

**Special Board of Education Meeting Minutes
March 3, 2011 and March 16, 2011**

President Mike Harter called the meeting to order at 6:12PM for the purpose of district long range planning and school improvement.

**Members present: Paul Baer, Mike Harter, Gary Hass, Jim Lopresto, Marvin Meddows
Others: Karen Buehler, Chad Cruthis (7:00-8:32)**

March 2, 2010

Progress toward the school improvement goals established for the 2010-2011 school year was reviewed and goals for the 2011-2012 school year were discussed for the following areas.

Technology

Progress Toward 2010-2011 Goals

- A. To save money remove desk jet printers and redirect to localized printer

The district is no longer supplying ink cartridges for desk jet printers. Teachers who choose to use them are purchasing their own ink. All teachers have access to localized/shared printers that are more economical to use.

- B. Upgrade 120 systems (all of the HS and JH) – cost of \$6,000 for hard drives

Completed

- C. Purchase NAS (Network Access Server)

This is close. We have two bids. The best quality for the money appears to be an HP server at a cost of approximately \$7300.00

- D. Internet at Summerfield brought to Lebanon to finish using until October @ \$72/mo. This is when our contract expires. It will cost \$200 to terminate the contract early.

Completed

- E. Charter update from 25 x 5 to 75 x 5. Cost increase from \$264 to approximately \$455/mo in addition to the AT&T back up @ \$188/mo. Not an option until fall.

This is on hold due to funding.

- F. Upgrade wiring: cost is \$650/1000 ft, need approximately 10 boxes. Bob is working with Will Boyd for CAT 6 w/audio and visual capabilities. This needs to be completed over the next 2-3 years

This is on hold due to funding. With the possibility of a new school being built this is something we may want to “hold off” on.

Suggested Goals for 2011-2012

- A. Revise the current student and employee internet user agreement to address social networks,
- B. Establish district guidelines for blocked/unblocked sites such as u-tube
- C. Set aside funds in the budget for ongoing upkeep of current systems, printers, etc.
- D. Purchase a Starboard that is compatible with the “clickers” we currently have.
- E. Implement Joomla for our webpage.
- F. Determine how we will handle district email if the ROE’s are dissolved and determine the cost of this.
- G. Determine how we will handle district email if the ROE’s are dissolved and email is no longer available from them.

Long Range Goals

- A. Explore the feasibility of using “the cloud” instead of multiple servers for storing information and sharing data. Consider the security of student records and information from STI using the cloud.

Athletics

(Chad Cruthis participated in this portion of the meeting)

Progress Toward 2010-2011 goals

- A. Add \$50 fee for parents of athletes to be included in the initial sports fee to be refunded if the parent or student works in the concession stand.

Completed. The money was not collected prior to the season, so those who didn't work will need to pay the \$50 fee if they didn't work at the end of the season.

- B. Athletic Awards held individually by each sport.

Completed. Coaches like it better. There has been no negative feedback.

- C. Sportsmanship reminders to be placed in programs, athletic handbook, and PA announcements.

Partially completed. Done at some games and in the athletic handbook. It was not in the program this year.

- D. Continue maintenance of the Soccer field.

Completed. Cost so far this year is \$2683.00. There are two more applications to be paid for. Chad wrote \$2000 into the athletic budget. The remainder will be paid from concession stand proceeds. Only using True Green for 2 crabgrass treatments and do the rest our self.

- E. Continue Athletic Website. Use oneschoolstreet.com (\$99 fee) to update sport schedules and changes. Linked to the school website.

Completed. Chad plans to discontinue oneschoolstreet because it is not being used. He will be trained and use the Joomla website next year.

- F. Commemorative state signs for teams and individuals for all to see.

Incomplete due to lack of funds.

- G. Update outdoor scoreboards (approximately \$5,000 ea.).

Incomplete due to lack of funds.

- H. Permanent fencing, complete enclosure, for baseball and softball fields. We have no price quote but need 300 feet for softball field and 450 feet for baseball.

Incomplete due to lack of funds.

Suggested goals for 2011-2012

- A. Consider future sports offerings in light of finances.
- B. Use the new Joomla Website for getting information on sports to students, parents and community.
- C. Explore the possibility of having the phone system with an option to transfer to a “sports line” that would list daily activities, locations and times.
- D. Revise the policy about parents working in the concession stand. Take out the penalty of students not receiving their sporting award if the parents don't work once each year. With each team doing their own awards night, some parents may work their shift after a specific sporting season is completed and the awards are held.
- E. Establish a process for evaluating coaches in writing every two years. New coaches would receive a written evaluation during their first year as a coach for each sport.

