

RILEY COMMUNITY CONSOLIDATED SCHOOL  
District 18  
9406 Riley road  
Marengo, IL 60152

Wednesday, August 27, 2008  
7:00 PM

**MINUTES OF THE REGULAR SCHOOL BOARD MEETING**

School Board Members Peters, Proberts, Schnable, and Olsen answered roll call at 7:00 PM. School Board Member Behnke, Mitchell and Wardzala were not present. Members of the public in attendance were Mrs. Wojcik, Mrs. Schnable, Mrs. Kasch, Mrs. Cisneros, Mrs. Blum and Mr. Tucker. Also in attendance were Mrs. Conkling, Mrs. Rooney, and Mr. Trickett.

Those in attendance stood for the Pledge of Allegiance.

President Schnable would like to add the following items the Consent Agenda: Item H. Increasing Petty Cash to \$300.00, Item I. Implement 403B Plan, and Item J. For the release of Closed Session Minutes to the public.

There was one Freedom of Information Act from CBS requesting records involving corporal punishment for the years 2003 through 2008, for which Riley School had no incidents.

There was one question on bills payable in reference to the health insurance pay in lieu. Mrs. Schnable explained that the pay in lieu of is from September 1 to August 30.

There were two changes to the July 16, 2008 minutes. On page 6 for the motion to approve a wage increase for all extra support staff personnel for the 2008/09 school year Member Schnable's vote should be 'PRESENT' instead of 'AYE'. Also, on page 7 for the motion to supplement the Board Secretary for each Board Meeting, "Board Secretary "should be changed to "Recording Secretary".

Superintendent Trickett consulted with the Board of Education to continue the policy of cash in lieu of land from developers. It was the consensus that he continue to request cash in lieu of land. Member Peters made a motion to approve the amended Consent Agenda. Member Proberts seconded the motion which carried on a roll call vote as follows:

Member Proberts – AYE  
Member Olsen – AYE

Member Schnable – AYE  
Member Peters – AYE

**PUBLIC INPUT**

There was no public input.

**COMMUNICATIONS**

Mr. Trickett presented the Board with the RPA's 2008/09 budget and would like to thank the Riley Parents Association for all their hard work generously supporting the staff at Riley School.

Enclosed is a letter to the McHenry County Department of Health concerning the plumbing changes in the kitchen informing the County that the State Inspector made a few minor changes to the existing drain and traps. Mr. Brent Knobloch a licensed plumber will make these changes. Mr. Knobloch also replaced the urinals in the elementary bathroom over the summer. In the Board packet is a letter from the Illinois Department of Public Health informing Riley School that they are in receipt of the "School Information Form" from the AHERA three year re-inspection for asbestos. Riley School is an old building but the asbestos in the building is currently being contained due to the good care of the custodial staff. There are some areas in the boiler room tunnels and floor tile throughout the school that will need to be monitored.

Our Annual Health Life Safety Inspection is scheduled for September 9, 2008 by the Regional Superintendent of McHenry County.

Special Education District of McHenry County (SEDOM) provided us with program costs for the 2008/09 school year. The need for many diverse programs is very hard financially on the smaller districts. Also included are the 2007 Tax Rates and Summary provided by the Regional Office of Education.

We also received the Illinois Clean Energy grant for the lighting installed over the summer in the amount of \$23,736.00.

There were two notices from the Department of Planning and Development for two subdivisions on July 30, 2008 and August 13, 2008. Mr. Trickett will continue to request cash in lieu of land until the Board of Education directs otherwise. A quick way to determine how these subdivisions will impact Riley School is that a three or four bedroom will yield approximately 1 student. There was also a Notice of Hearing for Judith Kay Griebel Trust for a conditional use permit to allow indoor and outdoor storage of commercial equipment and vehicles.

There is an invitation to tour the New Belvidere North High School on September 25, 2008 and the new Woodstock CUSD 200 on March 12, 2009. Mr. Trickett will have more information for Board Members regarding attendance at the next meeting.

Dr. Dan Bertrand sent the breakdown of impact fees. To date Riley School has received \$21,064.94.

The annual Safety Review Meeting has been set for September 10, 2008 at 7:00 PM in the library. The Marengo Fire Department, Marengo Rescue Squad, McHenry County Sheriff's Department, the Board of Education President Kurt Schnable and Ms. Connie Marsh the President of RTA have been asked to attend. Any Board Member interested may also attend. Mr. Peters and Mrs. Proberts will also attend with Mr. Schnable.

There is a new State regulation requiring the Superintendent, the Board President and the auditors to meet and discuss the yearly audit. Overall, Riley received a good review with a few areas needing improvement. The main purpose of these reviews is to crack down on fraud. The auditors recommended a few changes to our procedures with the Activity Fund, cafeteria procedures, and payroll. The auditors would like to see a detailed manual concerning fiscal processes.

**PRESIDENT'S REPORT**

President Schnable had nothing to report at this time.

**PRINCIPAL'S REPORT**

Riley School is up and running and fully staffed. A big "Thank you" to Mrs. Doane and the cleaning crew for doing such a great job on the summer cleaning. Some things had to be done twice do to the new carpeting and tile in the library and science room. The ISAT scores have been rescored and there were good and bad results. An independent company did the rescoring because the extended response skewed test results. Riley improved in almost all areas especially in math and reading where we met or exceeded the state average. In some grades we improved 10%. Writing was not retested and we still need to improve. We are hoping to attend some writing workshops this year.

