

On February 23, 2016, during a re-scheduled regular meeting, the Prairie Central Board of Education . . .

Recognized the attendance of

»Board members Jeffrey Austman, Jason Dotterer, Patricia Haberkorn, Timothy McGreal, Mark Slagel, Corey Steffen, and Ann Steidinger.

»Central office employees Dr. John Capasso (superintendent) and Cheryl Hoffman (chief business official).

»Employees Phyllis Bellot (PCEA representative) and Brad Beyers (athletic director).

»Guests Tal Parmenter, Ron Schramm, and Becky McGreal.

»Press representative Kent Casson (*The Blade*).

Took general action

»To approve the minutes of its January 21, 2016 regular meeting and its February 1, 2016 special meeting.

»To approve the consent agenda, which included an activity fund report, bills (current/interim), booster proposals, a cafeteria report, a financial report, a financial summary, an investment schedule, and a treasurer's report.

Recognized public or pre-arranged visitor's comment from

»∅

Heard the Superintendent's report and learned (or was reminded) that

»HB 691, a measure to freeze property values for a two-year period, will be considered now in April (delayed several times due to the delay in the budget). If approved, and reconciled with SB 318, it could cost the District approximately \$239,000 per year in property taxes (based on average new dollars/year).

»By 1-31, the District had received roughly half of its categorical (prorated) monies, with 60% of the fiscal year elapsed. This year's proration stands at ~\$(600,000). Our accumulated proration since FY11 is ~\$(3,593,000).

»Board members are required to sit for training in the Open Meetings Act, Leadership, and PERA as per 105 ILCS 5/10-16a, 5/24-16.5, and 120/1.05.

»Specs are being drawn up for two (2) LP-fueled buses. The District will try the vehicles out and determine whether to purchase additional vehicles.

»Specs for replacing the Chatsworth Elementary roof system and renovating the heating system are forthcoming. The jobs will, hopefully, be completed before the start of school in the Fall.

»The Board has asked to revisit the naming of the new attendance centers, known now by the working titles Early Learning Center-East (nka Chatsworth) and Early Learning Center-West (nka Chenoa), and Prairie Central Elementary (nka Westview). Some candidates are Primary East & West, and Intermediate; Early Elementary East & West, and Lower Elementary; or some combo. Suggestions are welcome. The Board will address the matter in March.

»An effort is afoot to restructure grade-level groupings and departments and re-write job descriptions for their coordinators/chairs. <sup>ATTACHMENT</sup> The plan is to encourage collaboration, make groups more productive, and involve professional staff more integrally in curriculum decision-making. See attached prospectus. The association and Board will need to negotiate the final draft ahead of posting the newly-defined positions. The discussion will continue in March.

Conducted/considered old business, by

»Reading a rough draft of an intergovernmental agreement that would create the "Soaring Hawks" Fund as a subsidiary of the Park Lands Foundation, an established 501 (c) (3) entity for charitable donations. The Board desires to form a source for donations and distributions for major educational, fine arts, and athletic capital considerations, such as a computer lab, an auditorium, and outdoor athletic facilities.

»Approving several Meadowbrook/reorganization-related items:

*+Start/end times for attendance centers in 2016-17.*

Bldg	<u>PCUE</u>	<u>PCJHS</u>	<u>PCHS</u>	<u>PCE</u>	<u>ELC</u>	<u>ELC</u>
Start	7:40	7:45	8:05	8:10	8:20	8:20
End	2:45	2:50	3:10	3:15	3:25*	3:25*
Length	7:05	7:05	7:05	7:05	7:05	7:05

\*The Board may consider an earlier release, say 3:10, to address a prep time issue (no fine arts in the ELCs).

+*Cropsey attendance.* As earlier determined, students in grades PK/K/1 with Cropsey addresses will attend ELC-E (Chatsworth). However, the Board will consider

transfer requests to West from those living west of the Village of Cropsey.

+*Memorials, PTO purchases.* The District will place memorials and use PTO-sponsored equipment as it deems appropriate. It may consult with families of memorialized individuals.

+*Logistics/moving procedures.* <sup>ATTACHMENT</sup> The attached procedures will be used for Summer classroom transfers.

+*Sorting/sale.* Librarians will sort materials in elementary libraries and recommend a plan for placement. The administration will determine the general need in each

center/area for equipment and supplies, which will be distributed or re-distributed as such. When equipment and supplies become expendable, the District will sell such materials.

Conducted/considered new business, by

»Changing its regular March meeting date to March 15, 2016 (from March 17).

»Authorizing representatives of the Illinois Clay Target League to use the District's name in organizing a local program for youngsters, provided the District has no direct involvement in the program.

»Approving PCHS's membership in a re-aligned conference for interscholastic competition, a combination of remaining Corn Belt and Okaw Valley member schools, beginning with the 2017-18 school term.

