

JULY 18, 2016

REGULAR MEETING  
BOARD OF EDUCATION  
CANTON UNION SCHOOL DISTRICT NO. 66

The regular meeting of the Board of Education of Canton Union School District No. 66 was held in the boardroom at the Administration Building, located at 20 West Walnut Street, Canton, Illinois, on Monday, July 18, 2016.

1. CALL TO ORDER

Board Vice-President Jane Lewis called the regular meeting to order at 7:00 PM in the boardroom.

2. ROLL CALL

Board members present and answering roll call were Lori Coleman, Matt Kees, Jane Lewis, Jake Snowman, and Tom Snowman. Absent were board members Leonard Barnard and Justin Jochums.

3. PLEDGE OF ALLEGIANCE TO THE FLAG

Board Vice-President Jane Lewis led those in attendance in the Pledge of Allegiance.

MOMENT OF SILENCE FOR BARBARA GEIER

A moment of silence was observed in remembrance of district employee Barbara Geier.

4. AMENDMENTS TO THE AGENDA

Correction: 1) Revise Personnel Item, 10-A.1 to read “the end of the 2015-2016 school year.”  
2) Remove from Consent Agenda: Extracurricular, Employment of Matt Maaske. No action to be taken due to employee’s resignation.

The Board will need a replacement delegate to the Delegate Assembly in November at the Joint Annual Conference. Delegate Matt Kees will not be able to attend the Assembly.

Coleman moved that the agenda be amended to include the removal of 10-D.1 for action and a correction to Item 10-A.1 as presented. Jake Snowman seconded. Voting yes by roll call were board members Coleman, J. Snowman, Kees, Lewis, and Tom Snowman. Motion carried.

5. GOOD NEWS ITEMS

A. Donation (\$100) from Good Neighbor Charitable Organization

A letter of thanks will be sent from the Board to the Good Neighbor Charitable Organization for their annual donation of \$100 to be used for the benefit of the students in the Canton School District.

B. Additional Good News Items

Additional Good News Items: The high school grounds were recently used by a Drum

and Bugle Corps; practice sessions were enjoyed by the community.

6. RECOGNITION OF AUDIENCE REQUESTS FOR PRESENTATION ON AGENDA ITEMS

There were no audience requests to address the Board of Education.

7. CONSENT AGENDA – CONSIDER APPROVAL OF ALL ITEMS NOTED (\*) AS INCLUDED ON THE CONSENT AGENDA

A revised list of Ingersoll Middle School extra-curricular assignments for the 2016-2017 school year was provided at the board table.

Coleman moved to approve the Consent Agenda as revised; Kees seconded. Voting yes by roll call were board members Coleman, Kees, J. Snowman, T. Snowman, and Lewis. Motion carried.

\*8. MINUTES

- A. Minutes of the Special Board Meeting, June 13, 2016
- B. Minutes of the Regular Board Meeting, June 20, 2016
- C. Minutes of the Closed Session, June 20, 2016
- D. Minutes of the Special Board Meeting, June 29, 2016

The minutes of the special board meeting on June 13, 2016; the minutes of the regular board meeting on June 20, 2016; the minutes of the closed session on June 20, 2016; and the minutes of the special board meeting on June 29, 2016 were approved as presented under the Consent Agenda. (On File)

\*9. FINANCIAL ACTIVITY

- A. Consider Payment of Bills and Payroll

The July 2016 bills and payroll were approved as presented under the Consent Agenda. (On File)

- B. Treasurer's Report

The June 2016 Treasurer's Report was approved as presented under the Consent Agenda. (On File)

- C. Quarterly Activity Accounts

The Quarterly School Activity Account Reports were approved as presented under the Consent Agenda. (On File)

\*10. PERSONNEL

- A. Retirements/Leaves/Resignations

- 1. Resignation, Jenny Kepler, Library Clerk, Lincoln Elementary School, Effective the End of the 2016-2017 School Year
- 2. Resignation, Dana Clore, Bus Monitor, Transportation, Effective July 6, 2016

The following items were approved under the Consent Agenda: Resignation of Jenny Kepler, Library Clerk at Lincoln Elementary School, effective the end of

the 2015-2016 school (corrected), and the resignation of Dana Clore, Bus Monitor, effective July 6, 2016. (On File)

B. Employment

1. Nikki Parker, Grades 5 & 6 Science Teacher, Ingersoll Middle School, Effective Beginning the 2016-2017 School Year (*Pending proper licensure/endorsements and required paperwork*)
2. Tara Keets, Special Education Teacher, Canton High School, Effective Beginning the 2016-2017 School Year (*Pending proper licensure/endorsements and required paperwork*)

The Board approved the employment of Nikki Parker, Grades 5 and 6 Science Teacher at Ingersoll Middle School, effective beginning the 2016-2017 school year (*Pending proper licensure/endorsements and required paperwork*) and the employment of Tara Kees, Special Education Teacher at Canton High School, effective beginning the 2016-2017 school year (*Pending proper licensure/endorsements and required paperwork*) as presented under the Consent Agenda. (On File)

C Transfers

There were no transfers on the July 18, 2016 regular board meeting agenda.

