

MINUTES  
DAMIANSVILLE ELEMENTARY SCHOOL DISTRICT 62  
DAMIANSVILLE, ILLINOIS  
MEETING OF THE BOARD OF EDUCATION

Tuesday, March 21, 2016  
Superintendent Office

Vice President Donna Goebel called the meeting to order at 6:31 p.m.

Board Members present at roll call were: Donna Goebel, Susan Lynch, Chris Brandmeyer, and Phyllis Kassen. Also in attendance were Jennifer Hamilton, Superintendent; Katie Caraker, Recording Secretary; Nicole Vetter, Faculty Member.

The Pledge of Allegiance to the flag was recited.

**Approval of Agenda:** There were no amendments to the agenda. Brandmeyer made a motion to accept the agenda, Kassen seconded. Motion carried.

**Introduction of Guests/Guest Comments:** There were no guest comments.

**Approval of Items on Consent Agenda:**

- Approval of Minutes from February 16, 2016 meeting
- Approval of Treasurer's Report
- Approval of Payment of Bills
- Approval of Amended 2015-2016 Calendar
- Approval of 2016-2017 Calendar

Lynch made a motion to accept consent agenda, Kassen seconded, and upon roll call the following members voted Yeas: Lynch, Brandmeyer, Kassen, and Goebel. Nays: None. Motion carried.

**Superintendent's Report**

- **Years of Service Recognition:** Amanda Rossel will receive a certificate (5 years) at graduation.
- **Principal/Superintendent Job Description:** Mrs. Hamilton told the Board that she was working on writing job descriptions for both principal and superintendent positions and would send them something within a couple weeks for review and changes. Mrs. Vetter asked if teachers could have input as well.
- **Concussion Oversight Team (COT):** Mrs. Hamilton explained that Clinton County superintendents were working together to identify potential members to serve on a county-wide COT. Policies, procedures, and practices would be consistent among all Clinton County K-8 schools.
- **Student Handbook/SB 100:** Mrs. Hamilton has begun working on handbook revisions. The Board can finalize changes after the second reading of the PRESS updates, which include new language regarding SB 100 student discipline policies and practice.
- **Blue Ribbon School:** The application was completed and submitted to the federal government.
- **State Funding:** Schools may have to start the 2016-17 year without any funding. Mrs. Hamilton stated that Damiansville needs to take a close look at its resources and formulate a plan in case an education budget is not passed. She stated that if the state is unable to pass the education funding, some school districts will not be able to begin the school year.

**Committee Reports**

Building Committee – Nothing to report.

Policy Committee – The committee was given a copy of the policy updates for review in advance of the Board meeting.

Finance Committee – Mrs. Hamilton would like to set up a meeting to review the 2015-16 revenues, expenditures, and overall budget, as well as begin planning for FY17.

Curriculum Committee – It was determined that this committee needs to be set up.

Athletic Committee – Mrs. Hamilton reported that another meeting with Albers needs to be set up to discuss reimbursement for transportation costs and hosting one game per team in the Damiansville gym. The meeting will be scheduled for mid- to late April.

## **Unfinished Business**

### Ceiling Tiles

Caraker received an unsolicited bid for cleaning of the ceiling in the cafeteria. The PTO considered covering the cost but has tabled the discussion. The Board determined this was not something they wanted to pursue at this time, given the age of the building, potential problems, and budget concerns.

## **New Business**

### School Pictures

The school has a 3-year contract with Lifetouch. The Board asked Mrs. Hamilton to look into getting out of the contract and perhaps use someone local.

### PRESS Updates

The first reading of the following proposed new and updated policies:

#### **Policies Pertaining to Instruction**

6:130, Program for the Gifted

6:300, Graduation Requirements

6:300-E2, Exhibit – State Law Graduation Requirements

#### **Policies Pertaining to Students**

7:150, Agency and Police Interviews

7:150-AP, Administrative Procedure – Agency and Police Interviews

7:190, Student Behavior (formerly known as Student Discipline)

7:190-AP2, Administrative Procedure – Student Activity – Gang Activity Prohibited

7:190-AP3, Administrative Procedure – Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students

7:190-AP4, Administrative Procedure – Use of Isolated Time Out and Physical Restraint

7:190-AP7, Administrative Procedure – Student Discipline Guidelines

7:190-AP8, Administrative Procedure – Student Re-Engagement Guidelines

7:190-E1, Exhibit – Aggressive Behavior Reporting Letter and Form

7:190-E3, Exhibit – Memorandum of Understanding

7:190-E4, Exhibit – Acknowledgement of Receiving Student Behavior Policy and Student Conduct Code

7:200, Suspension Procedures

7:200-E1, Exhibit – Short-Term Out-of-School Suspension (1-3 Days) Reporting Form

7:200-E2, Exhibit – Long-Term Out-of-School Suspension (4-10 Days) Reporting Form

7:210, Expulsion Procedures

7:210-E1, Exhibit – Notice of Expulsion Hearing

7:220, Bus Conduct

7:230, Misconduct by Students with Disabilities

7:240, Conduct Code for Participants in Extracurricular Activities

7:240-AP2, E1, Exhibit – Consent to Participate in Extracurricular Drug and Alcohol Testing Program

7:305 Student Athlete Concussions and Head Injuries

7:305-AP, Administrative Procedure – Program for Managing Student Athlete Concussions and Head Injuries

Kassen made a motion to accept the first reading of the above policies; Brandmeyer seconded. Motion carried.

## **Executive Session**

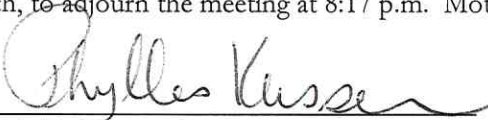
A motion was made by Kassen and seconded by Lynch to adjourn to closed session at 7:20 p.m. to discuss the hiring, compensation, discipline, performance, or dismissal of specific employees of the public body. Upon roll call, the following members voted Yeas: Lynch, Brandmeyer, Kassen, and Goebel. Nays: None. Motion carried.

The Board reconvened in open session at 8:16 p.m.

**Adjourn**

A motion was made by Brandmeyer, and seconded by Lynch, to adjourn the meeting at 8:17 p.m. Motion carried.

  
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Mike Caraker, President

  
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Phyllis Kassen, Secretary