

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

TYPE OF MEETING: REGULAR

DATE OF MEETING: NOVEMBER 14, 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 AMY BURDICK  
TOM SULLIVAN BRAD FAULKNER  
JEFF MCCOY RICK STEDER  
KATE KINNEY

**IN ATTENDANCE:** Curt Stalheim, Mike Duffy, Jeff Pinker, Mark Parent, Bill Damon, Kurt Alberstett, Madison Buss, Grace McCoy, Deb McCoy, Deb Walsh, Desi McCallips, Grant McCallips, Reagan McCallips, Peyton McCallips, Mychael Drews, Sue Szymanski, Steve Winchel, Glenn Winchel, Katrina Weber, Curt Szymanski, Cheryl Weber, Morgan Hardy, Caryn Tannehill, Jodi Kinney, Amy Damon

### **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; Rick Steder, here; Brad Faulkner, here; Kate Kinney, here; and Sue Kinney, here.

### **PUBLIC COMMENTS TO AGENDA**

There were no comments from the public.

President Kinney stated at the Northwest Division Meeting on October 13, 2011, the Board Members were presented with Ed Johnston's Master Board Member Pyramid. President Kinney added that training was very important to Ed. On behalf of the Durand School Board and the IASB she presented the pyramid to Colleen Johnston, Ed's wife.

### **TEACHER FEATURE**

Mr. Duffy read the Resolution for School Board Members Day which is tomorrow, November 15, 2011. He then provided certificates for each of the Board members. Following this presentation a number of students provided recognition letters for the Board members.

### **TEACHER UPDATE**

Mrs. Sue Syzmanski, Mrs. Jody Kinney, Mrs. Desi McCallips and Mrs. Mychael Drews spoke individually regarding how the most recent contract affected each of them.

### **ADOPTION OF AGENDA**

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

### **CONSENT AGENDA**

Motion made by Mr. Sullivan, second by Mr. Faulkner to approve the consent agenda which included Board minutes from (October 1 and 11, 2011), accounts payable, and approval of the destruction of the May 2010 taped closed session minutes) Roll Call: Tom Sullivan, aye; Jeff McCoy, aye; Kate Kinney, aye; Brad Faulkner, aye; Rick Steder, aye; Amy Burdick, aye; and Sue Kinney, aye. All were in favor the motion carried.

### **ADMINISTRATIVE REPORTS**

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

**6:012 Meetings:** I attended the Illinois Principal Association Conference held in Peoria. I also attended the Nutritional Task Force meeting, three Administrative meetings and supervised two events.

**6:013 Awards Ceremony:** Dolan hosted the First Quarter Grade & Awards ceremony on 10/27/11.

**6:014 SIP:** October 21<sup>st</sup> SIP day covered Behavior Management Plans as well as Behavior Analysis Reports, presented by Mr. Voigt.

**6:015 Rtl:** November 4<sup>th</sup> afternoon training covered RTI documentation, presented by School Psychologist.

**6:016 Dean's Convention:** Mr. Voigt attended the Dean's Convention on November 3 & 4.

**6:017 Conferences:** Parent/Teacher Conferences were attended at 50%.

**6:018 Dean of Dolan Incident Statistics: (Mr. Voigt) (see attached) – Mr. Parent**

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

**6:021 – Community Night:** I organized, attended and presented at Community Night on October 12. Different aspects of Durand Schools were presented to the community. Staff and community members numbered around 50 attendees. (Program provided)

**6:022 – Concert:** I attended the fall band and choir concert. This event was well attended as 6-12 grade presented.

**6:023 – Good Citizenship:** I organized the Good Citizenship Luncheon for students and family members who received the award for the month of September. I handed out the Good Citizenship Award for the month of October. Cooperation was stressed with Frederick Douglass used as an example.

**6:024 – Data Team:** I attended 5 data team meetings with teachers to discuss student progress and develop support plans.

**6:025 – Student Discipline:** I had 50 contacts with parents concerning student discipline.

**6:026 – Parent Meetings:** I attended 5 parent meetings to discuss student progress and educational plans.

**6:027 – Assembly:** I held an honor roll assembly for grades 5 and 6.

**6:028 – SIP:** I helped organized the School Improvement Day. The Elementary worked on Common Core Standards which included a speaker.

