

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

TYPE OF MEETING: REGULAR

DATE OF MEETING: SEPTEMBER 12, 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  
RICK STEDER  
AMY BURDICK  
KATE KINNEY  
TOM SULLIVAN  
BRAD FAULKNER

**IN ATTENDANCE:** Curt Stalheim, Mike Duffy, Jeff Pinker, Mark Parent, Bill Damon, Peter Robertson, (6:35 p.m.) Kurt Alberstett, Amy Smart Joe Schuld, Sean Downey, Anna Smith, Kory Blummer, Rhonda Oaky 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 Sue Kinney calling the meeting to order. Roll call: Tom Sullivan, here; Rick Steder, here; Amy Burdick, here; Brad Faulkner, here; Kate Kinney, here; and Sue Kinney, here.

**PUBLIC COMMENTS TO AGENDA**

There were no comments from the public.

**TEACHER FEATURE**

President Kinney shared that the new teachers, Anna Smith, Sean Downey, Joe Schuld and Kory Blummer met the School Board prior to the start of the meeting.

**ADOPTION OF AGENDA**

Motion made by Mr. Sullivan, second by Mrs. Burdick 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. K. Kinney to approve the consent agenda which included Board minutes from August 8 and 23, 2011, abstract of bills, and approval of destruction of the March 2010 taped closed session. Roll Call: Tom Sullivan, aye; Rick

Steder, aye; Kate Kinney, aye; Brad Faulkner, aye; Amy Burdick aye and Sue Kinney, aye. The majority were in favor, the motion carried.

### **ADMINISTRATIVE REPORTS**

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

**Start of School:** The school year has started well with 29 students enrolled and two additional going through the admission process. We are still in need of a math instructional aide and continue with the search process.

**Open House:** Open house was a disappointment with only six families showing up. Reasons given for the lack of attendance were siblings having school open houses on the same night and time.

**CPR Training:** All staff will go through CPR training on September 23 and will have certification for two years. Mr. Voigt continues to train on the Safety Crisis Management program and has been able to bring new staff up to date with the rest of the staff.

**Pictures:** School pictures were taken on September 8<sup>th</sup>. A disc was given to the parents with several different poses and then the parents can print the pictures of their choice.

**Supervision:** Mr. Parent has supervised two volleyball matches and a football game.

**Dean's Report:** Incident report attached. This summer I attended a Safe Crisis Management (SCM) Instructor Recertification course and passed both the written and physical skills tests to remain a SCM instructor. Based on the information presented at the SCM course I updated and revised our incident reporting system for physical interventions. I trained and certified our new instructional aide in the non crisis team SCM program. I have set up the dates for recertification training and testing for crisis team and non crisis team staff members for the school year (see attached schedule). I supervised Durand's home football game on August 26, 2011.

**Additional Comments:** Mr. Parent reported there has been one student who had to be hospitalized and the staff is working through this issue.

Mr. Parent left the meeting at 7:05 p.m. for supervision responsibilities.

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

**Open House:** Attended Kindergarten Orientation and Durand Elementary School Open House. Parents had the chance to meet their child's teacher and learn of classroom expectations.

**Workshop:** Organized and attended a teacher workshop pertaining to the new writing program that is being implemented in the elementary. It is called the Being A Writer program.

**Faculty Meeting:** Held the first elementary faculty meeting of the year and went over goals and expectations for the new school year.

**Pep Assembly:** Held an elementary pep assembly to help kick-off the new school year. We went over our spectacular test scores and our summer reading program.

**PIP:** The new Co-op Primary Instructional Program (PIP) is now housed in the elementary wing and running smoothly.

**Meeting/Health Concerns:** Organized and attended a meeting with teachers and the nurse to discuss students with health concerns. I attended two parent meetings concerning student health and placement.

**Restroom Training:** I conducted hallway and bathroom trainings where students were taught expectations in those areas. I was assisted by Mrs. Peil, the school social worker.

**Supervision:** I supervised the High School Volleyball game against Pecatonica.

**MAPS:** Organized and helped administer MAPS testing. The MAPS testing is done 3 times a year and helps us identify students who may need extra help and areas of the curriculum that may need more focus.

Mr. Alberstett left the meeting at 6:07 p.m. for supervision responsibilities.

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

**Meetings:** I conducted four parent meetings dealing with schedules, registration and athletic related issues. I conducted one Jr/Sr High faculty meeting. (See Agenda) I facilitated two IEP meetings to change a student's schedule and two 504 meetings. I attended four weekly administrator's meetings. The administrative team discussed different issues dealing with registration, beginning of school, budget and other school related issues.

