

FEBRUARY COMMUNITY PACKET

WOODLAND SCHOOL DISTRICT 50
GOVERNING BOARD MEETING
February 25, 2010
6:30 P.M. – 10:00 P.M.

AGENDA

REGULAR MEETING CONSISTENT WITH THE REQUIREMENTS OF THE ILLINOIS COMPILED STATUTES, 5 ILCS 120/2.02 (OPEN MEETINGS ACT) NOTICES OF THIS MEETING HAVE BEEN POSTED. LOCATION OF THE MEETING IS IN THE WOODLAND INTERMEDIATE SCHOOL, 1115 N. HUNT CLUB ROAD, GURNEE, ILLINOIS, 6:30 P.M.

AGENDA ITEM

- I. Call to Order
- II. Roll Call
- III. Move to enter Closed Session

The Board will enter into closed session to discuss:

 - Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees;
 - The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Board of Education, including hearing testimony on a complaint lodged against an employee to determine its validity.
- IV. Return to Open Session at 7:30 P.M.
- V. Call to Order
- VI. Roll Call
- VII. Pledge of Allegiance
- VIII. Approval of Agenda
- IX. Citizen Statements

Citizens are provided time to address the Board. The Board of Education respectfully requests that individuals limit comments or questions to two minutes and if requested, the Board will respond in writing.
- X. Correspondence to the Board on Budget Reduction and Revenue Generating Options

The Board received six (6) correspondence items regarding the budget reduction and revenue generating options.
- XI. Consent Agenda
 - A. Approval of Minutes; Board Forum Minutes 1-19-10, Closed Minutes 1-21-10, Special Minutes 1-21-10, Closed Minutes 1-28-10, Regular Minutes 1-28-10, Closed Minutes 2-4-10, Special Minutes 2-4-10
 - B. Approval of Financial Reports
 - C. Approval of Treasurer Reports
 - D. Approval of Board Payable Lists
 - E. Approval of Budget Transfers
 - F. Approval of Hearing Itinerant position and Job Description
 - G. Approval of Employment
 - H. Acceptance of Resignations/Retirement
 - I. Approval of Leaves of Absence
 - J. Approval of Substitutes
 - K. Approval of "Destruction of Closed Session Meeting Audio Recordings" for July 2008
 - L. Acceptance of Donations
 - M. Approval of Disposition of District Property
 - N. Establishment of Eighth Grade Promotion Ceremony Dates – June 1st and 2nd

- O. Approval of Closed Session Minutes to be Opened to the Public
- P. Approval of Official School Calendar for 2010-2011 School Year
- Q. Approval of FY 11 Budget Deficit Reduction and Revenue Generating Options
 - i. Reduction in Energy costs
 - ii. Reduction in Supply Costs- materials and custodial costs
 - iii. Increase in Facility Usage Fees
 - iv. Reduction of Media Center Audio Visual Assistant Position (Middle School)
 - v. Reduction in Printer service and toner cost
 - vi. Reduction of the Public Information Assistant Position
 - vii. Reduction of School Office Assistant Positions (1 Intermediate, .5 Middle - unfilled)
 - viii. Reduction of Health Assistant (Middle School - unfilled)
 - ix. Increase in Student Registration Fees
 - x. Increase in Food Service Fees
 - xi. Reduction of Travel Reimbursement and Workshop Costs
 - xii. Increase in Summer Wonders Registration Fees
 - xiii. Reduction in Field Trip Costs
 - xiv. Reduction of 5 Exploratory Positions – 2 currently unfilled
 - xv. Reduction of 1 Physical Education Position (Intermediate)
 - xvi. Reduction of Library Supply Budgets by 20%
 - xvii. Reduction of 3 Administrative positions and 2 Administrative support staff positions– Behavior Modification Liaison, Network Administrator, Curriculum Supervisor, Human Resources Benefit Assistant and Operations & Facilities Assistant
 - xviii. Approval of change to Gifted Program Delivery – Middle School
 - xix. Reduction of Student Supervisors – 3 Hall monitor positions at Middle School and PAIS position at Intermediate
 - xx. Reduction of Overtime Costs
 - xxi. Reduction of Public Service Program Costs

XII. Action Items

- A. Reduction of 4 Technology Advisor positions
The Board will approve the reduction of four technology advisor positions and provide direction to add five staff technology leader stipends.
- B. Class size and House system structure FY11
The Board will approve the class size and house system proposal that results in a reduction of 16 classroom teacher positions while maintaining a district average of 25 students per class.
- C. Reduction of Paraprofessional positions
The Board will approve the reduction of paraprofessional positions for the FY11 school year.
 - 1. 6 Resource Paraprofessionals
 - 2. 5 Bilingual Paraprofessionals
 - 3. 2 Kindergarten Plus Paraprofessionals

XIII. Reports/Discussion Items

- A. Written Reports – Freedom of Information Act (FOIA)
Bob Leonard will provide the Board a written update concerning changes to the new Freedom of Information Act (FOIA) regulations.