**6:029 – Meetings:** I attended the Durand Advisor's Meeting sponsored by the Monroe Clinic. We discussed ways that the Monroe Clinic can better serve Durand.

**6:030 – Register Star:** I attended the Rockford Register Star breakfast at Nanner's to discuss how the Rockford Register Star could best serve Durand.

**6:031 – Veteran's Day:** I helped organize the Veteran's Day Star project where students made stars honoring relatives who are serving or who have served in the armed forces.

**6:032 – Grandparents Day:** I helped with Grandparent’s Day. This breakfast was well attended.

**Additional Comments:**

Mr. Alberstett added that a presentation was provided for Cassie Alberstett who returned from Iraq on November 4. He also thanked the PTO and “Hope for Durand” for the meals provided to the faculty last Wednesday and Thursday during the parent-teacher conferences.

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

**6:031 – Observations:** I conducted ten pre-observation conferences with Junior and Senior High teachers. I did ten observations of Junior and Senior high teachers. Observations for Junior High teachers were forty two minutes each and High School observations were eighty four minutes each.

**6:032 - Meetings:** I conducted three parent meetings dealing with grades, discipline and athletic related issues. I attended two administrative meetings. The administrative staff discussed issues dealing with the district, new evaluation system, parent concerns and upcoming events. I attended three student IEP meetings. We reviewed present IEPs and made needed adjustments to meet the individual student’s needs. I facilitated one curriculum council meeting. We discussed new courses, course descriptions and common core standards along with other curriculum related issues. I conducted a faculty meeting. We reviewed tornado drills, fire drills and lockdowns. We discussed the use of the green and red cards during drills. We reviewed the events for the upcoming SIP day. I attended a DARTS meeting. We continued our discussion about signage for the Village Library. We discussed the success of recent events and the upcoming holiday events. I attended a CareerTec meeting. We discussed the money left in our grants and future classes and trainings. I attended the yearly IHSA Town Meeting. We voted on new issues dealing with High School Sports.

**6:033 – Workshops:** I attended the IPA convention in Peoria. I attended workshops entitled “How Students and Their Teachers Win”, “Raising Staff Morale and Staying Out of Trouble”, “ Student Achievement: Principals Do Make a Difference”, “ISBE Update on Common Core”, and “Raising Student Achievement”. I also visited a number of vendors and discussed new tools for improving education. I will be implementing some of the things that I learned at the conference throughout the school year. Our SIP Day workshop was on Common Core Standards, Evaluating Test Scores to Help Develop Curriculum (John Paulsgrove) and a presentation from Cambridge Learning, Inc.

**6:034 - Events:** I supervised three High School Girls Volleyball games and three High School Boys Football games. I helped facilitate Senior Nights for both High School Volleyball and Football. I attended the Regional Volleyball game at Aquin. I attended the football play-off game at Le-Win. I attended the fall band and chorus concert. The students and directors did an excellent job. It was a very well attended event.

**6:035 - Curriculum Council and Faculty Agendas:**

**Activity/Transportation Director – Peter Robertson**

**6:041 – Athletics:** Our fall athletic programs finished the 2011 season this past month. The varsity football program finished with a record of 6-4 placing 4<sup>th</sup> in our division and a class 1A playoff appearance. The Fresh/Soph program finished with a 5-4 mark. We held senior night on Friday, October 21 honoring our football and band seniors. We had several players earn NUIC all conference in football, but this list will not be released to the public until the last team in our conference is eliminated from the IHSA state playoffs. The varsity volleyball team went 5-0 at the Durand Invitational on October 15, 2011 winning a home tournament. The overall record for the varsity was 16-10. We held senior night on October 18 honoring our three senior volleyball players. The Fresh/Soph program finished with an overall record of 5-8 in conference. We had two ladies earn NUIC all conference, but this

list will not be released to the public until the last team from our conference is eliminated from the IHSA state volleyball series. Our cross country finished up their season the last week of October. We participated in the Winnebago regional and had one athlete advance to the Oregon sectional.

The Junior High boys' basketball season began practice on October 13, 2011. Games started the last week of October. The High School girls' basketball program began practice on October 31. High School boys' wrestling began practice on November 7. These dates are mandated by the IHSA. Winter/Blue 2011 was held on November 11, 2011. Team and individual photos for Spirit Squad, Wrestling, Boys' Basketball and Girls' basketball were taken. After the photos, we had our coaches introduce our teams, talk about the upcoming seasons and had scrimmages for the basketball programs.