D. Extracurricular

1. Employment, Matt Maaske, Boys Soccer Head Coach, Canton High School, Effective Beginning the 2016-2017 Season
2. Volunteer, Cody Smith, Assistant Football Coach, Canton High School, Effective the 2016-2017 Season

Approved under the Consent Agenda was Cody Smith as Volunteer Assistant Football Coach at Canton High School, effective the 2016-2017 season. (On File)

11. ACTION

- \*A. Consider Approval of Resolution Re-certifying Hazardous Conditions for Students Traveling to Westview Elementary School

The Resolution Re-certifying Hazardous Conditions for Students Traveling to Westview Elementary School was approved as presented under the Consent Agenda. (Attachment)

- \*B. Consider Approval of Agreement Between Canton Union School District #66 and Canton Family YMCA for After-School Care Program

The Agreement Between Canton Union School District #66 and Canton Family YMCA for the 2016-2017 After-School Care Program was approved as presented under the Consent Agenda. (On File)

- \*C. Consider Approval of Issuance of Certificate of Insurance for Homecoming Parade on Friday, September 30, 2016

Issuance of a Certificate of Insurance for the Canton High School Homecoming Parade on Friday, September 30, 2016, was approved as presented under the Consent Agenda. (On File)

- \*D. Consider Approval of Extracurricular Positions for Canton High School for the 2016-2017 School Year  
  
The revised list, provided at the board table, of extracurricular positions for Canton High School for the 2016-2017 school year was approved as presented under the Consent Agenda. (On File)
- \*E. Consider Approval of Extracurricular Positions for Ingersoll Middle School for the 2016-2017 School Year  
  
The list of extracurricular positions for Ingersoll Middle School for the 2016-2017 school year was approved as presented under the Consent Agenda. (On File)
- \*F. Consider Approval of Treasurer Bond (Bond Limit of \$6,000,000) for District Treasurer Paula Arrenholz for the Policy Period of July 1, 2016 through July 1, 2017  
  
A Treasurer Bond (limit of \$6,000,000) for District Treasurer Paula Arrenholz for the policy period of July 1, 2016 through July 1, 2017 was approved as presented under the Consent Agenda. (On File)
- \*G. Consider Approval to Close Activity Account for Class of 2016 and Transfer Funds to the General Items Account  
  
Closure of the activity account for the Class of 2016 and transfer of the funds to the General Items Account was approved as presented under the Consent Agenda. (On File)
- \*H. Consider Approval to Close French Club Activity Account and Transfer Funds to Art Club  
  
Closure of the French Club activity account and the transfer of the funds to the Art Club was approved as presented under the Consent Agenda. (On File)
- \*I. Consider Approval to Create Activity Account for Class of 2020  
  
Creation of an activity account for the Class of 2020 was approved as presented under the Consent Agenda. (On File)
- \*J. Consider Approval of Brian Braun as Attorney for the Canton School District for the 2016-2017 School Year  
  
Brian Braun as attorney for the Canton School District for the 2016-2017 school year was approved as presented under the Consent Agenda.
- \*K. Consider Approval of Paula Arrenholz as Treasurer for Canton School District for the 2016-2017 School Year  
  
Paula Arrenholz as Treasurer for the Canton sSchool District for the 2016-217 school year was approved as presented under the Consent Agenda.
- \*L. Consider Approval of Revisions to Board Policies, Designating Superintendent Rolf Sivertsen as Coordinator/Complaint Manager – 1<sup>st</sup> & 2<sup>nd</sup> Reading :
  - 2:260, Uniform Grievance Procedures (*Nondiscrimination Coordinator*)

- 5:10, Equal Employment Opportunity & Minority Recruitment (*Nondiscrimination Coordinator and Complaint Manager*)
- 5:20, Workplace Harassment Prohibited (*Nondiscrimination Coordinator*)
- 5:170, Copyright (*District DMCA Agent*)
- 7:20, Harassment of Students Prohibited (*Nondiscrimination Coordinator*)
- 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment (*Complaint Manager*)

Revisions to board policies, designating Superintendent Rolf Sivertsen as coordinator and complaint manager were approved as presented under the Consent Agenda. (On File)

- \*M. Consider Approval of Banking Resolution with MidAmerica National Bank

The Board approved a banking resolution with MidAmerica National Bank as presented under the Consent Agenda. (On File)

- \*N. Consider Approval of Student Teachers for First Semester of the 2016-2017 School Year (*Pending Required Background Check*):

- Destiny Jackson, Bradley University, Family Consumer Science with Jamie Trotter, Canton High School
- Jennifer Walker, Bradley University, Vocal Music with Anthony Militello, Canton High School and Marianne Oltmann, Eastview Elementary School
- Kalyn Young, Western Illinois University, Third Grade with Megan Brewer, Lincoln Elementary School

The Board approved Destiny Jackson, Jennifer Walker, and Kalyn Young as student teachers for the first semester of the 2016-2017 school year, pending required background check, as presented under the Consent Agenda.

