

**MINUTES OF THE REGULAR MEETING  
OF  
FOX RIVER GROVE SCHOOL DISTRICT 3  
BOARD OF EDUCATION  
MONDAY, OCTOBER 26, 2009 – 7:00 P.M.  
FOX RIVER GROVE MIDDLE SCHOOL LIBRARY**

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**CALL TO ORDER AND ROLL CALL**

Board President Pat Hughes called the meeting to order at 7:00 p.m. Members present were Susan McGarrigle, Kris Germain, Devin Bright, Tom Mollet, Lisa Anderson, Gerry Blohm, and Pat Hughes. Also present were Superintendent Tim Mahaffy and Principals Karen Machroli and Eric Runck.

**WELCOME GUESTS/PUBLIC COMMENT**

Board President Pat Hughes welcomed everyone to the meeting.

ARS Principal Ms. Machroli introduced Kindergarten teacher, Mrs. Diller, parents – Mrs. Buss and Mr. Pickering and PTO treasurer, Mrs. Borzych.

Dr. Mahaffy introduced Mrs. Ireland, District Bookkeeper, Mr. Blumberg, District Treasurer and Mrs. Shelly Casella, Managing Partner of Eder Casella.

Suzanne Blohm, volunteer coach for volleyball, expressed her thankfulness to bus driver, Chris Jacob, for making sure her children made it to the right locations while she was coaching. This is her second year of volunteering to coach volleyball.

There were no other comments or questions at this time.

**CONSENT AGENDA**

A motion was made by Tom Mollet to approve the consent agenda, approve and open to the public the regular minutes of the regular Board meeting of September 28, 2009, approve the closed minutes of the regular Board meeting of September 28, 2009, approve the September 2009 Treasurer's Report, approve the Bills and Payroll from September 25, 2009 to October 21, 2009 and approve the September Activity Accounts Report. Lisa Anderson seconded the motion. A roll call vote was taken. Voting aye – Kris Germain, Devin Bright, Tom Mollet, Lisa Anderson, Gerry Blohm, Pat Hughes and Susan McGarrigle. Voting nay – None. Motion approved.

## **OLD BUSINESS**

A motion to approve the following volunteer coaches – Tom and Janet Mollet for 8<sup>th</sup> grade boys' basketball – was made by Susan McGarrigle and seconded by Kris Germain. A roll call vote was taken. Voting aye – Devin Bright, Lisa Anderson, Gerry Blohm, Pat Hughes, Susan McGarrigle and Kris Germain. Voting nay – none. Abstain – Tom Mollet. Motion approved.

## **NEW BUSINESS**

Shelly Casella, managing partner of Eder Casella presented a brief overview of the FY09 Audit Report and Management letter (09-10-01). The opinion letter for the District's cash basis of accounting was considered clean. Mrs. Casella stated that Sarah Ireland does an excellent job and takes her work very seriously as the bookkeeper for District 3. Mrs. Casella reviewed the performance of the funds as presented on page 6 of the Audit Report. The Education Fund has about a six month reserve which includes the "on behalf of payments" for TRS of \$512,147. This money is sent directly from the State to TRS but does have to be listed as both a revenue and expense in the Audit. Funds that have at least a six month reserve but less than 24 months are a good place for a District to be. The Operations and Maintenance Fund has about an 11 month reserve. The Transportation Fund showed about a 31 month reserve. The district has lowered this reserve with the purchase of two buses for FY10. The IMRF (Illinois Municipal Retirement Fund) has about a 12 month reserve. The District did not deficit spend in FY09. As a general rule, Districts should try to have at least 3 months in reserves but no more than 24 months. The Illinois State Board of Education made some revisions to the chart of accounts this year. The Tort Fund was a fund that was added. Mrs. Casella stated that whenever a District receives Federal Grant dollars the auditors must issue a report on internal controls and compliance issues. Eder Casella did notice an internal control deficiency which is considered a material weakness as indicated in their Management letter. Any internal control deficiency could have the potential to cause a material weakness. This year's auditors focused on internal controls and found some issues related to payroll direct deposit, approval of payroll liability payments and approval of journal entries. Payroll direct deposit is handled solely by the bookkeeper. A paper check is printed by the bookkeeper and signed by two other individuals. The approval of payroll liability payments has already been rectified by indicating the exact dates of the bills and payroll in the consent agenda (item C on the October 26, 2009 agenda). In addition, Dr. Mahaffy stated that he reviews and signs all payroll and electronic transfers including payroll taxes, TRS, IMRF, 403(b), and direct deposit. Dr. Mahaffy also stated that he reviews journal entries. Mrs. Casella stated that District 3's Management Letter contains few deficiencies when compared to other districts.

