

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

TYPE OF MEETING: REGULAR  
DATE OF MEETING: MARCH 14, 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  
TOM SULLIVAN

**IN ATTENDANCE:** Jeff Pinker, Mark Parent, Kurt Alberstett, Peter Robertson, Bill Damon, Curt Stalheim, Sue Kinney, Patty Meissen, Amy Peil, Jennifer Brittain, Chris and Desiree McCallips, Megan Flores, and Dermot Dolan

**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; Tom Sullivan, here; Amy Burdick, here; Don Funfsinn, here; Brad Faulkner, here; Kate Kinney, here; and Ed Johnston, here.

Motion made by Mr. Sullivan, second by Mr. McCoy to enter into executive session at 6:01 for:

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

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

The Board returned to open session at 6:30 p.m.

**PUBLIC COMMENTS TO AGENDA**

No comments from the public.

## **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. Kinney to approve the consent agenda which included Board minutes, nurse's report, abstract of bills, and approval of destruction of the August and September 2009 taped closed session Roll Call: Tom Sullivan, aye; Jeff McCoy, aye; Brad Faulkner, aye; Don Funfsinn, aye; Kate Kinney, aye; Amy Burdick aye and Ed Johnston, aye. The majority were in favor, the motion carried.

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

Mr. Johnston shared that there will be no changes in the Early Childhood program so there is not a need to take action.

### **Proposals for Non-renewals and Reassignments:**

#### **1. Releasing the third fifth grade teacher.**

Motion made by Mr. Faulkner second by Mr. Sullivan to reduce the third fifth grade position from three to two. Roll call vote: Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; Jeff McCoy, aye; Tom Sullivan, aye; Don Funfsinn, aye; and Ed Johnston, aye. All were in favor, the motion carried.

#### **2. Add a third sixth grade position.**

Motion made by Mr. Faulkner second by Mrs. Kinney to hire a third sixth grade position. Roll Call vote: Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; Jeff McCoy, aye; Tom Sullivan, aye; Don Funfsinn, aye; and Ed Johnston, aye. All were in favor, the motion carried.

#### **3. Eliminate the Rtl position.**

Eliminate the Rtl full-time position and reassign Rtl duties as needed. Motion made by Mrs. Kinney, second by Mr. McCoy to eliminate the Rtl full-time position and reassign Rtl responsibilities as directed. Roll call vote: Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; Jeff McCoy, aye; Tom Sullivan, aye; Don Funfsinn, aye; and Ed Johnston, aye. All were in favor, the motion carried.

#### **4. Create a Technology Certified Aide Position to Operate the Library.**

Motion made by Mr. Sullivan, second by Mr. Faulkner, to create a technology certified aide position to operate the library. Roll call vote: Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; Jeff McCoy, aye; Tom Sullivan, aye; Don Funfsinn, aye; and Ed Johnston, aye. All were in favor, the motion carried.

### **Non-Tenured Jr./Sr. High School Teachers Recommended for 2011**

#### **1. First Year Teacher Recommended for Second Year**

Retain – Taylor Williams – Home Economic Motion made by Mr. Sullivan second by Mrs. Burdick to retain Taylor Williams from first year to second year teacher. Roll call vote: Brad

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

## **2. Second Year Teachers Recommended for Third Year**

Retain - Chris Cayari – Chorus

Retain - Rixie Cornell – Spanish

Retain - Bill Shepard – High School Social Studies

Retain – Kendra Stone – High School English

Release – Shelly Martin – High School Special Education

Release – Kelly Richter – High School Special Education

Motion made by Mr. Sullivan second by Mrs. McCoy to retain Christopher Cayari, Rixie Cornell, Bill Shepard and Kendra Stone from second year to third year. Roll call vote: Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; Jeff McCoy, aye; Tom Sullivan, aye; Don Funfsinn, aye; and Ed Johnston, aye. All were in favor, the motion carried.

Motion made by Mr. Faulkner, second by Mrs. Kinney to release Shelly Martin, and Kelly Richter. Roll call vote: Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; Jeff McCoy, aye; Tom Sullivan, aye; Don Funfsinn, aye; and Ed Johnston, aye. All were in favor, the motion carried.

