

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

TYPE OF MEETING: REGULAR

DATE OF MEETING: FEBRUARY 8, 2010

TIME OF MEETING: 7:00 P.M.

PLACE OF MEETING: BOARD ROOM

MEETING CALLED TO ORDER BY: ED JOHNSTON, PRESIDENT

RECORDING SECRETARY: SUSAN GIBLER

MEMBERS PRESENT: ED JOHNSTON  
KATE KINNEY  
BRAD FAULKNER  
DON FUNFSINN  
AMY BURDICK  
ED SLOCUM  
TOM SULLIVAN

IN ATTENDANCE: Patty Meissen, , Curt Stalheim, Karen Flanagan, Debra Hamilton, Sharon Wegler, Kurt Alberstett, Mark Parent, Bill Damon, Todd Glade, Peter Robertson, Doug DeSchepper, Renee DeMus, Melody Holt, Judy Stauffer, Bill Stauffer, Adrienne Lewis, Dennis Loofbourrow, Darrell Lake

**CALL TO ORDER/ROLL CALL/PLEDGE**

The regular meeting began at 7:00 p.m. The Pledge of Allegiance was recited. The meeting began with President Ed Johnston calling the meeting to order. Roll call: Ed Slocum, here, Tom Sullivan, here, Amy Burdick, here, Don Funfsinn, here, Brad Faulkner, here, Kate Kinney, here and Ed Johnston, here.

Mr. Bill Stauffer retired after 14 years of service with the Durand School District. On behalf of the School Board of Education, Mr. Johnston presented a plaque to Mr. Stauffer and thanked him for all of his years of service and congratulated him on his retirement. Mr. Stauffer stated he will miss the interaction with the students the most.

**PUBLIC COMMENTS TO AGENDA**

There were no public comments to the agenda.

## **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 was carried.

## **CONSENT AGENDA**

Motion by Mr. Faulkner, second by Mrs. Kinney to approve the consent agenda, which included Board minutes, nurse's report, abstract of bills, and approval of destruction of August 2008 taped closed session. Roll Call: Tom Sullivan, aye; Ed Slocum, aye; Don Funfsinn, aye; Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; and Ed Johnston, aye. All were in favor. Motion carried.

## **ADMINISTRATIVE REPORTS**

### **Superintendent's Report-Dr. Douglas DeSchepper**

Dr. DeSchepper's report was included in the Board packet. He noted that there was a summary schedule included indicating when the administration is doing hallway and classroom visits. Lastly he reported with early graduation we are down 5 students in the High School, down 3 students in the Junior High and 2 in the Elementary, however, we are up 3 students at Dolan with a total enrollment of 692.

### **Dolan Education Center - Mark Parent**

Mr. Parent's report was included in the Board packet. No further information was added.

### **Elementary Principal – Kurt Alberstett**

Mr. Alberstett's report was included in the Board packet.

### **Junior High-High School Principal – Jeff Pinker**

Mr. Pinker's report was included in the Board packet. Ashlee Reuter signed her letter of intent to play volleyball at Mt. Olive College in North Carolina. There have been exciting girls' basketball games in the past week. There was a financial aid night presented by Rock Valley College which was well attended. There was a good speaker from the Illinois Attorney General's Office on February 5th who spoke to the entire school regarding internet safety. This covers one of the mandated units of study required by State Board of Education. He stated there was a wonderful assembly presented by Mr. Robertson honoring Mr. Curt MacDougall for his 50 years of service as a bus driver. The High School boys wrestling had a good show this past weekend at the Harvard Regional. Max Rude and Zack Houghton are moving on to sectionals at Byron. Tanner Sandall finished fourth and will move on as an alternate. Mr. Pinker stated he is in the process of scheduling classes for next year. Lastly the PSAE and ACT prep classes started this evening and the Spanish tutorials are continuing on Tuesday and Thursdays from 6:00 – 8:00 p.m.

