

**DURAND COMMUNITY UNIT
SCHOOL DISTRICT #322
MINUTES**

TYPE OF MEETING: REGULAR

DATE OF MEETING: August 8, 2011

TIME OF MEETING: 6:00 PM

PLACE OF MEETING: BOARD ROOM

MEETING CALLED TO ORDER BY: SUE KINNEY, PRESIDENT

RECORDING SECRETARY: SUSAN GIBLER

MEMBERS PRESENT: SUE KINNEY
JEFF MCCOY
AMY BURDICK
KATE KINNEY
TOM SULLIVAN
BRAD FAULKNER

IN ATTENDANCE: Curt Stalheim, Mike Duffy, Jeff Pinker, Mark Parent, Bill Damon, Peter Robertson, Kurt Alberstett, Sue Syzmanski, Deb Walsh, Patty Meissen

CALL TO ORDER/ROLL CALL/PLEDGE

The regular meeting began at 6:00 p.m. The Pledge of Allegiance was recited. The meeting began with President Sue Kinney calling the meeting to order. Roll call: Tom Sullivan, here; Jeff McCoy, here; Amy Burdick, here; Brad Faulkner, here; Kate Kinney, here; and Sue Kinney, here.

PUBLIC COMMENTS TO AGENDA

There were no comments from the public.

TEACHER FEATURE

Mr. Alberstett stated this is the first year that Durand has had a Summer Reading Program. A team of teachers including Deb Walsh and Sue Syzmanski created this program at the end of the last school year. Mrs. Syzmanski informed the Board that there was a meeting last spring with a group of teachers and their focus was on cutting the reading loss during the summer months. That is how the Summer Reading Program began. They created an incentive program for all children entering first through sixth grade. Information packets were sent home. The children were asked to read for 15 minutes a day for 30 days. Mrs. Walsh stated that the library books were put in grade level buckets so it would assist the parents when selecting the books. During Summer School the students were allow to take AR tests to be accountable that they did read the book and those points also count during the upcoming school year. When they return to school the students who participated will have their names placed on an ice cream scoop and hung in the halls. They will also be

rewarded extra recess time and Subway tickets for the top readers. Mrs. Syzmanski and Mrs. Walsh will review the information presented by the students once school begins.

ADOPTION OF AGENDA

Motion made by Mr. Faulkner, second by Mr. Sullivan to adopt the agenda as presented. Voice vote all were in favor, the motion carried.

CONSENT AGENDA

Motion made by Mr. Faulkner, second by Mrs. Burdick to approve the consent agenda which included Board minutes from June 29, 2011 and July 9 and 27, 2011, abstract of bills, and approval of destruction of the February 2010 taped closed session. Roll Call: Tom Sullivan, aye; Jeff McCoy, aye; Kate Kinney, aye; Brad Faulkner, aye; Amy Burdick aye and Sue Kinney, aye. The majority were in favor, the motion carried.

ADMINISTRATIVE REPORTS

Dolan Education Center - Mark Parent

Dolan completed Extended School Year on July 14. The program went very well with a culmination of the summer's activities coming on the final two days. The July 13 open house was well attended by parents, family friends, and the media. The students showed off their projects with pride. On July 14 the students attended their auction using their earnings from the mock business (B&R Inc.) to support the concept of money management. On August 10 I will be attending a workshop on Bullying and Cyber Bullying in Bloomington. This was sponsored by Horace Mann & IPA.

Additional Comments: Mr. Parent thanked Mr. Stalheim for the coverage he provided on the Dolan Education Center activities. Mr. Faulkner asked about the upcoming attendance at Dolan. Mr. Parent stated currently the number is 29 however, that number always increases closer to the start of school.

Elementary School Principal – Kurt Alberstett

Summer School: Summer School concluded with an average daily attendance of 27 students reporting for reading and math classes. Twelve students had perfect attendance.

Schedules: Schedules were completed and emailed to staff. PE, music, art, computers, library, lunch and recess are scheduled for them.

Interviews: Interviews were completed for two aide positions available. They are for individual aides in the classroom with other duties consisting of lunchroom supervision and general assistance to students and teachers.

Registration: I attended registration on July 27 and 28. I met with families with special attention paid to new families and kindergarten families.

Co-Op Preschool: The Cooperative Preschool Summer School Program has started its second session. Preschool students from Durand, Pecatonica, and Rockton/Roscoe attend this program.

Supplies: Elementary supply orders were completed with many materials already here. 7) Elementary class lists were completed and posted.

