

**DURAND COMMUNITY UNIT SCHOOL DISTRICT #322**  
**REGULAR MEETING OF BOARD OF EDUCATION**  
**AGENDA**  
**MAY 9, 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 April 11, 2011), accounts payable, and approval of the destruction of the November 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:** Act/PSAE testing is completed and went without any issues. The testing process went over several days to fulfill student's accommodations. Special thanks to Karen Swanson for the coordination of all testing.

**6:012 - Student Update:** There have been several behavioral and emotional incidents this past month. I am very pleased how the crisis team as well as the remainder of the staff responded. The coordination with outside agencies is very important to the safety and security of the program and all involved agencies are working efficiently together.

**6:013 – Reaction Management:** On May 6<sup>th</sup> Mr. Parent was the keynote speaker for the Northern Illinois School Psychologist Association (NISPA). Mr. Parent discussed "Reaction Management" Program Attached.

**6:014 – Deans Report: (Mr. Voigt) –** See attached.

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

**Information Item**

**6:021 – April S.I.P. Day:** I attended and helped organize the April 28th in-service which involved training for Diabetes/Glucagon shots and EPI-Pen shots as well as suicide prevention training.

**6:022 – Workshops:** I attended a workshop at KIDS and went over presentations and how to effectively prepare and present them. This was very beneficial and many strategies were learned. I also set up a Writing Workshop for our teachers which were presented by a representative from Excellence in Writing. This is a writing curriculum that we are investigating for adoption.

**6:023 – Good Citizenship:** The Good Citizenship luncheon was held. Pizza was provided by Ciminis with 14 parents or family members attending.

**6:024 – MAPS Testing:** Spring MAPS testing was scheduled. This information will help determine summer school attendance and student progress for the year.

**6:025 - Interviews:** I set up and held interviews for the new Media Center/ Technology Aide. Six interviews were held.

**6:026 – Evaluations:** I completed tenured teacher evaluations.

**6:027 – Meetings:** I attended the Durand Advisor's Meeting at the Monroe Clinic as a school representative. We discussed how the Monroe Clinic could better serve the community.

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

**Information Item**

**6:031- Meetings:** I conducted five parent meetings, three junior high and three high school, dealing with grades, discipline and athletic related issues. I attended a CareerTec meeting where we wrote our Perkins, PIG and CTEI grants. We designated spending for next year's grants. We reviewed upcoming curricular changes. We discussed the money that is left to spend out of our grants for this year. 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 one 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. When we are finished the changes will be presented to the Board for approval. I attended three meetings at the ROE. Two of the meetings were curriculum meetings where we discussed the upcoming changes that are being mandated by the State and other curricular issues that our schools are dealing with. The third meeting dealt with Homeless Children. I am the District's Homeless coordinator. We discussed the different services that are available to homeless students. I had a meeting with a Foreign Exchange Student representative. We will have a foreign exchange student from Germany next year.

**6:032 - Special Education:** I attended 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 four pre-observation meetings with tenured staff members and did four observations of classroom instruction.

**6:034 – Interviews:** I took part in five interviews of candidates for the Library position. The interviews were held on 4/29/11 and 5/3/11. Mr. Alberstett and Mrs. Winchel were the other members on the interview team.

**6:035 – Events:** I attended the NHS induction ceremony. The students and Mrs. Cox did a wonderful job setting up and presenting the ceremony. I transported six students from the IHSA music competition at North Boone High to the Science Olympiad competition in Champaign. The students did an excellent job at both competitions. I worked with Mr. Alberstett setting up and facilitating a District Sip Day on 4/28/11. The teachers received training on Diabetes, Allergies and Suicide Prevention. Mrs. Meinert did the presentation on Diabetes and Allergies. The Suicide Prevention in

Youth Jason Foundation Curriculum was presented by Shannon Stowasser, BA and Jennifer McGowen, BA from Streamwood Behavioral Health Systems. I chaperoned the coronation, prom and post prom. All three of the events were well attended. The students, parents and advisors did a wonderful job. The post prom is always an amazing event. The committee does an excellent service for our students. On Friday before the prom, the High School staff wore matching shirts with a safe prom message on it. The students who attended prom received key chains and lanyards. The gifts and shirts were provided to us from a grant I wrote to the Illinois Department of Transportation. The message was "Please Return on Monday".

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

**6:041 – Summer Camps Football and Basketball:**

**Information Item**

**High School:** HS football will use their contact days as camps. This is for grades 9-12. They are also planning on going to the University of Platteville for a three-day camp, July 18-20. The current high school coaching staff will be supervisors and this camp is for varsity only. The players will be transported by the school van and will stay in the dorm rooms. The daily itinerary is attached.

**Junior High:** This camp is supervised by Coaches, Dolan, Bland and Burdick. This is for students in grades 6-8. The dates are August 15-18, 2011 from 8:30–11:30 and August 19, 2011 from 3:30-5:30. The cost is \$10.00 per students which includes a T-shirt. This will be held at the school.

**Motion/Action/RC**

**HS Girls Basketball:** This camp is for grades 9-12 and supervised by John Guth and Tim Hardy. The dates are June 1-2, 2011 from 5:30-7:30. This will be held at the school. There is no charge for this camp.

**Lower Level Camp:** This camp is for grades 5-8. It will be supervised by John Guth, Sarah Guth and Leann Hunt. The dates are June 6-10, 2011 from 10:00-12:00. The cost of this camp is \$20.00 which will include a T-shirt. This will be held at the school.

**Motion/Action/RC**

**Boys Basketball for HS:** This camp is for grades 9-12 and supervised by Randy Hunt, Barry Robins, and Ryan Bland. The dates are July 18-22, 2011 from 7:30-9:00. This will be held at the school. There is no charge for this camp.

