

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

TYPE OF MEETING: SPECIAL

DATE OF MEETING: June 29, 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
RICK STEDER

IN ATTENDANCE: Curt Stalheim, Jeff Pinker, Mark Parent, Kurt Alberstett, Bill Damon, Peter Robertson,

CALL TO ORDER/ROLL CALL/PLEDGE

The Special 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; Amy Burdick, here; Rick Steder, here; Brad Faulkner, here; and Sue Kinney, here.

PUBLIC COMMENTS TO AGENDA

There were no comments from the public.

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. Sullivan, second by Mr. Faulkner to approve the consent agenda which included Board minutes from June 6, and 13, 2011 Roll Call: Tom Sullivan, aye; Brad Faulkner, aye; Rick Steder, aye; Amy Burdick aye and Sue Kinney, aye. The majority were in favor, the motion carried.

ADMINISTRATIVE REPORTS

Dolan Education Center - Mark Parent

Mr. Parent extended an invitation to the School Board Members, for an Open House on July 13, 2011 from 10:00 a.m. to 11:00 a.m.

Elementary School Principal – Kurt Alberstett

Update: Summer school has started with 30 students reporting for reading and math classes. An August 18th date has been set as a training day for our new “Being a Writer” program. This is the new writing curriculum that we will be implementing for the 2012 school year. We piloted it in classrooms this spring and it was very successful. Interviews were completed for the music position. Six candidates were interviewed by an interview team. The Winnebago Special Education Cooperative Primary Instructional Program (PIP) has moved into the elementary wing. Mr. Gassman and the entire janitorial crew did a magnificent job of setting up their room. The Cooperative Preschool Summer School Program has started in that room. Preschool students from Durand, Pecatonica, and Rockton/Roscoe attend this program.

Elementary Handbook Approval Handbook changes.

Mr. Alberstett reviewed the changes that will be placed in the Elementary Handbook.

Junior High-High School Principal – Jeff Pinker

Meetings: I conducted three parent meetings, three junior high and five high school, dealing with grades, discipline and athletic related issues. I attended a DARTS meeting. Ms. Stinnett did a presentation to the group about our future COE program and a career week that she is working on for next year. There was a lot of interest and support from the local businesses. I attended two Athletic association meetings. We are preparing for the upcoming golf outing fundraiser.

Students: I supervised three final exams for a student who was not able to attend during finals week. I helped with the organization of the mail-in registration packets. I supervised junior high summer school and worked on the end of the year state reports.

Events: I volunteered at the Father Day Car Show. The show was well attended with 175 cars entered. It brought a lot of business to the downtown area and was a very positive promotion for Durand. I was part of the interview committees for the music position. We interviewed six candidates.

JH/HS Handbook Approval

Mr. Pinker provided a brief update on the JH/HS Handbook changes.

Activity/Transportation Director – Peter Robertson

Cooperative Agreements for 2011-2012 and 2012-2013

Mr. Robertson informed the Board that the Cooperative Sports Programs are up for renewal. The District currently has boys cross country, girls cross country and wrestling. The renewal applications were included in the packet. He feels the Co-Op sports are doing very well and does not think they would survive individually. Motion made by Mr. Sullivan, second by Mr. Steder to approve the Cooperative Agreements for boys cross country, girls cross country and wrestling. Roll call vote: Tom Sullivan, aye; Rick Steder, aye; Brad Faulkner, aye; Amy Burdick, aye; and Sue Kinney, aye;. All were in favor, the motion carried.

Crisis Management Handbook and Annual Review for 2011-2012

Mr. Robertson explained as the Safety Officer, he organized an annual review of the Crisis Management Handbook which included the Police Chief, the Fire Chief as well as District staff. The changes were reviewed. Motion made by Mr. Sullivan, second by Mr. Steder to approve the Crisis Management Handbook for 2011-2012. Voice vote all were in favor, the motion carried.

Activities Handbook for 2011-2012

Mr. Robertson reviewed a few minor changes with the Board in regards to the Activity Handbook. He stated, per the advice of the late Mr. Ed Johnston last year, if practice gear is issued by the coaches then the expectation is that they wear that apparel. He feels that this is a good practice to follow as it does not single out any student. There is a return to play policy on page 25 which IHSA implemented. He also added the website will be

updated showing these changes. Motion made by Mr. Faulkner, second by Mr. Sullivan to approve the Activities Handbook for 2011-2012 with the changes presented. Voice vote all were in favor, the motion carried.

Technology Report – Mrs. Winchel

Updated Report on Summer Projects:

Fiber Optic Cable System Infrastructure - Running a Fiber Optic "backbone" throughout the building to increase network speed and enable all switches to be "home runs" to the servers.

