

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 46  
BOARD OF EDUCATION MEETING  
SEPTEMBER 4, 2013**

<b>Call To Order and Roll Call</b>	<p>The Regular Board of Education Meeting of the Community Consolidated School District 46, Lake County, Illinois was held at Grayslake Middle School, located at 440 N. Barron Blvd., Grayslake, IL on Wednesday, September 4, 2013.</p> <p>President Strack called the meeting to order at 6:31 p.m.  <b>Members Present:</b> Steven Strack, Jim Weidman, Jill Alfrejd, Kip Evans, Rob Roop and Karen Weinert.  <b>Members absent:</b> Sue Facklam  <b>Also Present:</b> Superintendent Ellen Correll and Interim CSBO Chris Bobek.</p>
<b>Establishment of Quorum</b>	<b>Quorum was established.</b>
<b>Pledge of Allegiance</b>	Pledge of Allegiance took place at this time.
<b>Approval of Agenda</b>	<p>President Strack requested a motion for the approval of the September 4, 2013 Board Meeting Agenda as presented. Motioned by Evans and seconded by Alfrejd for the approval of the agenda as presented, moving up the Unfinished Business-Update on Grayslake Middle School discipline to accommodate the Principal's schedule.</p> <p><b>Yeas:</b> Weinert, Strack, Roop, Weidman, Alfrejd and Evans.  <b>Nays:</b> None.  <b>Motion carried.</b></p>
<b>Public Comment</b>	<p>Carl Sindermann, Meadowview parent – Previously emailed Board Members to inquire about air conditioning and received no response. Meadowview was planned to have air conditioning. How is this being addressed? He commends the Superintendent on her decision to have half days of school but would like to see children in school full time. He is concerned about the health of students and staff. Would like air conditioning to be considered for the 2 schools that do not have it.</p> <p>Becky Swigert, parent of a child with food allergies. She is struggling with school policies regarding severe food allergies. She feels all staff need more training and they are not being trained to be pro-active. The District needs to educate other parents as to what snacks could be brought in. School nurses did not respond to her request to get a training video to use with the staff. She also was denied a 504 plan for her son. She recommends that the District use the F.A.C.E. program, which is free, to train all staff. There is no limit to the number of people they will train. Feels there should be a District committee to create food allergy policies. The food allergy policy</p>

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	<p>the district currently has in place is not adequate.</p> <p>Jessica Albert, parent of a child with food allergies. She is happy with how Meadowview has handled her child's food allergies. Feels the beginning of the year meetings with teachers and nurses should happen before the start of the school year. There needs to be a lot more done for students with contact allergies. Feels the District would benefit from the F.A.C.E. program training. All staff needs to be trained with Epi-pens. The District nurse declined her offer to keep her expired Epi-pens to use for training staff. Feels there needs to be more frequent training. Another solution is to have a trained nurse in each school building.</p> <p>Sue Funk, parent of a child with food allergies. She would also like to see a committee formed to get rid of the inconsistencies in the District. She is concerned about not meeting with staff until the week before school starts. Letters could go home in the summer packets to parents regarding nut free snacks.</p> <p>Sherry Sato, Park Campus parent. Sent an email to the Board regarding the class sizes at Park. Asked the Board to look at where they could support teachers who have these large classes.</p>
<p><b>Presentation</b></p>	<p>Entel Presentation – Rep for Entel provided a presentation to the Board. IUPC Co-op was formed in the 90's to manage natural gas and electricity. Entel was the consultant who was chosen. A Board makes decisions for Entel and this Board holds monthly meetings. The gas supply is currently coming from Integrys. Energy prices have gone down but the PJM's (capacity charges) have increased. Previously the District was charged different rates for different buildings. Rep explained that this was an error with the prior consulting company and should all be corrected now.</p> <p>Durham Bus Company Presentation, Ron Brandt – Durham services 9 school districts. They feel they had a good start to the school year. First couple of days is never smooth. Durham also receives about 10-12 rate change requests per day. They did have a new driver that could not adjust to the route and is no longer with them. The big savings this year was a reduction in the St. Gilbert's routes. The Board asked how much training the drivers receive before school starts. Ron shared that new drivers receive 15 hours behind the wheel and drive their route two times before school starts. The Board pointed out an issue</p>

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in a subdivision where the driver was dropping students off at an unsafe location, not at the stop indicated. There were also reports that students were on the bus for an hour. Ron was unaware of the unsafe drop and asked the District to notify him in the future of these issues and he will check into them. As for the long routes, all routes should be less than that.

