

DURAND COMMUNITY UNIT SCHOOL DISTRICT #322
REGULAR MEETING OF BOARD OF EDUCATION
AGENDA
SEPTEMBER 12, 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.

TEACHER FEATURE: Introducing new teachers:

Anna Smith – K-12 Choral

Sean Downey, Health and PE

Joe Schuld – Elementary Special Education

III. ADOPTION OF AGENDA

Motion & Action

IV. CONSENT AGENDA, (Minutes from August 8 and 23, 2011), accounts payable, and approval of the destruction of the March 2010 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

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 – Start of School:** The school year has started well with 29 students enrolled and two additional going through the admission process. We are still in need of a math instructional aide and continue with the search process.
- 6:012 – Open House:** Open house was a disappointment with only six families showing up. Reasons given for the lack of attendance were siblings having school open houses on the same night and time.
- 6:013 – CPR Training:** All staff will go through CPR training on September 23 and will have certification for two years. Mr. Voigt continues to train on the Safety Crisis Management program and has been able to bring new staff up to date with the rest of the staff.
- 6:014 – Pictures:** School pictures were taken on September 8th. A disc was given to the parents with several different poses and then the parents can print the pictures of their choice.
- 6:015 – Supervision:** Mr. Parent has supervised two volleyball matches and a football game.
- 6:016 – Dean's Report:** Incident report attached. This summer I attended a Safe Crisis Management (SCM) Instructor Recertification course and passed both the written and physical skills tests to remain a SCM instructor. Based on the information presented at the SCM course I updated and revised our incident reporting system for physical interventions. I trained and certified our new instructional aide in the non crisis team SCM program. I have set up the dates for recertification training and testing for crisis team and non crisis team staff members for the school year (see attached schedule). I supervised Durand's home football game on August 26, 2011.
- 6:02 Elementary Principal's Report – Mr. Alberstett **Information Item****
- 6:021 – Open House:** Attended Kindergarten Orientation and Durand Elementary School Open House. Parents had the chance to meet their child's teacher and learn of classroom expectations.
- 6:022 – Workshop:** Organized and attended a teacher workshop pertaining to the new writing program that is being implemented in the elementary. It is called the Being A Writer program.
- 6:023 – Faculty Meeting:** Held the first elementary faculty meeting of the year and went over goals and expectations for the new school year.
- 6:024 – Pep Assembly:** Held an elementary pep assembly to help kick-off the new school year. We went over our spectacular test scores and our summer reading program.
- 6:025 – PIP:** The new Co-op Primary Instructional Program (PIP) is now housed in the elementary wing and running smoothly.
- 6:026 – Meeting/Health Concerns:** Organized and attended a meeting with teachers and the nurse to discuss students with health concerns. I attended two parent meetings concerning student health and placement.
- 6:027 Restroom Training:** I conducted hallway and bathroom trainings where students were taught expectations in those areas. I was assisted by Mrs. Peil, the school social worker.
- 6:028 – Supervision:** I supervised the High School Volleyball game against Pecatonica.
- 6:029 – MAPS:** Organized and helped administer MAPS testing. The MAPS testing is done 3 times a year and helps us identify students who may need extra help and areas of the curriculum that may need more focus.
- 6:03 Junior High and High School Principal's Report – Mr. Pinker **Information Item****
- 6:031- Meetings:** I conducted four parent meetings dealing with schedules, registration and athletic related issues. I conducted one Jr/Sr High faculty meeting. (See Agenda) I facilitated two IEP meetings to change a student's schedule and two 504 meetings. I attended four weekly administrator's meetings. The administrative team discussed different issues dealing with registration, beginning of school, budget and other school related issues.
- 6:032 - Students/Parents:** I facilitated the Jr/Sr high Open House and 7th and 9th grade orientation. There was great attendance at both events. This year's freshmen signed a banner of commitment to graduate. I had ten parent phone calls dealing with schedules, new students, scheduling and general concerns. I assisted Ms. Stinnett with scheduling new students, working with students who did not have a full schedule and helped answer questions about the upcoming year. All students have full 1st semester schedules. I assigned parking permits to the High School students. The Junior High and High School students have been taking the first round of MAPS testing.
- 6:033 - Events:** I facilitated an assembly on the first day of school. Handbook rule changes were reviewed. The students received their ID's, handbook rules, lanyards and assignment notebooks. I assisted with the football field setup. I helped supervise the football game versus Stockton and AFC. I help setup ticket takers, assisted in general supervision of the contest, deposited the gate money and

helped with the field pick-up I facilitated the Junior High and High School Honor Assemblies. I attended the football game at East Dubuque.

