

6:30 P.M. Reception for District Retirees

COMMUNITY UNIT SCHOOL DISTRICT NO. 205

Board of Education

7:00 PM – Monday, May 14, 2012

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. Election of Board of Education Officers
President, Vice-President, Secretary
- V. 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.)
- VI. Approval of Minutes
Approve Minutes of Regular Meeting of April 23, 2012, Special Meeting of April 17, 2012 and Special Meeting of May 1, 2012.
- VII. Approval of Payrolls and Claims
Reported by Member Palmer
- VIII. 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.)
- IX. Correspondence
- X. Committee Reports
 - A. Budget

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

XI. Old Business

XII. New Business

- A. Personnel Agenda
- B. Appoint Board Committees
- C. Renewal of Bridgeway Contract for Insight Program
- D. Approve Schedule of Board of Education Meetings (June 2012-May 2013)
- E. Adopt Amended Budget and Approve Publication and Setting of a Hearing on the Same for June 25, 2012
- F. Approval of Authorized Depositories
- G. Approval of Food Service Contract
- H. Authorize Reimbursement to Education Fund of Excess GASB 43/45 Retiree Health Insurance Reserves Made On-Behalf of Retirees by District
- I. Approval of Schematic Design for Steele School
- J. Award Lombard Projects—Balance of Bid Package No. 2 Items
- K. Approval of School Fees
- L. Approval to Engage Auditor

XIV. Administrative Reports

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

XV. Comments By Board of Education

XVI. Adjournment

Next Meeting June 25, 2012

Community Unit School District No. 205
May 14, 2012

Election of Board of Education Officers IV:

President, Vice-President, Secretary

Background:

According to Board Policy 2:210 (attached), Officers shall be elected annually at the organizational meeting.

Board of Education

Organizational Board of Education Meeting

During a March meeting in odd-numbered years, the Board of Education establishes a date for its organizational meeting to be held sometime after the election authority canvasses the vote, but within 28 days after the consolidated election. The consolidated election is held on the first Tuesday in April of odd-numbered years. If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover. At the organizational meeting the following shall occur:

1. Each successful candidate, before taking his or her seat on the Board, shall take the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct*.
2. The new Board members shall be seated.
3. The Board shall elect its officers who assume office immediately upon their election.
4. The Board shall fix a time and date for its regular meetings.

During an April Board meeting in even-numbered years, the Board considers organizational matters, such as, selecting individual members to fill offices with terms that expire this or the next month and fixing a time and date for its regular meetings.

Election of Officers

Starting with the April 2003 organizational meeting, the office of President shall be filled with the most senior member of the Board of Education. Future Board Presidents will be based on seniority as established after the April 2003 school board member election. If more than one person has the same seniority, their order as Board president shall be determined by lot.

A Board Member may refuse an office. After a Member has served as Board President, he/she will not be eligible to serve as President for a period of seven years unless a Member refuses the office of Board President. No Member shall be Board President until he/she has served one year on the Board of Education.

After the election of the Board President, the Vice President and the Board Secretary shall be elected to the Board of Education from among its members.

The Board of Education shall appoint by resolution the Recording Secretary and the Treasurer with compensation as fixed the School Board. The Board of Education shall also appoint a Deputy Treasurer.

The Treasurer appointed by the School Board shall be at least 21 years of age, of approved integrity and not a member of the county board of school trustees. Should the office become vacant because of the Treasurer's death, resignation or removal from office, the School Board shall appoint a successor.

Should the Treasurer become temporarily incapacitated by illness, absent from the District or prevented from performance of his/her duties by any other cause, the duties shall be performed by the Deputy Treasurer.

During an April Board meeting in even-numbered years, the Board considers organizational matters, such as, selecting individual members to fill offices with terms that expire this or the next month and fixing a time and date for its regular meetings.