**SUPERINTENDENT'S REPORT**

The summer staff worked very hard to get Riley School ready. Mr. Trickett would like to thank all staff members on making the 2008/09 school year a smooth start. We have had Althoff Industries working on our boiler and still need approximately \$1,700 to \$2,500 of work to be done. The roof has had some repairs made and we are still waiting for a substantial rainfall to see if the repairs have stopped the leaks. We may have to consider replacing a portion of the northwest roof within the next 3-5 years.

The 2008 audit was received today. The changes recommended by the auditors are for the protection of the staff members as well as the District.

Superintendent Trickett has drafted a building and grounds document regarding guidelines and procedures to be reviewed by the Board of Education. The Board members are to review the draft document and provide input at the next meeting. The use of the building affects staff members, nonprofit organizations, or vendors for profit. The use of the building will go on as it has in the past until the Board adopts new guidelines, procedures, and fees for future use.

**OLD BUSINESS**

The goals were presented for the 2008/09 school year. To date the Board is well on its way to accomplishing many of these goals. Riley has purchased more cameras and a monitor to be installed to cover areas of the playground and parking lot. We have installed a new lock system. The District Policy Manual of 1993 has now been updated thanks to the Policy Committee, Mr. Trickett and Mrs. Conkling. The Illinois School Board of Education will send periodic revisions, many of which are very minor. Elimination of the mobiles is a work in progress. In light of the new contract we are committed to return the District to a positive cash balance. Accomplishing curricular alignment is also a work in progress. Riley has completed the reading portion and is moving towards math. With the guidance of Mr. Trickett our goal in securing a part-time superintendent will be in place by the end of the 2009 school year.

Member Peters asked Mrs. Conkling if she was comfortable with the wording change in goal 5. Mrs. Conkling agreed.

Member Peters made a motion to adopt the Board of Education Goals for school year 2008/09. Member Olsen seconded the motion which passed unanimously.

**NEW BUSINESS**

This is the first time Riley CCSD 18 has had a Staff Handbook for the certified staff. All teaching staff members as well as The Board of Education received have been provided with a copy. The handbook includes a copy of the Riley Education Association and The Board of Education, Professional Agreement, Crisis Plan, staff schedules, guidelines and procedures for day to day operations, and emergency contact numbers.

Member Peters made a motion to ratify the Professional Agreement between Riley Education Association (REA) and The Board of Education of Riley Community Consolidated School District 18 for 2008-2011. Member Proberts seconded the motion which carried on a roll call vote as follows.

Member Schanable – AYE  
Member Peters – AYE

Member Olsen – AYE  
Member Proberts – AYE

Member Olsen made a motion to accept the Triennial Asbestos Re-Inspection Report for Riley CCSD 18. Member Peters seconded the motion which passed unanimously.

**MINUTES OF THE REGULAR BOARD OF EDUCATION MEETING**

**AUGUST 27, 2008**

Member Proberts made a motion to approve Riley CCSD 18 Board Policy Manual. Member Peters seconded the motion which carried on a roll call vote as follows:

Member Olsen – AYE  
Member Proberts – AYE

Member Peters – AYE  
Member Schnable – AYE

Member Proberts made a motion to approve all Riley CCSD 18 Handbooks/Schedules/Guides/Procedures for 2008/09 as follows: Crisis Plan – Student Handbook – Certified Staff Handbook – ESP Staff Handbook – Curriculum Guides/Materials – Athletic Regulations and Contests – Administrative Procedures – Field Trips Administratively Approved – Transportation/Regulations/Rules and Routes. Member Olsen seconded the motion which carried unanimously.

Mr. Trickett recommends Riley CCSD 18 approve Gatekeeper Administration & Consulting LLC as a third party administrator for all 403 B plans. This is part of the Leydon Area Consortium-Riley CCSD 18 Supplemental Retirement Plan. The initial cost is \$1,901.25 with an annual cost of \$252.00. This program would be very time consuming for the amount of people involved. The liability in giving financial advice and the involvement of the IRS would be overwhelming for those responsible to administer the program.

Member Peters made a motion to approve Gatekeeper Administration & Consulting, LLC as third party administrator for all 403B Plans as part of the Leydon Area Consortium-Riley CCSD 18 Supplemental Retirement Plan. Initial cost \$1,902.25 – annual cost \$252.00. Member Olsen seconded the motion which carried on a roll call vote as follows:

Member Peters – AYE  
Member Schnable – AYE

Member Proberts – AYE  
Member Olsen – AYE

Superintendent Trickett would like to increase the amount of Petty Cash to \$300 from \$100 for the purchase of various items for foodservice. Due to the rising cost of fuel some of our previous vendors will not serve us since our volume for their product is relatively small. Mrs. Bough would be willing to purchase items such as bread at discount stores, which will still be cost effective for the district.

Mrs. Mallegni gave a letter of resignation for the girls' basketball coach for the 2008/09 season. This position will be posted.

Member Olsen regretfully accepted the resignation of Mrs. Gretchen Mallegni as the girls' basketball coach for the 2008/09 school year. Member Proberts seconded the motion which passed unanimously.

A list of Closed Session Minutes has been included in your Board packet for your approval of release.

**MINUTES OF THE REGULAR BOARD OF EDUCATION MEETING**

**AUGUST 27, 2008**

Member Peters made a motion to release the listed Closed Session Minutes. Member Olsen seconded the motion which carried unanimously.

Member Peters would like to thank the Administration for the very smooth school opening. Mr. Trickett wanted the Board to know that Mrs. Conkling's ability to prepare for the opening of school as a first year principal was commendable.

Member Olsen made a motion to adjourn at 8:05 PM. Member Proberts seconded the motion which carried unanimously.

Respectfully submitted,

Barbara Rooney, Riley School Secretary

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Mr. Kurt Schnable – President

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Mrs. Anita Mitchell - Secretary