MINUTES OF MEETING
BOARD OF EDUCATION
ALTAMONT COMMUNITY UNIT SCHOOL DISTRICT
ALTAMONT, ILLINOIS

The **Regular Meeting** of the Board of Education of Altamont Community Unit School District Number 10 was held in the Board of Education Room at 7 South Ewing Street on **Monday** evening, **August 10, 2015** at **7:00p.m.**

The meeting was called to order by Mr. Gary Goldstein, Vice-President.

The following members were present: Mr. Jim Holland (arrived 7:22), Mrs. Tammy Runge, Mr. Gary Goldstein, Mrs. Shelly Kuhns, Mr. Randy Tillman, and Mr. Rodney Schultz.

Also present were Superintendent Jeff Fritchtnitch, Principals Jerry Tkachuk, Doug Hill and the following guests: Amber Mayhaus, Kevin Schultz, Nikki Worman, Laurie Akeman and Nathan Scholes.

A motion was made by Mr. Holland and seconded by Mrs. Kuhns to accept the following:

Consent Agenda:

- Approval of Minutes:
  - July 13, 2015 – Regular Meeting
  - July 31, 2015 – Special Meeting
- Approval of District Financial Reports: with the exception of End of Month Fund Balance Report – Cash Flow Analysis
  - Listing of Bills – Totaling $1,718,983.57
  - Reimbursement of Imprest Fund
  - End of Month Fund Balances
    - Utilities Tracking
    - Fuel Purchases – one correction as shown on report
    - Cash Flow Analysis
  - Activity Accounts
    - AGS
    - ACHS
- Approval of Fundraising Requests:
  - Jr. High Softball – Hit-A-Thon – August 19, 2015

Vote was as follows: Mr. Feldkamp – absent, Mr. Holland – yes, Mrs. Runge– yes, Mr. Goldstein – yes, Mrs. Kuhns – yes, Mr. Tillman – yes and Mr. Schultz - yes.
Motion carried 6-0

Administration Reports:

- **AGS- as presented by Mr. Hill**
  2015-2016 Enrollment as of Wednesday, July 5th.

Class	***Current***	***Last Month***	***Last Year***
TLC/DDC/Tri-Star	4	4	1
Pre-K/ECE	11	12	15

Kindergarten	53	48	43
First Grade	47	45	45
Second Grade	46	45	38
Third Grade	34	33	71
Fourth Grade	76	74	52
Fifth Grade	53	54	43
Sixth Grade	49	49	46
Seventh Grade	50	50	49
Eighth Grade	54	51	69
Total	477	465	472

**New teacher orientation day completed Monday, August 10th. Mentors assigned to new teachers.
**First day teacher in-service planning nearly completed. Morning will consist of training, tours of the grade school and staff meeting. Afternoon will consist of grade level team meetings.
**Teachers rosters are set. I have included copy. (Exhibit 1)
**Teachers began moving into their rooms last Monday.
**First day activities for PBIS are set and ready to go. Students will go through stations by class to be trained/re-trained on the PBIS initiatives.

- **ACHS - Mr. Tkachuk**
  - I may have recommendations for Assistant Volleyball and Soccer.
  - Final touches are being put on the startup for this year. We are moving an activity period into several other sections and finishing classrooms before the start of school. We will be meeting on Monday to get ready for what we expect will be one of our best years.
  - Our trainer from Bonutti was in last week to look at our supplies and set up for her training room. We will be putting her in the ice room, down the hall from the girls' locker room, and she will be here on Tuesday and Thursday at 2:45pm to work with our athletes. She will also be reviewing all med kits to ensure that they are up to standard for the year. We discussed that her priority when we have multiple home events will be soccer, as that is where the greatest injury risk is likely to be.
  - Construction Trades is rolling along. I will have updates for the Board.
  - The Third Manufacturing Day will be held October 2, 2015. This is an opportunity for students to visit manufacturing sites in Effingham County to learn about the trades, the skills required, and the availability of employment. We will look to send up to thirty of our students on this field trip.
  - We will be attending a "Meet the Superintendent" round table on September 3rd.
  - In an effort to boost attendance and also because there are some big issues to review this year, I am setting all dates for the Parent-Teacher-Advisory in advance. We will meet September 16th, and December 3rd at 3:45pm and February 2nd and April 4th at 4:00pm. I will be sending invitations during the first week of the school year.
  - Our enrollment is as follows:
    DDC/Swain 3
    FRESHMAN 89
    SOPHOMORES 76
    JUNIORS 73
    SENIORS 47
    TOTAL..... 288

We have registered twelve new students as of August 4th.
Last year's starting enrollment was 268

Superintendent Report – Mr. Fritchtnitch

Buildings & Grounds:

- We are closing in on completion of the grade school. Plumbing, flooring and HVAC are the three major areas that are finishing up at Board meeting time. If you would like a tour of the grade school, I will meet you at the Grade School at 6:00pm and we can take a quick walk-through prior to the meeting.
- I would like to discuss with the Board the grade school playground and the need to patch or to get quotes for resurfacing.

