

# **Meridian CUSD #223 School Board**

## **Agenda and Board Packet**

### **Regular Meeting**

**May 8, 2008**

**Monroe Center School**

**7:00 p.m.**



*“Our mission is to educate students to be self-directed learners,  
collaborative workers, complex thinkers, quality producers and community  
contributors”*



## **Mission**

*Our mission is to educate students to be self-directed learners, collaborative workers, complex thinkers, quality producers and community contributors.*

## **Long Range Vision**

**As an exemplary School District we continually strive to:**

- Engage in highly effective communication to Community, School Board, Administration, Faculty, Support Staff and Students.
- Achieve organizational trust through integrity, collaboration, reliability, accountability, transparency, fairness and loyalty.
- Utilize an aligned, well- rounded and comprehensive curriculum that focuses on life-long learning skills.
- Promote high learning expectations for all students.
- Practice visionary district leadership to create and implement district goals.
- Value and maintain a safe environment for Students, Staff and Community.
- Provide educational facilities that support and enhance the students' educational experience.
- Make decisions using research and best practice that incorporates fiscal responsibility, collaboration and impact on the Community, School Board, Staff and Students.

**MERIDIAN C.U.S.D. #223**  
**BOARD AGENDA**  
**Thursday, May 8, 2008**  
**Monroe Center School**

**7:00 P.M.**

- 1. Call to Order**
- 2. Roll call**
- 3. Pledge of Allegiance**
- 4. Review/approve consent agenda** *(Items listed under the consent agenda are considered to be routine by the Board of Education and will be enacted by one motion. There will be no separate discussion of the items unless a board member or citizen requests, in which event the item will be removed from the consent agenda and considered individually.)*
  - 4.1 Approve minutes of April 23, 2008 Board Meeting**
  - 4.2 Approve payroll of May 20, 2008**
  - 4.3 Approve accounts payable for May 2008 per review of Ms. Deb Bonne**
- 5. Report of the Superintendent**
- 6. Notices and communications**
  - 6.1 Available at the meeting
- 7. Community Input:** (Old Business items, New Business items or any other topic of concern)  
*(This is the time when visitors may request to address the Board of Education on any item relating to the role and function of the Board of Education. When the Board President so directs, persons should stand, give their name and address and begin their statements. Persons are asked to refrain from making any personal comments regarding any individual. The Board President reserves the right to limit presentations to five minutes.)*
- 8. Old Business:**
  - 8.1 Review potential items for a District Dashboard
- 9. New Business:**
  - 9.1 Building and Grounds Report/Overview and Update on Health Life Safety Projects
  - 9.2 Review/place on display budget amendment for FY 08
- 10. Board Comments**
- 11. Adjourn to closed meeting to discuss: The employment, compensation, discipline, performance of a specific employee of the District; and the purchase or lease of real property for the use of the District, including whether a particular parcel should be acquired.**
- 12. Reconvene in open session**
- 13. Approve the minutes of the April 23, 2008 Executive Session**
- 14. Action items**
- 15. Adjourn**

## **Meridian Community Board Minutes**

### **Minutes of a Regular School Board Meeting of April 23, 2008**

#### **Call to Order and Roll Call**

A regular meeting of the Board of Education of Meridian Community Unit School District #223 was called to order by President Ron Steenken at 7:00 p.m. in the Meridian District Board of Education Room located in the Meridian Junior High. Members present: Bonne, Glendenning, Jagielski (via phone), King, Larson and Reeverts. Superintendent Prusator, Director of Business/HR Porter, Director of Transportation Sherman and Director of Food Service Reber were also present. The Pledge of Allegiance followed.

#### **Consent Agenda**

A motion was made by Bonne, seconded by Reeverts, to approve the consent agenda including the minutes of the April 10, 2008 regular board meeting and the April 17, 2008 special board meeting; payroll of May 5, 2008; and amended 2007-2008 school calendar. Ayes: Bonne, Glendenning, Jagielski, King, Larson, Reeverts and Steenken. Motion carried unanimously.

