

Minutes of the Metamora CCSD #1 Board of Education Meeting of June 19, 2013

The June 19, 2013 meeting of the Metamora Community Consolidated School District #1 Board of Education was called to order at 7:00 p.m. in the Superintendent's Office at Metamora Grade School. Members present: Mr. Edwards, Mr. Fisher, Mrs. Rauh, Mrs. Sikkema, Mr. Ward, and Mr. Wernsman. Others in attendance included Metamora Grade School Principal Cathy Costello, Dean of Students Tim Damery, Megan Huss, Bill Blundell, Russ Knoblauch, Wally Parks, Bookkeeper Jan Holman, and Superintendent Marty Payne.

Executive Session for the Purpose of a Selection of a Person to fill a Public Office

Motion by Mr. Wernsman, at 7:01 pm, seconded by Mr. Ward, to enter executive session for the purpose of the selection of a person to fill a public office. All present voted yea on a roll call vote.

Motion by Mr. Fisher, at 7:05 pm, seconded by Mr. Wernsman, to adjourn the executive session meeting and to return to open session. All present voted yea on a roll call vote.

Action Taken after Executive Session

Motion by Mr. Edwards, seconded by Mrs. Rauh, to select Bill Blundell to fill a public office, member of the Metamora CCSD #1 Board of Education, with the term running until the April 2015 election. All present voted yea on a roll call vote.

Consent Agenda

Motion by Mr. Edwards, seconded by Mrs. Sikkema, to approve the Consent Agenda as presented. All present voted yea on a roll call vote.

Reports from the Public

No reports were given

Public Hearing on an Amended Metamora CCSD #1 Fiscal Year 2013 Budget

A. Open the Public Hearing

Motion by Mr. Edwards, at 7:10 p.m., seconded by Mr. Fisher, to open the public hearing. All present voted yea on a roll call vote.

B. Presentation of the Amended Fiscal Year 2013 Budget

Superintendent, Marty Payne, presented the necessary change to the fiscal year budget. Fund 80, "Tort", needed to be amended to add an additional \$7,873 to cover an unexpected increase in Workers Compensation. There is sufficient cash on hand to cover the increase, but to account for the expenditures the budget will need to be amended.

C. Questions and Comments Regarding the Amended Budget

As Mr. Payne shared financial data regarding the estimated “Cash on Hand” to finish the fiscal year, discussion among BOE members focused on the need to more accurately amend the budget to reflect the real numbers. The final amended budget will not account for the true cash on hand to end the fiscal year. Mr. Payne shared with the lack of proper funding from the State; the final budget will not be balanced. In addition, the goal is always to estimate low on potential revenue, and high on potential expenditures. The reasons for this are to allow for unanticipated, late revenue from the State, or unexpected bills that may need to be paid after the final amended budget is approved. While, again, the final budget is not balanced, the district will end the fiscal year in better financial condition than anticipated. Mr. Payne will provide the final financial picture for each fund account at the July 2013 Board meeting. He will also, moving forward with the next fiscal year’s budget, work more closely with the Finance Committee on any potential amended budgets.

D. Close the Public Hearing

Action was not required

Return to the Open Session Meeting

Motion by Mrs. Rauh, at 7:22 p.m., seconded by Mr. Wernsman, to return to the open session meeting. All members voted yea on a roll call vote.

Action Items

A. Consideration and Approval of an Amended Metamora CCSD #1 Fiscal Year 2013 Budget

Motion by Mr. Fisher, seconded by Mr. Ward, to approve the fiscal year 2013 amended budget as presented. All present voted yea on a roll call vote.

B. Discussion and Approval of School Liability (Property/Casualty) Insurance for the 2014 Fiscal Year

Russ Knoblauch from County Insurance, the current carrier of Property/Casualty Insurance for the district, presented financial data for the district in regards to the proposed rates. His discussion included background information on those items covered under the policy, reasons for the rate increases, and ways that the district may be able to increase deductibles to lower the rates.

