

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

(Board will audiotape open meeting for minutes)

I. CALL TO ORDER/PLEDGE/ROLL CALL

II. 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
Return to Open Session.

III. 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.

IV. ADOPTION OF AGENDA

Motion & Action

V. CONSENT AGENDA, (minutes from February 14, 2010), accounts payable, and approval of the destruction of the August and September 2009 taped closed session minutes).

Motion/Action/RC

VI. ACTION ITEMS

1. Non-renewals and reassignments of non-tenured HS teachers for rehire.
2. Non-renewals and reassignments of non-tenured Elementary for rehire.

TEACHER FEATURE: Mrs. Amy Peil – Review of Elementary Incentive Program

VII. 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

5:07 U.S. Senator Richard Durbin (D)
(202) 224-2152 dick@durbin.senate.gov

VIII. ADMINISTRATIVE REPORTS

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

Information Item

6:011 – ISAT: ISAT testing is completed. The students for the most part worked very hard. We did have two students who struggled more than the rest with the change in routine and expectations. There are several obstacles when completing the ISAT's at Dolan, the most being the coordination with nine different districts. Great work Karen Swanson and thanks to the rest of the staff who adjusted to the accommodation needed for the students.

6:012 – Presentation: On 02/03/11 the high school social studies classes attended a special presentation at Hononegah high school. Henry Goulde (Holocaust survivor) spoke to several hundred at the Hononegah PAC and answered questions and took time for pictures. A special thanks to Mr. Tom Polaski (History Department Chair at Hononegah) for making special arrangements for the students of Dolan.

6:013 – Summary Information: This past month Dolan has hosted 5 IEPs, 1 MDR, 2 Parent tours. Mr. Parent has supervised two Junior High basketball games. The quarterly Dolan Star was completed and will be handed out at the March Board Meeting. Currently there are 35 students attending. Durand 3, Harlem 3, Rockton 2, Hono. 1, Kinnink. 1, South Beloit 5, Dixon 3, Pec. 3, Rockford 11, Winn. 3.

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

Information Item

6:021 District School Improvement: I organized and ran the February District School Improvement Team Meeting. Members took the belief statements formulated at the last meeting and developed a District Improvement Plan.

6:022 School Improvement Day: I organized the February SIP Day for the Elementary. (Please see attached evaluation summary). Staff members worked on our writing curriculum. Grades three through six focused on extended responses for the ISAT tests.

6:023 Conference: I attended the No Child Left Behind Conference. I went to several workshops over two days. The workshops covered Common Core Standards and their implementation, Response to Intervention, Data Team Meetings, and Federal Grants. I also looked at a specific writing curriculum and set up a presentation by Excellence in Writing for our school.

6:024 Meeting: I met with Tina Harmon from the State Board of Education. Mr. Duffy, Mr. Pinker, Mrs. Stinnett, and Mrs. Peil also attended the meeting. We established a plan to implement Positive Behavior Interventions and Supports (PBIS) District wide.

6:025 ISAT Meeting: I attended an ISAT Committee meeting where we discussed our annual ISAT pep assembly and different ISAT incentives.

6:026 Parent Contacts: I had several parent contacts (phone, in-person, email) concerning student behavior and academic progress.

6:027 Teacher Observations: I completed the final round of teacher observations.

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

Information Item

6:031 . Observations: I conducted seven pre-observation conferences with junior/senior teachers. I conducted nine observations with junior/senior high teachers. Observations for high school are eighty- four minutes each and Junior High are forty-two minutes each. I conducted thirteen year end evaluation reviews with junior high and high school teachers.

6:032 Meetings: I facilitated one curriculum council meeting. We continued discussing common core standards for 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. I attended a PBIS meeting with Mr. Alberstett and Mr. Duffy. The presenter reviewed our current standing and what we need to do for future implementation of PBIS into our district. I attended a DSIP meeting where we finalized the districts mission statement. I attended an eight block meeting where we reviewed ACT scores and developed a survey for students, teachers and parents about the eight block system.

