

**Minutes of the Committee of the Whole Meeting
of the Board of Education
Flossmoor School District 161
May 23, 2011**

President, Dr. David Dreyfuss called the meeting to order at 7:00 p.m.

Roll call was taken and the following members were present for the meeting:

Present

Mrs. Leah Langston, arrived at 7:04 p.m.

Mr. Gregg Lunceford, arrived at 7:05 p.m.

Mrs. Christine Marks

Mr. Ronald Moore

Mrs. Timijanel Odom

Mr. John Simmons

Dr. David Dreyfuss

Others Present

Dr. Susan Pingitore, Associate Superintendent of Administrative Services

Dr. Rebecca Elish, Director of Learning and Instruction

Ms. Deborah Pitts, Director of Instructional Technology

Ms. Nancy Wilson, Director of Special Education

Ms. Cathy Perino, Board Clerk

Others present:

Dr. Vanessa Atkins, Bruce Brozynski, Lynn Westerlund, Crystal Conley, FEA Co-President, Kathy Lause, Tara Peacock, Melissa Santos, Kelly Rosales, Layne Duggan, and Jerald McNair (see attached sign in sheet).

Mrs. Marks asked if the teacher evaluation plan discussion could be moved to the end of the agenda.

Discussion of Substitute Teacher Salary Study

Dr. Pingitore shared the District recently completed a survey of 67 suburban school districts including the 11 elementary districts in the SPEED Special Education Cooperative to ascertain whether the District's compensation for substitute teachers is competitive. It was noted that some of the districts surveys are high school and unit districts. The pay rate summary was discussed. This survey was requested by the Board of Education to see if the District's rates are comparable to neighboring districts. Dr. Pingitore stated she reviews this type of data annually as part of a professional organization of personnel administrators. She said in the past that she has found the daily rates are compatible. She stated the Board of Education might wish to discuss

modifying the District's long-term assignment rates, which are used in cases of FMLA, and maturity leave.

Mrs. Odom inquired if there was an average. Dr. Pingitore said she did not compute an average, but rates vary from \$98/day to over \$200/day for long-term assignments. Homewood SD153's long-term rate is \$208.96, a rate which is tied to the salary schedule of a BA step 1.

Mr. Simmons questioned the union regarding their thoughts on the quality of the substitutes attracted on a regular basis. Ms. Conley stated that she has not had problems with the subs, but if there is an issue the teachers share their concerns with the principal and those subs are not used again. Kelly Rosales agreed with that statement on behalf of the elementary teachers.

Mrs. Marks clarified the District believes it is attracting appropriate number of substitute teachers with an appropriate level of education and ability, and there does not seem to be a complaint about the subs that we are getting in the schools. If there is, it is addressed and the District does not have trouble attracting subs at the current rate. Dr. Pingitore mentioned the District currently has 72 substitutes. Thirty-eight of those substitutes have regular certification. Since 2005, Dr. Pingitore began interviewing each substitute employed by the District and reviewed with them the substitute handbook, the District's expectations as well as covered confidentiality. There is also a good process in place with the building principals in which subs who are not satisfactory are not invited to return.

Mrs. Langston asked how the District hires substitute teachers. Dr. Pingitore shared the District reviews the online applications, and gives preference to substitutes who have a regular teaching certificate. The District posts long-term sub assignments. Principals will conduct a more in-depth interview with those being considered for long-term assignments.

Dr. Dreyfuss suggested the Board may want the administration to consider adjusting the long-term rate to make the salary more attractive for certified staff. Mrs. Marks suggested a separate category for long-term substitutes with full certifications.

- *Recommendation The Board recommends moving this matter to the agenda for the June 13, 2011 Board of Education meeting.*

Discussion of Furniture Bid

Due to Mr. Martin being unable to attend tonight's meeting, Dr. Susan Pingitore reviewed with the Board of Education the ten-year furniture replacement plan, which was approved in March 2005. The plan was developed to provide an appropriate replacement schedule based on need,

standardize all furniture throughout the District's schools, and anticipated costs associated with the process.

School Specialty met every requirements outlined in the bid packet and submitted the lowest responsive bid for 255 student chairs, totaling \$5,000.05. Lowery McDonnell met every requirement and submitted the lowest responsive bid for 15 HON Teacher desks, 8 HON task chairs, 330 student desks, totaling \$33,187.65. Virco met every requirement and submitted the lowest responsive bid for 9 Kidney shape tables, and 3 activity work tables, totaling \$1,432.41. The total cost for all items is \$39,620.11. The revised anticipated budget for 2011 furniture replacement was estimated at \$42,450.

Dr. Pingitore said all of the above vendors have worked for the District in the past. She said Mr. Martin worked with the building principals regarding their furniture needs. In addition, the furniture breakdown at each school was discussed.

The administration will continue to evaluate furniture needs and update the plan in order to make the most of resources available to the District.

Mr. Lunceford questioned the warranty on the chairs. Due to Joe Martin's absence, the administration will get back to him with that information.

The Board of Education thanked Dr. Pingitore for her presentation.

- *Recommendation: The Board recommends moving approval of classroom furniture for 2011 to School Specialty for the above-mentioned items, to Lowery McDonnell for the above-mentioned items, and to Virco for the above-mentioned items forward to the June 13, 2011 Board of Education meeting.*

Discussion of After School Activity Bus for Parker Junior High

Dr. Susan Pingitore reviewed with the Board of Education that the activity bus would make it easier for students at Parker to take advantage of extra curricular activities and possibly staying after school for tutoring help. The new activity bus will have three routes created which divide the District into three areas. The routes may be adjusted based on riders. The activity busses will run on Tuesday and Thursday. All students participating in after school activities with the exception of athletics are eligible to ride the bus. The cost of the three buses was discussed. The District could support this expenditure via its fund balances.

