

GIBSON CITY-MELVIN-SIBLEY COMMUNITY UNIT SCHOOL DISTRICT #5
MINUTES OF MEETING
OCTOBER 16, 2014

The Board of Education of Gibson City-Melvin-Sibley Community Unit School District #5 met in regular session on Thursday, October 16, 2014, at 6:15pm in the GCMS Board Room. Roll was called with members Swearingen, Elder, Whitehouse, Zbinden, Young and Cope in attendance. Board member Johnson was absent. Also present were, Debra McCullough, Patti Welander, Susan Riley, Dan Chamblis, Christopher Garard (6:44pm), Jeremy Darnell, Justin Kean, Rick Brackmann, Russ Leigh-Auditor, Patrick Kane, Kurt Sonderman, Anthony Galindo, and Board Secretary Sarah Sarantakos.

The meeting started with the Pledge of Allegiance being recited by all present.

Recognition of Visitors:

Kurt Sonderman, a representative from GRP was present to give a final report on the **Performance Contracting project**. He reviewed the Punchlist with all items completed except for #27 VFD for RTU. This item will be completed at a later date TBD. They are aware of the external lighting concerns middle school and elementary school and are working with the maintenance director to come up with the best fixtures to correct the issue. It was brought to Mr. Sonderman's attention that several columns in the elementary school are still yellow and orange. They are supposed to be painted the same as the adjoining walls. Principal Kean is to provide room numbers where painting still needs to be done to make sure all surfaces are painted as desired. Mr. Sonderman will provide each building and the director of maintenance with an operations manual, consisting of warranties and manuals for all new equipment and installation of products in their respective buildings.

Audit Report: CPA, Russ Leigh was in attendance to present to the GCMS School Board the audit findings for both **GCMS and FCSEC for Fiscal Year 2014, audit**. Mr. Leigh gave a brief over view of the audit findings for GCMS CUSD#5 and FCSEC. The overall rating for Fiscal Year 2014, audit was very good. Mr. Leigh stated there were four areas of improvement however; in general there were no issues with the books for GCMS or FCSEC they are both very clean and all in compliance. Mr. Leigh encouraged that we address the use of the school's activity funds, using the TORT funds for portions of payrolls, and to levy for leasing levy for technology purposes. There were a few questions posed to Mr. Leigh. Once all were adequately answered a motion was made by member Young and seconded by member Whitehouse to approve the **Fiscal Year 2014, audit** as presented. Motion carried by roll call vote with all members present voting yes

A motion to go **into executive session** at 6:43pm for the purpose of discussing matters pertaining to the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity 5ILCS 120/2(c) (1), student disciplinary cases 5ILCS 120/2 (c) (9), the placement of individual students in special education programs and other matters relating to individual students 5ILCS120/2(c) (10), and collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c) (2). Motion was made by member Elder and seconded by member Whitehouse. Motion carried by roll call vote with all members present voting yes.

A motion to **return to regular session** was made by member Zbinden and seconded by member Whitehouse at 6:56pm. Motion carried by voice vote, with all members present voting yes.

Addition Agenda Items:

Consent Agenda:

GCMS Accounts Payable bills approved for were \$562,977.40 (Education fund \$421,703.63 - Building fund \$59,194.51 - Debt Service fund \$0.00 - Transportation fund \$54,745.62 - IMRF fund \$18,403.89 - Capital Projects fund \$0.00- W/C \$0.00 -TORT \$8,929.75- F/HLS \$0.00) **GCMS Payrolls** approved were \$344,247.30 (Education fund \$324,422.11- Building fund \$17,172.09, - Transportation fund \$2,653.10- TORT \$19,779.81 **FCSEC Accounts Payable** bills approved were \$94,571.64Accounts Payable (Education fund \$92,460.75- Building fund \$122.48 - IMRF Fund \$1,988.41 and **FCSEC Payrolls** approved were \$31,838.70 all in the Education fund. Also approved were the executive board meeting minutes from September 18, 2014, lunch reports in the month of September 2014, GCMS Budget Hearing minutes from September 18, 2014, the financial/treasurers report on behalf of the GCMS District and the FCSEC, the investment report on behalf of the GCMS District and the FCSEC, the destruction of executive session tapes through the end of April 2013, donations, Facility Use Request, and Field Trip Request as seen below.

