

Damiansville Elementary  
School Board Meeting Minutes  
February 17, 2009

Present at this meeting:

Kelly Arentsen	-Board Member	Caterie Hellige	Guest
Susan Lynch	-Board Member	Lynn Hegeman	Guest
Jill Kassen	-Board Member		
Donna Goebel	-Board Member		
Phyllis Kassen	-Board Member		
Kevin Arentsen	-Board Member		
Mike Caraker	-Board Member		
Mike Toeben	-Superintendent		

Meeting called to order at 6:35PM.

**I. Call to Order**

Roll Call: all present.

Pledge of Allegiance.

**Action Item** – flag needed in meeting room

Accept/Amend Agenda: MikeT added “6.02 School Board Agenda Calendar”

Phyllis made a motion to accept the agenda, Jill seconded. Vote 7-0.

**II. Introduction of Guests/Guest Comments**

Guest Communications: None.

**III. Consent Items:**

Treasurer’s report comment – may lose 21<sup>st</sup> through 24<sup>th</sup> payments this year due to state financial crisis.

Bill Payment additions – Credit Card (\$21.95) for web hosting, SIP day (\$29.98)

Susan made a motion to accept consent items, Phyllis seconded. Vote 7-0.

**IV. Superintendent’s Report**

- Parish Council met with Randy about their performance concerns, so he quit.
- We are now 1 bus license short. Alvin won’t be back next year, won’t renew his license.
- Would like to have a combined janitor/cleaning person.
- Parish looking to farm out the mowing portion of the job.
- Skunk under 3<sup>rd</sup>/4<sup>th</sup> grade building – need plan to remove. Mike will check on removal services.
- Graduation is Wednesday the 27<sup>th</sup> of May. The last day of school will be Monday, June 1<sup>st</sup>.
- Insurance comparison – numbers are not available yet. We should see a decrease in prices effective 7/1/09.

**IVa. Committee Reports**

4.01 Building Committee – Put together a survey and cover letter for distribution to all registered voters in the district. Jill will rework the survey for ranking options and Kelly will review letter based on board comments prior to distribution. A \$1.7m building adds about \$480 the first year to a \$100,000 home, \$350/year after the first. MikeC will post the feasibility study on the website.

**IVb. Policy Readings**

4.11 First Readings – We have elected a Policy Committee that will review the policies prior to the meeting and make a recommendation to the board rather than reading them all during general meeting time. The committee is Susan, Phyllis and Donna.

4.12 Second Readings - Dealing with School Board Officers

- 2:50 – Board Member Term of Office
- 2:60 – Board Member Removal from Office
- 2:70 – Vacancies on the School Board – Filling Vacancies
- 2:80 – Board Member Oath and Conduct
- 2:80-E – Exhibit - Board Member Code of Conduct

Jill made a motion to accept these Policies, Phyllis seconded. Vote 7-0.

**Unfinished Business**

5.01 REAP Grant/Technology Funds – this money will be held in case we need it to pay bills. MikeT will check with the teachers regarding which ones are excited about getting/using Promethean/Smart boards in their classrooms.

5.02 Textbook Loan 7&8 –

**New Business**

6.01 09-10 School Calendar – Hard copy distributed. Shorter Christmas break this year. SIP days paired with Monday holidays whenever possible.

6.02 School Board Agenda Calendar – Draft hard copy distributed. MikeT will send an email in advance of meetings asking for agenda item additions. Phyllis and Kelly volunteered to help put the SIP plan together by the end of the year.

Susan left the meeting at 7:51pm

Jill moved that we enter executive session at 8:08pm, Donna seconded, vote 7-0.

**The next meeting will be March 17, 2009 at 6:30 p.m. This meeting will be held in the rectory meeting room.**

Phyllis motioned to leave executive session at 8:29pm, Jill seconded, vote 6-0.

Kevin motioned to adjourn the meeting. Phyllis seconded. Vote 6-0.

Meeting adjourned at 8:30 p.m.

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Kelly Arentsen, President

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Mike Caraker, Secretary

## Executive Session minutes

Teacher evaluations – 7<sup>th</sup> grade teacher. There have been some improvements, but a letter is going into her file documenting the discussion Mike had with her about her performance. He's not ready to dismiss her because of a lack of documentation to this point. She's not tenured yet.

Mike is hoping to finish all non-tenured evaluations by next board meeting. All others by end of April.

Parish is going to offer Ed the same job Randy had. Discussion of creating a committee to coordinate our end of the hiring – MikeC, Jill and Phyllis volunteered.