#### **Superintendent's Report**

##### 5.1 Update on County School Facility School Occupation Tax Law

Mr. Prusator provided an update on the Ogle County School Facility School Occupation Tax Law and the initial feedback from a meeting of Ogle County superintendents.

#### **Notices and Communications**

There were no Notices and Communications.

#### **Community Input**

There was no Community Input.

#### **Old Business**

##### 8.1 Review/approve bus bid for 2008-2009

At the March 20, 2008 board meeting, the Director of Transportation discussed the purchase of buses for the 2008-2009 school year. The bidding process was reviewed at that time. The Administration is recommending that the Board award the bid for the purchase of one new diesel engine wheelchair bus, two new 26 passenger buses, one new 14 passenger activity bus, and the alternate bid for trade-in of two buses from the current fleet to Midwest Transit Equipment for \$192,659.00, including trade-in amounts.

#### **Motion:**

A motion was made by Larson, seconded by King, to award the bid for buses to Midwest Transit Equipment for \$192,659.00, including trade-in amounts as presented. Ayes: Glendenning, Jagielski, King, Larson, Reeverts, Bonne and Steenken. Motion carried unanimously.

##### 8.2 Review/approve building emergency plans for 2008-2009

Mr. Prusator briefly reviewed the building emergency plans. Mr. Prusator highlighted the responses, types of emergencies, and recovery aspects of the plan. The framework of the plans was reviewed at the April 10, 2008 board meeting. Mr. Prusator relayed some of the training and drills that will be held next year.

**Motion:**

A motion was made by Bonne, seconded by Glendenning, to approve the building emergency plans for 2008-2009 as presented. Ayes: Jagielski, King, Larson, Reeverts, Bonne, Glendenning and Steenken. Motion carried unanimously.

**8.3 Review 3rd quarter financial report**

Mrs. Porter reported on the quarterly status of the budget. She reviewed the Education, Operation & Maintenance, Transportation and Food Service funds. The report reviewed the revenues and expenditures to date, comparing projected and actual, as well as, historical data and trends.

**New Business**

**9.1 Meridian CUSD #223 Food Service Department monitoring report and recommendation to join the Northern Illinois Independent Purchasing Cooperative**

Lisa Reber, Director of Food Service, gave a power point presentation on the overall operations of the food service department. She reviewed some of the department's new programs and plans for the future. In addition, Lisa discussed her recommendation for the district to join the Northern Illinois Independent Purchasing Cooperative. Board members thanked Ms. Reber for her presentation.

**Motion:**

A motion was made by Glendenning, seconded by Bonne, to approve membership to the Northern Illinois Independent Purchasing Cooperative for the 2008-2009 school year by passing the Northern Illinois Independent Purchasing Cooperative Intergovernmental Agreement Resolution. Ayes: King, Larson, Reeverts, Bonne, Glendenning, Jagielski and Steenken. Motion carried unanimously.

**Board Comments**

Under Board Comments, Mr. Glendenning stated that he was happy to see the burn pile on the high school campus is gone. Mr. Steenken gave a brief update on the Joint Library Meeting.

**Adjourn to Closed Session**

A motion was made by King, seconded by Bonne, to adjourn to closed session to discuss the appointment, employment, compensation, discipline or dismissal of specific employees of the District; the purchase or lease of real property for the use by the District or whether a particular parcel should be acquired. Ayes: Larson, Reeverts, Bonne, Glendenning, Jagielski, King and Steenken. Motion carried unanimously. Time: 8:45 p.m.

**Reconvene in Open Session**

A motion was made by Glendenning, seconded by Bonne, to return to open session. Motion carried unanimously. Time: 11:08 p.m.

**Approve the minutes of the April 10, 2008 Executive Session**

A motion was made by Barb, seconded by King, to approve the minutes of the April 10, 2008 executive session. Motion carried unanimously.