6:033 Supervision: I supervised a High School boys Basketball game and one Junior High girls basketball game. Our student athletes did an excellent job representing the school.

6:034 Other Events: I attended the regional boys basketball game at Dakota. The team defeated Dakota on their own home court. Mr. Hunt and the team did a great job preparing and executing their

game plan. We had our Junior High and High School honor roll assemblies, honoring our students for their achievements the first semester. We conducted our Junior High spelling bee. The winner was Julianna Johnson and second place went to Joseph Runkle. Ms. Johnson will be going on to represent the Junior High at the regional level. All of the participants did an excellent job. Ms. Stinnett and I conducted the eighth grade orientation to High School. The event was well attended. We discussed scheduling, the block system, clubs, and other aspects of High School. We held an assembly for the Elementary and Junior High dealing with bullying and respect for yourself and others. The assembly was informative and entertaining.

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

Information Item

6:041 – Winter Activities: High School boy's basketball, high school and junior high girl's basketball, high and junior wrestling came to a close this past month. Our girl's varsity basketball team upset the #2 seeded Orangeville and advanced to the Regional Final vs. a strong Dakota team. Dakota won the championship, but we felt pretty good advancing to the finals. We had two young ladies received all conference honors: Caitlin Derus received first team NUIC EAST, and Alyssa Holt received honorable mention NUIC EAST. On the boy's side, our boys advanced to the regional semi-final by upsetting the host school Dakota. The boys lost the next night to a fine South Beloit club. Nate Sharp received 2nd team NUIC EAST all conference. In wrestling, we had two kids advance through the regional. Tanner Sandall and Caleb Combs advanced through the regional at Harvard. Caleb received NUIC first team honors all conference.

6:042 – WCHD Meeting: I attended a Winnebago County Highway department meeting on February 17, 2011. We discussed the new posting numbers for area roads. ORDINANCE AMENDING CHAPTER 82 ARTICLE V WEIGHT LIMITS SECTION 82-98 OF THE WINNEBAGO COUNTY CODE was recommended and approved. It increases the weight limits on buses and requires each district to obtain an exemption permit for seasonal weight posting. The permits allow school buses to drive on the roads with no weight limits. The cost is \$10.00 per district. I have included a copy of the amended ordinance in the board packet.

6:043 – Junior High Sports: Our junior high sports came to a close. The wrestling team finished in the second week in February and the girl's basketball teams finished March 05.

6:044 - IHSA Contest: Bob Sweet advanced to the IHSA 3-PT contest at Highland Community College. He advanced through 5 rounds of three point shooting on different nights.

6:045 – Permission for Gym Use: Mr. Chad Gassman is requesting the use of the gym for once a week practices for a traveling basketball team with 6 or 7 Durand girls on the team beginning this summer. The majority of the time it will be used on Sundays.

Motion & Action

6:045 – DHS: Received a letter from Dakota High School in regards to me escorting a disruptive fan in a JH girl's game. The letter was from their Superintendent thanking Durand as well as apologizing for the inappropriate behavior.

6:05 Technology Report – Mrs. Winchel

Information Item

6:051 Tech Plan: Submitted Tech Plan and will participate in a Peer Review session on March 10th at the ROE and make any minor revisions if necessary.

6:052 Job Descriptions: In the process of completing job descriptions for Seasonal Help and will post on the website this month.

6:053 Computers: Received quote from Dell for 27 desktop computers for an additional computer lab as well as 25 computers to replace an existing lab. The computers from the existing lab would be re-purposed to replace older computers throughout the building. The new computer lab would go back to its original location so no additional configuration or wiring costs would be needed. There will be an additional purchase of tables that would be covered using the Building Fund. 90% of our computers are Dell and we have been happy with the performance of them. In addition, having all of the same brand is helpful in support situations.