Additional information.

Mr. Alberstett stated that summer reading loss has always been an issue and he is anxious to see the data on moving the summer school dates toward the middle of the summer. He also stated "Hope 4 Durand" group help to paint different areas in the school. He thanked everyone who was involved in this project and stated it looks very nice. He also thanked Mr. Gassman and the janitorial crew for the new playground equipment.

Junior High-High School Principal – Jeff Pinker

Meetings: I conducted ten parent meetings dealing with schedules, registration and athletic related issues. I attended an Athletic Association meeting. We are preparing for the upcoming golf outing fundraiser.

Students: I worked registration on 7/27 & 7/28 assisting with greeting parents and helped answer questions about the upcoming year. We seem to have had a very good turnout. I supervised junior high summer school and worked on the end of the year state reports. All students passed junior high summer school.

Events: I volunteered at the Fourth of July celebration. It brought a lot of business to the downtown area and was a very positive promotion for Durand.

Additional Comments

Mr. Pinker thanked everyone who was involved with registration. He felt it went very smooth. There are a number of new students to the Junior High and High School. He reported that Kendra Stone, the journalism teacher had put in for a scholarship to attend a journalism class in Reno for two weeks. She completed the Reynolds High School Journalism Institute training program for High School journalism advisors. She was one of 165 teachers selected for this program from a field of 443 candidates. It is Ms. Stone's goal to implement the instruction and organization methods she learned, with her staff this year for the Bulldog Beat and the Yearbook. Lastly, the State Bank of Davis recently held their old fashion day's carnival and the proceeds were given to local organizations. They presented Dakota and Durand High School with a check for \$1,500.00 to be used on projects community and school related.

Activity/Transportation Director – Peter Robertson

Registration: I attended school registration on July 27th and 28th, 2011. I was available to answer questions regarding activities and transportation. I registered the NUIC conference with the IHSA for the 2011-2012 "Do What's Right Program." This is a program through the IHSA that provides teams an opportunity from our conference whom advance to the state finals an opportunity to earn a sportsmanship award.

Meetings: I held a transportation meeting with all of the district drivers on August 02, 2011. We discussed the upcoming school year and assigned routes to each bus/van. We also had the representative from Midwest Transit speak with our drivers about the changes in our new buses. I held a rules meeting on the evening of July 21, 2011 for any families and athletes that required a rules meeting for activities.

Durand Open: I attended the Durand Open golf outing on July 16, 2011. I worked the longest drive hole and also sold raffle tickets at the auction. The event was well attended and the Athletic Association did a wonderful job once again. There were several meetings and lot of work done by many to make this outing a successful venture. Coaches Kinney and Hunt helped sell raffle tickets at the auction and Coach Hunt also worked a par three hole. Coach Guth worked the auction announcing and Chad Gasman cooked brats on the course. We also had coaches Robins, Hardy, Guth, Burdick, and Kinney golf in the outing to help support the cause.

Transportation: I completed the 2010-2011 transportation claims for the state and forwarded the report to Mr. Damon.

Additional Comments:

Mr. Robertson explained once registration was done all the transportation information is given to him and the drivers then disperse the routes. He will be meeting with the drivers tomorrow to review their complete routes. The drivers will give the new students a call. Mr. Robertson said the people who put the Durand Open in place years ago deserve the big thank you. That group of people provided the examples of how to work the Durand Open. He stated there are new people involved with this project and he is happy to see the new people becoming involved.

He informed the Board that the Mark Heinen scoreboard arrived last week. A meeting will be held on Saturday to work out the logistics of putting this scoreboard in place. They hope to have it done by August 26. Lastly, he said the Athletic Association has been very gracious and generous to pay for the project at the football field which consists of installing new wire from the main service on the north side of the football field to the south side. The cost of this project is \$8,000.00. Mr. Robertson stated this has been a tremendous amount of help to the District.

Technology Report – Mrs. Winchel

- Attended Tech Feast Technology Conference in Bloomington on July 20 and 21
- Imaged new computer at Dolan, installation and testing to begin this week
- Imaged all computers and upgraded to Windows 7 on with the exception of those running Pod software
- Testing all workstations
- Provisioning all computers to enable Kace 1000 “help desk program
- Exited all students through IWAS
- Sent discipline, early childhood outcomes, and pre-k follow up reports to ISBE
- Completed course assignment report for IWAS
- Participated in registration
- Promoted students and closed 2010/2011 school year through STI
- Completed setup of JH computer lab
- Re-distributed computers throughout building
- Updating faculty computers
- Continuing to learn and implement the Kbox equipment
- Updating of Village of Volunteers Facebook page

Mr. Duffy stated Facebook appears to be going very well. The first week there were 93 hits and 13 replies. Mr. Alberstett, Mr. Pinker and Mr. Robertson will now be placing information on that site such as upcoming events. Mrs. Burdick asked what the Village is contributing at this time. Mr. Duffy said at this time nothing only information items.