### **Activity/Transportation Director – Peter Robertson**

Mr. Robertson's report was included in the Board packet. Mr. Robertson stated on the January 23<sup>rd</sup> Durand hosted the Scholastic Bowl Conference Meet. He stated the students had worked very hard to prepare for this day. There were a lot of compliments given from other schools regarding our school, the art work in the cafeteria and very positive comments regarding the cleanliness of our classrooms. Lastly, Mr. Robertson commented on the 50 years of service from Mr. Curt MacDougall. He was very happy with the way the press covered the story. Mr. Robertson stated it was a "nice day for a nice man". Mr. Sullivan stated the program Mr. Robertson put together for Mr. MacDougall was very well done and it was obvious Mr. Robertson did a great deal of work in preparation for the ceremony. Mr. Johnston added the booklet that was prepared was very nice.

Mr. Robertson also thanked Mrs. Sue Waldschmidt for making certain all the flowers are available for the students for their senior nights.

### **Dean of Students – Todd Glade**

Mr. Glade's report was included in the Board packet. The students have been given the NAEP testing this past week. He stated the test administrators were very complimentary of our staff and students. They were impressed by how polite and cooperative the students were during the testing process. Lastly Mr. Glade stated that the next Handbook Meeting for the Junior High and High School will be held on Thursday 2/11/10 at 3:30 in the Board room.

## **OLD BUSINESS**

### **1. Second Policy Reading – Mr. Sullivan**

Policy 2<sup>nd</sup> Readings – Mr. Sullivan

4:120, Food Services

4:120-AP, Administrative Procedure – Food Services

4:130, Free and Reduced – Price food Services

4:150, Facility Management and Building Programs

4:160, Environmental Quality of Buildings and Grounds

4:160-AP, Administrative Procedure, Environmental Quality of Buildings and Grounds

6:20, School Year Calendar and Day

6:50, School Wellness

8:70, Accommodating Individuals with Disabilities

2:200, Types of School Board Meetings

2:250, Access to District Public Records

2:250-AP1, Administrative Procedure – Access to and Copying of District Public Records

2:250-E1, Exhibit – Written Request for District Records

2:250-E2, - ~~Exhibit Response to Request for District Record Inspection~~

**DELETED**

2:250-E3, - ~~Exhibit, Inspection Report for District Records~~ **DELETED**

2:250-Ed, Exhibit – Immediately Available District Public Records – **NEW**

4:110, Transportation  
4:110-AP2, Administrative Procedure ~~Post Trip Inspection and Bus Driving~~  
~~Comments~~  
Pre-Trip and Post-trip Inspection: Bus Driving Comments  
5:10, Equal Employment Opportunity and Minority Recruitment  
6:60, Curriculum Content  
6:60-AP Administrative Procedure – Comprehensive Health Education Program  
7:10, Equal Education Opportunities  
7:20, Harassment of Students Prohibited  
7:180, Preventing bullying, Intimidation, and Harassment  
3:30-AP, Durand CUSD #322 Organizational Chart  
4:60, Purchases and Contracts  
4:60-AP1, Administrative Procedure – Purchases

Mr. Sullivan reported there have been no comments or questions brought forward regarding the above policy additions/changes. Mr. Sullivan made the motion and Mr. Slocum seconded it to waive the reading and approve the above policies as presented. Roll call vote: Tom Sullivan, aye; Don Funfsinn, aye; Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; Ed Slocum, aye; and Ed Johnston, aye. All were in favor. The motion was carried.

## **2. Approval of School Improvement Plans – Dr. DeSchepper**

Dr. DeSchepper stated he is asking that the School Improvement Plans be approved. There have been no comments since the plans were first presented. These plans are for the District, Elementary, Junior High and High School. These plans will be available on the website. Motion made by Mr. Sullivan, second by Mr. Faulkner to approve the School Improvement Plan as presented. Voice vote. All were in favor. The motion was carried.

