

## Minutes of Board Meeting

Regular                      HS/JH Library                      March 21, 2017                      6:30 p.m.  
**Kind of Meeting**                      **Place**                      **Date**                      **Time**

Board Members Present:	Board Members Absent:
Terry Schulting, President	Ben Andersen
DJ Loeffelholz, Vice President	Don Kussmaul
Donna Quinn, Secretary	Harold Middendorf
Glen Foote	
Others Present:	Others Absent:
Tori Lindeman, Superintendent	
Darren Sirianni, HS/JH Principal	
Crissy Johnson, Elementary Principal	
Grover Priebe, Building and Grounds Director	
Jeff Weydert, Transportation Director	
Breanna Arling, Food Service Director	
Corinne Meyer, Board Recording Secretary	

**1. Call to Order**

- 1.1. The East Dubuque Board of Education met in regular session on Tuesday, March 21, 2017 with 4 members present and 3 members absent. President Schulting called the meeting to order at 6:31 p.m.

The pledge to the flag was given.

**2. Consent Agenda**

**Foote moved to approve:**

- 2.1. Minutes for Regular meeting held February 21, 2017
- 2.2. Minutes for the Building and Grounds Committee meeting held February 21, 2017
- 2.3. Minutes for the Finance Committee held March 8, 2017
- 2.4. Minutes for the Calendar Committee Meeting held March 16, 2017
- 2.5. Minutes for Policy Committee meeting held March 16, 2017
- 2.6. Approval of Bills

<u>Bills:</u>	<u>\$ 128,078.70</u>
<u>Imprest:</u>	<u>\$ 3,473.83</u>
<u>District Activity:</u>	<u>\$ 17,672.56</u>

- 2.7. Approval of the February 2017 Treasurer's Report
- 2.8. Concur with suspensions (none)

On a second from Loeffelholz, the motion carried on a vote of 4 ayes and 0 nays with the votes as follows: Foote aye, Loeffelholz aye, Quinn aye, Schulting aye.

**3. Recognition of Visitors and Correspondence**

3.1. Mr. Jim Appel

Mr. Appel thanked Ben Andersen and Harold Middendorf for their years of service on the board.

Mr. Appel expressed concerns about the district's school delay and cancellation policy during inclement weather. He particularly addressed a concern regarding how easily Route 35 can become treacherous.

Mr. Appel requested that the board evaluate what he felt was a high number of resignations and retirements of school employees over the last year. He also asked the board to review instances where school employees may have been asked to change or remove social media posting, Mr. Appel felt this may be infringing on the staff's right to free speech. Mr. Appel stated he understood these were personnel matters and requested that the board discuss them in closed session.

3.2. Mrs. Mary Flynn

Mrs. Flynn discussed the current school year's music program as well as those done in past years. She commended the students' work and preparation for the program.

Mrs. Flynn encouraged all to attend the 2016-2017 program on April 27, 2017 in the high school gym.

3.3. Mrs. Kiley Tritz

Mrs. Tritz addressed the board regarding the district's current food allergy policies and enforcement. She stated that although nut allergies seem to be given a higher profile, dairy is actually the most common food allergy in schools and that all students should be able to safely attend school. Mrs. Tritz informed that board that the use of an EpiPen is not an allergy treatment.

Mrs. Tritz expressed concern with how the current breakfast program is implemented as the food is being brought into the classrooms. She also stated there is currently a high risk of allergens being brought into school via sack lunches and classroom treats.

Mrs. Tritz provided the board with CDC and IL state guidelines on being "Allergy Aware" in the school. Mrs. Tritz requested that the board create a committee to review and implement a more allergy aware program in the district.

3.4. Ms. Abby Edge

Ms. Edge addressed the board regarding food allergy safety in the schools and some concerns she had regarding situations she has seen in the elementary school recently as a volunteer. Ms. Edge referenced East Dubuque School Policy Manual section 7:285 - Food Allergy Management Program and discussed the district's obligations as outlined.

Ms. Edge reported that the lunch tables were not being wiped down between lunch shifts and there was cheese and other allergy foods on the tables and floor.

Ms. Edge reported seeing a school employee hand out a packaged cracker snack that had nut and dairy allergens listed on the ingredient list and was not on the lunch menu. Ms. Edge stated she addressed the staff member. Ms. Edge also expressed concern that EpiPens were not located in the lunchroom; if a student had an allergic reaction in the lunchroom staff may not be able to get to an EpiPen located in that student's locker in time to treat anaphylaxis.

**4. Old Business**

4.1. Update: Directors for the Board of the East Dubuque School District Foundation

A written summary of the March 14, 2017 meeting was provided to the board.

Foundation officers were noted as follows: Tony Quinn, president; Michael Olmstead, vice president; Jim Beaves, treasurer; James Hanley, secretary. Foundation directors will include: Mark Hayes, Amy Beaves, Lori Olmstead and Geoff Barklow.

