

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

Monday, October 24, 2016  
Superintendent Office

President Mike Caraker called the meeting to order at 7:30 p.m.

Board Members present at roll call were: Mike Caraker, Donna Goebel, Roger Toennies, Chris Brandmeyer, and Ron Gonsalves. Also in attendance were Mark Heuring, Superintendent; Katie Caraker, Recording Secretary; Michelle Weiss, Faculty Member.

The Pledge of Allegiance to the flag was recited.

**Approval of Agenda:** The agenda was amended to include items 3.04 Door Repair/Replacement and 3.05 Phone Service Change, both on the Consent Agenda. Toennies made a motion to accept the agenda and amendments; Brandmeyer seconded. Motion carried.

Susan Lynch arrived at 7:34 p.m.

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

**Approval of Items on Consent Agenda:**

- Approval of Minutes from September 19, 2016
- Approval of Treasurer's Report
- Approval of Payment of Bills
- Approval of Door Repair/Replacement
- Approval of Phone Service Change

Mr. Heuring explained that the glass on the north entrance near the office was broken during some landscape maintenance work. According to the estimate, the glass alone could be replaced for \$1,100, or new metal doors could be installed for \$3,840. Dave Kassen offered to pay for the cost of the replacement glass or \$1,100 toward the replacement of the doors. After discussion, it was determined that the most appropriate course of action was to have the doors replaced with new metal doors, the entire cost of which would be paid by the school.

Mr. Heuring presented a 3-year contract with Frontier which would lower the District's cost for local and long distance costs considerably. Under the contract, the District would no longer use MCI for long distance service; Frontier would provide both local and long distance service.

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

**Superintendent's Report**

- **Enrollment:** Mr. Heuring presented the enrollment as of the end of September. He noted that there are 20 students in Pre-K.
- **Roof Update:** Mr. Heuring reported that he checked the music room after the recent storms and there were no new leaks or damage that he could see. He has not yet collected any bids for the project but does not think it is something that requires immediate repair.
- **Parent-Teacher Conferences:** Mr. Heuring met and discussed conference schedules with the teachers, after which he put together a schedule that allowed for dinner breaks, provided time for an interpreter as necessary, and avoided conflicts or gaps for sibling conferences. The majority of the conferences will be held Thursday, October 27.
- **Timesheet Progress:** Mr. Heuring has been tracking the hours to prepare for the change from salaried to hourly pay for employees impacted by the new law. He will be contacting other districts in the area to gather salary data for the area in order to make recommendations at the November meeting.

- **School Improvement Plan:** Mr. Heuring has not located an official School Improvement Plan. He contacted another school to see if they used a template that could be adapted for Damiansville; their plan, however, was unofficial and based on what the school needs on a yearly basis. Mr. Heuring will work to develop a School Improvement Plan, which will include curriculum mapping in multiple subject areas.
- **Emergency Drills:** Mr. Heuring reported that the school has completed two of the three required fire drills, including one with the fire department. Mr. Heuring determined that all students and teachers should meet in one location; this plan was implemented at the second drill and went well. Gonsalves asked about contingency plans and Mr. Heuring explained alternative plans for evacuation. Mr. Heuring stated that the district-wide bus evacuation drill had also been completed and the remaining mandatory drills include a fire drill in the spring, a law enforcement drill, and a severe weather drill.

## Committee Reports

Finance Committee – Nothing to report.

Policy Committee – Nothing to report.

Building & Grounds Committee – Nothing to report.

PERA Committee – Nothing to report.

Athletic Committee – Nothing to report.

## Unfinished Business

There was no unfinished business.

## New Business

### Second Reading and Adoption of PRESS Policy

The second reading of the following new and updated PRESS policies:

#### **Policies Pertaining to School Board**

2:70, Vacancies on the School Board – Filling Vacancies

2:70-E, Exhibit – Checklist for Filling Board Vacancies by Appointment

2:120-E1, Exhibit – Guidelines for Serving as a Mentor to a New School Board Member

2:120-E2, Exhibit – Website Listing of Development and Training Completed by Board Members

2:240-E1, Exhibit – PRESS Issue Updates

2:240-E2, Exhibit – Developing Local Policy

2:240-E3, Exhibit – Policy Manual Updates

#### **Policies Pertaining to Operational Services**

4:15-AP, Administrative Procedure – Protecting the Privacy of Social Security Numbers