## **3. Third Year Teachers Recommended for Fourth Year**

Retain - Ryan Bland – Junior High History

Retain - Timothy Schmidt – Band

Retain - Cynthia Good – Business/Computer Education

Retain - Bonnie Asay – High School English

Motion made by Mr. Sullivan second by Mr. McCoy to retain Ryan Bland, Timothy Schmidt, Cynthia Good and Bonnie Asay as third year teachers to fourth year teachers. Roll call vote: Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; Jeff McCoy, aye; Tom Sullivan, aye; Don Funfsinn, aye; and Ed Johnston, aye. All were in favor, the motion carried.

## **4. Fourth Year Teachers Recommended for Tenure**

Retain - Taniya Holmes – Junior High English

Retain - Sharon McDivitt – High School Math

Retain - Bryce Broughton – Industrial Arts

Motion made by Mr. Sullivan, second by Mrs. Kinney, to retain Taniya Holmes Sharon McDivitt and Bryce Broughton from fourth year teachers to tenure. Roll call vote: Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; Jeff McCoy, aye; Tom Sullivan, aye; Don Funfsinn, aye; and Ed Johnston, aye. All were in favor, the motion carried.

## **Non-Tenured Elementary Teachers Recommended 2011**

### **1. First Year Teachers Recommended for Second Year**

Retain - Dianna Dornink – 5<sup>th</sup> Grade

Retain – Cori Hoerr – Music

Retain – Peggy Schmidt – Special Education

Motion made by Mr. Faulkner, second by Mr. McCoy to retain Dianna Dornink and reassign her to 6<sup>th</sup> grade, Cori Hoerr, and Peggy Schmidt from first year to second year. Roll call vote: Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; Jeff McCoy, aye; Tom Sullivan, aye; Don Funfsinn, aye; and Ed Johnston, aye. All were in favor, the motion carried.

## **2. Second Year Teachers Recommended for Third Year**

Release – Cheryl Sayers – 6<sup>th</sup> Grade

Motion made by Mr. Sullivan second by Mrs. Burdick to release Cheryl Sayers from the 6<sup>th</sup> grade. Roll call vote: Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; Jeff McCoy, aye; Tom Sullivan, aye; Don Funfsinn, aye; and Ed Johnston, aye. All were in favor, the motion carried.

## **3. Third Year Teacher Recommended for Fourth Year**

Release - Jason Andrews – Physical Education/Health

Retain – Angela Bradt – Special Education

Motion made by Mr. Faulkner, second by Mr. Sullivan, to retain Angela Bradt from third year to fourth year Roll call vote: Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; Jeff McCoy, aye; Tom Sullivan, aye; Don Funfsinn, aye; and Ed Johnston, aye. All were in favor, the motion carried.

Motion made by Mrs. Kinney, second by Mr. Sullivan, to release Jason Andrews. Roll call vote: Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; Jeff McCoy, aye; Tom Sullivan, aye; Don Funfsinn, aye; and Ed Johnston, aye. All were in favor, the motion carried.

## **4. Fourth Year Teachers Recommended for 2011 (Tenured)**

Retain - Eric Bergin – Physical Education

Retain - Mychael Drews – 6<sup>th</sup> Grade

Motion made by Mr. Sullivan, second by Mr. Faulkner to retain Eric Bergin and Mychael Drews as fourth year teachers to tenured. Roll call vote: Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; Jeff McCoy, aye; Tom Sullivan, aye; Don Funfsinn, aye; and Ed Johnston, aye. All were in favor, the motion carried.

## **Non-Tenured Dolan Teachers Recommended 2011**

### **1. First Year Teacher Recommended for Second Year**

Retain - Joshua Hopkins - Computers and Writing

Motion made by Mr. Sullivan second by Mrs. Burdick, to retain Joshua Hopkins from first year to second year teacher. Roll call vote: Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; Jeff McCoy, aye; Tom Sullivan, aye; Don Funfsinn, aye; and Ed Johnston, aye. All were in favor, the motion carried.

### **2. Third Year Teacher Recommended for Fourth Year**

Retain - Jacquelyn Hughes- Art teacher

Motion made by Mr. Sullivan, second by Mr. McCoy, to retain Jacquelyn Hughes from third year to fourth year teacher. Roll call vote: Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; Jeff McCoy, aye; Tom Sullivan, aye; Don Funfsinn, aye; and Ed Johnston, aye. All were in favor, the motion carried.

