

**Committee of the Whole Meeting of the Board of Education
Flossmoor School District 161, Cook County, Illinois
August 22, 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 Bailey Langston
Mr. Gregg M. Lunceford
Mrs. Christine Marks
Mr. Ronald E. Moore, arrived at 7:05 p.m.
Mrs. Timijanel Boyd Odom
Mr. John Simmons
Dr. David Dreyfuss

Staff members present:

Mr. Craig Doster, Superintendent
Mrs. Amy Warke, Director of Learning and Instruction
Ms. Nancy Wilson, Director of Special Education
Ms. Deborah Pitts, Director of Instructional Technology
Mrs. Cathy Perino, Secretary to Superintendent and Board of Education

Others present:

Jennifer Camilleri, Karen Johnson, Patricia S. Fears, Bruce Nieminski, Lynn Westerlund, Karen Cramer, Crystal Conley, and community members. *(See attached sign in sheet).*

Discussion of Board Salute

Mr. Doster shared with the Board members that he would like to introduce a monthly Board Salute to people in or associated with the school district. A Salute is a great way to recognize people who help the school district. Some examples shared were local businesses who donated time and materials, community members who donated to students, employees who went above and beyond. Mr. Doster stated the person or group is awarded with a framed certificate. The cost is minimal, but leaves a lasting impression to the recipient and is an excellent public relations piece.

- *Recommendation: The Board recommends moving this forward to future Board of Education meetings.*

Discussion of Recognition of New Teachers

Mr. Doster mentioned he would like the administration to introduce their new teachers at the September 12 Board of Education meeting. It would be a good way for the Board members to put a name with the face of faculty they are hiring. The recognition would be brief.

- *Recommendation: The Board recommends moving this forward to September 12, 2011 Board of Education meeting.*

Presentation of First Class

Mr. Doster introduced Gary Falcon, of First Class. Mr. Falcon shared with the Board members a brief presentation on the email/website program available through First Class. The program is web-based as well as user friendly. The program will also enhance communication with our stakeholders. This system encourages group collaboration. Collaboration is what sets First Class apart. The District currently uses Microsoft Outlook.

Mr. Falcon walked the Board through the First Class system and some of the features it offers such as shared announcements, message history, and system accountability. Email overload is a problem and he demonstrated how having conferencing space could give the user the ability to organize their day by centralizing and segmenting conferences or emails. Forms and workflow pieces were also shared as examples of this program as well. The District could use forms engine for leave requests instead of spending money on paper or toner can use forms on system.

It was shared that this system is very secure and the user would need a password. Document sharing is also an option online.

First Class is a wonderful tool for teachers to team plan and share materials between schools. Also, the communication with parents is excellent. This program has a powerful web page engine, which makes it easy to distribute ownership. The user can create a web page as easy as they create an email. Every teacher can have access to a web page while the District still has centralized control whereby they can place lesson plans. The web page template could be created during implementation. The Webmaster is ultimately in control of the design. Either set of documents or messages that can be updated.

Christine Marks inquired about the District's current system used for its grade book and how will it interface with this program. Also, would First Class work with the District's student management system (Skyward) and the contacts contained therein. Mr. Doster does not suggest integrating both platforms at this time. The purchase price was discussed and it is based on a base package.

Ms. Pitts stated that Skyward has functionality to email; however, the District does need an engine outside of Skyward to drive the web pages.

Mr. Doster asked Mr. Falcon the implementation timeline for the District. Implementation would take between three to five days. First Class would use train the trainer model and recommends scheduling 90-minute in-services on two half-day sessions. The Board thanked Mr. Falcon for his presentation.

- *Recommendation: This was just an informational item. The Technology Department has been asked to put together a plan for the Board of Education to review at the October Board of Education meeting.*

Discussion of Gifted Program

Karen Cramer, Gifted Coordinator, shared an overview of the Gifted Program with the board members. Program history highlights included the previous program; titled "Program Plus" which began in 1987 and continued through 1995. Current gifted program services began in 1997 when an educational consultant was hired by Flossmoor School District 161 to complete a study and make recommendations for future gifted program services. An ad hoc task force was begun which included teachers, parents, and community members. The purpose of the task force was to develop program identification and

services. Since 1997, gifted program services have continually increased to meet the needs of high-ability students in grades K – 8.