A motion to approve the FY09 Audit Report was made by Devin Bright and seconded by Tom Mollet. A roll call vote was taken. Voting aye – Tom Mollet, Lisa Anderson, Gerry Blohm, Pat Hughes, Susan McGarrigle, Kris Germain and Devin Bright. Voting nay – none. Motion approved.

A motion to approve the 2009-2010 Secretary of State Library Grant was made by Gerry Blohm and seconded by Lisa Anderson (09-10-02). A roll call vote was taken. Voting aye – Lisa Anderson, Gerry Blohm, Pat Hughes, Susan McGarrigle, Kris Germain, Devin Bright and Tom Mollet. Voting nay – none. Motion approved.

Dr. Mahaffy stated that School Districts are now required to adopt a Workload Plan specifying limits on workloads for special educators and paraprofessionals in order for students with IEP'S to receive all their required services. This requirement is in conjunction with the reauthorization of IDEA in 2004 and amended in 2007 which required Districts to have a Plan in place for the 2009-2010 school year or shortly thereafter. Our Plan is modeled after SEDOM'S and provides a vehicle for examining factors involved in determining a special educator's workload, it outlines factors to consider when determining that caseload and it also outlines how the plan will be carried out when the educator has concerns with their caseload and how that becomes resolved. Once this plan is approved it will be shared with the FRG Education Association.

A motion to adopt the Workload Plan for Special Educators was made by Susan McGarrigle and seconded by Kris Germain (09-10-03). A roll call vote was taken. Voting aye – Gerry Blohm, Pat Hughes, Susan McGarrigle, Kris Germain, Devin Bright, Tom Mollet and Lisa Anderson. Voting nay – none. Motion approved.

ARS Principal Karen Machroli briefly reviewed the K-4 reading guide which is a part of the Language Arts Curriculum. The middle school portion was updated in 2007. Ms. Machroli stated that the Curriculum Committee recommended purchasing the research based basal program – Story Town – from Harcourt which is also very good with the District's RTI program. The series does match State Standards and covers what is taught – phonemic awareness, phonics, decoding, comprehension and vocabulary. Fourth grade also went back to the basal series.

Mr. Runck stated that our teachers continue to articulate with their counterparts at Cary Grove to make sure our students are well prepared for high school. All feeder schools participate in this articulation.

A motion to approve the updated October 2009 Language Arts Curriculum was made by Kris Germain and seconded by Gerry Blohm (09-10-04). A roll call vote was taken. Voting aye – Pat Hughes, Susan McGarrigle, Kris Germain, Devin Bright, Tom Mollet, Lisa Anderson and Gerry Blohm.

Board President Hughes asked if there was any other New Business and there was none.

## **POLICY**

A motion to approve the second reading and adoption of the following revised policies and exhibit – 2:70E – Checklist for Filling Board Vacancy by Appointment, 2:100 – Board Member Conflict of Interest, 2:240 – Board Policy Development, 2:260 – Uniform Grievance Procedure, 5:220 – Substitute Teachers and 6:15 – School Accountability was made by Devin Bright and seconded by Gerry Blohm (09-10-05). A roll call vote was taken. Voting aye – Susan McGarrigle, Kris Germain, Devin Bright, Tom Mollet, Lisa Anderson, Gerry Blohm, and Pat Hughes. Voting nay – none. Motion approved.