- F. Develop a payment plan with payment amounts and date deadlines for families who are unable to pay the entire sports fee at the beginning of the season.
- G. Complete F and G above if funds become available.

Building & Grounds

Updates (not address in last year's goals)

- Drainage ditch project is completed.
- Gates on the high school locker rooms have been removed as per the Life/Health/Safety Inspection.
- SGS status: 20% of the building is being heated. Water has been turned off and pipes drained. Joe Schmitt is watching the building for us and has "run a few people off" the grounds. Insurance costs more unoccupied and vacant than occupied. There is no vandalism coverage. There is a lot of "stuff" stored there. Karen and the custodial staff plan to go through stuff over spring break and decide what to "trash" keep or auction eventually. Fresh Start Community Church is interested in possibly leasing the building from us.

Progress Toward 2010-2011 Goals

- A. Increase custodial starting pay

Done for FY2011 – continue as funding allows (Wesclin starting salary is \$10/hr)

- B. Paint the HS library

Wrote Tru-Value Grant for paint... haven't heard results yet- hopefully summer 2011

- C. Re-carpet HS office and library

Funding not in budget – continue – cost for Library is \$5000 and for office \$700

- D. Landscape around HS-should be done by August 14th

Ongoing – a continuing work in progress – can be completed now that drainage ditch project is finished – Cost dependent upon what is planned

- E. Install security/camera system at LGS

Funds not in budget at this time

- F. Forks for John Deere Tractor

Funds not in the budget at this time. Time has found one for \$450.00.

- G. Replace main shut off valve at LGS

Completed

- H. Replace shades at LGS \$7450 (149 @ \$50 ea)

Funds not in the budget at this time

- I. Quarterly mtg. with Bldg/Grounds Committee (Planning meeting would be considered one of the four)

No meeting was held 2nd quarter, but one scheduled for 3rd quarter (Feb. 7)

Other projects to be considered for 2010-2011 remaining from previous lists.

- J. Paint LHS hallways

- K. Replace ceiling tiles at LHS-entire bldg

- L. Replace fire alarm control panel at LHS

The panel from SGS was moved to LGS and is installed.

- M. Replace mechanical louvers at LHS

- N. Patch roof on two-story section of LGS

- O. Replace all ceiling tiles in two-story of LGS

- P. Replace kitchen equipment at LHS

- Q. Paint LGS locker rooms (2)
- R. Renovate LHS gym locker rooms (2)
- S. Replace all electrical panels in older part of LHS (11)
- T. Install rooftop HVAC units on older part of LHS including gym (remove old hot water boilers)

Part of the energy grant submitted by Baysinger.

- U. Upgrade electrical panel capacity in maintenance shed at LHS
- V. Install drop ceiling in LHS Commons
- W. Install new energy efficient lighting in LHS Commons
- X. Replace all vinyl baseboard in LHS hallways
- Y. Oil and chip south driveway at LHS
- AA. Paint exterior panels at LHS gym
- BB. Install an outfield fence for baseball/softball and additional protective fence
- CC. Renovate Industrial Arts and Art classroom section-consolidate area for storage, classrooms and weight rooms.

Suggested goals for FY2012

- A. Complete 10 year life/health/safety inspection and submit to ROE/ISBE.
- B. Keeping the buildings up so they are usable; preventative maintenance. This includes re-chipping the HS parking lot, replacing ceiling tiles, developing a schedule to replace floor tiles as the current ones can no longer be matched
- C. Complete projects as outlined in the energy grant submitted January, 2011 if a funding source for the district match is available.
- D. Explore ways to improve the parking situation in front of school in the morning when school starts and at dismissal times.
- E. Determine what construction services the board wishes to use in preparation for the construction of a new grade school.
- F. Consider the status of our current architect.
- G. The bus lot needs gravel (Cost about \$3000 - \$4000 from Christ.) Consider rocking the high school parking lot at the same time if rock is also needed there. The parking lot also needs to have power run to it so bus heaters can be plugged in when it gets cold. (Have Christ dump, spread and level rock in main parking lot. No additional parking created. We can do the rolling.)
- H. Discuss the value of the snow removal and lawn services we currently contract for. I have enclosed a copy of the payments for both as well as some figures of what it would cost us to do it ourselves. The quality of service also should be discussed.

Long Range goals:

Build a new elementary building.

Determine a productive use for Summerfield or dispose of it in some manner.

Personnel

Progress Toward 2010-2011 Goals

A. Continue appropriate training for support staff as budget allows Completed. We have used many professional development opportunities that were free. In some cases staff members have paid their own transportation or fees with the district providing the substitute or other similar arrangements. We have attempted utilize local "experts" to bring

professional development opportunities to our district at a lower cost than sending teachers to workshops.

