

**DURAND COMMUNITY UNIT SCHOOL DISTRICT #322**  
**REGULAR MEETING OF BOARD OF EDUCATION**  
**AGENDA**  
**FEBRUARY 14, 2011**  
**6:00 P.M.**  
**BOARD CONFERENCE ROOM**

*(Board will audiotape open meeting for minutes)*

**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.

**III. ADOPTION OF AGENDA**

**Motion & Action**

**IV. CONSENT AGENDA, (minutes from January 10, 2010), accounts payable, and approval of the destruction of the August 2009 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**

**6:011 – Testing:** Karen Swanson & Mark Parent have submitted the accommodations for the ACT and PSAT and are waiting for acceptance. The schedule for the ISAT test has been put into place and was discussed with the staff on the Feb. 11<sup>th</sup> staff meeting.

**6:012 – Food Allergies:** On January 14<sup>th</sup> Laurie Roach conducted an in-service on food allergies for the entire staff. The staff response was positive and all felt it was informative.

**6:013 – Enrollment:** Student breakdown by District is Dixon 2, Durand 3, Harlem 2, Hononegah 3, Pec. 2, Rockford 10, Rockton 2, South Beloit 5, and Winn. 3, for a total of 32 students.

**6:014 – Awards:** On January 20 Dolan hosted the semester grade and awards ceremony. The following students made honor roll Daniel Pottorff –Dixon, Jacob Frisella-Rockford, Brayan Rojas-South Beloit, Harley Stone-Pec, Dylan Brown-Durand, Dane Schulte-Durand.

**6:015 – Incident Reports:** Mr. Voigt provided the incident reports from the Dolan Education Center.

## **6:02 Elementary Principal's Report – Mr. Alberstett**

**Information Item**

**6:021 – S.I.P.:** I organized and ran the January District School Improvement Team meeting. District Belief Statements were formulated and plans were made to complete a District School Improvement Plan at the February meeting.

**6:022 – Meetings:** I attended Data Team meetings. Students' scores on MAPS testing, AIMSWEBB testing, STAR Math, STAR Reading were analyzed to evaluate what students need for Rtl support. This is especially important as ISAT testing is a month away. I attended an Elementary Rtl Behavior meeting. We analyzed teacher surveys indicating the effectiveness of the behavior modification programs used in the Elementary. Feedback was very positive from the staff.

**6:023 – Supervision:** I supervised the Durand vs. Blackhawk Varsity basketball games. The Girl's Varsity played the first game against Blackhawk who was rated second in the State of Wisconsin. Our girls fought hard but Blackhawk was too much. Probably the best girl's team I have ever seen. The Boy's Varsity game was exciting as Durand was able to pull out a hard fought victory. I supervised the High School Boys Varsity game against Orangeville. The Sophomore team won in a nail biter while the Varsity lost to a much taller Orangeville team.

**6:024 – Tour:** I gave a new family a tour of the building.

**6:025 – Student Meetings** - I attended 6 meetings concerning individual student progress and placement in alternative schools.

**6:026 – Teacher Observations:** I began the final round of teacher observations. Each non-tenured teacher will have one more scheduled observation before the final summative report is complete.

## **6:03 Junior High and High School Principal's Report – Mr. Pinker**

**Information Item**

**6:031- Observations:** I conducted eight pre-observation conferences with Junior/Senior teachers. I conducted six observations with Junior/Senior high teachers. Time spent for High School teachers is eighty four minutes each.

