

**LELAND COMMUNITY UNIT SCHOOL DISTRICT NO. 1**  
**Regular Meeting Minutes – Board of Education**  
**Wednesday, September 21, 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, M. Johnson, McCullough, Plote, Wold, and Wesson. Also present were administrators Abrell and Blankenship, and recording secretary Flower.

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

In attendance for the regular meeting was Stu Bloom of the Earlville Post.

**III. APPROVAL OF AGENDA**

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

On a voice vote, the motion carried.

**IV. CONSENT AGENDA**

Review of Minutes

A. Regular Session August 17, 2011

Financial Reports, Bills & Payroll

**Report No. 12-035 Second Reading of Policies 1:10, 1:20, 1:30, 2:10, 2:130, 3:10, 7:280, 8:10, 8:90, 8:95, 8:95-E1, 8:95-E2, 8:110**

The board reviewed thirteen policies: 1:10 School District Organization – School District Legal Status; 1:20 District Organization, Operations, and Cooperative Agreements; 1:30 School District Philosophy; 2:10 School Board – School District Governance; 2:130 Board-Superintendent Relationship; 3:10 General School Administration – Goals and Objectives; 7:280 Students – Communicable and Chronic Infectious Disease; 8:10 Community Relations – Connection with the Community; 8:90 Parent Organizations and Booster Clubs; 8:95 Parental Involvement; 8:95-E1 Exhibit – Letter Notifying Parents/Guardians of School Visitation Rights; 8:95-E2 Exhibit – Verification of School Visitation; 8:110 Public Suggestions and Concerns.

**Report No. 12-036 First Reading of Policies 3:30, 3:30-E, 3:70, 3:70-AP, 5:125, 5:125-E, 5:170, 5:170-AP1, 5:170-AP2, 5:170-AP3, 5:170-E, 6:120-AP4**

The board reviewed twelve policies: 3:30 General School Administration – Chain of Command; 3:30-E Exhibit – Organizational Chart for Administration; 3:70 Succession of Authority; 3:70-AP Administration Procedure – Succession Plan; 5:125 General Personnel – Personal Technology and Social Media; Usage and Conduct (New); 5:125-E Exhibit – Employee Receipt of Board Policy on Personal Technology and Social Media (New); 5:170 Copyright; 5:170-AP1 Administrative Procedure – Copyright Compliance; 5:170-AP2 Administrative Procedure – Seeking Permission to Copy or Use Copyrighted Works; 5:170-AP3 Administrative Procedure – Instructional Materials and Computer Programs Developed Within the Scope of Employment; 5:170-E Exhibit – Request to Reprint or Adapt Material; 6:120-AP4 Instruction – Administrative Procedure – Care of Students with Diabetes (New).

**Report No. 12-037 Personnel Report**

Recommendation to Hire:

Support Staff, full-time: Jill Goerne, Aide assigned to Kindergarten, \$9.38 per hour with benefits.

Support Staff, part-time: Elli Robbins, Aide assigned to PALS program, \$9.38 per hour, no benefits.

Extra-curricular: Ginger Ryan, Junior Class Sponsor  
Ryan Hallada, Senior Class Sponsor  
Michelle Scheller, Freshman Class Sponsor  
Brittaney Gordon, Junior High Volleyball

Plote moved, and M. Johnson seconded the motion, to approve the Consent Agenda.

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

Motion carried: 7 ayes, 0 nays.

**V. ACTION ITEMS**

**Report No. 12-038 Adopt "FY'12 Budget**

The proposed budget indicates the following revenue and expenditure totals:

	Revenue	Expenditures
Education	\$2,500,051	\$2,750,066
Operation & Maint.	\$254,261	\$216,172
Debt Service	\$224,230	\$224,943
Transportation	\$154,254	\$197,136
Municipal Retirement	\$79,131	\$106,664
Working Cash	\$25,015	\$0
Tort	\$136,103	\$142,521
Life Safety	\$25,251	\$9,500

Changes made to the tentative budget include:

- Updated grant revenues
- Decreased expenses in the area of special education

The following budget assumptions and highlights were reviewed during the budget hearing:

**Budget Assumptions**

Benefits

9.38% health insurance

9% increase in single dental

Salaries

.65% average salary increases for certified staff (for step or horizontal movement)

2.5 % average salary increases for non-certified staff and administration

Fuel

2% increase in gasoline and diesel fuel

2-3% increase in natural gas

## **Budget Highlights**

### Education Fund

Since we are sending more students to IVVC we will pay IVVC more tuition.

Decreased cost of outside placement of special education students

Increased cost of staff (aides) for special education

Increase of certified staff (splitting of K and 4<sup>th</sup> grades)

### Operation and Maintenance

Estimated cost savings in the areas of kilowatts and therms used and decrease in costs

### Bond and Interest

Bond payments run through December 2028.