XIV. Board Improvement and Operations

The Board will discuss various ways to improve the efficiency of meetings and the receipt of information via monthly packets.

XV. Status of Requests from Board Members/Recap/Future Board Items/Correspondence

Board members will discuss: (8:30 PM – 20 min)

1. Status of requests from Board meetings
2. A recap of the meeting and future Board items
3. Correspondence to the Board and direction on responses
4. Receipt of Freedom of Information Act Requests

XVI. Announcements and Board Committee Reports

XVII. Return to Closed Session, If Necessary

XVIII. Adjournment (PM)

Woodland School District 50 is subject to the requirements of the Americans with Disabilities Act of 1990.

Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are required to contact the Board Recording Secretary, Phyllis Martin at (847) 596-5601 promptly to allow the District to make reasonable accommodations for those persons.

**Community/Media Packet
February 2010**

- **Correspondence to the Board on Budget Reduction and Revenue Generating Options:** The Board received six (6) correspondence items regarding the budget reduction and revenue generating options.
 - Sandi Beyrer – Band
 - Ginger Dalbo – Technology Advisors
 - Chris Schrantz – Health Benefits
 - Beth Olzewski – Advertising
 - Judy Ryan – Financial Review Follow-Up
 - Rick Haines – Hall Monitors

CONSENT AGENDA

- **Approval of Hearing Itinerant position and Job Description: Approval of Hearing Itinerant position and Job Description:** Pursuant to information presented at the January Board meeting, it is our intent to no longer contract with SEDOL for the delivery of hearing itinerant services to those students whose IEP require these services. It is a recommendation of the Director of Special Education that we employ a Hearing Itinerant Teacher. This is cost effective due to the number of students (28 district-wide) who require these services. A comparison of the cost to contract versus the employment of the certified teacher of the deaf and hard of hearing, is estimated to result in a savings of \$51,685. The Board is being asked to approve the position of Hearing Itinerant Teacher and the accompanying job description. Once the position is approved, it can be posted.
- **Acceptance of Donations:** The district is in receipt of the following:
 - Woodland Middle School has received a check of \$658.30 from General Mills for participating in the Box Tops for Education Program. The monies are used to support the team to benefit students.
 - The district has received a check for \$7.00 from Abbott Laboratories from their Employee Giving Campaign.
 - Alison B. Chua
 - Total donations for February 2010 are \$665.30.
- **Approval of Disposition of District Property (Policy 4:80):** The district is requesting to dispose of the following:
 - 217 computers
 - 23 laptop computers
 - 5 monitors
 - 188 keyboards
 - 5 mice
 - 15 printer/scanner/faxes
 - 8 VCR players
 - 7 CD/cassette players
 - 11 overhead projectors
 - 7 headphones
 - 2 network switches
 - 1 television
 - 1 wireless airport adapter
 - 2 palm pilot devices
 - 5 disc drives
 - 1 print server
 - 3 DVD players
 - 24 cassette recorders
 - 2 boxes of O&F security cameras
 - 251 batteries
 - All of the equipment is broken or not functional and no longer has any use in the District. In addition, the computers have no market value.

- **Establishment of Eighth Grade Promotion Ceremony Dates**
 - June 1st: Jaguar and Lynx Houses Promotion Ceremony, 7 p.m.
 - June 2nd: Cougar and Puma Houses Promotion Ceremony, 7 p.m.
- **Approval of Closed Session Minutes to be Opened to the Public:** According to the Open Meetings Act, 5 ILCS, 120/2.02, there must be a review of closed session minutes twice yearly to ascertain if the school Board minutes or any part of them are to be opened or remain closed. The Superintendent and School Board have undergone a thorough review of Closed Session minutes. The Board’s practice is that the minutes remain closed at least five years after an individual has left the employ of the district.