**6:032 - Meetings:** I conducted five parent meetings dealing with grades, discipline and athletic related issues. I conducted two meetings and tours of the school with new students and parents. I attended a CareerTEC meeting where we discussed the different grants that have come through from the State and the monies that we would receive. We were able to purchase a number of items for the shop, home economics and business/computer classes along with money for teachers to attend different workshops. I attended a NUIC meeting with Mr. Robertson. We discussed the new football conferences, sportsmanship and other conference related issues. I attended four administrative meetings. The administrative staff discussed issues at the district and upcoming events. I attended four IEP meetings, three RTI meetings and one 504 meeting to review student eligibility and update their current IEPs when necessary. I facilitated one faculty meeting. Attached is the agenda from that meeting. I attended a COE (Certificate of Employability) meeting at Lena-Winslow High School. This is a program where students earn a certificate of employability based on three areas of criteria academic, attendance and attitude. This certificate is sent with their resume when they are applying for a job. A number of local businesses honor this certificate. I facilitated one curriculum council meeting. We continued discussing common core standards grades K-12, honors courses, course descriptions, barracuda, textbook rotation, PBIS and curriculum mapping along with other curriculum related issues. Attached is the agenda from the meeting.

**6:033 - Supervision:** I supervised a High School girls' basketball game, four High School boys' basketball games and one Junior High girls' basketball game. Our student athletes did an excellent job representing the school.

## **6:04 Athletic and Transp. Director's Report – Mr. Robertson**

**Information Item**

**6:041 – Winter Activities:** Our High School basketball girls' regular season is coming to an end. On Saturday, January 29, 2011, we hosted Freeport Aquin. It was also our senior night. It was a great night for everyone. Our girls played very well against a very good Aquin team. A young lady on the Aquin team earned her 1000<sup>th</sup> point in the second quarter and it was recognized by both teams and communities. It was a moving moment for everyone.

The girls' High School Class 1A regional begins next week, February 07, 2011. Durand is very excited to host such an event.

Our High School boys' basketball and wrestling seasons are coming to an end. As of this writing, the wrestlers will be traveling to Harvard for the regional on 2-5-11. The boys' basketball teams will be traveling to Dakota the week of February 21<sup>st</sup>.

Our Junior High girls' basketball teams and Junior High wrestling seasons are underway. Our wrestlers are practicing weekly and have been traveling to meets on a weekly basis. Next year we have at least two home JH wrestling meets.

**6:042 – Transportation:** With the difficult weather upon us the last month, our drivers who transport students in vans and buses have been doing a remarkable job. We have been in constant communication with road commissioners, other transportation directors, the County and State Police to continue to make safe and cautionary decisions about school and activities. I commend the drivers for their patience and their flexibility as we have had to make numerous changes with activity schedules that affect their lives and plans.

**6:043 – Trip:** - Note: This trip is a planned request. Our HS Boys Basketball teams are very competitive and we hope the trip to Peoria is via the school (i.e. Durand winning outright). This is the High School Boys Basketball State tournament overnight request. The schedule/itinerary is: Leave Durand at 8:00 in the morning on Sat, March 12. Arrive at Peoria Civic Center around 11:30 in the morning. Attend both sessions of finals at noon and 7:00 in the evening. Stay in a hotel Saturday night in Peoria. Depart the hotel at approximately 11:00 a.m. Sunday. Return to Durand approximately 2:30 p.m. The cost of the trip is being paid for by the kids and coaches working the concession stand for the 5<sup>th</sup>/6<sup>th</sup> grade home boys' and girls' basketball games on Saturday mornings. This is an optional trip that has no requirements attached. It will be supervised by Coach Randy Hunt, Coach Ryan Bland, Janet Hunt, and Allen Asche. Cost to the kids will be minimal. Some spending money for meals is asked by the students.

## **6:05 Technology Report – Mrs. Winchel**

**Information Item**

### **6:051 - Technology Integration Plan (TIP) – Due February 28<sup>th</sup>**

Nicole Richardson, Kurt Alberstett, and I have been working on this plan to be submitted on the 28<sup>th</sup> of this month. Nicole and I have attended Tech Plan workday's at the ROE and will participate in an internal review on February 10<sup>th</sup> which will also take place at the ROE. Teacher, student, and parent surveys were created and distributed using Google Forms to aid in the writing of the Tech Plan. All certified staff completed a survey which gave us valuable feedback pertaining to what types of professional development to offer as well as insight into new technologies that we can look into

**6:052 - Teachers Institute – January 14<sup>th</sup> – Professional Development:** This training focused on: (1) STI – posting semester grades and comments (2) Safeshare.tv – a website which allows us to safely show YouTube videos in the classroom and (3) Wolframalpha.com – an incredible knowledge engine that can be used for virtually anything.