### Transportation

Accounts for cut by State in transportation reimbursement

### Municipal Retirement

Allows for increased contributions to IMRF, FICA, and Medicare

### Fire Prevention and Safety

Traditional expenditures regarding architect and possible repairs/upgrades

McCullough moved, and Plote seconded the motion, to adopt the FY'12 Budget.

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

Motion carried: 7 ayes, 0 nays.

## **Report No. 12-039 Health Insurance Renewal**

Humana's final quote for health insurance has come in at a 9.38% increase.

The offering of health insurance will continue to be a cause of financial concern for the school district. Dental insurance through MetLife will increase by 9%.

C. Johnson moved, and Crissip seconded the motion, to approve health insurance renewal with Humana at a 9.38% increase, and dental insurance through MetLife at a 9% increase.

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

Motion carried: 7 ayes, 0 nays.

## **Report No. 12-040 2011-12 Application for Recognition of Schools**

The board approves this application annually. Two applications require approval. One application is for the elementary and one is for the high school.

Wold moved, and McCullough seconded the motion, to approve the Applications for Recognition of Schools for Leland Elementary School and Leland High School.

On a voice vote, the motion carried.

## **Report No. 12-041 Authorization to Let Bids for Snow Removal**

Besides our public notice, we normally solicit bids from Best Cutters of Somonauk, and Tony Gruben, Kyle Huss, and Gary Melau of Leland.

M. Johnson moved, and C. Johnson seconded the motion, to authorize bids for snow removal.

On a voice vote, the motion carried.

**Report No. 12-042 Approval of Risk Management Plan**

Approval is needed for the district's risk management plan, allowing the district to satisfy legal guidelines so disbursements may be made for certain expenses from the tort fund.

Plote moved, and Wold seconded the motion, to approve the district's risk management plan.

On a voice vote, the motion carried.

**Report No. 12-043 Resolution to Transfer Monies from Education Fund to IMRF/Social Security Fund**

The district needs to transfer \$5,000 from the Education Fund to the IMRF/Social Security Fund. By law, the district is required to place that amount from the Corporate Personal Property Replacement Tax to that fund. For FY'11 the entire amount of money from CPPRT was deposited in the Education Fund.

Wold moved, and C. Johnson seconded the motion, to transfer \$5,000 from the Education Fund to the IMRF/Social Security Fund.

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

Motion carried: 7 ayes, 0 nays.

**VI. INFORMATION ITEMS**

**Report No. 12-044 Meeting with Village Officials**

Principal Kevin Blankenship attended a meeting with village officials on Monday, September 12. The meeting was regarding upgrading present village sidewalks which students must use on the way to and from school. There is a new grant from the Department of Transportation of the State of Illinois earmarked for this purpose. The city council would like the school to take the lead on this project, outlining sidewalks and crosswalks used by students, getting out surveys to those students' parents, and also checking out the need for possible new sidewalks where none are now, but where students often walk (on lawns or the street). The \$250,000 grant would cover both repair of existing sidewalks students use, and new sidewalks where deemed necessary. This grant is only in the planning stage – it could take 1 – 2 ½ years to possibly get this money.

**Report No. 12-045 Website Posting Requirements**

By law and school board policy the district is required to post certain and specific information on its website. Requirements include: Schedule of Meetings, Posting of Agenda, Past BOE Meetings Minutes, Description of District, Budget, School and District Report Card, Administrator Salary Compensation Report, Collective Bargaining Agreement, and Listing of Contracts in excess of \$25,000.

**Report No. 12-046 Cafeteria Report**

The Cafeteria Report showed a balance of -\$235.10 for August, -\$235.10 YTD.

**Report No. 12-047 District Enrollments**

The district is down 4 students from a year ago.

**Report No. 12-048 District Administration Report**

The board reviewed the Building Administration Report. Dr. Abrell noted a \$100 donation to the second kindergarten classroom by the Leland Legion Post #570 Auxiliary, to be used toward two new rugs, and a \$200 grant the librarian, Mrs. Mary Hamer, wrote up and received from Dollar General.

**VII. EXECUTIVE SESSION**

- It was not necessary to go into executive session.

**VIII. BOARD COMMENTS**

- I.V.V.C. Board of Control Meeting is set for Wednesday, October 5, 2011 at 7:00 p.m. There was no meeting in September.
- The I.A.S.B. Convention in Chicago is coming up in November. October 17<sup>th</sup> is the deadline for changes.

**IX. FUTURE BOARD OF EDUCATION AGENDA**

- There were no additional items placed on the agenda for October.

**X. ADJOURNMENT**

McCullough moved, and Wold seconded the motion, to adjourn the meeting at 8:05 p.m.

On a voice vote, the motion carried.

Respectfully submitted,

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Janet Plote, Secretary

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William Wesson, President