**Students/Parents:** I facilitated the Jr/Sr high Open House and 7<sup>th</sup> and 9<sup>th</sup> grade orientation. There was great attendance at both events. This year's freshmen signed a banner of commitment to graduate. I had ten parent phone calls dealing with schedules, new students, scheduling and general concerns. I assisted Ms. Stinnett with scheduling new students, working with students who did not have a full schedule and helped answer questions about the upcoming year. All students have full 1<sup>st</sup> semester schedules. I assigned parking permits to the High School students. The Junior High and High School students have been taking the first round of MAPS testing.

**Events:** I facilitated an assembly on the first day of school. Handbook rule changes were reviewed. The students received their ID's, handbook rules, lanyards and assignment notebooks. I assisted with the football field setup. I helped supervise the football game versus Stockton and AFC. I help setup ticket takers, assisted in general supervision of the contest, deposited the gate money and helped with the field pick-up I facilitated the Junior High and High School Honor Assembles. I attended the football game at East Dubuque.

**Additional Comments:** Mr. Pinker stated the football team won last Friday night and also noted that the football players helped with the clean up following the Biker Bash Saturday, September 10, 2011.

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

**Notification of Approval of District Cooperative Team** (see attached)

**Blue/White Night:** On August 19, 2011 we had our fall 2011 Blue/White night. The event was well attended. The Athletic Boosters provided the athletes with a free meal and had food for families that attended. Our fall sports teams began competition the week of August 22<sup>nd</sup>. We held a high school pep assembly on Friday, August 26, 2011 with our spirit squad and band providing some terrific support.

**Meetings:** I attended a NUIC Athletic Director's meeting on August 12, 2011. We completed fall schedule checks and discussed football numbers to verify if teams would be playing double header games on Friday nights or one game on Friday and one game on Monday. I attended a JH conference meeting in Lena on August 24, 2011. We discussed the upcoming seasons and completed schedule checks.

**Driver's Refresher Course:** The entire transportation staff attended a driver refresher course on September 01, 2011 in the evening. All drivers are certified for the 2011-12 school year through the Regional Office of Education. This course is completed on a yearly basis.

**New Score Board Update:** The morning of August 20, I met with 8-10 people and discussed the new football score board. We talked about what needed to be done. On August 30, 2011, the holes were dug for the beams to be placed in. On August 31, Ken Gibler, Jim Heinen, Dan DeMus & Chad Horstmeier prepared the holes for the cement pour. On September 1, the same group poured the cement in the holes and forms. The next work is to set the I-beams, and run electric from the board to the press box and attach the boards themselves. The hope is to have the project completed by the Homecoming Football game and have a dedication prior to the game. At this time, there are several volunteers helping and making this project work; Randy Rollie, Gary Houghton, Paul Heinen and Chad Gassman.

**UPDATE:** Mr. Robertson stated all of the materials are in and final dates are being scheduled to finish this project.

**Sunday Events:**

Sunday, December 11, 2011, High School Band and Choir Concert.

Sunday, February 5, 2012 (Jazz Night Snow Date)

Sunday, Open Gyms beginning October 2, 2011. Allen Asche would like to have 5<sup>th</sup> and 6<sup>th</sup> grade boys and girls basketball practices in the large gym. This is our feeder league to the Junior High program and Sundays are the only days that seem to give the program an appropriate time. Randy Hunt will also hold open gyms for basketball to allow kids to come in and shoot some baskets and work on drills. Coaches are expected to supervise students and this is not limited to just basketball players in regards to open gyms. Any Durand athlete who is interested may come to participate.

Sunday, February 5, 2012 Pine Wood Derby – small gym

Sunday, May 20, 2012 – High School Graduation

Motion made by Mr. Sullivan, second by Mr. Faulkner to approve all of the Sunday events listed above with the noted corrected dates. Voice vote all were in favor, the motion was carried.

President Kinney asked Mr. Robertson to extend the School Board's thank you to all of the volunteers working on the score board.

**Athletic Uniforms:**

Mr. Robertson explained on August 26, 2011, the varsity football team wore new uniforms which was an anonymous gift. He stated neither Mr. Pinker nor himself were made aware of the new uniforms. Currently the District does not have a new uniform policy in place. The Athletic Director along with the administration will move forward and develop a new athletic procedure for uniforms. Mrs. K. Kinney asked when developing this procedure will that include going back and removing clothing that is not blue and white such as the band and cheerleaders. Mr. Robertson stated we need to move forward from this day on and it would be very costly to go backwards. We need to develop a fair operating procedure and to be consistent.

