

Minutes of Board Meeting

<u>Regular</u>	<u>HS/JH Library</u>	<u>May 16, 2017</u>	<u>6:30 p.m.</u>
Kind of Meeting	Place	Date	Time

Board Members Present:	Board Members Absent:
Don Kussmaul, President	
Glen Foote, Vice President	
Donna Quinn, Secretary	
Daniel Dalberg	
DJ Loeffelholz	
David Sendt	
Terry Schulting	
Others Present:	Others Absent:
Tori Lindeman, Superintendent	
Darren Sirianni, HS/JH Principal	
Crissy Wallace, Elementary Principal	
Grover Priebe, Building and Grounds Director	
Jeff Weydert, Transportation Director	
Corinne Meyer, Board Recording Secretary	

1. Call to Order

- 1.1. The East Dubuque Board of Education met in regular session on Tuesday, May 16, 2017 with 6 members present and 1 member absent. President Kussmaul called the meeting to order at 6:30 p.m.

The pledge to the flag was given.

2. Consent Agenda

Sendt moved to approve:

- 2.1. Minutes for Regular Meeting held April 18, 2017
- 2.2. Approval of Bills

<u>Bills:</u>	<u>\$ 87,420.56</u>
<u>Imprest:</u>	<u>\$ 4,590.01</u>
<u>District Activity:</u>	<u>\$ 24,506.51</u>

- 2.3. Approval of the April 2017 Treasurer's Report
Kussmaul requested approval of the report be delayed pending additional review. The delay of approval was approved on a voice vote of 6-0.
- 2.4. Concur with suspensions (none)

On a second from Dalberg, the motion carried on a vote of 6 ayes and 0 nays with the vote as follows: Dahlberg aye, Foote aye, Kussmaul aye, Loeffelholz aye, Schulting aye, Sendt aye.

Quinn arrived at 6:35 p.m.

3. Recognition of Visitors and Correspondence

- 3.1. Mr. Tom Crabtree, Stifel, Nicholas & Company, Inc. (per item 5.1)
- 3.2. Mrs. Marla Quinn (per item 4.1)
- 3.3. Thank you letters
- 3.4. Darlene Fisher asked board about meeting minutes being available on the website. Superintendent Lindeman stated that there was an issue brought to their attention regarding this and was resolved and minutes should be available.

4. Old Business

- 4.1. Grant writing proposal update: Mrs. Marla Quinn
Discussion was held on grant types, success rates, preparation times and grant prospects for the district.
- 4.2. 2017-2018 School Calendar has been approved by ROE/ISBE

4.3. Website demonstration/information

Discussion was held on the options and cost estimates received by various service providers. Per the review of the committee and Superintendent, Blackboard provided the most user friendly and lowest cost to the district. Blackboard was identified as one of the most popular software used by districts in the area and Superintendent Lindeman stated that the feedback she received from other districts using this software was all positive. Some feedback noted was:

- Blackboard has never “crashed” for existing users
- Blackboard has the ability to link the district's social media accounts.
- Blackboard provides a format that is usable on laptop, mobile and gaming devices (like Xbox).
- The annual cost of the software can be covered by selling ad space.
- The result of the 5Essentials Survey indicated the district could improve in communication with parents and the community. Foote noted that the 5Essentials survey was completed by those that had internet access and the district still needed to take into account those community members that could not easily or consistently access the website.
- Blackboard would offer in personal initial training for staff as well as online tutorials.
- The price quoted includes the cost of maintenance and the use of Blackboard’s server.

4.4. Other old business

Foote asked if any additional information was available on reassessment of the chemical plant. The board discussed various options and that the cost of the reassessment would be paid by the district but that an increased reassessment value may make that well worth the cost. The board agreed that additional discussion and review would be done.

Sendt asked for additional discussion on the summer learning program, specifically why it has not been offered to all students. Superintendent Lindeman clarified that those students most in need were initially sent invitations, then a second and third round were sent. Any funds not used this year will be banked for next year’s program. Sendt and PTO members present requested that this be communicated to donors since the perception was that all students were given the opportunity.

5. New Business

- 5.1. Action Item: Resolution providing for the issue of not to exceed \$500,000 general obligation bonds of the District for the purpose of altering and reconstructing school buildings and purchasing and installing equipment therein for fire prevention and safety, energy conservation and school security purposes.

providing for the levy of a district annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

Mr. Tom Crabtree discussed the various bond options answered questions from the board regarding interest, fees and repayment options.

