

**Frankfort Community Unit School District #168**  
**BOARD OF EDUCATION**  
**REGULAR MEETING**

**Monday, December 20, 2021 – 6:00 pm**

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The Board of Education of the Frankfort Community Unit School District #168 held a Regular Board Meeting on December 20, 2021, at 6:00 p.m. in the Central Junior High School Library, 1600 East Ninth Street, West Frankfort, Illinois.

- I. **Call to Order, Roll Call, and Establishment of Quorum:** President Keith Griffith called the Regular Meeting of the Frankfort Community Unit School District #168 to order at 6:00 p.m. with the following members present: Dawn Browning, John Butler, Rick Conner, Keith Griffith, Clint Hawkins, and Kevin Toney. Board member Larry Burns was present via Google Meets.  
Eight others people were present including the Superintendent, the Recording Secretary, five administrators and directors, and one member of the public.
- II. **Hearing of Delegates or Visitors and Public Comments:** None.
- III. **Approval of Minutes – The Open and Closed Sessions of the November 15, 2021, Regular Meeting and the Open Session of the December 6, 2021, Special Meeting:** Mrs. Browning made a motion to approve the Minutes of the Open and Closed Sessions of the November 15, 2021, Regular Meeting and the Open Session of the December 6, 2021, Special Meeting. Mr. Griffith seconded the motion. The motion carried 7-0.
- IV. **Approval of Bills and Financial Reports:** Mr. Hawkins made a motion to approve the bills in the amount of \$1,965,841.41 and financial reports presented, including two payrolls in the month of November, 2021 in the amount of \$967,768.01. Mr. Griffith seconded the motion. The motion carried 7-0.
- V. **Reports:**
  - A. **Superintendent:** The Superintendent’s report referenced the end of the first semester, current COVID-testing protocols, and the status of the new maintenance truck.
  - B. **School Administrators:** Written and oral reports from Administrators and Directors were reviewed.
  - C. **Special Education:** A written and oral report were reviewed.
  - D. **Curriculum:** A written report was reviewed.
  - E. **Grant Programs:** A written report was reviewed.
  - F. **Activities and Athletics:** A written and oral report were reviewed.
  - G. **Maintenance:** A written and oral report were reviewed.
  - H. **Food Service:** A written report was reviewed.
  - I. **Committee Reports:** None.
- VI. **Old Business:** None.
- VII. **New Business:**
  - A. **Business and Operations Proposals and Agreements:**
    1. **Adoption of Tax Year 2021 Payable 2022 Levy –** Mrs. Browning made a motion to adopt the Tax Year 2021 Payable 2022 Property Tax Levy and direct the Superintendent to file the required paperwork with the clerks of Franklin and Williamson Counties. Mr. Toney seconded the motion. The motion carried 7-0.

2. **Consideration of a Resolution Abating the Taxes Heretofore Levied for the Year 2021 to Pay Debt Service on General Obligation Refunding School Bonds (Alternate Revenue Source), Series 2016B, of the School District** – Mr. Griffith made a motion to ratify the Resolution Abating Taxes Heretofore Levied for the Year 2021 to Pay Debt Service on General Obligation Refunding School Bonds (Alternate Revenue Source), Series 2016B as presented. Mrs. Browning seconded the motion. The motion carried 7-0.
3. **Consideration of Proposed Meeting Calendar for 2022** – Mr. Butler made a motion to approve the meeting schedule for calendar year 2022. Mrs. Browning seconded the motion. The motion carried 7-0.
4. **First Reading of Amendments to Board Policy** – Mr. Donkin gave the first reading for the following Amendments to Board Policy: 2:20: Powers and Duties of the School Board, Indemnification; 2:105: Ethics and Gift Ban; 2:110: Qualifications, Term, and Duties of Board Officers; 2:120: Board Member Development; 2:150: Committees; 2:220: School Board Meeting Procedure; 2:260: Uniform Grievance Procedures; 3:40: Superintendent; 3:50: Administrative Personnel Other Than the Superintendent; 3:60: Administrative Responsibility of the Building Principal; 4:60: Purchases and Contracts; 4:80: Accounting and Audits; 4:110: Transportation; 4:120: Food Services; 4:150: Facility Management and Building Programs; 4:160: Environmental Quality of Building and Grounds; 4:165: Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 4:170: Safety; 4:175: Convicted Child Sex Offender, Screening, Notifications; 5:10: Equal Employment Opportunity and Minority Recruitments; 5:20: Workplace Harassment Prohibited; 5:30: Hiring Process and Criteria; 5:50: Drug- and Alcohol-Free Workplace, E-Cigarette, Tobacco, and Cannabis Prohibition; 5:90: Abused and Neglected Child Reporting; 5:100: Staff Development Program; 5:12-: Employee Ethics, Conduct, and Conflict of Interest; 5:125: Personal Technology and Social Media, Usage and Conduct; 5:150: Personnel Records; 5:185: Family and Medical Leave; 5:200: Terms and Conditions of Employment and Dismissal; 5:210: Resignations; 5:220: Substitute Teachers; 5:250: Leaves of Absence; 5:260: Student Teachers; 5:330: Sick Days, Vacation, Holidays, and Leaves; 6:15: School Accountability; 6:20: School Year Calendar and Day; 6:50: School Wellness; 6:60: Curriculum Content; 6:120: Education of Children with Disabilities; 6:130: Program for the Gifted; 6:135: Accelerated Placement Program; 6:180: Extended Instructional Programs; 6:220: Bring Your Own Technology (BYOT) Program, Responsible Use and Conduct; 6:300: Graduation Requirements; 6:130: High School Credit for Non-District Experiences, Course Substitutions, Re-Entering Students; 6:340: Student Testing and Assessment Program, 7:10: Equal Educational Opportunities; 7:20: Harassment of Students Prohibited; 7:30: Student Assignment and Intra-District Transfer; 7:50: School Admissions and Student Transfers To and From Non-District Schools; 7:60 Residence; 7:70: Attendance and Truancy; 7:80: Release Time for Religious Instruction/Observance; 7:150: Agency and Police Interviews; 7:160: Student Appearance; 7:165: School Uniforms; 7:180: Prevention of and Response to Bullying, Intimidation, and Harassment; 7:190: Student Behavior; 7:200: suspension Procedures; 7:210: Expulsion Procedures; 7:240: Conduct Code for Participant in Extracurricular Activities; 7:250: Student Support Services; 7:260: Exemption from Physical Education; 7:290: Suicide and Depression Awareness and Prevention; 7:310: Restrictions on Publications, Elementary Schools; 7:315: Restriction on Publications, High Schools; 7:340: Student Records; 7:345: Use of Educational Technologies, Student Data Privacy and Security; 8:70: Accommodating Individuals with Disabilities; and 8:100: Relations with Other Organization and Agencies.

