

**MINUTES**

Community Unit School District #205  
Board of Education  
September 12, 2011

Public Hearings on Tentative Budget and Appropriation Ordinances for July 1, 2011 – June 30, 2012, 932 Harrison Street, Galesburg, IL.

6:45 PM—President Welty called the public hearing on the 2011-2012 Tentative Budget and Appropriation Ordinance for Knox-Warren Special Education District to order. The roll was read for the public hearing and the following Members responded: Lindstrom, Welty, Swanson, Kessler, Palmer, Panther, Colclasure (7)

Mr. Tom West, stated that the tentative budget had been on display for more than the required 30 days—since July 12, 2011—and Certificates of Notice of Public Hearing on the Tentative Budget and Appropriation Ordinance for Knox-Warren Special Education District were published in *The Register-Mail* and *The Zephyr*. (Insert Certificates) No written objections had been filed during this period of public inspection.

There were no comments from the public.

President Welty closed the public hearing for Knox-Warren Special Education District.

6:50 PM—President Welty called the public hearing on the 2011-2012 Tentative Budget and Appropriation Ordinance for Galesburg Area Vocational Center to order. The roll was read for the public hearing and the following Members responded: Welty, Panther, Kessler, Swanson, Lindstrom, Palmer, Colclasure (7)

Mr. Tom West stated that the tentative budget had been on display for more than the required 30 days—since July 12, 2011—and Certificates of Notice of Public Hearing on the Tentative Budget and Appropriation Ordinance for Galesburg Area Vocational Center were published in *The Register Mail* and *The Zephyr*. (Insert Certificates) No written objections had been filed during this period of public inspection.

There were no comments from the public.

President Welty closed the public hearing for Galesburg Area Vocational Center.

6:55 PM—President Welty called the public hearing on the 2011-2012 Tentative Budget and Appropriation Ordinance for Community Unit School District #205 to order. The roll was read for the public hearing and the following Members responded: Swanson, Lindstrom, Welty, Panther, Palmer, Colclasure, Kessler (7)

Mr. Tom West stated that the tentative budget had been on display for more than the required 30 days—since July 12, 2011—and Certificates of Notice of Public Hearing on the Tentative Budget and Appropriation Ordinance for Community Unit School District #205 were published in *The Register mail* and *The Zephyr*. (Insert Certificates) No written objections had been filed during this period of public inspection.

There were no comments from the public.

President Welty closed the public hearing for Community Unit School District #205

#### Call To Order/Roll Call

The Community Unit School District #205 Board of Education met in a regular meeting on Monday, September 12, 2011 at 7:00 PM at 932 Harrison St., Galesburg, IL. The meeting was called to order by President Welty. The roll was read and the following Members responded: Lindstrom, Welty, Panther, Swanson, Kessler, Palmer, Colclasure (7) Roll Call #1

#### Moment of Silence/Pledge of Allegiance

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

#### Recognition of Visitors

Mr. Joel Estes recognized the Galesburg Public Schools Foundation for providing enormous support and substantial funding to District 205. Established in 1987, the Galesburg Public Schools Foundation has been a vital supporter of educational programs and efforts in our school district for the past 24 years. Through multiple efforts, the Foundation has provided enormous support for the District. These efforts have ranged from raising \$1.8 million to build Wycall Gymnasium and Mustain Pool to establishing the Richardson's Readers 1<sup>st</sup> Grade Reading Program to providing substantial funding for the Reading @ the Crossroads Middle School Literacy Program. In all, the GPSF has distributed more than \$2.1 million to Galesburg CUSD #205. Dr. Gene Denisar and President Rick Welty presented a certificate of recognition to Ms. Connie Wessels, Vice President, Galesburg Public Schools Foundation.

Mr. Jim Jacobs spoke to the Board regarding his three requests for the Board of Education and Administration.

Ms. Carol Blair, Ms. Anna Sophia Johnson, and Mr. Gary Tomlin separately spoke to the Board regarding the Lombard Zephyr Dome.