- 6:04 Athletic and Transp. Director's Report – Mr. Robertson **Information Item****
- 6:041 – Notification of Approval of District Cooperative Team** (see attached)
- 6:042 – Blue/White Night:** On August 19, 2011 we had our fall 2011 Blue/White night. The event was well attended. The Athletic Boosters provided the athletes with a free meal and had food for families that attended. Our fall sports teams began competition the week of August 22nd. We held a high school pep assembly on Friday, August 26, 2011 with our spirit squad and band providing some terrific support.
- 6:043 – Meetings:** I attended a NUIC Athletic Director's meeting on August 12, 2011. We completed fall schedule checks and discussed football numbers to verify if teams would be playing double header games on Friday nights or one game on Friday and one game on Monday. I attended a JH conference meeting in Lena on August 24, 2011. We discussed the upcoming seasons and completed schedule checks.
- 6:044 – Driver's Refresher Course:** The entire transportation staff attended a driver refresher course on September 01, 2011 in the evening. All drivers are certified for the 2011-12 school year through the Regional Office of Education.
- 6:045 – New Score Board Update:** The morning of August 20, I met with 8-10 people and discussed the new football score board. We talked about what needed to be done. On August 30, 2011, the holes were dug for the beams to be placed in. On August 31, Ken Gibler, Jim Heinen, Dan DeMus & Chad Horstmeier prepared the holes for the cement pour. On September 1, the same group poured the cement in the holes and forms. The next work is to set the I-beams, and run electric from the board to the press box and attach the boards themselves. The hope is to have the project completed by the Homecoming Football game and have a dedication prior to the game. At this time, there are several volunteers helping and making this project work; Randy Rollie, Gary Houghton, Paul Heinen and Chad Gassman.
- 6:046 – Sunday Events:** **Motion/Action**
- Sunday, December 11, 2011, High School Band and Choir Concert.
 - Sunday, December 5, 2012 (Jazz Night Snow Date)
 - Sunday, Open Gyms beginning October 2, 2011. Allen Asche would like to have 5th and 6th grade boys and girls basketball practices in the large gym. This is our feeder league to the Junior High program and Sundays are the only days that seem to give the program an appropriate time. Randy Hunt will also hold open gyms for basketball to allow kids to come in and shoot some baskets and work on drills. Coaches are expected to supervise students and this is not limited to just basketball players in regards to open gyms. Any Durand athlete who is interested may come to participate.
 - Sunday, February 5, 2012 Pine Wood Derby – small gym
 - Sunday, May 23, 2012 – High School Graduation
- 6:047 – Athletic Uniform Policy to be Developed:**
- 6:05 Technology Report – Mrs. Winchel **Information Item****
- Completed imaging and setting up of new computer lab at Dolan Education Center
 - Completed installation of VNC through Kace 1000
 - New teacher training
 - Technology news and refresher for all staff
 - STI grade book training and setup for grades 3-12
 - Had technology help hours in computer lab during teacher institute
 - Closed 178 work tickets
 - Installed 2 network printers at Dolan Education Center and removed personal printers
 - Updating of Village of Volunteers Facebook Page
 - Configured STI for the start of the school year
 - Tested all workstations in the building to ensure minimal technology issues for the start of school
 - Migrated 3 servers into one main server
 - Sent 3 School Messenger messages
 - Accepted letter of resignation for Eddie Johnston as Webmaster
 - Website training

6:06 Nurses Report – Mrs. Meinert**Information Item**

There is no September report at this time.