**Approve the Personnel Report**

A motion was made by Bonne, seconded by Larson, to approve the personnel report including: the employment of Tracey Erlenbach as the high school agriculture instructor for the 2008-2009 school year (replaces Gilbert) and the resignation of Karen Rosenbloom, effective end of 2007-2008 school year (MC/Highland art teacher). The personnel report also includes the honorable dismissal of the following teacher aides due to unknown special education staffing for next year; unknown grant allocation; or aide for individual student: Danielle

Ducey, Highland instructional aide; Carla Duschen, Highland instructional aide; Michelle McDevitt, Highland instructional aide; Tara Modrzejewski, Highland instructional aide; Tammy Pierson, Highland early childhood aide only; Nancy Schabacker, Highland instructional aide; Leigh Whitmire, Highland instructional aide; Deborah Lawson, MC instructional aide; Kristina Reed, MC instructional aide; Raylene Rzasa, MC instructional aide; Lori Wetzel, MC instructional aide and Deborah Castle, MJH individual aide. Motion carried unanimously.

**Adjourn**

A motion was made by Bonne, seconded by Reeverts, to adjourn the meeting. Motion carried unanimously.

Respectfully submitted,  
Donna Fruin, Secretary

**Consent Agenda Items: 4.1; 4.2, 4.3**

Consent agenda items 4.1, 4.2 and 4.3, include approving the minutes of the regularly scheduled April 23, 2008 meeting; the May 20, 2008 payroll; and approving accounts payable for May (per review by Ms. Deb Bonne).

**Agenda Item 8.1: Review potential items for District Dashboard**

**Information/Background**

This item is placed on the agenda in to provide an opportunity for School Board members to review and consider possible items for district dashboard items. A dashboard report is a way to visually present critical information about a specific topic in summary form, in much the same way that a car dashboard works. The attached information includes some of the reporting that is currently provided to the School Board throughout the year. The final sheet includes informational items which are used by other districts is reporting and might be considered for a district dashboard.

**Recommendation:**

This is a discussion topic. No School Board action is required for this meeting. It is anticipated that the School Board will approve dashboard items prior to the beginning of the next school year.

## Meridian CUSD #223

### Current Reporting

<b>Current Reporting</b>	<b>Report Made</b>	<b>Person(s) Responsible</b>	<b>Comment</b>
<b>ISAT/PSAE Scores</b>	Annually, Summer	Prusator/Principals	Scores on the two required state assessments are reported to the School Board in the summer. More complete reports are provided to the School Board during building School Improvement Plans, typically in October. Scores are also posted on the District's web site.
<b>Annual Financial Report</b>	Annually, Fall	District Auditor	Each year the District's auditor presents the Annual Financial Report (AFR) to the School Board, usually in October. The audit is conducted after the end of the end of the fiscal year (June 30) and reported in the Fall. The AFR is posted on the district web page.
<b>School Improvement Plans</b>	Annually, Fall	Building Administrators	Each of the district's four buildings presents their School Improvement Plans (SIP) to the School Board, typically in October. The plans include student performance on tests in the areas of reading, math, science and writing. Additionally, the plans include activities/interventions to improve student achievement during the current school year. The School Improvement Plans are posted on the district web page.

<b>Current Reporting</b>	<b>Report Made</b>	<b>Person(s) Responsible</b>	<b>Comment</b>
<b>Demographic/Financial Report</b>	Annually in Fall	Superintendent	This report is provided to the School Board and includes information the Annual Financial Report and other district demographic information. The report includes “point in time” data/trends such as enrollment history, revenue/expenditures; fund balances; tax rate; ISBE financial profile, health insurance premiums.
<b>Financial Reports</b>	Quarterly	District Administrator for Business/Human Resource	Beginning the second quarter of the current fiscal year, District Administrator for Business/Human Resource provides a quarterly financial summary report to the School Board for the Education, Transportation, and Operations and Maintenance funds.
<b>Director Reports</b>	On-going	Support Staff Directors	Beginning during the current school year, support staff directors present information to the School Board regarding their department. The transportation, food service and operation/maintenance departments have already or are scheduled to present reports through May. Every department will report during a fiscal year.
<b>SVHS Student Discipline Report</b>	Each Semester	High School Administration	The report is presented in written form and includes information on student discipline.