Nurses Report – Mrs. Meinert

No report for this month.

Maintenance and Custodial Department – Mr. Gassman

Summer Projects:

- Looking to remove old playground equipment and add new this summer- **In progress**
- Began floor waxing - **90% Complete**
- Installing new refrigerated drinking fountains in upper and lower elementary – **Completed**
- Painting many classrooms – **Completed**
- Painting small gym and cafeteria - **In progress**
- Replacing small gym and weight room doors-old ones are rusty- **Completed**
- Installing shades in cafeteria on south wall windows – **Completed**
- Sealing blacktop on southwest and playground areas - **Completed**
- Putting in new horse shoe pits – **Completed**
- Repairing home base area at baseball field-collects water right now- **Completed**
- Adding two new cameras to building and upgrading DVR for cameras – **Completed**
- Updating classroom furniture – **Completed**
- Repair northwest entrance blacktop on north parking lot – **Completed**
- Installing wireless motion sensors for lighting in hallways which will be much more cost effective than hard wire - **In progress**
- HVAC has been set for summer hours – **In progress**
- Working with contractors on summer projects – **In progress**
- East exit doors replacement - **In progress-late Aug.**

- Gym Floor re-finished and next year to be repainted – **Completed**
- All full-time employees now have uniforms – **Completed**
- Chad Gassman & Dave Babler received HVAC training from Mechanical at no cost – **Completed**
- Utility report attached

We recently had volunteers from Hope 4 Durand paint the upper elementary, front bathrooms north/south hall bathrooms and the north/south hallway. Mr. Duffy stated everything is going very well for the maintenance department. He added that he is very impressed with the water bottle fillers in the drinking fountains.

Superintendent’s Report – Mr. Duffy

Enrollments: If all of the students re-enroll from last year and with the new students added, we should be up by 14 students.

School District Waiver Status: The first waiver is for reimbursement of Drivers Ed. If we want to increase the portion that the student is responsible for, I will need a motion to rewrite the Drivers Ed. waiver and submit it soon. With a motion to increase the student’s portion, I will rewrite the waiver and submit it to Springfield. If you wish, instead of charging \$120.00 for behind the wheel, you can access up to \$250.00. The board can change that without rewriting the waiver. There was no discussion at this time. This topic will be re-addressed next March, 2012.

Early Childhood Grant Blocked: We did not receive the Early Childhood grant. This means that we are paying the entire cost of the Early Childhood program which is between \$70,000 – \$90,000, dependent on the number of para-professionals that are necessary.

Energy Efficiency Grant Award: We did not receive the Energy Efficiency Grant. We will be considered in the next round. In the meantime we will continue to fix our HVAC equipment as we need to when some part fails to work. Mr. Damon said round two for this grant will be available this fall.

IASA Alliance: I have included a report from Sara Boucek, attorney for IASA, reviewing the recent legislation that will impact both the RIF’s option and the tenure process. Both of these may become extremely important to District management.

CareerTEC Meeting Minutes: The CareerTec meeting minutes from July 7, 2011 are attached with the agenda. Mr. Duffy added that he had met with CareerTec this afternoon and learned that the majority of the money came in. He stated it was a very positive meeting.

BOARD MEMBER REPORTS OR REQUESTS

Board Communications – Mrs. Burdick

Mrs. Burdick read a thank you from Lavonne Fehr for her gift of being a 10-year employee.

Board Meetings – President S. Kinney

President Kinney asked the Board to check their emails daily with the start of the school year.

President Kinney reminded the Board that they may serve breakfast on Friday, August 19 and to let Sue Gibler know.

The Board workshop scheduled for October has been confirmed. The workshop will be five hours long and will begin at 8:00 a.m.

Lastly, the date for the Ed Johnston memorial is scheduled for Saturday, September 10 at 1:00 p.m.

FUTURE MEETINGS

September 6, 2011	3:00 p.m.	Agenda Meeting
September 6, 2011	5:30 p.m.	Policy Meeting – If needed
September 8, 2011	5:30 p.m.	Board Coffee
September 12, 2011	6:00 p.m.	Monthly School Board Meeting

Finance and Budget – President Kinney

No report at this time.

