

**DURAND COMMUNITY UNIT SCHOOL DISTRICT #322**  
**REGULAR MEETING OF BOARD OF EDUCATION**  
**AGENDA**  
**DECEMBER 12, 2011**  
**6:00 P.M.**  
**BOARD CONFERENCE ROOM**

*(Board will audiotape open meeting for minutes)*

**6:00 P.M. Levy Hearing**

**6:05 P.M. Monthly Board Meeting**

**I. CALL TO ORDER/PLEDGE/ROLL CALL**

**II. PUBLIC COMMENTS TO AGENDA ITEMS**

The Board of Education welcomes comments and questions from the public. If you wish to address the Board at this meeting, please fill out a Visitor's Card available in the back of the room and present them to the Board's Administrative Assistant before the meeting begins. When recognized by the Board President, please stand. We ask that you limit your comments to five (5) minutes. If more than one person will be addressing the same topic, we ask that you appoint a spokesperson to speak for the group. The Board President may shorten or lengthen an individual's opportunity to speak. The President may also deny an individual the opportunity if the individual has previously addressed the Board on the same subject within the past 2 months. Personnel matters will not be discussed in open session.

**TEACHER FEATURE:** Report from School Board Members on IASB Conference

**III. ADOPTION OF AGENDA**

**Motion & Action**

**IV. CONSENT AGENDA, (Minutes from November 14, 2011), accounts payable, and approval of the destruction of the June 2010 taped closed session minutes)**

**Motion/Action/RC**

**V. NON-AGENDA ITEMS**

Legislative

**5:01 Gov. Patrick Quinn (d) (271) 782-7884**

Springfield Office: 214 Statehouse, Springfield, IL 62706

[www.standingupforillinois.org/contact](http://www.standingupforillinois.org/contact)

Chicago Office: 312-814-5220

James R. Thompson Center, ste. 15-200,  
100 W. Randolph, Chicago, IL 60601

**5:02 Sec. of State Jesse White (D) (217) 782-2201**

Springfield Office: 213 Statehouse, Springfield, IL 62706

Fax: 217-785-0358 website: [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com)

Chicago Office: 312-814-6165

James R. Thompson Center, Ste. 5-400  
100 W. Randolph, Chicago, IL 60601

**5:03 Attorney General Lisa Madigan (D) (217-782-9000)**

Springfield Office: 500 S. Second St., Springfield, IL 62706

[Attorney\\_general@stg.state.il.us](mailto:Attorney_general@stg.state.il.us)

Chicago Office: (312) 814-3000

James R. Thompson Center, Floor 12  
100 W. Randolph, Chicago, IL 60601

**5:04 Sen. Tim Bivins (R) (815) 233-0037 Fax (815) 232-0777**

50 W. Douglas St., Freeport, IL 61032

**5:05 Rep. Jim Sacia (815) 232-0774 Fax (815) 232-0777**

50 W. Douglas St., Freeport, IL 61032

**5:06 U.S. Rep. Don Manzullo (R) (815) 394-1231 Fax (815) 394-3930**

415 S. Mulford, Rockford, IL 61108

2228 Rayburn HOB, Washington, D.C. 20515-1316

Washington D.C. (202) 225-5676 <http://manzullo.house.gov>

**5:07 U.S. Senator Richard Durbin (D)**

(202) 224-2152 [dick@durbin.senate.gov](mailto:dick@durbin.senate.gov)