Mrs. Cramer explained the current components of the gifted program including identification, instruction of identified students, acceleration or up leveling in Reading and Math, collaboration and differentiation support with classroom teachers, development of resources, special events and enrichment activities, and student advocacy.

Data of students up leveled in Math in grades 2 – 8 was shared. The data used was from last spring's information. Discussion followed.

Mrs. Cramer stated the formal identification process begins in third grade with 8%, 10% by fourth grade, and 12% by fifth grade. The assessments used are the Cognitive Abilities Test (CogAT). NWEA Math, Reading, and Language Arts, Renzulli-Hartman Behavioral Scale.

It was shared that students who are identified are pulled out in grades three beginning in January for one-hour classes, which meet twice weekly. Students in grades four and five are pulled out beginning in September for one-hour classes, which meet weekly. The length of the units varies.

The Visual Arts pullout class for identified students occurs in grades four and five. These students attend two 10-12 week units, held once weekly for each unit. This class is in addition to regularly scheduled art class.

All fifth grade students are evaluated/reevaluated for identification of G/T services at Parker Junior High, which includes one G/T Social Studies class in grade six. This class continues in grades seven and eight. All sixth grade students are evaluated for the G/T science in grade seven. This class continues in eighth grade. The grade eight G/T Visual Arts class is a self-contained encore class and is part of identified student's schedules as opposed to an additional class. Students may self-nominate or be teacher recommended for consideration of the G/T Visual Arts.

Some of the qualifying and non-qualifying special events or programs offered are the Scripps Spelling Bee, Accelerated Weekend Experience (AWE), Midwest Academic Talent Search, Science Olympiad, Math Bowl, and Student Government Day. Mrs. Cramer concluded her presentation by stating the Consortium for Educational Change (CEC) would conduct an analysis of the program. Additionally, the District will reconvene its ad hoc gifted education committee.

The timeline for Consortium for Education Change CEC was discussed. The administration will meet with representatives from CEC within the next two weeks and then a system analysis will be conducted in September/October.

Mr. Lunceford voiced his concern regarding the fact that one of the schools employs a full-time gifted resource teacher giving that school a disproportionate amount of gifted resources. He inquired why the other schools don't have full time teachers so that all students have the same opportunities. Mrs. Langston echoed Mr. Lunceford stating that she believes every school is under represented except Western Avenue. Mrs. Langston discussed that there is a perception problem as well as consistency problem with the program.

Several parents voiced their concerns that the students are not getting the same opportunities at all schools. Concerns were also raised that because some schools are sharing teachers (1/2 time at each school), K-2 students don't always get pulled out on their days for enrichment support because teacher is "pulled too thin."

The scheduling of gifted program resources as well as the need for full time staff based on number of identification students was discussed. It was stated that gifted resource staffing is based on total identified students in each school. The Board reiterated why it is importance for the CEC to do an analysis for the District.

Dr. Dreyfuss mentioned that as a Board a discussion would need to take place once CEC has shared its recommendations. The Board stated that a concern has been expressed and that is the reason an expert is bringing brought in and the District is reconvening the ad hoc committee. These are the recommendations to review the current program components.

Mrs. Boyd Odom stated that the Board knew there was a concern and that is why it is being addressed at tonight's Committee meeting and also the reason why the administration is seeking support from an outside source.

Mrs. Cramer stated that enrichment support for high-ability students includes flexible groupings, which may be provided on a short or long-term basis. Support for specific grade levels and content areas vary at each school based on student needs. Mrs. Cramer shared she hears the concerns regarding enrichment services, especially for students in grades K – 2, before formal identification for gifted program services take place. Increased monitoring of building schedules will assure that services are consistent throughout the District. In addition, information regarding gifted program services will be made available on the District website.

Ms. Langston shared an example of a situation where a classroom teacher brought information forward to the gifted resource teacher who did not believe the student would qualify for up leveling. Mrs. Cramer shared that several years ago the Board approved the acceleration criteria, and that this criteria is used for all up leveling decisions. Dr. Dreyfuss stated that the information shared should be provided to the Superintendent and the gifted coordinator to look into and they will provide members of the Board of Education information relating to that situation.

The selection of the District's Gifted Program Ad Hoc committee was discussed. The committee will consist of teachers, administrators, and parents. Total number would be up to the Superintendent. Mrs. Marks asked Mrs. Cramer what the approximate national percentage of "Gifted" population is. It was stated that the gifted population is approximately 2 - 4%.

