

LELAND COMMUNITY UNIT SCHOOL DISTRICT NO. 1
Regular Meeting Minutes – Board of Education
Wednesday, July 20, 2011 – 7:30 p.m.
Room 10, Elementary Building – 370 North Main Street Leland, IL 60531

I. CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

President Wesson called the meeting to order at 7:30 p.m. Present for roll call and the pledge were members Crissip, C. Johnson, McCullough, Plote, Wold, and Wesson. Absent was member M. Johnson. Also present were administrators Abrell and Blankenship, and recording secretary Flower.

II. RECEPTION OF VISITORS, GUESTS, AND REPRESENTATIVES OF MEDIA.

President Wesson welcomed Stu Bloom of the Earlville Post.

III. APPROVAL OF AGENDA

C. Johnson moved, and Plote seconded the motion, to approve the agenda.

On a voice vote, the motion carried.

IV. CONSENT AGENDA

Review of Minutes

A. Regular Session & Executive Session June 15, 2011

B. Review of Executive and Closed Session Minutes – Previous Six Months (all will stay closed)

Financial Reports, Bills & Payroll

Report No. 12-001 Second Reading of Policies 4:15-E2, 4:15-E3, 4:110-AP2, 5:40, 5:40-AP, 5:50, 5:100-AP, 5:150, 5:150-AP, 5:200, 5:285, 5:300, 6:100, 6:100-AP

The Board reviewed fourteen policies: 4:15-E2 Operational Services – Exhibit – Statement of Purpose for Collecting Social Security Numbers; 4:15-E3 Exhibit – Statement for Employee Manual or District Website Describing the District’s Purpose for Collecting Social Security Numbers; 4:110-AP2 Administrative Procedure – Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; and Bus Driving Comments; 5:40 General Personnel – Communicable and Chronic Infectious Disease; 5:40-AP Administrative Procedure – Communicable and Chronic Infectious Disease; 5:50 Drug-and Alcohol-Free Workplace; 5:100-AP Administrative Procedure – Staff Development Program; 5:150 Personnel Records; 5:150-AP Administrative Procedure – Personnel Records; 5:200 Professional Personnel – Terms and Conditions of Employment and Dismissal; 5:285 Educational Support Personnel – Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers; 5:300 Schedules and Employment Year; 6:100 Instruction – Using Animals in the Educational Program; 6:100-AP Administrative Procedure – Dissection of Animals.

Report No. 12-002 First Reading of Policies 6:100-E, 6:150, 6:160, 6:185, 6:190, 6:190-AP, 6:250, 6:250-AP, 6:250-E, 6:255, 7:60-AP1, 7:190-AP4, 7:260, 7:270-AP

The Board reviewed fourteen policies: 6:100-E Instruction – Exhibit – Guidelines and Application for Using Animals in School Facilities; 6:150 Home and Hospital Instruction; 6:160 English Language Learners; 6:185 Remote Educational Program; 6:190 Extracurricular and Co-Curricular Activities; 6:190-AP Administrative Procedure – Academic Eligibility for Participation in Extracurricular Activities; 6:250 Community Resource

Persons and Volunteers; 6:250-AP Administrative Procedure – Securing and Screening Resource Persons and Volunteers; 6:250-E Exhibit – Resource Person and Volunteer Information Form and Waiver of Liability; 6:255 Assemblies and Ceremonies; 7:60-AP1 Students – Administrative Procedure – Challenging a Student’s Residence Status; 7:190-AP4 Administrative Procedure – Use of Isolated Time Out and Physical Restraint; 7:260 Exemption from Physical Activity; 7:270-AP Administrative Procedure – Dispensing Medication.

Report No. 12-003 Preparation of Tentative Budget

Per the district’s budget calendar the board needs to direct Dr. Abrell to prepare the district’s tentative budget.

