

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF EDUCATION
January 11, 2011**

CALL TO ORDER AND ROLL CALL

A Regular Business Meeting of the Board of Education of Lake Forest Community High School District #115, County of Lake, State of Illinois, was held on Tuesday, January 11, 2011 and called to order at 7:00 p.m. at West Campus in the Boardroom

On Roll Call the following Members were found to be present:

Marilyn Harlow, Vice President
Nicki Snoblin, Member
Jim Carey, Member
John Scribner, Member
Todd Burgener, Member
Dick Block, Secretary
Sharon Golan, President

Administration Present:

Dr. Harry Griffith, Superintendent
Allen Albus, Deputy Superintendent for Finance and Operations
Jennifer Hermes, Assistant Superintendent of Business Services
Dr. Julie Cooley, Assistant Superintendent of Student Services
Cornelius DuBose, IT Director
Jay Hoffmann, Principal

PRESIDENT'S REPORT

President, Sharon Golan, called the meeting to order at 7:00 p.m. She reported that she and Dr. Griffith have been working on a new annual planning calendar with a timeline for Board actions and details of responsibilities of Board Members. The calendar was distributed to the Board.

SUPERINTENDENT'S REPORT

Dr. Griffith asked Mr. Hoffmann to report on activities at the high school. Mr. Hoffmann said that today was the first day of first semester finals.

Dr. Griffith asked Anne Whipple to provide an update on the Superintendent Search. Mrs. Whipple reported that all residents of Lake Forest, Lake Bluff and Knollwood have received a mailer explaining the search process and soliciting their input. Communication efforts to the community also include 16 focus groups held since November and the website's on-line survey that has received 292 responses to date.

Dr. Griffith reminded Board members about the Law Conference in Oak Brook on January 29th and the annual ED Red dinner.

PUBLIC PARTICIPATION

There was no public participation.

REPORTS AND DISCUSSION

Dr. Griffith introduced English Department Chair, Diane Clark who was joined by teachers Becky Muller and Amy Zimmermann for their report on English Department achievements. Mrs. Clark reported that ACT Reading and English scores are at an all time high continuing a 10-year trend. She said that the department is implementing strategies to promote growth in reading including participating in workshops and creating a reading group. The approach to improving reading skills parallels the pattern of the successful writing program. Mrs. Zimmermann reported on the impact of the programs in the classroom and noted that department members collaborate to evaluate successes and failures and to plan future curriculum. Mrs. Muller discussed new Special Education Department programs and practices, Tier II interventions and other strategies implemented to assist in the reading initiative. The English Department continues to work on curriculum development.

Math Instructional Director, Dr. Tom Meagher, discussed curriculum development in his department. He noted that they are working on vertical alignment with the skills level and the honor level programs to align the curriculum to college readiness standards and State of Illinois Common Core Standards for Mathematics. Math articulation meetings with sending schools continue to occur and a new freshman algebra program has been developed to enhance the freshman math experience. Teachers have developed common assessments across the curriculum and have participated in workshops as they continue to work on curriculum development.

World Language Department Chair, Mary Kay Koerner and teachers, Spanish teachers, Andrea Westrick and Christine Jankovich presented an overview of their department. Mrs. Koerner noted that 83% of our students take a foreign language. A four-year curriculum review is underway which includes vertical planning and articulation with teachers and department chairs of World Language Departments from other high performing schools. Teachers are defining common assessments and evaluating ancillary web-based textbooks and materials for all languages. Mrs. Westrick discussed technology implementation including language labs and classroom smart boards obtained by a Foundation Grant. Mrs. Jankovich briefed the board on common writing assessments and common finals implemented this year.

BOARD COMMITTEE REPORTS

Education Committee

Mrs. Harlow reported that the committee has not met. They will meet in January and February to begin the goal setting process.

