

REGULAR BOARD MINUTES
September 26, 2018

The Franklin Board of Education met in a Regular Board Meeting on Wednesday, September 26, 2018, in the computer lab at Franklin High School. President Curt Reznicek called the meeting to order at 6:30 p.m. with the Pledge of Allegiance.

Opening of
Organizational
Meeting

Members present were Curt Reznicek, William Smith, Eric Crow, Jessica Little, Holly Whalen, Natalie Prince and Kevin Roodhouse. Principals Jeff Waggener and Christy Willman were there and also Superintendent Curt Simonson.

Board Members
Present

Visitors were Amada Streit, Mary Henry, Wes Koehler, PJ Turpin, Ralph Wohlers, Darin Seymour, Christina Wells, Helen Humphreys with Apex, Student with Curt Simonson

Visitors Present

Principal Waggener Reported On:

Principal
Waggener
Reported

Student Recognition:

- Congratulations to Madden Delaney for being the first winner of the Bag-O-Stuff. This is given to a student who has good attendance, no discipline issues and has made a positive impact on our school.
- Several students have been awarded “Gotcha Bucks” for doing something outstanding to make the day better at FHS/FJHS.
- Franklin Flashes Pride events have been held. The first event was a “free play” homeroom. Mrs. Davenport took the students to the gym. The second event was a “Snow Cone” day in the park. Darrin, aka Mr. Snow Cone provided the manpower. Mrs. Davenport and Mrs. Fitch supervised.
- NHS held a blood drive on 9/12.
- Thank you to Trooper Willie Smith for coming to school and speaking to our Drivers Education classes about the Fatal Four: Speeding, DUI, Distracted Driving and Not Wearing Seatbelts.

Teacher Recognition:

- Thanks to Wesley Kohler for preparing our High School and Junior High teachers for the MAP test. MAP testing was done on September 25 and 26.
- Thanks to Bill Wallbaum for working through the transportation needs of our students and staff. He has been juggling drivers and making sure all of our trips are covered.

- Teacher observations have begun.

School Improvement:

- A fire drill was held on September 14. It went well. We are working on updating our evacuation routes and attendance check procedures. Another drill will be scheduled in October with the local fire department in attendance.
- We had our first Professional Development day on 9/21. The time was spent preparing for MAP testing, discussing the fire drill, Organizing RTI homerooms and planning future PD days.
- Announcements are now being posted on our website and our Facebook page.
- Past due lunch accounts are being collected. I am making calls to parents and staff who have a negative balance over \$20. The new State Law will not allow us to deny a full, hot lunch to students who have negative balances.

Upcoming Dates:

- 9/25 & 26MAP testing for students 6-12
- 9/27ROE Cyber Bullying assembly at Waverly for grades 6,7,8
- 9/24 Heal Fair field trip to MacMurray/Daryl Strawberry keynote speaker

ITEMS TO ADDRESS BOARD ABOUT:

- Do we want to limit the amount of events FFA/Mr. Nelson may attend per Month? This is a classroom instructional time question.
- Ameren/Green Edison Energy Audit
- The orange snow fence at the east edge of the school property has come into question. Bill, who owns the property adjoining the school said the Mr. Stremlaugh assured him that a permanent wooden fence would be erected. Right now the grass and weeds have grown up around the fence and is an eyesore.
- We have a request, from Ms. Wisheart, to release her as Drama Club sponsor. Since we no longer have a club, she feels like the stipend should be given to another area.

- **A/B DAY ABSENCES:** IN THE PAST, WHEN A STUDENT MISSES A CLASS IT HAS BEEN HARD TO GET ASSIGNMENTS TURNED IN IN A TIMELY FASHION. I WOULD LIKE TO HAVE PERMISSION TO WRITE A POLICY REGARDING LATE WORK.

FOR EXAMPLE, AT CPHS OUR LATE WORK POLICY WAS AS FOLLOWS:

MAKE-UP WORK FOR EXCUSED ABSENCES 9th through 12th grade students are to pick up an Absence Assignment Sheet from the school secretary the morning of their return to school, prior to the start of school. When students are sick or absent, one additional school day for each day of absence will be given to complete the make-up work. Whenever a student returns from an absence, he/she will have the same number of days absent to complete and turn in the missed assignments once the list of missing assignments has been gathered. For example, if a student is absent on Monday and Tuesday, he/she will have Wednesday to collect the missed assignments. The student will then have until the end of the day on Friday to turn in any missing assignments. It is the student's responsibility to secure and complete all make-up work. Sometimes arrangements must be made for make-up tests or quizzes; students must arrange this with their teachers. If parents or students prefer to call the High School to obtain assignments on a day of absence, such request must be made early in the morning preferably between 8:00 and 9:00 - to facilitate the gathering of the work. Requests made later in the morning cannot always be honored. Students and parents may also find assignments by going to the district's website—www.cusd3.com and clicking on the Parent Connect Login link. Even if make-up work has been sent home during a period of absence from school, it is the student's responsibility to check with all teachers as to additional make-up work immediately upon return to school.

