

COMMUNITY UNIT SCHOOL DISTRICT NO. 205  
Board of Education  
5:30 PM – Monday, July 15, 2013  
932 Harrison Street—Galesburg, Illinois  
Regular Meeting  
Agenda

I. Call to Order

II. Roll Call

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 June 17, 2013

VI. Approval of Payrolls and Claims

Reported by Member Kessler

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. There will be no separate discussion of these unless a Board member or citizen so requests in which event the item will be removed from the Consent Agenda and considered individually.)*

A. Approval of Revised Job Descriptions:

- Certified Occupational Therapist Assistant Registered/Licensed  
(COTA/L)

-Physical Therapist

- Occupational Therapist Registered/Licensed (OTR/L)

-Physical Therapist Assistant

B. Approval of KWSED Employee Evaluation Plans:

-Occupational Therapist/Physical Therapist

-Occupational Therapist Assistant/Physical Therapist Assistant

C. Approval of Construction Change Order

VIII. Correspondence

- IX. Committee Reports
  - A. Announcement of Committee Changes
  - B. Budget
  - C. Buildings and Grounds
  - D. Insurance
  - E. Recruitment for Educational Diversity
  
- X. Old Business
  
- XI. New Business
  - A. Approval of Personnel Agenda
  - B. Appoint Delegate and Alternate to the Illinois Association of School Boards Joint Annual Conference
  - C. Approval of Trash Removal Bid
  - D. Approval of Dairy Bid
  - E. Approval of Bread Bid
  - F. Approval of Increase to the Base in the Group Medical Insurance Premium
  - G. Approval of Self-Insured Medical Plan Re-Insurance and Specific and Aggregate Coverage
  - H. Approval of Resolution Terminating Post Employment Benefit Trust
  - I. Adopt Tentative Budgets for FY 2013-2014
    - a. District #205
    - b. Knox-Warren Special Education
    - c. GAVC
  
- XII. Administrative Reports
  - A. Director for Human Resources
  - B. Knox-Warren Special Education Director
  - C. Assistant Superintendent for Finance and Operations
  - D. Superintendent/Assistant Superintendent for Curriculum and Instruction
  
- XIII. Comments By Board of Education
  
- XIV. Closed Session
  - A. Board Self Evaluation with Representative from IASA—Laurel DiPrima
  
- XV. Adjournment

*Next Meeting August 12, 2013*

Community Unit School District No. 205  
July 15, 2013

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Consent Agenda VII. A:

Approval of Revised Job Descriptions:

- Certified Occupational Therapist Assistant Registered/Licensed (COTA/L)
- Physical Therapist
- Occupational Therapist Registered/Licensed (OTR/L)
- Physical Therapist Assistant

Background:

The job descriptions and evaluation tools utilized by the therapy department were old and outdated. They were last updated in the 1980's. The therapy department is not a part of the bargaining agreement. A committee was set up to revise the job descriptions and evaluation tool to reflect what the therapy department now does as a part of their job.

The committee reviewed the instruments with the department before submitting them to Dr. Dawn Michaud, Director of Knox-Warren Special Education to be reviewed and finalized. Dr. Michaud passed the job descriptions and evaluation tools through the KWSED executive committee in June. They approved the changes.

Recommended Action:

Approve as Presented

Community Unit School District No. 205  
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Consent Agenda VII. B:

Approval of KWSED Employee Evaluation Plans:

- Occupational Therapist/Physical Therapist
- Occupational Therapist Assistant/Physical Therapist Assistant

Background:

The job descriptions and evaluation tools utilized by the therapy department were old and outdated. They were last updated in the 1980's. The therapy department is not a part of the bargaining agreement. A committee was set up to revise the job descriptions and evaluation tool to reflect what the therapy department now does as a part of their job.

The committee reviewed the instruments with the department before submitting them to Dr. Dawn Michaud, Director of Knox-Warren Special Education to be reviewed and finalized. Dr. Michaud passed the job descriptions and evaluation tools through the KWSED executive committee in June. They approved the changes.

Recommended Action:

Approve as Presented

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Consent Agenda VII. C:

Approval of Construction Change Order

Background:

Late last month, it became apparent that there was an issue at Lombard that would need to be corrected. Apparently, during the design process, the need for a sixth grade science demonstration table/area complete with electrical service as well as hot and cold running water was expressed by the Lombard staff. The seventh and eighth grades had one classroom each that included one of these. For some reason, this was left out of the original design.

By accepting this change order, you would be making it so that each grade, 6<sup>th</sup> through 8<sup>th</sup>, will have a science demonstration area in one classroom.

Recommended Action:

Approve as Presented

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New Business XI. B:

Appoint Delegate and Alternate to the Illinois Association of School Boards Joint Annual Conference

Background:

The Board needs to select a delegate and alternate for the IASB convention in November. Last year, Member Colclasure served as the delegate and Member Kessler was the alternate.

Recommended Action:

Approve as Presented

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New Business XI. C:

Approval of Trash Removal Bid

Background:

The trash bid opening was held on June 25, 2013. Bids were sent to 5 different companies: Millennium Waste, Jackson Disposal (formerly Abingdon Salvage), Jerry’s Disposal, Peoria Disposal, and Waste Management. The notice was placed in the Galesburg Register Mail on June 7th.