Career Technology Co-Op – Mrs. K. Kinney

A meeting is scheduled for tomorrow evening which will be reported next month.

Special Education - Mr. Sullivan

Curriculum/Technology – Mrs. Burdick

Policy - Mr. Sullivan .

Nutritional Task Force – Mr. Sullivan

School Handbooks – K. Kinney

Mrs. Kinney shared information regarding a report dealing with brown bagged lunches having a high amount of bacteria in them due to improper chilling of the meal.

OLD BUSINESS

No old business at this time.

NEW BUSINESS

1. New/Revised Policies:

- 1:10 School District Legal Status
- 1:20 District Organization, Operations and Cooperative Agreement
- 1:30 School District Philosophy
- 2:10 School District Governance
- 2:130 Board-Superintendent Relationship
- 3:10 Goals and Objectives
- 3:30 Chain of command
- 3:30-E Exhibit – Organizational Chart for Administration
- 3:70 Succession of Authority
- 3:70-AP Administrative Procedure – Succession Plan
- 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-E4 Exhibit – Keeping Yourself and Your Kids Safe On Social Networks

Mr. Sullivan stated most of the policies sent this month is due to the five-year review where editing is done due to new laws. A new policy is the care of student's with diabetes. A website is provided and would like to see this placed on our website.

In addition are the new laws associated with mandatory Board trainings. Mr. Sullivan feels that the Durand Board of Education continues to expand their knowledge by attending the conference on a yearly basis. The succession of authority was completed showing who would be in charge when an administrator is out of the building. Lastly, it was decided to have just one policy manual available in the District office and keeping that manual and the policy book on-line updated.

2. Resolution for Hazardous Route Designations – Mr. Robertson

Mr. Robertson reported that each year the hazardous routes must be approved. The new rule regarding this resolution is that the District Board of Education must approve it and it remains on file in the District's office. Mr. Robertson read the resolution to the School Board. Motion made by Mrs. Burdick, second by Mr. Sullivan to accept and approve the Hazardous Route Designations on file. Voice vote all were in favor, the motion carried.

DISTRICT BUSINESS REPORT

Fund Balance Report and Treasurer's report – Mr. Damon

Mr. Damon provided the treasurer's report for two months. All of the funds came in below budgeted revenues and expenditure levels except for the Site and Construction fund. There are detailed explanations of the expense variances found on Expenditure Summary by Fund report. The most significant detailed explanations of the revenue variances was the early tax collections which were significantly less than they were a year ago. Mr. Damon stated that is most likely a sign of the economic times. We had larger tax collections in July than we did a year ago so it would appear those were the late payments from June. Another note is that there were four funds that ran deficits last year. That was expected to happen in the tort fund and the site and construction fund. However, in the transportation and debt service fund we ran unexpected deficits there and that was again due to the reduction in early tax revenues. He also ran a subtotal of the operational funds and collectively we were under our expense and revenue budgets and improved our fund balance by a total of \$265,000 in those particular funds. He added that based on that he would expect the District to receive a financial recognition status again.

For the June reports he also included information on the investments to satisfy school board requirements. Mr. Damon stated the investment program over the last 12 year has generated 2.1 million dollars in total earnings. The analysis of the late State of Illinois payments shows that by June 30, 2011 the State still owed \$260,000 and are still six months behind.

In the July reports he stated expenses were high for this month as there were three payrolls. In addition there was a high expenditure in transportation of \$101,000 for the annual lease on our buses. There was another \$468,000 collected in property taxes and as stated above this is again more than in past but he believes once again it is from the shortage in June. There was an additional amount from the State of \$92,000.00 and most of that money was for the FY-11 mandated categoricals for the third quarter. He also purchased three new CD's on July 1, 2011 and he is doubling the amount of CD's that he has had in the past due to new banking restrictions which only allows one CD draw per month. In the past we only had two CD's, however, that forced us to make larger withdrawals. He is currently working the FY-12 budget. He also added that we have Siepert and Company scheduled for next week and the ISBE auditors stated they will be in to audit some of the grants and claims from FY-09.

EXECUTIVE SESSION

Motion made by Mr. Sullivan, second by Mr. Faulkner, at 6:55 p.m. to enter into executive session at 7:10 p.m for:

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)

Roll call vote: Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; Jeff McCoy, aye; Tom Sullivan aye; and Sue Kinney, aye. All were in favor the motion carried.

