

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

Monday, July 18, 2016  
Superintendent Office

President Mike Caraker called the meeting to order at 8:05 p.m.

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

The Pledge of Allegiance to the flag was recited.

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

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

**Approval of Items on Consent Agenda:**

- Approval of Minutes from June 27, 2016
- Approval of Treasurer's Report
- Approval of Payment of Bills

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

**Superintendent's Report**

- **Registration:** Registration is set for Wednesday, July 27, from 5:00 until 7:00 p.m. Mr. Heuring will send out a phone message to alert and remind parents. Pre-K registration will be the same day, 3:00-7:00.
- **Goals:** Mr. Heuring proposed three goals for the Board to review and discuss during Executive Session.
- **Teacher/Superintendent Meetings:** Mr. Heuring invited the teachers to meet with him to discuss the upcoming school year and administrative leadership.
- **Open House:** Mr. Heuring will schedule Open House after talking more to the teachers.
- **Calendar:** Mr. Heuring has reviewed the calendar and will be contacting Aviston and Albers to coordinate dates for the Christmas and Spring Concerts.
- **State Funding/Education Budget:** Mr. Heuring explained that the State has set an education budget for the upcoming year and, based on information from ISBE, there will be a slight increase in funding from last year. According to ISBE, funding for FY17 will be \$231,162.07, an increase of \$4220.81 over last year (FY16). Mr. Heuring will begin working on a preliminary budget in the upcoming weeks.
- **Unemployment Claim:** The District received notice of an unemployment claim the week of July 4. Mr. Heuring wrote a letter to the Illinois Department of Employment Security to protest the claim, but the District may be required to pay unemployment because the term of service was longer than 30 days.

Barb Wobbe left at 8:15 p.m.

**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 – The updated invoice and check for the athletic cooperative was picked up by Mike Toeben. There was no issue with the amendment to the bill.

**Unfinished Business**

### Student Handbook

Mr. Heuring has reviewed the handbook. There are no content issues and it meets the criteria for SB 100. The handbook will be proofread for grammar and spelling errors before being printed and distributed to families.

### Teacher(s)-in-Charge

Before he makes any recommendations, Mr. Heuring would like to meet with the current Teacher-in-Charge and discuss the position and potential division of duties with the teachers as he meets with them over the next few weeks. Topic is tabled until August.

### Timesheet Changes/Update

Mr. Heuring will be asking non-certified, salaried employees to complete timesheets beginning August 1 and continuing through at least September 30 in preparation for changing to an hourly rate to meet new labor law requirements.

### **New Business**

#### 2016-2017 Extracurricular Fees

Mr. Heuring reviewed the fees for 2015-16: \$25 for band, \$25 for Scholar Bowl, \$35 for track, \$75 for each remaining sport. He does not recommend an increase in fees at this time.

#### 2016 Trip I Conference

Mr. Heuring informed the Board that this year's conference in Chicago begins November 18 and said he would look into getting more information if members of the Board were interested in attending.

#### Bread and Milk Bids

Bread and milk bids for Clinton County Elementary Schools were submitted. The only companies to bid were the same entities who awarded the bids last year, Prairie Farms and Bimbo Bakeries USA. The milk bid is down \$.01 from FY16 and the bread bid remained the same. Mr. Heuring recommended accepting the bids.

#### Back-to-School Cleaning

Mr. Heuring would like to look into hiring the part-time custodian for 20 hours the week prior to school starting for general cleaning of the building (classrooms, restrooms).

#### Lunch Cost Proposal

Based on data supplied by ISBE, Mr. Heuring recommended keeping the price for lunch at \$2.75 for 2016-2017.

#### Impact Concussion Student Testing

Mr. Heuring explained that all Clinton County schools, with the exception of Bartelso, plan to assess their students to provide a baseline in the event of a concussion during the year. Hospital personnel would come to the school to conduct the testing and the cost would be \$5.00.

### **Executive Session**

A motion was made by Lynch and seconded by Goebel to adjourn to closed session at 8:35 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, Kassen, Gonsalves, and Caraker. Nays: None. Motion carried.

The Board reconvened in open session at 9:27 p.m.

### **Approval of Items on Consent Agenda**

#### Approval of 2016-17 extracurricular Fees

Kassen made a motion to keep the 2016-17 extracurricular fees the same as the previous year; Goebel seconded. Upon roll call, the following members voted Yeas: Kassen, Gonsalves, Caraker, Goebel, and Lynch. Nays: None. Motion carried.

#### Approval of 2016-2017 Student Handbook

Kassen made a motion to approve the 2016-17 student handbook; Goebel seconded. Motion carried.

#### Approval of Milk/Bread Bids

Kassen made a motion to accept the bread bid from Bimbo Bakeries USA and the milk bid from Prairie Farms; Gonsalves seconded. Upon roll call, the following members voted Yeas: Gonsalves, Caraker, Goebel, Lynch, and Kassen. Nays: None. Motion carried.

Approval of Back-to-School Cleaning Proposal

Kassen made a motion to approve 20 hours of cleaning prior to the start of school, to be done by the current part-time cleaning person; Goebel seconded. Upon roll call, the following members voted Yeas: Gonsalves, Caraker, Goebel, Lynch, and Kassen. Nays: None. Motion carried

Approval of 2016-17 Lunch Prices

Kassen made a motion to keep the lunch price at \$2.75 for the 2016-17 school year; Goebel seconded. Upon roll call, the following members voted Yeas: Gonsalves, Caraker, Goebel, Lynch, and Kassen. Nays: None. Motion carried

Approval of Impact Concussion Student Assessment

Kassen made a motion to approve the Impact Concussion Student Assessment for athletes prior to the start of the athletic season; Gonsalves seconded. Upon roll call, the following members voted Yeas: Gonsalves, Caraker, Goebel, Lynch, and Kassen. Nays: None. Motion carried.

**Adjourn**

A motion was made by Lynch, and seconded by Goebel, to adjourn the meeting at 9:40 p.m. Motion carried.

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Mike Caraker, President

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Phyllis Kassen, Secretary