The next meeting of the East Dubuque School District Foundation will be held on April 24, 2017 at 5:30 p.m. in the EDHS library.

4.2. E-Funding and Y-Time Update

Progress on the Y-Time system and resolutions for current issues were discussed.

Loeffelholz asked if the date of the email notifying employees of their pay could be synced up with the date the funds were being deposited in the account. Lisa Barklow stated that a message has been added to the email to remind employees payroll is on the 5th and 20th of each month.

Implementation of the E-Funds/Skyward program to allow fees to be paid online was reviewed.

4.3. Medical Grant: Three more staff members have completed the Red Cross Anaphylaxis & Epinephrine Certification.

4 additional staff members have completed anaphylaxis training.

4.4. Other Old Business

None

5. New Business

5.1 Foote moved to approve the resolution abating the tax levied for the year 2017 to pay debt service on General Obligation Bonds (Alternate Revenue Source), Series 2017 (\$149,740). On a second from Quinn the motion carried on a vote of 4 ayes and 0 nays with the votes as follows: Foote aye, Loeffelholz aye, Quinn aye, Schulting aye.

5.2 Foote moved to approve the resolution abating the tax levied for the year 2017 to pay debt service on General Obligation Bonds (Alternate Revenue Source), Series 2010 (\$66,210). On a second from Loeffelholz the motion carried on a

vote of 4 ayes and 0 nays with the votes as follows: Foote aye, Loeffelholz aye, Quinn aye, Schulting aye.

- 5.3 Loeffelholz moved to approve the Annual IHSA Membership Renewal. On a second from Foote the motion carried on a vote of 4 ayes and 0 nays with the votes as follows: Foote aye, Loeffelholz aye, Quinn aye, Schulting aye.
- 5.4 Foote moved to approve the 2017-2018 East Dubuque School Calendar (option 2). On a second from Quinn the motion carried on a vote of 4 ayes and 0 nays with the votes as follows: Foote aye, Loeffelholz aye, Quinn aye, Schulting aye.
- 5.5 The board discussed the recent changes in Illinois law concerning timeframes for getting a driving permit and a driver's license. To accommodate this change Mr. Sirianni recommended a one-time summer drivers education course get students on schedule to get their permits, class and license in the required timeframes.

Mr. Pearson also submitted a letter to the board describing the course requirements and schedule.

Loeffelholz moved to approve the Driver's Education Program for Summer 2017. On a second from Foote the motion carried on a vote of 4 ayes and 0 nays with the votes as follows: Foote aye, Loeffelholz aye, Quinn aye, Schulting aye.

- 5.6 Quinn moved to approve the destruction of executive session records from June 24, 2015, July 1, 2015, July 28, 2015 and August 18, 2015. On a second from Foote the motion carried on a vote of 4 ayes and 0 nays with the votes as follows: Foote aye, Loeffelholz aye, Quinn aye, Schulting aye.

- 5.7 FOIA  
Requests Received:

Gabriella Lauricella, SmartProcure Commercial - March 3, 2017  
Scott Rude, Uniserv Director - March 9, 2017

- 5.8 East  
Dubuque Unit School District Goals for 2015-18 Update

A written summary was provided to the board regarding the district's status on goals for the school board, student achievement, school improvement, facilities and transportation and community relations.

Loeffelholz asked about tracking student progress. Mr. Sirianni stated that due to the change from MAP to Star360 reporting, there isn't direct comparison reporting

to prior year data but that going forward the new system should be able to provide valuable data.

Superintendent Lindeman confirmed that she received a response on the 5Essentials survey results and the data should be mailed out to the schools on March 29th. The junior high school did not have enough parent participation to receive survey results.

Discussion was held on transitioning from paper to online textbooks. Some of the pros mentioned for moving towards online based learning materials were: more up to date information, links provided within the online text to additional student resources, and this format would be more inline with what most colleges are using, thus better preparing students for that environment. Some of the cons discussed were the costs of initial implementation and potential issues with students having access to technology outside of school.

Superintendent Lindeman stated she would reach out to similar sized districts already implementing this technology and provide that feedback to the board. She also stated she would do additional research on the possibility of receiving any grant funding for a change like this.

The board would like additional discussion on converting to online texts as well as community feedback.

Community relationships were also discussed with several options on how to better disseminate information to community members. Some solutions proposed included a Facebook page, a newsletter or regular emails.

5.9\_\_\_ Update on new HLS Bonding for \$505,000 was reviewed and information and a timeline was provided to the board.

5.10 Written, signed summary of the Annual Review of Safety Plans, Protocols and Procedures was provided to the board.

5.11 A March 10, 2017 letter from Mark R. Haller, SNS, Division Administrator, Nutrition and Wellness Programs, ISBE as well as a written summary of the School Nutrition Programs Administrative Review Report was provided to the board.

