

COMMUNITY CONSOLIDATED SCHOOLS, DISTRICT 168
Sauk Village, Illinois, County of Cook
REGULAR MEETING MINUTES

November 21, 2011

Administration Building/Boardroom
21899 S. Torrence Avenue
Sauk Village, IL 60411

At 6:01 p.m. President, Suzanne Arnold, called the Regular Meeting to order.

Pledge of Allegiance – Rickover Jr. High student Jazmine Garrett, lead the Pledge.

President Arnold verified that there was a quorum of the Board present with the following members present/absent:

ROLL CALL

Present:

Mrs. Suzanne Arnold, President
Ms. Mary E. Howard, Vice President
Mrs. Sharon Davenport, Secretary
Mrs. Angela R. Cox, Board Member
Mrs. Tammy N. Jones, Board Member
Mrs. Maxine Towers, Board Member

Absent:

Mr. Jimo A. Kasali, Board Member

ADMINISTRATORS & STAFF PRESENT/ABSENT:

Mr. Al Travaglini, Superintendent
Mrs. Sharlyne Williams, Business Manager
Mr. Scott Strong, Director of Instructional Services (not present when Board returned from closed session II)
Mr. Jeremiah Johnson, Director of Special Education
Ms. Lenore Brentine, Superintendent Secretary & Board Recording Secretary
Union Representatives Havener & Jenkins
Mrs. Hansen, Principal, Wagoner Elementary School
Ms. Iverson, Principal, Rickover Junior High School
Ms. Johnson, Principal, Strassburg Elementary School
Mrs. Mary Hanks, Teacher Aide

OTHERS PRESENT:

Arleta Bazile, Erin Harris, Judy Cast, Gary Holcomb, Larry Stewart, Shorlanda Mason, Debbie Williams, Frank Williams, Aisha El-Amin, Wendell Shepherd, Ed Shankel, Illinois Times Reporter Bob Moulesong; Law Davenport

BOARD CORRESPONDENCE & COMMENTS

- President Arnold asked that bullet point 4b be tabled and moved as the last item on the agenda due to lengthy reports to be given.
- Secretary Davenport read thank you cards from all school administrators and staff in recognition of School Board Members Day November 15, 2011.
- School Board Members presented a card of thanks to Secretary Lenore Brentine for her assistance during the Tri-Conference.
- Mrs. Arleta Bazile thanked the Board and Mentor Mr. Travaglini for allowing her to work on her type 75 certificate through a program at GSU. She gave a presentation regarding the Parent-Teacher Advisory Committee. The Committee met for the first time on November 16th and consists of 1 parent from each school, 1 teacher from each school and herself and Mr. Travaglini. The teacher from Strassburg was not in attendance at that meeting. We discussed looking at the calendar, handbook, the Superintendent visions for the District, data from suspensions. When all the information is received the Committee will review and make suggestions first to the Superintendent and then recommendations before the School Board. The Committee will meet on December 6th to tour the schools.
- Superintendent Travaglini recognized all School Board Members and presented each with a certificate of appreciation in honor of School Board Member Day November 15, 2011.

A brief recess was called at 6:25 p.m. to serve refreshments to board members.

The Board returned from recess at 6:49 p.m.

COMMITTEE REPORTS

- A.) Finance** – Committee Chairperson Howard reported that there are vouchers still awaiting payments in the amount of \$531,651.51.
- B.) SPEED** – Representative Member Jones reported that there was a meeting and that the Superintendent of SPEED is still bidding on off-site educational facilities.
- C.) SCOPE** – Representative Member Cox reported that the Chili Supper was very nice and spoke of a few important legislative items.