#### Approval of Minutes

It was moved by Member Panther and seconded by Member Swanson that the Minutes of the regular meeting of August 8, 2011 be approved without further reading and without

correction or addition. On roll call the following Members voted AYE: Lindstrom, Welty, Panther, Swanson, Palmer, Colclasure, Kessler (7) Motion carried. Roll Call #2

#### Approval of Payrolls and Claims

Upon presentation by Member Lindstrom of payrolls and claims filed in the Ledger Book as Exhibit #560 as of September 12, 2011, which exhibit is incorporated herein and by reference made a part hereof, it was moved by Member Lindstrom and seconded by Member Colclasure that the same be approved and allowed for payment as presented. On roll call the following Members voted AYE: Welty, Panther, Swanson, Lindstrom, Kessler, Palmer, Colclasure (7) Motion carried. Roll Call #3

#### Approval of Consent Agenda

It was moved by Member Panther and seconded by Member Kessler that the Consent Agenda be approved as presented:

##### A. Approval of Application for Recognition of Schools (insert)

On roll call the following Members voted AYE: Panther, Swanson, Lindstrom, Welty, Kessler, Colclasure, Palmer (7) Motion carried. Roll Call #4

#### Correspondence—none

#### Committee Reports

##### Budget

Member Panther reported that the Budget Committee met twice last month to review the tentative budget. The Committee had administration revisit its assumption that the District would receive the full foundation level even though the legislature failed to appropriate the same. In the wake of the State Superintendent's notice to districts that the last state aid payment would not be made, the Committee and administration agreed that it would be better to make additional expense changes now with the hope of restoring them in the future. The tentative budget up for approval reflects an adjustment of \$805,000.00 on the revenue and expense side.

##### Buildings and Grounds

Member Swanson reported that the Building & Grounds Committee last met to review and advance an administrative recommendation to approve the work of the architect and construction manager on the

Lombard school schematic design. The next meeting has not yet been scheduled.

### Insurance

Member Lindstrom reported that the Insurance Committee last met on June 1, 2011. The fund balance to date is reported at \$975,999.46. The Committee plans to meet again on October 13, 2011.

### Recruitment for Educational Diversity

Member Colclasure reported that the R.E.D. Committee last met on August 25, 2011 to review the 2011-2012 statistics compared to the previous years' data. The District has seen a 2.2% increase overall in the number of minority employees, with certified staff increasing 2.5% and support staff increasing 2.1%. The committee is pleased with the progress made. The recruitment effort for the 2012-2013 school year will begin with the fall career fair at Illinois State University on October 5, 2011, followed by Eastern Illinois University's Job Fair on November 2, 2011. The next R.E.D. meeting is scheduled for Thursday, November 10, 2011 at 5:15 p.m.

### Student Council

Student Council Representative Emily Schoonover stated student council is currently planning Homecoming events and will soon be planning for Haunted High School.

### Instructional Presentation

#### A. Enrollment Report 2011-2012

Mr. Joel Estes, Assistant Superintendent for Curriculum and Instruction presented a power point regarding enrollment for 2011-2012. (insert)

#### B. Opening Day Video

Mrs. Diane VanHootegem, Director for Human Resources stated that the District has welcomed 39 new teachers. For Opening Day Institute, some of the new teachers volunteered to be part of a video presentation. The video contains readings from the poetry by Shel Silverstein.

Old BusinessA. Operation Program Job Save—Report

Mr. Guy Cahill, Assistant Superintendent for Finance and Operations presented an update to the board on Operation Program Job Save which included an update on State funding to date. In June the Board was noticed that it was expected there would be sufficient information to report out on the implementation of Operation Program-Job Save. The presentation is designed to put the dollars into perspective: Most importantly, it's is to celebrate the work of countless many in coming up with the various ideas and those who worked hard to help implement the same toward saving program and jobs.

New BusinessA. Approve Personnel Agenda

Mrs. Diane VanHootegem, Director for Human Resources, stated that the Personnel Agenda stands as presented and recommended its approval. It was moved by Member Kessler and seconded by Member Palmer that the Board approve the Personnel Agenda as presented and recommended by the administration. (Insert Personnel Agenda) On roll call the following Members voted AYE: Kessler, Palmer, Colclasure, Lindstrom, Welty, Swanson (6) NAY: Panther (1) Motion carried. Roll Call #5

