

OAK GROVE SCHOOL BOARD BRIEFS

February 2010

Regular Board of Education Meeting

This is a summary of events that occurred at the January and February meetings, not official minutes.

DECISIONS

Facilities

On the recommendation of the Facilities committee, the Board directed the Business Manager in January to solicit bids for a facilities study. This study will provide a comprehensive analysis of the District facilities maintenance and improvement priorities over time. The study results are critical input to the 10 year financial plan.

The Board approved in January, a Legat Architects proposal for up to \$4500 to develop conceptual drawings for improvements in the cafeteria, 7th grade science room, and the Jr. High library. Funding for this design is within our current budget. Conceptual drawings were delivered to the Facilities committee on February 18 to initiate functional input from the school community including the PTO.

The roof on the school is in need of repair and was expected and planned to be fixed this year. The Board approved Legat Architects' time and materials proposal up to \$20,000 for bid and construction management for the roof repair. Legat will facilitate the contract bidding process, be responsible for site oversight during the repair work, as well as reconcile payments and ensure all subcontractor lien waivers are received. The cost of this management is part of the total roof repair cost.

New Assistant Business Manager Position

The Board approved the addition of an Assistant Business Manager position. The position will result in an increase of 0.8 new FTE in the Business Department. The new position was jointly recommended by Janice Matthews and the Finance committee. Our District has been previously run without basic financial operational reporting. Basic record keeping was not done. The Business office does not have a consistent record of the previous operations of the district such as facilities, personnel, and bank accounts. Evaluation and consideration of alternative staffing solutions do not meet the needs of the District. Benefits of the position include: backstop to the current Business Manager, ability to develop a successor, and implementation of better financial checks and balances.

New Freedom of Information Act Requirement

As required by the revised Freedom Information Act, the Board appointed both Kelly Pickard and Janice Matthews as the FOIA Managers. As FOIA Managers, they must successfully complete an electronic training curriculum administered by the Attorney General's Public Access Counselor within 30 days and annually thereafter. The FOIA is the public policy that allows all persons access to public records.

Personnel Actions

On recommendation by Janice Matthews, Superintendent, the Board approved the following personnel actions in January and February.

- 1 Assistant Business Manager
- 1 administrator contract renewal
- 1 Director Building and Grounds
- 2 adds to the OGEA supplemental pay schedule
- 2 part-time teaching requests
- 2 job share requests
- 3 long term substitute teachers
- 1 noon supervisor
- 3 leaves of absence
- 5 resignations

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Budget adjustment

The Board approved a budget adjustment to the Education Fund 10-700 Object Code to account for non capital equipment expenses. Approximately \$4000 will be reallocated from existing reserve.

Board Meeting Records

- Approved meeting minutes
 - Tax Levy Hearing, Regular meeting, Executive session : December 14, 2009
 - Special meeting, Executive session : January 6, 2010
 - Regular meeting, Executive session : January 19, 2010
- Approved destruction of closed session recordings 18 months or older per IL state law (July and August 2007)
- Approved to keep Executive session minutes from August 24, 2009 through January 6, 2010 closed and not make them available to the public.

Other Governance Actions

- Authorized payment of January and February 2010 accounts payable.
- Authorized payment of February and March 2010 payroll and benefits within approved budget and contract terms.
- Accepted receipt of the monthly Treasurer's Reports.

INFORMATION

Administrative Goals – Mid Year Update

All goals are **ON TARGET**.

Board Goals – Mid Year Update

- Goal 1. Establish Board of Education committee structure in line with the Board's responsibilities by November 30, 2009. - **COMPLETED as planned**.
- Goal 2. Complete Board Committee charters and update Policy 2:150 as necessary by January 31, 2010. **Not completed as planned. IN PROGRESS**. Charters completed in February for the 5 active committees: Policy & Governance, Finance, Facilities, Instructional Programs & Technology, and Community Relations. The Legislative and Collective Bargaining committees have not launched. Policy 2:150 updated to Policy & Governance committee.
- Goal 3. Establish District key performance indicators and develop mechanisms to monitor and report effectiveness by June 30, 2010. **STARTED**
- Goal 4. Monitor the progress of the strategic plan throughout the 2009-2010 school year. **ONGOING**
- Goal 5. Leveraging best practices identify assessment standards for the Oak Grove Board of Education performance and evaluate the board performance by June 30, 2010. **STARTED**

2010 Tenure List

Six Teachers eligible for tenure June 2010:

Lori Colclasure	Catherine Keifer
Betsy Driver	Jen Pittam
Dave Izenstark	Kim Wesley

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8th Grade Social/Emotional Transition to High School Program

OMNI Youth Services has been selected by the Administration for the 8th Grade Transition to High School Program. Thanks to Sandy Magdalener for doing the research and bringing this program option to the table!

School calendar for 2010-2011

The Administration presented a draft school calendar incorporating feedback from the parents and staff. Some of the objectives of the calendar include increasing the number of full weeks students are in class, similar vacation days with High School D128, achieving the State required number of school days, parent-teacher conferences, teacher development, and starting the school year later and ending earlier. Comments are being solicited from parents and the OGEA before being recommended for approval by the Board.

District 68 Curriculum

The Curriculum Council agreed on an approach to make the curriculum available to parents by publishing on the website. The process has begun and will take about a month to complete.

Enrollment projections

As expected, enrollment projections indicate a 11% decline over the next two school calendar years.

**Respectfully Submitted,
Jennifer Manski
Board Secretary**