## VI. ADMINISTRATIVE REPORTS

- 6:01 Dolan Education Center Principal's Report – Mr. Parent **Information Item****  
**6:012 Field Trip:** Students, who met criteria, went on a field trip to Williams Tree Farm on November 17. A field trip of this nature is to expose students to social situations outside of the school environment and role model appropriate interaction.  
**6:013 - Meetings:** Mr. Parent attended four IEPs, three administrative meetings, one RIF committee meeting, one supervision meeting, and hosted three tours and supervised a basketball game.  
**6:024 - Luncheon:** Dolan hosted the annual Fall Luncheon which went very well. Students were well behaved and a good time was had by all that attended. A special thanks to all who generously donated.  
**6:025 – Concerts:** Dolan students will be performing a holiday concert on December 19 for Medina residents, on December 20 for the Fair Oaks residents and December 21 on campus for the public. All performances start at 10:00 am  
**6:018: Incident Updates:** Dean of Dolan Incident Statistics (Mr. Voigt) (see attached)
- 6:02 Elementary Principal's Report – Mr. Alberstett **Information Item****  
**6:021 – DIP:** I organized and ran the District School Improvement Team meeting. We focused on implementation of PBIS in the District.  
**6:022 – Concert:** I attended the Elementary Holiday concert. This event was well attended as Kindergarten through 6<sup>th</sup> grade performed.  
**6:023 – Luncheon:** I organized the Good Citizenship Luncheon for students and family members who received the award for the month of October.  
**6:024 – Awards:** I handed out the Good Citizenship Award for the month of November. Fairness was stressed with Cesar Chavez used as an example.  
**6:025 – Conference:** I attended a conference at the Regional Office of Education that focused on Senate Bill 7 which mandates that teacher evaluations be driven by student performance. I attended a PBIS conference which focused on data collection and data driven decisions.  
**6:026 – Meetings:** I had 45 contacts with parents concerning student discipline. I attended 7 parent meetings to discuss student progress and educational plans.  
**6:027 – SIP:** I helped organize the School Improvement Day. The Elementary worked on Common Core Standards and viewed a presentation by Caryn Tannehill on PBIS.  
**6:028 – Insurance:** I attended an insurance meeting with staff and Mike Parrott which discussed the network change.
- 6:03 Junior High and High School Principal's Report – Mr. Pinker **Information Item****  
**6:031 - Observations:** I did four observations of senior high teachers. Observation for high school teachers are eighty four minutes each.  
**6:032 – Meetings:** I conducted two parent meetings dealing with grades, discipline and athletic related issues. I attended two administrative meetings. The administrative staff discussed issues regarding the district and upcoming events. I facilitated one curriculum council meetings. We discussed common core standards grades K-12, PBIS, scheduling, course descriptions and curriculum mapping along with other curriculum related issues. (Agenda attached) I facilitated one faculty meeting. (Agenda attached)  
**6:033 - Drug Search:** The Winnebago Sheriff's Department brought in four trained drug dogs to search the parking lot and Jr/Sr High lockers. We did a soft lockdown of the building during the searches. I am happy to report that no drugs were found in either area. We notified the parents through instant messenger after the searches were completed.
- 6:04 Athletic and Transp. Director's Report – Mr. Robertson **Information Item****  
**6:041 – Tournaments:** The High School basketball teams completed their respective holiday tournaments. The boys played in the Oregon Tournament. The varsity girls played at Warren High School and the F/S girls played over at Dakota. The boys wrestling teams have wrestled in two tournaments this year so far. The meets were at Sterling Newman High School and Richmond Burton High School.  
**6:042 – Awards:** Each year, the Illinois High School Football Coaches Association awards athletes for athletic and academic excellence. In order to be considered for these awards, each student-athlete must have a 3.5 or higher grade point average as well as be named first team all-conference in their respective conference. The Durand football team had the following young men receive such awards:

**2011 ILLINOIS HIGH SCHOOL FOOTBALL COACHES' ASSOCIATION ALL STATE TEAM - TYLER SHARP (CLASS 1A)**

**2011 ILLINOIS HIGH SCHOOL FOOTBALL COACHES' ASSOCIATION ALL STATE TEAM AS A HONORABLE MENTION - MARK VORMEZELEE (CLASS 1A)**