AUDIENCE FOR AGENDA ITEMS ONLY

- District 168 Reading Aide Mrs. Mary Hanks spoke against a peanut free district. What about the wheat products, dairy, wool, seafood, strawberries? Some children only eat peanut butter and jelly for lunch and wonder how many parents are aware of the contemplating a decision that could change their lives. I don't agree with the ban on peanut butter and think it is ludicrous to think that a school or community can be peanut-free. There was a time in America when parents were responsible for their own child's welfare. We are living in a day when everyone else is responsible for keeping our own children safe but us. Parents need and want to be in charge of their own children. We should not expect the school to take over

the parent's responsibility. I was at the convention where vendors passed out candy and peanuts. It is hard for parents to have children with allergies and or medical problems and I do sympathize with you but should we punish 1700 students for a handful of children. Please for once can we concentrate on the majority and not the minority. Let's not blow this out of proportion. We all live in a world that has peanuts. I can understand a peanut free classroom or even a lunch table but not a whole school and certainly not a district. Let me say for everyone; you find for a peanut free school, I'll find ten that are against it; if for no other reason than you are taking away the right to eat peanut butter in America. Thank you for listening and I hope that you think about it thoroughly before making a decision. I am pleading with you to put away any personal agenda and think about the good for everyone in our community.

- Community member, Mr. Windell Shepherd, expressed the need to address all allergies.
- Community member, Mrs. Judy Cast, also expressed the need for policy addressing all allergies.

DISCUSSION OF UNFINISHED BUSINESS - NONE

DISCUSSION OF NEW BUSINESS

- **Consent Agenda** – No items removed or questioned
- **Estimate of Tax Levy 2011-12** - Business Manager, Sharlyne Williams, presented to the Board for consideration and acceptance the Estimate of Tax Levy for the 2011-2012 fiscal year in the amount of \$4,292,000. The amount is 4.98% higher than the 2010 levy extension of \$4,088,379. The Estimate of Tax Levy is currently available to the public for 30 days at the Administration Center and on the District Website. The final 2011 Property Tax Levy will be placed on the agenda for adoption at the December 19, 2011 Regular Board Meeting. If approved, the final Levy will be filed with the County Clerk by Tuesday, December 27th.

Secretary Davenport asked what percentage is new property growth. Mrs. Williams answered that new property growth is one (1) portion of the formula. It is based off of that, in addition to the prior year EAV and the CPI @ 1.5%. It is two (2) different portions of the formula including new property and new EAV. Everything is based on estimates.

Member Cox asked who determines the amount. Mrs. Williams answered that it is the Districts' decision working with Bloom Township Treasurer and based on formulas (Illinois State Code), assessed valuation and past historical data. We try to come up with the best estimate. However, once it is submitted to the Cook County Clerks Office, they make another assessment and come-up with the final number. This is a tax-cap district. In order to raise property taxes the District would need to have a referendum.

President Arnold asked what the consequences were if we did not approve the levy. Mrs. Williams answered that the District would get no additional property tax revenue coming in. Mrs. Arnold also questioned grant monies. Mrs. Williams replied that General State Aid itself is State grant money; and in that formula it does take into consideration property taxes.

No further questions or comments.

- **Application for Recognition of Schools** – Superintendent Travaglini reported that each year the State asks us to complete an application for each school regarding internal questions such as; do we have paraprofessionals, any new principals, etc. We answer the questions and submit the application to the State; they check it and later in the year they respond back with certificates of recognition. No questions or comments.
- **Lateral Transfer for one (1) custodian** – Superintendent Travaglini explained that another custodian is no longer with the district so the recommendation is the lateral transfer of a custodian (Ms. Bucio) from Strassburg Elementary to Wagoner Elementary. No questions or comments.
- **Agreement with IASB for a Streamlined (updated) Policy Customization** – Superintendent Travaglini explained the procedure for policy district updates through PRESS (Policy Reference Educational Subscription Service). They notify us to keep us in line so that we are current. I contacted them and they said they were not notified for a couple of years. We are now getting the policy manual streamlined so that we will be up to date. Then every year we will just receive amendments to policies. I will present the streamlined manual to you and you can then vote on it.