Dalberg moved to approve resolution providing for the issue of not to exceed \$500,000 general obligation bonds of the District for the purpose of altering and reconstructing school buildings and purchasing and installing equipment therein for fire prevention and safety, energy conservation and school security purposes, providing for the levy of a district annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof (5 year repayment plan).

On a second from Loeffelholz, the motion carried on a vote of 7 ayes and 0 nays with the vote as follows: Dahlberg aye, Foote aye, Kussmaul aye, Loeffelholz aye, Quinn aye, Schulting aye, Sendt aye.

- 5.2. Action Item: Destruction of Executive Session recordings:
November 9, 2015 - Board Self-Evaluation Meeting

Loeffelholz moved to approve destruction of executive session recordings from November 9, 2015. On a second from Foote, the motion carried on a vote of 7 ayes and 0 nays with the vote as follows: Dahlberg aye, Foote aye, Kussmaul aye, Loeffelholz aye, Quinn aye, Schulting aye, Sendt aye.

- 5.3. Action Item: Resolution: Local Government Travel Expenses Control Act (50 ILCS 150)

Foote moved to approve Resolution: Local Government Travel Expenses Control Act (50 ILCS 150). On a second from Schulting, the motion carried on a vote of 7 ayes and 0 nays with the vote as follows: Dahlberg aye, Foote aye, Kussmaul aye, Loeffelholz aye, Quinn aye, Schulting aye, Sendt aye.

- 5.4. Informational Item: FOIA Request; IL Retired Teachers Association

- 5.5. Action Item: Approve the transfer of funds for bond interest payment: \$4,683.05

Quinn moved to approve the transfer of funds for bond interest payment: \$4,683.05. On a second from Dalberg, the motion carried on a vote of 7 ayes and 0 nays with the vote as follows: Dahlberg aye, Foote aye, Kussmaul aye, Loeffelholz aye, Quinn aye, Schulting aye, Sendt aye.

- 5.6. Action item: Approve the purchase of a 2016 School Bus: \$68,000

Foote moved to approve the purchase of a 2016 School Bus: \$68,000. On a second from Loeffelholz, the motion carried on a vote of 7 ayes and 0 nays with the vote as follows: Dahlberg aye, Foote aye, Kussmaul aye, Loeffelholz aye, Quinn aye, Schulting aye, Sendt aye.

Additional discussion was held on the purchase of a stop-arm camera and the board agreed that would be on the next agenda.

5.7. Action Item: Approve purchase and contract for Blackboard Website

Foote moved to approve purchase and contract for Blackboard Website. On a second from Dalberg, the motion carried on a vote of 7 ayes and 0 nays with the vote as follows: Dahlberg aye, Foote aye, Kussmaul aye, Loeffelholz aye, Quinn aye, Schulting aye, Sendt aye.

5.8. Informational Item: Joint Conference will be November 17-19, 2017

Superintendent Lindeman stated she would confirm via email each board member's schedule and plans for the conference.

5.9. Informational Item: Food Allergies in School Discussion: May 17, 2017 at 5:00 p.m.

5.10. Action Item: Approve Midwest Medical Center PT Certified Athletic Trainer Contract: \$10,500

Foote moved to approve Midwest Medical Center PT Certified Athletic Trainer Contract: \$10,500. On a second from Sendt, the motion carried on a vote of 7 ayes and 0 nays with the vote as follows: Dahlberg aye, Foote aye, Kussmaul aye, Loeffelholz aye, Quinn aye, Schulting aye, Sendt aye.

5.11. Action Item: Approve Overnight Trip for Varsity Girls Basketball Team

Quinn moved to approve Overnight Trip for Varsity Girls Basketball Team. On a second from Foote, the motion carried on a vote of 7 ayes and 0 nays with the vote as follows: Dahlberg aye, Foote aye, Kussmaul aye, Loeffelholz aye, Quinn aye, Schulting aye, Sendt aye.

Sendt requested that more information be provided to the board if there is a change in the original proposal. The board discussed that the team had the opportunity to send players to separate tournaments so each could have more playing time and the cost did not change from the original request. The board

agreed that, going forward, if a change is made to any of the terms of the original request the coach will represent to the board.

5.12. Action Item: Approve East Dubuque Exit Interview Document

Foote moved to approve East Dubuque Exit Interview Document. On a second from Dalberg, the motion carried on a vote of 7 ayes and 0 nays with the vote as follows: Dahlberg aye, Foote aye, Kussmaul aye, Loeffelholz aye, Quinn aye, Schulting aye, Sendt aye.