**2011 ILLINOIS HIGH SCHOOL FOOTBALL COACHES' ASSOCIATION ALL STATE ACADEMIC PLAYER - TYLER SHARP (CLASS 1A)**

**2011 ILLINOIS HIGH SCHOOL FOOTBALL COACHES' ASSOCIATION ALL STATE ACADEMIC PLAYER - PETER BASILE (CLASS 1A)**

- 6:05** **Technology Report – Mrs. Winchel** **Information Item**
- Implemented new Help Desk system for all Technology and Maintenance requests. This system was part of our Kace Systems Management that we implemented this summer. This new Help Desk system allows us to better track ticket trends and identify problems prior to them becoming widespread.
  - Testing Google Sites with our website to allow teachers to maintain their own class webpage. Currently Desi McCallips, and Anna Smith have successfully developed pages that are linked to Durand's website. We plan on using an upcoming SIP day to offer this opportunity to all teachers and/or departments.
  - Our new iPad lab was used in an Elementary classroom for the first time with great success and we are moving forward working with Apple to utilize the Volume Purchase Program for Education that they offer. We hope to have more classrooms using this lab soon.
  - Angie Winchel and Laurel Buss attended the STI User Conference in Bloomington on Nov 15-17. This conference helps us keep up-to-date with the latest offerings of the student information system that we use. We were able to add a reporting module that will greatly aid in many district and state reports. We will be attending web training on that module on December 19.
  - Completed 114 technology work tickets.
  - Continuing to update and maintain the District website daily. School announcements are now updated daily on the website instead of weekly
  - Updated Facebook page with local events
- 6:06** **Nurses Report – Mrs. Meinert** **Information Item**
- There were 755 student assessments done. One incident report was completed and 217 medications were administered. Five health histories were completed for Special-Ed co-op. One case of impetigo was discovered, five cases of strep throat were reported and notes were sent home to the corresponding classrooms. Two cases of ringworm were reported and notes were sent home to the corresponding classrooms. I completed the State mandated immunization report online. I completed the State mandated vision exam report online. The Smile Mobile Dentists were here on November 30th to provide free/reduced cost dental exams and cleanings to those students who returned the permission slip. Eleven students participated in the program. I performed the AED monthly maintenance check and performance test on all 3 AED's. I attended two IEP meetings to determine need for 504 plans related to the student's health conditions. I attended the annual School Health Days conference where we were informed of new student vaccination and physical requirements for next year. In an effort to improve use of our health office, I am working on a document for staff to educate on appropriate use/referrals to the health office.
- 6:07** **Maintenance and Custodial Department – Mr. Gassman** **Information Item**
- 6:071- Update:**
- New water coolers have been installed in the High School (new bottle fill style) as well as new coolers in the Junior High which are the standard side-by-side.
  - Monitoring and updating HVAC schedules
  - Updating door schedules
  - Performing minor daily building repairs
  - Changed all air filters
  - Moved bleachers from the Legion Field to Saelens Park
  - Met with roof supplier on products to repair our roofs in-house
  - I have been doing a large amount of cleaning during the days with the short staff at night
  - Met with lighting suppliers on grant money for small and large gyms

- Joe Krepfle has been very ill and we all wish him a quick recovery
- Danielle French has been hired as a substitute custodian until Mr. Krepfle is able to return.

**Seasonal Break Projects**

- Cut opening in southwest corner of the large gym for sports media window
- Clean kitchen
- Touch up paint in large gym
- Clean and repair small gym pads
- Install sound proof wall between social worker and choir offices
- Clean up mezzanine on east side of the stage
- Re-wax halls
- Clean teacher's room and refrigerator
- Thoroughly clean bleachers and restrooms

**6:08 Superintendent's Report – Mr. Duffy**

**Information Item**

**6:081 – Enrollments:** (See Attachment)

**6:082 – Drive Right:** (See Attachment)

**Motion/Action/Roll Call**

Our intent is to have the class begin at 7:15 a.m. and conclude daily at 8:10 a.m. for approximately six weeks for the classroom portion. The behind the wheel portion will depend on the number of students. The District will pay Drive Right and each student will pay the District \$120.00 prior to beginning the Behind the Wheel portion. We will need a motion to approve contracting Drive Right.

**6:083 – Travel Expense Voucher** (See Attachment): If you haven't turned in your expense vouchers from the Joint Annual Conference, please do so as soon as possible.

**6:084 – Evaluation Summaries:** Please review the enclosed summaries. Overall they are very good with a couple of teachers in each area that we don't seem to be able to please.

