

DURAND COMMUNITY UNIT SCHOOL DISTRICT #322
REGULAR MEETING OF BOARD OF EDUCATION
AGENDA
JUNE 13, 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

Swearing in of Mr. Rick Steder as Board Member
Comments presented by Mr. Dave Meissen

Motion & Action

IV. CONSENT AGENDA, (Minutes from May 3, 9, 22, and 23, 2011), accounts payable, and approval of the destruction of the December 2009 taped closed session minutes).

Address Board Concerns regarding School Buses – Dave Meissen

**Motion/Action/RC
Information Item**

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

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

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

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

VI. ADMINISTRATIVE REPORTS

6:01 Dolan Education Center Principal's Report – Mr. Parent

Information Item

6:011 – Programs: On May 13th the Dolan Education Center hosted the Durand fifth grade and Natural Horseman, Scot O'Connor for a day of leadership training. I want to recognize Scot O'Connor for a job well done and thanks to the Durand fifth grade for being terrific guests.

6:012 – Grade & Awards Ceremony: On May 26th Dolan hosted the Grade & Awards Ceremony as well as the eighth grade promotion and high school graduation. Jeff Carlson of the Special Education Co-op gave the graduation speech which was enjoyed by all. Seven eighth graders and two high-school students went through the ceremony.

6:013 – Yearbooks: Yearbooks were completed and distributed on May 26th. The students competed in a contest for the cover and Nick Stralow of Winnebago came in first with Dan Schulte of Durand placing second.

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

Information Item

6:021 – Honor Roll Assembly: I held the end of the year Honor Roll Assembly for 5th and 6th graders. It was well attended by parents and family members. Honor roll, attendance and principal awards were given out.

6:022 – Assembly: I held an all school elementary assembly to kick off our new summer reading program. I will have more details on that at the next meeting.

6:023 – Good Citizenship Luncheon: The Good Citizenship luncheon was held. Pizza was provided by Ciminis with 15 parents or family members attending.

6:024 – Memorial: We dedicated a memorial to Mary Anne Drago in the courtyard. Ms. Drago was an elementary special education teacher who passed away in November of 2009.

6:025 – Meetings: I attended tenured teacher post evaluation meetings to discuss their evaluations. I held the elementary handbook meeting to discuss changes to the handbook. Teachers, parents, students and administrators met to review the handbook with input from Amy Burdick as well.

6:026 – Reviews: I attended annual reviews for special education students. Student progress was discussed with the parents and plans were developed for the next school year.

6:027 – Graduation: I attended High School Graduation with my wife and attended parties afterwards.

6:028 – Elementary Field Days: Elementary Field Day was held. Students had an opportunity to participate in different sporting activities with the help of the graduating seniors. Ms. Meyers does an excellent job of organizing this day.

6:029 – Summer School: I organized Summer School for 2011. This included using data to find students who would benefit from summer school and finding staff and creating class lists. Summer School will run from June 20th to July 15th. There is more information in the Board Packet.

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

Information Item

6:031- Meetings: I conducted eight parent meetings, three junior high and five high school, dealing with grades, discipline and athletic related issues. I attended a CareerTec meeting where we finalized our Perkins, PIG and CTEI grants. We were granted additional moneys to purchase 7 IPADs, a cart for the IPADs and a computer. I attended a NUIC meeting with Mr. Robertson. We discussed next year's schedules, official's pay, sportsmanship and other conference related issues. I attended four administrative meetings. The administrative staff discussed issues at the district and upcoming events. I facilitated two faculty meeting. Attached is the agenda from that meeting. I facilitated four handbook committee meetings. We reviewed the first half of the book and made several changes. I am in the process of making the recommended changes. When we are finished the changes will be presented to the Board for approval.

6:032 - Special Education: I attended twenty-four annual review IEP meetings and one RTI meeting to review student eligibility and update their current IEPs when necessary.

6:033 - Observations: I conducted six pre-observation meetings with tenured staff members and did four observations of classroom instruction.