ABSENCES: Regular attendance is critical to a quality education. Parents are expected to instill the necessity of regular attendance in their child and to make them fully aware of the definite relationship between school success and attendance. Following the 3rd student absence per quarter or 12th absence per year a doctor's confirmation and parental communication are required for a student to be considered "excused". For a student illness to be deemed an excused absence, the student must provide a signed note from a medical professional who has SEEN and EVALUATED the student confirming the absence and giving an expected return date. A note from a doctor referring to a phone call only will NOT be accepted. Parents will be notified of accumulated absences. Excessive absenteeism will be referred for truancy/court action.

Illinois State Law states that students who miss school for 5 percent or more of the previous 180 attendance days can have their driving privileges suspended or their application for a driver's license or permit denied. If your child is absent from school, they are not permitted to participate in or attend any after school activities on that day.

Absences will be classified by school personnel according to the following criteria, as per School Code: 1. **Excused** – Students will receive an excused absence for the following reasons: a. Illness of the student b. Doctor's/dentist's appointment (with doctor/dentist appointment card) c. Court appearance d. Funeral e. Family emergency f. Observance of religious holiday g. Quarantine h. Pre-approved Anticipated Absence

2. **Anticipated Absences**- Absence from school for reasons other than those listed above must be prearranged and approved by the principal.

3. The student's parents must make complete the pre-approved form explaining the pre-arranged absence at least one week in advance for absences over two consecutive days. If approved, the office will give the student a signed Pre-Arranged Absence Form. It is the student's responsibility to present the form to each teacher and have the teachers indicate assignments and sign the form. All assignments, except lab work, tests, and quizzes, must be completed by the first day of return to school. 4. Deer Hunting – Students who bring a note from a parent and a valid IL permit, at least one week in advance, will be excused for opening day of first shotgun season. 5. Unexcused – Students will receive unexcused absence for being absent without parent/guardian consent, exceeding 5 days of anticipated absences or failing to provide doctors confirmation following the 3rd absence per quarter. 6.

Excessive Tardies- For the purpose of attendance, four tardies to the start of the school day will result in one unexcused absence. 7. Drop Letter – Students who are age 17 or older and at 8 unexcused absences can be dropped from the role at Central due to non-attendance. Students may petition to re-enroll.

VERIFICATION OF STUDENT ABSENCE: Central High School students who are absent from school must be called to verify absence if the parent has not already communicated the absence to the High School office. Every effort will be made to contact parents of absent students by 10:00 a.m. at the phone numbers provided on the enrollment form. If no parent phone communication occurs, the student must present a signed parent absence note to the school secretary the next morning of attendance. Failure on the part of a student to present a satisfactory absence note on their return to school will result in the absence being

classified “unexcused”. Students have 3 school days to present the office with a doctor’s note in order for the absence to be counted as excused. After 3 days it will be permanently classified as unexcused. Any notes submitted after 3 school days will still be taken but the absence remains unexcused. Students who are not in regular attendance or who are truant will be reported to the Adams County Truant Officer. Cases of chronic or habitual absenteeism will be dealt with by actions in accordance with the Illinois School Code.

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TARDIES: Students who come late to school cause unnecessary interruptions to the learning environment. 1. If a student is not in the building by 8:10 a.m., he/she must check in at the office before he/she reports to class. 2. Students will be given a tardy notice that will admit them to their first hour class. 3. Excessive unexcused tardiness or failure

to check in when the student is tardy will result in disciplinary action. 4. After three unexcused tardies per quarter, such as oversleeping, missing the bus, parents running late, or failure to check in when the student is tardy, will result in a one-hour Saturday detention. A fourth tardy in a quarter will result in another one-hour Saturday detention. A fifth tardy in a quarter will result in a four hour Saturday detention. Every tardy thereafter for that quarter will result in a four-hour Saturday detention. 5. Excessive Tardies- For the purpose of attendance, four tardies to the start of the school day will result in one unexcused absence.