**6:042 – Music:** The IMEA all state music banners have come in are up in the large gym. Please take a look when you have an opportunity. In addition, the trophy case that holds the state champions and runner up was completed with a new backdrop. Please take a few moments and look at this as well.

**6:043 – Road Commissioners Meeting:** The Road Commissioners met on October 12.

#### **Nurses Report – Mrs. Meinert**

913 student assessments were done. 241 medications were administered. 14 incident reports were completed. 1 health history was completed for Special-Ed service providers. Six cases of strep throat were reported and notes were sent home to the corresponding classrooms. One case of scarlet fever was reported and notes were sent home to the corresponding classroom. One case of impetigo was reported and notes were sent home to the corresponding classroom. No students were excluded from school on October 15th for not meeting State mandated health requirements. I performed and documented the AED monthly maintenance checks and performance tests on all 3 AED's on October 24. I attended the Nutrition Task Force meeting on October 26. Initial vision and hearing screenings for all mandated students were conducted on October 28. I will be conducting all of the re-screenings on those students who did not pass throughout the months of November/December. Letters/referrals will be sent out to parents if further testing outside of the school is required. All employees were given the opportunity to receive flu shots on October 20. Fifty-five employees received the flu vaccine. All physicals, vision exams, dental exams, consent for medical treatment, and health information forms have been reviewed, filed, and entered into the new STI health module.

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

- 12 -25" TV's, computers, 2 treadmills and 2 stationary bikes will be recycled
- Set up football fields
- ROE annual walk through went very well-all items already addressed
- Walked with sprinkler system tester from Nelson
- Mowed
- Monitored HVAC and adjusted schedules
- Arranged stair lift inspection
- Adjusted door schedules
- Tree at the northwest entrance was dying and unsafe; it was removed and a replacement tree will be planted around that area.
- Mostly cleaning this month with our crew down one man
- New custodian started 10/31/11
- Custodial staff meeting 11/1/11

**Additional Comments:** Mr. Duffy added that Mr. Gassman is currently compiling a list of

items which will either be recycled or advertised for sale in the local paper. He hopes to have this completed by the first of the year.

**Superintendent's Report – Mr. Duffy**

**6:081 – Enrollments:** (See attached information)

Mr. Duffy explained that we continue to add a few students. He has asked Mrs. Buss to provide a report to him on where the students are transferring from.

**6:082 – Evaluation Summaries:** The evaluation summaries are attached from the October 21, 2011 School Improvement Day. Overall, they are very good. It appears the majority of the faculty were very pleased with the workshops, although a couple of faculty did not appear to be impressed by anything.

**6:083 – Canine Search Scheduled:** We have written to Sheriff Myers requesting a canine search. His office has contacted us to let us know they are in the process of arranging for approximately four dogs and their handlers to come to Durand and conduct a search of the High School, Jr. High School and parking lots. They will notify us before they arrive so the search will not be known about until we see the dogs.

**6:084 – Letter to Senators/Representatives:** We sent a letter to our Senators and Representatives indicating that we oppose taking monies from our local funds to pay for a State initiated plan.

**6:085 – RSNLT's School Administrator's Conference:** I attended a workshop put on by Robbins, Schwartz, etc. concerning the new mandates the State is imposing. It was an excellent workshop and we will be able to implement many of the concepts that were reviewed. He added that the Association Group met this morning regarding the RIF plan. Mr. Alberstett will be the chairman for this group. They reviewed other evaluation instruments from other districts.

**6:086 – NCLB Update:** This amendment earned the Durand School District an extra \$13,000. Thank you for your effort Mr. Alberstett.

**BOARD MEMBER REPORTS OR REQUESTS**

**Board Communications – Mrs. Burdick**

Mrs. Burdick read three thank-you notes to the School Board.

**Board Meetings – President S. Kinney**

IASB Conference – November 17-20, 2011

**7:03 - Finance and Budget – President Kinney**

Mr. Damon will provide information later.

**7:04 - Career Technology Co-Op – Mrs. K. Kinney**

Mrs. Kinney stated one of the new classes coming to Career-Tec will be culinary and fabrication.

**7:05 - Special Education - Mr. Sullivan**

No report at this time.