5.12

Loeffelh

olz moved to approve the following policies for first readings:

5:250, Leave of Absences

5:330, Sick Days, Vacation, Holiday and Leaves

On a second from Foote the motion carried on a vote of 4 ayes and 0 nays with the votes as follows: Foote aye, Loeffelholz aye, Quinn aye, Schulting aye.

5.13

Other

New Business

None

## 6. Information & Staff Reports

### 6.1. Committee Meetings: Building and Grounds, Policy, Calendar and Finance.

Meeting minutes provided to the board. Additional discussion held on stage curtains, bleachers, gate at the elementary football field and health/life safety.

### 6.2. Elementary School - Ms. Johnson

Kathy Stierman and our fourth graders received funding for a trip to the National River Museum (Dubuque, Iowa) in May through a grant Ms. Stierman wrote through *Kids to Parks Day National School Contest*.

Nicky Eisbach, grade 2 teacher, was nominated and selected as Anderson Weber's March Teacher of the Month.

Sandra Getz, a graduate of UW Platteville, was invited to speak with the general education teacher candidates about the changing role of a special education teacher in a general education classroom at UW Platteville.

Building Leadership Team met on February 12, but were cut short due to a staff illness. The team will meet again March 27 for a half-day to discuss STAR 360 data and next steps.

Enrollment: 366

### 6.3. High School/Junior High - Mr. Sirianni

*Sportsmanship Award:* Congratulations to the Boy's Basketball team for receiving the Northwest Upstate Illini Conference West Division Sportsmanship Award for the 2016-2017 season.

*JH Quiz Bowl:* Advisors Kathy Stierman and Karla Powers just concluded the JH Quiz Bowl. The students competed on four nights. A total of 32 students from East Dubuque took part in the Quiz Bowl this year.

DAYLC: Five students of this year's junior class were recently selected to the DAYLC (Dubuque Area Youth Leadership Council) for this coming school year. Congratulations to Patty Averkamp, Elly Bowman, Skylar Culbertson, Sam Lange and Ashea Lowe.

Hypnotist: On Friday, March 3rd, Jim Wand came to East Dubuque and did separate hypnosis performances for the high school and junior high students. A very entertaining time was witnessed by the students and staff and the student volunteers for hypnosis seemed to have a great experience.

Testing: Over the course of the next month, our students will be completing a variety of state-mandated assessments. Junior high students will be completing PARCC assessments in English/Language Arts and Mathematics. Eighth grade and biology students will be completing the State Science Assessment. Juniors will be completing the SAT examination. All of this will be completed between now and April 5th.

National Honor Society: On Wednesday, March 15th, East Dubuque held its annual National Honor Society induction ceremony. We welcomed new members Elly Bowman, Jackson Bowman, Skylar Culbertson, Madison Feyen, Nicholas Kluesner, Sam Lange, Madeline Montag, Mikayla Onken and Harrison Runde.

Enrollment: 324

#### 6.4. Building and Grounds - Mr. Priebe

Congratulations to the boys' basketball team on their run in the state basketball tournament. I had many positive comments from the host schools on how our team and student section handled themselves.

I attended the Flood Task Force meeting on March 9th at City Hall. The high school will remain being used for an emergency evacuation center as well as the distribution center for emergency supplies. The school will also provide emergency transportation in case of emergency. At this time there is no major flooding expected from snow melt on the Mississippi. I have put a copy of the city's plan in the board packet.

School board forum was held on March 14th. The League of Women Voters hosted the event. They were pleased with the setup and the turnout.

We hosted the conference music/choir on March 17th.

#### 6.5. Transportation - Mr. Weydert



Superintendent Lindeman is pursuing a grant for the purchase of stop arm cameras for remaining routes buses not already equipped with one.

Mileage report for all school vehicles was provided.

An update on status of House Bill 3377 and Senate Bill 1431 (to require school buses manufactured after the effective date to have 3-point seat belts and a rooftop safety hatch) was provided. A National Highway Traffic Safety Administration (NHTSA) report concluded that requiring lap belts on large, new school buses would appear to have little, if any, benefit in reducing serious-to-fatal injuries in severe frontal crashes. To ensure proper seat belt use, school districts likely will need to hire new personnel to be seat belt monitors on school buses. These costs would fall at a time when the state has not yet paid its transportation reimbursement to school districts.

#### 6.6. Food Service - Breanna Arling

Thanked the board and staff for the opportunity to work as Food Service Director.

Equipment update provided on the dishwasher and steam kettle. Issues regarding the age of the equipment and the ability to find replacement parts were discussed. Superintendent Lindeman stated funds from the 1% tax can be used to replace these items.

Government Commodity food orders and deliveries are up to date.

Meal reimbursement information has been submitted for the month of February.