B. Approval of Request for Out of State Band Trip

Mr. Justin Haynes, GHS Band Director, presented to the Board plans that are beginning to be made for the GHS band trip to Florida next school year (this is a recurring field trip that is on a four year cycle.) Board Policy 645.09 recommends a series of considerations when planning and extended overnight field trip of this sort. Additionally, the policy states that, "Guidelines and regulations implementing this policy shall be determined by the Superintendent and/or designees and shall be approved by the School Board." GHS staff is seeking board approval so they may proceed with plans which will take the better part of a year to implement. It was moved by Member Colclasure and seconded by Member Swanson to Approve the Request for Out of State Band Trip. On roll call the following Members voted AYE: Lindstrom, Palmer, Panther, Swanson, Welty, Colclasure, Kessler (7) Motion carried. Roll Call #6

C. Concussion and Head Injury Policy—First Reading

Mr. Joel Estes, Assistant Superintendent for Curriculum and Instruction stated that effective August 1, 2011, Governor Quinn signed House Bill 200, which protects student athletes from concussions and other brain injuries. The law requires every Illinois school board to adopt a concussion policy that complies with the Illinois High School Association (IHSA) guidelines. The new guidelines prevent students who are removed from a game or practice due to a possible head injury from returning without being evaluated and cleared by a medical professional. In addition, school boards must partner with the IHSA to develop materials to educate coaches, student athletes, and their parents about concussions. Board Policy 730.2a is being presented for first

review by the Board. The draft has been compiled from limited information available from the IHSA, the IASB, and Springfield Public Schools.

D. Recommendation on Approval/Adoption of Adjustments to the Tentative Budgets for FY 2011-2012 and Adjusted Budget of District 205 for FY 2011-2012

The Board is required by law to adopt resolutions adopting Annual Budgets and Appropriation Ordinances by September 30 for the current fiscal year for all entities over which it has authority. The Tentative Budgets of these entities have been on public display since they were adopted by the Board at its July meeting, in fulfillment of the 30-day display requirement. Subsequently, the Board's Budget Committee took up a review of the proposed budgets, including the underlying assumptions, at its meeting in July. Public hearings were held on these budgets before this meeting, as required by law. Certain adjustments are recommended to these Tentative Budgets to arrive at entities' Final Budgets. Those adjustments will be presented to the Board for approval prior to adoption of the budget resolutions and appropriations ordinances. A copy of the District 205 "cell" changes has been along with a notation. The individual budget surpluses save that for the Education and Operations & Maintenance funds remained unchanged; education surplus increased \$42,917 and O&M decreased by \$148,511.

a. Knox Warren Special Education District

It was moved by Member Kessler and seconded by Member Swanson that the Board approve the Tentative 2011-2012 Budget for Knox-Warren Special Education District as presented and recommended by Mr. Guy Cahill, Assistant Superintendent for Finance and Operations. (Insert) On roll call the following Members voted AYE: Panther, Swanson, Lindstrom, Welty, Kessler, Colclasure, Palmer (7) Motion carried. Roll Call #7

b. Galesburg Area Vocational Center

It was moved by Member Panther and seconded by Member Kessler that the Board approve the Tentative 2011-2012 Budget for Galesburg Area Vocational Center as presented and recommended by Mr. Guy Cahill, Assistant Superintendent for Finance and Operations. (Insert) On roll call the following Members voted AYE: Swanson, Lindstrom, Panther, Welty, Palmer, Colclasure, Kessler (7) Motion carried. Roll Call #8

c. District #205

It was moved by Member Swanson and seconded by Member Panther that the Board approve the adjustments to the Tentative 2011-2012 Budget for District #205 as presented and recommended by Mr. Guy Cahill, Assistant Superintendent for Finance and Operations. (Insert) On roll call the following Members voted AYE: Swanson, Lindstrom, Panther, Welty, Panther, Palmer, Colclasure, Kessler (7) Motion carried. Roll Call #9