6:07 Maintenance and Custodial Department – Mr. Gassman**Information Item****6:071- Update:**

- Prepared and poured concrete slab and set memorial bench on it for Ed Johnston memorial on September 10.
- Approximately 70% of the hallway lights are now on motion sensors.
- Set HVAC schedules for school hours
- Set school bells for holidays, etc.
- The east elementary exit doors are scheduled to be replaced this month.
- Opened doors on Saturday 8/27 for class reunion picture.
- Many last minute teacher requests were done to have rooms prepared for the school year.
- Assigned keys to new teachers.
- Provided HAZMAT and blood borne pathogen presentation to teachers.
- Obtained a building permit for football field light repairs and new scoreboard.
- Organized and met with JULIE to get underground lines located for the excavation for the new scoreboard
- Assisted with repairs done on lighting at football field to be paid by Athletic Association.
- Setup, layout lines and painted football field.
- Worked on budget report items with Mr. Damon.
- Summer projects are now completed.
- Worked with Angie Winchel on phone system training and setup for new teachers.
- 81 work tickets completed last month

6:08 Superintendent’s Report – Mr. Duffy**Information Item****6:081 – Enrollments:** (See attached information)**6:082 - Financial Recognition:** (See attached certificate)**Information Item****6:083 - Facebook:** (See attached update)**Information Item****VII. BOARD MEMBER REPORTS OR REQUESTS****7:01** - Board Communications – Mrs. Burdick**Information Item****7:02** - Board Meetings – President S. Kinney
Northwest Division Dinner Meeting**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 – Mrs. K. Kinney**FUTURE MEETINGS**

September 28, 2011 (Wed.)	6:00 p.m.	Special Board Meeting
October 1, 2011 (Sat.)	8:00 a.m.	School Board Workshop
October 3, 2011 (Mon.)	3:00 p.m.	Agenda Meeting
October 3, 2011(Mon.)	5:30 p.m.	Policy Meeting – If needed
October 6, 2011 (Thurs.)	5:30 p.m.	Board Coffee
October 11, 2011 (Tues.)	6:00 p.m.	Monthly School Board Meeting
October 13, 2011 (Thurs.)	6:00 p.m.	Northwest Division Meeting in Stockton, IL

VIII. OLD BUSINESS**8:01** Second Reading/Adoption**Motion/Action****1:10** School District Legal Status
1:30 School District Philosophy**1:20** District Organization, Operations and Cooperative Agreement
2:10 School District Governance

- 2:130 Board-Superintendent Relationship
- 3:30 Chain of command
- 3:70 Succession of Authority
- 5:125 Personal Technology and social media; Usage and Conduct
- 5:125-E Exhibit – Employee Receipt of Board Policy on Personal Technology and Social Media
- 5:170 Copyright
- 5:170-AP1 Administrative Procedure – Copyright Compliance
- 5:170-AP2 Administrative Procedure – Seeking Permission to Copy or Use Copyrighted Works
- 5:170-AP3 Administrative Procedure – Instructional Materials and Computer Programs Developed Within the Scope of Employment
- 5:170-E Exhibit – Request to Reprint or Adapt Material
- 6:120-AP4 Administrative Procedure – Care of Students with Diabetes
- 6:235-AP1 Administrative procedure – Acceptable Use of Electronic Networks
- 6:235-AP1, E1 Exhibit – Student Authorization for Electronic Network Access
- 6:235-AP1, E2 Exhibit – Staff Authorization for Electronic Network Access
- 6:235-E1 Exhibit – Keeping Yourself and Your Kids Safe On Social Networks
- 3:10 Goals and Objectives
- 3:30-E Exhibit – Organizational Chart for Administration
- 3:70-AP Administrative Procedure – Succession Plan

IX. NEW BUSINESS

- 9:01 – Approve 2010-2011 Itemized Salary Compensation Report – Mr. Duffy
- 9:02 – Approve Tuition Agreement for 2011-2012 – Mr. Damon
- 9:03 – Application for Recognition of School 2011-2012 – Mr. Duffy
- 9:04 – Permission for High School Wrestling Overnight Trip - Mr. Robertson
- 9:05 – Permission for FCCLA Leadership Training Conference – Mr. Robertson

Motion/Action/RC
Motion/Action/RC
Motion & Action
Motion/Action/RC
Motion/Action/RC

X. DISTRICT BUSINESS REPORT

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

Information Item

XI. 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. Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the District is a member. 5 ILCS 120/2(c)(16)
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)

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

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

XIII. ADJOURNMENT