LEGAL REF.: 10 ILCS 5/2A-1 et seq.
105 ILCS 5/10-5, 5/10-16, and 105 ILCS 5/10-16.5.

CROSS REF.: 2:30 (School District Elections), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of Board of Education Meetings), 2:220 (Board of Education Meeting Procedure), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board)

ADOPTED: April 23, 2012

Community Unit School District No. 205
May 14, 2012

New Business XII. B:

Appoint Board Committees

Background:

It will be necessary for the newly elected President to appoint members of the various committees. Those committees are:

- Buildings and Grounds 3 members
- Budget 3 members
- Insurance 1 member
- Recruitment for Educational Diversity 1 member

Recommended Action:

Appoint Members

Community Unit School District No. 205
May 14, 2012

New Business XII. 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

Community Unit School District No. 205
May 14, 2012

New Business XII. D:

Approve Schedule of Board of Education Meetings (June 2012-May 2013)

Background:

In past years the Board of Education meetings have been scheduled at 7:00 p.m. on the second Monday of each month except those months in which Monday falls on a holiday. The exceptions this year are the June, July and October meetings due to conflicts and a holiday. The June meeting will be the fourth Monday of the month, the July meeting will be the third Monday of the month and the October meeting will be the second Tuesday of the month.

Also included is a listing of Board Members scheduled to read Payroll and Claims information at each meeting.

Recommended Action:

Approve Schedule of Board Meetings as Presented

Community Unit School District No. 205
May 14, 2012

New Business XII. E:

Adopt Amended Budget and Approve Publication and Setting of a Hearing on the Same for June 25, 2012.

Background:

In April the Board adopted in tentative form an amended budget for the KWSED to be acted upon in final form at its June regular meeting. Now administration brings to the Board proposed action amending the Retirement Fund only portion of the District 205 budget.

In reviewing the district budget, expenditures through the end of April stood at 94% compared to 60% the year prior and 83% two years earlier. In reviewing the budget, changes must be made to reflect contract settlements with the instructional assistants (“teacher’s” contract), change in our IMRF multiplier and an under-budgeting of several grant items. With respect to the grant programs, the IMRF expense for each was moved to the Education fund this year so as to have the grant pay for the same and not the tax levy. At least that was the plan. Apparently, the expense was not reflected in the Education fund—nor the IMRF/FICA or Retirement Fund. This amendment corrects the same. And as a result, the expense will continue to be paid from the IMRF/FICA Fund—and local property taxes—as has been the practice in the district for some time (based upon the argument of putting as much of the grant resources into the classroom as possible). We will look anew at funding the retirement obligations from the grants themselves as all funding sources continue to be threatened and/or strained, including local property taxes.

Additionally, salary increases awarded to the instructional assistants and exempt non-certified employees and the resultant change in retirement benefits necessitate this amendment now that the same are known. Finally, an increase in the “factor” applied by the IMRF resulted in an across the board change; the factor is adjusted each January. Offsetting these expenses were anticipated increases in discretionary one-time Medicaid reimbursements, all the same to be deposited into the IMRF/FICA Fund.

The changes have been reviewed by the Board’s Budget Committee.

Recommended Action:

Approve as Presented

Community Unit School District No. 205
May 14, 2012

New Business XII. F:

Approval of Authorized Depositories

Background:

This is one of the items required to be approved annually. Donna Palmer, our Treasurer, has prepared the list of “Authorized Depositories.”

Recommended Action:

Approve Authorized Depositories as Presented

Community Unit School District No. 205
May 14, 2012

New Business XII. G.:

Approval of Food Service Contract

Background:

The Food Service/Local #73 and the Board's bargaining teams came to a tentative agreement on April 18, 2012. The Food Service members ratified the agreement on Tuesday, May 1, 2012.