Loeffelholz asked for clarification on who was conducting these interviews. Superintendent Lindeman stated she conducted the exit interviews. Foote asked that the option be provided for the employee to submit a written form if they were unable or unwilling to do an in person exit interview.

Superintendent Lindeman stated that the exit interview wasn't required. If possible, the preference is for an in person interview but the option can be provided for a written response. Superintendent Lindeman also confirmed that the feedback from the exit interviews would be provided to the board in executive session.

5.13. Action Item: Approve Principal Job Description

Foote moved to approve Principal Job Description. On a second from Sendt, the motion carried on a vote of 7 ayes and 0 nays with the vote as follows: Dahlberg aye, Foote aye, Kussmaul aye, Loeffelholz aye, Quinn aye, Schulting aye, Sendt aye.

5.14. Action Item: First Reading of Policy Updates:

- 5:310 Compensatory Time-Off
- 2:100 Board Member Conflict of Interest
- 3:70 Succession of Authority
- 4:15 Identity Protection
- 4:80 Pandemic Preparedness
- 5:70 Religious Holidays
- 5:80 Court Duty
- 5:110 Recognition for Service
- 5:230 Maintaining Student Discipline
- 5:285 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- 5:300 Schedules and Employment Year
- 6:70 Teaching About Religions

- 7:100 Health, Eye & Dental Examinations; Immunizations and Exclusion of Students

Quinn asked about managing comp time in the new Y-time system. Superintendent Lindeman stated that it was still being manually tracked but they should have everyone to a zero balance for manual tracking before the end of the year.

- 5.15. Other New Business
None

6. Information & Staff Reports

- 6.1. Committee Updates: Policy & Personnel, Curriculum and Technology
Foote reviewed items discussed by the committee including job descriptions, website and staffing matters.

- 6.2. Elementary School - Mrs. Wallace

Announcements

We are hosting Nicholas Keleher to provide Social Media and Internet Safety Parent Night on Tuesday, May 23rd from 6:30-7:30 p.m. in the High School cafeteria. Parents will learn about a variety of social networking sites and techniques on how to monitor internet usage. There is no charge for parents to attend this event.

Ten fifth graders attended the Eco-Meet in Dubuque on May 12. It is an honor for our top ten fifth grade students to participate in this event. Students were nominated by their teachers.

5Essentials: Effective Leaders, Collaborative Teachers, Supportive Environment, Involved Families and Ambitious Instruction - *"The 5Essentials can identify the ways in which a school is organized for school improvement. In fact, over two decades of research on Chicago Public Schools has shown that schools strong on three or more of these essentials were 10 times more likely to improve student learning than schools weak in three or more."*

The entire results of the survey are included for the board.

Areas for growth were identified as how we handle student behavior, staff are looking for coherence in our curriculum materials, and that teaching peers and families/volunteers need to know more about what is happening in classrooms.

- As a result of needing program coherence, we are looking at 3 new programs for math as the program used by some teachers, Everyday Math, is no longer in publication. In order to continue to use these resources we would need to buy used workbooks. Last year, used workbooks were purchased through Amazon and some of them arrived with the pages already completed. Other teachers have supplemented from a variety of internet sources that have resulting in a variety of materials that aren't researched based being used to instruct our students. The goal is to bring our findings to the curriculum committee to approve our recommendation.
- As a result of recognizing that handling student behaviors is an area for growth, we are in the process of creating a vision statement that will help provide the direction for where we are going in creating citizens of defined character.
- Over the summer, the Building Leadership Team and I will created an action plan for how we respond to the need of staff, families and volunteers needing to be more aware of what's going on in all of our classrooms and more program coherence. Staff professional development will be offered to assist in learning our new 5-6 writing programs purchased this year and also for whichever program we go with for math. Our goal is to only use research-based materials and have consistency from grade to grade and class to class.

Quinn asked Mrs. Wallace about Mr. Keleher's background and experience with online safety. Mrs. Wallace stated that Mr. Keleher was a former police officer that was known to Ms. Smith and Mr. Sirianni from prior presentations.

Mrs. Wallace also reviewed the 5Essentials survey results for the elementary school with the board and answered questions on the action items being taken.

Enrollment: 366

6.3. High School/Junior High - Mr. Sirianni

Prom: A successful and enjoyable Prom and After Prom was held on April 29th and into the morning of April 30th. A huge thank you to the Class Sponsors, Amy

Beaves and Kelli Lange and to those parents who helped out with either the dance or After Prom activities.