6:034 - Events: I attended the High School Awards Assembly. The students and Ms. Stinnett did a wonderful job setting up and presenting the ceremony. I chaperoned two junior high dances. The students were well behaved. I facilitated Graduation and 8th grade promotion. Both events were well attended and the student speakers did an excellent job.

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

Information Item

6:041 – School Buses: The 2011-12 new school buses are set to arrive the morning of June 27, 2011. I will be here to receive the new buses and ensure all paperwork is completed.

6:042 – Softball: The Class 2A softball regional was held at Saelens Park on May 16th, 17th and the

20th. The Durand/Pecatonica girl's team advanced to the regional final and lost a heartbreaker in the bottom of the 7th to Harvard. I will request to the IHSA Durand/Pecatonica be awarded a post season softball tournament again next spring.

6:043 – Driving: I drove a school bus 20+ times over the months of March, April and May. I drove the early route getting kids to and from practice or games to help off-set costs.

6:044 – Meetings: I attended a Road Commissioner and School meeting on May 05, 2011. We discussed the winter weather and how the districts approached the issues. Everyone who attended was overall pleased. Another meeting will be conducted in the October of 2011 to prepare for the winter of 2011/12. I attended 2 athletic association meetings at 6:30 a.m. on April 23, 2011 and May 21, 2011. We discussed the football field lights, the golf outing and future meetings.

I attended the academic awards assembly on May 18th and the softball awards assembly on May 25, 2011. I attended a Crisis Management team meeting on May 31, 2011 and a Recognition Committee meeting on June 02, 2011. I attended a transportation meeting/breakfast on June 02, 2011. We talked about the school year and it was an opportunity to appreciate the hard work the drivers do for us for the year. I met with the Athletic Association on Saturday, June 04, 2011 at 7:30 a.m. I helped take registration forms for the Durand Open on July 16, 2011.

Lastly, I met with Paul Heinen on Saturday, June 04, 2011 at my home. The family has enough money to donate to the school and purchase the new score board at the football field. We talked about the type of board, the manner in which the board will be held in place and the location of the board. I thanked Paul and his family and talked about installation and manpower when it arrives 6-8 weeks after the purchase.

6:045 – Report: Recognition Committee Report – See attached

Information Item

6:046 – Activity/Athletic Cost Analysis – See attached.

Information Item

6:05 Technology Report – Mrs. Winchel

Information Item

6:051 – Summer Projects:

Fiber Optic Cable System Infrastructure - Running a Fiber Optic "backbone" throughout the building to increase network speed and enable all switches to be "home runs" to the servers.

Deploy Kace Management Systems - Help Desk, Software Distribution, Inventory, Operating system imaging

Install Symantec backup and virtual tape library

Implementing (2)iPad labs, Elementary and Career Tech

Adding a new computer lab to Junior High

Re-imaging computers in building

Recycling old computers

Implement Sophos Anti-virus software

Upgrade all computers to Windows 7

Upgrade to Office 2010

6:06 Nurses Report – Mrs. Meinert

Information Item

6:061 – May Report: There were 945 student assessments conducted. 238 medications were administered. Three incident reports were completed. Three health histories were requested from Special-Ed service providers. Ten cases of strep throat were discovered and notes were sent home. Growth and Development class was conducted for 5th grade. Free informative kits and brochures were distributed to all participating students. Dental requirements were reviewed for kindergarten, 2nd, and 6th grades. Letters and waiver forms were sent home to the parents of those students who did not meet the mandated requirement. A list of students who did not meet the mandated requirements was given to Mr. Alberstett. Those students' report cards will be held until requirements are met. I performed and documented the AED monthly maintenance check and performance test on all 3 AED's. The dental state report was completed online. The vision state report was completed online. The vision and hearing screening state report was completed and mailed. I conducted vision and hearing screenings for another preschool screening on May 26th. I would like to thank everyone for all of your help again this year. I'll see you all again in the fall. I returned all medications to students on the last days of school. Any medications that were left were given to the appropriate corresponding principals.