## **3. Approval of Bus Lease – Bill Damon**

Mr. Damon stated last month we highlighted lease options for next year's bus fleet. One option was from Midwest Transit Equipment, which is our current supplier for our International buses; 10 buses at a cost of \$123,502. We also received a second bid from Central States Bus Sales for 10 Bluebird buses for \$207,238. Mr. Damon recommended we approve the quote from Midwest Transit Equipment. The company does require that the District act on this prior to March 1, 2010 because the financing is only locked in until that date. Motion made by Mrs. Burdick, second by Mr. Sullivan to approve leasing the District buses from Midwest Transit Equipment for a cost of \$123,502. Roll call vote: Don Funfsinn, aye; Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; Ed Slocum, aye; Tom Sullivan, aye; and Ed Johnston, aye. All were in favor. The motion was carried.

## **NEW BUSINESS**

### **1. Post Prom Donation and Ins. Coverage – Mr. Pinker**

Mrs. Melody Holt and Mrs. Renee' DeMus were present to represent the Post Prom Committee. Mrs. Holt stated the Post Prom will be held at the Freeport "Y". She stated the students will be held to the same rules they have when they are in school. The students are to arrive before 11:00 p.m. and if they are scheduled to be there and are not, parents

are notified. The students are not released until 6:00 a.m. Motion made by Mr. Faulkner, second by Mr. Sullivan to approve the insurance waiver and give the Post Prom Committee \$325.00. Roll call vote: Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; Ed Slocum, aye; Tom Sullivan, aye; Don Funfsinn, aye; and Ed Johnston, aye. All were in favor. The motion was carried.

## **2. First Policy Reading – Mr. Sullivan**

4:170-AP1 – Operational Services

7:190 – Student Discipline

Mr. Sullivan stated the changes in the above policies were in response to the R.O.E. technology visit which was completed last week. There was a sentence which needed to be added to the two policies stating the Building Principal will also file a report to the Illinois State Board of Education through the Student Incident Reporting System (SIRS).

## **3. Approval of Bid for Floor Scrubbers – Dennis Loofbourrow**

Mr. Loofbourrow stated the District had requested bids to purchase a floor scrubber. He stated he had received four bids; however, two did not meet the specifications. His recommendation is to accept the lower of the two bids, which did meet the expectations, from AmSan for the Advance X2805D Rider auto scrubber for \$13,700.00. Motion made by Mr. Sullivan and seconded by Mr. Funfsinn to approve the #4 bid from AmSan for \$13,700.00. Roll call vote: Kate Kinney, aye; Amy Burdick, aye; Ed Slocum, aye; Tom Sullivan, aye; Brad Faulkner, aye; Don Funfsinn, aye; and Ed Johnston, aye. All were in favor. The motion was carried.

## **4. Approval of Bid for Roof - Dennis Loofbourrow**

Mr. Loofbourrow said the District had accepted bids for the roof repair. There were seven companies that responded with HC Anderson Roofing Company being the lowest bid. There was an initial concern over the amount that they were below everyone else so the architect did contact the company to review the specifications and ensure there was not anything overlooked. Mr. Loofbourrow received a letter today from the architect stating everything was fine. Mr. Loofbourrow said it was the architect's recommendation to approve HC Anderson Roofing for repair of the roof with a base bid of \$39,835.00. He stated the work will begin June 7 2010 and it has been specified that it be completed by July 30, 2010. Motion made by Mr. Sullivan, second by Mrs. Kinney to approve the bid from HC Anderson Roofing for the roof repair. Roll call vote: Amy Burdick, aye; Ed Slocum, aye; Tom Sullivan, aye; Kate Kinney, aye; Don Funfsinn, aye; Brad Faulkner, aye; and Ed Johnston, aye. All were in favor. The motion was carried.