Approve Facility Use Agreements or Request for Use of School Kitchen/Cafeteria pending proof of insurance and all other district requirements for:

Our Lady of Lourdes requesting the use of 2 dessert carts and trays, 2 stainless steel mixing bowls, and 2 mixing spoons on November 9, 2014 with fees waived.

After Prom committee requests the use of the Middle School Gym for the After Prom Activities from 4:00 pm on April 25, 2015 through 8:00 am on April 26, 2015, for a fee of \$30.

Approve Field Trip Request:

Middle School Student Council to Prairie Central Junior High in Forest, IL on November 9, 2014 from 8:00 am - 1:00 pm

Band students to Krannert Center in Champaign, IL on November 20, 2014 at 7:30 pm

Approve the following donations:

Amount	From	To
\$25.00	Dianna McMurray	Middle School Girls' VB or BB
\$66.64	Target	Middle School
\$233.65	Gibson City Rotary Club	Interact Club
\$250.00	Corn Belt Shrine Club	Project Ignition
\$250.00	Greg Kurtenbach Ins & Fin Serv INC	Middle School Wrestling
\$250.00	Shelley Overman	Middle School Wrestling
\$125.00	Scott's Pharmacy	GCMS FFA
\$200.00 (Gibson Bucks)	Bayern Stube	GCMS Schools

A motion to approve the **consent agenda** as presented in the board packet, motion was made by member Young and seconded by member Zbinden. Motion carried by roll call vote with all members present voting yes.

Action Items from Executive Session

Accept Resignation: None at this time

Approve Employment: None at this time

Maternity Leave: None at this time

Approve Employment for Volunteer Coaches:

Boys' Basketball:

Al Beck and Kyle Salyards

Wrestling:

Greg Kurtenback, Phil Schwing, Cameron Schwing, Chet McClure, Tyler Brucker, Elliott McClure, Colten Unzicker, and Guy Kirby.

Dance Team:

Stephanie Sexton

Motion to approve **Volunteer Coaches** as presented, motion made by member Whitehouse and seconded by member Elder. Motion carried by voice vote with all members present voting yes.

Committee Reports

Policy: Members-Rod Cope, Adam Elder, Jamie Zbinden

The second reading: The committee recommended a motion to approve policies: 2:20, 2:200, 2:220, 2:230, 5:30, 5:330, 7:20, 7:180, and 5 Year Review policies 2:40, 2:50, 2:60, 2:80, 2:240, 4:40, 4:55, 4:90, 5:310, 7:170, 7:200, 8:100 as recommended by IASB and policies 5:260 and 7:240 as amended by GCMS Board of Education. Motion made by member Elder and seconded by member young, motion carried by roll call vote with all members present voting yes.

Building, Grounds, & Transportation: Members-Jamie Zbinden, Steve Swearingen, Rod Cope
None at this time however; need to set a meeting soon to talk about the Performance Contract Phase II and Lighting.

Personnel & Finance: Members-Tyler Young, Phil Whitehouse, Josh Johnson

None at this time however; there was conversation about the number of available substitute teachers. The GCMS substitutes pay at \$86 per day. Maybe we should consider raising it to see if that would help. It was relayed that there is just a shortage of qualified substitute teachers. Also, the requirements to be a substitute are getting more costly.

Strategy and Enrichment Committee:

None at this time

Wellness Team: Josh Johnson

None at this time

Building Administrator Reports:

Principals Report:

Principals Christopher Garard, Jeremy Darnell and Justin Kean addressed the board, reporting on staffing, current activities and planned events in their perspective buildings. (Principals reports are attached to these minutes).