The minutes being recommended to open are as follows:

- March 17, 2009
 - April 30, 2009
 - May 28, 2009
 - July 30, 2009
- **Approval of Official School Calendar for 2010-2011 School Year:** The development of the district calendar is a multi-step process. The process begins in December with articulation meetings between the feeder elementary and high school districts. In January, the leadership team creates a draft calendar. Through the month of February, feedback is gathered from all staff and the Union Council and the Superintendent’s Calendar Committee. Once approved, the calendar will be sent to staff, the Regional Office, the State and posted on our website.

WOODLAND SCHOOL DISTRICT 50
OFFICIAL SCHOOL CALENDAR FOR THE 2010-2011 SCHOOL YEAR

August

Teacher Institute Day - No Student Attendance	Monday, August 23, 2010
Teacher Institute Day - No Student Attendance	Tuesday, August 24, 2010
First Day of Student Attendance (1-8)	Wednesday, August 25, 2010
First Day of Student Attendance (EC & WELE)	Thursday, August 26, 2010
First Day of Student Attendance (Kindergarten)	Friday, August 27, 2010

September

School Improvement Day -Early Release (No School for Primary) MS 10:40, INT 11:15, ELE/ELW 12:00	Friday, September 3, 2010
Labor Day – No School	Monday, September 6, 2010
Not In Attendance – No Students & Staff	Thursday, September 9, 2010

October

Teacher Institute Day – No Student Attendance	Friday, October 8, 2010
Columbus Day – No School	Monday, October 11, 2010

November

Veteran’s Day – No School	Thursday, November 11, 2010
Early Release/Conferences (No Kind., WELE) EC in Attendance	Monday, November 22, 2010
Early Release/Conferences (No Primary Attendance)	Tuesday, November 23, 2010
Conferences – No Student Attendance	Wednesday, November 24, 2010
Thanksgiving - No School	Thursday, November 25, 2010
Thanksgiving Holiday – No School	Friday, November 26, 2010

December

Early Release	Friday, December 17, 2010
MS 12:55, INT 1:30, ELEM 2:10; (No School- EC/WELE/PM Kindergarten and ALL Day Kind.) AM Kind. Only	
Winter Break	Monday, December 20, 2010 Friday, December 31, 2010

January

Teacher Institute Day - No Student Attendance Monday, January 3, 2011
First Day After Winter Break Tuesday, January 4, 2011
M. L. King Day - No School Monday, January 17, 2011

February

School Improvement Day –Early Release Friday, February 18, 2011
MS 10:40, INT 11:15, ELE/ELW 12:00 (No School-
AM Kind. or ALL Day Kind.) PM Kind. Only
Presidents' Day - No School Monday, February 21, 2011

March

Casimir Pulaski Day- No School Monday, March 7, 2011
Early Release/Conferences (No Kind., WELE) Wednesday, March 16, 2011
EC in Attendance
Early Release/Conferences (No Primary Attendance) Thursday, March 17, 2011
Conferences – No Student Attendance Friday, March 18, 2011
Early Release Friday, March 25, 2011
MS 12:55, INT 1:30, ELEM 2:10; (No EC/WELE,
PM Kind. or ALL Day Kind.) AM Kind. Only
Spring Break – No School Monday, March 28–
Friday, April 1, 2011

April

First Day After Spring Break Monday, April 4, 2011
School Improvement Day –Early Release Thursday, April 21, 2011
(MS 10:40, INT 11:15, ELE/ELW 12:00
No AM and ALL Day Kindergarten) PM Kind. Only
Not In Attendance – No Students & Staff Friday, April 22, 2011
Teacher Institute Day – Half Day-Early Release Thursday, April 28, 2011
(MS 10:40, INT 11:15, ELE/ELW 12:00)
No Primary School Attendance

May

School Improvement Day –Early Release Friday, May 13, 2011
(MS 10:40, INT 11:15, ELE/ELW 12:00)
(No Primary School Attendance)
Memorial Day - No School Monday, May 30, 2011

June

Early Release Friday, June 3, 2011
No EC or WELE
Kind. PM Only – No All Day or AM
Last Day of Student Attendance Monday, June 6, 2011
No Kind., EC or WELE
(no emergency days used)
Last Day of Student Attendance Monday, June 13, 2011
(if all five emergency days used)

Emergency Day Schedule (if emergency days needed)