»Approving an intergovernmental agreement between the District and the Livingston County Sheriff's Department which will allow the Department access to surveillance equipment in the event of an emergency.

»Granting permission for PCJHS music students to participate in the Six Flags Great America Music in the Parks Festival, Gurnee IL, on May 21, 2016.

»Accepting the bid of \$1.573/gallon from Evergreen FS for 30,000 gallons of diesel fuel.

Held an executive session for the purpose (exception to the Open Meetings Act) of discussing personnel and, following, made personnel decisions to

»Accept the resignations of **Amber Hays** (as a District psychologist, effective at the close of the 2015-16 school term) and **Kari Medearis** (as a café worker @ PCJHS, with intent to retire under CBA 9.11).

»Appoint Kole Stadt (as vocational agriculture teacher @ PCHS, beginning in 2016-17), **JaNae Steidinger** (as a 3 ¼ hour/day café worker @ PCUE, beginning immediately), **Josh Creek** (as a guidance counselor @ PCHS, beginning in 2016-17), and **Nathan Wenger** (as an auxiliary baseball coach at PCHS for Spring, 2016).

»Approve a health-related leave for an employee, April 15, 2016 to term's end.

Took general action to

»Adjourn at 10:56 PM.

### Department Chair/Grade Level Coordinator Description

The coordinator/chair shall

- Have teacher leadership training (through ROE)
  - Hold no fewer than two (2) meetings per month
  - Create agendas for grade level/department meetings (*having consulted with principal or curriculum director*)
  - Answer to (*evaluated by*) principal or curriculum director
  - Participate in developing content curriculum & student learning objectives for grade or discipline
  - Assist in the selection of textbooks, software, and ancillary teaching materials
  - Be responsible for presenting research in best practices to colleagues
  - Participate in institute/professional development planning
  - Participate in the new teacher mentoring program
  - Be responsible for curriculum articulation (*vertical, horizontal*) and communication with affected parties
  - Represent
    - *Coordinators*
    - Grades ECSE/PK, Kindergarten, and 1 (*both buildings*)(3)
    - Grades 2-6 (5)
    - *Departments*
    - Fine arts (2-12) (1)
    - Physical education/health/drivers' education (K-12) (1)
    - CTE (*FCS, Ag, IA, business, computers*)(7-12, *articulation K-12*) (1)
    - Math (*7-12, articulation K-12*) (1)
    - Science (*7-12, articulation K-12*) (1)
    - ELA/foreign language (*7-12, articulation k-12*) (1)
    - Social sciences (*7-12, articulation K-12*) (1)
    - Special education (*including, but not limited to, K-12 instructional/paraprofessional staff, support staff, LCSSU Coop liaison*) (1 – *Buss*)
  - Hold a seat on the appropriate curriculum council
    - K-6 curriculum council: Grade coordinators, fine arts chair, PE/health/DE chair, special education chair, tech coordinator, K-6 administration, 1-2 board members, superintendent (#~18)
    - 7-12 curriculum council: Department chairs, fine arts chair, PE/health/DE chair, special education chair, tech coordinator, K-6 administration, 1-2 board members, superintendent (#~14)
- Proposed stipend: 10% of base (negotiable)

## Reorganization: Procedure for Move, Summer 2016

### *Large Equipment*

- Playground equipment will remain; playgrounds will be developed as appropriate
- White boards will be installed as needed
- Equipment such as Ellison machines, laminators, and copiers will remain in current buildings; Meadowbrook's equipment will be distributed as appropriate
- Library materials will be sorted and distributed appropriately, or weeded, as per the advice of librarians
- Meadowbrook storage shed (PTO purchase) will be placed where it is needed, with a formal thank-you for PTO
- Any materials or equipment deemed unnecessary in the transition will be sold (i.e. a garage-type sale).

### *Classroom Supplies/Equipment*

- Common classroom equipment (e.g. filing cabinets, area rugs (clean), book shelves, teacher desks/chairs, student desks) belongs to current classrooms (default); administration will decide to transfer
- Personal items will be removed from affected classrooms at the end of school year +2 days
- New rooms are to be occupied no sooner than August 1 (*or after, when room is clean*)
- Maintenance staff will provide moving boxes
- Room color change requests will be generally turned down, but administration may decide painting is necessary
- Principals will be responsible for
  - o Taking inventory of rooms in presence of employees
  - o Discerning school supplies/equipment from personal  
(Rule of thumb: Purchased with grant – belongs to school district  
“ “ school funds – belongs to school district  
“ “ personal resources – belongs to employee)
  - o Determining new room assignments
  - o Declaring supplies/equipment needs (*desks, chairs, PE equipment, computers, etc.*)
- Technology coordinator will supervise any transfer of technology (*e.g. teacher computer, smartboard, labs, clusters, etc.*)
- Principal, Superintendent have final say in transfer of supplies/equipment
- Meadowbrook will serve as staging area for supplies/equipment