6:062: Annual Nursing Report for 2010-2011: 6531 student assessments were conducted. 2017 medications were administered. 42 incident reports were completed. 39 health histories were completed. 36 cases of pinkeye were reported. 4 cases of mono were reported. 34 cases of strep throat were reported. 3 cases of influenza A were reported. 4 cases of head lice were discovered. 1 case of shingles was discovered. 2 cases of impetigo were reported. 1 case of viral meningitis was

reported. 1 case of pinworms was reported. 5 cases of chickenpox were reported. I arranged to conduct vision and hearing screenings with the Pecatonica school nurse. We conducted screenings in Pecatonica on October 19th and conducted screenings in Durand on October 25th. We tested all students in preschool-third grades, all eighth graders, and all Special-Ed students. I conducted all of the re-screenings and made all of the appropriate referrals. I also conducted all of the vision and hearing screenings for the preschool and kindergarten screening programs. I completed and mailed the vision and hearing state report in May. Growth and development class for 5th grade was conducted in May. Parents were given the opportunity to preview their child's video before the class was held. Free informative handouts were given to all students. Several blood pressure checks were given to staff and community members. All physicals for new transfer students, preschoolers, kindergarteners, 5th, and 9th graders were reviewed. All immunizations were entered into the SDS health record system. 2 students were excluded due to noncompliance of required immunizations. Certified final notice letters were sent to those individuals lacking requirements. Several letters were sent and phone calls were made in effort to meet the compliance date of October 15th. The immunization state report was conducted online without difficulty. All kindergarten eye examination forms were reviewed. Letters and waiver forms were sent to the parents of the students who were lacking the mandated requirement. Report cards were held for those failing to meet this requirement by the October 15th deadline. The vision eye exam state report was completed online in May. A Health Concerns list was completed in August and distributed to the appropriate staff. Flu vaccines were administered to staff members on October 18, 2010. 60 employees received the vaccine. The Smile Mobile Dentists were here on November 22, 2010 to provide free/reduced cost dental exams and cleanings to those students in preschool-8th grades. A representative from the program was here on October 29th to give a presentation to classrooms promoting participation. Dental requirements were reviewed for kindergarten, 2nd, and 6th grades. Several letters and phone calls were made in effort for parents to meet the May 15th deadline. A list of students who did not meet the mandated requirements was given to Mr. Alberstett. Those students' report cards will be held until requirements are met. The dental state report was completed online in May without difficulty. The audiometer received its yearly calibration check in April and may continue to be used for next school year. I implemented a new AED maintenance checklist. Monthly AED maintenance checks and performance tests were conducted and documented. Expired supplies were replaced. Student emergency action plans were collaborated on with Mr. Alberstett and parents. The plans were distributed to appropriate staff members. These plans will be reviewed and adapted next school year. I utilized STI for student health information and charting online for health records this year. With the help of Angie Winchel this adaption has gone well and is very useful for the health office. All online health records have been updated to include immunization records, student assessments, vision exams, dental exams, and health conditions. I attended the annual school health days conference in October. I produced new registration forms for the health office to reduce the amount of paper used in the registration health office packet. With the assistance of Angie Winchel an IDPH I-CARE (Illinois Comprehensive Automated Immunization Registry Exchange) web portal was created. This allows me to access patient records for information about immunizations statewide. I updated the health office forum on the durandbulldogs website. I submitted a medication policy change request to the policy committee. Our medication policy has been changed and forms reflecting the policy change have been adapted. I presented information on Diabetic Emergencies and Glucagon/EPI-PEN administration for staff in April. In the future this information will be presented annually along with information on Blood Borne Pathogens and AEDs during teacher institute days at the beginning of each school year. Thank you for another great opportunity for working in the Durand School District. Have a great summer.