TARDIES DURING THE SCHOOL DAY: Students have 5 minutes to pass from one class to the next. Any student who is not in their classroom when the bell rings will be considered Tardy. The penalty for being tardy to class is as follows: 1. After the second time a student is tardy for unexcused reasons, a written warning will be issued. 2. After the third time a student is tardy for unexcused reasons, a 1 hour Saturday detention will be issued. 3. A fifth tardy in the same quarter will result in a 4 hour Saturday detention. Students who are not in regular attendance or who are truant (absent 5 %, or 9 days, of the last 180 school days) will be reported to the Adams County Truant Officer. Cases of chronic or habitual absenteeism will be dealt with by actions in accordance with the Illinois School Code. In addition to the above policies and procedures, C.U.S.D. #3 will follow the attendance and truancy policy set by the Adams County Truancy Ordinance # 2007-02-001-004 with Illinois State Law 55 ILCS 5/5-10782.

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ATTENDANCE

Regular attendance is essential if a student is to make use of the educational opportunities the District offers. Regular attendance develops dependability and responsibility in the student and contributes to academic achievement. Parents, guardians or those having legal custody or control of students are responsible for their children's regular school attendance.

The District shall not be responsible for the educational progress of the student who fails to maintain regular attendance habits. The District will not be liable for the progress of the student who is removed from the school for extended periods of time.

Students in grades kindergarten through eighth grade who are absent more than 45 days, excluding days they receive home-bound instruction, in a school year may be retained in the same grade for the following year. Truancy is defined to be missing more than 10% of the school year for no acceptable reason. After a student misses 18 days, the Morgan County truancy officer will be advised of the situation.

ABSENCE

Any student who has been absent from school whether it is for a single class or an entire day must bring proof that the parent or guardian had knowledge of and approved the absence. The student must bring to school a written statement signed by the parent or guardian stating the time and date of the absence or have his/her parent or guardian call the school (675-2395). The note or phone call must be received in the office within two days of the absence or the absence will be considered unexcused, and disciplinary consequences will be assigned. Parental approval to miss school does not necessarily mean that the school will approve of it as a good reason for an excused absence. A maximum of three excused absences per class per semester is allowed unless a doctor's note is received in the office or the absence is deemed the result of a special situation and approved by the principal. Absences for these situations do not count toward the maximum of three. (It is highly recommended to bring a doctor's note when available to prevent excused absences from maxing out.) After three absences (per class per semester), lack of a doctor's note will result in an unexcused absence. Unexcused absences will result in a one hour detention for each unexcused absence. Students arriving after 8:30 a.m. will be considered absent for 1st hour. Repeated violations could result in increased consequences determined by the principal. Special circumstances must be approved by the principal. Any absence without a parental note, parental phone call, or doctor's note is considered skipping and disciplinary consequences will be assigned. Missing more than 18 days for unacceptable reasons is considered truancy. If a student misses more than 18 days, the Morgan County truancy agency will be advised.

TARDINESS:

A student is considered tardy if he/she is not in the classroom or prepared for class when the bell rings. Teachers may expect students to be in their seat when the bell rings. All students reporting tardy to a class without an acceptable pass will be marked tardy.

**Students that take Waverly classes will receive a tardy for missing the bus or being late for the bus to class.

- We just completed MAP testing for the elementary students. I appreciate all the efforts Wes Koehler and Melissa Gerard gave to set up the testing sessions and walk the staff through the process. The Kindergarten and 1st grade classes took the tests in the computer lab while the 2nd – 5th grades stayed in their classrooms and took the tests on their devices.
- Now that testing is complete, we have set up our Rtl groups, students who need additional supports in Reading or Math will get targeted instruction in the areas of weakness.
- We conducted our first fire drill on Friday, Sept. 14th. It went really well, we have a few little things to tweak but other than that it was perfect. I spoke with Gerald Wilson, the Franklin Fire Chief, and we set up times for our students to visit the fire house during Fire Prevention Week. We are also setting up a time for them to conduct a full fire drill with both schools.
- The teacher evaluation program Evaluwise has been ordered, we will get the forms set up and have a teacher training within the next few weeks.
- A memo has been distributed to all certified staff stating who was to be evaluated this school year.
- Babies and Books is the Birth to 3 program that is run through Northwestern, Waverly, Franklin, and New Berlin districts. Brandi Paluska is the parent educator. She will host play groups at East Grade School every other Wednesday during the day, lasting about an hour.
- I have been working with a few families to help them get their children in the habit of coming to school every day. I have had some push back with two families but all in all we are making progress!
- I would like to propose we hire Tara Attig as the new Elementary Math Specialist.
- If possible, I would like to discuss the sound reduction needs in the new gym and the playground for the elementary.
- I would like to establish an Elementary School checking account at the local bank. My hope is to have a fundraiser every other year to help student needs, field trip costs, special event costs or other needs as they arise.