B. Hold annual meetings with groups of support staff to establish communication

Completed

C. Continue to monitor district salaries in relation to comparable positions in other districts

Ongoing process

Suggested goals for 2012

A. Negotiate a new contract.

B. Continue to find ways to create a more positive school climate and positive relationships among students, staff, parents and community.

C. Revise teacher and administrative evaluations to meet new state standards. (This needs to be in place by the 2012-2013 school year.)

D. Develop a special education workload plan.

E. Determine skills and characteristics desired in the next superintendent for Lebanon

F. District #9 and establish a search process/procedure.

The meeting ended at 10:16 and will be continued at 6:00 on Wednesday, March 16, 2011 in the district office.

The meeting was reconvened by President Mike Harter at 6:16 PM on Wednesday, March 16, 2011. Board members present were Paul Baer, Gary Haas, Mike Harter and Marvin Meddows. Jim Lopresto joined the meeting at 7:22 PM. Karen Buehler was present representing district administration.

Transportation

Updates (not address in last year's goals)

- The transportation manager is to take all extra runs that fall completely within his/her regular work hours. He/she is eligible to take any extra runs that fall completely outside his/her regular work hours when it is his/her turn in the rotation for extra runs. This is at the same pay as other drivers. In cases where no one else (including regular district substitutes) is available and part of the extra run falls within his/her regular work hour, the transportation director will take the run and earn comp time for the amount of time beyond regular work hours that the trip requires.
- The transportation director will take the regular before/after school run for a driver on an extra trip who is not being paid for his/her regular before/ after school run. If this affects more than 1 before or after school run a substitute may be called in for the regular school run.
- Regular drivers have the first opportunity to take extra runs. Substitute drivers for the district are offered extra runs if no regular drivers want it. Other qualified drivers who are employed by the district will only be offered extra runs when no regular or substitute drivers are available and willing to take them.

Progress Toward 2010-2011

- A. Consider a policy that results in termination for job abandonment after 3 days (consecutive or individual) of "no call-no show" if this is consistent with current policy for support personnel.

Attendance is less of a problem this year than in previous years. A policy such as this would need to apply to all classifications of noncertified staff and after consideration is not recommended by administration at this time.

- B. Consider giving staff members 12 days of sick leave and 2 days of personal leave each year instead of 14 days of sick leave if this is permissible under current policy for part-time support personnel.

Incomplete: needs to be consistent among all noncertified staff.

- C. Consider the number of buses and routes required with the closing of Summerfield.

Completed

- D. Consider the purchase of a new bus to replace one that will be 5 years old and no longer have depreciation value if we still need the same number of buses we had last year.

Not completed this year due to budget constraints.

- E. A new bus driver may need to be hired to replace one of the two bus drivers lost this past year.

We have a complete staff of drivers at this time.

- F. The school bus lot is in dire need of repaving. The school buses have created tire ruts where they are being parked.

Incomplete at this time due to finances. Explore the possibility of having the rock delivered and staff spread it as a way of lowering the cost and making completion of the project possible.

- G. Run electricity to the bus lot.

Incomplete due to lack of funds.

Suggested goals for 2011-2012

- A. Replace the small bus. Bus #8 is an eight yr old small bus with approximately 138,000 miles. Frank says recommended bus life is 10 years old. (Bus #10 is the current bus with a wheelchair lift. The student who currently requires the wheelchair lift will turn 22 in April of 2012 and will no longer receive services from our district.)
- B. Replace the bus which no longer has depreciation value. Bus # 6 is a "big bus" that is 5 years old and has approximately 44,000 miles on it. It is no longer eligible for depreciation.
- C. Rerock the bus parking lot. Frank has a bid from Christ, but it includes an additional parking lot for driver cars and "shaping, regrading & compacting" the existing bus lot. I don't think an additional parking lot is needed as drivers could use the HS parking lot and walk across the road. Is the shaping, regrading and compacting necessary or could we just have rock dumped and use our tractor to spread it? (Check if rock is needed for high school parking lot and do that at the same time if needed.)
- D. Run electricity in conduit to the bus lot. (See building and grounds section for cost and process.) A lock box on the electric pole and no trespassing signage could help with liability concerns. (This needs to be done before rocking the lot.)
- E. Adopt/update transportation employee manual Frank developed.

Curriculum

Progress Toward 2010-2011 goals

- A. Reading will be the primary focus for improvement K-8th grade and math and reading are in need of improvement at the high school level. Special attention will be given to disaggregate groups as listed on the Illinois School Report Cards.