**Technology Report – Mrs. Winchel**

Completed imaging and setting up of new computer lab at Dolan Education Center

Completed installation of VNC through Kace 1000

New teacher training

Technology news and refresher for all staff

STI grade book training and setup for grades 3-12

Had technology help hours in computer lab during teacher institute

Closed 178 work tickets

Installed 2 network printers at Dolan Education Center and removed personal printers

Updating of Village of Volunteers Facebook Page

Configured STI for the start of the school year

Tested all workstations in the building to ensure minimal technology issues for the start of school

Migrated 3 servers into one main server

Sent 3 School Messenger messages

Accepted letter of resignation for Eddie Johnston as Webmaster

Website training

**Additional Comments:** Mr. Duffy stated there were a few minor issues at the beginning of the year however; overall everything went very well. He added that the Website training went well and all of the teachers have learned how to enter the grades electronically. Mr.

Faulkner stated he was not able to find the volleyball and football schedules on-line at the start of school and would like to see these posted earlier.

**Nurses Report – Mrs. Meinert**

No report for this month. Mr. Duffy has learned that two cases of viral meningitis have been identified in the Elementary.

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

Prepared and poured concrete slab and set memorial bench on it for Ed Johnston memorial on September 10.

Approximately 70% of the hallway lights are now on motion sensors.

Set HVAC schedules for school hours

Set school bells for holidays, etc.

The east elementary exit doors are scheduled to be replaced this month.

Opened doors on Saturday 8/27 for class reunion picture.

Many last minute teacher requests were done to have rooms prepared for the school year.

Assigned keys to new teachers.

Provided HAZMAT and blood borne pathogen presentation to teachers.

Obtained a building permit for football field light repairs and new scoreboard.

Organized and met with JULIE to get underground lines located for the excavation for the new scoreboard

Assisted with repairs done on lighting at football field to be paid by Athletic Association.

Setup, layout lines and painted football field.

Worked on budget report items with Mr. Damon.

Summer projects are now completed.

Worked with Angie Winchel on phone system training and setup for new teachers.

81 work tickets completed last month

**Additional Comments:** Mr. Duffy added that at this time approximately 70 to 100% of the projects are complete. He is very pleased with the lighting system in the hallways. As people enter a hallway or room, the lights come on automatically and this is a wonderful security issue.

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

**Enrollments:** (See attached information) Mr. Duffy stated at this time we have 10 additional students.

**Financial Recognition:** (See attached certificate) Mr. Duffy congratulated Mr. Damon for receiving financial recognition again this fiscal year.

**Facebook:** (See attached update)

**BOARD MEMBER REPORTS OR REQUESTS**

**Board Communications – Mrs. Burdick**

Mrs. Burdick read a thank you note from Mrs. Lisa Franke

**Board Meetings – President S. Kinney**

**FUTURE MEETINGS**

|                           |           |                            |
|---------------------------|-----------|----------------------------|
| September 28, 2011 (Wed.) | 6:00 p.m. | Special Board Meeting      |
| October 1, 2011 (Sat.)    | 8:00 a.m. | School Board Workshop      |
| October 3, 2011 (Mon.)    | 3:00 p.m. | Agenda Meeting             |
| October 3, 2011(Mon.)     | 5:30 p.m. | Policy Meeting – If needed |
| October 6, 2011 (Thurs.)  | 5:30 p.m. | Board Coffee               |

|                                 |           |  |
|---------------------------------|-----------|--|
| <b>October 11, 2011 (Tues.)</b> | 6:00 p.m. | Monthly School Board Meeting               |
| October 13, 2011 (Thurs.)       | 6:00 p.m. | Northwest Division Meeting in Stockton, IL |

**Finance and Budget – President Kinney**

The Special Board regarding the Budget is scheduled for September 28, 2011

**Career Technology Co-Op – Mrs. K. Kinney**

Mrs. Kinney reported the enrollment is up and they were able to locate an extra nursing assistant so they will be able to offer three sessions in nursing.

**Special Education - Mr. Sullivan**

No report at this time.

**Curriculum/Technology – Mrs. Burdick**

No report at this time.

**Policy - Mr. Sullivan**

No report at this time.