## **SCHOOL REPORTS**

**Algonquin Road School – Ms. Machroli** – Red Ribbon Week began today and there are many activities planned throughout the week for the students. The Halloween parade and parties will be on Friday, October 30<sup>th</sup> at 2:00 p.m. Third and fourth grade teachers will have their second MAP training on Teacher Institute Day on November 3<sup>rd</sup>. The Kindergarten, first and second grade teachers will articulate on Touch Math and Writing Programs. The PTO meeting is scheduled for November 3<sup>rd</sup> at 7:30 p.m. First quarter report cards are sent home on the 6<sup>th</sup> followed by picture retakes on the 11<sup>th</sup>. American Education Week is the week of November 16<sup>th</sup> with parent visitation from 9:00-10:00 a.m. on the 18<sup>th</sup>. The PTO Walk-a-thon seemed to be a great success. Ms. Machroli thanked Mrs. Fath and Mrs. Drage for all their hard work on this event. The first round of MAP testing has been completed. Invitations to participate in the after school academically talented program have been mailed to parents of 3<sup>rd</sup> and 4<sup>th</sup> grade students in the 90th percentile range in two of three subjects -- math, reading, language arts, science. Mrs. Cogburn will be teaching the program if enough students choose to participate. In order for this program to be self-funded, 12 students need to participate.

**Fox River Grove Middle School – Mr. Runck** – Mr. Runck thanked Janet Mollet for her excellent job in handling the boys' soccer tournament which was held here this year. He also thanked Michele Drage and Dana Fath for sponsoring the PTO Walk-a-thon at the MS. The staff and students had a great time. Students at the Middle School are also participating in Red Ribbon Week including a food drive. A Fire Prevention Assembly is scheduled for Friday, October 30<sup>th</sup>. November activities include working with MAP data on Teacher Institute, November 3<sup>rd</sup>. In honor of Veterans Day on November 11<sup>th</sup>, Mr. Runck, with the help of John Danley and Matt Benrus, invited veterans, with the help of Bob DePaul of the American Legion, to a breakfast and a performance by the MS band and chorus in their honor. Each veteran will also be individually recognized. An all school assembly on bullying will be held on November 13<sup>th</sup>. Parent visitation during American Education Week will be on November 18<sup>th</sup> from 8:00-9:00 a.m. The MS book fair will be held during Parent/Teacher conferences on November 23-24.

## **SUPERINTENDENT'S REPORT**

Dr. Mahaffy presented a graph charting attendance from October 1<sup>st</sup> through October 26<sup>th</sup>. The District's absences peaked on October 13<sup>th</sup> with 14% at the MS and 10% at ARS. Some of these absences could be due to the three day weekend (Columbus Day). Our absence rate has been steadily coming back down to around 4-5%. The community is doing a great job in keeping sick students home but no longer than is necessary. Several notices regarding the flu and temperatures have been sent home. Dr. Mahaffy will continue to monitor the attendance.

Dr. Mahaffy stated that a final payment for four rooms of flooring has been held back until these floors are repaired. CTS is still doing tests to see if they can determine any moisture or foundation issues. The roof has been re-inspected and paid.

## **COMMITTEE REPORTS**

None.

## **ANNOUNCEMENTS, NOTICES AND COMMUNICATIONS**

None.

### **EXECUTIVE SESSION**

A motion to adjourn to executive session at 7:59 p.m. to consider information regarding the employment of an Early Childhood Education Aide and to review Superintendent Goals was made by Devin Bright and seconded by Tom Mollet. A roll call vote was taken. Voting aye – Kris Germain, Devin Bright, Tom Mollet, Lisa Anderson, Gerry Blohm, Pat Hughes, and Susan McGarrigle. Voting nay – none. Motion approved.

There will be action.

### **ACTION FOLLOWING EXECUTIVE SESSION**

A motion to return from executive session to open session at 8:44 p.m. was made by Tom Mollet and seconded by Lisa Anderson. A roll call vote was taken. Voting aye – Tom Mollet, Lisa Anderson, Gerry Blohm, Pat Hughes, Susan McGarrigle, Kris Germain and Devin Bright. Voting nay – none. Motion approved.

A motion to approve the employment of April Schiestel as a part time ECE teacher aide for the remainder of the 2009-2010 was made by Devin Bright and seconded by Susan McGarrigle. A roll call vote was taken. Voting aye – Lisa Anderson, Gerry Blohm, Pat Hughes, Susan McGarrigle, Kris Germain, Devin Bright and Tom Mollet. Voting nay – none. Motion approved.

Board President Pat Hughes asked if there were any other items and there were none.

### **ADJOURNMENT**

A motion to adjourn the meeting at 8:45 p.m. was made by Tom Mollet and seconded by Kris Germain. A voice vote was taken. Voting aye – All ayes. Voting nay – None. Motion approved.

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Patrick B. Hughes  
President  
BOARD OF EDUCATION

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Lois M. Bowman  
Secretary  
BOARD OF EDUCATION