

Minutes  
Lostant Community Unit School District #425  
Wednesday,  
August 30, 2023  
5:30 p.m. Regular Meeting

**1. CALL TO ORDER AND ROLL CALL – REGULAR MEETING**

Greg Ruff, B.O.E. President, called the regular meeting to order at 5:30 pm.

Present: Chambers, Forrest, Lawless, Kozak, Cooper, Wiesbrock

Present via Zoom: None

Present via Telephone: None

Absent:

Recording Secretary: Bob Ketcham, Superintendent

Audience Members: Courtney Klobucher, Holli Rapp, Dr. Sandra Malahy, Missy Einhaus, and Kassy DuMais

**2. PLEDGE OF ALLEGIANCE**

**3. PUBLIC COMMENT**

None

**4. CORRESPONDENCE**

None

**5. RECOGNITION**

Nothing this month

**6. CONSENT AGENDA**

**6.1** Approve minutes from the July 26, 2023, Regular Board Meeting and notes from the August 7, 2023 Safety Committee Meeting.

**6.2** Approve Treasurer's Report.

**6.3** Approve Activity Account Report.

**6.4** Approve Imprest Account Report.

**6.5** Approve \$250,894.10 for August Disbursements.

**6.6** Approve July 2023 Payroll.

No Discussion

**ACTION ITEM**

A motion by Lawless and seconded by Wiesbrock to approve the consent agenda.

Roll call: Yea: Chambers, Ruff, Cooper, Lawless, Forrest, Kozak, Wiesbrock. Nay: None.

Abstain: None.

Motion passes.

## 7. FINANCIAL REPORT

### 7.1 Fund Activity

The district is .08% through the school year. Revenues are 33.81% and Expenditures are 12.40%.

<u>Fund</u>	<u>Category</u>	<u>Revenues</u>	<u>Expenditures</u>
10	Education	32.08%	16.66%
20	Operation & Maintenance	39.18%	5.93%
30	Debt	39.29%	0.00%
40	Transportation	28.22%	3.46%
50	Social Security & IMRF	36.94%	3.85%
60	Capital Projects	0.00%	0.00%
70	Working Cash	39.30%	0.00%
80	Tort	39.23%	9.93%
90	Fire / Health Life Safety	39.27%	0.00%
	Total	33.81%	12.40%

No Discussion

### 7.2 Fund Transfers

Mr. Ketcham discussed that one item is now being paid for by a grant, and the other two items were originally charged to grants but there are not enough funds in the grants.

### ACTION ITEM

A motion by Forrest and seconded by Kozak to approve the fund transfer.

Roll call: Yea: Chambers, Ruff, Cooper, Lawless, Forrest, Kozak, Wiesbrock. Nay: None.

Abstain: None.

Motion passes.

### 7.3 School Budget

The board viewed the proposed school district budget spreadsheet for the 2023-2024 school year. Mr. Ketcham informed the board that this is close to the final proposed budget. The mandated public hearing for the final budget will be held at the September board meeting and the notice published in the newspaper.

## 8. REPORTS, UPDATES, AND INFORMATIONAL ITEMS

### 8.1 Principal's Report

No discussion

### 8.2 Athletic Director's Report

Holli Rapp reviewed upcoming practices, games, tournaments as well as upcoming coaching hires.

### 8.3 Employee Reports

Nothing this month.

### 8.4 PTO Report

Nothing this month.

### **8.5 School Improvement Plan**

Mrs. Klobuchar stated the teachers recommend keeping the reading, math, and writing goals while adding a fourth goal that addresses the new State Technology Standards. Amy Graham the Lostant IT coach will assist the teachers with activities to implement these standards.

No Discussion

#### **ACTION ITEM**

A motion by Cooper and seconded by Chambers to approve the 2023-2024 SIP.

Roll call: Yea: Chambers, Ruff, Cooper, Lawless, Forrest, Kozak, Wiesbrock. Nay: None.

Abstain: None.

Motion passes.

### **8.6 HVAC Unit for Board Room**

Mr. Ketcham stated that the cinder block structure of the boardroom/central office when the days of over 90 degrees and high humidity the room is unbearable. A bid was received from Town & Country for an HVAC unit. The technician stated that the school will need to upgrade the electrical with a 220 outside of the room which will cost \$3225. The unit will cost \$8700 for a total cost of \$11,925. There is a school maintenance grant opening in September that may contribute one-half the total cost of this project. Options were reviewed by the board.

### **8.7 PE Equipment Order**

Mr. Ketcham stated that he made an error with the original amount that was given at the July board meeting.

No Discussion

#### **ACTION ITEM**

A motion by Forrest and seconded by Lawless to approve 1155.35 for PE Equipment.

Roll call: Yea: Chambers, Ruff, Cooper, Lawless, Forrest, Kozak, Wiesbrock. Nay: None.

Abstain: None.

Motion passes.