- O. Consider Approval of Recall of Cindy Hall, Bus Monitor, District #66 Transportation, Effective Beginning the 2016-2017 School Year

Board member Coleman moved to approve the recall of Cindy Hall as bus monitor effective beginning the 2016-2017 school year. Tom Snowman seconded. Voting yes by roll call were board members Coleman, T. Snowman, Kees, Lewis, and J. Snowman. Motion carried. (On File)

## 12. REPORTS

- A. 2015-2016 Budget Report (Enclosure) – R. Tonkin

Finance Director Robin Tonkin presented a review of the FY16 budgeted revenue and expenditures as compared to actual (unaudited) revenue and expenditures for the Education, Operations & Maintenance, and Transportation Funds. (On File)

- B. Tentative FY 17 Budget (Enclosure) – R. Tonkin

The tentative FY 17 Budget was presented to the Board. Certain assumptions, such as EAV, CPPRT, interest rates, enrollment, and General State Aid, were considered when projecting the revenue and expenditures. The budget is a deficit budget. The tentative budget will be on display at the Administration Building for 30 days. A budget hearing will be held on August 22, 2016, with action to approve at the regular board meeting on August 22, 2016. (/On File/On Display)

13. DISCUSSION ITEMS

A. Review of Board Workshop held June 29, 2016

It was the consensus of the board members present that the June 29 board workshop was productive. At the workshop the district's goals were reviewed and revised. The board will finalize the goals and implement accordingly. (On File)

B. Maintenance Update/Schedule Buildings & Grounds Committee Meeting

The list of completed summer maintenance/custodial projects and projects in progress were presented to the board by Maintenance Director Ric Mayhew. A meeting of the Buildings and Grounds Committee was tentatively scheduled for Thursday, August 4, at 4:00 PM in the boardroom at the Administration Building, pending the availability of committee members and the district architect. (On File)

14. INFORMATION ITEMS

A. Regional Office of Education Mini-Compliance Inspection

The Board discussed the findings of the mini-compliance visit conducted by the Regional Office of Education on March 30, 2016. The district had no areas of non-compliance; two recommendations were included in the report. (On File)

B. Update on Elementary Class Sizes

Discussion was held on a teacher resignation at Ingersoll Middle School and options for meeting the school's staffing needs when filling the vacancy.

An update, as of July 18, 2016, on elementary enrollment data for the three District 66 elementary schools was presented to the Board. Following the transfer request meeting in early August, Curriculum Director Jason Parsons will provide an updated elementary enrollment report to Superintendent Sivertsen and the Board. (On File)

C. Back to School Staff Institute, Monday, August 15, 2016, Canton High School  
(Cafeteria – 8:00 AM; Auditorium – 8:30 AM)

Board members were invited to the Back to School Staff Institute events on August 15, 2016.

15. FUTURE AGENDA ITEMS

A. Yearly Planning Calendar

Freshman Orientation and the Freshman Parent Night are scheduled on August 9, 2016 at 12:00-3:00 PM and 6:30 PM respectively; Board members are welcome to attend.

16. CLOSED SESSION

A. Discussion of Minutes of Meetings Lawfully Closed for Semi-Annual Review as Mandated by Section 2.06 [5 ILCS 120/2(c)(21)] (Board Enclosure)

Board member Jake Snowman moved to enter closed session to conduct a semi-annual review of minutes of meetings lawfully closed as mandated by Section 2.06 [5 ILCS 120/2(c)(21)]. Board member Lori Coleman seconded. Voting yes by roll call were

board members J. Snowman, Coleman, Kees, Lewis, and Tom Snowman. Motion carried.

The board entered closed session at 8:47 PM. The Board returned to open session at 8:51 PM.

17. ACTION

- A. Consider maintaining Closed Session Minutes from December 4, 2015 thru May 16, 2016 in confidential status and approval of destruction of closed session verbatim recordings made prior to December 2014.

Board member Lori Coleman moved to maintain confidential status of closed session minutes from December 4, 2015, through May 16, 2016 and to approve destruction of closed session verbatim recordings made prior to December 2014. Board member Matt Kees seconded. Voting yes by roll call were board members Coleman, Kees, Lewis, J. Snowman, and T. Snowman. Motion carried.

18. ADJOURN

Board member Coleman moved to adjourn the regular meeting; Kees seconded. Voting yes by roll call were board members Coleman, Kees, Lewis, J. Snowman, and T. Snowman. Motion carried.

Board Vice-President Lewis declared the regular meeting of the Board of Education adjourned at 9:07 PM.

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Jane Lewis, Vice-President

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Jake Snowman, Secretary

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Janet Werry, Board Clerk