Motion by Mr. Edwards, seconded by Mr. Wernsman, to approve the renewal as presented by Mr. Knoblauch. All present voted yea on a roll call vote

C. Discussion and Approval of School Legal Liability for the 2014 Fiscal Year

Mr. Knoblauch presented information on this renewal as well. The purpose of the policy to protect all members of the Board of Education, members of administration, and any employee that takes directive to perform duty or the district. The proposed rate has not increased, and according to Mr. Knoblauch, has not increased for several years.

Motion by Mr. Wernsman, seconded by Mrs. Sikkema, to approve the renewal as presented by Mr. Knoblauch. All present voted yea on a roll call vote.

D. Discussion and Approval of Documents Pertaining to the Annual School Safety Team Meeting

Mr. Payne shared that there are several components to discuss, and potentially approve for this agenda item. The first area of focus is the routine documents that must be submitted annually to the Regional Office of Education, showing that we did conduct our annual Safety Team Meeting.

Motion by Mrs. Sikkema, seconded by Mrs. Rauh, to approve the Annual Safety Team documents to be submitted to the ROE. All present voted yea on a voice vote.

Additional items that Mr. Payne brought to the Board for discussion and potential approval included the installation of strobe lights in those rooms he has identified as difficult to hear the public announcement system, a buzzer entry system to enable the school building to be locked at all times, and a window to be installed in the art room to provide a secondary exit.

1. *Strobe Lights* – Mr. Payne identified the two gyms, the two cafeteria settings, the choir room, and the band room as those rooms that have difficulty in hearing the PA system. In times of emergency, the strobe could be activated for a visual warning. The cost for each strobe is \$250 for a total of \$1,500
2. *Buzzer System* – The buzzer system will allow for both audio and visual communication between any guests who may want to enter the building and office personnel. In light of ongoing school violence in our county, state, etc., the need has come to find additional ways to secure our building. Future goals may include the addition of an interior wall just inside of the front doors, with the end result of all guests having no choice but to enter the office prior to any other part of the building. If this project is pursued, the use of Heath/Life-Safety funds will be explored. The total cost for the buzzer system project is \$1,700.

3. *Art Room Window* – The art room currently has only one means of entry and exit; the door to the classroom. The addition of the window will provide a secondary exit. According to the district architect, the room is not large enough to qualify the use Health/Life-Safety funds for the project. The cost for the project is \$3,110, with the potential for a small additional cost, depending on any additional brick work that may need to be completed.

The total cost (plus any additional cost as stated with the art room window) for the respective upgrades to building safety comes to \$6,310.

Motion by Mr. Wernsman, seconded by Mrs. Sikkema, to approve the addition of all safety measures as presented. All present voted yea on a roll call vote.

E. Discussion and Approval of Milk Bids for the 2013-2014 School Year

Mr. Payne informed the Board that the only company to submit a bid was Prairie Farms.

Motion by Mr. Ward, seconded by Mr. Fisher, to accept the bid from Prairie Farms as presented. All present voted yea on a roll call vote.

F. Discussion and Approval of a Legally Required Ordinance Adopting the Prevailing Wage

Motion by Mr. Ward, seconded by Mr. Fisher, to approve the ordinance as presented. All present voted yea on a roll call vote.

G. Discussion and Approval of a Request for Building use from the Metamora High School Music Department

Dr. Parks, Band Director for Metamora High School, presented information regarding the use of the school (band room, large gym, locker and rest rooms) for the night of July 8 and the day of July 9. He provided insurance documentation as well.

Motion by Mr. Wernsman, seconded by Mr. Ward, to approve the request as presented. All present voted yea on a roll call vote.