Operations Committee

Mr. Block reported that the Operations Committee met on January 7th. The Committee received an update on their yearly goals and objectives and a financial update. Carol White presented a facility report including an update on the construction design issue in the commons near the pool

and the life safety issue of storing chemical supplies under the stands at Lindenmeyer Field. A new appraisal of fixed assets is underway.

Finance Committee

Mr. Carey reported that the committee met on January 6 to review status on current goals, discuss and endorse the acquisition of an activity bus, and renew the parameters resolution which would allow the Board to quickly take advantage of opportunities, as they arise, to refinance district debt. Financial advisors from William Blair have recommended no action at this time on the parameters resolution due to the State of Illinois's poor financial condition. The Committee met with the District 67 Finance Committee and the auditors to review the audit report which will come to the full Board for approval this evening. The next meeting is scheduled for February 2nd when the 2010 CPI will be available. A Goals workshop for next school year will also be held at that meeting.

Dr. Griffith announced that the State of Illinois has just approved a 5% income tax.

LIAISON REPORTS

There were no Liaison Reports.

ACTION ITEMS

Acceptance of 2010 Lake Forest High School Audit Report.

Mr. Albus noted that the District is required to have an independent audit and that the vote will reflect acceptance of the audit conducted by Miller Cooper.

Mr. Carey moved and Mr. Scribner seconded that the Board accept the 2010 Lake Forest Audit report as presented.

On voice vote, the motion carried

Approval of Activity Bus Lease

Mr. Albus reported that the school's fleet currently includes an 8 year old yellow school bus that requires a Commercial Driver's license to operate. This CDL requirement limits the number of staff who can operate the bus which limits use of the bus on a regular basis. Increasing service needs have also impacted safe usage and cost of the vehicle. Midwest Transit Equipment has offered a trade-in value of \$6200 for the bus in addition to the 3-year lease on a 14-passenger vehicle that does not require a CDL and would better serve the safety and needs of our students.

MOTION: Mrs. Harlow moved and Mrs. Snoblin seconded that the Board approve the three year lease with Midwest Transit Equipment in the amount of \$21,627 (three annual payments of \$7,209) as presented.

Votes were taken by roll call. Votes were cast as follows:

ROLL CALL: Aye: Snoblin, Carey, Block, Scribner, Burgener, Harlow, Golan
 Nay: None

Adoption of Northern Trust Bank Resolution

This resolution is required to authorize Laura Clegg and Phil LaScala to sign checks written in on the Business Education Classes checking account.

MOTION: Mrs. Snoblin moved and Mr. Block seconded that the Board adopt the Northern Trust Bank Resolution authorizing Laura Clegg and Phil LaScala as signers on the Business Education Activity Account as presented.

On voice vote, the motion carried

Approval of Human Resources Report

MOTION: Mr. Carey moved and Mr. Burgener seconded that the Board approve the Human Resources Report as presented.

Votes were taken by roll call. Votes were cast as follows:

ROLL CALL: Aye: Scribner, Carey, Block, Scribner, Burgener, Harlow, Golan
 Nay: None

Motion Carried

Approval of Consent Agenda

Mrs. Golan reported that the Consent Agenda includes:

Approval of Financial Reports and Schedule of Checks Written

Approval of Financial Reports:

Financial Reports: The List of Checks Written and Direct Deposit Payroll for From December 2, 2010 to January 5, 2011:

Education Fund	\$	\$ 683,054.36
Building and Maintenance Fund		239,494.57
Debt Service Fund		495.00
Transportation Fund		85,600.45
Capital Projects Fund/ General		6,000.00
Procurement Card Expenses		-
Direct Deposit Payroll & Taxes		<u>2,160,168.89</u>
Total Expenditures	\$	\$ 3,174,813.27

Approval of Minutes: Including minutes of a Regular Meeting on December 7, 2010 and an Executive Session on December 7, 2010.

Destruction of audio recordings: January 13, 2009 and March 10, 2009

MOTION: Mrs. Harlow moved and Mr. Scribner seconded that the Board of Education approve the Consent Agenda as presented.