**B. Facilities:**

1. **Update RE: HVAC and Roofing Planning and Work for Central Junior High School** – The Board heard a report that the final items on the CJHS Summer 2021 HVAC project was being completed this week, that the roofing contractors were up to a punch list after the flashing was installed last week, and that the parking lot project including ADA improvements was progressing.
2. **Update RE: Renovation Planning and Maintenance Work Projects at Denning Elementary School** – The Board heard a report that there were some tweaks being made to the potential Denning Elementary School project for the summer of 2022 so that it can go to bid soon.
3. **Update RE: Programming Study for Master Planning of Future Potential Renovation, Addition, and Construction of Frankfort Community High School Facilities** – No current updates.

**C. Miscellaneous:** None.

- D. Possible Closed Session:** Mrs. Browning made a motion to convene in closed session to discuss the appointment, employment, compensation, discipline, or dismissal of specific employees of the public body; collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees; security procedures, school building safety and security, and the use of personnel and equipment to respond . . . to [a] potential danger to the safety of employees, students, staff, the public, or public property; and . . . other matters relating to individual students as stated in *5 ILCS 120/2 (c)(1)(2)(8)(10)*. Mr. Toney seconded the motion. The motion carried 7-0. The Board was in closed session from 6:41 p.m. to 8:04 p.m.

- Mr. Butler made a motion to re-convene in open session. Mr. Hawkins seconded the motion. The motion carried 7-0.

**E. Personnel:**

**1. Acceptance of Letter(s) of Retirement / Resignation / Leave:**

- Mr. Butler made a motion to accept the letter requesting a change in a retirement date from Mrs. Linda Warren, Secretary at Central Junior High School, that would result with a last day of July 31, 2022. Mr. Conner seconded the motion. The motion carried 7-0.
- Mr. Toney made a motion to accept and recognize resignations communicated to us from Mrs. Lindsay Robinson, Assistant Principal / Activities Coordinator at FCHS effective June 30, 2022; Ms. Kayley Fuller, a Para-Professional Teacher's Aide at Denning Elementary School, effective December 17, 2021; Ms. Kara Hale, a 3-Hour Cook at FCHS, effective December 14, 2021; Ms. Kathlyn Karnes, a Chaperone at DES, effective December 17, 2021; and from Mr. Shane Grotti, Ticket Manager at FCHS., effective November 24, 2021. Mr. Butler seconded the motion. The motion carried 7-0.

**2. Employ Professional Educator Licensed Employee – Special Education – Early Childhood – DES** – No candidates for consideration at this time.

**3. Employ Support Staff Member(s) – Chaperone(s) at DES** – Mr. Butler made a motion to employ Ms. Ashley Thompson as a chaperone at Denning Elementary School retroactive to November 15, 2021, and Ms. Auyne Rich effective immediately, provided that background checks have been completed. Mr. Toney seconded the motion. The motion carried 7-0.

**4. Consideration of Contracts and Salary Rate Adjustments for District Administrative and Non-Certified, Support Staff for the Current and Future Fiscal Years:**

- Mr. Butler made a motion to approve contracts and salary adjustments for District Administrators in the ASC office. Mr. Conner seconded the motion. The motion carried 7-0.
- Mr. Butler made a motion to approve salary adjustments for non-certified staff COVID bonuses that had not been previously board approved. Mr. Toney seconded the motion. The motion carried 7-0.

5. **Authorization to Post / Advertise Positions** – Mr. Butler made a motion to authorize the Superintendent to post an after-school ELL Tutor position and an Assistant Principal position for FCHS. Mr. Griffith seconded the motion. The motion carried 7-0.

VIII. **Board Member Comments** – Mr. Griffith praised the students and the teachers involved in the District-wide music concert held on December 9, 2021, at FCHS. This was echoed by Mr. Butler and Mr. Hawkins.

IX. **Adjourn** – Mr. Butler made a motion to adjourn the meeting. Mr. Conner seconded the motion. The motion carried 7-0. The meeting was adjourned at 8:11 p.m.

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President, Keith Griffith

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Secretary, Dawn Browning