**Nutritional Task Force – Mr. Sullivan**

Mr. Sullivan stated a Nutrition meeting has been scheduled for October 19, 2011 at 6:00 p.m.

**School Handbooks – K. Kinney**

No report at this time.

**OLD BUSINESS**

**1. Second Policy Readings – Mr. Sullivan**

- 1:10** School District Legal Status
- 1:20** District Organization, Operations and Cooperative Agreement
- 1:30** School District Philosophy
- 2:10** School District Governance
- 2:130** Board-Superintendent Relationships
- 3:10** Goals and Objectives
- 3:30** Chain of command
- 3:30-E** Exhibit – Organizational Chart for Administration
- 3:70** Succession of Authority
- 3:70-AP** Administrative Procedure – Succession Plan
- 5:125** Personal Technology and social media; Usage and Conduct
- 5:125-E** Exhibit – Employee Receipt of Board Policy on Personal Technology and Social Media
- 5:170** Copyright
- 5:170-AP1** Administrative Procedure – Copyright Compliance
- 5:170-AP2** Administrative Procedure – Seeking Permission to Copy or Use Copyrighted Works
- 5:170-AP3** Administrative Procedure – Instructional Materials and Computer Programs Developed Within the Scope of Employment
- 5:170-E** Exhibit – Request to Reprint or Adapt Material
- 6:120-AP4** Administrative Procedure – Care of Students with Diabetes
- 6:235-AP1** Administrative procedure – Acceptable Use of Electronic Networks
- 6:235-AP1, E1** Exhibit – Student Authorization for Electronic Network Access
- 6:235-AP1, E2 Exhibit** – Staff Authorization for Electronic Network Access

Mr. Sullivan stated no comments have been received regarding the new policies. Motion made by Mr. Faulkner, second by Mrs. K. Kinney to approve the policies listed above. Voice vote all were in favor, the motion carried.

**NEW BUSINESS**

**1. Approve 2010-2011 Itemized Salary Compensation Report – Mr. Duffy**

Mr. Duffy stated these audited salaries were from the last fiscal year. Motion made by Mr. Sullivan,

second by Mrs. Burdick to approve the itemized salary compensation report. Roll call vote: Tom Sullivan, aye; Rick Steder, aye; Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; and Sue Kinney, aye. All were in favor, the motion carried.

**2. Approve Tuition Agreement for 2011-2012 – Mr. Damon**

Mr. Damon explained that the Tuition Agreement is based on the annual financial report which is from the FY-10 report and they allow a District to increase the amount by 10% of what is in the audit report. He also noted this agreement is for the students who attend Durand Schools but does not include the Dolan Center as they have their own tuition fees based on their costs. Motion made by Mrs. K. Kinney, second by Mr. Brad Faulkner to approve the Tuition Agreement for 2011-2012. Roll Call vote: Rick Steder, aye; Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; Tom Sullivan, aye; and Sue Kinney, aye. All were favor, the motion carried.

**3. Application for Recognition of Schools – Mr. Duffy**

Mr. Duffy stated this is a certificate stating our school is in compliance. Motion made by Mr. Sullivan, second by Mr. Faulkner to approve the application for Recognition of Schools. Voice vote all were in favor, the motion carried.

**4. Permission for High School Wrestling Overnight Trip – Mr. Robertson**  
**Overnight Trips**

Mr. Robertson reported the annual wrestling trip to Plano, IL is scheduled for Friday, December 9, 2011. Additional information is in the Board packet. Motion made by Mr. Sullivan, second by Mr. Steder to approve the overnight wrestling trip. Roll Call vote: Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; Tom Sullivan, aye; Rick Steder, aye; and Sue Kinney, aye. All were in favor the motion carried.

**5. Permission for FCCLA Leadership Training Conference – Mr. Robertson**

Mrs. Taylor Williams is requesting a trip for the FCCLA to attend a Leadership Training on October 2 and 3, 2011 to Springfield, IL. There may be as many as 10 students. The itinerary is attached. Motion made by Mr. Faulkner, second by Mr. Sullivan to approve the overnight trip for the FCCLA. Roll call vote: Kate Kinney, aye; Amy Burdick, aye; Tom Sullivan, aye, Brad Faulkner, aye; Rick Steder, aye and Sue Kinney, aye. The motion carried.