E. Approval of Amendment to First Student Transportation Contract

Mr. Guy Cahill, Assistant Superintendent for Finance and Operations stated that Operation Program Job-Save calls upon administration to look at the district's contracts and attempt to lower the cost of the same. Our contract with First Student in the third year was set at \$1,388,788 for the combine regular, vocational and special education transportation services. This amount, per agreement, is an average five percent increase over the prior year. There remains an optional extension of up to two additional years. Recognizing the same, we engaged First Student in a conversation to lower the current year's contracted 5% increase while giving consideration to extend the contract for the two option years. The result of our conversation was to reduce from 5% to 3 ½% the current years contract, saving roughly \$21,000. (See First Student letter dated August 18, 2011.) In addition, the extension period—see BOE New Business XII.F., would be based upon this lower amount and increase annually hereafter at a rate of 2 ½%. Additionally, First Student is working with the District to assume a portion of the routes run with district mini buses; reducing the number of monitors required on certain routes and restructuring the contract extension to potentially optimize State reimbursements (also see BOE New Business XII.F). Potential savings/cost avoidance/increased revenues are \$6,000, \$15,000 and \$112,000 respectively. The overall Operation Program-Job Save target saving (“opportunity strip” #23) for all contracts—not just transportation—was set at \$101,842. With this action, the district will save \$21,000 initially (and \$126,000 compounded over three years) *exclusive* of the additional, potential savings noted above. It was moved by Member Colclasure and seconded by Member Kessler that the Board of Education approve the Amendment to the First Student Transportation Contract. On roll call the following Members voted AYE: Swanson, Welty, Colclasure, Kessler, Lindstrom, Palmer, Panther (7) Motion carried. Roll Call #10

#### F. Approval of Bifurcation and Extension of Contracts with First Student

Mr. Guy Cahill, Assistant Superintendent for Finance and Operations stated that Under separate action (New Business XII.E.) will be found a proposal to amend the current contract with First Student reducing the renewal rate from 5% to 3 ½%. In addition, the proposal calls for the extension and bifurcation of the current contract with First Student—this New Business XII.F. item. The extension would be for two additional, option years (as provided for in the original contract award). The bifurcation would separate the contract into three separate service contracts covering regular/vocational, special education and other or pre-school/field trip transportation. The extension would begin with the 2012-13 fiscal year and continue through 2013-14 fiscal year. The extension would be based upon the amended 2011-12 contract. The contract—currently a single contract covering three services, would be divided into three separate contracts as noted above. The individual contracts would increase 2 ½% in each of the two extension years. The proposal is made in conjunction with New Business XII.E noted above. It is estimated that the contract extension will save the district \$13,000 in the initial year and \$39,000, compounded, over the two year period. In addition, it is estimated the bifurcation of the contract has the potential to net the district an additional \$112,000 in

state transportation reimbursements. The State transportation rules and regulations reimburse districts based upon a complex formula that includes services provided, miles for each service and total costs; reimbursement when including more than one service in a contract is based upon the proration of miles—irrespective of service provided—to the total cost. Some services are reimbursed at a higher rate; others not at all. Non-reimbursable services—e.g., field trips, athletic trips—tend to inflate the overall mileage, negatively skewing the formula reimbursement. By treating each service and associated mileage as a separate contract, albeit with the same vendor, it's believed—hence the “potential” the district can avoid the “skewing phenomenon” by segregating the non-reimbursable miles into its own contract allowing for full reimbursement of separate contract cost for regular/vocational and special education transportation services on the basis of a 1:1 correlation between service costs and service miles. The alternative would be to re-bid the contract and forego the current year proposed decrease. A re-bid would be required after the extension period by operation of law. Mr. Cahill also stated that each of the three contracts would need to be voted on individually.

a. Regular Transportation

It was moved by Member Panther and seconded by Member Swanson to approve the Regular Transportation Contract with First Student. On roll call the following Members voted AYE: Welty, Lindstrom, Palmer, Panther, Colclasure, Kessler, Swanson (7) Motion carried. Roll Call #11

b. Special Education Transportation

It was moved by Member Swanson and seconded by Member Kessler to approve the Special Education Transportation Contract with First Student. On roll call the following Members voted AYE: Welty, Lindstrom, Palmer, Panther, Colclasure, Kessler, Swanson (7) Motion carried. Roll Call #12

c. Other Transportation

It was moved by Member Swanson and seconded by Member Kessler to approve the Other Education Transportation Contract with First Student. On roll call the following Members voted AYE: Welty, Lindstrom, Palmer, Panther, Colclasure, Kessler, Swanson (7) Motion carried. Roll Call #13

G. Approval of Amendment to PSA Dewberry Architect Contract

Mr. Guy Cahill, Assistant Superintendent for Finance and Operations, stated that PSA Dewberry has asked the district to consider a modification to their contract. The request does NOT increase the total cost of the basic services. Instead, the request modifies the percentages to be applied to the various services. The change is being made to the Schematic Design percentage, increasing from 20% to 25% (with a corresponding decrease in the Construction Document percentage of 35% to 30%). The request is in response to the District's desire to have more modeling done “up-front” utilizing the architect's BIM software rather than in later phases so as to help the members of the various committees visualize concepts and changes thereto.