Technology Update:

- We are hopeful that all technology will be ready at the grade school. If students don't receive their Chromebooks the first week, we will distribute second or third week of school.

Financial Information:

- I have invested the Coslet money as directed. A total of $250,000.00 of the $400,000.00 has been invested between Peoples Bank and First Mid-Illinois Bank. We placed the remainder in the Building and Ground Fund.
- In your packet is the timeline for bidding Worker's Compensation Insurance. I will review with the Board at the meeting.
- We received a letter and a check for $15,000.00 from HSHS St. Anthony Hospital for technology purchases. This is a nice boost to our education fund and will offset local costs for software, and the new smartboards in the 5th grade classrooms. The letter is in your packet.
- I will present the tentative budget during new business.

Personnel:

- The following teachers are in the retirement ERO pipeline
  - Mrs. Heiden – 2017
  - Mrs. Lorton – 2017
  - Mrs. Cohorst – 2018
  - Mrs. Arney – 2019
  - Mrs. Walk – 2019
  - Mr. Niehaus - 2019

Other:

- **5 Essentials Survey**: I will be providing you a copy of both the Grade School Data and High School Data. You will have an opportunity to review and we will discuss in full at the September Regular meeting.
- **IASB Fall Dinner Meeting:** I will need to know if you would like to attend the Fall Dinner Meeting to be held at Robinson CUSD #2 on September 24th. The new State Superintendent, Dr. Tony Smith, will be in attendance.
- **Gilbert Park Intergovernmental Agreement:** I had discussion with Mayor Rippetoe regarding this agreement. I haven't heard anything back from them. I will contact him again.
- Our playgrounds at the grade school continue to deteriorate as a result of drainage and the freeze/thaw we have experienced the past 3-4 years. We need to begin to this about how you would like to address growing problem.

- October 12th is our regular meeting for that month and also our presentation of estimated tax levy. I have had a request to move this meeting to October 13th. It requires board action. We don't need to take action until September.

A motion was made by Mrs. Kuhns and seconded by Mrs. Runge to accept the following:

Old Business:

- Approval of 3rd Reading of Board Policy Changes:
  - Access to District Public Records – 2:250
  - Superintendent – 3:40
  - Administrative Personnel other than the Superintendent – 3:50
  - Administrative Responsibilities of the Building Principal – 3:60
  - Insufficient Fund Checks and Debt Recovery – 4:45
  - Communicable and Chronic Infectious Disease – 5:40
  - Ethics and Conduct – 5:120
  - Temporary Illness and Temporary Incapacity – 5:180
  - Employment At-Will, Compensation, and Assignment – 5:270
  - Employment Termination and Suspensions – 5:290
  - Vacation, Holidays, and Leaves – 5:330
  - School Accountability – 6:15
  - Curriculum Development – 6:40

Vote was as follows: Mr. Feldkamp – absent, Mr. Holland – yes, Mrs. Runge– yes, Mr. Goldstein – yes, Mrs. Kuhns – yes, Mr. Tillman – yes and Mr. Schultz - yes.
Motion carried 6-0

A motion was made by Mrs. Runge and seconded by Mr. Goldstein to accept the following:

Old Business:

- Approval of Fuel Bids
  - Effingham Equity – Unleaded 10% Ethanol Blend, 89% Octane Rating 8,000 gallons at 2.0243 per gallon and Premium Diesel Fuel #2 Soy Diesel w/2% Blend 12,000 gallons at 1.8775 per gallon

Vote was as follows: Mr. Feldkamp – absent, Mr. Holland – yes, Mrs. Runge– yes, Mr. Goldstein – yes, Mrs. Kuhns – abstain, Mr. Tillman – yes and Mr. Schultz - abstain.
Motion carried 4-0

A motion was made by Mr. Schultz and seconded by Mrs. Runge to go into closed session to discuss:

A. The Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District;
B. Collective Bargaining Matters Between the District and Its Employees or their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees;

At 7:56pm

Vote was as follows: Mr. Feldkamp – absent, Mr. Holland – yes, Mrs. Runge– yes, Mr. Goldstein – yes, Mrs. Kuhns – yes, Mr. Tillman – yes and Mr. Schultz - yes.
Motion carried 6-0

Returned to Open Session at 9:29pm

Action as a Result of Closed Session
None

A motion was made by Mr. Goldstein and seconded by Mrs. Kuhns to accept the following:

New Business:

- Presentation of Tentative Fiscal Year 2016 Budget – See Exhibit 2
- Approve Re-Call of Non-Certified Personnel for 2015-2016 School Term:
  - Ms. Kassie Bullard
  - Mrs. Laurie Graves
  - Mrs. Cheryl Will
- Approve Extra-Curricular Volunteer Coach/Sponsors
  - Mr. Mike Delaney – Jr. High Baseball
  - Ms. Haley Flexter – Jr. High Softball
  - Mr. Charles Miller – ACHS Baseball
- Approve Administrative Assignments List for 2015-2016 – (See Exhibit 3)
- Approve Extra-Curricular Coaches
  - Mrs. Megan Cole – ACHS Asst Volleyball Coach
  - Mr. Aaron Lock – ACHS Asst. Soccer Coach

Vote was as follows: Mr. Feldkamp – absent, Mr. Holland – yes, Mrs. Runge– yes, Mr. Goldstein – yes, Mrs. Kuhns – yes, Mr. Tillman – yes and Mr. Schultz - yes.
Motion carried 6-0

A motion was made by Mr. Schultz and seconded by Mrs. Runge to adjourn at 9:59pm.

Mr. Feldkamp – absent, Mr. Holland – yes, Mrs. Runge– yes, Mr. Goldstein – yes, Mrs. Kuhns – yes, Mr. Tillman – yes and Mr. Schultz - yes.
Motion carried 6-0

President

Secretary

AGSTeacher Roster 2015 – 2016

_____K_____
Mrs. Laurie Akeman
Mrs.Cheryl Jackman
Mrs.Nikki Worman

_____1st_____
Mrs. Brenda Hammer
Mrs.Sally Zimmerman
Mrs. Megan Cole (2)

____ 2nd_____
Mrs.Carrie Schultz
Mrs.Laura Arney
Mrs. Kelsey Burrow (2)

_____3rd_____
Mrs.Jenna Murray
Mrs.Kristi Lange

_____4th_____
Mrs.Anita Lorton
Mrs.Ellen Walk
Mrs.Tiffany Deuel (2)
Ms. Kacy Perry (2)

_____5th_____
Mrs.Tara Beard
Mrs. Melanie Thornton
Mrs. Casie Bowman (2)

_____6th_____
Mrs.Karla McGinnis
Mrs.Lori Grimsley

_____JH_____
Mrs. Sara Province (2)
Mrs.Angie Braasch
Mrs.Diane Heiden
Mrs.Ashley Meers

_____Prc K_____
Ms.Kelsey Leitschuh (2)

_____Specials_____
Mrs.Stacey Zerrusen(2)/Art
Mrs.Sally Mayhaus/Spec. Ed.
Mrs.Mandy Probst/Spec. Ed.
Mrs.Karie Schultz/Speech
Mrs.Kris Ledbetter/Title 1
Mr. Aaron Lock (2)/PE
Mrs. Megan Burrus (2)/JH Health & PE
Mrs.Carol Cohorst/Title 1 & PE
Mrs.Beth Lawler/Music
Mr.Eric Heiden/Spec. Ed
Mrs. Sara Berg (2)/Band
Mrs.Corletta Bowen/Spec. Ed