Technology Present, Joe Nowak – Provided a slide show for the Board highlighting the following:

- Last year a Chromebook pilot was done at Frederick School and was used during NWEA testing. The District purchased 35 Chromebooks. There is a \$30 software management fee.
- Changed the Help Desk software. District is now using Salesforce Desk. They were able to retain the data from the old system and saved about \$4,000 per year in licensing fees.
- Hired Brandon Pacheco to replace Chris Ducasse who resigned. Brandon is doing very well.
- Technology Committee was formed. The kick off meeting is September 26<sup>th</sup> at 6:00 p.m.
- Computer labs in schools are refreshed every 6-years. There are 300 computers in the labs across 7 buildings. Next lab refresh cycle will be in 2018. ISBE has a loan program that will provide up to \$600,000 for a District our size. This loan program will be in 2014 and 2016 for elementary schools.
- The recent storms damaged the Tower network making lines go down. Each new link price is \$40,000. Previously they were able to purchase a used link for \$10,000. Insurance does not cover weather damage to the towers.
- District phone system is over 10 years old. Voicemail failure is the biggest concern. Voicemail replacement would cost approximately \$5,000.

Update on Grayslake Middle School (GMS) Behavior Intervention, Marcus Smith and Karen Wiesner – GMS started the year with a full PBIS school assembly the first day. Staff members also created a video to share with students. They highlighted areas of negative behavior and also completed a relay activity. Staff members were more involved than in past years. Changes that were made for this year are:

- Pride Time – a staff/student contact time.
- New PBIS universal team coaches.

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	<ul style="list-style-type: none"> <li>• Daily PBIS duties.</li> <li>• Daily support in student services.</li> <li>• Changed many aspects of behavior mediation.</li> <li>• Created positive reinforcement with Panther Paws that students can turn in for bi-weekly prizes.</li> </ul> <p>To date, there have been 33 classroom referrals and 19 office referrals. Marcus and Karen shared a sample of the referral forms with the Board.</p> <p>Update on Meadowview/Woodview weather related closings, Ellen Correll – Research shows that the optimum temperature for learning is 72 degrees. She provided a graph showing the temperatures in the classrooms on August 29<sup>th</sup> and shared the things the District is doing to cool these 2 buildings. Also shared some options for the Board to consider for the future. The cost to air condition both buildings is approximately \$1.5M. Woodview would be approximately \$780,000 and Meadowview would be approximately \$550,000. One option would be to use the summer work money from the Operations &amp; Maintenance Fund to air condition this buildings. However, there is concern that the roof at GMS needs to be updated. Ellen also shared that teachers reported to the building each day school was closed. Students do not have to make up these days, but if the Board chooses to have these students attend longer, there would be extra salary costs to pay teachers and staff.</p>
<p><b>Board, Superintendent, Staff, and Committee Reports</b></p>	<p>Karen Weinert shared that she likes the new Personnel Report format and also shared that the 2012/2013 NWEA results look fantastic.</p> <p>Steven Strack shared that there is a Common Core Parent Forum on October 2<sup>nd</sup> at 5:30p.m, before the Board meeting.</p> <p>Jill Alfrejd shared that the parent emails the Board received about class sizes were very positive.</p> <p>Jim Weidman shared that closing schools is a difficult decision and he appreciates that the Superintendent protected student and staff health. He also shared that he attended Back To School Nights at Frederick and GMS and his children are very excited to be attending these schools. Woodview is doing an e-book program in their library this year, which allows students to download books on their home devices.</p>