**Meridian CUSD #223  
Consideration for Dashboard Items**

**The following considerations for the District Dashboard are either currently used by other school districts or are part of a districts reporting system.**

<b>Possible Dashboard Items</b>	<b>Report Frequency</b>	<b>Person(s)/Dept. Responsible</b>	<b>Comments</b>
District Climate Survey	Annually	Superintendent	
Community Satisfaction Survey	Annually	Superintendent	
SVHS 5 year Graduate Surveys	Annually	HS Guidance	
Staff Attendance Report	Monthly	Human Resource	
Student Attendance Report	Monthly	Buildings	
Tax Levy	Annually	Business	
Financial Profile	Annually	Business	
September 30 Enrollment	Annually	Superintendent	
Comparative Utility Cost	Monthly/Annually	Business	
Staff Development Activities	Monthly/Annually	District	
Workers Compensation Profile	Annually	Human Resource	
District Improvement Plan	Annually	Superintendent	
Community Focus Groups	2X per year	School Board, District Leadership Team	

## **Agenda Item 9.1: Building and Grounds Report/Update on Health/Life Safety Projects**

### **Information/Background**

This item is on the agenda for the purpose of placing on reviewing the status of the Building and Grounds Department. Additionally, information will be provided regarding the design phase of the Health/Life Safety projects for the recently approved bids. Mr. Jon Mickle, Director of Buildings and Grounds will provide the information.

### **Recommendation**

This is an informational item only. No Board action is required for this meeting.

**Meridian CUSD223**

**Facility Services  
Department Overview**

- . Department Update
- . Property Overview
  - . Staff Overview
  - . Fleet Overview
- . Equipment Overview
- . Recommendations

**Meridian CUSD223**

**Snow Season Update**

- Thirty Two snow events
- Forty Three tons of rock salt used on driveways, lots and playgrounds.
- Nine and a half tons of triple melt salt used on sidewalks and heavy ice areas.
- Major repairs performed on vehicles during season.
- Added one new snow blower for Highland.
- Added new salt spreaders for each building.
- Parking lots and driveways were damaged heavily by season.



**Meridian CUSD223**

**Custodial Update**

- We are in compliance with the Green Cleaning law goes into effect May 9<sup>th</sup> 2008.
- Added a Kaivac Cleaning System to assist in daily and seasonal cleaning.
- Transition to Micro Fiber technology at Monroe Center.
- Evaluating schedules, equipment and personnel at each building.
- Two staff meetings have already taken place going over various items.
- Creating training schedule for each employee.



**Meridian CUSD223**

**Maintenance Update**

- Currently struggling to handle anything over emergency calls.
- Monitoring and working with Honeywell contract.
- Looking for ways to educate district staff on using School dude.
- Added a Red Max Back pack blower and Mantis tiller to fleet.
- Purchased various small tools, and equipment for use in buildings.
- Organizing and inventorying warehouse supplies and storage items.
- Currently have used 750 pounds of cold patch for potholes.
- Attended four IASBO Conferences on safety, grounds, construction and waterproofing. Attending upcoming Annual meeting.