BUDGET SUMMARY

5.1

Page 2

	A	B	C	D	E	F	G	H	I	J	K	L
1	*Begin entering data on EstRev 5-10 and EstExp 11-17 tabs.*											
2	Description	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety	
3	ESTIMATED BEGINNING FUND BALANCE July 1, 2015 [1]		412,996	399,691	261,826	329,129	526,977	0	630,040	10,273	1,618,100	
4	RECEIPTS/REVENUES											
5	LOCAL SOURCES	1000	1,576,258	322,297	445,625	128,841	231,251	0	32,879	247,760	32,959	
6	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0		0	0					
7	STATE SOURCES	3000	2,965,391	0	0	246,741	0	0	0	0	0	
8	FEDERAL SOURCES	4000	435,415	0	0	0	0	0	0	0	0	
9	Total Direct Receipts/Revenues [8]		4,977,064	322,297	445,625	375,582	231,251	0	32,879	247,760	32,959	
10	Receipts/Revenues for "On Behalf" Payments [2]	3998	1,084,286									
11	Total Receipts/Revenues		6,061,350	322,297	445,625	375,582	231,251	0	32,879	247,760	32,959	
12	DISBURSEMENTS/EXPENDITURES											
13	INSTRUCTION	1000	3,536,641				76,092					
14	SUPPORT SERVICES	2000	1,610,623	363,449		582,012	150,480	400,000		253,402	1,600,000	
15	COMMUNITY SERVICES	3000	0	0		0	0					
16	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	280,260	0	0	0	0	0			0	
17	DEBT SERVICES	5000	0	0	269,532	0	0			0	0	
18	PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0		0	0	
19	Total Direct Disbursements/Expenditures [9]		5,427,524	363,449	269,532	582,012	226,572	400,000		253,402	1,600,000	
20	Disbursements/Expenditures for "On Behalf" Payments [2]	4180	1,084,286	0	0	0	0	0		0	0	
21	Total Disbursements/Expenditures		6,511,810	363,449	269,532	582,012	226,572	400,000		253,402	1,600,000	
22	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		(450,460)	(41,152)	176,093	(206,430)	4,679	(400,000)	32,879	(5,642)	(1,567,041)	
23	OTHER SOURCES/USES OF FUNDS											
24	OTHER SOURCES OF FUNDS (7000)											
25	PERMANENT TRANSFER FROM VARIOUS FUNDS											
26	Abolishment the Working Cash Fund [16]	7110										
27	Abatement of the Working Cash Fund [16]	7110										
28	Transfer of Working Cash Fund Interest	7120		1,000								
29	Transfer Among Funds	7130										
30	Transfer of Interest	7140										
31	Transfer from Capital Projects Fund to O&M Fund	7150		0								
32	Transfer of Excess Fire Prev & Safety Tax & Interest [3] Proceeds to O&M Fund	7160		0								
33	Transfer of Excess Accumulated Fire Prev & Safety Bond and Int [3a] Proceeds to Debt Service Fund	7170			0							
34	SALE OF BONDS (7200)											
35	Principal on Bonds Sold [4]	7210										
36	Premium on Bonds Sold	7220										
37	Accrued Interest on Bonds Sold	7230										
38	Sale or Compensation for Fixed Assets [5]	7300										
39	Transfer to Debt Service to Pay Principal on Capital Leases	7400			0							
40	Transfer to Debt Service Fund to Pay Interest on Capital Leases	7500			0							
41	Transfer to Debt Service Fund to Pay Principal on Revenue Bonds	7600			0							
42	Transfer to Debt Service Fund to Pay Interest on Revenue Bonds	7700			0							
43	Transfer to Capital Projects Fund	7800										
44	ISBE Loan Proceeds	7900						0				
45	Other Sources Not Classified Elsewhere	7990										
46	Total Other Sources of Funds [8]		0	1,000	0	0	0	400,000	0	0	0	

