

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

Monday, September 19, 2016  
Superintendent Office

President Mike Caraker called the meeting to order at 6:39 p.m.

Board Members present at roll call were: Mike Caraker, Susan Lynch, Chris Brandmeyer, Phyllis Kassen, and Ron Gonsalves. Also in attendance were Mark Heuring, Superintendent; Katie Caraker, Recording Secretary; Monica Venhaus, Faculty Member.

The Pledge of Allegiance to the flag was recited.

**Approval of Agenda:** The agenda was amended to include items 7.04 Application for Recognition of Schools under New Business and 9.04 Approval of Application for Recognition of Schools under Consent Items. Brandmeyer 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 August 15, 2016  
Approval of Treasurer's Report  
Approval of Payment of Bills

A question was raised regarding the bill from attorney Lee Ellen Starkweather; Mr. Heuring explained it was for the letter to the auditor and was a standard part of the annual audit process. Lynch made a motion to accept the consent agenda; Kassen seconded, and upon roll call the following members voted Yeas: Brandmeyer, Kassen, Gonsalves, Caraker and Lynch. Nays: None. Motion carried.

Donna Goebel arrived at 6:48 p.m.

**Superintendent's Report**

- **Enrollment:** Mr. Heuring discussed the enrollment for this year and the class numbers. He also said he would be looking into the number of Pre-K students who would be attending Damiansville for kindergarten and working on future enrollment projections.
- **Speech Therapist and KSED Billing:** Mr. Heuring explained that we had a new speech therapist for the District this year because KSED had moved people around based on caseload. He also explained that KSED was changing the way they were billing districts to make it more equitable. It will now be based on an overall average rather than billing for specific employees servicing the students.
- **Roof Update:** Mr. Heuring located bids for the annex roof that were done in March 2015. The cost at that time ranged from \$10,000 to \$17,000. The District will not be required to acquire sealed bids for the project as it is under the \$20,000 threshold. Mr. Heuring will contact the companies and ask them to rebid the project, providing separate bids for the annex and the gym.
- **Teacher Evaluation Process Update:** The Board approved the forms necessary to meet PERA law requirements in November 2015, including a student growth portion for 30%. Mr. Heuring met with the teachers at the last SIP Day to discuss setting growth goals and the evaluation process. The teachers have signed the required forms and Mr. Heuring has been meeting with them individually to discuss this year's evaluation process in greater detail and answer any questions they might have. The District currently has one non-tenured teacher who will be completing both formal observations and student growth; two teachers who will begin year one of a two-year evaluation cycle and will have formal observations during the year; and six teachers who will be completing growth goals and receive summative evaluations for their two-year evaluation cycle.
- **PTO Meeting:** Mr. Heuring attended the PTO meeting on September 6. He explained that the PTO will follow the same process as last year for teacher requests and shared the list of items approved at the last meeting: construction

paper, technology donation, soccer goals, Veterans' Day event, teachers' dinner for parent-teacher conferences, student assemblies, fund for families in need, Cougar apparel fundraiser.

- **Friends of the Cougars:** Mr. Heuring attended the meeting of the Friends of the Cougars on September 7. Discussion centered on expenditures for the year. FOTC agreed to help with transportation costs if funds are available.
- **Damiansville School Improvement Plan:** Mr. Heuring has not located a School Improvement Plan for 2015-2016. He will continue to investigate and will work on developing a School Improvement Plan for this year.

## **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**

First Reading of PRESS Policy

The first 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

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

### Approval of FY17 Budget

Kassen made a motion to approve the FY 2017 Budget as presented by Mr. Heuring; Goebel seconded. Upon roll call, the following members voted Yeas: Gonsalves, Caraker, Goebel, Lynch, Brandmeyer, and Goebel. Nays: None. Motion carried.

### Superintendent Goals

Mr. Heuring shared samples of superintendent goals he had received from IASA and presented goals for himself that are consistent with the District’s mission and goals:

GOAL #1: The Superintendent shall annually develop a plan that will include the following:

- a) Provide information to the Board regarding the performance of students on local, state, and national standardized tests and make suggestions designed for continuous improvement on said assessments.
- b) Provide information to the Board regarding staff development and curriculum needs.

GOAL #2: The Superintendent shall coordinate and implement the District’s Facility, Transportation, and Student Safety Programs which shall include a report which reflects the following:

- a) Outlook for future facility construction needs along with a plan for ongoing maintenance of school buildings. (Ex. sidewalk, parking lot, roof repair, health life safety)
- b) Current as well as future transportation needs of the district.
- c) Review, update, and recommend student safety and crisis items.

GOAL #3: The Superintendent shall annually report to the Board of Education the following:

- a) A yearly financial forecast based on state and local funding.
- b) A student enrollment projection report.
- c) A staffing patterns/needs report.

### **Executive Session**

The Board did not adjourn to closed session.

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

#### Approval of Superintendent Goals

Kassen made a motion to approve the superintendent goals presented by Mr. Heuring; Brandmeyer seconded. Motion carried. Goals will be drafted and attached to the contract as an amendment.

#### Approval of Application for Recognition of Schools

Lynch made a motion to approve the Application for the Recognition of Schools; Gonsalves seconded. Motion carried.

**Adjourn**

A motion was made by Kassen, and seconded by Brandmeyer, to adjourn the meeting at 7:15 p.m. Motion carried.

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Mike Caraker, President

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Donna Goebel, Vice President