

**Community Unit School District #95 - Board of Education**  
**Committee of the Whole - Regular Meeting**  
September 11, 2008 – 6:00 PM, Lake Zurich High School Library  
Regular Meeting

Board President Kathy Brown called the regular meeting to order at 6:00 pm, and a call of the roll showed:  
Members Present: Mrs. Brown, Mr. Tieman, Mrs. Putbress, Mr. Hussey, Mr. Pietro, Mr. Finn, and Mr. Kropf.  
Members Absent: None.

**Public Comments** – No members of the community came forward to address the Board.

**Boundary Study Committee Update** – Mark Lindner, the community member who has volunteered to facilitate the re-alignment of the district's boundaries for middle and elementary school, due to the closing of Charles Quentin was in attendance to bring the Board up to date on the progress of the group. He outlined the numbers of classrooms that are available at each elementary school and some of the technical difficulties with the software which have been resolved.

**Current activities**

- Completed visits to all six elementary schools
  - Reviewed the strengths and weaknesses of each facility
  - Examined available and potential classroom space
- Producing first option for committee review
  - Challenges with the planning module of transportation software
  - Hired technology consultant with experience in redistricting
  - Purchased new mapping software
  - Established 6 day enrollment benchmark
  - Tested and cleansed migration of data between software packages
  - Bus route impact may not be fully evaluated until options narrowed to most likely to be recommended

**Next Steps**

- Committee will analyze first option on September 16
- First-time analyzing option data
- First-time testing how the group will process options
- Committee will decide on its approach to a community forum
  - When is the appropriate time to conduct a community forum?
  - What is the best format to create a positive experience?

It was emphasized that the 6<sup>th</sup> day final enrollment numbers match what the projections were showing. This reinforces the Board's decision to consolidate from six elementary schools to five buildings by closing Charles Quentin Elementary School. Because it appears that all the students can be housed in five buildings due to the capacity in the other buildings, the additional costs of keeping Quentin open would be prohibitive.

**Class Rank Calculations** – Members of the high school leadership staff were in attendance to explain the weighted credit given to AP and Honors level classes with the weight given to college prep and academic level classes. Jeff Bivin, department chair at the high school gave a brief history of the various times the grade point system has been revised in an attempt to make it mathematically accurate as well as fair to all students. Weighted grades are the ones that determine class rank, and the weighted grade is the one sent to the college along with a school profile explaining those weights.

If a student achieves straight A's in college prep classes they would not earn a 4.0 on a weighted scale, but they would on a non-weighted scale. More communication of the way grades are calculated to both internal and external audiences is needed. Questions came about the physical education grade not being weighted and how that could affect the class rank calculation. It was noted that colleges and universities consider GPA in core courses first, then overall GPA, then the ACT score. The class rank is not considered as most

important by admissions officers. Ms. Kolze noted that the subject will be revisited again and shared the grading practices of neighboring schools, some of who publish class rank on transcripts, some who don't. It was also noted that all schools, keep track of class rank for internal purposes only.

### **Board and District Goals 2008-2009 –**

Draft goals for district improvement for coming year were proposed:

- Goal for Educational Facilities

The District will develop a long range vision of our educational needs, as they pertain to facilities requirements for our students through 2018, and will continue to implement and update the short-term facilities plan.

- Goal for Program Review

A Program Review will be completed by April, 2009, designed to examine and describe curriculum aspects and activities for improvement in our educational program.

- Goal for Communications

By June 2009, working with the District Administration, The Board of Education will support the implementation of practicable recommendations within the 2008 Communications Audit, paying specific attention to ensure the ease of communication vehicles, timeliness of relevant information, and improving overall communications both from the school district to the community, and the community to the school district, as its priorities.

Some revisions will be made to each of the goals after further consideration of the comments made by members and consultation with administrators.

### **Additional Written Information –**

- Communication Plan Update – An updated communications program for this year was presented. Members agreed that to satisfy all stakeholders on their need for District information is one of the most difficult to accomplish. Several different audiences make up the stakeholder base, some wanting in-depth day to day workings of the District, some wanting only the basics of where their tax dollars are spent, and some have little interest. There was call for an annual report that would go out to all community members that would include the basic test score reports and basic financial information.
- Annual Personnel Report – A report on the certified staff turnover was presented showing 44 staff members left the district or moved into new positions. A total of 37 new employees were hired. The enrollment numbers for the year were reported as having come in very close to the demographers projections. Members asked for definitions of some of the terminology on the future projections and an overall summary of the data.
- Policy Additions and Revisions (First Reading)
  - 4:25 – Fund Balances – **New** – Emphasizes Board oversight responsibilities.
  - 4:50 – Payment Procedures – Updated to require revolving funds and petty cash fund systems.
  - 4:55 – Use of Credit and Procurement Cards – **NEW** Required policy if the district issues credit or procurement cards to employees or Board members.
  - 4:80 – Accounting and Audits – Rewritten to include standards for business management and control.
  - 4:90 – Activity Funds – Updated to comply with new ISBE rules
  - 4:170 – Safety - Updated to comply with new AED requirements of outdoor physical fitness facilities.

These will come for second reading on September 25, 2008 and adoption.

### **Closed Session – Personnel**

Mr. Kropf moved, seconded by Mr. Pietro to adjourn to closed meeting to discuss: Personnel Matters: The appointment, employment, compensation, performance, discipline or dismissal of specific employees of the public body.

The Board adjourned to closed meeting at 7:57 pm.  
The Board returned to open meeting at 8:20 pm.

As there were no further items on the agenda for the meeting, President Brown adjourned the meeting at 8:21 p.m.

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Mrs. Kathy Brown  
President, Board of Education  
C.U.S.D. #95  
Lake Zurich, IL

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Mrs. Jan Putbress  
Secretary, Board of Education  
C.U.S.D. #95  
Lake Zurich, IL

*Respectfully submitted, Marsha Smyser, Board Clerk*

\_\_\_\_\_ *Date Minutes Approved by the Board of Education,*

\_\_\_\_\_ *Date Minutes Made Available for Public Inspection;*

\_\_\_\_\_ *Date Minutes Posted on the District Website*