## **5. Annual Report on Utilities and Future Projects – Dennis Loofbourrow**

Mr. Loofbourrow reviewed with the Board the utilities usage over the past year, (see attached handout). He said in the near future he would like to have some discussions with Administration regarding ideas for saving energy by shutting down computers, shutting off lights, etc. The gas data reflects a \$4,000.00 savings and if that continues it would give a three year payback on the new boiler control that was installed in the summer of 2008.

Mr. Loofbourrow asked both Mr. Wirtjes and Mr. Gassman to provide summer manpower statistics and what their needs are. This information is also provided in the handout.

A project list was provided so that the Board is able to prioritize the needs (see attached handout). He briefly reviewed the list with the Board members. He said the bottom three items will most likely be eliminated as they have been on the list for many years. He said repairing the doorway in room 221-223 is something that can be done in-house as well as the Board room reconfiguration. He stated the storage garage across the street is beginning to lean. It is currently used as storage for the driver's education car and also where the mowing equipment is stored. He stated since the siding on that building is asbestos, an abatement project would be required. He also stated he would like to either add onto the storage shed or build another separate building behind the school to replace the garage to make room for the Driver's Education car and the mowers. He also stated this may provide an office space for Mr. Gassman and himself so that the trailer could be removed. He is also looking at installing ceramic tile in the East and West entrances which would not require any type of finishing so that those areas of the building would never need to be shut down for waxing which would save money in the long run. He had a meeting today with a gentleman regarding locks and keys. This project had been mentioned at an earlier meeting. There was a quote of \$180,000 to do every door in the building. He stated there are grants to be able to do this and he added this would not be done unless the District qualified for a grant. There are approximately 80 classrooms as well as closets. He said with grants and discounts he would think he could get this project done for half of that cost. His recommendation is to do a test on 6 doors and see how this project would work. He did add that our Elementary building is currently not up to ADA code. He said all of the doors currently have deadbolts and that is against code. The way the doors are built we cannot change out the lock system, a new doorway would be needed, however, that would fall under the ADA grant. Mr. Johnston asked with this new electronic system, would it allow the school to be able to track when a door has been accessed. Mr. Loofbourrow said yes it would do that. He is currently looking at one which has a wireless system that would tie everything with a web-based system. Overall, his plan is to test a couple of doors to see how it would work and then do the investigation on grants. The old system to rekey and re-core would be \$12,000.00 however, he felt it would be beneficial to invest in the new technology.

Classroom computer set-ups – Mr. Loofbourrow stated he would like to see that every classroom has two tables that would be similar to what we have in the computer labs. The goal is to have five computers in every classroom, one computer for the teacher, one computer that is a student computer which then runs the pods. He would like to have a standardized set-up for every classroom with the main goal of having the computers set-up close to the electrical outlets and network areas.

He stated the mats in the gymnasium are torn and he would like to replace those as well as recovering the pipe insulation. The fittings and elbow do have asbestos so they would only be wrapped and not replaced. Mr. Slocum thought there were no other areas with asbestos. Mr. Loofbourrow said the only areas left are the joint elbows, pipe elbows and the siding in the garage across from the school. The rule says we can remove three square feet in house for purposes of the code. One elbow equals one square foot. If we go beyond that it would then be an abatement project. Mrs. Kinney asked if there would be any money through the "Homeland Security grants". Mr. Loofbourrow said that may be possible, but Mr. Damon would be able to explain that better. Mr. Loofbourrow did say perhaps these projects could be done in sections.

Five Year Plan – Mr. Loofbourrow provided a handout showing the five year plan (see attached). He stated the Elementary rooftop units are beyond their current life expectancy and need to be repaired now. He did state until they start showing signs of repair he will not replace them. They are currently in acceptable working position. The unit ventilators in room 310, and the fan coil on the west HS entrance are also beyond their life expectancy. Two of the three water heaters are near their life expectancy. He stated he is keeping an eye on the phone and voice mail system as that technology is changing every day. The access system and security cameras are in acceptable condition but these items are put in the planning stage because that is another area that changes rapidly. The 2951 roof is the section that is to be replaced this summer. He also noted that Mr. Gassman has begun to inventory his equipment and follow this same format.