### **3. Fourth Year Teachers Recommended for 2011 (Tenure)**

Retain - Jay Provo – Science Teacher

Retain - Regina Nytko – Math Teacher

Motion made by Mr. McCoy second by Mr. Sullivan to retain Jay Provo and Regina Nytko as fourth year teacher to tenured. Roll call vote: Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; Jeff McCoy, aye; Tom Sullivan, aye; Don Funfsinn, aye; and Ed Johnston, aye. All were in favor, the motion carried.

## **TEACHER FEATURE**

Ms. Amy Peil provided the teacher feature this month. She explained a community project the elementary is currently doing. She reviewed the PBIS foundation and explained how the students are rewarded. (please see the attached handout)

## **ADMINISTRATIVE REPORTS**

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

**6:011 – ISAT:** ISAT testing is completed. The students for the most part worked very hard. We did have two students who struggled more than the rest with the change in routine and expectations. There are several obstacles when completing the ISAT's at Dolan, the most being the coordination with nine different districts. Great work Karen Swanson and thanks to the rest of the staff who adjusted to the accommodation needed for the students.

**6:012 – Presentation:** On 02/03/11 the high school social studies classes attended a special presentation at Hononegah high school. Henry Goulde (Holocaust survivor) spoke to several hundred at the Hononegah PAC and answered questions and took time for pictures. A special thanks to Mr. Tom Polaski (History Department Chair at Hononegah) for making special arrangements for the students of Dolan.

**6:013 – Summary Information:** This past month Dolan has hosted 5 IEPs, 1 MDR, 2 Parent tours. Mr. Parent has supervised two Junior High basketball games. The quarterly Dolan Star was completed and will be handed out at the March Board Meeting. Currently there are 35 students attending. Durand 3, Harlem 3, Rockton 2, Hono. 1, Kinnikinnick 1, South Beloit 5, Dixon 3, Pec. 3, Rockford 11, Winn. 3.

Mr. Parent provided a copy of the "Dolan Star" for the board. He also noted there is one correction as there are 34 students not 35.

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

**6:021 District School Improvement:** I organized and ran the February District School Improvement Team Meeting. Members took the belief statements formulated at the last meeting and developed a District Improvement Plan.

**6:022 School Improvement Day:** I organized the February SIP Day for the Elementary. (Please see attached evaluation summary). Staff members worked on our writing curriculum. Grades three through six focused on extended responses for the ISAT tests.

**6:023 Conference:** I attended the No Child Left Behind Conference. I went to several workshops over two days. The workshops covered Common Core Standards and their implementation, Response to Intervention, Data Team Meetings, and Federal Grants. I also looked at a specific writing curriculum and set up a presentation by Excellence in Writing for our school.

**6:024 Meeting:** I met with Tina Harmon from the State Board of Education. Mr. Duffy, Mr. Pinker, Mrs. Stinnett, and Mrs. Peil also attended the meeting. We established a plan to implement Positive Behavior Interventions and Supports (PBIS) District wide.

**6:025 ISAT Meeting:** I attended an ISAT Committee meeting where we discussed our annual ISAT pep assembly and different ISAT incentives.

**6:026 Parent Contacts:** I had several parent contacts (phone, in-person, email) concerning student behavior and academic progress.

**6:027 Teacher Observations:** I completed the final round of teacher observations.

**Additional Comments:** Mr. Alberstett stated they will complete the ISAT testing this week. He stated he had Mr. Victor Pacini give a motivational and inspirational talk with students K-8. He focused on respect and responsibility, caring and giving all in preparing the students for the ISAT's. In addition he stated the Elementary teachers provided an awesome pep

assembly that has become an annual event. He stated a teacher had commented to him on the energy between the students and the staff and how awesome it was. He said you could feel the love that the students have for their teachers and the love the teachers have for their students. He thanked Ms. Tannehill, Mrs. Hart, Mrs. Robertson as well as all the other teachers and staff who were responsible for creating the video. He also thanked the technology people, Angie Winchel and Nicole Richardson for their assistance. It is a great way to come together and get everyone excited for ISAT testing.