Met with Crissy Johnson to go over protocols concerning allergy students.

Current communication concerning the breakfast counts has been reformatted to mirror the lunch count sheets and reduce daily paper use.

A cart has been obtained and a laptop ordered for the breakfast program. Meals will be scanned at point of sale per guidelines.

Attended proctor testing for Food Safety and Sanitation Management licensure in Elizabeth on March 8 with Pam Lippenstock.

Collecting information pertaining to the cost of preparing lunches compared to what is currently being charged.

Currently in the process of implementing the entire 3 phases of the Child Nutrition Program mandated requirement that began in 2014.

6.7. Superintendent - Mrs. Lindeman

- 6.7.1. IASB 2017 Constitution and Position Statements
- 6.7.2. A reminder to complete your Statement of Economic Interest
- 6.7.3. ISBE Letter sent home to parents on requirements of State testing
- 6.7.4. School Board Governance Recognition Application
- 6.7.5. Redeveloping the ED School Website and include revenue partnership

Discussion was held regarding the school website, concerns were that the website was not user friendly for those trying to add or update data. Options on how to update the website and the possibility of including revenue partnership with local businesses to increase funding for the school were discussed.

The board approved pursuing opportunities and cost estimates on this project.

- 6.7.6. Discussion was held on the creating a District Facebook page for the purpose of communication/Information. Only administration would be able to post.
- 6.7.7. Virtual Classroom Educator Sharing: ROE and NW Region Opportunities  
Discussion has been held at the area meetings with area superintendents to consider more joint efforts to utilize hard to find educators. Thoughts related to shared teachers, virtual classes and independent study have been mentioned.
- 6.7.8. Tri-County Economic Development Alliance (TCEDA) Annual Meeting
- 6.7.9. National Honor Society induction awards - 9 students
- 6.7.10. Congratulations to Varsity Boys Basketball / Thank you to supporters
- 6.7.11. Superintendent quarterly goals update of goals and directive
  - Job Descriptions and Evaluation Alignment
  - Highland Community College Course Offering Update
  - Special Education tools “pros and cons” - year 1

\*Board and Superintendent agreed that due to time constraints and members not in attendance, the Board would review materials in packet verse presentation.

7. Personnel

- 7.1. Quinn moved to accept the resignation of Mallory Hesselbacher as Paraprofessional. On a second by Foote, the motion carried on a vote of 4 ayes, and 0 nays with the vote as follows: Foote aye, Loeffelholz aye, Quinn aye, Schulting aye.
- 7.2. Loeffelholz moved to accept the resignation of Maria Schulte as Paraprofessional. On a second by Foote, the motion carried on a vote of 3 ayes, and 1 nay with the vote as follows: Foote nay, Loeffelholz aye, Quinn aye, Schulting aye.
- 7.3. Loeffelholz moved to accept the resignation of Brandon Behlke as High School Educator. On a second by Foote, the motion carried on a vote of 4 ayes, and 0 nays with the vote as follows: Foote aye, Loeffelholz aye, Quinn aye, Schulting aye.
- 7.4. Foote moved to hire of Breanna Arling as Food Service Director. On a second by Loeffelholz, the motion carried on a vote of 4 ayes, and 0 nays with the vote as follows: Foote aye, Loeffelholz aye, Quinn aye, Schulting aye.
- 7.5. Holly Werner will be filling in as a long-term sub at the Junior High School.

**8. Executive Session**

Motion by Foote for the Board to enter into Executive Session for the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District or legal counsel, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity.

On a second from Loeffelholz the motion carried on a voice vote of 4 ayes and 0 nays with the vote as follows: Foote aye, Loeffelholz aye, Quinn aye, Schulting aye.

The Board entered into closed session at 9:01 p.m.

Motion by Loeffelholz to return to open session. On a second from Foote, the motion carried on a voice vote of 4 ayes, and 0 nays with the vote as follows: Foote aye, Loeffelholz aye, Quinn aye, Schulting aye.

The Board returned to open session at 10:22 p.m.

**9. Other Matters to Come Before the Board**

None

**10. President's Prerogative**

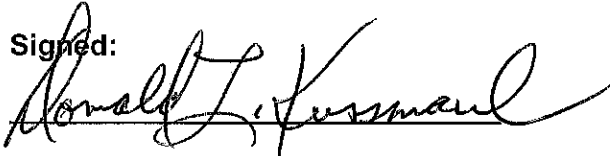
None

**11. Adjourn**

Motion by Foote to adjourn. On a second by Quinn, motion carried by a voice vote of 4-0.  
The meeting adjourned at 10:23 p.m.

**The minutes contained herein were approved by the Board at its regularly scheduled meeting held Tuesday, April 18, 2017 at 6:30 p.m.**

Signed:



**Terry Schulting, President**

Attest:



**Donna Quinn, Secretary**