6:054 Meeting: Teacher and Technology Meeting 02/15/2011 Survey Results, Moodle Discussion, Opinions on the computer lab coming back, Upcoming SIP day trainings, Exploring "clickers" in the classroom

6:055 KSM Product: Exploring Kace Systems Management product which would combine 3 applications that we currently have as well as 3 that we would like to have into 1 application

6:056 School Messenger: Updated School Messenger and sent out 7 messages for the month of February

6:057 Anti-Virus Program: Vipre Enterprise Anti-Virus Server has not been able to fill our needs and we are therefore preliminarily getting quotes and information from Sophos

6:058 Tickets: Closed 106 work tickets for February.

6:06 Nurses Report – Mrs. Meinert

Information Item

760 student assessments were conducted, 224 medications were administered and three incident reports were completed. Two health histories were completed. Four cases of strep throat were reported and notes were sent home to the corresponding elementary classrooms. Fourteen cases of pinkeye were reported and notes were sent home to the corresponding elementary classrooms. I conducted Hearing and Vision Screenings for the Kindergarten Screening Program on the 22 and 23 of February. No referral was made. AED maintenance checks and control tests were conducted on all three AED's on the 16 of February. All three AED's were cleared for use. AED checks and controls tests were documented. I have discussed with administration implementing Blood borne Pathogens Training, Diabetic Emergency Training, Epi-Pen Injection Training, AED demonstration and review for all staff during the first two institute days next year. I am looking at setting up a health station for the teachers to go through at their convenience. There will be videos shown, hands on demonstration and training, opportunity for questions, and possibly a quiz to document participation. It has been discussed to make this training available every year during the first two institute days with mandatory staff participation. I have discussed with administration the need for a solution to the lack of health office substitutes and possible solutions such as training teacher substitutes to substitute in the health office while referring all emergencies and medication administrations to the appropriate administrative staff on days when a RN substitute is not available. We have advertised for RN substitutes several times in the past and have not received any interested candidates.

6:07 Maintenance and Custodial Department – Mr. Gassman

Information Item

6:071 Made out custodial schedules. Scheduled help for events. Adjusted HVAC schedules for events. Completed ROE checklist. Replaced motor on metals' shop heater. Worked Elementary basketball games on Saturdays. Gathered information and organized possible bleacher removal. Walked with State Fire Marshall during inspection. Had boilers inspected. Gathered quotes for emergency lights around the school. Located valves for elementary RTU project. Jazz night setup and take down. January and February 109 closed work tickets. Please see attachment referring to room temperature settings for 2010/2011 winter season.

6:08 Superintendent's Report – Mr. Duffy

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

Information Item

6:082 – Evaluation Summaries: The teacher In-service evaluation summaries are attached. They are very positive. We use these evaluations to plan the future in-service activities.

Information Item

6:083 – Darts: Payment of \$25.00 is needed to renew the membership to Darts. This is the organization that may help in promoting the School District in the Rockford area to help inform people of the advantages to living in a rural area adjacent to a metropolitan area.

Motion/Action/RC

6:084 – Food and Nutrition Services: Motion to accept the approved Nutrition Program for our food services. The county reviews this when they are completing inspections on our food service program.

Motion/Action

6:085 - OVAE Connection: CareerTec and Adult Education joined. It would appear this combination is a more efficient way to promote and provide Career Education. It will be with the loss of funding from one of the programs. This will mean a reduction in services. That reduction has yet to be determined.

Information Item

6:086 - ROE: School Certification. This is just for your information to know that we have been approved.

Information Item

6:087 – IASB Dinner Meeting: Reminder of the IASB Spring Dinner Meeting to be held on Monday, March 21, 2011 in Sterling, IL Will we need a school van for members to ride in together.

Information Item

6:088 – Minutes: Attached are the Co-Op Meeting minutes from 2/9/2011

Information Item

6:089 – Thoughts From Our Mayor: Please read the enclosed. In conjunction with the Mayor and DARTS, we may have great support in promoting the Durand School District. Would we want a committee of two Board members and administration to set a meeting with them to start developing a plan for the near future?