Member Cox asked if it was a complete new manual. Mr. Travaglini answered that streamlining is just filling in the gaps where we are missing information. The current policy manual is fine.

Member Davenport talked about the chart noting the break-down of the fees and wanted clarification of the amount charged after completion. Mr. Travaglini stated it is a flat fee and after it will be \$1450 per year with quarterly updates from PRESS.

President Arnold explained to the new board members that just because they are recommending the changes, we can modify and make our own changes to them. She also explained the procedure for presenting new or revised policies to the Board for final approval or adoption.

Mr. Travaglini stated that also with this streamlining that we will get 6 months free of any new updates; six months from now will start the \$1450 per year. No further questions or comments.

Policy and Procedures for allergies - Superintendent Travaglini distributed the guidelines currently used by our school nurse for Managing Life-threatening Food Allergies in Illinois Schools from the Illinois State Board of Education and Illinois Department of Public Health 2010. He explained we have technology and paper alerts notifying teachers, subs, and administration. Also if necessary, the administration and school nurse review the severity. We now need an allergy policy and also training for personnel. (*School and district administrators, teachers, school advisors and counselors, school health personnel, and school nurses – taken from the ISBE Food and Allergy Guidelines*)

Vice President Howard asked if the substitutes get paper alerts. Mr. Travaglini responded yes. Substitute folders are needed with specific information and that the sub must also be notified if the room is a peanut free room.

Member Cox shared her experience of subbing in other districts; they have substitute folders with very specific details of a student with a situation. SPEED has a 4-hour training for their substitutes.

President Arnold clarified that at this time there is no policy before the Board because we are waiting for the draft from IASB. We will then review the policy and place before the public for 30-days prior to adopting.

Mr. Travaglini distributed a list of student treat suggestions that could be used in place of food; coloring book/w crayons, pencils, reading books and puzzles.

Mr. Travaglini stated that we currently have a form that the student takes to the doctor to have filled-out. He distributed another sample emergency form that the nurse is currently reviewing which if she approves would replace the existing form. Member Cox suggested that the form be included in the parent registration packets in the summer.

Mr. Travaglini stated that the IASB streamlined policy manual should be available in December or January. It will then need to be reviewed by the Board, make any changes; send back to IASB, the Board will meet again for the second review and then adoption.

Secretary Davenport expressed the importance of student hand washing due to contamination of food. Children's awake day time is mostly spent in the hands of teachers, administrators and the school. That is a major area for the children because all their time when they get home is homework, eat, bathe and bed. So everything is with the school. The pressure does come down on the district even though we are really here to help educate them for the future; as far as minority, the people with allergies are the minority and that it was interesting that the State actually looks at certain allergies as disabilities. And when we speak of disabilities, just like those with wheel chairs can go places and use the handicap places and some places I have never seen a wheel chair, but because the disabilities that minorities have, the different stores have had to adjust; and my last example is smoke-free; a lot of places in the State of Illinois are smoke-free and state there's more minority people that really want that and strive and survive off of that mentally for them, but yet the state made a decision a drastic change is cutting it out from all buildings in the State of Illinois and sanitation and hygiene, which I think is something the District can work on a little bit more with hand washing can help minimize the transfer of different things to help also keep down germs and different contaminations and cross-contamination also. Some allergies are life threatening; I'm just agitated because I have to wait a couple of hours for what I want, which is not life threatening; and how do we weigh a life over agitation.

No further questions or comments.

GENERAL DISCUSSION

Secretary Davenport stated that she has a concern with the water in our schools. Everyone knows that the third well in the Village is under litigation and cannot be discussed. Can someone let me know if it has been checked or is it safe for our children. Mr. Travaglini said he could have Mr. Kinder take a sample of water and get tested and check into an osmosis. I will report back to you next Monday.

