

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

TYPE OF MEETING: REGULAR
DATE OF MEETING: JANUARY 10, 2011
TIME OF MEETING: 6:00 PM
PLACE OF MEETING: BOARD ROOM
MEETING CALLED TO ORDER BY: ED JOHNSTON, PRESIDENT
RECORDING SECRETARY: SUSAN GIBLER
MEMBERS PRESENT: ED JOHNSTON
JEFF MCCOY
AMY BURDICK
BRAD FAULKNER
KATE KINNEY
DON FUNFSINN

IN ATTENDANCE: Michael Duffy, Mark Parent, Jeff Pinker, Peter Robertson, Bill Damon, Curt Stalheim, Lynn Meyers, Rachel Heinen, Emma Cox, Matt Hamilton, Ruth Stoll, Beau McCoy, Alan Zollar, Alex Kerley, and Curt Stalheim

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 Ed Johnston calling the meeting to order. Roll call: Jeff McCoy, here; Amy Burdick, here; Brad Faulkner, here; Kate Kinney, here; Don Funfsinn, here; and Ed Johnston, here.

PUBLIC COMMENTS TO AGENDA

There were no public comments to the agenda.

FEATURE

Mrs. Stoll, advisor for the History Club, gave a presentation regarding the Durand History Club. She stated there are 15 members in the club this year. This club itself began in 2002 and they operate under a written constitution where they also learn about the law and government. They are part of the National History Club which entails providing copies of their background, club minutes, etc, and they must continue to provide updated information to stay qualified for the National Club. She stated the students compete once a year at the regional history fair and every year Durand has had a student advance from Regional to State competition. Mrs. Stoll read a letter from Mr. Dan Johnson, a graduate from Durand, indicating how much fun he had in the History Club and his experiences are some of his fondest memories from high school. Students who commented on the club were Rachel Heinen, Emma Cox, Matt Hamilton (Vice President), Beau McCoy, Alan Zollar (secretary), and Alex Kerley (President).

ADOPTION OF AGENDA

Mr. Johnston informed the Board there would be two changes with the agenda. Under 6:071 a motion, action and roll call will be taken. On 6:072, motion and action will be taken on the purchasing of lighting in the gymnasiums. Motion made by Mr. Faulkner second by Mrs. Kinney to adopt the agenda with the changes as reviewed. Voice vote all were in favor, the motion carried.

CONSENT AGENDA

Motion made by Mrs. Kinney, second by Mr. McCoy to approve the consent agenda which included Board minutes, nurse's report, abstract of bills, and approval of destruction of the July 2009 taped closed session Roll Call: Tom Sullivan, aye; Jeff McCoy, aye; Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick aye and Ed Johnston, aye. The majority were in favor, the motion carried.

ADMINISTRATIVE REPORTS

Dolan Education Center - Mark Parent

Conferences:

6:011 – Holiday: Staff and students performed a holiday concert at Medina and Fair Oaks Nursing Homes. The residents and staff were very appreciative and a good time was had by all. There was a concert also performed on campus that was well attended and the crowd was very festive. Special thanks to Jaquelyn Hughes and Wendy Gusloff for their hard work organizing and performing.

6:012 – Holiday Break: The holiday break was very welcomed by staff and students and we will be returning to four new students, two from Rockford, one from Winnebago and one from South Beloit. As the semester starts we always get new referrals.

6:013- Mr. Voigt and Incident Updates: Mr. Voigt provided the incident reports (see attached).

Elementary Principal – Kurt Alberstett

6:021 - D.I.P.: I organized the District School Improvement Team meeting. The meeting was cancelled due to inclement weather. We will meet in January to work on the District School Improvement Plan.

6:022 – Classroom: I dealt with many classroom and bus issues as the students became antsy as the break approached. The two weeks before break are a hectic time and some students have trouble adjusting to all the activity.

6:023 – Citizenship Luncheon: I held the Good Citizenship luncheon for the month of December. Eighteen parents and family members attended the luncheon. Cimos provided pizza while the PTO served the families and provided juice and water as well as balloons.

6:024 – Rtl Behavior Meeting: I attended an Elementary Rtl Behavior meeting. We discussed our school's adoption of Positive Behavior Interventions and Supports Network (PBIS). We hope to receive training in the near future. We looked at an evaluation tool for the different behavior modification programs used in the elementary to determine their effectiveness.

6:025 – Parent Meetings: I met with and talked with several parents to discuss concerns. These concerns were over bus safety and behavior, classroom concerns, and bullying. I try to encourage frequent communication as a way to resolve these issues.

6:026 – Classroom Parties: I attended many holiday classroom parties before the break. Many parents attended the classroom parties and the food was excellent.