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

**6:031 Observations:** I conducted seven pre-observation conferences with junior/senior teachers. I conducted nine observations with junior/senior high teachers. Observations for high school are eighty- four minutes each and Junior High are forty-two minutes each. I conducted thirteen year end evaluation reviews with junior high and high school teachers.

**6:032 Meetings:** I facilitated one curriculum council meeting. We continued discussing common core standards for grades K-12, honors courses, course descriptions, barracuda, textbook rotation, PBIS and curriculum mapping along with other curriculum related issues. Attached is the agenda from the meeting. I attended a PBIS meeting with Mr. Alberstett and Mr. Duffy. The presenter reviewed our current standing and what we need to do for future implementation of PBIS into our district. I attended a DSIP meeting where we finalized the districts mission statement. I attended an eight block meeting where we reviewed ACT scores and developed a survey for students, teachers and parents about the eight-block system.

**6:033 Supervision:** I supervised a High School boys basketball game and one Junior High girls basketball game. Our student athletes did an excellent job representing the school.

**6:034 Other Events:** I attended the regional boys' basketball game at Dakota. The team defeated Dakota on their own home court. Mr. Hunt and the team did a great job preparing and executing their game plan. We had our Junior High and High School honor roll assemblies, honoring our students for their achievements the first semester. We conducted our Junior High spelling bee. The winner was Julianna Johnson and second place went to Joseph Runkle. Ms. Johnson will be going on to represent the Junior High at the regional level. All of the participants did an excellent job. Ms. Stinnett and I conducted the eighth grade orientation to High School. The event was well attended. We discussed scheduling, the block system, clubs, and other aspects of High School. We held an assembly for the Elementary and Junior High dealing with bullying and respect for yourself and others. The assembly was informative and entertaining.

#### **Additional Comments:**

He added the boys' basketball did well at their regional's. He stated Mr. Hunt had prepared his team well. Bob Sweet also made it to the sectionals for the 3 point shoot out. He did a fabulous job.

Lastly, the Rockford Woman's Club announced the winner (Emma Cox) - from our school in the RWC creative writing competition for poetry. She will be presenting her poem at a luncheon on April 12 at the RWC. Each student will receive a certificate of merit and a monetary award as part of the program. The Genevieve Taxon Scholarship Award of \$750.00 will be presented at the conclusion of the program.

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

**6:041 – Winter Activities:** High School boys' basketball, High School and Junior High girls' basketball, and High School and Junior High wrestling came to a close this past month. Our girls' varsity basketball team upset the #2 seeded Orangeville and advanced to the Regional Final vs. a strong Dakota team. Dakota won the championship, but we felt pretty good

advancing to the finals. We had two young ladies receive all conference honors: Caitlin Derus received first team NUIC EAST, and Alyssa Holt received honorable mention NUIC EAST. On the boy's side, our boys advanced to the regional semi-final by upsetting the host school Dakota. The boys lost the next night to a fine South Beloit club. Nate Sharp received 2<sup>nd</sup> team NUIC EAST all conference. In wrestling, we had two kids advance through the regional. Tanner Sandall and Caleb Combs advanced through the regional at Harvard. Caleb received NUIC first team honors all conference.

**6:042 – WCHD Meeting:** I attended a Winnebago County Highway department meeting on February 17, 2011. We discussed the new posting numbers for area roads. ORDINANCE AMENDING CHAPTER 82 ARTICLE V WEIGHT LIMITS SECTION 82-98 OF THE WINNEBAGO COUNTY CODE was recommended and approved. It increases the weight limits on buses and requires each district to obtain an exemption permit for seasonal weight posting. The permits allow school buses to drive on the roads with no weight limits. The cost is \$10.00 per district. I have included a copy of the amended ordinance in the board packet.

**6:043 – Junior High Sports:** Our junior high sports came to a close. The wrestling team finished the second week in February and the girls' basketball teams finished March 05.

**6:044 - IHSA Contest:** Bob Sweet advanced to the IHSA 3-PT contest at Highland Community College. He advanced through 5 rounds of three point shooting on different nights.

**6:045 – Permission for Gym Use:** Mr. Chad Gassman is requesting the use of the gym for once a week practices for a traveling basketball team with 6 or 7 Durand girls on the team beginning this summer. The majority of the time it will be used on Sundays. Mr. Gassman is a coach for a traveling team for girls' basketball. Mr. Gassman said he could do this during the day so there are no lights being used. This will be moved to the April agenda for motion and action.