President Arnold stated that this is an important subject and not only for Mrs. Davenport to give the Superintendent a directive but the entire Board. The Board agreed. Member Cox commented that a report is available at the library and it shows the contaminate levels. The Village will have to do something about the water eventually. To explore options to better the problem in the schools is alright but not to decide the expense yet. President Arnold stated this was just to explore options at this time.

Member Cox asked if Wagoner will be eating in the multi-purpose room in the future the same as Strassburg is doing now. Mr. Travaglini stated that the goal is for next year. Plans are in process.

SUPERINTENDENT'S REPORT

- Superintendent Travaglini reported on his visit to a Charter School in Bucktown during the convention and it was very interesting. The interaction the children had was wonderful. I asked what happens to a child when they are not in compliance; the answer I got that he or she is returned to CPS (Chicago Public School). When we have a problem, we need to come up with a solution and work with the child; hire extra staff member, etc. When you go to Parochial Schools, the parents are called in and told the child no longer can attend and returned to public education. Charter School does the same; there is a list of approximately 400 waiting to get into the school. Because of the bad rap we get from the media in public education, I feel our teachers, administrators, etc. do a very good job; especially here in Sauk Village.

AUDIENCE PARTICIPATION

Community member, Mr. Gary Holcomb, informed Mr. Travaglini of the First Responders, sponsored through the Cook County Health Department that will come to the District and in-service teachers on what to do regarding allergies. Mr. Travaglini thanked Mr. Holcomb for the information.

Community activist, Mr. Larry Stewart, commented on the uplifting story that Mr. Travaglini told regarding a story he heard during the conference. He said the District is uplifting for him.

Community member, Judith Cast, asked what they do with a district employee who has a problem with their pay. President Arnold responded that if there is a concern they should speak with the business office, or their immediate supervisor. There is also the union. Mrs. Cast asked what if they are not in the union. Mrs. Arnold answered that they should go to their immediate supervisor. Business Manager Mrs. Williams stated she would gladly help with questions regarding payroll.

Community member Mr. Wendell questioned if discipline is up this year and if so whatever happened when, if a child disrupted a class they were taken out of a regular class and put into a special class where their grade and behavior determined their grade.

Director of Special Education, Mr. Johnson, explained that if a student is identified with a behavior problem, there is a legal process and procedure that is followed. There is a difference between social mal-adjusted behavior and disruptive behavior that is considered to be a disability. An analysis needs to be done in order to consider the child for specialized services.

Mr. Travaglini explained about the in-school suspension program that is being discussed. There are also alternative schools; RISE and SPEED.

Mr. Holcomb asked about notification to other parents and confidentiality. Mr. Travaglini responded that a letter goes out indicating that there is a child in your son or daughters classroom; no names are mentioned.

CLOSED SESSION I

Member Howard moved, seconded by Member Jones to adjourn Open Session and enter into Closed Session at 8:22 p.m. to discuss (exceptions cited in entirety) litigation, and lawfully closed meeting minutes.

Roll Call Vote:

Ayes: Cox, Davenport, Howard, Jones, Towers and Arnold

Nays: 0

Absent: Kasali

Motion carried

Closed Session I adjourned at 8:40 p.m. (No litigation was discussed in Session 1 although it was cited)

RETURN TO OPEN SESSION FROM CLOSED SESSION I

➤ Member Howard moved, seconded by Member Jones, to return to Open Session at 8:43 p.m. with action to be taken.

Roll Call Vote:

Ayes: Howard, Jones, Towers, Cox, Davenport and Arnold

Nays: 0

Absent: Kasali

Motion carried

RECONVENE INTO CLOSED SESSION II

➤ Member Howard moved, seconded by Member Jones to return to Closed Session to discuss personnel (exception cited in entirety) at 8:44 pm.

Roll Call Vote:

Ayes: Jones, Towers, Cox, Davenport, Howard and Arnold

Nays: 0

Absent: Kasali

Motion carried

RETURN TO OPEN SESSION FROM CLOSED SESSION II

➤ Member Howard moved, seconded by Member Jones, to return to Open Session at 10:12 p.m. with no action to be taken.