Exhibit 2

BUDGET SUMMARY

Page 3

	A	B	C	D	E	F	G	H	I	J	K	L
1	*Begin entering data on EstRev 5-10 and EstExp 11-17 tabs.*											
2	Description	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety	
47	**OTHER USES OF FUNDS (8000)**											
49	**TRANSFER TO VARIOUS OTHER FUNDS (8100)**											
50	Abolishment or Abatement of the Working Cash Fund [16]	8110										
51	Transfer of Working Cash Fund Interest	8120							0			
52	Transfer Among Funds	8130							1,000			
53	Transfer of Interest [6]	8140										
54	Transfer from Capital Projects Fund to O&M Fund	8150										
55	Transfer of Excess Fire Prev & Safety Tax & Interest [3] Proceeds to O&M Fund	8160										
56	Transfer of Excess Accumulated Fire Prev & Safety Bond [3a] and Int Proceeds to Debt Service Fund	8170										
57	Taxes Pledged to Pay Principal on Capital Leases	8410										
58	Grants/Reimbursements Pledged to Pay Principal on Capital Leases	8420										
59	Other Revenues Pledged to Pay Principal on Capital Leases	8430										
60	Fund Balance Transfers Pledged to Pay Principal on Capital Leases	8440										
61	Taxes Pledged to Pay Interest on Capital Leases	8510										
62	Grants/Reimbursements Pledged to Pay Interest on Capital Leases	8520										
63	Other Revenues Pledged to Pay Interest on Capital Leases	8530										
64	Fund Balance Transfers Pledged to Pay Interest on Capital Leases	8540										
65	Taxes Pledged to Pay Principal on Revenue Bonds	8610										
66	Grants/Reimbursements Pledged to Pay Principal on Revenue Bonds	8620										
67	Other Revenues Pledged to Pay Principal on Revenue Bonds	8630										
68	Fund Balance Transfers Pledged to Pay Principal on Revenue Bonds	8640										
69	Taxes Pledged to Pay Interest on Revenue Bonds	8710										
70	Grants/Reimbursements Pledged to Pay Interest on Revenue Bonds	8720										
71	Other Revenues Pledged to Pay Interest on Revenue Bonds	8730										
72	Fund Balance Transfers Pledged to Pay Interest on Revenue Bonds	8740										
73	Taxes Transferred to Pay for Capital Projects	8810										
74	Grants/Reimbursements Pledged to Pay for Capital Projects	8820										
75	Other Revenues Pledged to Pay for Capital Projects	8830										
76	Fund Balance Transfers Pledged to Pay for Capital Projects	8840										
77	Transfer to Debt Service Fund to Pay Principal on ISBE Loans	8910										
78	Other Uses Not Classified Elsewhere	8990										
79	**Total Other Uses of Funds** [9]		0	0	0	0	0	0	400,000			
80	**Total Other Sources/Uses of Fund**		0	1,000	0	0	0	0	401,000	0	0	
81	**ESTIMATED ENDING FUND BALANCE June 30, 2016**		(37,464)	359,539	437,919	122,699	531,656	400,000	(401,000)	0	0	
82								0	261,919	4,631	51,059	

SUMMARY OF EXPENDITURES (by Major Object)

	Description	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety	Total By Object
84												
85												
86	**Object Name**											
87	Salaries	100	3,914,589	253,899		251,700		0		41,000	0	4,461,188
88	Employee Benefits	200	453,828	35,800		30,125	226,572	0		13,070	0	759,395
89	Purchased Services	300	226,352	16,500	0	33,525		400,000		199,332	1,600,000	2,475,709
90	Supplies & Materials	400	508,570	29,750		88,100		0		0	0	626,420
91	Capital Outlay	500	23,050	27,000		178,562		0		0	0	228,612
92	Other Objects	600	301,135	500	269,532	0	0	0		0	0	571,167
93	Non-Capitalized Equipment	700	0	0		0		0		0	0	0
94	Termination Benefits	800	0	0		0						0
95	**Total Expenditures**		5,427,524	363,449	269,532	582,012	226,572	400,000		253,402	1,600,000	9,122,491

The Board of Education of Altamont Community Unit School District #10:

☐ *Extends authority to the administration to hire temporary substitutes for the district;*

☐ *Extends authority to the administration to remove students for ten (10) days or less for violation of school rules and other misconduct;*

☐ *Designates **Doug Hill** as the Title IX Grievance Officer for the District;*
☐ *Designates **Kathy Clausius** as District Nondiscrimination Coordinator;*

☐ *Designates the following two (2) complaint managers for sexual harassment or sexual discrimination issues: **Amy Ruckman, Jerry Tkachuk** (One female and one male)*

☐ *Designates **Susan Janz** to be in charge of food sales that compete with the federal student lunch program;*

☐ *Designates the following as Student Activity Fund Managers:*
Susan Janz, Donna Kroening

☐ *Designates **Jeff Fritchtnitch** as Chief Investment Officer;*

☐ *Designates **Amy Ruckman** as District liaison to homeless children;*

☐ *Grants to Radio Stations WXEF, WCRC, WKRV and its affiliates permission to broadcast District athletic activities which includes permission to sell advertising at a profit to the station.*

☐ *Designates the following as responsible and in charge in the event that the Superintendent is unavailable or unable to act in an emergency situation (in succession):*

1. ***Mr. Jerry Tkachuk,***
2. ***Mr. Doug Hill,***
3. ***Mr. Todd Arnold,***
4. ***Mr. Kris Biggs***

For the Fiscal Year July 1, 2015, through June 30, 2016.