Ford County Special Education Cooperative Report:

Ford County Special Education Director Rick Brackmann stated he will have a report next month.

Superintendent's Report

Correspondence: None at this time

Superintendent Galindo presented a **Resolution Statement of Completion for Health/Life Safety Amendment** project at the GCMS High School. The project consisted of new windows in the High School gym. These windows were installed as part of our Performance Contracting project. The windows expense was \$137,000.00. Motion to adopt the resolution proclaiming the work outlined in the HLS Survey/Amendment #8 report for GMCS High School building at 815 N. Church Street in Gibson City, IL as required under section 2-3. 12 of the Illinois School Code, approved by the State Superintendent on 4/23/2014 in the amount of \$137,000 and with an actual expense of \$137,000 has now been completed. Motion made by member Whitehouse and seconded by member Elder, motion carried by roll call vote with all members present voting yes.

Appointment of Delegate to the Assembly for the upcoming school Board Convention. Board member Young has agreed to represent **GCMS at the Delegate Assembly in Chicago on November 21st - 23rd, 2014**. Motion to appoint Young as the GCMS Delegate for the Delegate Assembly in Chicago for 2014. Motion made by member Elder and seconded by member Zbinden. Motion carried by roll call vote with all members present voting yes.

Superintendent Galindo informed the board about the items up for voting at the November "Delegate Assembly" in Chicago. Reports will be handed out at the meeting and explanations given on how to evaluate the information. The board will discuss and decide in the November 2014, regular board meeting on how to **guide the delegate's vote for GCMS at the Delegate Assembly in Chicago**.

There is talk again about starting a **middle school softball program**. This is just a proposal. There would have to be discussion as to what season this would be done and if it would interfere with current sporting activities.

East Central Illinois Consortium Referral Center Memoranda of Understanding will need to be addressed before the next scheduled board meeting. Therefore, a special meeting of the GCMS School Board will have to be set. Mr. Galindo will see what dates and time work to schedule this meeting.

Reminders:

*Parent Teacher Conference October 22 & 23, 2014. Call your students school for available times.

Upcoming Events:

*The Education Foundation Monster Dash Saturday October 25, 2014 starting at 9:00am at the North Park. There will be a 1 mile and a 5K activity.

*GCMS High School-Variety Show November 7, 2014 at 7:00pm

A motion to adjourn regular session was made by member Whitehouse and seconded by member Young at 7:30pm. Motion carried by voice vote, with all members present voting yes.

President

Secretary

Punchlist					
Location:	Gibson City	Responsible Party	Scheduled Complete	Actual Complete	Remarks
Item #	Issue				
	Elementary School				
01	Exterior panels off color	Joiner	8/22/2014	9/8/2014	
02	Cafeteria loose heat detector	GRP	8/22/2014	9/8/2014	
03	Cafeteria & storeroom windows	GRP	8/20/2014	8/20/2014	
04	Caulk interior of installed windows	GRP	8/29/2014	8/29/2014	
05	Caulk exterior of installed windows	GRP	8/29/2014	9/8/2014	
06	Blinds except 1st grade	GRP	8/29/2014	8/29/2014	
07	Replace lock sets	GRP	TBD	9/18/2014	
08	Room 111, 119 Paint door trim	GRP	8/20/2014	8/20/2014	
09	Room 108 Nail pop	GRP	8/20/2014	8/20/2014	
10	Room 104 Paint at ceiling	GRP	8/20/2014	8/20/2014	
11	Paint touch up in the hallway	GRP	8/20/2014	8/20/2014	
12	Room 101 Egress window fit	GRP	8/29/2014	8/29/2014	
13	Room 102 Egress window fit	GRP	8/29/2014	8/29/2014	
14	Room 119 Install door trim	GRP		8/15/2014	
15	Room 118 Egress window fit	GRP	8/29/2014	8/29/2014	
16	Room 113 Cove base	GRP		8/15/2014	
17	Room 112 Remove old threshold, mud screw head	GRP	8/20/2014	8/20/2014	
18	Gas piping	GRP		9/5/2014	
	High School				
19	Thresholds	MO Floor	8/21/2014	10/15/2014	
20	Loose heat detector	GRP	9/10/2014	9/10/2014	
21	Extend window cranks	GRP	8/29/2014	8/21/2014	
22	New filters for RTU	GRP	9/12/2014	10/17/2014	
23	Paint ceiling around RTU	GRP	8/29/2014	8/28/2014	
24	Paint beam clamps for ductwork	GRP	8/29/2014	8/28/2014	
25	Install sump pumps	GRP	8/27/2014	9/2/2014	
26	Lights & motion detection Gym & shops	GRP	8/19/2014	9/12/2014	
27	VFD for RTU	GRP	TBD		
28	Gas piping	GRP		9/5/2014	