Medieval Times: Our Junior High travelled to Schaumburg, IL on May 4th to take in the Medieval Times experience. 110 students and 6 staff made the trek as a capstone activity to the Middle Ages units covered in History and Language classrooms. Students at as a person in the Middle Ages and watched various contests of the time period.

End of Semester: Semester Exams for High School will take place on Wednesday, Thursday and Friday, May 24-26. The Junior High will be having their end of the year picnic on Thursday, May 25th. Graduation practice will take place on Friday, June 2nd at 9:00 a.m. and the Commencement will be that evening at 7:00 p.m.

Clean-up Day: On Wednesday, May 3rd, High School students were out in the community during the morning hours doing some clean-up of elderly residences, the Menominee-Dunleith Fire Station, Highways 20 and 35, downtown and the Boat Ramp areas. We have received numerous positive responses from that day about our students, their behaviors and attitudes towards the projects and the difference it has made for the areas tended to.

Enrollment: 324

Questions were asked about how folks were identified as eligible for assistance from the clean up day. Mr. Sirianni stated that the county has a list of those identified as disabled, shut-in or otherwise in need of assistance and they receive referrals from that. Community members and local law enforcement also make referrals. Anyone that would like to be included in next year's cleanup or would like to refer someone was encouraged to contact Mr. Sirianni.

The updated grading scale was also discussed. Quinn asked about the grading scale and rounding. Mr. Sirianni confirmed that it would round up or down using standard methods, i.e. a 97.5 would round up to a 98. Mr. Sirianni also confirmed that plusses and minuses do show on the transcripts sent.

6.4. Maintenance - Mr. Priebe

We have the fields ready and are hosting the girls' softball regional.

Graduation is fast approaching and my guys are getting the buildings and grounds ready for the ceremony.

I am in the process of accepting applications for the student summer work and will be conducting interviews at the end of the week.

6.5. Transportation - Mr. Weydert

We are almost to the finish line of another school year. Just a few more field and sports trips and judging by the exuberance of the students on the routes they can't wait for summer break.

2016-2017 Bus driver evaluations have been completed. I for one am impressed by the fine work of our drivers so far this year.

I met with Superintendent Lindeman and we are looking into getting a 2015 IC/CE 72 passenger School Bus with under carriage luggage compartments. Hopefully, with your blessing we will have it delivered in July.

6.6. Superintendent - Mrs. Lindeman

- 6.6.1. Starting Right Board Retreat dates options
- 6.6.2. Mandatory Board Member Training
- 6.6.3. Jo Daviess County Health Department Inspection 4.27.17
- 6.6.4. Highland Community College Open House 5.23.17
- 6.6.5. Jo Daviess and Carroll County Sheriff Dept. Search completed.

7. Personnel

7.1. Action Item: Re-hire Non-Tenured Teachers chart provided:

Prior to board approval the board confirmed with Superintendent Lindeman that all employees noted for rehire had a "satisfactory" rating.

- 7.1.1. Foote moved to hire part-time, 1st year non-tenured teachers: Karla Noller, Part-time Medical Term/CNA. On a second by Dalberg, the motion carried on a vote of 7 ayes and 0 nays Dahlberg aye, Foote aye, Kussmaul aye, Loeffelholz aye, Quinn aye, Schulting aye, Sendt aye.
- 7.1.2. Foote moved to hire full-time, 1st year non-tenured teachers: Alison Brennan, Physical Education; Peter Pearson, Drivers Ed/PE; Sherri Post, technology; Jason Potacki, Special Education. On a second by Dalberg, the motion carried on a vote of 7 ayes and 0 nays Dahlberg aye, Foote aye, Kussmaul aye, Loeffelholz aye, Quinn aye, Schulting aye, Sendt aye.

