

**DURAND COMMUNITY UNIT SCHOOL DISTRICT #322**  
**REGULAR MEETING OF BOARD OF EDUCATION**  
**AGENDA**  
**JANUARY 9, 2012**  
**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 December 12, 2011), accounts payable, and approval of the destruction of the July 2010 taped closed session minutes)**

**M/A/R/C**

**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 - Programs:** Dolan performed their holiday program for two area nursing homes and on campus. The performances went well and the students took a great deal of satisfaction giving back to the community.

**6:023 – Luncheon:** The Dolan staff would like to thank the School Board for the wonderful luncheon held in the school cafeteria.

**6:024 - Incident Updates:** Dean of Dolan Incident Statistics (Mr. Voigt) (see attached)

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

**Information Item**

**6:021 - Meetings:** I attended 5 meetings with parents to discuss student progress. I also had 15 phone contacts with parents.

**6:022:** I made four home visits to meet with parents with one to assess the pickup of a pre-K and kindergarten student.

**6:023 - Luncheon:** I held the Good Citizen luncheon for the month of November. Twenty parents and family members attended the luncheon. Ciminis provided the pizza while the PTO served the families and provided juice and water as well as balloons.

**6:024 – Joint Committee Mtg:** I organized and ran the second RIF Joint Committee Meeting. We looked at different evaluation models and set a plan to complete a new teacher evaluation instrument by September 2012.

**6:025 – Classroom Parties:** I attended many holiday classroom parties before the break. Many parents attended the classroom parties and the food was excellent.

**6:026 – Concerts:** I helped supervise the annual Elementary/Junior High Ban/Choir Holiday Concert. The performance was excellent and I commend Ms. Smith and Mr. Schmidt for a job well done.

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

**Information Item**

**6:031 - Observations:** I conducted eight observations with senior high teachers. High school observations are eighty four minutes each. Post observation reviews last thirty minutes.

**6:032 - Meetings:** I conducted four parent meetings dealing with grades, final exams, discipline and athletic related issues. I attended three administrative meetings. The administrative staff discussed issues at the district and upcoming events. I conducted one faculty meeting (agenda attached). I attended two IEP meetings to review student eligibility and update their current IEPs. I met with John Paulsgrove. We reviewed information from our last SIP day and planned events for the January SIP day. We reviewed data from the scores on the PLAN, EXPLORER and PSAT/ACT. This information will be shared with the staff at the SIP day in January. I attended a CareerTec meeting on 12/14/11 where we discussed our CTEI grants and next year's classes. I attended a DARTS meeting on 12/14/11. The mayor did a presentation about an electricity contract for the village. We also discussed upcoming events in the community. I attended a meeting on 12/16/11 at Highland Community College with representatives from Dakota and Pecatonica to discuss the possibility of Highland offering a Fast Start Program like the one at Rock Valley College. We will be meeting again in January. I will explain more about the program during the board meeting.

**6:033 - Events:** I attended the High School music concert on 12/11/11 and the Junior High Elementary concert on 12/13/11. The students and directors did an excellent job. The events were well attended.

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

**Information Item**

**6:041 Holiday Tournament:** The High School boys' varsity team hosted the Durand Holiday tourney on Thursday, December 15 and Saturday December 17, 2011. The Durand boys' went 3-0 and won the trophy. Our girls competed at the Pecatonica Holiday Tourney the week of December 12 through the 16, 2011. Our girls went 1-3 playing some quality teams. Our boys wrestling team hosted Alden-Hebron and Morrison on December 6, 2011. We held a senior night for the Durand/Pecatonica kids. We have senior nights for the girls' basketball team on Friday, February 03, 2012 and the boys' on Friday, February 17, 2012. Both teams play host to Dakota.

**6:042 – Regionals:** We are continuing to prepare for our Class 1A regional. The following teams have been assigned our regional:

**Durand Regional (7T) ([map](#))**

Manager: Peter Robertson

Phone: 815-248-2171 x126, Fax: 815-248-2599

E-mail: [probertson@cusd322.org](mailto:probertson@cusd322.org)

Dakota

Durand

Freeport (Aquin)

Hebron (Alden-H.)

