

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

Monday, July 18, 2011  
Fifth Grade Classroom

Vice-President Mike Caraker called the meeting to order at 8:02 p.m.

Board Members present at roll call were: Chris Brandmeyer, Mike Caraker, Donna Goebel, Phyllis Kassen, Susan Lynch (via telephone) and Roger Toennies. Jill Kassen was absent. Also in attendance was Mike Toebe, Superintendent, Amanda Isringhaus, candidate for JH Language Arts/RtI position, Brittany Kellerman, candidate for JH Social Studies/PE position, Jocquelyn Benson, Account Manager with Tech Electronics, Inc. and the following faculty members: Michelle Weiss.

The Pledge of Allegiance to the flag was recited.

**Approval of Agenda:** P. Kassen made a motion to accept the agenda as amended with the addition of 7.03 Section 125 Amendment, Brandmeyer seconded. Motion carried.

**Approval of Items on Consent Agenda:**

Approval of Minutes from June 20<sup>th</sup>, 2011 meeting,

Approval of Treasurer's report,

Approval of Payment of bills - Mr. Toebe presented 2 additional bills (\$63.43 to Mastercard for first through fourth primary agenda books and \$157.50 to Schoolmate for JH planners – PTO normally reimburses school for these items).

P. Kassen made a motion to accept consent agenda with the addition of the two bills noted above, Toennies seconded and upon roll call, the following members voted Yeas: Toennies, P. Kassen, Brandmeyer, Goebel, Lynch and Caraker. Nays: None. Motion carried.

**Superintendent's Report**

Mr. Toebe reported on the following:

- August 17<sup>th</sup> is a Teacher Institute Day and the faculty are going to Albers Elementary School for RtI training. For the faculty that does not need to attend the entire day, Mr. Toebe has other activities planned back at Damiansville Elementary.
- August 18<sup>th</sup> is the First Day of Attendance for students.
- Wednesday, August 3<sup>rd</sup> is registration from 6 to 8 p.m. There will be one new student in sixth grade and one new student in third grade.
- The third Common Core Workshop (on Reading and Writing) will be held August 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup>. Next summer the Common Core Workshops will be on Math.
- The District has not received the state aid numbers for the upcoming school year yet. A budget committee meeting has been set for August 8<sup>th</sup> at 7 p.m. The foundation level is expected to remain the same. The School District will not be receiving \$43,941 of ARRA (American Recovery & Reinvestment Act) funds. The budget has to be submitted to the County Board and IASB and by the last day in September.
- The PTO is putting the float together for the parade.

**Committee Reports**

Building Committee – The following change orders were distributed: (\$1,224) credit from Kohrman Electric (refer to ASI #4) for the change to single phase electrical service and ASI #6 for \$330 to add electrical for printer/copier in hallway. The cost proposal of \$2,446 to install a pair of metal doors in the south wall of the connecting corridor was

distributed; a copy of this cost proposal was sent to the parish for their consideration. Mr. Toeben also distributed the continuation sheet included with the application and certificate for payment from R.W. Boeker.

**Action item:** Mr. Toeben to check on amount of retainage left on architect contract before any more payments are made.

**Action item:** Mr. Toeben to ask Jason Plough if the District will be receiving lien waivers from the subcontractors.

Mr. Toeben led a discussion about the room assignments that were discussed at the Building Committee meeting; discussion tabled until next month when all board members are present.

### **Unfinished Business**

Maintenance Issues/Summer Work – The basement floor is still being stripped by the community service workers; the paint was not coming off so the school rented a machine. The floor will be repainted; after that is completed the cleaning of the basement will be finished (all the library books will be pulled off the shelves & wiped down, etc.).

School Treasurer – Virgil Jansen has agreed to assume the treasurer position.

P. Kassen made a motion to appoint Virgil Jansen as treasurer of School District 62. Toennies seconded and upon roll call, the following members voted Yeas: P. Kassen, Brandmeyer, Goebel, Lynch, Caraker and Toennies. Nays: None. Motion carried.

Pre-K – The District received a letter from the Regional Superintendent of schools announcing the Regional Office of Education will be providing a preschool program this fall (refer to letter). Cory Voss will be teaching the Pre-K program. If any parents are interested in enrolling their children in this program, they should contact Cory Voss to set up a Pre-K screening.

Open positions –Mr. Toeben introduced the candidates for the faculty openings: Amanda Isringhaus for JH Language Arts/RtI position and Brittany Kellerman for JH Social Studies/Physical Education. The District received 147 resumes for these positions (113 via e-mail and 34 on the job bank.

Toennies made a motion to approve Amanda Isringhaus for the JH Language Arts/RtI position. P. Kassen seconded and upon roll call, the following members voted Yeas: Brandmeyer, Goebel, Lynch, Caraker, Toennies and P. Kassen. Nays: None. Motion carried.

Toennies made a motion to approve Brittany Kellerman for the JH Social Studies/Physical Education. P. Kassen seconded and upon roll call, the following members voted Yeas: Lynch, Toennies, P. Kassen, Goebel, Brandmeyer and Caraker. Nays: None. Motion carried.

Non-certified salaries – Non-certified salary discussion was tabled until next month.

Bread/Milk bids –

Toennies made a motion to accept the Prairie Farm dairy product bid. P. Kassen seconded and upon roll call, the following members voted Yeas: Caraker, Toennies, P. Kassen, Brandmeyer, Goebel and Lynch. Nays: None. Motion carried.

Toennies made a motion to accept the Sara Lee Bakery Group bread product bid. P. Kassen seconded and upon roll call, the following members voted Yeas: Lynch, Toennies, P. Kassen, Goebel, Brandmeyer, and Caraker. Nays: None. Motion carried.

### **New Business**

Curriculum meetings – A discussion was held about the topics to be covered in the extra board meetings. The following topics will be covered: Non-tenured teacher updates including goals and progress towards these goals; evaluation updates; textbook purchase recommendations; what each grade level should achieve each year (i.e. common goal standards); teacher mentoring; and teacher handbooks.

Phone bids – Jocquelyn Benson went over the proposal from Tech Electronics.

**Action item:** Caraker to follow up with the tech contact at Tech Electronics with the questions.

Section 125 Amendment –

Brandmeyer made a motion to adopt the Section 125 amendment as distributed, P. Kassen seconded. Motion carried.

A motion was made by Toennies, and seconded by P. Kassen to adjourn to closed meeting at 9:45 p.m. to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District. Upon roll call, the following members voted Yeas: Caraker, Toennies, P. Kassen, Brandmeyer, Goebel, and Lynch. Nays: None. Motion carried.

The Board reconvened in open session at 10:06 p.m.

A motion was made by P. Kassen, and seconded by Brandmeyer to adjourn the meeting at 10:07 p.m. Motion carried.

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Jill Kassen, President

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Donna Goebel, Secretary