**6:045 – DHS:** Received a letter from Dakota High School in regards to me escorting a disruptive fan in a JH girl's game. The letter was from their Superintendent thanking Durand as well as apologizing for the inappropriate behavior.

### **Additional Comments:**

The winter awards assemblies have been held.

On March 8, 2011 Mr. Robertson hosted a sportsmanship summit which was held at the Durand State Bank. Two students and one adult from each school in the conference were in attendance. He explained the conference sets aside money for this summit every other year. This allows everyone to talk about sportsmanship and how each school is performing. It was very well attended with 70 in attendance and it lasted approximately 2 1/2 hours. Everyone agreed that there are difficulties within our conference as far as sportsmanship. They provided suggestions on introductions of students at games.

### **Technology Report – Mrs. Winchel**

**6:051 Tech Plan:** Submitted Tech Plan and will participate in a Peer Review session on March 10th at the ROE and make any minor revisions if necessary.

**6:052 Job Descriptions:** In the process of completing job descriptions for Seasonal Help and will post on the website this month.

**6:053 Computers:** Received quote from Dell for 27 desktop computers for an additional computer lab as well as 25 computers to replace an existing lab. The computers from the existing lab would be re-purposed to replace older computers throughout the building. The new computer lab would go back to its original location so no additional configuration or wiring costs would be needed. There will be an additional purchase of tables that would be covered using the Building Fund. 90% of our computers are Dell and we have been happy with the performance of them. In addition, having all of the same brand is helpful in support

situations.

**6:054 Meeting:** Teacher and Technology Meeting 02/15/2011 Survey Results, Moodle Discussion, Opinions on the computer lab coming back, Upcoming SIP day trainings, Exploring "clickers" in the classroom

**6:055 KSM Product:** Exploring Kace Systems Management product which would combine 3 applications that we currently have as well as 3 that we would like to have into 1 application

**6:056 School Messenger:** Updated School Messenger and sent out 7 messages for the month of February

**6:057 Anti-Virus Program:** Vipre Enterprise Anti-Virus Server has not been able to fill our needs and we are therefore preliminarily getting quotes and information from Sophos

**6:058 Tickets:** Closed 106 work tickets for February.

### **Nurses Report – Mrs. Meinert**

760 student assessments were conducted, 224 medications were administered and three incident reports were completed. Two health histories were completed. Four cases of strep throat were reported and notes were sent home to the corresponding elementary classrooms. Fourteen cases of pinkeye were reported and notes were sent home to the corresponding elementary classrooms. I conducted Hearing and Vision Screenings for the Kindergarten Screening Program on the 22 and 23 of February. No referral was made. AED maintenance checks and control tests were conducted on all three AED's on the 16 of February. All three AED's were cleared for use. AED checks and controls tests were documented. I have discussed with administration implementing Blood borne Pathogens Training, Diabetic Emergency Training, Epi-Pen Injection Training, AED demonstration and review for all staff during the first two institute days next year. I am looking at setting up a health station for the teachers to go through at their convenience. There will be videos shown, hands on demonstration and training, opportunity for questions, and possibly a quiz to document participation. It has been discussed to make this training available every year during the first two institute days with mandatory staff participation. I have discussed with administration the need for a solution to the lack of health office substitutes and possible solutions such as training teacher substitutes to substitute in the health office while referring all emergencies and medication administrations to the appropriate administrative staff on days when a RN substitute is not available. We have advertised for RN substitutes several times in the past and have not received any interested candidates.

### **Maintenance and Custodial Department – Mr. Gassman**

**6:071** Made out custodial schedules. Scheduled help for events. Adjusted HVAC schedules for events. Completed ROE checklist. Replaced motor on metals' shop heater. Worked Elementary basketball games on Saturdays. Gathered information and organized possible bleacher removal. Walked with State Fire Marshall during inspection. Had boilers inspected. Gathered quotes for emergency lights around the school. Located valves for elementary RTU project. Jazz night setup and take down. January and February 109 closed work tickets. Please see attachment referring to room temperature settings for 2010/2011 winter season.