6:027 – Holiday Concert: I supervised the annual Elementary/Junior High Band/ Choir Holiday Concert. The performance was excellent and I commend Mr. Cayari and Mr. Schmidt for a job well done.

6:028 – Teacher Evaluations: I completed the first round of non-tenured teacher evaluations. The next round begins at the start of the second semester.

Mr. Alberstett added that MAP testing has begun preparing the students for their ISAT's the first week of March. There will be data team meetings in a week to pinpoint students who need extra help. He also thanked the Durand State Bank and acknowledges them as they selected the Durand After-School Program for a donation of \$184.00 through their make a difference day event.

Junior High-High School Principal – Jeff Pinker

6:031 – Observations: I conducted seven observations with junior/senior high teachers. Observation for high school observation is eighty four minutes each.

6:032 – Meetings: I conducted two parent meetings dealing with grades, discipline and athletic related issues. I attended four administrative meetings. The administrative staff discussed issues at the district and upcoming events. I attended four IEP meetings to review student eligibility and update their current IEPs. I facilitated one curriculum council meeting. We continued discussing common core standards grades K-12, honors courses, course descriptions and curriculum mapping along with other curriculum related issues. The minutes from December 6, 2010 and agenda for January 4, 2011 Curriculum Council meetings are attached.

6:033 – Supervision: I supervised a high school girl's basketball game.

Mr. Pinker added to his report that Mrs. Cox is a Golden Apple nominee and she has made the semi-final list. The Committee will now be observing her over the next several months. He also stated the Math Tutoring will be held after school on Mondays and Wednesdays. These dates and times will be published on the Website. This tutoring is to assist the students in preparing for the PSAE and ACT tests along with helping any other students who are struggling with math.

Activity/Transportation Director – Peter Robertson

6:041 – Winter Activities - The JH boys basketball season came to a close the last week before break. The 8th grade team finished second in the Stephenson County Conference. The high school sports programs participated in holiday tournaments throughout the month of December. The varsity boys participated in two tournaments. The annual Durand Holiday tournament where our varsity boys took first place. The varsity boys also participated in the Sterling Newman tournament on December 27th, 28th and 29th. Our F/S boys were scheduled to be in the Galena tournament December 10 and December 16. Poor weather hampered this tournament so it was cancelled. Our varsity girls participated in the Pecatonica tournament December 13-18. Our F/S girls participated in the North Boone F/S girl's tournament on December 14-16. The wrestling teams did not participate in a holiday tournament but traveled to Plano on December 10th and 11th and traveled to Byron for a meet with Bryon and Sterling Newman on December 16th. Some coaches expressed displeasure of not playing in games from the second week of December to the beginning of the next year. This has been addressed with all of our teams participating in some sort of holiday tourney so there is not a long time from games.

6:042 – High School girls basketball IHSA post season girls class 1A – Times and dates provided in the Board packet.

6:043 - We also have a boy's high school game on Tuesday and Friday of this week, with Friday being Senior Night vs. South Beloit.

6:044 - High School Girls Softball - The IHSA has awarded Durand High School a Class 2A

girl's softball regional. The games will take place the week of May 16 – 21, 2011 at Saalen's Park. Dates of the upcoming games are provided in the Board packets.

Mr. Robertson added to his report sharing that Tyler Sharp was named All-Tournament as an individual. The team was very pleased for Tyler. Mr. Robertson also handed out information regarding "Pack the Place" on January 29th and February 11th. These are both the boys' and girls' senior night's games. Anyone who brings in two nonperishable food items will get in free. This will also be distributed to the visiting teams as well. The Student Council organized this program.

Lastly, on Thursday of last week, Durand hosted a girl's basketball game against Warren High School. Mr. Robertson reported that the scorer's table commented on how well the fans behaved for both Durand and Warren. Mr. Robertson wrote a letter to the Athletic Director and the Principal at Warren High School sharing this information. Mr. Pinker also stated there was a follow-up email from one of the officials reiterating the same information.

Technology Report – Mrs. Winchel

No updated information at this time.

Nurses Report – Mrs. Meinert

519 student assessments were conducted. 198 medications were administered. 3 health history forms were completed for IEP's. 5 incident reports were completed. 4 cases of pinkeye were reported and notes were sent home to the corresponding classrooms. I performed the AED monthly maintenance check and performance test on all 3 AED's. I have been working with Angie Winchel again on charting health office visits in STI. All of appropriate updates have been made and I will begin charting in the system after the holiday break in January. I submitted health office website updates to the technology department and the appropriate changes have been made.

Maintenance and Custodial Department – Mr. Gassman

6:071 – Bleacher Replacement: We will bring you additional information as we glean more specific details.