6:07 Maintenance and Custodial Department – Mr. Gassman

Information Item

6:071 – Summer Projects:

- Began floor waxing
- Installed new ice machine in athletic room
- Installing new refrigerated drinking fountains in upper and lower elementary
- Painting many classrooms
- Painting small gym and cafeteria
- Replacing small gym and weight room doors-old ones are rusty
- Installing shades in cafeteria on south wall windows
- Sealing blacktop on southwest and playground areas

- Putting in new horse shoe pits
- Repairing home base area at baseball field-collects water right now
- Adding two new cameras to building and upgrading DVR for cameras
- Updating classroom furniture
- Repair to northwest entrance blacktop on north parking lot
- Installing wireless motion sensors for lighting in hallways (much more cost effective than hard wire)
- HVAC has been set for summer hours
- Working with contractors on summer projects
- Bought new cleaning system: **Kaivac**-provides a more efficient and thorough cleaning of showers, bathrooms and locker rooms
- Scheduling in house summer projects
- Ordered HVAC filters and parts for annual maintenance
- I am replacing drinking fountains in main hall and across from media center. We will replace older units with combo drinking fountain and water bottle filling station. This will help reduce number of plastic bottles purchased and then thrown away.
- Replacing east exit door.
- Looking to remove old playground equipment and add new this summer

6:08 Superintendent's Report – Mr. Duffy

- 6:081 - Enrollments:** Please see the enclosed update. **Information Item**
- 6:082 - Membership with KIDS through ROE:** We need a motion to approve membership with the ROE, AV consortium. It has remained at \$1.00 per student for all of these years **Motion/Action/RC**
- 6:083 - Technology Plan Approval:** We have included the corrected copy for the Technology Integration Plan. We will need a motion to approve adoption of the plan. **Motion/Action/RC**
- 6:084 - Projected NCLB Allocations:** Both our Title I and Title II projected allocations have been approved. The Title I projected allocation is for \$54,447 which is for improving the academic achievement of the disadvantaged, (primarily in Reading and Math). The Title II is in the projected amount of \$26,727 and is to be used for the improvement of teacher quality. These are projected amounts and may be prorated. **Information Item**
- 6:085 - Bread Bid from Lewis Bakery:** We have included the bread bids. We do not have to formally ask for bread bids but we do ask our current provided for their projections on bread bids for next year to use in the budget planning process. **Motion/Action**
- 6:087 - Career Tec:** The meeting minutes are attached. Our new Career Technology Director will work with Pat Maley for the last 2 weeks of June. She will be paid on a per diem basis for this time. **Information Item**
- 6:088 – Director Evaluations:** Each Director's evaluation will be finished during the month of June. I assume that we will update each of their contracts after the teacher negotiations are completed or during August if the teacher negotiations are not yet finished. **Information Item**

VII. BOARD MEMBER REPORTS OR REQUESTS

- 7:01** - Board Communications – Mrs. Burdick **Information Item**
- 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** - Nutritional Task Force – Mr. Sullivan
- 7:09** - School Handbooks – K. Kinney

VIII. OLD BUSINESS

No old business

IX. NEW BUSINESS

- 9:01** – Band Camp – Mr. Robertson **Motion/Action**
- 9:02** – Cheerleading Camp – Mr. Robertson **Motion/Action**
- 9:03** – Hosting a Drum Corp Unit on July 17, 2011 – Mr. Robertson **Motion/Action**

X. DISTRICT BUSINESS REPORT

10:01 - Treasurer's Report – Mr. Damon

10:02 - Fund Balance Report - Mr. Damon

10:03 – Analysis of Late State of IL Payments – Mr. Damon

Information Item
Information Item

XI. FUTURE MEETINGS

June 28, 2011	6:00 p.m.	Special Board Meeting
No July School Board Mtg.		
July 9, 2011	9:00 - 2:30	IBB Training Workshop
August 1, 2011	5:30 p.m.	Agenda Meeting
August 1, 2011	6:00 p.m.	Policy Meeting if needed
August 4, 2011	5:30 p.m.	Board Coffee
August 8, 2011	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)
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. Review of Executive Minutes

XIV. ADJOURNMENT