

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

**Monday, December 19, 2022 – 6:00 pm**

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The Board of Education of Frankfort Community Unit School District #168 held a Regular Board Meeting on Monday, December 19, 2022, 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 physically present: Jon Alexander, Dawn Browning, Rick Conner, Keith Griffith, and Kevin Toney. Board member Larry Burns attended the meeting remotely.

In addition to board members there were also eight administrators and directors, approximately seven members of the faculty and staff, and approximately 22 parents, students, and members of the public present at the meeting.

- II. Educational Spotlight:** After introductions from Mr. Doug Corzine, principal Frankfort Intermediate School during the Educational Spotlight, FIS students Samuel Hogg, Layla Ward, Maksin Tabor, Grayson Hopkins, and Rafe Willis presented about the “Leader in Me” program.

- III. Hearing of Delegates or Visitors and Public Comments:** There were none.

- IV. Approval of Minutes – The Open and Closed Sessions of the October 17, 2022, and November 21, 2022, Regular Meetings and the December 14, 2022, Special Meeting:** Mr. Alexander made a Motion to Approve the Open and Closed Sessions of the October 17, 2022, and November 21, 2022, Regular Meetings, and the December 14, 2022, Special Meeting. Mr. Conner seconded the Motion. The Motion carried 6-0

- V. Approval of Bills and Financial Reports:** Mr. Griffith made a Motion to Approve the bills in the amount of \$1,680,870.62 and financial reports presented, including two payrolls in the month of November 2022 in the total amount of \$1,052,170.69. Mr. Toney seconded the Motion. The Motion carried 6-0.

**VI. Reports:**

- A. Superintendent:** Mr. Donkin’s report referenced the end of the first semester.
- B. School Administrators:** Written and oral reports were reviewed.
- C. Special Education:** A written and oral report was reviewed.
- D. Curriculum:** None.
- E. Grant Programs:** A written report was reviewed.
- F. Activities and Athletics:** A written and oral report was reviewed.
- G. Maintenance:** A written and oral report was reviewed.
- H. Committee Reports:** None.

- VII. Old Business:** None.

**VIII. New Business:**

- A. Business and Operations Proposals and Agreements:**

1. **Adoption of Tax Year 2022 Payable 2023 Levy** – Mr. Alexander made a Motion to Adopt the Tax Year 2022 Payable 2023 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 6-0.
2. **Consideration of a Resolution Abating the Taxes Heretofore Levied for the Year 2022 to Pay Debt Service on General Obligation Refunding School Bonds (Alternate Revenue Source), Series 2016B, of the School District** – Mrs. Browning made a Motion to Ratify the Resolution Abating Taxes Heretofore Levied for the Year 2022 to Pay Debt Service on General Obligation Refunding School Bonds (Alternate Revenue Source), Series 2016B as presented. Mr. Alexander seconded the Motion. The Motion carried 6-0.
3. **Consideration of Proposed Meeting Calendar for 2023** – Mr. Griffith Made a Motion to approve the meeting schedule for Calendar Year 2023. Mr. Toney seconded the Motion. The Motion carried 6-0.
4. **Consideration of Intergovernmental Agreement Between Franklin County Regional Delivery System and Frankfort CUSD #168** – Mr. Alexander made a Motion to Ratify the Intergovernmental Agreement Between Franklin County Regional Delivery System and Frankfort CUSD #168. Mr. Griffith seconded the Motion. The Motion carried 6-0.
5. **First Reading of Amendments to Board Policy** - Mr. Donkin presented the first reading of the following amendments to Board Policy (from the PRESS Policy Update Issue 110 released in late October): 2:20: Powers and Duties of the School Board, Indemnification; 2:30 School District Elections; 2:50: Board Member Term of Office; 2:100: Board Member Conflict of Interest; 2:105: Ethics and Gift Ban; 2:210: Organizational School Board Meeting; 2:250: Access to District Public Records; 2:265: Title IX Sexual Harassment Grievance Procedure; 3:10: Goals and Objectives; 3:50: Administrative Personnel Other Than the Superintendent; 3:60: Administrative Responsibility of the Building Principal; 4:10: Fiscal and Business Management; 4:120: Food Services; 4:140: Waiver of Student Fees; 4:190: Targeted School Violence Prevention Program; 5:10: Equal Employment Opportunity and Minority Recruitments; 5:20: Workplace Harassment Prohibited; 5:120: Employee Ethics, Code of Professional 5:190: Teacher Qualifications; 5:200: Terms and Conditions of Employment and Dismissal; 5:220: Substitute Teachers; 5:250: Leaves of Absence; 5:270: Employment At-Will, Compensation, and Assignment; 5:280: Duties and Qualifications; 5:290: Employment Termination and Suspensions; 5:320: Evaluation; 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; 6:65: Student Social and Emotional Development; 6:160: English Learners; 6:220: Bring Your Own Technology (BYOT) Program, Responsible Use and Conduct; 6:250: Community Resource Persons and Volunteers; 6:255: Assemblies and Ceremonies; 6:260: Complaints About Curriculum, Instructional Materials, and Programs; 6:20: Guidance and Counseling Program; 6:280: Grading and Promotion 6:300: Graduation Requirements; 6:310: 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; 7:50: School Admissions and Student Transfers To and From Non-District Schools; 7:70: Attendance and Truancy; 7:100: Health, Eye, and Dental Examinations, Immunizations, and Exclusion of Students; 7:180: Prevention of and Response to Bullying, Intimidation, and Harassment; 7:190: Student Behavior; 7:250: Student Support Services; 7:285: Anaphylaxis Prevention, Response, and Management Program; 7:290: Suicide and Depression Awareness and Prevention; and 7:340: Student Records.