Dr. Pamela Floyd, Parker Junior High parent, asked what is the gifted curriculum and where it can be found. Dr. Dreyfuss shared that identification information and program components will be placed on the District website.

Cindy Turnquest, asked for the criteria used for identification and what percentage of those criteria is subjective. Mrs. Cramer stated the identification for academic services is completed on a District-wide basis and that all students are considered. Students are included in screening based on assessment scores and/or teacher recommendation. Approximately 70% of the identification matrix includes verbal and non-verbal abilities test scores and NWEA scores. An instrument called the "Renzuilli- Hartman

Scale” which is completed by a team of teachers gathers teacher input. This scale is weighted approximately 30% of the matrix points.

Any further questions can be directed to Karen Cramer, Gifted Coordinator or Amy Warke, Director of Learning and Instruction.

- *Recommendation: This was an information item. The administration will bring in an outside evaluator from Consortium for Educational Change to complete an analysis the gifted education program. Additionally, the District will reconvene its ad hoc gifted education committee as well as review the District’s resources and delivery of service. This information will be brought back to the Board of Education.*

Discussion of ELL Curriculum

Amy Warke, Director of Learning and Instruction, shared with the Board that the District’s ACCESS scores indicate a number of students coming to the District with limited English Proficiency. Due to the increase, she is suggesting it would be beneficial to purchase the curriculum called REACH. This reading curriculum is researched-based and incorporates science and social studies into each unit. Additionally, the curriculum incorporates song and movement to assist the students with Limited English skills to acquire the needed vocabulary to become an English speaker.

John Simmons clarified that students entering the District with limited English skills is increasing.

- *Recommendation: The Board recommends moving this forward to September 12, 2011 Board of Education meeting. Addition information can be provided to the board in their update regarding cost and how this would fit into the current curriculum, timeline, and how the resources will be distributed. Also, the Board questioned if the District need to add this to the junior high curriculum.*

First Reading of Policy 7:100

Mr. Doster shared with the Board members the District is required to revise the District’s health, eye, and dental examinations, immunizations, exclusion of students policy to comply with the School Code, which was amended by Public Act 96-953 to add the date of October 15 as the immunization deadline.

- *Recommendation: The Board recommends moving approval of Policy 7:100 and waive the second reading forward to the September 12, 2011 Board of Education meeting.*

Discussion of Tentative Budget Revisions/Budget Hearing

Mr. Ed O’Malley, Interim Director of Business Services, gave the Committee members a brief overview of the proposed changes to expenditure line items for the FY2011 budget. Mr. O’Malley highlighted the reductions and additions to the budget.

Dr. Dreyfuss inquired about textbook adoptions that were approved at the end of last year and wanted to make sure they were included in the budget. Mr. Doster stated he would look into this.

Mrs. Langston asked for clarification regarding the textbook adoption in the budget.

- *Recommendation: The Board recommends moving approval of the tentative Budget/Budget hearing forward to the September 12, 2011 Board of Education meeting.*

Discussion of SSBC Representative

Mr. Doster stated he would like to recommend Mr. Ed O'Malley, Interim Director of Business Services, to be the District's SSBC Representative.

- *Recommendation: The Board recommends moving approval of SSBC Representative forward on the consent agenda for the September 12, 2011 Board of Education meeting.*

Discussion of Changes to 2009 Special Education Procedures

Ms. Wilson shared with the Board of Education members changes to Section 10 of the Document: Procedural Safeguards prepared by the attorneys for the SPEED Cooperative. The changes are as follows:

H. Revocation of Consent for Special Education and Related Services

1. A parent may revoke consent for special education and related services.
2. Revocation of consent for special education and related services must be communicated by a parent in writing or orally. The school district will memorialize the Parent's oral revocation of consent in writing and provide a copy to the Parent within five days.
3. Within 10 calendar days after SPEED and its member districts' receipt of oral or written revocation of consent, SPEED and its member districts will provide the Parent with prior written notice at which time all IEP services shall cease. The school district will promptly inform all staff members whose activities are affected by the revocation.

Note: This is the only change with the document.

Ms. Wilson stated that previously parents had to revoke consent in writing. Dr. Dreyfuss requested that the procedure state that two people are needed to revoke consent. The administration will look into this matter.