Mr. Johnston stated Mr. Gassman is bringing to the Board's attention that there is no policy on setting the thermostats in the rooms. Currently this is done by the individual in each room. Mr. Gassman stated there is a 3% increase in cost for gas and electric for every degree above 68 degrees. In the summer there is an average cost of 3% more for electric per day keeping it cooler than 78. This information has been forwarded to the Policy Committee.

## **Superintendent – Michael Duffy**

6:081 - Enrollments: Please see the enclosed update.

**6:082 – Evaluation Summaries:** The teacher In-service evaluation summaries are attached. They are very positive. We use these evaluations to plan the future in-service activities.

### **6:083 – Darts:**

Payment of \$25.00 is needed to renew the membership to Darts. This is the organization that may help in promoting the School District in the Rockford area to help inform people of the advantages to living in a rural area adjacent to a metropolitan area. Motion made by Mr. Sullivan, second by Mrs. Burdick to approve the membership to Darts at a cost of \$25.00. Roll call vote: Don Funfsinn, aye; Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; Jeff McCoy, aye; Tom Sullivan, aye; and Ed Johnston, aye. All were in favor the motion carried.

**6:084 – Food and Nutrition Services:** Motion to accept the approved Nutrition Program for our food services. The county reviews this when they are completing inspections on our food service program every five years. Motion made by Mr. Sullivan, second by Mr. McCoy to accept United States Department of Agriculture USDA food and nutrition study. Voice vote all in favor, the motion carried.

**6:085 - OVAE Connection:** CareerTec and Adult Education joined. It would appear this combination is a more efficient way to promote and provide Career Education. It will be with the loss of funding from one of the programs. This will mean a reduction in services. That reduction has yet to be determined.

**6:086 - ROE:** School Certification. This is just for your information to know that we have been approved.

**6:087 – IASB Dinner Meeting:** Reminder of the IASB Spring Dinner Meeting to be held on Monday, March 21, 2011 in Sterling, IL Will we need a school van for members to ride in together.

**6:088 – Minutes:** Attached are the Co-Op Meeting minutes from 2/9/2011

**6:089 – Thoughts From Our Mayor:** Please read the enclosed. In conjunction with the Mayor and DARTS, we may have great support in promoting the Durand School District. Would we want a committee of two Board members and administration to set up a meeting with them to begin developing a plan in the near future.

## **Additional Items**

Mr. Duffy stated he just received a 10 year life and safety agreement for the Dolan Education Center. He is currently having it rewritten as they were indicating Durand as the owner not the occupant.

## **BOARD MEMBER REPORTS OR REQUESTS**

### **Board Communications** – Mrs. Burdick

Mrs. Burdick read two thank-you notes, one from HC Anderson Roofing Company and one from the Brian Benning family.

### **Board Meetings** – Mr. Johnston

Mr. Johnston reminded the Board to complete the quarterly Board survey at the end of the meeting.

### **Finance and Budget** – Mr. Johnston

No report at this time.

### **Career Technology Co-Op** – Mr. Funfsinn

### **Special Education** - Mr. Sullivan

Mr. Sullivan stated at the Winnebago County Special Education Co-op news is grim due State budget issues. The Cooperative has not received over \$827,000 in payments and only anticipates receiving \$209,000 by the end of the fiscal year. He added that personnel reimbursement will be funded at current level in FY11, but FY12 will see that fall to 85%. Federal grants in FY12 will be moving to a reimbursement basis. This may cause significant cash-flow issues. This will definitely impact the Durand Schools. (See the attachment for updated information).

**Curriculum/Technology** – Mrs. Burdick

Mr. Pinker stated there will be a school handbook meeting on Wednesday, March 23, 2011 at 4:00 p.m. in the Board room. Mr. Faulkner and Mrs. Kinney will be the Board representation.

**Policy** - Mr. Sullivan

Mr. Sullivan will report later in the agenda.

**Nutritional Task Force** – Mr. Sullivan

No report at this time.

### **OLD BUSINESS**

8:01 – Second Reading with Motion/Action of Policy 5:250 – Mr. Sullivan

Mr. Sullivan stated he has not received any feedback from policy 5:250. Motion made by Mr. Sullivan, second by Mrs. Kinney to approve policy 5:250. Voice vote all were in favor, the motion carried.