## **6. Seniority List**

Dr. DeSchepper stated the seniority list was sent to all teachers and certified staff. They are to report any changes to Mrs. Laurel Buss.

## **7. Resolution to Begin the Budgeting Process**

Motion made by Mr. Sullivan, second by Mrs. Burdick to approve waiving the reading of the resolution and to approve it as presented. Voice vote. All were in favor. The motion was carried.

## **FINANCIAL REPORTS**

Mr. Damon provided the monthly fund balance report and the treasurer's report.

## **CORRESPONDENCE AND COMMUNICATIONS**

Mrs. Burdick reminded the Board about the IASB Spring Dinner Meeting on Thursday March 4, 2010.

## **FUTURE MEETINGS**

February 18, 2010	6:30 p.m.	Finance and C.O.W.
March 2, 2010	8:00 a.m.	Agenda Meeting
March 2, 2010	6:00 p.m.	Policy Meeting
March 8, 2010	7:00 p.m.	Monthly Board Meeting
March 29 – April 5		Spring Break
February 10, 2010	5:30 – 8:00	IBB Meeting
February 24, 2010	5:30 – 8:00	IBB Meeting
March 10, 2010	5:30 – 8:00	IBB Meeting
March 13, 2010	9:00 – 3:00	IBB Meeting
March 17, 2010	5:30 – 8:00	IBB Meeting

## **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.
2. Litigation, when an action against, affecting or on behalf of the particular district has been filed and is pending before a court or administrative tribunal, or when the district finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes.
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. Student Discipline

Motion made by Mrs. Burdick, second by Mr. Sullivan at 7:52 to enter into executive session at 8:00 p.m. Roll call vote: Ed Slocum, aye; Tom Sullivan, aye; Amy Burdick, aye; Don Funfsinn, aye; Brad Faulkner, aye; Kate Kinney, aye; and Ed Johnston, aye. All were in favor. The motion was carried.

The Board recessed to Open Session at 9:50 p.m.

## **Action Items/Personnel and Sites**

1. Motion made by Mr. Sullivan, second by Mrs. Burdick
  - a. To accept the resignation from Dr. DeSchepper effective June 30, 2010;
  - b. To accept the retirement of Mr. Bill Stauffer;
  - b. To approve the termination of Mike Knapton;Voice vote. All were in favor. The motion was carried.
  
2. Motion made by Mr. Sullivan, second by Mrs. Burdick to approve the following slate of candidates:

<b>Position</b>	<b>Candidate</b>	<b>Scale</b>	<b>Salary</b>
Dolan Special Ed	Josh Hopkins	M-A-O	\$37,894.00
4 <sup>th</sup> Grade Aide	Jessica K. Luy		\$8.75 per hour
1 <sup>st</sup> Grade Individual Aide	Mindy Mowen		\$9.50 per hour
Full-time Custodian	Joe Krepfle		\$9.00 per hour
Part-Time Seasonal Custodian	Brian Metcalf		\$8.00 per hour

3. Motion made by Mr. Sullivan, second by Mr. Faulkner to approve the executive minutes from January 11, 2010 as reviewed. Voice vote. All were in favor. The motion was carried.

Motion made by Mrs. Kinney, second by Mr. Funfsinn to enter back into executive session at 9:53.

The Board returned to Open Session at 10:10 p.m.

### **ADJOURNMENT**

Motion made by Mrs. Kinney, second by Mr. Funfsinn to adjourn the meeting at 10:10 p.m. Voice vote. All were in favor.

Dated: February 8, 2010

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Ed Johnston  
President

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Amy Burdick  
Secretary

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

TYPE OF MEETING: SPECIAL MEETING

DATE OF MEETING: FEBRUARY 23, 2010

TIME OF MEETING: 6:49 P.M.

