

**Annotated Agenda and Order of Business
Board of Education Meeting of December 19, 2011**

1. Call to Order – 6:00 p.m.

- 1.1 Roll Call
- 1.2 Pledge of Allegiance

2. Closed Session

2.1 Purpose.

As permitted by provisions of the Open Meetings Act, 5 ILCS 120/2 et seq., it is expected that the Board will recess to closed session to consider information regarding: (1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; (2) collective bargaining; (3) public office vacancy; (4) hearing evidence or testimony; (5) real property; (6) setting price for real property; (7) securities and/or investments; (8) security procedures; (9) student disciplinary cases; (10) placement of students in special education; (11) litigation; (12) establishment of reserves or settlement of claims; (13) self-evaluation, practices and procedures or professional ethics; (14) minutes of meetings.

2.2 Outcome.

The Board may report on matters discussed in closed session.

3. Tax Levy Hearing for 2011 – 6:30 p.m.

The proposed tax levy for 2011, as estimated by the school board on November 14th, exceeds the amount of property taxes estimated to be extended for tax year 2011 by more than 105%; accordingly, in order to comply with requirements of the Truth-In-Taxation Act, a public hearing on the 2011 tax levy will be held. The hearing will consist of a presentation and explanation of the proposed levy figures, followed by the solicitation of questions and/or comments from members of the audience. Subsequently, it is anticipated that the Board of Education will consider adoption of the tax levy for 2011, as presented or revised.

Business Meeting – 7:00 p.m.

4. Approval of the Agenda

5. Approval of Minutes and Financial Statements

5.1 Minutes of Meetings of the Board

The Board will consider approval of the open and closed minutes of its meeting of November 14, 2011, its Business Committee Meetings of November 14, 2011 and December 13, 2011, and its Executive Committee Meeting of December 13, 2011.

5.2 Disbursement Journal for December 19, 2011

The Board will consider approval of disbursements for December 19, 2011 in the aggregate amount of \$1,332,025.53 to wit: (a) accounts payable in the Educational Fund (including liability), Bond & Interest, O&M Fund, Transportation Fund, and Tort Immunity Fund, totaling \$684,874.80; (b) payrolls in the amount of \$647,150.73.

5.3 Financial Statements for the Month Ended November 30, 2011

The Board will consider approval of its financial statements—Summary of Fund balance, Statement of Position, Statement of Revenue Accounts, and Statement of Expenditure Accounts—for the month ended November 30, 2011.

6. Special Presentation: Attendance Award

Dr. Scott will present an Attendance Certificate to the school with the highest ADA percentage for the month of November.

7. Special Presentation: Certificates of Merit

Certificates of Merit for a Community Service Project will be presented to Dr. Millicent Borishade, Principal, Southwood Middle School.

8. Special Presentation: 2011 Audit: Mulcahy, Pauritsch, Salvador & Co.

The annual financial report for the fiscal year ended June 30, 2011, as prepared by the certified public accounting firm of Mulcahy, Pauritsch, Salvador & Co., will be the subject of a presentation by Mr. Edward McCormick.

9. Recognition of Public

The purpose of this item is to: (a) provide an opportunity for the introduction of select members of the audience to the Board of Education; (b) to provide a forum for members of the public to address the Board. With respect to the latter objective, it is the aim of the Board to listen to all constituents of School District 160 who wish to be heard, subject to such time limitations as anticipated business may warrant. In order to affect this goal, the Board will generally reserve up to thirty minutes for public comment. Those who address the Board are asked to limit their remarks to three minutes or less and to refrain from reiterating points made by preceding speakers. The Board will take whatever comments are made under advisement and, as such, may not respond during this meeting.

10. Reports of the Board of Education

- 10.1 Executive Committee – Mrs. McClelland, Chair
- 10.2 Business Committee – Mrs. Hutson, Chair
- 10.3 President’s Report – Ms. Giles

11. Report of the Superintendent of Schools

11.1 Consent Agenda*

Personnel Items / Educational Support Personnel

- * 11.110 Resignation—Tiffany Norwood

It is anticipated that the Board of Education will accept the resignation of Tiffany Norwood, School Secretary, Southwood Middle School, effective December 30, 2011.

11.2 Action Items

- * 11.210 Board of Education Policy—New/Revisions

It is anticipated that the Board of Education will adopt the following new and/or revised policies:

- 4.50 Payment Procedures
- 4:55 Use of Credit and Procurement Cards
- 4:80 Accounting and Audits
- 5:100 Staff Development Program

- * 11.211 Mileage Rate—2012

It is anticipated that the Board of Education will approve the 2012 mileage rate as set by the internal revenue service, effective January 1, 2012.

11.212 Resolution No. 11-328—Approval of 2011 Tax Levy

It is anticipated that the Board of Education will adopt Resolution No. 10-328, *2011 Tax Levy*, as presented.

11.213 Resolution No. 11-329—School Board Meeting Calendar

It is anticipated that the Board of Education will adopt the proposed school board meeting calendar for the period January 2012 through December 2012.

11.214 Appointment of Township Board Member

It is anticipated that the Board of Education will approve the appointment of a member to serve as a member of the Board of School Trustees for Township 36 North, Range 13 East.

11.215 Acceptance of Gifts

It is anticipated that the Board of Education will officially accept the following gifts:

- Donation of 1000 books from Graybar;
- 10 - \$100 Gift Certificates from Walmart for teachers at Sykuta and Meadowview Schools on behalf of the City of Country Club Hills;
- Donation from Dunlap Industries for a Tarp (floor covering) for Meadowview School.

11.216 Superintendent's Contract for 2012

It is anticipated the Board of Education will establish the Superintendent's salary for 2012.

11.3 Supplementary Reports – Administration

- 11.310 Report from Business Manager Mr. Dean
- 11.311 Report from Director of Special Services Mrs. Martin
- 11.312 Report from Superintendent Dr. Scott

11.4 Supplementary Reports – Board of Education

12. Adjournment