Recommended Action:

Approve as Presented

Community Unit School District No. 205
May 14, 2012

New Business XII. H.:

Authorize Reimbursement to Education Fund of Excess GASB 43/45 Retiree Health Insurance Reserves Made On-Behalf of Retirees by District

Background:

The District maintains a fund to which is deposited annually moneys to subsidize the cost of retiree health insurance not otherwise provided for in premium payments. The fund was created in response to a Governmental Accounting Standards Board (GASB) "Statement 43/45" promulgated during the last decade. The district voluntarily funded in full its obligation at that time. (There is no current requirement that the district contribute to this trust). The amount in reserve exceeds 100%. No transfers heretofore have been made from the fund to cover years in which retiree costs have exceeded payments made. In Fiscal 2010 as part of Operation Program-Job Save, the amount due the education fund (from which the district's portion subsidy is made) had grown to \$302,000. The fund currently has on hand \$647,249.05. The Fiscal 2012 budget called for the reimbursement of the education fund in the amount of \$302,000.

It is proposed that \$302,000 be reimbursed the Education Fund from the GASB 45 Retiree Trust.

Recommended Action:

Authorize as Presented

Community Unit School District No. 205
May 14, 2012

New Business XII. I:

Approval of Schematic Design for Steele School

Background:

The Building Committee met earlier this afternoon to review the Schematic Design work on the Steele school site. Review of the proposed treatment of the various spaces, coupled with the construction standards settled upon and the calculated costs for all the same, the Committee met to approve the work of the architects and support the recommendation of administration forwarding the same to the full Board of Education for review and action. Attached is a copy of the final work product of the architect and construction manager through Schematic Design. Upon Board of Education approval of design (analogous to 2D and a 5000 foot view), schedule and budget, the architects will proceed to the Design Development phase. The total estimated cost at this phase of development is \$5,556,421 (the original budget adjusted for carpet was \$5,556,638). The changes can be attributed to the refinement of the design, finalization of construction standards and inclusion of items beyond that of the original scope.

Attached for the Board's review are the cost estimate and other pertinent information prepared by the construction manager, Russell Construction.

With affirmative Board Action accepting the Schematic Design work, administration will direct the architects to proceed to Design Development.

Recommended Action:

Approve as Presented

Community Unit School District No. 205
May 14, 2012

New Business XII. J:

Award Lombard Projects—Balance of Bid Package No. 2 Items

Background:

Bids were received on April 12 and 19, 2012 for Lombard Bid Package No. 2. Eighteen project categories were covered by this bid with an estimated value of \$7,177,000 in the aggregate. Fifteen of those bids were awarded at the Board's April regular meeting. The remaining three are presented herein. As more fully described in the attached (2), the following bids and alternates are recommended for award by the District's construction manager Russell Construction.

- Carpentry: Cad Construction, \$274,900 base plus \$49,000 alternate, total \$323,900.
- Stage Rigging: Secolo, \$38,000 base plus \$0 alternate, total \$38,000.
- Elevator: Thyssen Krupp, \$75,700 base minus (\$29,800) voluntary alternate, total \$45,900.

The total for the remaining three categories including proposed alternates was: \$407,800. There remains a 3% contingency which if left remaining at the end of the projects will be applied toward in priority order to Alternate Bid No. 10 100% Auditorium Plaster Patching and Bid No. 1 Boiler Room to Classroom Conversion, Bid No. 6 Terrazzo Restoration and Bid No. 2 Asphalt Removal and Reseeding.

Recommended Action:

Approve as Presented

Community Unit School District No. 205
May 14, 2012

New Business XII. K:
Approval of School Fees

Background:

With the exception of school lunch fees (increases), no changes were proposed for any other student fees.

Federal guidelines require the district charge a certain rate for school meals in proportion to the reimbursement received for free and reduced price lunches, the theory being the district not subsidize paid lunches. If we were to fully meet the guidelines, we would have to increase fees 10¢ each year for lunch until such time as we reach \$2.57 plus any annual increase in the federal reimbursement. Currently we charge \$1.50, \$1.60 and \$1.85 for lunch at the elementary, middle and high school, respectively.

