director
- D. Assistant Superintendent for Finance and Operations
- E. Superintendent/Assistant Superintendent for Curriculum and Instruction

XIV. Comments By Board of Education

XV. Closed Session

- A. Student Disciplinary Hearing
- B. Purchase or Lease of Real Property for Use of the Public Body

XVI. Adjournment

Next Meeting June 17, 2013

Community Unit School District No. 205
May 13, 2013

Consent Agenda VII. A:

Approval of Job Descriptions:

- Steele/King/Nielson Custodial Job Descriptions
- Junior High School Dean Job description
- Junior High Assistant Principal Job Description
- Junior High Principal Job Description

Background:

Job descriptions are to reflect the roles and responsibilities of the positions. Modifications need to be made from time to time to keep the descriptions current. That is indeed the case for the positions listed here.

- Steele School will have more area for the custodians to clean due to the new construction. The custodians need to know which areas are their responsibility to clean.
- The District piloted King and Nielson Schools sharing an evening custodian for part of the year, which did not work effectively. The administration is recommending returning to the previous job descriptions with two custodians per school.
- The middle school administration and dean positions have not been updated for a number of years and need revised.

Recommended Action:

Approve as Presented

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Consent Agenda VII. B:

Authorize Metzger Johnson Architects to Submit Application for 2013 School Maintenance Project Grant

Background:

On February 16, 2012, Gov. Pat Quinn announced the release of \$50 million for the Maintenance Grant Program. Round one was offered from March 1 to May 1, 2012 and 39.2 million dollars were paid for maintenance projects, including a grant to C.U.S.D. #205. The remaining \$9.8 million will be awarded this summer in a second round with \$1 million held in reserve for emergency projects. Priority will be given to Emergency and Health/Life Safety Projects. This is a dollar for dollar matching grant program providing up to \$50,000 for maintenance or up keep of buildings used for educational purposes. Metzger Johnson proposes that the application address replacing a portion of the roof at Galesburg High School.

Recommended Action:

Authorize as Presented

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Consent Agenda VII. C:

Renewal of Bridgeway Contract for Insight Program

Background:

Bridgeway provides services to the District's Insight Program: substance abuse evaluations/screenings and intervention seminars. The number of children served and the price per child remain unchanged from last year based upon 40 students at \$100 per evaluation plus \$25/hour per student for early intervention sessions.

Recommended Action:

Approve Renewal of Bridgeway Contract for Insight Program as Presented

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Instructional Presentation X. A:

Rising Star School Improvement—Matt Jacobson and Kim Lakis

Background:

Kim Lakis and Matt Jacobson will give an overview of the district and school Rising Star model of school improvement. All of our schools are using this model of continuous improvement and are making great strides in becoming true Professional Learning Communities.

Recommendation:

Approve as Presented

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Old Business XI. A:

Approval of Board Policy Updates as Updated By Illinois Association of School Boards: 2:20, 2:30, 2:110, 2:125, 2:200, 4:45, 4:100, 4:170, 5:30, 5:125, 6:60, 6:110, 6:210, 3:40, 4:60, 4:120, 4:180, 5:70, 5:130, 5:280, 6:70, 6:145, 6:235, 6:290, 7:50, 7:80, 7:140, 7:220, 7:250, 7:275, and 7:340 (Second Reading)

Background:

As part of our agreement with the Illinois Association of School Boards we receive continual policy updates to meet the requirements of the Illinois School Code and Illinois Law. These are the most recent updates as of March 28, 2013 and we recommend approval.

Recommendation:

Approve as Presented

Community Unit School District No. 205
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New Business XII. B.:

Approval of Revised Principal Evaluation

Background:

The District has completed the first year of using the revised principal evaluation plan. The evaluation committee reconvened to review the implementation and make recommendations for improvement. The committee found that the final summative rating scale was not rigorous enough. The committee recommends changes to the rating scale to make the Distinguished category truly Distinguished and revise the other three categories accordingly.

Recommended Action:

Approve as Presented

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New Business XII. C.:

Approval of Copy Paper Bid

Background:

The bid opening for our 2013–2014 copy paper was held on April 10, 2013. The notice to bidders was posted in the Galesburg Register Mail on March 21, 2013. Bids were sent to 6 vendors and we received bids from 4 of them. Paper 101 has the low bid in the total amount of \$55,056. This price is \$3,936 under what we paid for the same amount of paper last year. I am recommending that Paper 101 be awarded the bid for our 2013-2014 copy paper supply. Their paper meets our specifications.

We are purchasing 24,000 reams. The price per ream is \$2.294. Last year's price per ream was \$2.458. Last year we purchased 24,000 reams for a total of \$58,992. The bids we received are:

<u>Vendor</u>	<u>City/State</u>	<u>Ream Price</u>	<u>Total</u>
Paper 101	Ankeny, IA	\$2.294	\$55,056
Contract Paper	Uniontown, OH	\$2.303	\$55,272
Midland Paper (B)	Wheeling, IL	\$2.314	\$55,536
Midland Paper (A)	Wheeling, IL	\$2.325	\$55,800
Unisource	Addison, IL	\$2.31	\$55,440

I also compared our bid to the current State of Illinois joint purchasing contract and our bid is \$.3760 lower per ream. Their bid price is \$2.67 per ream.