PLACE OF MEETING: BOARD ROOM

MEETING CALLED TO ORDER BY: ED JOHNSTON, PRESIDENT

RECORDING SECRETARY: ED JOHNSTON

MEMBERS PRESENT: ED JOHNSTON  
KATE KINNEY  
BRAD FAULKNER  
TOM SULLIVAN  
DON FUNFSINN  
IN ATTENDANCE: Doug DeSchepper

**CALL TO ORDER/ROLL CALL/PLEDGE**

The special meeting began at 6:45 P.M. The Pledge of Allegiance was recited. The meeting began with President Ed Johnston calling the meeting to order. Roll call: Brad Faulkner, here; Kate Kinney, here; Tom Sullivan, Don Funfsinn, here; and Ed Johnston, here.

**PUBLIC COMMENTS TO AGENDA**

There were no public comments to the agenda.

**ADOPTION OF AGENDA**

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

Motion made by Mr. Faulkner, second by Mrs. Sullivan to adjourn the regular meeting and move to Executive Session at 6:50 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.
2. Litigation, when an action against, affecting or on behalf of the particular district has been filed and is pending before a court or administrative tribunal, or when the district finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes.
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).

Roll Call vote: Ed Johnston, aye; Tom Sullivan, aye; Brad Faulkner, aye; Don Funfsinn, aye; and Kate Kinney, aye. All were in favor. Motion was carried.

The Board returned to open session at 7:05 p.m.

### **ACTION ITEMS**

There were no action items taken.

### **ADJOURNMENT**

Motion made by Mr. Sullivan, second by Mr. Faulkner to adjourn the meeting. All were in favor. Motion was carried. The meeting was adjourned at 7:05 p.m.

Dated: February 23, 2010

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Ed Johnston  
President

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Amy Burdick  
Secretary

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

TYPE OF MEETING: SPECIAL MEETING

DATE OF MEETING: FEBRUARY 23, 2010

TIME OF MEETING: 5:30 P.M.

PLACE OF MEETING: BOARD ROOM

MEETING CALLED TO ORDER BY: ED JOHNSTON, PRESIDENT

RECORDING SECRETARY: ED JOHNSTON

MEMBERS PRESENT: ED JOHNSTON  
KATE KINNEY  
BRAD FAULKNER  
TOM SULLIVAN  
DON FUNFSINN  
IN ATTENDANCE: Doug DeSchepper, Jeff  
Pinker, and Todd Glade

**CALL TO ORDER/ROLL CALL/PLEDGE**

The special meeting began at 5:30 P.M. The Pledge of Allegiance was recited. The meeting began with President Ed Johnston calling the meeting to order. Roll call: Brad Faulkner, here; Kate Kinney, here; Tom Sullivan, Don Funfsinn, here; and Ed Johnston, here.

**PUBLIC COMMENTS TO AGENDA**

There were no public comments to the agenda.

**ADOPTION OF AGENDA**

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

Motion made by Mr. Sullivan, second by Mrs. Kinney to adjourn the regular meeting and move to Executive Session at 5:32 p.m. for an expulsion hearing. Roll Call vote: Ed Johnston, aye; Tom Sullivan, aye; Brad Faulkner, aye; Don Funfsinn, aye; and Kate Kinney, aye. All were in favor. Motion was carried.

The Board returned to open session at 5:45 p.m.

**ACTION ITEMS**

Motion made by Mr. Sullivan, second by Mrs. Kinney to issue an expulsion order for Student #60700 for a length of two years. Roll call vote: Ed Johnston, aye; Tom Sullivan, aye; Brad Faulkner, aye; Don Funfsinn, aye; and Kate Kinney, aye. All were in favor. The motion was carried.

## **ADJOURNMENT**

Motion made by Mr. Faulkner, second by Mr. Sullivan to adjourn the meeting. All were in favor. Motion was carried. The meeting was adjourned at 5:50 p.m.

Dated: 02/23/2010

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Ed Johnston  
President

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Amy Burdick  
Secretary