**7:06 - Curriculum/Technology – Mrs. Burdick**

Mrs. Burdick stated there was another meeting was held and they are still talking about the Common Core Standards. There was discussion on improving parent-teacher conferences.

**7:07 - Policy - Mr. Sullivan**

Will provide a report under New Business.

**7:08 - Nutrition Task Force – Mr. Sullivan**

Mr. Sullivan shared that a Nutrition Task Force meeting was held in October. He was very happy with the outcome. He stated it is obvious that the staff including the kitchen staff take nutrition very seriously. He added that the kitchen staff is looking for different ideas which are a positive move. He commended Mr. Alberstett in following through with a study which shows that the students should go to recess prior to eating lunch. The students are calmer and they also eat more. Lastly he added that there is a nice cross-section of people serving on this committee.

**7:09 - School Handbooks – Mrs. K. Kinney**

No report at this time.

**FUTURE MEETINGS**

November 17-20, 2011		IASB Conference
December 5, 2011	3:00 p.m.	Agenda Meeting
December 5, 2011	5:30 p.m.	Policy Meeting if needed
December 8, 2011	6:00 p.m.	Board Coffee
December 12, 2011	6:00 p.m.	Monthly School Board Meeting

**OLD BUSINESS**

No old business.

**NEW BUSINESS**

**9:01 – New Policies**

- 2:250 – Access to District Public Records
- 2:250-AP1 – Administrative Procedure – Access to and Copying of District Public Records
- 2:250-E3 – Exhibit – Recurrent Requester Notification
- 3:60 – Administrative Responsibility of the Building
- 4:80 – Accounting and Audits
- 5:90 – Abused and Neglected Child Reporting
- 5:100 – Staff Development Program
- 5:200 – Terms and Conditions of employment and Dismissal
- 5:240- Suspension
- 5:240-AP – Administrative Procedure – Suspension
- 6:60 – Curriculum Content
- 6:150 – Home and Hospital Instruction
- 6:300 – Graduation Requirements
- 6:320 – High School Credit for Proficiency
- 7:300-E1 – Exhibit – Agreement to Participate
- 7:305 – Student Athlete Concussions and Head Injuries
- 7:305-AP – Administrative Procedure – Program for Managing Student Athlete Concussions and Head Injuries

Mr. Sullivan reviewed the first reading of policies for this month. He stated a large amount of these policies were wording changes involving laws that have gone into effect recently. He shared that there is a new policy talking about concussions and head injuries. He stated we are considering taking the word athletic out because it is actually anybody, a student who may fall on the playground or the classroom.

**9:02 – Bitty Ball:** Mr. Alan Asche is asking permission to have Bitty Ball on Sunday afternoons in January and February 2012.

Mr. Robertson stated there are between 70 and 80 students for the Bitty Ball Program. He stated Mr. Asche is asking that one hour be given for each age group. By having this on a Sunday it allows for a consistent schedule for the parents. Mr. Duffy asked about the liability insurance. Mr. Damon will review the insurance/liability issue and report back to the Board. Motion made by Mr. Sullivan, second by Mr. McCoy to approve the use of the gym on Sundays in January and February 2012 for Bitty Ball. Voice vote all were in favor the motion carried.

**DISTRICT BUSINESS REPORTS**

Mr. Damon presented the following reports

**Fund Balance**

Mr. Damon stated we did receive \$95,000.00 from for General State Aid however; no

mandated categoricals have been paid yet this fiscal year. We did receive \$190,000 in property taxes and added that we have now collected approximately 98% of the 2010 tax extension.

### **Approve Tax Levy for Publication and Set Hearing**

Mr. Damon explained that this year we are not asking for more than 5% increase over last year's tax extension. Therefore we are not required to have a hearing this year. This is still optional. If the Board decides to have a hearing, the date and time needs to be set to be placed in a public notice. The reason our tax levy is less than a 5% increase over the prior year is because our EAV has gone down dramatically this year; down about 5.3%. We won't know the actual EAV until next April however; we are required to do our tax levy at this point in time. Therefore, we are using estimates. The Board felt that we should continue with the practice of having the hearing. This hearing will be set for December 12, 2011 at 6:00 p.m.