**B. Facilities:**

1. **Update RE: HVAC and Roofing Planning and Work at District Facilities** – Mr. Donkin reported there would be a punch list meeting at Denning Elementary School this week, and also reported on the causes of the smoke issue at CJHS, and gave an update on the continued work on the flooring and moisture issue in some rooms at CJHS.
2. **Update RE: Programming Study for Master Planning of Future Potential Renovation, Addition, and Construction of Frankfort Community High School Facilities** – Mr. Donkin mentioned that the study of properties for future expansion was ongoing.

**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; the selection of a person to fill a public office . . . including a vacancy in a public office, when the public body is given power to appoint under law or ordinance; the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired; security procedures, school building safety and security, 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)(3)(5)(8)(10)*. Mr. Alexander seconded the Motion. The motion carried 6-0. The Board was in Closed Session from 6:39 p.m. to 8:31 p.m.

- Mr. Toney made a Motion to Re-Convene in Open Session. Mr. Alexander seconded the Motion. The Motion carried 6-0.

**E. Personnel:**

1. **Acceptance of Letter(s) of Retirement / Resignation / Leave** – Mrs. Browning made a Motion to Accept Letters of Resignation from Mrs. Hayley Gendron as Head Volleyball Coach at FCHS and CJHS effective November 29, 2022, and Mrs. Christie Goodman as Dance Team Coach at FCHS effective at the end of the school year. Mr. Alexander seconded the Motion. The Motion carried 6-0.
2. **Employ Para-Professional Educator Licensed Employee(s) – Placement(s) to Be Determined** – Mr. Griffith made a Motion to Employ Mrs. Courtney Winger and Mrs. Kalee Gresham as Professional Educator Licensed Employee(s) with placements to be determined, provided that licensure and background checks have been completed. Mrs. Browning seconded the Motion. The Motion carried 6-0.
3. **Employ Support Staff Member – Cook – 3 Hours – Placement to Be Determined** – Mr. Alexander made a Motion to Employ Mrs. Melissa Johnson as a Support Staff Member as a 3-Hour Cook with placement to be determined, provided that background checks have been completed. Mr. Toney seconded the Motion. The Motion carried 6-0.
4. **Employ Support Staff Member(s) – Chaperone(s) – Placement(s) to Be Determined** – Mrs. Browning made a Motion to Employ as Support Staff Members – Chaperones at District Schools with placements to be determined Mrs. Jana Segatto, Mrs. Sheila Miller, and Mrs. Haley Mixon, provided that background checks have been completed. Mr. Griffith seconded the Motion. The Motion carried 6-0.
5. **Approval of 2022-2023 Winter and Spring Sports Coaches for CJHS:**

- a. **Approve Head Girls' Volleyball Coach for 2022-2023 at CJHS** – Mr. Alexander made a Motion to Approve Mrs. Jennifer Skelton as Head Volleyball Coach at Central Junior High School for the 2022-2023 School Year. Mr. Toney seconded the Motion. The Motion carried 6-0.
- b. **Approve Assistant Girls' Volleyball Coach for 2022-2023 at CJHS** – Mrs. Browning made a Motion to Approve Ms. Kiarha Wilce as Assistant Volleyball Coach at Central Junior High School. Mr. Alexander seconded the Motion. The Motion carried 6-0.
6. **Consideration of Contracts and Salary Rate Adjustments for District Administrative and Non-Certified, Support Staff for the Current and Future Fiscal Years** – Mrs. Browning made a Motion to Approve a contract of five years through the end of the 2026-2027 school year for Mrs. Jodi DeJarnett as Director of Special Education retroactive to July 1, 2022, and to Approve the compensation adjustment of the Superintendent for the current 2022-2023 school year. Mr. Toney seconded the Motion. The Motion carried 6-0.
7. **Authorization to Post / Advertise Positions** – None.

**F. Consideration of an Appointment of a Candidate to Fill a Vacancy for an Unexpired Term on the Board of Education:** Mr. Griffith made a Motion to Appoint Ms. Schannone Steinberger to fill the un-expired term caused by the resignation of Mr. Clint Hawkins until the seating of the new Board of Education after the April Consolidated Election. Mr. Toney seconded the Motion. The Motion carried 6-0.

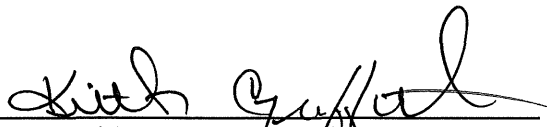
**G. Possible Seating of a Newly Appointed Member of the Board of Education (Oath of Office):** Ms. Steinberger repeated the oath of office.

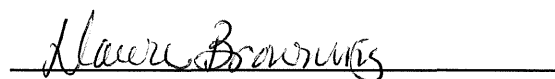
**H. Election of Officers:**

1. **Election of Vice-President to Fill a Vacancy for an Unexpired Term** – Mr. Griffith opened the floor for nominations for Vice-President to serve until the seating of the next Board of Education after the April Consolidated Election. Mr. Conner nominated Mr. Toney. Mr. Griffith asked shall Mr. Kevin Toney be elected Vice-President to serve until the seating of the next Board of Education after the April Consolidated Election? The nomination was approved 7-0.

**IX. Board Member Comments:** Mrs. Browning wished everyone a Merry Christmas.

**X. Adjourn:** Mr. Burns made a Motion to Adjourn the meeting. Mr. Alexander seconded the Motion. The Motion carried 7-0. The meeting was adjourned at 8:46 p.m.

  
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President, Keith Griffith

  
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Secretary, Dawn Browning