I am attaching a spreadsheet which shows the two responding bidders. Waste Management was the low bidder for the three-year contract. The first year shows no increase in price with the following two years increasing 3% and 3.2% respectively.

Given the information presented below, I’m recommending that we continue with Waste Management for the full three-year contract.

		Waste Mngt	Millennium	Waste Mngt	Millennium	Waste Mngt	Millennium
6/26/2013	Current	School Year 12/13		School Year 13/14		School Year 14/15	
Weekly Regular Service	833.40	833.40	1,785.00	858.00	1,838.55	885.00	1,894.14
Monthly Regular Service	3,608.62	3,608.62	7,729.05	3,715.14	7,960.92	3,832.05	8,201.63
Annual Regular Service	43,303.46	43,303.46	92,748.60	44,581.68	95,531.06	45,984.60	98,419.51
(Monthly based on 4.33 wks)		<b>0.00</b>	<b>49,445.14</b>	<b>1,278.22</b>	<b>52,227.59</b>	<b>2,681.14</b>	<b>55,116.05</b>
Percent +/-		<b>0.0%</b>	114.2%	<b>3.0%</b>	120.6%	<b>3.2%</b>	127.3%

Recommended Action:

Award Three Year Contract to Waste Management as Shown Above

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New Business XI. D:

Approval of Dairy Bid

Background:

The bid opening for the dairy products was held on June 25, 2013. It was published in the Galesburg Register Mail on June 7<sup>th</sup>. Bids were sent to 4 vendors and we received bids from 2 of them. We are recommending Prairie Farms as the dairy supplier for the 2013-2014 school year. They are low bid, their products meet our specifications and our past experience working with this vendor has been positive. The attached spreadsheet shows the breakdown of the bids that were received. The pricing is 15.6% higher than last year's bid.

The increase in price is attributed to several factors including increases in dairy costs overall, a change in policy that now forces the district to purchase straws (these were previously provided at no cost), and a dwindling number of dairy suppliers in the area.

	Carton	Carton	Carton	Carton	Chug	Chug	5 #		
	1/2 Pint 1%	1/2 Pint Choc skim	1/2 Pint Skim	1/2 Pint Whole	Pint Choc	Pint Strawberry	Cott Cheese	Straws	Totals
12/13 Usage	193,870	431,808	5,361	3,098	0	0	84	27	
12/13 Cost	0.2035	0.2035	0.2000	0.2457	0.7500	0.7500	7.5000	0.0000	
	\$39,452.55	\$87,872.93	\$1,072.20	\$761.18	\$0.00	\$0.00	\$630.00	\$0.00	\$129,788.85
2012-2013 dairy provider was Prairie Farms - Dubuque, Iowa									
2013-2014 Bids									
Enyeart	0.2481	0.2516	0.2458	0.2625	0.8000	0.8000	9.0000	0.0000	
Atkinson, IL	\$48,099.15	\$108,642.89	\$1,317.73	\$813.23	\$0.00	\$0.00	\$756.00	\$0.00	\$159,629.00
Prairie Farms	0.2340	0.2340	0.2280	0.2700	0.8500	0.8500	9.0000	30.0000	
Dubuque, IA	\$45,365.58	\$101,043.07	\$1,222.31	\$836.46	\$0.00	\$0.00	\$756.00	\$810.00	\$150,033.42
									15.6% Price increase

Recommended Action:

Approve Prairie Farms as the Dairy Provider for the 2013-2014 School Year



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July 15, 2013

New Business XI. E:  
Approval of Bread Bid

Background:

The bid opening for bread products was held on June 25, 2013. It was published in the Galesburg Register Mail on June 7, 2013. Bids were sent to two bakeries and food service provider. Bimbo Bakery was the only responding Bakery. Therefore, we are recommending them as our bread supplier for the 2013-2014 school year. Bimbo purchased our current supplier, Sara Lee Bakery, and we have received good service from this company. Therefore, we would expect the same level of service with the new Bimbo-owned company. The other supplier listed below is a food service vendor that only sells frozen bread. Not only would this be amazingly inconvenient, the cost is al significantly higher. The spreadsheet below illustrates an overall cost increase of 28%. The cost increase is due in large part to the increase of wheat as well as there are fewer bakeries servicing our area. Additionally, the bakery informs us that the new federal school menu guidelines have caused the volume of sales to decrease “tremendously.”