**6:085 – Holiday Luncheon:** The Board is again sponsoring a luncheon for all faculty and staff on Wednesday, December 21, prior to the winter break.

**6:086 - Joint Annual Conference:**

Beginning at 8:30 on Friday morning, I attended the Second General Session which featured "Stand Up! Change). They sang and danced several different skits which addressed drugs and alcohol, bullying, teen pregnancy and several other issues that the youth today are confronted with in our society. I attended a luncheon with the Educational League of Illinois. Our presenter was Paul Green a political commentator heard on WGN and is currently a Professor at Roosevelt University. In the afternoon, I attended a workshop concerning the bargaining implications of the teacher evaluation. They discussed the new law and how it changes the evaluation process. I attended a workshop concerning legislative issues in Illinois. Several legislators were the presenters with Roger Eddy a Representative and School Supt. from Hutsonville, making the most creditable remarks. I attended another workshop on general legislative issues. The last workshop that I attended on Saturday was Data First. It turned out to be an overview of the Board Workshop that we had here earlier this year. It was not very informative. Overall it was a very good conference.

**VII. BOARD MEMBER REPORTS OR REQUESTS**

**Information Item**

**7:01** - Board Communications – Mrs. Burdick

**7:02** - Board Meetings – President S. Kinney

**7:03** - Finance and Budget – President Kinney

**7:04** - Career Technology Co-Op – Mrs. K. Kinney

**7:05** - Special Education - Mr. Sullivan

**7:06** - Curriculum/Technology – Mrs. Burdick

**7:07** - Policy - Mr. Sullivan

**7:08** - Nutrition Task Force – Mr. Sullivan

**7:09** - School Handbooks – Mrs. K. Kinney

**FUTURE MEETINGS**

December 21, 2011	11:30 a.m.	Holiday Luncheon
January 3, 2012	3:00 p.m.	Agenda Meeting
January 3, 2012	5:30 p.m.	Policy Meeting if needed
January 5, 2012	6:00 p.m.	Board Coffee
January 9, 2012	6:00 p.m.	Monthly School Board Meeting

**VIII. OLD BUSINESS**

8:01 – Second Reading of Policies		<b>Motion/Action</b>
2:250	Access to District Public Records	
2:250-AP1	Administrative Procedure – Access to and Copying of District Public Records	
2:250-E3	Recurrent Requester Notification	
3:60	Administrative Responsibility of the Building	
4:80	Accounting and Audits	
5:90	Abused and Neglected Child Reporting	
5:100	Staff Development Program	
5:200	Terms and Conditions of employment and Dismissal	
5:240	Suspension	
5:240-AP	Administrative Procedure – Suspension	
6:60	Curriculum Content	
6:150	Home and Hospital Instruction	
6:300	Graduation Requirements	
6:320	High School Credit for Proficiency	
7:300-E1	Agreement to Participate	
7:305	Student Athlete Concussions and Head Injuries	
7:305-AP	Administrative Procedure – Program for Managing Student Athlete Concussions and Head Injuries	

**IX. NEW BUSINESS**

9:01 - American Red Cross Agreement – Mr. Duffy/Mr. Damon	<b>Motion/Action</b>
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**X. DISTRICT BUSINESS REPORTS – Mr. Damon**

10:01 – Fund Balance		<b>Information Item</b>
10:02 – Treasurer’s Report		
10:03 – Adopt Tax Levy		<b>Motion/Action/Roll Call</b>

**XI. EXECUTIVE SESSION**

1. 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).
2. Self-evaluation, practices and procedures, or professional ethics, when meeting with a representative of a statewide association of which the District is a member. 5 ILCS 120/2(c)(16).
3. Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public or public property.
4. 5 ICS 120/2( c)(8)
5. The purchase or lease of real property for the use of the District, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
6. Discussion of minutes of meetings lawfully closed, whether for purposes of approval by the body of the minutes for semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21)

**XII. ACTION ITEMS/PERSONNEL & SITES/HIRING & CONTRACT ISSUANCE/DIRECTIVES**

1. Contract Issuance
2. Review of Executive Minutes

**XIII. ADJOURNMENT**