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	<p>Kip Evans shared that he attended the all staff institute day and thought the guest speaker did an excellent job. He also walked through Meadowview and Woodview with Steven, Jim and Ellen to assess the heat issues. The staff in these buildings stuck it out and there were things being accomplished.</p> <p>Ellen Correll asked Heather Lorenzo to provide the Board with an update on the parent complaint about SEDOL equipment issues from last school year. Heather reported that SEDOL does track hearing device issues. The District cannot keep extra equipment because FM units are customized to each student's needs. The District nurse is going to do her own documentation on these devices also. For the future, all hearing devices will be digital.</p>
<p><b>Consent Agenda</b></p>	<p>President Strack requested a motion for the approval of the consent agenda as follows:</p> <ul style="list-style-type: none"> <li>• Minutes from the following meetings: <ul style="list-style-type: none"> <li>○ August 7, 2013 Regular Meeting</li> <li>○ August 7, 2013 Closed Session Meeting</li> </ul> </li> <li>• Personnel Report as presented</li> <li>• Personnel Addendum as presented</li> <li>• Exception Report as presented</li> <li>• Accounts Payable as presented</li> </ul> <p>Motioned by Weinert and seconded by Alfrejd for the approval of the consent agenda as presented.  <b>Yeas:</b> Evans, Weinert, Alfrejd, Strack and Roop.  <b>Nays:</b> None.  <b>Absent:</b> Weidman left the meeting at 8:24 p.m.  <b>Motion carried.</b></p>
<p><b>Action Items</b></p>	<p>President Strack requested a motion for the approval of the Book Bridge 3-year contract as presented. Motioned by Evans and seconded by Weinert for the approval of this contract.  <b>Yeas:</b> Evans, Roop, Weinert, Alfrejd and Strack.  <b>Nays:</b> None.  <b>Absent:</b> Weidman.  <b>Motion carried.</b></p> <p>Superintendent introduced the Book Bridge Board members that were in attendance and they thanked the Board for their support of this program.</p> <p>President Strack requested a motion for the approval of the PMA 1-year contract for FY2014. Motioned by Weinert and seconded by Alfrejd for the approval of this contract.</p>

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**Yeas:** Alfrejd, Strack, Evans, Roop and Weinert

**Nays:** None.

**Absent:** Weidman.

**Motion carried.**

President Strack requested a motion for the approval of the Director of Technology, Joe Nowak's contract for 2013-2014 for \$75,507.29. Motioned by Roop and seconded by Alfrejd for the approval of this contract. It was noted by Weinert that this contract reflects a 2% increase and she is in favor of a salary realignment not a 2% increase.

**Yeas:** Roop, Alfrejd, Strack and Evans.

**Nays:** Weinert.

**Absent:** Weidman.

**Motion carried.**

President Strack requested a motion for the approval of the Operations & Maintenance, Keith Grinnell's contract for 2013-2014 for \$63,750.00. Motioned by Evans and seconded by Alfrejd for the approval of this contract. It was noted by Weinert that this contract reflects a 2% increase and she is in favor of a salary realignment not a 2% increase.

**Yeas:** Strack, Roop, Evans and Alfrejd.

**Nays:** Weinert.

**Absent:** Weidman.

**Motion carried.**

President Strack requested a motion for the approval of the Operations & Maintenance Coordinator Assistant, Marlo Richardson's contract for 2013-2014 for \$44,363.51. Motioned by Evans and seconded by Roop for the approval of this contract. It was noted by Weinert that this contract reflects a 2% increase and she is in favor of a salary realignment not a 2% increase.

**Yeas:** Strack, Roop, Evans and Alfrejd.

**Nays:** Weinert.

**Absent:** Weidman.

**Motion carried.**

President Strack requested a motion for the approval to appoint the law firm of Scariano, Himes and Petrarca as the legal representative to file requests to intervene with the Property Tax Appeal Board (PTAB) and represent the Board's interest in those proceedings for the 2012 assessment year. Motioned by Evans and seconded by Weinert for this appointment.

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	<p><b>Yeas:</b> Alfrejd, Evans, Strack, Roop and Weinert.  <b>Nays:</b> None.  <b>Absent:</b> Weidman.  <b>Motion carried.</b></p> <p>President Strack requested a motion for the approval of the 2013-2014 Applications for Recognition of Schools (ARS) for the Regional Office of Education. Motioned by Weinert and seconded by Alfrejd for the approval of this application.  <b>Yeas:</b> Weinert, Roop, Alfrejd, Strack and Evans.  <b>Nays:</b> None.  <b>Absent:</b> Weidman.  <b>Motion carried.</b></p> <p>President Strack requested a motion to approve the addition of a 2<sup>nd</sup> grade classroom at Woodview School due to enrollment numbers. Motioned by Evans and seconded by Roop for the approval of this classroom.  <b>Yeas:</b> Evans, Weinert, Strack, Alfrejd and Roop.  <b>Nays:</b> None.  <b>Absent:</b> Weidman.  <b>Motion carried.</b></p> <p>Board Member Weidman returned to the meeting at 9:00 p.m.</p>
<p><b><i>Unfinished Business</i></b></p>	<p>Continued discussion on FY14 budget, Chris Bobek – Provided a budget updated to the board in the same format that was used at previous meetings. The budget is displayed for 30 days from August 19 to September 18. The Public Budget Hearing will be September 25. The difference in this update is an error that was found in staff salaries for lane changes and benefits that were not included in the previous budget reviews. When these figures were entered into the budget, the updated budget shows a deficit in the Ed Fund of \$1.8M. Board members asked Chris to provide a summary of what areas could be cut by 3% across all funds, and asked how much money was received from the state for Transportation. The Board also asked for more detail regarding expenditures for FY13 and FY14.</p> <p>Update on Park District meeting and their request to lower building usage fees, Ellen Correll – Found that the Park District has been billed by the District the same rates since 2003, not the updated rates that were posted on the web site. The District may need to increase fees over a 2-year period instead of all at once to bring them up to the current rates.</p>