June 7, 2011 If 1 emergency day is needed
June 8, 2011 If 2 emergency days are needed
June 9, 2011 If 3 emergency days are needed
June 10, 2011 If 4 emergency days are needed
June 13, 2011 If 5 emergency days are needed

February 18, 2010

- Approval of FY 11 Budget Deficit Reduction and Revenue Generating Options:** The Board of Education was provided a report from the district's Financial Advisory Community Taskforce (FACT) Committee that listed recommended budget changes to reduce the district's projected \$3.5 million dollar deficit. The Board of Education over a series of no less than (6) six public meetings, (including a Board Forum) met and discussed each of the recommendations. The Board considered the recommendations and amended or added to the list of items that were presented. \$1,948,165 in budget changes are contained in this action item. The following list of items were moved for a vote on without requiring additional information. Once approved, the district's administration will begin taking budgetary and statutorily required actions necessary to implement the changes.

Executive Financial Summary February 25, 2010

Item Number	Description	FY11 Budget	Estimated Savings
1)	Reduction in Energy Costs		
A	Energy Savings - Recalibrate and rebalance energy management system.	-\$83,453	
B	Alternate - Adjust occupied time shut offs on unit ventilators.	-\$25,000	-\$108,453
2)	Reduction in Supply Costs		
A	Reduce Operations and Maintenance supply by multiple bids.	-\$20,000	
B	Reduce District wide supply cost by designating purchasing agent.	-\$20,000	
C	Citywide Cleaning Contract: 1 day per week cleaning vs. 5 days	-\$200,000	-\$240,000
3)	Increase in Facility Usage Fees / Reduce Operational Costs		
A	Revise and increase Facility Usage Fee based on indirect costs.	-\$10,000	
B	Limit weekend staff access to 1 day (Sunday)	-\$6,000	
C	Purchase room rental and staff overtime scheduling software	-\$3,500	-\$19,500
4)	Reduction of Media Center Audio Visual Assistant Position		
A	Reduce one Audio Visual Assistant due to new media retrieval software	-\$26,230	-\$26,230
5)	Reduction in Printer Service and Toner Cost		
A	Printer service and toner cost reduction by printing direct to copiers	-\$47,000	
B	Increase printer direct to central copying at Middle School.	-\$500	-\$47,500
6)	Reduction of Public Information Assistant Position		
A	Reduce one Public Relations Assistant position	-\$26,230	
B	Reduce Public Relations budget for supply and printing cost	-\$3,000	-\$29,230
7)	Reduction in School Office Assistant Positions		
A	Reduce one Office Assistant position at Intermediate	-\$26,230	
B	Reduce a 1/2 time Office Assistant position at Middle School	-\$13,115	-\$39,345
8)	Reduction in Health Service Assistant Position		
A	Reduce one Health Assistant at the Middle School	-\$26,230	-\$26,230
9)	Increase in Student Registration Fees		
A	Increase Registration fee by \$40 (K -5) and \$55 (6-8). New fee will be \$100 Kindergarten, \$130 1st through 5th Grade, and \$165 in 6th, 7th and 8th Grade.	-\$270,182	-\$270,182
10)	Increase in Food Service Fees		
A	Increase the cost of a federal reimbursable lunch from \$2.00 to \$2.40.	-\$174,536	-\$174,536
11)	Reductions in Travel Reimbursements and Workshop Costs		