The regular meeting adjourned at 6:55 p.m.

**ACTION ITEMS/PERSONNEL AND SITES/HIRING AND CONTRACT
ISSUANCE/DIRECTIVES**

1. Motion made by Mr. Sullivan, second by Mrs. Kinney to hire the following slate of candidates: Roll call vote: Kate Kinney, aye; Amy Burdick, aye; Jeff McCoy, aye; Tom Sullivan, aye; Brad Faulkner, aye; and Sue Kinney, aye. All were in favor the motion carried.

HS Asst. Wrestling Coach 2011/12	Phil Hoffman	C/0	TBD
Boys 7 th Grade BB Coach	Chad Gassman	D/0	TBD
HS Asst. Softball Coach	Rixie Cornell	C/1	TBD
Dolan Ed. Ctr. Instructional Aide	Michelle Muhich		\$ 8.75
Dolan Ed. Ctr. Instructional Aide	Mary Bonavia		\$ 9.25
Elementary Instructional Aide	Michelle Myers		\$ 9.00
Elementary Instructional Aide	Shannon Fisher		\$ 9.00
Full Time Bus Driver	Martin Dunaway		\$ 26.41
Sub Coordinator/In-school Suspen.	Karen Nielsen		\$ 9.00

Co-op Work Program	Cindy Good	TBD
Guidance, Extended	Marilyn Stinnett	TBD
Lunch Supervision (Dolan)	Karen Swanson	TBD
Extended Contract (Dolan)	Marilyn Stinnett	TBD
Academic Bowl – Co	Bonnie Asay	TBD
Academic Bowl – Co	Ryan Bland	TBD
Accelerated Reader	Jamie Horstmeier	TBD
Accompanist, Elementary	Lisa Miller	TBD
Accompanist, HS	Lisa Miller	TBD
Accompanist, JH	Cheryl Kolb	TBD
Accompanist Singsation	Cheryl Kolb	TBD
Art Club	Deb Webb	TBD
Chess Club	Dermot Dolan	TBD
Class Advisor, Freshman	John Schwab	TBD
Class Advisor, Freshman	Bill Shepard	TBD
Class Advisor, Junior	Rixie Cornell	TBD
Class Advisor, Junior	Taylor Williams	TBD
Class Advisor, Senior	Bonnie Asay	TBD
Class Advisor, Senior	Kendra Stone	TBD
Class Advisor, Sophomore	Kim Toelke	TBD
Class Advisor, Sophomore	Tim Schmidt	TBD

Conditioning	Dermot Dolan	TBD
Drama	OPEN	TBD
Drama, Asst. JH/H	OPEN	TBD
Drama, JH	OPEN	TBD
Elementary Music	Anna Smith	TBD
Environmental Club	Lisa Franke	TBD
FCCLA	Taylor Williams	TBD
Gifted Program	Caryn Tannehill	TBD
Gifted Program	Patty Meissen	TBD
Head Bus Driver	Dave Meissen	TBD
History Club	Ruth Stoll	TBD
Mentor Co-Chair	Gwen Babler	TBD
Mentor	Gwen Babler	TBD
Mentor	Dermot Dolan	TBD
Mentor	Lisa Franke	TBD
Mentor	John Schwab	TBD
Mentor	Krista Searls	TBD
Mentor Co-Chair	Krista Searls	TBD
Newspaper	Kendra Stone	TBD
NHS	Teri Cox	TBD
Science Olympiad	Teri Cox	TBD
Science Olympiad	Lisa Franke	TBD
Science Olympiad JH	Dermot Dolan	TBD
Singsation Asst.	OPEN	TBD
Spanish Club	OPEN	TBD
Student Council HS	Teri Cox	TBD
Student Council JH	Taniya Bland	TBD
Tech. Sound/Lighting	Miranda Hamand	TBD
WYSE	Teri Cox	TBD
Yearbook ½	Cindy Good	TBD
Yearbook ½	Kendra Stone	TBD
Young Authors	Dawn Hart	TBD
		TBD

2. Motion made by Mr. Sullivan, second by Mr. McCoy to approve the review of the Executive Session Minutes from July 29 and July 27, 2011. Voice vote all were in favor, the motion carried.

ADJOURNMENT

Motion made by Mr. Faulkner, second by Mr. McCoy to adjourn the meeting. The meeting adjourned at 8:00 p.m.

Dated: August 8, 2011

Sue Kinney
President

Amy Burdick
Secretary