**Meridian CUSD223**

**Grounds Update**

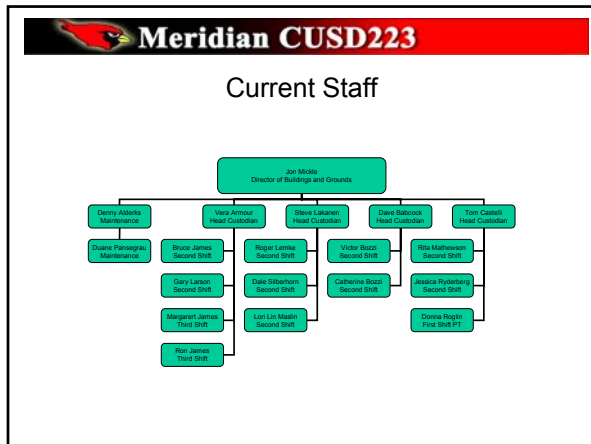
- Prepared and cleaned up after 5 track events, 27 softball, 30 baseball, and 9 soccer games.
- Prepared 3 baseball fields at Highland twice.
- Installed mulch at Jr. High and High school with the Ag classes assistance.
- Removed garbage dump at high school.
- Aerated Jr. High Grounds, and Football field.
- Snow damage repairs to grass and removal of downed tree limbs.
- On going site trash pick up.
- Mowing season is now underway.



**Meridian CUSD223**

**Overview of Property**

- . Building Envelope
  - Roof Issues
  - HVAC Needs
  - Security Needs
  - Plumbing
  - Electrical
  - Flooring
  - Asbestos
- . Building Exterior
  - Parking lot and Driveway issues
  - Condition of Grounds
  - Landscaping
  - Security Needs



**Meridian CUSD223**

### FY 08/09 Custodial Equipment Recommendations

- Advance Adphibian Carpet Extractor & Floor machine.
  - Estimated Cost: \$ 9,800.00
- Kaivac Cleaning System.
  - Estimated Cost: \$ 3,500.00
- Wide Path Vacuum .
  - Estimated Cost: \$ 1,950.00
- 20" Roto Scrubber.
  - Estimated Cost: \$ 1,300.00
- Two Upright Vacuums.
  - Estimated Cost: \$ 925.00
- **Total Investment: \$ 17,475.00**




**Meridian CUSD223**

### FY 08/09 Grounds & Fleet Recommendations

- 1 ton pick up truck with dump style body and V plow
  - Estimated Cost \$ 38,000
- 60" Zero Turn Commercial Mower.
  - Estimated Cost \$ 9,800
- Gas powered pole saw.
  - Estimated Cost \$ 1,200
- Two 6 or 7 hp Toro snow blowers
  - Estimated Cost \$ 1,550
- **Total Investment: \$ 50,550.00**



Pictured: 2008 Silverado 3500 Chassis Cab



**Meridian CUSD223**

### FY 08/09 Staff Recommendations

- **1 FTE Grounds Position:**
  - Responsible for exterior sites, including athletic fields.
  - Responsible for turf management, application of pesticides & herbicides.
  - Responsible for pruning and tree maintenance.
  - Responsible for striping of parking lots.
  - Responsible for minor interior maintenance.
- **1 FTE Flex Position SVHS**
  - Tue ~~St~~ Flex position
  - 11am - 7:30pm schedule
  - Assist Head Custodian during first half of shift.
  - Second half of shift responsible for light maintenance in building, also can assist with activity set ups.
  - Reduce overtime costs.

**Meridian CUSD223**

### Upcoming Summer Highlights

- Life Safety work at Highland, Monroe Center, and Junior High School will begin June 2<sup>nd</sup> and will be completed August 1<sup>st</sup>.
- Life Safety work at Monroe Center, ACM removal and flooring will begin July 1<sup>st</sup> and will be completed August 16<sup>th</sup>.
- Working with Head Custodians on Summer Cleaning schedules.
- Currently creating five year painting plan for district.
- Preparing bid specifications for consumable products and waste service.
- Repair various roof leaks in building.
- Parking lot, driveway, and concrete repairs.
- Correcting overheating issues at Highland and Junior High School.
- Playground Inspections and repairs (if needed). Adding APA mulch to all playgrounds to meet standards.
- Summer grounds schedule completed.

**Agenda Item 9.2: Review/place on display FY 08 budget amendment**

**Information/Background**

This item is on the agenda for the purpose of placing on display the fiscal year 2008 budget amendment. The final approval of the amended budget will be recommended at the June 19, 2008 board meeting. The initial amendment recommendations will be available at the board meeting.

**Recommendation**

This is an informational item only. No Board action is required for this meeting.