A	Limit travel and workshop expenses to 2007 level	-\$90,713	-\$90,713
12)	Increase Summer Program Registration Fees		
A	Increase Summer Wonders fee by \$12 per class (\$87 per Class)	-\$35,916	
B	Summer School - Minimum class size scheduled 15 per class	-\$2,500	
C	Move to on-line registration to reduce labor costs.	-\$3,500	-\$41,916
13)	Reduction in Field Trip Costs		
A	Increase efficiency by better coordination of scheduling field trips	-\$18,060	-\$18,060
14)	Reduction of 5 Exploratory Positions		
A	Reduce two Exploratory Middle School teachers (Art / Health)	-\$89,981	
B	Reduce three Exploratory Middle School teachers (Music/Spanish/Tech Lab)	-\$134,972	-\$224,953
15)	Reduction of 1 Physical Education Position		
A	Reduce one Physical Education teacher at Intermediate	-\$44,991	-\$44,991
16)	Reduction of Library Supply Budget		
A	Reduce district wide media center supply budgets in total by \$15,155 (20%)	-\$15,155	-\$15,155
17)	Reduction of Administrative Support Positions		
A	Network Administrator - replace with contracted service and share work load	-\$87,999	
B	Transportation Behavior Modification Liaison - Discipline to School AP's.	-\$63,766	
C	Human Resource Insurance Benefits Assistant Position	-\$51,242	
D	Curriculum Supervisor Position	-\$84,745	
E	Curriculum Leader Stipends (5) at \$3,242	\$16,210	
F	Operations and Facilities Asst. - Work load to O& F Secretary and Business Office	-\$26,230	-\$297,772
18)	Approved Changes to Gifted Program Delivery - Middle School		
A	Move Gifted teachers onto the team at Middle School, phase in one position in FY11 due to class size limitations.	-\$44,991	-\$44,991
19)	Reduction in Student Supervision Positions		
A	Reduce one Personal Analysis Independent Study (PAIS) Paraprofessional	-\$29,600	
B	Reduce seven Lunchroom Supervision Stipends at MS (1 to 41 ratio)	-\$19,635	
C	Hall Monitors - Reduce 3 of 10 positions at the Middle School (\$26,230 per position)	-\$78,690	-\$127,925
20)	Reduction of Overtime Costs		
A	Overtime Review - Reduce overtime costs by adjusting workday schedules to cover overtime functions.	-\$38,678	-\$38,678
21)	Reduction of Public Service Program Costs		
A	Public Service Program - Reduce the number of scheduled workers to 10 per day, which will eliminate scheduled overtime for this event.	-\$21,805	-\$21,805

Consent Agenda \$1,948,165 \$1,948,165

ACTION ITEMS

- **Reduction of 4 Technology Advisor positions:** The Board will approve the reduction of four technology advisor positions and provide direction to add five staff technology leader stipends. \$173,753 in budget changes are contained in this action item.
- **Class size and House system structure FY11:** The Board will approve the class size and house system proposal that results in a reduction of 16 classroom teacher positions while maintaining a district average of 25 students per class. The Class Size Scheduling and House System Structure were requested to be voted on separately. \$723,094 in budget changes are contained in this action item.

Class Size scheduling and House system structure

Feedback received from the members of the FACT committee encouraged that we try to maintain lower class sizes in grades K - 3 due to the need for early intervening. The administration recommends that we amend our initial class size goals to reflect lower than average class sizes in Kindergarten through 3rd grade, and higher class sizes in 4th through 8th grade. The recommendation is to limit class size averages to 20 in Kindergarten, 25 in grades 1st through 3rd, and 26 as an average in grades 4th through 8th. Using this year's data, this would require the reduction of 16 classroom teaching positions to achieve these class size goals.

Based on the amended recommendation, Class sizes in FY11 are expected to range from:

Primary - Kindergarten	Class sizes from 18 to 20 students
Elementary (1st through 3rd)	Class sizes from 23 to 25 students
Intermediate (4th and 5th Grade)	Class sizes from 24 to 27 students
Middle School (6th, 7th, 8th Grade)	Class sizes from 24 to 27 students

Total Savings for FY11: \$723,094

- **Reduction of Paraprofessional positions:** The Board will approve the reduction of paraprofessional positions for the FY11 school year. \$384,795 in budget changes are contained in this action item.
 - 6 Resource Paraprofessionals: Anticipated cost savings of \$177,598.
 - 5 Bilingual Paraprofessionals: Anticipated cost savings of \$147,998.
 - 2 Kindergarten Plus Paraprofessionals: Anticipated cost savings of \$59,199.

REPORTS/DISCUSSION ITEMS

- **Written Reports – Freedom of Information Act (FOIA):** Bob Leonard will provide the Board a written update concerning changes to the new Freedom of Information Act (FOIA) regulations. Freedom of Information Act (FOIA) Board Policy 2:250 “Access to District Public Records” provides direction on how requests for public records are to be handled under the Freedom of Information Act. Public Act 96-0542 became effective on January 1, 2010; this new act updates many of the procedures in responding to FOIA’s. The new FOIA (act) includes new definitions of public record, new procedures for responding to FOIA’s, mandatory training of FOIA officers and harsh penalties for non-compliance. Robert Leonard is currently the district’s FOIA officer. It is recommended that at least (2) two individuals be named FOIA officers. This is due to the requirement that FOIA’s be addressed within (5) five business days of receipt, regardless of personal schedules. The district’s FOIA officers as well as our procedures will need to be posted to our website by July 1, 2010.