**DISTRICT BUSINESS REPORT**

Mr. Damon stated there was a large expense this month due to the installment on Special Education Co-op of \$252,000.00. He explained that we always pay 60% of these costs up front and then we pay 40% in January or February. The income this month included \$318,000 in property taxes, \$95,000.00 in General State Aid, \$61,000.00 from prior year at Dolan Education Center and there was another \$56,000.00 received from the State from last year's programs. We are still waiting to receive all of the 4<sup>th</sup> quarter mandated categoricals from last year. The grand total now outstanding from the State is \$129,000.

He added the financial records were audited in August. A report from those auditors will be forthcoming. Lastly Mrs. Laurel Buss and he are preparing for an ISBE audit from the FY-09 General State aide claim.

President Kinney announced that the County School Tax Facility meeting is Wednesday, October 12<sup>th</sup> from 6:00 p.m. to 8:00 p.m. at Loves Park City Hall. Mr. Damon stated if this new law passes it would be beneficial for all the schools as the dollars spent in Winnebago Country would be distributed to all the schools based on their enrollment.

**EXECUTIVE SESSION**

Motion made by Mr. Sullivan, second by Mr. Steder to enter executive session at 7:00 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. Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the District is a member.
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.

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

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

The Board returned to open session at 8:02 p.m.

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

**Request for Leave of Absence or Time Off**

1. Motion made by Mr. Sullivan, second by Mr. Faulkner to approve the request for time off from Ms. Lynn Meyers for January 30, 2012 to February 3, 2012 and for Mrs. Dawn Hart as the Young Authors Advisor for calendar year 2011-2012. Voice vote all were in favor, the motion carried.
2. Motion made by Mr. Faulkner, second by Mr. Steder to accept the resignations from Edward Johnston as the Webmaster position and Ray Milroy as the Network Technician. Voice vote all were in favor, the motion carried.
3. Motion made by Mr. Sullivan, second by Mr. Faulkner to release Jeff Welsh effective September 23, 2011. Voice vote all were in favor, the motion carried.

4. Motion made by Mr. Sullivan, second by Mr. Faulkner to hire the following slate of candidates:

| <u>Position</u>  | <u>Candidate</u>      | <u>Lane/Step</u> | <u>Salary</u> |
|--|-----------------------|------------------|---------------|
| 7 <sup>th</sup> and 8 <sup>th</sup> Spirit Squad Fall/Winter | Taniya Bland          |                  | TBD           |
| 9 <sup>th</sup> Grade Class Advisor                          | Krista Searls         |                  | TBD           |
| High School Drama  | Bonnie Asay           | A/0              | TBD           |
| Network Technician   | Jacob Parrot          |                  | \$12.50       |
| Substitute Bus/Van Driver                                    | Richard Whitehead     |                  |               |
|  | Regular Route         |                  | \$25.96       |
|  | Special Ed/Vocational |                  | \$17.01       |
|  | Extra-curricular      |                  | \$11.69       |

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

5. Motion made by Mr. Faulkner, second by Mr. Steder to renew the contracts of Mr. Bill Damon, Mr. Jeff Voigt and Mr. Peter Robertson. Roll call vote: Tom Sullivan, aye; Amy Burdick, aye; Rick Steder, aye; Brad Faulkner, aye; Kate Kinney, aye; and Sue Kinney, aye. All in favor, the motion carried.

6. Motion made by Mr. Faulkner, second by Mr. Sullivan to accept the letter from Susan Sterlinske stating her intention to retire at the end of the school year of 2014-2015. Voice vote all were in favor, the motion carried.

7. Motion made by Mr. Sullivan, second by Mr. Faulkner to approve the ratified contract pending language clarification from the District's Attorney, Phillip Gerner. Roll call vote: Tom Sullivan, aye; Rick Steder, aye; Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; and Sue Kinney, aye. All were in favor the motion carried.

8. Motion made by Mr. Faulkner, second by Mrs. Kate Kinney to approve a 2% increase to all Administrative and Support Staff employees. Roll call vote: Brad Faulkner, aye; Kate Kinney, aye; Amy Burdick, aye; Tom Sullivan, aye; Rick Steder, aye; and Sue Kinney, aye. All were in favor, the motion carried.

9. Motion made by Mr. Sullivan, second by Mr. Faulkner to approve the review of the executive session minutes from August 8 and 23, 2011. Voice vote all were in favor, the motion carried.

Motion made by Mr. Sullivan, second by Mr. Faulkner to adjourn the meeting. The meeting was adjourned at 8:07 p.m.

**Dated: September 12, 2011**

---

**Sue Kinney**  
**President**

---

**Amy Burdick**  
**Secretary**