**LELAND COMMUNITY UNIT SCHOOL DISTRICT #1
FY’12 BUDGET CALENDAR**

May	Start preliminary budget for the new Fiscal Year
June 30	End of Fiscal Year ‘11
July 1	Start of new Fiscal Year ‘12
July	Board directs a designee to prepare a tentative budget
July-August	Publication in the newspaper (of general circulation in the district) notice of availability of the FY’12 budget for public inspection, including location, time, and beginning and ending dates
August-Sept.	<ol style="list-style-type: none">1) End of the thirty-day period the budget is available for public inspection2) Notice of public hearing on the budget (necessary if the budget increases more than 5%)3) Public hearing to be held for comments on the budget
September 30	Final date for adoption of the budget form for FY’12

Report No. 12-004 Set the Budget Hearing

The district’s Public Budget Hearing needs to be set for 7:15 p.m. prior to the regular meeting on September 21. This hearing must be posted 30 days prior to the meeting.

Report No. 12-005 Approve Board Meeting Dates FY-12

Each July the district must post the Board of Education meeting schedule for the fiscal year. Following the pattern from previous years, meeting dates would again fall on the third Wednesday of each month at 7:30 p.m. in the conference room/area across from the elementary school office.

July 20	January 18
August 17	February 15
September 21	March 21
October 19	April 18
November 16	May 16
December 21	June 20

Report No. 12-006 Personnel Report

Re-employ: All Support Staff who finished 2010-11 in good standing
 Resignation, Certified Staff: Chris Coakley, Business Ed. Teacher
 FMLA Request: Kari Contreras, Middle School Language Arts/Soc.
 Studies Teacher
 Hire, Certified: Ryan Hallada, Business Ed. (BA+0, Step 2)
 Melissa Livingston, Guidance Counselor (MA+12,
 Step 15)
 Chris Bickel, 4th Grade Teacher (BA+0, Step 0)

McCullough moved, and Crissip seconded the motion, to approve the Consent Agenda.

Voting aye: Crissip, C. Johnson, McCullough, Plote, Wold, and Wesson.

Motion carried: 6 ayes, 0 nays.

V. ACTION ITEMS

Report No. 12-007 Approve Board of Education Annual Planning Calendar

Dr. Abrell presented the Board of Education Annual Planning Calendar, July-June, 2011-12 for the board's approval.

Wold moved, and C. Johnson seconded the motion, to approve the Board of Education Annual Planning Calendar.

On a voice vote, the motion carried.

Report No. 12-008 Set Building and Grounds Inspection

Before school starts each August, the board members conduct a building and grounds inspection. Last year members voted to start the August regular meeting at 6:30 p.m. with the building and grounds inspection, but this year it could probably begin at 7:00 p.m.

Plote moved, and McCullough seconded the motion, to start the August 17 Board of Education meeting at 7:00 p.m. with the building and grounds inspection.

On a voice vote, the motion carried.

Report No. 12-009 Replacement of Video Surveillance System

Most of the school's video surveillance/camera system is 7 years old, with a few sections of it being 6 years old. Everything being sold now is digital, and we need to upgrade to a digital system. For the replacement and upgrade of the current system and addition of cameras in certain locations, the district received proposals from 3 companies which ranged from \$15,361 to \$24,391. The administration recommends awarding the project to ADT Security Services for a cost not to exceed \$15,000.

Wold moved, and C. Johnson seconded the motion, to accept the proposal from ADT Security Services to replace and upgrade the school's current video surveillance/camera system, along with the addition of cameras in certain locations, for a cost not to exceed \$15,000.

Voting aye: C. Johnson, McCullough, Plote, Wold, Crissip, and Wesson.

Motion carried: 6 ayes, 0 nays.

Report No. 12-010 Bread Bid Award

The district received only one bread bid, that from Interstate Brands, Peoria, Illinois.

McCullough moved, and Plote seconded the motion, to award the bid for bread products to Interstate Brands, Peoria, Illinois.

Voting aye: McCullough, Plote, Wold, Crissip, C. Johnson, and Wesson.

Motion carried: 6 ayes, 0 nays.

Report No. 12-011 Milk Bid Award

The district has received bids from Prairie Farms, Streator, and Swiss Valley, Peru, for milk and dairy products.