IX. 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

X. OLD BUSINESS

- 8:01 – Second Reading with Motion/Action of Policy 5:250 – Mr. Sullivan

Motion/Action

XI. NEW BUSINESS

- 9:01 - Policies from February 2011 – Issue 75 – Mr. Sullivan
- 4:15, Identity Protection
- 4:15-AP, Administrative Procedure Protecting the Privacy of Social Security Numbers
- 4:15-E1, Exhibit – Letter to Employees Regarding Protecting the Privacy of Social Security Numbers
- 4:15-E2, Exhibit – Statement of purpose for Collecting Social Security Numbers
- 4:15-E3, Exhibit – Statement for Employee Manual or District Website Describing the District's Purpose for Collecting Social Security Numbers
- 2:20-E, Exhibit – Waiver and Modification Request Process
- 2:140, Communications To and From the Board
- 2:150-AP, Administrative Procedure – Superintendent Committees
- 2:240-E1, Exhibit – Press Issue Updates
- 2:240-E2, Exhibit – Developing Local Policy
- 2:250, Access to District Public Records
- 2:250-AP1, Administrative Procedure – Access to and Copying of District Public Records
- 3:50, Administrative Personnel Other Than the Superintendent
- 3:60, Administrative Responsibility of the Building Principal
- 4:110-AP2, Administrative Procedure – Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments
- 5:50, Drug and Alcohol Free Workplace
- 5:150, Personnel Records
- 5:150-AP, Administrative Procedure – Personnel Records
- 5:200, Professional Personnel – Terms and Conditions of Employment and Dismissal
- 5:300, Schedules and Employment Year
- 6:150, Home and Hospital Instruction
- 6:160, English Language Learners
- 6:185, Remote Educational Program

Information Item

POLICIES NOT UPDATED DURING PREVIOUS FIVE YEAR REVIEW

- 5:40, Communicable and Chronic Infectious Disease
- 5:40-AP, Administrative Procedure – Communicable and Chronic Infectious Disease
- 5:100-AP, Administrative Procedure – Staff Development Program
- 5:285, Drug and Alcohol Testing for School bus and Commercial Vehicle Drivers
- 6:100, Using Animals in the Educational Program
- 6:100-AP, Administrative Procedure – Dissection of Animals
- 6:100-E, Exhibit – guidelines and Application for Using Animals in School Facilities
- 6:190, Extracurricular and Co-Curricular Activities
- 6:190-AP, Administrative Procedure – Academic Eligibility for Participation in Extracurricular Activities
- 6:250, Community Resource Persons and Volunteers
- 6:250-AP, Administrative Procedure – Securing and Screening Resource Persons and Volunteers
- 6:250-E, Exhibit – Resource Person and Volunteer Information Form and Waiver of Liability
- 6:255, Assemblies and Ceremonies

- 7:60-AP1, Administrative Procedure – Challenging a Student’s Residence Status
- 7:190-AP4, Administrative Procedure – Use of Isolate Time Out and Physical Restraint
- 7:260, Exemption From Physical Activity
- 7:280, Communicable and Chronic Infectious Disease
- 8:10, Connection with the Community
- 8:90, Parent Organizations and Booster Clubs
- 8:95, Parental Involvement
- 8:95-E1, Exhibit – Letter Notifying Parents/Guardians of School Visitation Rights
- 8:95-E2, Exhibit – Verification of School Visitation
- 8:110, Public Suggestions and Concerns

XII. DISTRICT BUSINESS REPORT

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

Information Item

XIII. FUTURE MEETINGS

March 28 – April 1		Spring Break
April 5, 2011 (Tues.)	7:30 a.m.	Agenda Meeting
April 5, 2011 (Tues.)	6:00 p.m.	Policy Meeting (if needed)
April 7, 2011 (Thurs.)	5:30 p.m.	Board Coffee
April 11, 2010 (Mon.)	6:00 p.m.	Monthly School Board Meeting

XIV. 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. Student disciplinary cases. 5 ILCS 120/2(c)(21)
3. 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)

XV. ACTION ITEMS/PERSONNEL & SITES/HIRING & Contract Issuance/Directives

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

XVI. ADJOURNMENT