Recommended Action:

Approve as Presented

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New Business XII. D.:

Approval of Board Policy Updates as Updated By Illinois Association of School Boards: 4:15, 4:140, 4:170, 5:50, 5:260, 6:170, 6:190, 6:190, 7:190, 7:305, 8:20, 8:25
(First Reading)

Background:

As part of our agreement with the Illinois Association of School Boards we receive continual policy updates to meet the requirements of the Illinois School Code and Illinois Law. These are the most recent updates as of March 28, 2013 and we recommend approval.

Recommended Action:

Approve as Presented

Community Unit School District No. 205
May 13, 2013

New Business XII. E.:

Renewal of Contract with John E Meister Company

Background:

We are proposing that we hire John E. Meister Company to audit our books again this summer. From all accounts, Ron Hilton and his team from John E. Meister have done an excellent job. We are also proposing that we set up a three year agreement with the company to continue as our auditing firm. In the past, we used three-five year agreements with the Blucker Kneer firm. It works well to have a consistent auditing firm that knows how we operate so that we can consult with them as questions arise during the year. As you know, when the district moved to Skyward financial software, Blucker Kneer decided to end their relationship with us. Ron Hilton is an expert on Skyward and appears to be more skilled than we are with the financial package. Jim checked with Dawn Michaud and Jeff Houston, who also use John E. Meister, and both approved the three-year extension. Attached is the proposed schedule of fees. For the most part, the fees average a 1.5% increase each year for each entity, a little more for Knox Warren Special Education for the first year.

Recommended Action:

Approve three-year agreement with John E. Meister Company to audit the financial records for Galesburg CUSD #205, Knox Warren Special Education Coop, and Area Vocational Center as Presented

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New Business XII. F:

Approval of School Fees

Background:

With the exception of school lunch fees that were increased in March 2013 due to federal guidelines, the only proposed increase in fees is the high school yearbook fee.

We propose increasing yearbook fees at Galesburg High School by the following amounts:

Prior to July 1st: \$50

After July 1st: \$55

Additional Fee for Name Engraved: \$5

Attached is the proposed fee schedule for Fiscal year 2013-2014.

Recommended Action:

Approve as Presented

SCHOOL FEES

FEE DESCRIPTION	CURRENT FEES	PROPOSED FEES	CHANGE APPROVED (X)	NOTES/ COMMENTS
Elementary:				
Grades K-5	\$45.00	N/A		
Activity Fee	\$1.00	N/A		(\$1.00 off Base Ticket Price per game)
Junior High:				
Grades 6-8	\$55.00	N/A		
Activity Fee/Agenda	\$8.00	N/A		
Optional Fees:				
Yearbook	\$20.00	N/A		
School-Owned Instrument				
Rental (per semester)	\$25.00	N/A		
Sports Pass	\$15.00	N/A		
Food Service:				
Lunch K-5	\$1.90	N/A		
Lunch 6-8	\$2.00	N/A		
Lunch 9-12	\$2.25	N/A		
Breakfast	\$1.15	N/A		
Milk	\$0.30	N/A		
High School:				
Grades 9-12	\$65.00	N/A		
Student Assessment Fee	\$30.00	N/A		
Driver Education	\$50.00	N/A		
Student ID/Agenda	\$7.00	N/A		
Student ID	\$5.00	N/A		
Agenda	\$7.00	N/A		
Optional Items:				
Yearbook-After July 1st	\$45.00	\$55.00		
Prior to July 1st		\$50.00		
Name Engraved		\$5.00		
Sports/Activity Fee	\$25.00	N/A		
School-Owned Instrument				
Rental (per semester)	\$25.00	N/A		
P.E. Shirt	\$7.00	N/A		
Student Parking	\$20.00	N/A		
New Fee for High School:				
Advance Placement Exam Fee	\$89.00	N/A		

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New Business XII. G.:

Approval of Hiring Klinger and Associates for Engineering Services at Silas Willard Elementary

Background:

It is becoming more common for architectural firms to request that civil engineering work be contracted by the owner. That is the case with Cordogan Clark and our Silas Willard project. We recommend assigning this work to Klinger and Associates (parent company of Metzger Johnson). As you know, Bob Johnson knows every inch of our buildings and grounds and has been a loyal friend to the Board for many years, and now serves as the District's Representative for Operation Re-Build.

Klinger and Associates, P.C. has worked closely with Russell Construction, PSA Dewberry and DKA over the past few years and is aware of the Board's requirement for high standards. Bob is already working closely with Cordogan Clark during the preliminary planning stage.

Bob Johnson and Rick Sinnott, Civil Engineer, will be in the audience and is available for questions. Included in your packet is a cover letter that outlines the Scope of Services.

Recommended Action:

Approve as Presented