Roll Call Vote:

Ayes: Towers, Cox, Davenport, Howard, Jones and Arnold

Nays: 0

Absent: Kasali

Motion carried

President Arnold asked that the record reflect that there was no litigation discussed in the earlier Closed Session I.

ACTION FROM CLOSED SESSION

➤ Member Towers moved, seconded by Member Howard, to keep closed the minutes of October 17, 2011 as presented.

Roll Call Vote:

Ayes: Cox, Davenport, Howard, Jones, Towers and Arnold

Nays: 0

Absent: Kasali

Motion carried

APPROVAL OF CONSENT AGENDA

A.) Open Minutes of the Special Meeting of October 7, 2011

B.) Open Minutes of the Regular Meeting of October 17, 2011

C.) Closed Minutes for the Regular Meeting of October 17, 2011

D.) Accounts Payable (October 2011)

• Educational	\$ 533,356.25
• Building Maintenance	115,998.92
• Transportation	95,502.91
• Leasing	<u>609.96</u>
	\$ 745,468.04

E.) Position Statement (October 2011)

F.) Payroll (October 2011) \$784,954.00

G.) Lunch/Breakfast Summary Report (October 2011)

H.) Hires: Replacement Mr. Antoine Walker, Teacher Assistant, Rickover;
Replacement Mr. Alan Bintz, Full-time Night Custodian, Strassburg

I.) Retirement: Mr. Alex Ruiz, Custodian, Wagoner (11 years service)

END CONSENT AGENDA

BOARD ACTION

A.) Motion to Approve the Business Manager's recommended 2011 calendar year Levy estimate of \$4,292,000 as presented.

- Member Davenport moved, seconded by Member Towers, to approve the recommendation as presented.

Roll Call Vote:

Ayes: Howard, Jones, Towers, Cox, Davenport and Arnold

Nays: 0

Absent: Kasali

Motion carried

B.) Motion to acknowledge the Superintendent's submission of the 2011-12 Application of Schools as presented.

Member Cox asked what this was for. Mr. Travaglini explained that every school in the State of Illinois is asked questions such as do you have any para-professionals in your school? Yes. Do you provide and allow for teachers to attend professional development? The only no was; have you hired a new principal during the past school year? Once you have answered the questions and send back to them, they feel you will get recognition.

- Member Howard moved, seconded by Member Jones, to approve the recommendation as presented.

Roll Call Vote:

Ayes: Jones, Towers, Cox, Davenport, Howard and Arnold

Nays: 0

Absent: Kasali

Motion carried

C.) Motion to approve the Superintendent's and Supervisor of Buildings and Grounds recommendation for the lateral transfer for one (1) Custodian, Ms. Elvira Bucio, from Strassburg to Wagoner School as presented.

- Member Davenport moved, seconded by Member Towers, to approve the recommendation as presented.

Roll Call Vote:

Ayes: Towers, Davenport, Howard, Jones and Arnold

Nays: Cox

Absent: Kasali

Motion carried

D.) Motion to approve the Superintendent's recommendation to enter into Agreement for a Streamlined (updated) Policy Customization Service with IASB as presented.

- Member Jones moved, seconded by Member Towers, to approve the recommendation as presented.

Roll Call Vote:

Ayes: Towers, Cox, Davenport, Howard, Jones and Arnold

Nays: 0

Absent: Kasali

Motion carried

The board members, Superintendent and central office administration gave a brief summary of their workshops and sessions that they attended during the Tri-Conference in Chicago November 18-20, 2011.

ADJOURNMENT

Motion to adjourn the regular meeting at 10:47 p.m. Voice vote was unanimous

Respectfully submitted by Lenore Brentine Board Recording Secretary

Approved this _____ day of _____ 2011

Suzanne Arnold, President

Sharon Archie-Davenport, Secretary