- *Recommendation: The Board recommends moving approval of Special education procedures forward on the consent agenda for the September 12, 2011 Board of Education meeting. Ms. Wilson will look into the Board's suggested change.*

Discussion of Read 180

Ms. Wilson shared with the Board members a comparison between Enterprise Edition and Next Generation. Major differences highlighted are Teacher/Leadership Dashboard, Notifications and selected reports sent directly to emails at scheduled time, PD video clips easy access, Groupinator which groups students automatically based upon results from their software instruction and responses, it will have enhanced capability and run smoother with higher quality performance, Ereads – 24 hour web access to non fiction leveled reading, writing zone as part of READ 180 instruction, multi-paragraph writing in student rbook, extended classroom library and more nonfiction, home portal for parents in English/Spanish to offer home support for building literacy. The cost of the upgrade is approximately a total of \$52,000 for all schools in the District.

This program is used for all students who are struggling in reading. This item was included in the Budget. The communication piece including in the program ties into the Strategic Plan.

- *Recommendation: The Board will vote on this matter later during the Special Board of Education meeting.*

Discussion of Excess Equipment

Mr. Doster shared with the Board that the District has items that needs to be declared excess equipment. These items are broken, in a state of disrepair, or not practical for use in a school setting.

Mr. Lunceford questioned if the District for the august academy could use any of this equipment. Ms. Pitts stated the equipment is mostly monitors and is non functional.

- *Recommendation: The Board of Education recommends moving this item forward on the consent agenda to the September 12, 2011 Board of Education meeting.*

Discussion of McKinney-Vento Act

Amy Warke, Director of Learning and Instruction, shared with the Board of Education who are homeless children and youths. She shared that handouts were shared to District administration, and administrative assistants. This Act is an unfunded mandate from the federal government, which seeks to provide school stability. Mrs. Warke stated a family lacking a nighttime abode is what constitutes homelessness. The District has 30 days to determine if a family is homeless or in fact, trying to go around residency. Mrs. Warke has done her dissertation regarding homeless. The administration has revised some of the District's policies, which will be brought before the Board.

The unaccompanied youth section of this Act s was discussed. The number of homeless families in the District was discussed. Trend data will be looked at regarding this matter to make sure the District is serving the families that need our service.

- *Recommendation: This was an information item.*

Discussion of Bills

Mr. Doster wanted to revisit the discussion regarding the handling of the bills. The current practice was discussed. A suggestion could be for the person assigned to review the bills pick up and return the bills to the District office. Mr. Doster saw this as a potential problem.

- *Recommendation: Information item. The administration will purchase a more secure box and the Board members assigned to review the bills will be contacted to make sure someone will be able to receive the bills. The Board will discuss other options at a later date.*

Executive Session

A motion was made by Mr. Moore seconded by Mr. Lunceford to go into executive session in discuss matters related to personnel 5ILCS 120/2 (c)(1), negotiations 5ILCS 120/2 (c)(2), and student residency 5ILCS 120/2 (c)(10). All AYES. Motion Carried.

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

Return to Open Session

A motion was made by Mr. Simmons and seconded by Mrs. Marks to return to open session.

The Board of Education returned to open session at 9:46 p.m.

Adjournment

A motion was made by Mr. Moore seconded by Mr. Lunceford to adjourn the meeting. All AYES. Motion Carried.

The Committee of the Whole meeting adjourned at 9:45 p.m.

President, Dr. David Dreyfuss called the Special Board of Education meeting to order at 9:46 p.m.

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

Present

Mrs. Leah Bailey Langston
Mr. Gregg M. Lunceford
Mrs. Christine Marks
Mr. Ronald E. Moore, arrived at 7:05 p.m.
Mrs. Timijanel Boyd Odom
Mr. John Simmons
Dr. David Dreyfuss

Approval of Read 180

A motion was made by Mrs. Marks seconded by Mr. Moore to approve Read 180 upgrade purchase. The Board suggested a special education update to share information regarding how helpful read 180 is to our students.

Roll Call Vote:

Aye: Marks, Moore, Simmons, Odom, Lunceford, Langston, Dreyfuss
Nay: None
Motion Carried,

Adjournment

A motion was made by Mr. Moore seconded by Mrs. Odom to adjourn the meeting. All AYES. Motion Carried.

The Special Board Education meeting was adjourned at 9:50 p.m.

Dr. David Dreyfuss, President

Gregg M. Lunceford, Secretary