All rooms are done with the exception of room 107 which we added after the original project. That room will be completed on 6/27

Deploy Kace Management Systems - Help Desk, Software Distribution, Inventory, Operating system imaging

System has been deployed and imaging has begun. Help Desk training begins June 23

Install Symantec backup and virtual tape library

Both have been installed and the test backup was run 6/22

Implementing (2)iPad labs, Elementary and Career Tech

Project for July

Adding a new computer lab to Junior High

Fiber cable will be complete for this room on 6/27 and computer lab will be put in

Re-imaging computers in building

Imaging process started 6/22 to be finished end of July

Recycling old computers

Vintage Tech Recycling will be doing a pickup in August

Implement Sophos Anti-virus software

Scheduled for July/August

Upgrade all computers to Windows 7

Started 6/22 and continuing throughout summer with imaging

Upgrade to Office 2010

Will continue throughout summer with imaging

President Kinney provided a handout from Mrs. Winchel regarding the use of Facebook and Twitter to be used in promoting the Village of Durand and the school district. These suggestions came from the Mayor, Gary Haughton, Darts representative, Phil Meyers as well as President Kinney and Mr. Duffy.

Maintenance and Custodial Department – Mr. Gassman

Began floor waxing - ***In progress***

Installed new ice machine in athletic room - ***Completed***

Installing new refrigerated drinking fountains in upper/ lower Elem. - ***Completed***

Painting many classrooms - ***In progress***

Painting small gym and cafeteria - ***In progress***

Replacing small gym and weight room doors-old ones are rusty - ***Completed***

Installing shades in cafeteria on south wall windows - ***In progress***

Sealing blacktop on southwest and playground areas - ***In progress***

Putting in new horse shoe pits

Repairing home base area at baseball field-collects water right now - ***Completed***

Adding two new cameras to building and upgrading DVR for cameras - ***Completed***

Updating classroom furniture - **Completed**

Repair to northwest entrance blacktop on north parking lot - **Completed**

Installing wireless motion sensors for lighting in hallways (much more cost effective than hard wire) - **In progress**

HVAC has been set for summer hours - **In progress**

Working with contractors on summer projects - **In progress**

Bought new cleaning system: **Kaivac**-provides a more efficient and thorough cleaning of showers, bathrooms and locker rooms

Scheduling in house summer projects - **In progress**

Ordered HVAC filters and parts for annual maintenance - **Completed**

I am replacing drinking fountains in main hall and across from media center. We will replace older units with combo drinking fountains and water bottle filling station.

This will help reduce number of plastic bottles purchased and then thrown away - **In progress**

Replacing east exit door. - **In progress**

Looking to remove old playground equipment and add new this summer – **In progress**

BOARD MEMBER REPORTS OR REQUESTS

Board Communications – Mrs. Burdick

No report.

Board Meetings – President S. Kinney President Kinney reviewed the upcoming meetings which are posted at the end of these minutes.

Finance and Budget – President Kinney - No report.

Career Technology Co-Op – Mrs. K. Kinney - No report

Special Education - Mr. Sullivan - Mr. Sullivan stated the Special Education Co-op did receive money from the State which will allow them to remain solvent at this time. He stated some of the fees may be increased. He also stated the Durand maintenance was once again given a high praise for the preparation of the rooms for the summer school program.

Curriculum/Technology – Mrs. Burdick No report at this time.

Policy - Mr. Sullivan No report at this time.

Nutritional Task Force – Mr. Sullivan No report at this time, however, there will be a Task Force meeting after school begins.

School Handbooks – K. Kinney

Motion made by Mr. Sullivan, second by Mrs. Burdick to approve the 2011-2012 Elementary and Junior High/High School Handbooks. Voice vote all in favor, the motion carried.

OLD BUSINESS

1. Approve Amended budget – Mr. Damon

Mr. Damon had presented the details of the budget which needed to be amended at the May meeting. At that point he had advertised it, made it available for public inspection and posted it on the website. There are no changes from the original presentation. He added that the State did clear up their payments from the first and second quarter so they are now back to being six months behind. Motion made by Mr. Sullivan, second by Mr. Steder to approve the amended budget as presented by Mr. Damon. Roll call vote: Tom Sullivan, aye; Rick Steder, aye; Brad Faulkner, aye; Amy Burdick, aye; and Sue Kinney, aye. All were in favor, the motion carried.

2. Additions/Corrections to Recognition Report of 6/13/11 – Mr. Robertson

Mr. Robertson had reviewed the recommendations of the Recognition Committee at the June 13, 2011 board meeting. Mr. Robertson read the decision once again from the

Committee stating they would like to allow the banners with pictures and to embrace technology as in the past we could not do something like this and now we have this ability. From this point on we will allow banners with pictures with the criteria listed. The entire notes from the Recognition Committee were presented at the June 13, 2011 Board meeting. Mr. Robertson stated he had spoken with most of his coaches and they were in agreement to use the banners with pictures. He stated there were no further comments regarding the recommendation from the Committee. The board verbally accepted the affirmation of the Recognition Committee.