4:15-E2, Exhibit – Statement of Purpose for Collecting Social Security Numbers

4:15-E3, Exhibit – Statement for Employee Manual or District Website Describing the District's Purpose for Collecting Social Security Numbers

4:140-E1, Exhibit – Application for Fee Waiver

4:140-E2, Exhibit – Response to Application for Fee Waiver, Appeal, and Response to Appeal

#### **Policies Pertaining to Personnel**

5:40-AP, Administrative Procedure – Communicable and Chronic Infectious Disease

5:170-AP3, Administrative Procedure – Instructional Materials and Computer Programs Developed Within the Scope of Employment

5:240-AP, Administrative Procedure – Suspensions

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

6:100, Using Animals in the Educational Program

6:100-AP, Administrative Procedure – Dissection of Animals

6:100-E1, Exhibit – Application and Guidelines for Using Animals in School Facilities for Educational Purposes

6:100-E2, Exhibit – Student Permission for Exposure to Animal(s)

6:190-AP, Administrative Procedure – Eligibility for Participation in Extracurricular Activities

6:235, Access to Electronic Networks

6:235-AP1, Administrative Procedure – Acceptable Use of the District's Electronic Networks.

6:235-AP1, E1, Exhibit – Student Authorization for Electronic Network Access to the District's Electronic Networks

6:235-AP1, E2, Exhibit – Staff Authorization for Electronic Network Access to the District's Electronic Networks

6:235-AP2, Administrative Procedure – Web Publishing Guidelines

6:235-E4, Exhibit – Keeping Yourself and Your Kids Safe on Social Networks  
6:250-AP, Administrative Procedure – Securing and Screening Resource Persons and Volunteers

### **Policies Pertaining to Students**

7:10, Equal Educational Opportunities.  
7:10-AP, Administrative Procedure – Accommodating Transgender Students or Gender Non-Conforming Students  
7:10-E, Equal Educational Opportunities within the School Community  
7:270, Administering Medicines to Students  
7:270-AP1, Administrative Procedure – Dispensing Medication  
7:270-AP2, Administrative Procedure – Checklist for District Supply of Undesignated Epinephrine Auto-Injectors and/or Opioid Antagonists  
7:270-E, Exhibit – School Medication Authorization Form  
7:285-AP, Administrative Procedure – Implementing a Food Allergy Management Program  
7:340, Student Records  
7:340-AP1, Administrative Procedure – School Student Records  
7:340-AP1, E1, Exhibit – Notice to Parents/Guardians and Students of Their Rights Concerning a Student’s School Records

### **Policies Pertaining to Community Relations**

8:90, Parent Organizations and Booster Clubs  
8:110, Public Suggestions and Comments

Brandmeyer made a motion to accept the second reading and adoption of the above policies; Toennies seconded. Motion carried.

### Acceptance of Annual Financial Report

The Annual Financial Report for FY16 was received from the auditor on October 12. Goebel made a motion to accept the FY16 AFR from Donohoo, McCalley & Associates, auditor; Toennies seconded. Motion carried.

### Health Life Safety Report

Mr. Heuring reported that the Regional Office of Education and the State Fire Marshal completed their annual health life safety visit. There were some minor findings which can be addressed with no additional cost to the District. Two findings that will cost the District need to be addressed: 1) a smoke detector wired into the alarm system needs to be installed in the upstairs hallway; 2) closers need to be installed on the double doors into the gym kitchen storage area. Mr. Heuring will look into the cost of each of these projects.

### Building Security

Mr. Heuring explained that there were incidents that occurred over the weekend related to gym rental and use. He would like to investigate the possibility of locking the band/music room as well as securing the new addition when groups will be present in the gym.

### Celebration of Success

Mr. Heuring wanted to officially recognize the success of Damiansville students and teachers in becoming a National Blue Ribbon School. Damiansville was one of 16 schools in the state to receive this honor.

### **Executive Session**

A motion was made by Brandmeyer and seconded by Toennies to adjourn to closed session at 8:43 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: Gonsalves, Caraker, Goebel, Lynch, Toennies, and Brandmeyer. Nays: None. Motion carried.

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

### **Adjourn**

A motion was made by Lynch, and seconded by Goebel, to adjourn the meeting at 9:16 p.m. Motion carried.