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	<p>Continued discussion on scheduling a Board goal setting meeting – The meeting that was scheduled for August 28<sup>th</sup> was canceled. We need to reschedule this goal setting meeting as soon as possible. Discussed incorporating the goal setting with the regular meeting on October 2<sup>nd</sup>. Ellen will contact the IASB rep, Barbara Toney, to see if she has a referral to lead this meeting.</p> <p>Update on Board/Superintendent Committees, Ellen Correll.</p> <ul style="list-style-type: none"> <li>• Curriculum Coordinating Committee will be starting in October with a focus on math model curriculum, new science standards, any grade acceleration requests and the new Erin’s law requiring the teaching of sex abuse prevention.</li> <li>• Communications Committee – Have met a couple times over the summer and also with District 50 personnel. Had a conference call with a PR firm the District has used in the past. The next meeting will be with the Superintendent in Lake Villa who has an agreement with this same firm.</li> <li>• Policy Committee – Have met with the IASB representative and will meet again to review changes in policies. They will be submitting these changes to the board when completed.</li> <li>• Finance committee – First meeting is scheduled for October 23<sup>rd</sup>. Four Board members are interested in being on this team. Asked the Board to send names of community members for this team to Ellen.</li> <li>• Technology Committee – First meeting is September 26<sup>th</sup>. Will be working on inviting members to join this team. Invitations to teachers have been sent out.</li> <li>• Bullying Committee – Will reconvene on October 21<sup>st</sup> at 3:45 p.m. Karen Weinert is on this committee and invited other Board members to join. Jim Weidman is interested in joining this team.</li> </ul>
<p><b><i>New Business</i></b></p>	<p>Internet yearbook company – this topic is being postponed to the next meeting due to the lateness of this meeting.</p> <p>Enrollment update – Provided enrollment comparisons to the Board for September 2012 and September 2013. District is up 94 students this year with 59 of these students attending Woodview School. Avon’s decline is due to School Choice. Park Campus has a slight issue with 4<sup>th</sup> and 6<sup>th</sup> grade class sizes. Superintendent believes there are some changes the District can implement to solve these issues. Woodview has added 2 new</p>



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	<p>classrooms to address the large class sizes, so they are now okay. All other schools are good. Superintendent will contact the firm that previously provided enrollment projects to find out the cost to update this information.</p> <p>Draft of new board policy regarding travel and expenses – Two policies were provided to the Board. One is for Board Members and one is for employees. These drafts are a starting point to get suggestions from Board Members. Any suggestions for changes should be sent to Steven.</p> <p>Discussion of levels to maintain in all fund balances at year-end – During the policy manual meetings, it was noted that the previous Board had chosen the state recommendation of 25%-30% as a guidelines for fund balances at year-end. Three months expenses is usually the recommendation for fund balances. Ellen will talk to surrounding District’s to see what percentage they are using.</p> <p>Board procedures/communications – Board Members would like clarification as to whom they should contact in the absence of the Board President. It was noted that the Vice President should be contacted in this situations.</p>
<p><b>Topics for Future Agenda Items</b></p>	<ul style="list-style-type: none"> <li>• Food Allergy Committee</li> <li>• Negotiations and next steps</li> <li>• Full day Kindergarten update</li> </ul>
<p><b>Public Comments</b></p>	<p>None.</p>
<p><b>Closed Session</b></p>	<p>None needed at this meeting.</p>
<p><b>Adjournment</b></p>	<p>There being no further business to come before the Board of Education, it was motioned by Weidman and seconded by Alfrejd for the adjournment of the September 4, 2013 Board meeting at 9:37 p.m.  <b>Yeas:</b> Weinert, Alfrejd, Weidman, Evans, Strack and Roop.  <b>Nays:</b> None.  <b>Motion carried.</b></p>

Respectfully Submitted,

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**Steven Strack, Board President**

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**Karen Senase, Recording Secretary**