NEW BUSINESS

1. Prevailing Wage Resolution – Mr. Damon

Mr. Damon stated we adopt the Prevailing Wage Resolution annually. This is a requirement of the District. The attached documents provided show the prevailing wages. Motion made by Mr. Steder, second by Mrs. Burdick to waive the reading and accept the Prevailing Wage Resolution. Roll call vote: Brad Faulkner, aye; Amy Burdick, aye; Tom Sullivan, aye; Rick Steder, aye; and Sue Kinney, aye. All were in favor, the motion carried.

2. Bank Depository Resolution – Mr. Damon

Mr. Damon again explained the Bank Depository Resolution is a requirement for the District. The Resolution approves a financial institution of Durand State Bank as the depository of funds for the School District. Motion made by Mr. Sullivan, second by Mr. Steder to waive the reading and accept the Bank Depository Resolution. Roll call vote: Amy Burdick, aye; Tom Sullivan, aye; Brad Faulkner, aye; Rick Steder, aye; and Sue Kinney, aye. All were in favor, the motion carried.

3. Bus Maintenance – Mr. Damon

Mr. Damon stated a legal bid was done for the bus maintenance. There was only one bid provided and that was from Matteson Service Center for \$1,660.00 per month for a total of \$19, 920 00 per year. Mr. Robertson added that when there is a problem or issue with a bus, Mr. Matteson does a very good job at fulfilling the maintenance. Motion made by Mr. Sullivan, second by Mrs. Burdick to accept the bid from Matteson Service Center. Roll call vote: Amy Burdick, aye; Tom Sullivan, aye; Rick Steder, aye; Brad Faulkner, aye; and Sue Kinney, aye. All were in favor, the motion carried.

4. Fuel Bids – Mr. Damon

Mr. Damon stated the District advertised for fuel bids and Bowen Oil company was the only bidder. There are separate bids for leaded and regular gas as well as diesel fuel. The bid is consistent with prior bids. The bid price is arrived at by taking the price of the product on the price sign at Kinney Pump House less 2 cents per gallon a daily basis, with a 1 cent extra discount on 0-800 gallons pumped per week. There is a 2 cent extra discount if gallons pumped in a week's time exceed 800 gallons for a possible 4 cent total discount. The price will go up and down with the market price of fuel. Motion made by Mr. Faulkner, second by Mr. Steder to accept the bid from Bowen Oil Company. Roll call vote: Tom Sullivan, aye; Amy Burdick, aye; Rick Steder, aye; Brad Faulkner, aye; and Sue Kinney, aye. All were in favor, the motion carried.

5. CareerTec special Assessment – Mr. Damon

Mr. Damon explained that normally various fees are paid to CareerTec and in addition they are now asking to pay an assessment because of the delay from the State. At this time they are asking to cover their obligatory expenditures. This is necessary expenditures. If the State does come through with the grant money, the money would be returned to the Districts. Motion made by Mr. Sullivan, second by President Kinney, to approve the payment to CareerTec for \$10,664.86 for the District's portion of obligatory expenditures. Roll call vote: Tom Sullivan, aye; Amy Burdick, aye; Rick Steder, aye; Brad Faulkner, aye; and Sue Kinney, aye. All were in favor, the motion carried.

DISTRICT BUSINESS REPORT

Mr. Damon did provide an analysis from the State and as mentioned earlier the State of Illinois is still 6 months behind in payment.

FUTURE MEETINGS

June 29, 2011	6:00 p.m.	Special Board Meeting
No July School Board Mtg.		
July 9, 2011	9:00 - 2:30	IBB Training Workshop
August 1, 2011	5:30 p.m.	Agenda Meeting
August 1, 2011	6:00 p.m.	Policy Meeting if needed
August 4, 2011	5:30 p.m.	Board Coffee
August 8, 2011	6:00 p.m.	Monthly School Board Meeting

EXECUTIVE SESSION

Motion made by Mr. Sullivan, second by Mrs. Burdick to enter into executive session at 6:50 p.m. for:

1. The appointment, compensation, discipline, performance, or dismissal of specific employees of the district or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity.
2. Discussion of lawfully closed meeting minutes, whether for purposes of approval by the body of the minutes or semiannual review of the minutes as mandated by Section 2.06.

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

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

Resignations and Leave of Absence

1. Motion made Mr. Sullivan, second by Mr. Faulkner to accept the resignations from Wendy Gusloff and Casey Ryczek.

2. Motion made by Mr. Sullivan, second by Mr. Steder to hire the following candidates:

<u>Position</u>	<u>Candidate</u>	<u>Lane/Step</u>	<u>Salary</u>
Choral Direction K-12	Anna Smith	B/0	TBD
Head Softball Coach	Sharon Filer	B/8+	TBD

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

3. Motion made by Mrs. Burdick second by Mr. Sullivan to approve the review of the executive session minutes from June 6 and June 13, 2011. Voice vote all were in favor, the motion carried.

Motion made by Mr. Sullivan, second by Mrs. Burdick to adjourn the meeting. The meeting was adjourned at 7:07 p.m.

Dated: June 29, 2011

Sue Kinney
President

Amy Burdick
Secretary