Principal Willman
Reported

Kevin Roodhouse made a motion to approve the Consent Agenda. Motion seconded by Eric Crow. Roll Call Vote – Voting Yes: Smith, Reznicek, Little, Roodhouse, Prince, Whalen and Crow. Voting No: None. Motion carried.

Approve Consent
Agenda

Kevin Roodhouse made a motion to open the budget hearing 6:43p.m. Motion Seconded by Jessica Little. Roll Call Vote – Voting Yes: Smith, Reznicek, Roodhouse, Little, Whalen, Prince and Crow. Voting No: None. Motion carried.

Open the Budget Hearing

William Smith made a motion to approve the agreement with Evaluwise. Motion seconded by Eric Crow. Roll Call Vote – Voting Yes: Smith, Reznicek, Little, Roodhouse, Prince, Crow and Whalen. Voting No: None. Motion carried.

Approve Agreement with Evaluwise

William Smith made a motion to approve Sale of District Real Estate. Table until special board meeting. Motion seconded by Kevin Roodhouse. Roll Call Vote – Voting Yes: Reznicek, Smith, Roodhouse, Little, Prince, Whalen and Crow. Voting No: None. Motion carried. Tabled until special board meeting.

Approve Sale Of District Real Estate- Tabled

William Smith made a motion to approve Custodial Job Description. Motion seconded by Kevin Roodhouse. Roll Call Vote – Voting Yes: Smith, Reznicek, Roodhouse, Little, Whalen, Prince and Crow. Voting No: None. Motion carried.

Approve Custodial Job Description

Holly Whalen made a motion to approve maintenance director job description. Motion Seconded by Eric Crow. Roll Call Vote – Voting Yes: Smith, Reznicek, Roodhouse, Little, Whalen, Prince and Crow. Voting No: None. Motion carried.

Approve Maintenance Director Job Description

Jessica Little made a motion to approve transportation director job description. Motion Seconded by Holly Whalen. Roll Call Vote – Voting Yes: Smith, Reznicek, Roodhouse, Little, Whalen, Prince and Crow. Voting No: None. Motion carried.

Approve Transportation Director Job Description

William Smith made a motion to approve contract with Minerva. Motion Seconded by Eric Crow. Roll Call Vote – Voting Yes: Smith, Reznicek, Roodhouse, Little, Whalen, Prince and Crow. Voting No: None. Motion carried.

Approve Minerva Contract

William Smith made a motion to approve the first reading of the policy manual updates and revisions. Motion Seconded by Holly Whalen. Roll Call Vote – Voting Yes: Smith, Reznicek, Roodhouse, Little, Whalen, Prince and Crow. Voting No: None. Motion carried.

Approve the First Reading of the Policy

Manual Updates
and Revisions

William Smith made a motion to accept the resignation of a Board member Eric Crow. Motion Seconded by Jessica Little. Roll Call Vote – Voting Yes: Smith, Reznicek, Roodhouse, Little, Whalen, Prince and Crow. Voting No: None. Motion carried.

Accept the
Resignation of a
Board Member

Kevin Roodhouse made a motion to approve the personnel report. Motion Seconded by Eric Crow. Roll Call Vote – Voting Yes: Smith, Reznicek, Roodhouse, Little, Whalen, Prince and Crow. Voting No: None. Motion carried.

Approve
Personnel Report

William Smith made a motion to close budget hearing. Motion Seconded by Holly Whalen. Roll Call Vote – Voting Yes: Smith, Reznicek, Roodhouse, Little, Whalen, Prince and Crow. Voting No: None. Motion carried.

Motion to Close
Budget Hearing

Jessica Little made a motion to approve the Budget 2018-2019. Motion Seconded by William Smith. Roll Call Vote – Voting Yes: Smith, Reznicek, Roodhouse, Little, Whalen, Prince and Crow. Voting No: None. Motion carried.

Approve the
Budget 2018-
2019

Kevin Roodhouse made a motion to enter Closed Session at 8:51 p.m. for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body 5ILCS 120/2(c)(1), and collective negotiating matters between the District and its employees or representatives, or deliberations concerning salary schedules for one or more classes of employees. 5ILCS 120/2(c)(2). Motion seconded by William Smith. Roll Call Vote – Voting Yes: Smith, Reznicek, Roodhouse, Little, Whalen, and Crow. Voting No: None. Motion carried.

Enter Closed
Session

Closed Session was adjourned at 10:09 p.m.

Closed Session

The meeting was adjourned at 10:09 p.m.

Adjournment

President

Secretary