Wold moved, and Crissip seconded the motion, to award the bid for milk and dairy products to Prairie Farms, Streator, under the most responsible bidder characteristic.

Voting aye: Plote, Wold, Crissip, C. Johnson, McCullough, and Wesson.

Motion carried: 6 ayes, 0 nays.

Report No. 12-012 Approve Parent/Student Handbook for 2011-12

There are no changes to the parent/student handbook for 2011-12.

C. Johnson moved, and Plote seconded the motion, to approve the Parent/Student Handbook for 2011-12.

On a voice vote, the motion carried.

Report No. 12-013 Authorize RFQ Process for Architectural Services

The administration recommends placing the architectural service needs of the district out for interest. That interest will be expressed by architectural firms in a request for qualification (RFQ) which is similar to the bid process. Dr. Abrell will compile a short list of firms expressing interest, then recommend these firms make presentations at an upcoming BOE meeting.

Wold moved, and McCullough seconded the motion, to place the architectural service needs of the district out for interest.

On a voice vote, the motion carried.

VI. INFORMATION ITEMS

Report No. 12-014 Investment Report

The board reviewed the district's current investment balances and rates, comparing them to the last five years.

Current investment balances and rates:

NB & T Money Market – Leland	\$ 6,843.96	0.10%	Floating
NB & T C.D. – Leland	\$1,425,495.76	0.26%	Matures 06/01/12
Citizens C.D. – Somonauk	\$ 209,701.00	0.35%	Matures 10/07/11
PMA Money Market	\$ 394,783.39	0.50%	Floating
PMA CD (Various insured banks)	\$ 701,154.70	0.443%	Matures 12/07/11
PMA CD (Various insured banks)	\$ 498,600.00	0.443%	Matures 03/12/12

Total money invested: \$3,462,837.51

Report No. 12-015 Health Insurance Renewal

Dental insurance renewal rates show a 9% increase from 2010-11 to 2011-12. There will be no increase in life insurance. The initial renewal quote for health insurance from Humana has not come in as of this board meeting, but the district should have a firm quote from Humana at the August board meeting. Employees filled out health history sheets for Blue Cross/Blue Shield, and their firm quote came back with a 31.09% increase. Dr. Abrell will meet with the district's insurance broker (Mike Parrott from Miller, Buettner & Parrott) in early August, and then the Health Insurance Committee prior to the August board meeting. Since there is an October 1 renewal of insurance date for the district, the board will need to take action on this matter at the August or September meeting.

Report No. 12-016 Special Route Transportation

Based on the results of special education staffings, Dr. Abrell believes there will only need to be a special route for the Earlville PreSchool Program for 2 students.

Report No. 12-017 Building Administration Report

The board reviewed the Building Administration Report. Dr. Abrell shared a letter from the State Board of Education, congratulating the district's excellence in finance. The State also sent the district a Certificate of Financial Recognition. This was based on the 2010 School Year financial data.

Report No. 12-018 Enrollment Report

The district is down 16 students from a year ago.

VII. BOARD COMMENTS

- Several board members attended the athletic co-op meeting with Earlville High School. It was a good meeting, with the contract being updated, a few disciplinary problems reviewed, and a review of the baseball games held at Earlville and Leland this spring. Baseball and softball games will be split 50/50 between Earlville and Leland diamonds next year. Preparation of Leland's diamond was also discussed.
- The ag. program was also reviewed, with Somonauk's new superintendent recently visiting Leland Schools. Their ag. teacher will spend 1st hour at Leland in an interest area with junior high students, then return to Somonauk for the remainder of the day.
- Sidewalk repair was again discussed. Dr. Abrell will review the repair work necessary with the village board.

VIII. EXECUTIVE SESSION

- It was not necessary to go into executive session.

IX. FUTURE BOARD OF EDUCATION AGENDA

- There were no additional items placed on next month's agenda.

X. ADJOURNMENT

C. Johnson moved, and Wold seconded the motion, to adjourn the meeting at 8:25 p.m.

On a voice vote, the motion carried.

Respectfully submitted,

Janet Plote, Secretary

William Wesson, President