**6:053 - iPad Deployment Meeting – January 28<sup>th</sup> – Woodstock:** This was a conference provided by the ROE to look at different ways iPads are being used in schools as well as offering resources to aid in implementation. Mr. Duffy, Nicole Richardson, and I attended this conference which was very informative and exciting. We are currently using an iPad in the Early Childhood program to test the possibilities

**6:054 - Network Infrastructure:** We are currently looking into expanding our network infrastructure to meet the demand we already require. This will be at least a two year process to begin this summer if budgets allow. We are contacting H2IT and Entre Computer Systems to get an idea of what we would need when and if we are able to move to a wireless network.

**6:055 - New Student/Exiting Student Procedures:** These procedures are now complete and we anticipate putting them into place next week.

**6:056 - Seasonal Help – Winter Break:** Set up laptops in the library to accommodate MAPs testing for Junior High and High School students. We completed a thorough inventory of all computers in the building; removed items from the shed that are no longer in service and prepared for recycling.

Met to discuss and confirm school website is supplying required information.

**6:057 – Miscellaneous:** Virtualized HVAC computer so that system does not depend on a physical machine which will increase reliability and also allows users to "remote" in from any computer. Closed 123 Technology Help Requests from 1/1/11 - 2/1/11.

**6:06 Nurses Report – Mrs. Meinert**

**Information Item**

682 student assessments were conducted. 182 medications were administered. 6 incident reports were completed. 2 health histories were completed. 4 cases of strep throat were reported and notes were sent home to the corresponding Elementary classrooms. 1 case of pinkeye was reported and notes were sent home. 1 case of lice was discovered. The corresponding classroom was checked and notes were sent home. 2 cases of Influenza A were reported and notes were sent home to the corresponding Elementary classrooms. 1 case of impetigo was reported and notes were sent home to the corresponding Elementary classrooms. 4 cases of chickenpox were reported in Jr. High. Mr. Pinker was notified. 1 case of shingles was reported. Administration was notified of the increased absentee rate in the month of January. I suggested looking into the need of reporting our absentee rates to the Health Department. AED maintenance checks and control tests were conducted on all three AED's. All three AED's were cleared for use. AED checks and controls tests were documented. I am preparing for the upcoming Kindergarten screenings scheduled for February 22<sup>nd</sup> and 23<sup>rd</sup>. STI health log charting is going well. Angie Winchel has been a big help and is continuing to teach me all about the system. All charting was entered into the system for the month of January and will continue to be entered into the system in the future. We are looking into the possibility of sharing some of this information with teachers but limiting it as to conform to HIPPA regulations.

**6:07 Maintenance and Custodial Department – Mr. Gassman**

**Information Item**

**6:071 – Bleachers:** We will be dismantling the bleachers ourselves. Behr Metals will provide a tub to place the metals in which will then be recycled. Donations will be taken for anyone who would like the wood. I have also received requests from a couple people who would like an entire section of bleachers. There has been no timetable set on these matters.

**6:072 – Heating:** Heat was shut down in most areas during Christmas break to save money.

**6:073 – HVAC Training:** Mr. Babler has been receiving in-house training on the HVAC, and he now has a District email. He will be attending a 2-day HVAC seminar this July. I will be attending a 2-day boiler seminar in Madison in March, and I have also been doing HVAC training on-line, researching HVAC through reading materials and will be attending the same 2-day HVAC seminar in July with Mr. Babler.

**6:073 – Regional's:** Bleachers have been placed on the stage for the girls' basketball regional's.

**6:074 – General Information:** Mrs. Winchel and I worked together to virtualize the HVAC computer to allow the system to not depend on a physical machine. We began discussion regarding the mass shredding which is scheduled to be done over spring break.