Bread Bid 2013						
	Whole Grain	Whole Grain	Whole Grain	Whole Grain	Whole Grain	
	Wheat	Wheat	Wheat	Wheat	Wheat	
	Sandwich	Hamburger	Hot Dog	Rolls	Sub	
	20 slice	Dozen	16 Count	Dozen	6 Count	Totals
<b>2012-2013</b>						
<b>12/13 Usage</b>	4,139	12,976	3,738	3,905	149	
<b>Sara Lee 12/13</b>	<u>\$0.95</u>	<u>\$1.20</u>	<u>\$1.11</u>	<u>\$1.05</u>	<u>\$2.50</u>	
	\$3,932.05	\$15,571.20	\$4,149.18	\$4,100.25	\$372.50	\$28,125.18
<b>2013-14 BID</b>						
<b>Bimbo</b>	<u>\$1.15</u>	<u>\$1.52</u>	<u>\$1.47</u>	<u>\$1.45</u>	<u>\$2.70</u>	
	\$4,759.85	\$19,723.52	\$5,494.86	\$5,662.25	\$402.30	\$36,042.78
					(This is a 28% increase in cost)	
<b>Fox River Foods</b>	\$2.20	\$3.11	\$2.45	\$1.53	\$2.67	
<b>(this product is frozen, not fresh)</b>	\$9,105.80	\$40,355.36	\$9,158.10	\$5,974.65	\$397.83	\$64,991.74

Recommended Action:  
Approve as Presented

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New Business XI. F:

Approval of Increase to the Base in the Group Medical Insurance Premium

Background:

The cost of medical insurance continues to increase every year. Along with the continued unknown effect of the Health Care Reform on our Plan, the Insurance Committee has reviewed the possible maximum claim exposure for the 2013-14 school year and is recommending a 2.0% increase from the current single base rate of \$484.06 to \$493.74 for the 2013-14 school year. This will place our funding at 93% of our Maximum Plan Exposure. The Board currently provides for participating full-time employees at 90.5 % of the single base rate. Employee rates are reflected below. Please note the rates for the High Deductible Health Plan are included as well for comparison.

Rates reflect the monthly premium under the 12-month pay option

Monthly EE Rate	Current: Traditional	Traditional	<i>Change:</i>
Single	46.00	46.90	.90
Single + Spouse	626.88	639.39	12.51
Single + Child	578.46	590.02	11.56
Single + Family	863.10	880.34	17.24
Single(Dual) + Family	425.02	433.50	8.48

Rates reflect the monthly premium under the 12-month pay option

Monthly EE Rate	Current: HDHP	HDHP	<i>Change:</i>
Single	10.00	10.00	<i>No change</i>
Single + Spouse	503.76	513.62	9.86
Single + Child	462.60	471.65	9.05
Single + Family	704.54	718.42	13.88
Single(Dual) + Family	266.48	271.59	5.11

Recommended Action:

Approve as Presented

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New Business XI. G:

Approval of Self-Insured Medical Plan Re-Insurance Specific and Aggregate Coverage

Background:

At this time the Insurance Committee along with of Mutual Medical, our Third Party Administrator (TPA), recommend renewal of our re-insurance and aggregate coverage with Symetra.

Specific rate (\$80,000/covered participant): The current rates paid during 2012-13 are Single @ \$37.82; Family @ \$96.60; which will increase to Single @ \$43.49; Family @ \$111.09. These rate include a \$71,000 Individual Advantage Deductible (IAD). With the IAD, we will be taking on the risk for the first \$71,000 after meeting our Specific rate; should we NOT exceed our Specific, The Plan will retain those IAD dollars within our Medical Fund Balance.

Our aggregate rate remains the same as our previous year, \$2.50/covered employee.

MEDCO/Express Scripts continues to provide excellent service as our Prescription Benefit Manager (PBM).

Symetra will continue to provide our term life coverage at .125 cents per thousand in coverage for the 2013-14 school year.

Recommended Action:

Approve as Presented

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New Business XI. H:

Approval of Resolution Terminating Post Employment Benefit Trust

Background:

The Post-Employment Benefits Trust was a fund established on July 17, 2006. The fund was never utilized as it addresses something that is not an issue for employees of a public school district. Therefore, it is recommended that this resolution be passed to abolish this Trust.

Recommended Action:

Approve as Presented

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New Business XI. I:

Adopt Tentative Budgets for FY 2013-2014

- a. District #205
- b. Knox-Warren Special Education
- c. GAVC

Background:

The proposed tentative budgets for District 205, GAVC and KWSED will be found under separate cover. Accompanying those budgets will be found the respective resolutions for the filing of the same for public inspection. Due to the start date of July 1, 2013 for David Black, the budget was developed and initially presented to the Budget Committee by Jim Rich. A detailed analysis of the District 205 budget will be forthcoming. All three budgets have/will have been reviewed by the Board's Budget Committee prior to final adoption and public hearing to be held with the Board's regularly scheduled meeting on September 9, 2013.

As is typically the case, KWSED and GAVC budgets are balanced. As you will see if you look at line 22 of the budget summary, very little of the proposed budget for CUSD 205 is balanced. Again, this is Mr. Rich's budget and he developed this in June. Because of posting requirements for public school districts, this budget has to be developed well before we have any real idea of what our revenues are going to be. Additionally, because we operate on an accrual basis, we will not have any definite figures for starting fund balances until probably the end of November. This is typical of accrual budget with school districts. We are sure that there will be a deficit in the 2013-2014 budget. The question remains how large the deficit will be.

Recommended Action:

Adopt Tentative Budgets for FY 2013-2014 and Accompanying Resolution Establishing Budget Hearings and a Date for Final Adoption