Dr. Vanessa Atkins, Principal, and Bruce Brozynski, Assistant Principal, Parker Junior High, shared with the Board members that a committee was created at Parker to develop guidelines and procedures. A letter will be sent home to parents to get their permission for students to participate at the

beginning of the 2011-2012 school year. Each team or sponsor would document the students using the activity bus. Eligible students include those who are being tutored, and those who participate in Yearbook, Newspaper, Science Olympiad, Math Counts, and Band.

The parental logistics were discussed. The Board also inquired if Parker believes there would be any overlap of students riding the buses who attend athletic games. Dr. Atkins said this should not be the case because this is not an athletic bus and those events would end later than 4:40 p.m.

Mrs. Langston asked if the schedule had been worked out and the teachers are in agreement that if they are tutoring students the sessions need to be completed by 4:30 in order for the student to ride the bus.

It was suggested scheduling a parent meeting at the beginning of the school year to make the community aware of the after school activity bus. The administration stated information could be shared at Parker's Open House, which is scheduled in September.

Mrs. Marks asked how the contract is structured with the bus company regarding how many students are needed to ride the buses. Routes will be provided to Board of Education members

- *Recommendation: The Board recommends moving approval of after school activity bus for Parker Junior High forward to the June 13, 2011 Board of Education meeting.*

Review of Teacher Evaluation Plan

Dr. Elish shared that stemming from the 2009 FEA negotiations, a memorandum of Agreement called for a teacher evaluation committee to develop a teacher evaluation plan. The teacher evaluation committee consisted of five administrators, and 12 teachers from all schools and grades. The committee met 3 times during the end of the 2009-2010 school year, and 11 times this year. The committee will continue to meet periodically over the next several years to make any necessary modifications and ensure implementation.

As background of their work, the committee reviewed the law in depth to ascertain exactly what needed to be included. By 2012, each school district must have an evaluation plan in place to meet with guidelines of the law. The committee determined that the Framework for Teaching by Charlotte Danielson was a model based on years of research and picked this model for its clarity and would be the best fit for District 161. Dr. Elish also noted the Danielson plan will be the default plan in Illinois.

Dr. Elish introduced the committee members assisting with the plan's presentation: Tara Peacock, Crystal Conley, Kathy Lause, and Nancy Wilson.

Layne Duggan, Melissa Santos, and Dr. Pingitore are also present this evening. The committee has reached a consensus on the document and the highlighted sections of the final draft as well as Forms 1 and 5 were reviewed with the Board members. The framework has four domains: Planning and Preparation, Classroom Environment, Instruction, and Professional Responsibilities, with 22 components and 76 elements.

The committee developed a set of beliefs. This is the foundation of committee's thinking regarding the evaluation tool.

Flossmoor School District 161 believes as a CHARACTER COUNTS! community that the teacher evaluation plan must support

- An objective, clear, and fair process;
- Clearly defined, consistent procedures;
- Development and implementation of a process that fosters teacher growth and professional development;
- Self-reflection; and
- Student growth.

The roles of the evaluators, mentors and teachers were discussed.

At the February 28 Committee of the Whole meeting, the Board suggested to change that a teacher would need to receive a rating of Excellent in three out of four areas in order to have an overall rating of Excellent. As it stands, it will be difficult for a teacher to receive a rating of Excellent in two areas and nearly impossible to receive it in more than two areas. The committee believes it is important to make the rating achievable. The committee anticipates that with 2 out of 4 domain ratings to receive an overall rating of Excellent, approximately 20 teachers district-wide will have an overall rating of Excellent. In addition, it is necessary to have a pool of teachers with an overall rating of Excellent, as they will assist struggling teachers. The Board has some concerns about rating system because the District does not want to lower the bar.

The administration stated the District's attorney reviewed this document.

A length discussion took place regarding why student growth is not part of the evaluation. The District is looking to get guidance from the state; however, no information is available as of yet. (In 2012, the state is scheduled to approve the national standards.)

The committee believes it was an important first step to get this document in place. Dr. Pingitore shared these conversations are taking place throughout the country.

The Board believes individual gain for their students needs to be the number one goal on a teachers' goal sheet.

It was decided this is a work in process as well as a living document that must be touched often. The Committee will begin work next year on the student growth model. It was reiterated that the committee is committed to making sure it is addressed.

- *Recommendation: The Board recommends moving approval of Teacher Evaluation Plan forward to the June 13, 2011 Board of Education meeting. This plan is scheduled to be approved by the FEA membership prior to the June meeting.*

Motion to Amend Agenda

A motion was made by Mr. Moore seconded by Mr. Lunceford to amend the agenda and add a closed session to discuss Personnel 5ILCS 120/2 (c)(1). All AYES. Motion Carried.

Executive session

A motion was made by Mr. Moore seconded by Mrs. Marks to go into executive session to discuss matters relating to personnel 5ILCS 120/2 (c)(1). All AYES. Motion Carried.

The Board of Education went back into executive session at 9:05 p.m.

Return to Open Session

A motion was made by Mr. Moore seconded by Mrs. Marks to return to open session. All AYES. Motion Carried.

The Board of Education returned to open session at 9:10 p.m.

Adjournment

A motion was made by Mr. Moore seconded by Mrs. Marks to adjourn the Board of Education meeting. All AYES. Motion Carried.

The Board of Education meeting adjourned at 9:10 p.m.

Dr. David Dreyfuss, President

Gregg Lunceford, Secretary