### **8.8 2023-2024 Financial Audit**

The board viewed information from the 2023-2024 financial audit. Mr. Ketcham and Dr. Malahy offered to answer questions from the board. Mr. Lawless asked where the land sale funds were placed. Dr. Malahy replied fund 20. Mrs. Chambers asked for clarification regarding restricted vs unrestricted funds. Dr. Malahy explained the difference.

#### **ACTION ITEM**

A motion by Wiesbrock and seconded by Kozak to accept the 2023-2024 financial audit from Hopkins and Associates. Roll call: Yea: Chambers, Ruff, Cooper, Lawless, Forrest, Kozak, Wiesbrock. Nay: None.

Abstain: None.

Motion passes.

**8.9 2023-2024 Revised Lostant CUSD #425 School Board Meeting Schedule**

Information regarding the 2023-2024 Lostant CUSD #4-25 Revised School Board Meeting Schedule was provided to the board. The schedule was revised due to moving the budget hearing to September.

No Discussion

**ACTION ITEM**

A motion by Chambers and seconded by Cooper to approve the Revised 2023-2024 Lostant CUSD #425 School Board Meeting Schedule. Roll call: Yea: Chambers, Ruff, Cooper, Lawless, Forrest, Kozak, Wiesbrock. Nay: None.

Abstain: None.

Motion passes.

**8.10 Softball Coach stipend**

Mr. Ketcham stated that Lostant does not have a softball coach stipend in the extracurricular schedule. Because we are sharing coaching salaries with Tonica, we must add a softball coach stipend. Because our Lostant boys' baseball stipend is \$800 the Lostant union has agreed to add an \$800 stipend for girls' softball.

No Discussion

**ACTION ITEM**

A motion by Wiesbrock and seconded by Lawless to approve the softball coach stipend of \$800.

Roll call: Yea: Chambers, Ruff, Cooper, Lawless, Forrest, Kozak, Wiesbrock. Nay: None.

Abstain: None.

Motion passes.

**8.11 Girls Basketball Uniforms**

Discussion was held regarding Lostant not having enough regulation uniforms for the 2023-2024 season and that we will use Tonica uniforms.

No Discussion

**8.12 Withdraw from Prairie Conference**

Mr. Ketcham discussed with the board that the Prairie conference consisted of three catholic schools and two public schools and that since we are co-oping with Tonica a five-team conference would not provide enough opportunities for our students. I recommend that Lostant join the Vermillion conference as a co-op with Tonica. The Vermillion conference has given us verbal confirmation that they will accept us into the Vermillion Conference.

**ACTION ITEM**

A motion by Lawless and seconded by Forrest to approve the withdrawal from the Prairie Conference beginning with the 2024-2025 school year .

Roll call: Yea: Chambers, Ruff, Cooper, Lawless, Forrest, Kozak, Wiesbrock. Nay: None.

Abstain: None.

Motion passes.

### **8.13 Extracurricular Van usage**

Information was discussed regarding the use of the school van by coaches to travel to away games. Mr. Ketcham stated that to be consistent with reimbursing coaches for traveling to away games that we allow coaches that Lostant hires be allowed to use the school van instead of being reimbursed for mileage. Mrs. Chambers asked if non-employees are covered under the school insurance policy. Mr. Ketcham will investigate.

#### **ACTION ITEM**

A motion by Kozak and seconded by Lawless to approve the extracurricular van usage for coaches that Lostant hires to travel to away games.

Roll call: Yea: Chambers, Ruff, Cooper, Lawless, Forrest, Kozak, Wiesbrock. Nay: None.

Abstain: None.

Motion passes.

### **8.14 Playground Survey**

Mrs. Klobucher discussed the results of the playground survey with the board. Mrs. Chambers asked Mr. Ketcham to commence a playground committee.

### **8.15 Fall Benchmarking**

Mrs. Klobucher discussed the results of the fall benchmark testing.

No Discussion

### **8.16 8<sup>th</sup> Grade Fundraiser**

Mrs. Klobucher and Mrs. DuMais discussed 8<sup>th</sup> grade fundraising ideas for the 2023-2024 school year. Fundraiser requests consist of: Tanners Orchard Doughnuts, Quickie Subs, and Headon & Sons Meats. Mr. Ketcham and Dr. Malahy asked if all orders would be pre-ordered and pre-paid. The response was yes. Dr. Malahy asked that a system for divided the 8<sup>th</sup> grade money from the concession stand be created for the bookkeeper.

#### **ACTION ITEM**

A motion by Cooper and seconded by Kozak to approve Tanners Orchard Doughnuts and Headon & Sons Meats.

Roll call: Yea: Chambers, Ruff, Cooper, Lawless, Forrest, Kozak, Wiesbrock. Nay: None.

Abstain: None.

Motion passes.

## **9. Committee Reports**

### **9.1 Finance**

No meeting this month.

### **9.2 Negotiations**

No meeting this month.

### **9.3 Safety**

Safety Committee met on August 7 @ 5:30 pm

### **9.4 Closed Session Minutes**

No meeting this month.

