

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

Monday, April 18, 2016
Superintendent Office

President Mike Caraker called the meeting to order at 6:31 p.m.

Board Members present at roll call were: Mike Caraker, Donna Goebel, Chris Brandmeyer, Phyllis Kassen, and Ron Gonsalves. Also in attendance were Jennifer Hamilton, Superintendent; Katie Caraker, Recording Secretary; Candace Detmer, Faculty Member.

The Pledge of Allegiance to the flag was recited.

Susan Lynch arrived at 6:32 p.m.

Approval of Agenda: There were no amendments to the agenda. Gonsalves 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 March 21, 2016 meeting
- Approval of Treasurer's Report
- Approval of Payment of Bills
- Approval of Wax Purchase from Royal Wholesale for summer waxing

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

Superintendent's Report

- **Bus #2 Step replacement:** The steps on Bus #2 need to be replaced. Ed Kramer will get estimates.
- **Job Descriptions:** Mrs. Hamilton and the Board discussed the role of the superintendent and the role of the principal for the District, as well as the position of bookkeeper/administrative assistant. Katie Caraker will contact other schools to find out about support personnel job descriptions. Kassen and Toennies will work on rewriting job descriptions to better reflect the actual positions.
- **Concussion Oversight Team (COT):** Mrs. Hamilton explained that Clinton County superintendents met at St. Joseph-Breese. Policies, procedures, and practices will be consistent among all Clinton County K-8 schools and a consortium team will be created for oversight. All coaches and officials must undergo training and a trained person will be present at every event.
- **Student Handbook/SB 100:** Mrs. Hamilton explained that SB100 focuses on student "behavior" rather than "discipline." She has distributed the handbook, revised to reflect the appropriate language in SB 100, for review by the Board.

Committee Reports

Building Committee – Nothing to report.

Policy Committee – Nothing to report.

Curriculum Committee – Nothing to report.

Search Committee – In-person interviews will be conducted Saturday, April 23. Four candidates will meet with the Board and teachers.

Finance Committee – Nothing to report. A meeting needs to be scheduled.

Athletic Committee – The next meeting will be at Damiansville School on April 26, 6:30 p.m.

Unfinished Business

PRESS Updates

The second reading and adoption will be discussed as part of the consent items following Executive Session.

School Pictures

Ryan Elliott, Lifetouch representative, would like the opportunity to speak to the Board. Mrs. Hamilton will email a copy of the current 3-year contract with Lifetouch.

New Business

Appointment of KSED Governing Board Member

Caraker was appointed as the KSED Governing Board Member.

2016-2017 Fees

The suggested fee for 2016-17 was \$130.00, an increase of \$5 over current fees.

Summer Board Meetings and Times

The next meeting will be May 16 at 8:00 p.m. Mrs. Hamilton will be on vacation June 13-24, during the week of the regularly scheduled Board meeting.

Executive Session

A motion was made by Lynch and seconded by Kassen to adjourn to closed session at 7:47 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: Goebel, Lynch, Brandmeyer, Kassen, Gonsalves, and Caraker. Nays: None. Motion carried.

The Board reconvened in open session at 9:16 p.m.

Approval of Items on Consent Agenda:

Approval of PRESS Updates

The second 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 second reading of and adopt the above policies and ; Gonsalves seconded. Motion carried.

Approval of 2016-2017 Fees

Discussion was tabled.

Approval of 2016-2017 Master Schedule

Mrs. Hamilton is to write a fair and equitable schedule for junior high classes. Further discussion was tabled.

Approval of 2016-2017 Employment Recommendations for Non-Certified Staff

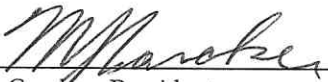
Brandmeyer made a motion not to renew the aide position for 2016-2017; Lynch seconded. Upon roll call, the following members voted Yeas: Kassen, Gonsalves, Caraker, Goebel, Lynch, Brandmeyer. Nays: None. Motion carried.

Approval of Summer 2016 Board Meetings and Times

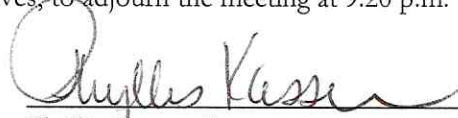
The next meeting will be held at 8:00p.m. on May 16; further discussion was tabled until then.

Adjourn

A motion was made by Kassen, and seconded by Gonsalves, to adjourn the meeting at 9:20 p.m. Motion carried.



Mike Caraker, President



Phyllis Kassen, Secretary