Mr. Damon explained that the Regional Superintendent has noted that we do not need to read the resolution in its entirety but that we should summarize it before voting on it. In summary, we are going to levy taxes for \$6,005,705 which is less than 105% of the 2010 tax extension. The tax rate itself is projected to increase from 5.8289 to 6.3124. Since we are not levying more than 105% of the 2010 tax levy we are not required to give public notice however, the Board has decided this will still be done. Motion made by Mr. Faulkner, second by Mr. Sullivan to waive the reading and adopt the resolution for the tax levy. Voice vote all in favor the motion carried.

Motion made by Mr. Sullivan, second by Mr. Faulkner to approve the resolution of the tax levy as presented by Mr. Damon. Roll call vote: Amy Burdick, aye; Jeff McCoy, aye; Tom Sullivan, aye; Kate Kinney, aye; Rick Steder, aye; Brad Faulkner, aye; and Sue Kinney aye. All were in favor the motion carried.

### **Property/Casualty Insurance Renewal/Resolution**

Mr. Damon shared that our property/casualty insurance is renewed every year on November 20. This year, the District was informed in August that our current carrier would be dropping us due to recent claims history. The Horton Group has come through with a proposal from WRM America who would provide coverage at a total of \$76,251.00. Over the summer he also worked on an application for the Prairie State Insurance Cooperative. This is a cooperative of 100 school districts throughout the state with property, casualty and Workman's Compensation insurance. Mr. Duffy has had experience with this cooperative in the past and recommended joining them. The Prairie State insurance cooperative has accepted us and made a proposal to us. They are more expensive - a four year premium currently would be approximately \$102,000 under the Cooperative. This cooperative would put us on a fiscal year basis which is the same as the rest of the schools in the cooperative. The current year policy would be pro-rated through June of 2012. The partial payment for this year would be \$67,191.00 which would impact our budget this year. Mr. Damon and Mr. Duffy recommended that we go with this co-op program for our insurance coverage.

Motion made by Mr. Sullivan, second by President Kinney to approve the pro-rated insurance coverage amount which would take effect on November 20, 2011 Roll call vote: Tom Sullivan, aye; Rick Steder, aye; Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; Jeff McCoy, aye; and Sue Kinney, aye. All were in favor the motion carried.

Motion made by Mr. Faulkner, second by Mr. Steder to waive the reading of the resolution for membership and adopt the Prairie State Insurance Cooperative. Voice vote all were in favor the motion carried.

**EXECUTIVE SESSION**

Motion made by Mr. Sullivan, second by Mr. McCoy to enter into executive session at 7:20 p.m. for;

1. The appointment, employment, 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 minutes of meetings lawfully closed, whether for purposes of approval by the body of the minutes for semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(2)

Roll call vote: Rick Steder, aye; 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 closed at 7:25 p.m.

The Board returned to Open Session at 7:50 p.m.

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

1. Motion made by Mr. Sullivan, second by Mrs. K. Kinney to approve the Leave of Absence request from Sharon McDivitt for 12/16/11 – 01/27/12. Voice vote all were in favor the motion carried.
2. Motion made by Mr. Sullivan, second by Mrs. K. Kinney to hire Mr. Ed Burdick as the High School Assistant Wrestling Coach at a salary of \$2,391.00. Roll call vote: Kate Kinney, aye; Amy Burdick, abstain; Jeff McCoy, aye; Tom Sullivan, aye; brad Faulkner, aye; Rick Steder, aye; and Sue Kinney, aye. The majority were in favor, motion carried.
3. Motion made by Mr. Sullivan, second by Mr. Steder to hire Robbie Savala as a volunteer JH Boys Basketball Coach and Bryce Broughton as a Junior High Wrestling Coach at a salary of \$1,869.00. Roll call vote: Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; Jeff McCoy, aye; Tom Sullivan, aye; Rick Steer, aye; and Sue Kinney, aye. All were in favor, the motion carried.
4. Motion made by Mr. Sullivan, second by President S. Kinney to approve the review of the October 11, 2011 executive session minutes. Voice vote all were in favor the motion carried.

**ADJOURNMENT**

Motion made by Mr. Sullivan, second by Mr. McCoy to adjourn the meeting. Voice vote all were in favor the motion carried.

The meeting was adjourned at 7:50 p.m.

**Dated: November 14, 2011**

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**Sue Kinney**  
**President**

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**Amy Burdick**  
**Secretary**