

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

Monday, June 27, 2016
Superintendent Office

President Mike Caraker called the meeting to order at 8:02 p.m.

Board Members present at roll call were: Mike Caraker, Susan Lynch, Chris Brandmeyer, Phyllis Kassen, and Ron Gonsalves. Also in attendance were Jennifer Hamilton, Superintendent; Barb Wobbe, Treasurer; Katie Caraker, Recording Secretary; Michelle Weiss, Faculty Member; Mark Heuring, incoming Superintendent.

The Pledge of Allegiance to the flag was recited.

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

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

Donna Goebel arrived at 8:15 p.m.

Approval of Items on Consent Agenda:

- Approval of Minutes from May 16, 2016
- Approval of Treasurer's Report
- Approval of Payment of Bills

The Athletic Cooperative bill was discussed. Because Damiansville was not reimbursed by the Friends of the Cougars for running the practice bus, it was decided that the two schools should split the cost. One-half of the total cost would be deducted from the bill received from Albers. Kassen made a motion to accept consent agenda, Brandmeyer seconded, and upon roll call the following members voted Yeas: Brandmeyer, Kassen, Gonsalves, Caraker, Goebel, Lynch. Nays: None. Motion carried.

Superintendent's Report

- **Labor Department Rules:** Mrs. Hamilton explained that effective December 1, 2016, anyone making less than \$47,476 annually automatically qualifies for overtime pay and the District is required to sign a Prevailing Wage document.
- **State of Illinois 2016-2017 Budget Update:** The state legislature is currently not in session.
- **Annual Audit:** The District's annual audit is scheduled for August 8-9.
- **Insurance:** The PSIC bill for liability and workmen's compensation insurance is \$14,955, to be paid in July.
- **Training:** Mrs. Hamilton reminded the Board that members need to complete the required training this summer.
- **Concern Resolution Policy:** Mrs. Hamilton explained that Board approved policies and procedures are in place, according to the policy handbook, and simply need to be followed.

Committee Reports

Building Committee – Nothing to report.

Curriculum Committee – Nothing to report.

Search Committee – Nothing to report.

Finance Committee – Nothing to report.

Athletic Committee – There is some concussion training scheduled in July.

Policy Committee – Recommend the committee convene to thoroughly review the policy manual to determine which policies may need to change to fit Damiansville SD #62.

Unfinished Business

2016-2017 Teacher Schedule

Mrs. Hamilton explained that this is not something that requires Board approval, nor do teachers have to approve it per their contract. Teachers do need to be apprised of their teaching assignments as early as possible.

New Business

Bread and Milk Bids

Bids are being collected by the Clinton County superintendent consortium and will be available for Board approval in July. Dr. Patty Cornell is collecting the information and will send out the information to the other superintendents.

Summer Cleaning

There was discussion as to what the summer cleaning entailed. It would be discussed further in executive session.

2016-2016 Non-Certified Schedules

Mrs. Hamilton made the following recommendations: bookkeeper – 7:45-4:15, with a 30-minute duty-free lunch and paid breaks per federal regulations; kitchen/cleaning – 11:15-1:15 and 3:15-6:15, with the addition of the music room to the cleaning schedule. With the new laws, it was determined that all non-certified employees should begin filling out timesheets in order to calculate a fair rate when they are changed from salaried to hourly.

Teacher-in-Charge

Mrs. Hamilton made the recommendation that the position be shared between two teachers, so that all times could be adequately covered.

Executive Session

A motion was made by Brandmeyer and seconded by Lynch to adjourn to closed session at 8:54 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.

Roger Toennies arrived at 9:17.

The Board reconvened in open session at 10:58 p.m.

Approval of Items on Consent Agenda

Approval of 2015-2016 Amended Budget

Brandmeyer made a motion to approve the 2015-2016 amended budget; Kassen seconded. Upon roll call, the following members voted Yeas: Gonsalves, Caraker, Goebel, Lynch, Toennies, Brandmeyer, and Kassen. Nays: None. Motion carried.

Approval of 2016-2017 Student Handbook

Further discussion about and approval of the handbook was tabled until July.

Approval of 2016-2017 Treasurer Appointment

Toennies made a motion that Barb Wobbe be appointed treasurer for the 2016-2017 year; Gonsalves seconded. Upon roll call, the following members voted Yeas: Toennies, Brandmeyer, Kassen, Gonsalves, Caraker, Goebel, and Lynch. Nays: None. Motion carried.

Approval of Prevailing Wage Document

Brandmeyer made a motion to accept the Prevailing Wage; Kassen seconded. Upon roll call, the following members voted Yeas: Gonsalves, Caraker, Goebel, Lynch, Toennies, Brandmeyer, and Kassen. Nays: None. Motion carried.

Approval of Hiring Teachers for Before/After School & Lunch Supervision

The topic was tabled until July.

Approval of Rehiring of and Salary Increase for Non-Certified Employees

Lynch made a motion to rehire non-certified employees and provide a raise of 1.75%, equal to the certified staff raise stipulated in the union contract; Toennies seconded. Upon roll call, the following members voted Yeas: Brandmeyer, Kassen, Gonsalves, Goebel, Lynch, and Toennies. Abstain: Caraker. Nays: None. Motion carried.

Approval of Summer Cleaning and Schedule

The topic was tabled.

Approval of Substitute Bus Driver Pay


Toennies made a motion to increase the substitute bus driver pay from \$10.31/hour to \$11.00/hour; Brandmeyer seconded. Upon roll call, the following members voted Yeas: Toennies, Brandmeyer, Kassen, Gonsalves, Caraker, Goebel, and Lynch. Nays: None. Motion carried.

Approval of 2016-2017 Teacher Schedule

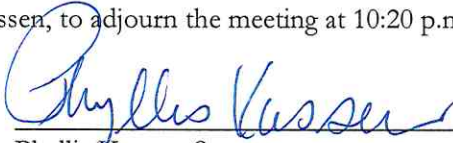
Lynch made a motion to accept the proposed 2016-2017 teacher schedule; Kassen seconded. Upon roll call, the following members voted Yeas: Gonsalves, Caraker, Goebel, Lynch, Toennies, Brandmeyer, and Kassen. Nays: None. Motion carried.

Adjourn

A motion was made by Brandmeyer, and seconded by Kassen, to adjourn the meeting at 10:20 p.m. Motion carried.



Mike Caraker, President



Phyllis Kassen, Secretary