To fund our breakfast program adequately we need to increase the fee 10¢; there is no federal guideline necessitating this change. The guidelines do allow for a phasing-in period which would translate into annual increases approximating 10¢ over the next several years. The District has not changed meal prices since 2005. At that time, according to staff, the Board chose to increase fees beyond the original recommendations so as to not have to revisit the issue on an annual basis. Administration proposes increasing fees to that provided for in federal guidelines. (The food service program runs an average annual deficit approximating the amount of its annual IMRF obligations or \$81,000.)

We propose increasing lunch fees across the board by 30¢ and breakfast 10¢; we propose no other increases in student fees.

Attached is the proposed fee schedule for Fiscal 2012-13.

Recommended Action:
Approve as Presented

SCHOOL FEES

Fee Description	Current Fees	Proposed Fees	Change Approved (X)	Notes/Comments
Elementary:				
Grades K-5	\$ 45.00	\$ 45.00		
Activity Fee	\$ 1.00	\$ 1.00		(\$1.00 off Base Ticket per game)
Food Service				
Lunch	\$ 1.50	\$ 1.80		
Breakfast	\$ 0.95	\$ 1.05		
Milk	\$ 0.30	\$ 0.30		
Junior High:				
Grades 6-8	\$ 55.00	\$ 55.00		
Activity Fee/Agenda	\$ 8.00	\$ 8.00		
Optional Fees:				
Yearbook	\$ 20.00	\$ 20.00		
School-Owned Instrument				
Rental (per semester)	\$ 25.00	\$ 25.00		
Sports Pass	\$ 15.00	\$ 15.00		
Food Service				
Lunch	\$ 1.60	\$ 1.90		
Breakfast	\$ 0.95	\$ 1.05		
Milk	\$ 0.30	\$ 0.30		
High School:				
Grades 9-12	\$ 65.00	\$ 65.00		
Student Assessment Fee	\$ 30.00	\$ 30.00		
Driver Education	\$ 50.00	\$ 50.00		
Student ID/Agenda				
Student ID	\$ 5.00	\$ 5.00		
Agenda	\$ 7.00	\$ 7.00		Optional after Frosh Year
Optional Items:				
Yearbook	\$ 45.00	\$ 45.00		
Sports/Activity Fee	\$ 25.00	\$ 25.00		
School-Owned Instrument				
Rental (per semester)	\$ 25.00	\$ 25.00		
P.E. Shirt	\$ 7.00	\$ 7.00		
Student Parking	\$ 20.00	\$ 20.00		
Food Service				
Lunch	\$ 1.85	\$ 2.15		
Breakfast	\$ 0.95	\$ 1.05		
Milk	\$ 0.30	\$ 0.30		

Community Unit School District No. 205
May 14, 2012

New Business XII. L.:

Approval to Engage Auditor

Background:

Following a bid two years ago for services, John Meister & Associates, CPA were engaged by the District to perform the annual audit. Despite an increase in requirements and time due to the ARRA program, the firm completed its work on-time and within budget. This year they propose a net decrease \$1500 in “not to exceed” fees to \$43,500 from \$45,000.

Staffs here and at KWSEA continue to work well with the auditor and them with us. It is proposed that we continue with the Meister firm for a third year, in part, to maintain some sense of continuity, Meister’s familiarity with federal single audit requirements and the decrease in fee.

Below are the expiring and proposed fees by entity being audited.

<u>Entity</u>	<u>Expiring</u>	<u>Proposed</u>
District 205	\$31,500	Not to exceed \$29,300
KWSEA	\$10,000	Not to exceed \$10,650
AVC	<u>\$ 3,500</u>	<u>Not to exceed \$ 3,600</u>
TOTAL	\$45,000	Not to exceed \$43,500

By way of context, the other bidder at the time proposed \$53,000.

Recommended Action:

Approve as Presented