In-service on guided reading has been provided. Corrective reading has been implemented at the jr. high. RtI has been implemented at the high school for math and reading. A high school and district school improvement plan has been written and filed on the IIRC. It addresses steps taken toward making AYP in math which has been the primary area of concern the past two years. High school team members attended an ROE data retreat and the district is utilizing additional technical assistance provided through the ROE Systems of Support grant to address areas of weakness.

- B. Continue to increase levels of differentiated instruction and co teaching to meet the needs of all students in the standard education program. Implementation of RtI from Kindergarten through 12th grade, continual revision of mini-courses and continued professional development will be a priority.

RtI is implemented K-12th grade. It continues to be refined each year. There is increased differentiated instruction and co teaching in regular education classrooms, which increases the percentage of time students with IEPs are included in regular education programs. We have been notified that we have met goals established through the ISBE focused monitoring visit and are no longer being monitored by them. Our most recent special education profile indicates our district is still below the BASSC and state levels of including students with IEPs in the standard education program.

- C. Provide focused ISAT and PSAT/ACT preparation for all students to increase test scores to meet AYP requirements for 2011.

This is being done this year and needs to continue in future years.

- D. Increase student access to technology as the budget allows. The high school would like 2 more projectors (approximately \$1200)

Budget constraints have limited this. Technology we have available continues to be well used. Reading and I Learn math programs have been added and are used in the RtI, special education, Title I and other areas as needed.

- E. Continually evaluate the use of certified and support personnel to provide maximum services for students at all grade levels.

This is completed for the current school year, but needs to be continued to make the best use of funds.

- F. Adopt new high school chemistry books and elementary reading text series if funding allows. The high school will also review math and history curriculum in department meetings.

Art History and Chemistry II books were purchased. No other books were purchased due to budget constraints.

- G. Consider using the Information Now system for the K-4th grade report cards.

K-4th grade has implemented report cards using the Information Now technology.

Suggested goals for 2012

- A. Use assessment data to guide instruction and explore additional alternatives to help more of our students meet or exceed learning standards.
- B. Explore ways for students to earn college credits while still in high school.

- C. Replace the basal reading series at the elementary level and expand the guided reading library.
- D. Continue supporting differentiated instruction, guided reading, co teaching, RtI and the inclusion of students in the general education program through professional development, collaboration and scheduling that supports these practices.
- E. Reevaluate alternatives for Jr High and High School RtI programs taking student schedules into consideration.
- F. Adopt a new chemistry text, followed by history at the HS level as funds become available.
- G. Revise social science course offerings. Examples include making CP law a 1 semester class and combining social issues and current affairs.
- H. Consider options for credit recovery, such as the revising reading technologies course for students needing an additional English credit and support in further development of reading skill areas.
- I. Explore ways to decrease the number of books/weight students carry home each day.

Public Relations

Progress Toward 2010-2011 Goals

- A. Continue to explore and implement ways to improve school climate, communication among all working toward district goals and public perception of our district.

This is subjective, however I believe there has been some improvement in this area as evidenced by the desire of the Lebanon Federation of Teachers requesting interest-based bargaining as the process for arriving at a new teacher contract.

- B. Reevaluate our relationship with 1187 Creative moving forward. Consider alternative uses for some of the money, such as website enhancements instead of radio spots.

Very little has been done with this.

- C. Include accomplishments of district teams and individuals on our marquee.

Continue to provide information to the Lebanon Advertiser

Tom updates the marquee on Fridays, unless he is absent. It is more current than in the past.

- D. Keep websites current

To be continued. The software program for the current website is obsolete. Some items cannot be put on the website because the software will not support the application. "Fixing" or updating the website is extremely difficult and time consuming when it is possible. This is why the recommendation for using the Joomla has been made.

- E. Encourage positive and informative classroom communication with parents on a regular basis.

This is being done but needs to continue.

Suggested goals for 2012

- A. Explore ways to improve safety in front of the building at dismissal time.
- B. Have meetings with military families to explore ways the district can better meet their unique needs.
- C. Hold a Kindergarten orientation night and early registration in the early spring to get an idea of the number of kindergarten students we can expect the following year.
- D. Continue to find ways of using technology, such as the parent portal to Information Now and the Alert Now phone system, to communicate with district families.

- E. Bring our activities with 1187 Creative to closure. This includes communicating with those who contributed to the project, and correcting/printing the brochure developed for our district.
- F. Develop a DVD that can be used to promote our district.
- G. Keep the marquee on Rt 50/4 updated at least weekly. Increase the speed at which the message scrolls so entire message is seen driving by.

Long range goal:

Gather information and explore the options for the future of our district and students over the next five years.

Paul Baer motioned to adjourn the meeting.

Marvin Meddows seconded the motion.

Meeting adjourned at 9:50 PM.

Respectfully submitted,

**Karen Buehler
Secretary ProTem**