Listed below are the services or phases and the originally bid percentage and the proposed amendment. Owners' Representative, Bob Johnson has reviewed the request and believes it to be reasonable. It was moved by Member Swanson and seconded by Member Kessler to approve the Amendment to PSA Dewberry Architect Contract. On roll call the following Members voted AYE: Lindstrom, Welty, Panther, Swanson, Colclasure, Palmer, Kessler (7) Motion carried. Roll Call #13

#### H. Approval to Engage Auditor

Mr. Cuy Cahill, Assistant Superintendent for Finance and Operations stated that following a bid last year for services, John Meister & Associates, CPA were engaged by the District to perform the audit. Despite an increase in requirements and time due to the ARRA program, the firm completed its work on-time and within budget. Staff here and at Knox-Warren Special Education worked well with the auditor and them with us. It is proposed that we continue with the Meister firm for a second year, in part, to maintain some sense of continuity following the abrupt resignation of the District's previous auditor (due to the burden's of ARRA and their lack of familiarity with the same). 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 \$31,500
KWSEA	\$10,000	Not to exceed \$10,000
AVC	<u>\$ 3,500</u>	<u>Not to exceed \$ 3,500</u>
TOTAL	\$45,000	Not to exceed \$45,000

By way of context, the other bidder at the time proposed \$53,000. It was moved by Member Colclasure and seconded by Member Kessler to Approve the Engagement of the Auditor. On roll call the following Members voted AYE: Lindstrom, Swanson, Welty, Panther, Palmer, Colclasure, Kessler (7) Motion carried. Roll Call #14

#### I. Approval of Schematic Design for Lombard

Mr. Guy Cahill, Assistant Superintendent for Finance and Operations introduced present members from PSA Dewberry and Russell Construction and stated that the Building Committee met last week to review the Schematic Design work on the Lombard 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 (which with one significant exception, originally the architects and construction manager thought they could complete the work over the course of two summers; the new schedule has them relocating several classes to the auxiliary gymnasium so that work can proceed throughout the school year 2012-13, remains unchanged) and budget, the architects will proceed to the Design Development

phase. The total estimated cost at this phase of development is \$10,362,000 (in construction costs *only*) which is \$50,000 *above* that estimated at Preliminary Design but \$10,000 *below* original budget. The changes can be attributed to the refinement of the design, finalization of construction standards and inclusion of items from the Master Facility Plan otherwise excluded in the original scope of work—e.g., expanded internal technology wiring. Attached for the Board's review are the cost estimate and other pertinent information prepared by the construction manager, Russell Construction. Under separate cover (see 9-9-11 *Friday Update*) will be found a copy of the architects schematic design work. With affirmative Board Action accepting the Schematic Design work, administration will direct the architects to proceed to Design Development. It was moved by Member Swanson and seconded by Member Kessler to approve the Schematic Design for Lombard. On roll call the following Members voted AYE: Swanson, Welty, Colclasure, Kessler, Lindstrom, Palmer, Panther (7) Motion carried. Roll Call #15

#### Administrative Reports

Comments were made by Joel Estes

#### Comments By Board of Education

Comments were made by Members Colclasure, Palmer, Kessler and Panther

#### Closed Session

It was moved by Member Palmer and seconded by Member Swanson to enter into closed session for the purpose of Negotiations. No action will be taken. On roll call the following Members voted AYE: Lindstrom, Colclasure, Palmer, Welty, Panther, Kessler, Swanson (7) Motion carried. Roll Call #16

Following the closed session it was moved by Member Kessler and seconded by Member Panther to return to open session. On roll call the following Members voted AYE: Colclasure, Kessler, Lindstrom, Palmer, Panther, Swanson, Welty (7) Motion carried. Roll Call # 17

#### Adjournment

It was moved by Member Swanson and seconded by Member Kessler that the regular meeting be adjourned—9:32 PM. On roll call the following Members voted AYE: Swanson, Lindstrom, Panther, Welty, Palmer, Colclasure, Kessler (7) Motion carried. Roll Call #18

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Rick Welty, President

ATTEST:

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Barry L Swanson, Secretary