### **NEW BUSINESS**

#### **NEW BUSINESS**

Mr. Sullivan explained that many policies have changed due to legislation, and this is why the new policies are sent. This is probably the second most important function of the PRESS service to which we describe, i.e. keeping us informed of obscured legislative changes.

Mr. Sullivan reviewed the changes which were made in the new policy listings. Policy 2:140 provides a statement they feel should be placed on the website under school. In policy 2:240-E1 we have deleted reference as to how School Board discussion regarding policy changes are done, namely should minor policy edits become part of the consent agenda. Policy 6:190 in the sentence where what student must maintain as an overall grade point average, we added the proviso “as referenced in Student Handbook”.

9:01 - Policies from February 2011 – Issue 75 – Mr. Sullivan

4:15, Identity Protection

4:15-AP, Administrative Procedure Protecting the Privacy of Social Security Numbers

4:15-E1, Exhibit – Letter to Employees Regarding Protecting the Privacy of Social Security Numbers

4:15-E2, Exhibit – Statement of purpose for Collecting Social Security Numbers

4:15-E3, Exhibit – Statement for Employee Manual or District Website Describing the District’s Purpose for Collecting Social Security Numbers

2:20-E, Exhibit – Waiver and Modification Request Process

2:140, Communications To and From the Board

2:150-AP, Administrative Procedure – Superintendent Committees

2:240-E1, Exhibit – Press Issue Updates

2:240-E2, Exhibit – Developing Local Policy

2:250, Access to District Public Records

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

3:50, Administrative Personnel Other Than the Superintendent

3:60, Administrative Responsibility of the Building Principal

4:110-AP2, Administrative Procedure – Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments

5:50, Drug and Alcohol Free Workplace  
5:150, Personnel Records  
5:150-AP, Administrative Procedure – Personnel Records  
5:200, Professional Personnel – Terms and Conditions of Employment and Dismissal  
5:300, Schedules and Employment Year  
6:150, Home and Hospital Instruction  
6:160, English Language Learners  
6:185, Remote Educational Program

#### **POLICIES NOT UPDATED DURING PREVIOUS FIVE YEAR REVIEW**

5:40, Communicable and Chronic Infectious Disease  
5:40-AP, Administrative Procedure – Communicable and Chronic Infectious Disease  
5:100-AP, Administrative Procedure – Staff Development Program  
5:285, Drug and Alcohol Testing for School bus and Commercial Vehicle Drivers  
6:100, Using Animals in the Educational Program  
6:100-AP, Administrative Procedure – Dissection of Animals  
6:100-E, Exhibit – guidelines and Application for Using Animals in School Facilities  
6:190, Extracurricular and Co-Curricular Activities  
6:190-AP, Administrative Procedure – Academic Eligibility for Participation in Extracurricular Activities  
6:250, Community Resource Persons and Volunteers  
6:250-AP, Administrative Procedure – Securing and Screening Resource Persons and Volunteers  
6:250-E, Exhibit – Resource Person and Volunteer Information Form and Waiver of Liability  
6:255, Assemblies and Ceremonies  
7:60-AP1, Administrative Procedure – Challenging a Student’s Residence Status  
7:190-AP4, Administrative Procedure – Use of Isolate Time Out and Physical Restraint  
7:260, Exemption From Physical Activity  
7:280, Communicable and Chronic Infectious Disease  
8:10, Connection with the Community  
8:90, Parent Organizations and Booster Clubs  
8:95, Parental Involvement  
8:95-E1, Exhibit – Letter Notifying Parents/Guardians of School Visitation Rights  
8:95-E2, Exhibit – Verification of School Visitation  
8:110, Public Suggestions and Concerns