Mr. Duffy added there has been discussion regarding placing new bleachers in the gymnasium for several months. He stated a motion would need to be made soon in order to have enough lead time to replace them over the summer months. There are two sections in these new bleachers which will be able to roll across the floor. Mr. Duffy also stated the old bleachers will be removed by the school and not the bleacher company. Mr. Damon has explained the financial situation with this purchase. Motion made by Mr. Faulkner, second by Mrs. Kinney to approve the bleacher replacement at a maximum cost of \$70,000.00. Roll call vote: Jeff McCoy, aye; Amy Burdick, aye; Don Funfsinn, aye; Brad Faulkner, aye; Kate Kinney, aye; and Ed Johnston aye. The majority were in favor, motion carried.

6:072 – HVAC Unit Replacement Update – Mr. Duffy

Chad, Denny and I met with Fred Flynn concerning the replacements of the two roof units on the grade school. It appears that the cost for the units including installation will be about \$90 – \$100 thousand dollars. The actual cost will depend on the bids that we receive for the installation costs. This project will complete the replacements necessary and all of our equipment will be Trane which will allow all of our software to be compatible. I am still in conversation with Mr. Damon on how to pay for these large projects. As we explained at the December meeting, we may have a window of opportunity this year that we will not enjoy in future years. We will bring that information to the Board as it firms up.

Mr. Duffy stated there are two projects to be approved at this time, one replacing the lighting in the two gymnasiums and one to replace the HVAC units on the roof. The lighting will cost \$18,000.00 and the roof tops units will cost \$100,000.00. A grant has been applied for matching dollars for these two projects. Motion made by Mrs. Kinney, second by Mr. Faulkner to approve the HVAC unit replacement and the lighting upgrading. Roll call vote: Don Funfsinn, aye; Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; Jeff McCoy, abstain and Ed Johnston aye. The majority were in favor, the motion carried.

Superintendent – Michael Duffy

6:081 – Enrollments: Please see the enclosed update. Mr. Duffy stated there are three new students at the High School level.

6:082 – Honors Class Update: Ms. Stinnett’s explanation concerning the eleven full year honors courses and the three semester honors courses is attached.

6:083 - Calendar 2011-2012: I am currently working on the 2011-2012 calendar. I would like to align our calendar with Pecatonica’s and Freeport’s. I will be meeting with the calendar committee in January. Are there any thoughts the board would like to pass on to me before we bring a calendar back to the Board. He also stated he is working with the Calendar Committee and trying to align most days with Freeport and Pecatonica due to Career Tec. schedules. He hopes to bring this back to the Board in February or March.

6:084 – Recovery of Tuition Update: I will give the Board an update on this in executive session.

6:085 - Vision Planning: Is the Board interested in employing a consultant to come to Durand and help us develop a Vision or Strategic Plan for the future. I am aware of two consultants that do this kind of work. I believe that their cost would be less than \$5,000.00. I think this would be very beneficial in positioning our District for the future. The board has approved Mr. Duffy moving forward with this project. He will schedule upcoming meetings with the consultants.

6:086 - Second Board Meeting in June: I would like to suggest that we hold a second Board meeting in June instead of a Board meeting in July. This would allow us to pay as many bills that we can in June with a full Board and then everyone can plan their vacations in July without feeling any guilt. Following discussion, motion made by Mrs. Burdick, second by Mr. McCoy to hold two Board meetings on June, 13 and 29, 2011 at 6:00 p.m. and cancel the monthly July Board Meeting. Voice vote all were in favor, the motion carried.

6:087 – CareerTEC Minutes are attached.

BOARD MEMBER REPORTS OR REQUESTS

Board Communications – Mrs. Burdick

No report.

Board Meetings – Mr. Johnston

No report.

Finance and Budget – Mr. Johnston

No report

Career Technology Co-Op – Mr. Funfsinn

No report

Mr. Duffy reported that the Executive Board of Career Tech. met last week and learned that Career Tech has not received any money from the State as well as other Districts. If no additional money is received this calendar year, they believe there would be enough money to run next year’s program without assessing the school Districts additional money.

Special Education - Mr. Sullivan

No report

Curriculum/Technology – Mrs. Burdick

No report

Policy - Mr. Sullivan

No report

Nutritional Task Force – Mr. Sullivan

No report

Mrs. Gibler reported the following people will be placed on the Spring Ballot for the April 5th election.

District 1

Amy Burdick – 4 years

Jeff McCoy – 2 years

District 2

Brad Faulkner – 4 years

Susan Kinney – 4 years

Mrs. Kate Kinney stated it was a huge disappointment to her, with all of the out-lashing done last year that the community did not step up and volunteer for these positions.