**10. Legislative Update:**

ISBE pushed out a memo regarding “free lunch”. The state budget committee could not find 200 million to fund this project although the Governor signed it. The committee will look for ways to include it in next year’s budget.

**11. Other:**

Mr. Ketcham discussed the FY 24 school maintenance grant that is opening on September 5. Potential projects for the grant were discussed: HVAC system for board room and Garage Windows.

No Discussion

**12. Old Business:**

Nothing this month

**13. New Business:**

Nothing this month

**14. EXECUTIVE SESSION**

A motion by Lawless and seconded by Wiesbrock to adjourn to closed meeting at 6:55 pm to discuss: Ayes 7-0.

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity. 5 ILCS 120/2(c)(1).
  - 14.1 Resignation of boys’ baseball coach
  - 14.2 Employment of web page coordinators
  - 14.3 Employment of yearbook coordinators
  - 14.4 Employment of student council sponsor
  - 14.5 Employment of substitute caller
  - 14.6 Employment of after school study hall monitor
  - 14.7 Employment of boy’s assistant baseball coach
  - 14.8 Employment of girl’s head basketball coach
  - 14.9 Employment of girl’s assistant basketball coach
  - 14.10 Superintendent Contract Addendum

A motion by Chambers and seconded by Forrest to reconvene into open session at 7:04 p.m.  
Roll call. 7-0

**ACTION ITEMS AS A RESULT OF EXECUTIVE SESSION:**

A motion by Chambers and seconded by Kozak to approve the resignation of Tom O’Neil as baseball coach.

Roll call: Yea: Chambers, Ruff, Cooper, Lawless, Forrest, Kozak, Wiesbrock. Nay: None.

Abstain: None.

Motion passes.

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A motion by Chambers and seconded by Wiesbrock to approve the employment of Courtney Klobucher and Krista Perry as webpage coordinators.

Roll call: Yea: Chambers, Ruff, Cooper, Lawless, Forrest, Kozak, Wiesbrock. Nay: None.

Abstain: None.

Motion passes.

A motion by Chambers and seconded by Kozak to approve the employment of Courtney Klobucher and Krista Perry as yearbook coordinators.

Roll call: Yea: Chambers, Ruff, Cooper, Lawless, Forrest, Kozak, Wiesbrock. Nay: None.

Abstain: None.

Motion passes.

A motion by Wiesbrock and seconded by Kozak to approve the employment of Tricia Haynes as student council sponsor.

Roll call: Yea: Chambers, Ruff, Cooper, Lawless, Forrest, Kozak, Wiesbrock. Nay: None.

Abstain: None.

Motion passes.

A motion by Lawless and seconded by Chambers to approve the employment of Krista Perry as substitute caller

Roll call: Yea: Chambers, Ruff, Cooper, Lawless, Forrest, Kozak, Wiesbrock. Nay: None.

Abstain: None.

Motion passes.

A motion by Chambers and seconded by Lawless to approve the employment of Missy Einhaus as after school study hall monitor.

Roll call: Yea: Chambers, Ruff, Cooper, Lawless, Forrest, Kozak, Wiesbrock. Nay: None.

Abstain: None.

Motion passes.

A motion by Chambers and seconded by Wiesbrock to approve the employment of Alex Kinsella as assistant baseball coach.

Roll call: Yea: Chambers, Ruff, Cooper, Lawless, Forrest, Kozak, Wiesbrock. Nay: None.

Abstain: None.

Motion passes.

A motion by Chambers and seconded by Kozak to approve the employment of Holli Rapp as head girls' basketball coach.

Roll call: Yea: Chambers, Ruff, Cooper, Lawless, Forrest, Kozak, Wiesbrock. Nay: None.

Abstain: None.

Motion passes.

A motion by Cooper and seconded by Forrest to approve the employment of Nicole Fundell as assistant girls' basketball coach.

Roll call: Yea: Chambers, Ruff, Cooper, Lawless, Forrest, Kozak, Wiesbrock. Nay: None.

Abstain: None.

Motion passes.

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A motion by Chambers and seconded by Lawless to approve the addendum to Mr. Ketcham's contract.  
Roll call: Yea: Chambers, Ruff, Cooper, Lawless, Forrest, Kozak, Wiesbrock. Nay: None.  
Abstain: None.  
Motion passes.

**15. DIRECT SUPERINTENDENT TO REPORT TO BOARD**

- Can replacing the playground rocks be wrapped into the maintenance grant.
- Set up a playground committee.
- Contact the Insurance Company regarding van usage of non-employee coaches.

**16. ADJOURN**

A motion by Chambers and seconded by Forrest to adjourn.  
Ayes 7-0.

The regular meeting adjourned at 7:10 pm.

  
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BOE President (Greg Ruff)

9/27/23  
Date

  
\_\_\_\_\_  
BOE Secretary (Shayla Chambers)

9.27.23  
Date