#### **DISTRICT BUSINESS REPORT**

##### **Fund Balance Report and Treasurer’s report – Mr. Damon**

Mr. Damon highlighted the items of importance. He stated the expenses exceeded our revenues. This time of the year we are not collecting property taxes and are doing a lot more spending. Expenses were fairly normal, however, there was a quarterly unemployment expense this month which pushed us over the budget in that line item. We are seeing increased unemployment compensation expenses because the Federal Government keeps extending these benefits. Revenues were up slightly this month however, that was because of tuition payments for Dolan Education Center. The only State money that continues to come in is the General State aid and outside of that aid we only received \$2500.00 last month in State reimbursement. Currently the State owes us about \$269,000.00 for the current year programs. They also owe us another quarterly payment for our mandated categorical this month. If this payment isn’t made they will then be 9 months behind in payments and the outstanding balance will grow to \$400,000.00 at that time. He stated the Governor gave his annual budget address in February. On the positive side his budget is calling for an increase of \$148.00 to the General State aid foundation level, however, he is recommending further cuts to the transportation reimbursement. Even with

that increase in the foundation level, Mr. Damon is projecting a decrease in State aid for next year because of the declining enrollment. Transportation for regular and vocational claims is to be paid at 50% and that compares to 58% that was funded this last year. There is a forthcoming Senate proposal that will shift part of the State's share of pension payments to TRS to the local school districts. The total projected cost to the school districts is a billion dollars however, the impact at the local districts is not known at this time. There is also a list of growing legislations that will add unfunded mandates on school districts.

Update on grants: ISBE reported to Mr. Damon that the bond authorization bill for additional funding and energy efficiency grants becomes law on March 18, 2011. They have not yet heard when they can move on our maintenance grant applications. We are getting direction however on the energy efficiency grants and hope to move forward on those grants as soon as they are complete. They have received 399 applications for the energy grant and those are awarded based on need, however 20% comes off the top goes to the Chicago Public Schools.

Mr. Damon also recommended calling our State Representatives and Senators regarding funding our schools.

**FUTURE MEETINGS**

March 28 – April 1		Spring Break
April 5, 2011 (Tues.)	7:30 a.m.	Agenda Meeting
April 5, 2011 (Tues.)	6:00 p.m.	Policy Meeting (if needed)
April 7, 2011 (Thurs.)	5:30 p.m.	Board Coffee
April 11, 2010 (Mon.)	6:00 p.m.	Monthly School Board Mtg.

**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. 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 Mr. Sullivan, second by Mrs. Burdick to enter into executive session at 7:40 p.m. Roll call vote: Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; Jeff McCoy, aye; Don Funfsinn, aye; Tom Sullivan, aye; and Ed Johnston, aye. The majority were in favor and the motion carried.

The meeting reconvened to regular session at 8:08 p.m.

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

1. Motion made Mrs. Burdick, second by Mr. Sullivan to accept the resignation of Jennifer Roessler as the Fresh/Soph volleyball coach. Voice vote all were in favor, the motion carried.

2. Motion made by Mr. Sullivan, second by Mr. McCoy to accept the retirement of Mrs. Dian Schmidt, Food Services Director, effective March 31, 2011 and thanking her for her years of service. Mrs. Schmidt will continue to work reduced hours until the end of the school year per the request from administration. Voice vote all were in favor, the motion carried.

3. Motion made by Mrs. Kinney, second by Mr. Sullivan to accept the retirement letter of Mrs. Deborah Seyler, Librarian, and thanking her for her years of service. Roll call vote: Jeff McCoy, 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 carried.

4. Motion made by Mr. Sullivan, second by Mrs. Burdick to approve Casey Ryczek as an Instructional Aide at the Dolan Education Center at \$9.25 per hour. Roll call vote: Jeff McCoy, 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 carried.

5. Motion made by Mr. Sullivan, second by Mrs. Kinney to approve Mr. Ed Burdick as the JH Wrestling Assistant Coach at a salary of \$1,078.00. Roll call vote: Tom Sullivan, aye; Jeff McCoy, aye; Don Funfsinn, aye; Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, abstain, and Ed Johnston, aye. All were in favor, the motion carried.

6. Mr. Johnston asked for a motion to hire Mr. Jake Stockdale as a volunteer Softball coach for the 2011 season. The request died due to lack of a motion.

7. Motion made by Mr. Sullivan, second by Mr. McCoy to approve the review of the Executive Session minutes from February 14, 2011.

#### **ADJOURNMENT**

Motion made by Mr. Sullivan, second by Mrs. Burdick to adjourn the meeting. The meeting was adjourned at 8:15 p.m.

Dated: March 14, 2011

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Ed Johnston  
President

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Amy Burdick  
Secretary