H. Discussion and Approval of the 2013-2014 Student Handbook

Mrs. Costello presented information on the proposed changes to the student handbook for next year. One of the most significant changes will be to remove the pre-arranged absence that currently exists. Mrs. Costello and Mr. Damery presented data on the number of absences, as well as the amount of time that has gone into the monitoring of the paperwork, from the pre-arranged absences. There was a total of 610 K-8 days of student absence this past school year based on vacation schedules.

Motion by Mrs. Rauh, seconded by Mrs. Sikkema, to approve the 2013-2014 Student Handbook as presented. All present voted yea on a roll call vote.

I. Discussion and Approval of a Revision to the Latchkey Guidelines

Mrs. Costello presented information on the proposed change. The change focuses on the ability to remove a student permanently from the Latchkey program for extreme poor behavior.

Motion by Mr. Fisher, seconded by Mr. Wernsman to approve the revision as presented. All present voted yea on a roll call vote.

Discussion Items

A. Technology Presentation

Megan Huss, MGS Technology teacher, presented information on Gaggle. The Gaggle program will allow additional use of technology to enhance student instruction and learning. One of the many features included the use of the “locker”, which will allow students to begin work at school or home, to save the work in a secure, on-line “locker”, and then to retrieve it either at school or at home. Additional features include on-line notes, assignments, secure video presentations, etc. The program is clearly moving in the direction that is needed by the district.

Discussion among Board members gave positive support for the program, with financial support. The cost for the program is \$1,700.

Motion by Mr. Edwards to approve the program, with a request to be made from to Education Foundation to financially support the program with a Teacher Grant. As the funds will be needed prior to Grant approval, the district will fund the project, then, if approved by the Education Foundation, the Foundation will reimburse the district the cost of the program. The motion was seconded by Mr. Wernsman. All present voted yea on a roll call vote.

Information Items

A. Committee Reports

1. Building Committee
2. Education Committee
3. Executive Committee
4. Finance Committee
5. Negotiations Committee
6. Policy Committee
7. Transportation Committee

Several of the committee chairs provided informal reports, while others commented that they had, “no report”

B. Superintendent’s Report

Mr. Payne informed the Board that the state is currently on schedule with mandated categorical payments. Earlier in the week additional funds were processed, but had not been processed by the Comptroller. Mr. Payne does not anticipate any further funds being processed prior to the close of the current fiscal year.

Motion by Mrs. Sikkema, seconded by Mrs. Rauh to approve the reports as presented. All present voted yea on a roll call vote.

Acknowledgement of Cards and Letters

Mr. Payne shared several cards of appreciation with the Board

Executive Session for the Purpose of Appointment, Compensation, Discipline, Dismissal, or Performance of Employees

Motion by Mr. Ward (at 8:57 p.m.), seconded by Mr. Wernsman, to enter into Executive Session. All present voted yea on a roll call vote.

Motion by Mr. Fisher (at 9:44 p.m.), seconded by Mrs. Sikkema to adjourn the Executive Session meeting and return to Open Session. All present voted yea on a roll call vote.

Action Taken after Executive Session

Employment

Motion by Mrs. Rauh, seconded by Mrs. Sikkema, to employ Emily Tyler as a Latchkey employee for the 2013-2014 school year. All present voted yea on a roll call vote.

Motion by Mr. Fisher, seconded by Mrs. Sikkema, to employ Lacey Hanrahan for the position of Special Ed Instructor for the 2013-2014 school year. All present voted yea on a roll call vote.

Compensation

Motion by Mr. Edwards, seconded by Mr. Blundell, to approve the 2013-2014 rate of compensation for non-certified employees as discussed in Executive Session, with three employees to be further discussed as part of the July executive session meeting. All present voted yea on a roll call vote.

Adjourn

Motion by Mr. Edwards (at 9:47 p.m.) seconded by Mr. Fisher, to adjourn the June 19, 2013 meeting of the Metamora CCSD #1 Board of Education. All present voted yea on a voice vote.

Bob Fisher
President

Debbie Rauh
Secretary