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

**Information Item**

**6:081 - Enrollments:** Please see the enclosed update.

**Information Item**

**6:082 - Support Staff Increase for BA Degree**

**Motion/Action/RC**

Several years ago the Board discussed giving paraprofessionals a \$.50 raise when they completed a bachelors degree. It appears that we forgot to have a motion to that effect. We put that policy in place, but we should have an official motion to that effect.

**6:083 - Evaluations** from Teacher's In-service of 1/14/11

**Information Item**

Please review the enclosed evaluations. For the most part it appears that the IT department is giving excellent workshops.

**6:084 - Blackhawk Co-Op Agenda**

**Information Item**

I have enclosed a copy of the Blackhawk Co-op bylaws for your reading pleasure. I would assume that some of you have never seen them before.

**6:085 - CareerTec Meeting Minutes**

**Information Item**

I have enclosed the Career-Tec minutes as an information item. After re-advertising, we now have twenty two applicants for the Career-Tec Directorship. Hopefully we will find an excellent candidate.

**6:086 – Special Education Meeting Minutes**

**Information Item**

I have enclosed a copy of the Special Education executive minutes from the January 12, 2011 meeting.

**VII. BOARD MEMBER REPORTS OR REQUESTS**

- 7:01 - Board Communications – Mrs. Burdick
- 7:02 - Board Meetings – Mr. Johnston
- 7:03 - Finance and Budget – Mr. Johnston
- 7:04 - Career Technology Co-Op – Mr. Funfsinn
- 7:05 - Special Education - Mr. Sullivan
- 7:06 - Curriculum/Technology – Mrs. Burdick
- 7:07 - Policy - Mr. Sullivan
- 7:08 - Nutritional Task Force – Mr. Sullivan
- 7:09 - School Handbooks – Mr. Johnston

Information Item

**VIII. OLD BUSINESS**

**IX. NEW BUSINESS**

- 9:01 – First Reading of Policy 5:250 – Mr. Sullivan
- 9:02 - Post Prom Donation and Insurance Coverage – Mr. Pinker
- 9:03 - Seniority List – Mr. Duffy
- 9:04 - Code of Conduct – Mr. Sullivan
- 9:05 - Organization Chart – Mr. Sullivan
- 9:06 - HS Boys State Tournament/Peoria – Mr. Robertson
- 9:07 - Resolution to Begin the Budgeting Process – Mr. Damon
  - February Board Authorization to Begin Budgeting Process
  - March Preliminary Budgeting and Staffing Patterns – RIF Notices
  - April Principals Prioritize Requests
  - May Board Review of Major Projects
  - June Draft Budget to Board of Education

Information Item  
 Motion/Action/RC  
 Information Item  
 Motion/Action  
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 Motion/Action

**X. DISTRICT BUSINESS REPORT**

- 10:01 - Fund Balance Report – Mr. Damon
- 10:02 - Treasurer’s Report – Mr. Damon

Information Item

**XI. FUTURE MEETINGS**

March 8, 2011 (Tues.)	7:30 a.m.	Agenda Meeting
March 8, 2011 (Tues.)	6:00 p.m.	Policy Meeting (if needed)
March 10, 2011 (Thurs.)	5:30 p.m.	Board Coffee
March 14, 2010 (Mon.)	6:00 p.m.	Monthly School Board Meeting

**XII. EXECUTIVE SESSION**

1. The appointment, 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), as amended by P.A. 93-0057.
2. Discussion of lawfully closed meeting minutes, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by section 2.06.

5 ILCS 120/2(c)(21)

**XIII. ACTION ITEMS/PERSONNEL & SITES/HIRING & Contract Issuance/Directives**

1. Resignations and Leave of Absence
2. Contract Issuance
3. Executive Minutes

**XIV. ADJOURNMENT**