Orangeville

Rockford (Christian Life)

Rockford (Keith Country Day School)

The tentative schedule is as follows. This must be approved by the IHSA:

02/20/12 - GAME #1 beginning at 7:30pm (4 seed vs. 5 seed)

02/21/12 - GAME #2 beginning at 6:00pm (2 seed vs. 7 seed)

02/21/12 – GAME #3 beginning at 8:00pm (2 seed vs. 7 seed)

02/22/12 – GAME #4 beginning at 6:00pm (1 seed vs. winner of game #1)

02/22/12 – GAME #5 beginning at 8:00pm (winner of game #2 vs. winner of game #3)

02/23/12 – NO GAME (TO BE USED FOR SNOW DATE)

02/24/12 – GAME #6 CHAMPIONSHIP (winner of game #4 vs. winner of game #5)

02/25/12 – NO GAME (TO BE USED FOR SNOW DATE)

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

**Information Item**

1. Completed ISBE State reporting for CareerTec students.
2. Set up STI so that final exams would calculate at 20%
3. Installed Barracuda Content Filter at Dolan School
4. Updated and tested staff School Messenger list
5. Closed 51 Help Desk Tickets
6. Updated district website
7. Set up sound/media for various events
8. Winter break projects goals
  - o Complete volume purchasing program for iPad apps
  - o Virtualize the Lunchbox Server
  - o Update and verify current images
  - o Complete software inventory
  - o Gather quotes for implementing phase 2 of the fiber infrastructure project
  - o Troubleshoot miscellaneous issues

**6:06 Nurses Report – Mrs. Meinert**

**Information Item**

A total of 693 student assessments were conducted and 206 medications were administered. Four health history forms were completed for IEP's. and four incident reports were completed. One case of pinkeye was reported and notes were sent home to the corresponding classroom. Five cases of strep throat were reported and notes were sent home to the corresponding classrooms. One case of scarlet fever was reported and notes were sent home to the corresponding classroom. One case of mononucleosis was reported. I performed the AED monthly maintenance check and performance test on all 3 AED's on December 12. I will be conducting vision and hearing rescreening's soon after Christmas break.

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

**Information Item**

1. Set HVAC, doors and phones for winter vacation
2. Gym lighting research
3. One day of snow cleanup on Saturday of the Holiday tournament
4. Trained temporary custodian Danielle French
5. Forty-five (45) Day job evaluation on Corbin Broughton
6. Setup and take-down for holiday concerts
7. Completed winter vacation project list
8. Thirty (30) work tickets

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

**Information Item**

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

**6:082 – Holiday Programs:**

**6:083 – Calendar 2012-2013** I am currently working on the 2012-2013 calendar. I would like to align our calendar with Pecatonica's and Freeport's. I have met with the calendar committee in December. Are there any thoughts the Board would like to pass on to me before we bring a calendar back to the Board.

**6:084 – Pre-observation Information:** There is a sample of the pre-observation information in the Board packet.

**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**

February 6, 2012	3:00 p.m.	Agenda Meeting
February 6, 2012	5:30 p.m.	Policy Meeting if needed
February 9, 2012	6:00 p.m.	Board Coffee
February 13, 2012	6:00 p.m.	Monthly School Board Meeting

## **VIII. OLD BUSINESS**

## **IX. NEW BUSINESS**

### **9:01: Lighting Information – Mr. Gassman**

**M/A/R/C**

I would like to replace the lighting in both gymnasium. The lighting in our large gym is poor. We can increase our lighting quality and still save money annually. The total annual savings for both gyms would be \$2878.00. The total project cost would be \$11,416.00 after rebates. The payback in years would be 3.97. I have 3 quotes with Thayer Electric being the lowest bid of \$11,416.00. (see attached). Repairs on ballast and bulbs on new fixtures will be half the cost of the existing fixtures. We have waited over a year for grants from the State to do this project however; at this point there is no date in the future when the money would become available. The ComEd grant we applied for will pay for 36% of the project. We need to take advantage of this grant now as ComEd informed me that the grant money will not be available after June 2012. We would like to do this project during spring break at the very latest.

This project will solve a safety issue in the back gym. On the current lighting system, when you turn the lights out it takes approximately 5-8 minutes for them to come back on. Due to their design they need to cool before they are able to come on again. The large gym has the same lighting design, however; we don't run into problems there as often due to the windows allowing light in. During the day if the lights flicker on and off, the gym classes get caught in the dark in the small gym. This will provide a safer environment for Singstation as well as other programs.

Safety and utility savings are the advantages we will gain through this project. ComEd informed Mr. Gassman that we must recycle the old lights or the grant money will not be available to us. The recycling is provided in the project cost.

## **X. DISTRICT BUSINESS REPORTS – Mr. Damon**

**Information Item**

**10:01 – Fund Balance**

**10:02 – Treasurer's Report**

## **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. Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes.  
5 ILCS 120/2(c)(11)
3. Discussion of lawfully closed meeting minutes, whether for purposes of approval by the body of the minutes or semiannual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21)  
5 ILCS 120/2(c)(11)

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

1. Contract Issuance
2. Review of Executive Minutes

## **XIII. ADJOURNMENT**