OLD BUSINESS

1. Second Policy Reading from Issue 74 - Mr. Sullivan

Changes in the following policies:

7:270, Administering Medicines to Students

7:270-E, Exhibit – School Medication Authorization forms

7:270-AP – Administrative Procedure – Dispensing Medication

Mrs. Kinney reviewed the changes that were put in place in the above listed policies. Motion made by Mr. Faulkner, second by Mrs. Kinney to approve the policies from Issue 74 as well as the changes in the above policies. Voice vote all were in favor, the motion carried.

NEW BUSINESS

There were no new business items presented.

DISTRICT BUSINESS REPORT

10:01 - Fund Balance Report – Mr. Damon

10:02 - Expenditure Summary by Fund Report – Mr. Damon

10:03 – Investment Summary – Mr. Damon

10:04 - Activity Fund Balance Report – Mr. Damon

Mr. Damon reviewed some of the highlights from the different reports. The expenses were high in the fund balance report because of the three paydays in December. He explained that the District received money from the State this month, \$172,000.00, \$47,000.00 of that was from what the State owed last year. However; the State currently owes the District \$263,000.00 for FY11 programs, the majority being the mandated categorical, however the District is still six months behind in receiving payments. He stated we did received Dolan Tuition payments this month for a total of \$159,000.

He reviewed information from the expenditure and investment summaries. Lastly, Mr. Damon provided information regarding the change in a copier vendor. Canon came out with a promotion the first of the year where they are phasing out the 7000 series of copiers to make room for the Canon 8000 series. The difference is that the 7000 series does not have a colored scanner which is not necessary. He stated we can get the same copier we currently have with some updates and it is a heavier machine and will do 95 pages a minute instead of 86, has a larger

drum life for an annual lease payment of \$2,400, which we were paying \$6,400.00 previously. He did review other bids from Xerox and Nexus and their charges were in the \$6,000.00 range. He wanted the Board to be aware of this purchase and the contract will be signed tomorrow.

FUTURE MEETINGS

February 8, 2010 (Tues.)	7:30 a.m.	Agenda Meeting
February 8, 2010 (Tues.)	6:00 p.m.	Policy Meeting (if needed)
February 10, 2010 (Thurs.)	5:30 p.m.	Board Coffee
February 14, 2010 (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), as amended by P.A. 93-0057.
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 base the basis for the finding shall be recorded and entered into the closed meeting minutes.
5 ILCS 120/2(c)(11)
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)

Motion made by Mrs. Kinney, second by Mr. Sullivan to enter into executive session at 7:10 p.m. Roll call vote: Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; Jeff McCoy, aye; Don Funfsinn, aye; and Ed Johnston, aye. The majority were in favor and the motion carried.

The meeting reconvened to regular session at 8:06 p.m.

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

1. Motion made by Mr. Faulkner, second by Mr. McCoy to accept the resignations from Amy Damon (Head Volleyball Coach), Jodi Kinney (Assistant Varsity Volleyball Coach, and Cynthia Olson, (Para-professional at Dolan). Voice vote all were in favor, the motion carried.
2. Motion made by Mr. Faulkner, second by Mrs. Kinney to approve the hiring of:
Sydney French – Part-time Custodial Employee (primarily summer) - \$8.25 per hour
Rixie Cornell – Head Cross Country Coach – (Salary-TBD)
Beth Kinney – Fall Spirit Squad Coach – (Salary-TBD)
Matt Kinney – Probationary Head Football Coach – (Salary-TBD)
Roll call vote: Kate Kinney, aye; Amy Burdick, abstain, Jeff McCoy, aye; Brad Faulkner, aye; Don Funfsinn, aye; and Ed Johnston, aye. The majority were in favor, the motion carried.
3. Motion made by Mrs. Burdick, second by Mrs. Kinney to renew the current contract with Mr. Michael M. Duffy as Interim Superintendent for fiscal year 2011-2012. Roll call vote:

Amy Burdick, aye; Jeff McCoy, aye; Brad Faulkner, aye; Kate Kinney, aye; Don Funfsinn, aye; and Ed Johnston aye. All were in favor, the motion carried.

4. Motion made by Mrs. Kinney, second by Mrs. Burdick to approve the executive session minutes from December 2010 as reviewed. Voice vote all were in favor, the motion carried.

ADJOURNMENT

Motion made by Mr. McCoy, second by Mrs. Kinney to adjourn the meeting. All were in favor, the motion carried and the meeting adjourned at 8:07 p.m.

Dated: January 10, 2010

Ed Johnston
President

Amy Burdick
Secretary