School Approval _____ Date _____

Russell Leigh & Associates

Certified Public Accountant

October 15, 2014

Board of Education and Management
Gibson City-Melvin-Sibley Community Unit No. 5
Gibson City, Illinois

In planning and performing our audit of the financial statements of the Gibson City-Melvin-Sibley Community Unit District No. 5 for the year ended June 30, 2014, we considered the District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Our consideration of the internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis.

Significant Deficiencies

A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control. We found no deficiencies that we considered to be significant deficiencies.

Other Matters

In the wake of the Enron scandal and other business failures, Congress passed the Sarbanes-Oxlet Act. The legislation had a profound effect on both company management and the audit profession; however, the law was applicable only to publicly traded companies and thus did not have a direct impact on most of our firm's clients.

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Recently, the standard-setting body that governs auditors of non-public entities passed a sweeping set of new standards that rewrite many of the fundamental principles of a financial statement audit. Though less in scope than the rules for public companies, these new standards advance many of the key themes of Sarbanes-Oxley, including the new requirements that -

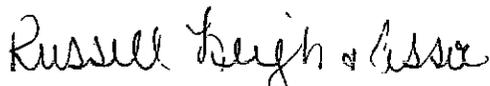
- * Auditors gain a more thorough understanding of their clients' internal control.
- * Auditors obtain more detailed information about their clients' operations, their business objectives and strategies and the risks to achieving these objectives.
- * Client management clearly accepts responsibility for preparing all financial information and the District's financial statements.

The main objective of the new auditing standards is to strengthen and maintain the integrity of the independent financial statement audit. We support this objective. We also believe that the standards will benefit all stakeholders in the financial reporting process - those who prepare financial information, those of us who provide assurance on the reliability of that information, and those who use the information to make decisions about the District.

Documentation needs to be maintained on all transactions and policies for accounting procedures should be updated and reviewed to determine that the District is following the policies they have. The Board should approve any revisions and ensure that policies are being followed.

Areas to Improve

1. There was not a sufficient amount of Replacement Tax put in the IMRF Fund per Illinois State Statute requirements.
2. It was noted that employees who handle cash for the District need to be bonded.
3. It was noted that some funds in the Activity Funds should not be considered Activity Funds when they are actually convenience accounts.
4. It was found that the activity bank account was not reconciled for the elementary fund.


Russell Leigh & Associates



Date **October 10, 2014**
TO: **Members, Board of Education**
FROM: **Chris Garard - Principal**
SUBJECT: **Monthly Update**