- 7.1.3. Foote moved to hire full-time, 2nd year non-tenured teachers: Erin Ertmer, Special Education; Ashley Cook/Doyle, 6th Grade; Sandra Getz, Special Education; Stephanie Nystrom, JH Science; Jodi Roventine, 6th Grade; Christa Sedbrook, Kindergarten. On a second by Loeffelholz, the motion carried on a vote of 7 ayes and 0 nays Dahlberg aye, Foote aye, Kussmaul aye, Loeffelholz aye, Quinn aye, Schulting aye, Sendt aye.
- 7.1.4. Foote moved to hire part-time, 3rd year non-tenured teachers: Andy Kruser, Part-Time Industrial Technology. On a second by Dalberg, the motion carried on a vote of 7 ayes and 0 nays Dahlberg aye, Foote aye, Kussmaul aye, Loeffelholz aye, Quinn aye, Schulting aye, Sendt aye.
- 7.1.5. Foote moved to hire full-time, 3rd year non-tenured teachers: Nicole Eisbach, 2nd Grade; Trevor LaPage, JH Social Studies. On a second by Dalberg, the motion carried on a vote of 7 ayes and 0 nays Dahlberg aye, Foote aye, Kussmaul aye, Loeffelholz aye, Quinn aye, Schulting aye, Sendt aye.
- 7.1.6. Foote moved to hire full-time, 4th year non-tenured teachers: David Meyer, Physical Education; Wayne Wilgenbusch, Spanish. On a second by Dalberg, the motion carried on a vote of 7 ayes and 0 nays Dahlberg aye, Foote aye, Kussmaul aye, Loeffelholz aye, Quinn aye, Schulting aye, Sendt aye.
- 7.2. Action Item: Hire Jodi Rennison as ESY Teacher, hourly rate of \$20.00
Loeffelholz moved to hire Jodi Rennison as ESY Teacher. On a second by Dalberg, the motion carried on a vote of 7 ayes and 0 nays Dahlberg aye, Foote aye, Kussmaul aye, Loeffelholz aye, Quinn aye, Schulting aye, Sendt aye.
- 7.3. Action Item: Hire Julie Heinricy as ESY Paraprofessional, hourly rate of \$15.39
Sendt moved to hire Julie Heinricy as ESY Paraprofessional. On a second by Schulting, the motion carried on a vote of 7 ayes and 0 nays Dahlberg aye, Foote aye, Kussmaul aye, Loeffelholz aye, Quinn aye, Schulting aye, Sendt aye.
- 7.4. Action Item: Resignation of Mark West, High School Math Teacher
Foote moved to accept the resignation of Mark West as High School Math Teacher. On a second by Loeffelholz, the motion carried on a vote of 7 ayes and 0 nays Dahlberg aye, Foote aye, Kussmaul aye, Loeffelholz aye, Quinn aye, Schulting aye, Sendt aye.
- 7.5. Action Item: Retirement of Cindy Guntherman, Food Services

Foote moved to accept the retirement of Cindy Guntherman as Food Services employee. On a second by Dalberg, the motion carried on a vote of 7 ayes and 0 nays with the vote as follows: Dahlberg aye, Foote aye, Kussmaul aye, Loeffelholz aye, Quinn aye, Schulting aye, Sendt aye.

7.6. Action Item: Retirement of Bobbi Jo Timmerman Food Services

Foote moved to accept the retirement of Bobbi Jo Timmerman as Food Services employee. On a second by Sendt, the motion carried on a vote of 7 ayes and 0 nays with the vote as follows: Dahlberg aye, Foote aye, Kussmaul aye, Loeffelholz aye, Quinn aye, Schulting aye, Sendt aye.

7.7. Action Item: Resignation of Emmalee Rupp, Elementary School Teacher

Sendt moved to accept the resignation of Emmalee Rupp as Elementary School Teacher. On a second by Foote, the motion carried on a vote of 7 ayes and 0 nays with the vote as follows: Dahlberg aye, Foote aye, Kussmaul aye, Loeffelholz aye, Quinn aye, Schulting aye, Sendt aye.

7.8. Action Item: Approve New Personnel Positions: (1) FTE - PE, (1) FTE - Kindergarten

Reports were filed with the board. The board moved to continue discussion in executive session as it included detail on existing personnel placements. Motion to move to executive session carried on a voice vote of 7 ayes and 0 nays with the vote as follows: Dahlberg aye, Foote aye, Kussmaul aye, Loeffelholz aye, Quinn aye, Schulting aye, Sendt aye.

8. Executive Session

Motion by Loeffelholz 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 Foote, the motion carried on a voice vote 7 ayes and 0 nays with the vote as follows: Dahlberg aye, Foote aye, Kussmaul aye, Loeffelholz aye, Quinn aye, Schulting aye, Sendt aye.

The Board entered into closed session at 9:30 p.m.

Motion by Loeffelholz to return to open session. On a second from Foote the motion carried on a voice vote 7 ayes and 0 nays with the vote as follows: Dahlberg aye, Foote aye, Kussmaul aye, Loeffelholz aye, Quinn aye, Schulting aye, Sendt 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 7-0. The meeting adjourned at 10:23 p.m.

The minutes contained herein were approved by the Board at its regularly scheduled meeting held Wednesday, June 21, 2017 at 6:00 p.m.

Signed:

Attest:

Don Kussmaul, President

Donna Quinn, Secretary