**Boys Basketball for JH:** This camp is for grades 6-8 and will be supervised by Randy Hunt, Barry Robins and Ryan Bland. The dates are July 18-22, 2011 from 6:00-7:30. This will be held at the school. There is no charge for this camp.

Volleyball and band camps are to be determined.

**Letter to Coach Filer:** I am the head softball coach at Highland Community College, looking for future players. I saw Durand play versus Aquin in Freeport, and was impressed with the way that the girls played - ran bases well, covered bases well, and played hard, but also looked like that they were having fun. Good job by the coaching staff. Thanks, Monica Coon

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

**Information Item**

**6:051:** I created and organized the 8 block survey results by demographic for committee. I worked with Nicole Richardson and Laurel Buss to streamline our registration forms and packet which is going home to students. I met with the registration team to finalize dates and details. I met with Bill Damon to discuss summer project budget items. I met with Mark Parent to discuss Dolan projects. I participated in interviews for the Library Technology Aide position. I closed 76 work tickets for the month of April.

**6:06 Nurses Report – Mrs. Meinert**

**Information Item**

Mrs. Meinert reported 723 student assessments were conducted, 189 medications were administered, 2 incident reports were completed, 4 health histories were completed, 5 cases of strep throat were reported and notes were sent home to corresponding elementary classrooms. One case of pinkeye was reported. Three cases of head lice were discovered and notes were sent home to corresponding elementary classrooms. The corresponding elementary classrooms were screened. One case of chickenpox was reported and notes were sent home to the corresponding elementary classroom. Growth and Development classes have been scheduled and permission slips will be sent out on 5/2/11. Growth and Development will only be conducted for 5<sup>th</sup> grade on 5/23/11. We will no longer provide Growth and Development classes for 4<sup>th</sup> and 6<sup>th</sup> grades. Parents will be given the opportunity to preview the video before their child attends the class. The deadline to turn in dental exams is May 15<sup>th</sup> for kindergarten, 2<sup>nd</sup>, and sixth grades. If proof of a dental exam is not received by May 15<sup>th</sup> the

student's report card may be held. Notification letters of missing dental exam forms were sent to parents. I took our audiometer to the mandatory calibration clinic on 4/27/11. The audiometer passed inspection and was cleared for continued use for next year's hearing screening program. AED maintenance checks and control tests were conducted on all three AED's on the April 16. All three AED's were cleared for use. AED checks and controls tests were documented. One expired battery was discovered and a replacement battery has been ordered. I presented information on Diabetic Emergencies/Glucagon/EPI-PEN administration for staff on 4/28/11. The staff were shown two training videos and were given the opportunity to ask questions and practice injections using Glucagon and EPI-PEN trainers.

**6:07 Maintenance and Custodial Department – Mr. Gassman** **Information Item**  
**6:071 – Update:** Please see the project list attached to this agenda.

**6:08 Superintendent's Report – Mr. Duffy** **Information Item**  
**6:081 - Enrollments:** Please see the enclosed update. **Motion/Action**  
**6:082 - Resolution:** Selection of 2011 Delegate Assembly Member  
A motion is needed to approve one of our Board members as our representative at the Joint Annual conference. We also need to decide if we want to enter a resolution from our District.  
**6:083 – Mentor Evaluation Summary:** We will be meeting to determine any changes to our Mentor plan for the next school year. Next year, Gwen Babler and Krista Searls will serve as joint Mentor Directors. Most aspect of the Mentor program went quite well this year. **Information Item**  
**6:084 – DARTS:** The School District has not donated any monies to the 4<sup>th</sup> of July celebration in years past. We have always had groups that donated time and energy to the set-up and clean-up. **Information Item**  
**6:085 –Evaluation Summaries:** The teacher in-service evaluation summaries from the April 28, 2011 in-service are attached. We use these evaluations to plan the future in-service activities. **Information Item**

## **VII. BOARD MEMBER REPORTS OR REQUESTS**

**7:01** - Board Communications – Mrs. Burdick **Information Item**  
**7:02** - Board Meetings – Mrs. Kinney  
**7:03** - Finance and Budget – Mrs. Kinney  
**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 – Mrs. Kinney

## **VIII. OLD BUSINESS**

**8:01** - Discussion of Banners – Mr. Sullivan **Information Item**

## **IX NEW BUSINESS**

**9:01** – Certificate of Election – Mrs. Kinney **Information Item**  
**9:02** – Staff Appreciation Day – Mrs. Kinney **Information Item**  
**9:03** – Approve School Board Meeting Dates for 2011-2012 – Mrs. Kinney **Motion/Action**  
**9:04** – Assignments of Board Members to the following Committees:  
a) Agenda  
b) Policy  
c) Finance  
d) Negotiations  
e) CareerTec  
f) Curriculum  
g) Special Ed-Co-Op  
h) IASB Rep.  
i) Contracts/Eval  
j) Development  
k) Food and Nutrition

I) Bulldog Sports

9:05 – Set Date for Public Inspection of Amended Budget – Mr. Damon

9:06 – Date and Time for Amended Budget Hearing - Mr. Damon

9:06 – Milk Bids – Mr. Duffy

Information Item  
Information Item  
Motion/Action/RC

**X. DISTRICT BUSINESS REPORT**

10:01 - Treasurer's Report

10:02 - Fund Balance Report

**XI. FUTURE MEETINGS**

June 6, 2011 (Mon.)	5:00 p.m.	Agenda Meeting
June 7, 2011 (Tues.)	6:00 p.m.	Policy Meeting if needed
June 9, 2011 (Thurs.)	5:30 p.m.	Board Coffee
June 13, 2011 (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)
2. Student disciplinary cases. 5 ILCS 120/2(c)(9)
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)
4. Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2)

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

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

**XIV. ADJOURNMENT**