1. Enrollment- 315
 - a. Freshmen – 85
 - b. Sophomores – 96
 - c. Juniors – 70
 - d. Seniors – 64
2. Testing and Help Yourself Day
 - a. Seniors attended Leadership Training
 - b. Freshmen, Sophomores, and Juniors completed Explore, Plan, and Practice ACT in the AM
 - c. Help Yourself Day activities
 - i. Help Yourself Academically
 1. Public Speaking- Ugh!
 2. You CAN'T Study for a Math Test....or Can You?
 3. You CAN'T Study for an English or Social Studies Test...or Can You?
 4. What AM I Going To Do After High School?
 5. It's SOAR Wednesday! I NEED a Book!
 - ii. Help Yourself with Health and Wellness
 1. What Should I Eat?
 2. Yoga and Stretching
 3. Strength Training
 4. Physical Test Preparation
 - iii. Help Yourself Helping Others
 1. Monster Dash Assistance
 2. Annex Decorations
 3. Change Someone's Christmas
 4. Oh, Christmas Tree
 5. Shepherd's Closet and Closet, Too
 6. GAH Annex
3. October 10 Teacher Institute Day
 - a. Teachers Peer Reviewed Assessments
4. Athletics
 - a. Boys and Girls Golf Sectional Qualifiers
 - i. Boys – Preston Young
 - ii. Girls – Emily Allen and Morgan Hazen
5. Student of the Month
 - a. September – Erin Tabor
 - b. October – Chrissy Angelos
6. Upcoming Dates
 - a. October 22-23 Parent Teacher Conferences
 - b. November 7 – Variety Show 7:00

Principal's Report to the Board of Education

October 16, 2014

Jeremy Darnell

GCMS Middle School

Girls Basketball:

Both teams are having success and improving daily. We have not had a single student athlete on the eligibility report!!!

Parent Night was held Tuesday, September 17th from 5:30 – 6:15. The turn out was improved over past years. Staff informed the parents of expectations, opportunities, and introduced themselves to put a name with a face. We focused on PARCC assessment and ALICE.

Data Wall – This is a tool we continue to use to motivate students to do their best both getting to class and performing. This years students are performing well in the classroom, and minus one class that needs to step up their pace in the halls we are having limited tardies as well! The sixth graders and I had a heart to heart about purpose!

Dance #1:

Our first dance is in the books. It was very hot in the school, but the kids had a great time. We had 160 students attend. The library earned \$735 to support new titles for students!

Book Fair:

Mrs. Ferguson ran a fall book fair for the first time in many years and earned over \$1,200 worth of materials for the library. Kudos to Mrs. Ferguson for her initiative to get create and find ways to support the students at the M.S.

Assessment Work:

October 10th inservice was solely dedicated to teachers working on summative and common assessments. Aligning the assessments to standards, and analyzing the data after administering the assessments, allows for both horizontal and vertical articulation.

Enrollment:

6th – 82

7th – 87

8th - 93

Upcoming Events:

October 22nd – 23rd 4:00 – 8:00 – Parent / Teacher Conferences

Elementary School Board Report 10/16/14

- 1) Daily 5 update
 - a. Staff went to Daily 5 training on Sept 21 in Chicago.
 - b. Affirmed what we are doing.

- 2) BUG
 - a. Our highlighted character trait for October is Responsibility.
 - b. Mr. Allen was our mystery reader.

- 3) School Improvement
 - a. Part of our school improvement plan included grade level planning sessions.
 - b. Our 1st sessions took place during the week of Oct. 6th
 - c. Teachers met to plan The Daily 5 and coordinate lessons and assessments.

- 4) Mindset
 - a. Student story: a teacher reported that they took a student for some extra help and told him that they were going to really challenge them that day and the student replied, "Challenge means learning"!!!!!!

- 5) Upcoming Dates
 - a. Oct. 17th = Author visit (Keiko Kasza)
 - b. Oct. 22nd and 23rd = Parent/Teacher Conferences
 - c. Oct. 15th- 21st = Book Fair
 - d. Oct. 19th-21st = IPA Conference

- 6) Enrollment (going up!)
 - a. K= 74
 - b. 1st= 83
 - c. 2nd= 73
 - d. 3rd= 74
 - e. 4th= 82
 - f. 5th= 64
 - g. ECE= 18
 - h. Total= 468