

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

Monday, January 23, 2023 – 6:00 pm

The Board of Education of Frankfort Community Unit School District #168 held a Regular Board Meeting on Monday, January 23, 2023, 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:** Vice-President Kevin Toney called the Regular Meeting of the Frankfort Community Unit School District #168 to order at 6:00 p.m. with the following members present: Jon Alexander, Larry Burns, Rick Conner, Schannone Steinberger, and Kevin Toney. Board members Keith Griffith and Dawn Browning were absent. Mr. Toney appointed Mr. Alexander to serve as Secretary Pro-Tem in the absence of Mrs. Browning.

Mr. Donkin noted the passing of Mrs. Teresa (Parkhill) Williams who over the Christmas break. Mrs. Williams was a former Cook for the District.

In addition to the five board members, the Superintendent, Assistant Superintendent, and the Recording Secretary, there were also nine administrators and directors, five staff members, and approximately 23 adult and student members of the public present.

- II. **Educational Spotlight:** After introductions from Ms. Morgan Holevoet, Denning Elementary Principal, students Lekelyn Meler, Teagan Barton, and Lilian Hanks from the classes of Ms. Katie Keown, Mrs. Michelle Summers, and Mrs. Mallory Rick presented about the “Leader in Me” program at Denning Elementary School.

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

- IV. **Approval of Minutes – The Open and Closed Sessions of the December 19, 2022, Regular Meeting and the Open Session of the Truth in Taxation Hearing:** Mr. Alexander made a Motion to Approve the Open and Closed Sessions of the December 19, 2022, Regular Meeting and the Open Session of the Truth in Taxation Hearing. Mr. Burns seconded the Motion. The motion carried 5-0.

- V. **Approval of Bills and Financial Reports:** Mr. Alexander made a Motion to Approve the bills in the amount of \$880,834.48 and financial reports presented, including two payrolls in the month of December, 2022 in the amount of \$1,058,811.58. Ms. Steinberger seconded the Motion. The motion carried 5-0.

VI. **Reports:**

A. **Superintendent:** Mr. Donkin reported to the board that the new multi-function activity busses that were ordered with pandemic funds last year should be delivered this week. He also reported on curriculum meetings and a new unfunded mandate called Faith’s Law that will add to the hiring process.

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 and oral 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. **Authorization to Begin Process to Secure Line of Credit** – Mr. Burns made a Motion to Authorize the Superintendent to begin the process to secure a Line of Credit at Banterra Bank for the use of Frankfort CUSD #168. Mr. Alexander seconded the Motion. The motion carried 5-0.
2. **Consideration of Agreement with Common Goal Systems, Inc. to Purchase the Use of the TeacherEase Student Data Management System** – Mr. Alexander made a Motion to Approve the agreement with Common Goal Systems, Inc. to purchase the use of the TeacherEase Student Data Management System. Mr. Toney seconded the Motion. The motion carried 5-0.
3. **Consideration of Memorandum of Understanding between SPERO Family Services and Frankfort CUSD #168 RE: On-Site Counseling Services** – Mr. Burns made a Motion to Ratify the Memorandum of Understanding between SPERO Family Services and Frankfort CUSD #168 for On-Site Counseling Services. Ms. Steinberger seconded the Motion. The motion carried 5-0.
4. **Consideration of Agreement with St. John the Baptist School RE: Breakfast and Lunch Service** – Mr. Alexander made a Motion to Ratify the agreement with St. John the Baptist School for Breakfast and Lunch Service. Mr. Toney seconded the Motion. The motion carried 5-0.
5. **Consideration of Approval of Field Trip – FFA** – Mr. Toney made a Motion to Approve the field trip for FFA to travel to Louisville, Kentucky for the National Farm Machinery Show and Tractor Pull. Mr. Conner seconded the Motion. The motion carried 5-0.
6. **Second Reading of Amendments to Board Policy** - Mr. Donkin gave the Second 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

7. **Consideration of Amendments to Board Policy** – Mr. Alexander made a Motion to Ratify the Revision and Amendments to the Board Policies as presented. Mr. Burns seconded the Motion. The motion carried 5-0.

B. Facilities:

1. **Update RE: HVAC and Roofing Planning and Work at District Facilities** – Mr. Donkin referenced the punch list at DES mentioned in the Maintenance Report, as well as tentative plans for ceiling work in District schools through the ISBE Maintenance Grant and roof updates.
2. **Update RE: Programming Study for Master Planning of Future Potential Renovation, Addition, and Construction of Frankfort Community High School Facilities** – Mr. Donkin reported that the District is still waiting on legislation.

C. Miscellaneous: None.

- D. Possible Closed Session:** Mr. Toney 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 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; . . . other matters relating to individual students; and the discussion of minutes of meetings lawfully closed . . .for purposes of . . . semi-annual review of the minutes" as stated in *5 ILCS 120/2 (c)(1)(2)(5)(8)(10)(21)*. Mr. Conner seconded the Motion. The motion carried 5-0. The Board was in closed session from 6:59 p.m. to 8:56 p.m.

- Mr. Alexander made a Motion to Re-Convene in Open Session. Mr. Conner seconded the Motion. The motion carried 5-0.

E. Semi-Annual Consideration of Status of Closed Session Minutes and Potential Destruction of Closed Session Verbatim Record Audio Recordings:

- Mr. Toney made a Motion to Approve keeping the minutes from previous Closed Session Meetings confidential at this time. Mr. Conner seconded the Motion. The motion carried 5-0.
- Mr. Alexander made a Motion to Destroy the verbatim record audio recordings of Regular and Special Closed Session Meetings from the Spring Semester of 2021: January 25 (Regular), February 10 (Special), February 22 (R), March 15 (R), April 19 (R), May 17 (R), and June 21 (R). Mr. Burns seconded the Motion. The motion carried 5-0.

F. Personnel:

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

- Mr. Toney made a Motion to Accept the irrevocable Letter of Retirement from Mrs. Michelle Summers, First Grade Instructor at Denning Elementary School, effective June 29, 2026. Ms. Steinberger seconded the Motion. The motion carried 5-0.
- Mr. Conner made a Motion to Accept the Letter of Resignation from Mr. Rex Manfredo, English Instructor and CJHS Boys' Basketball Coach at Central Junior High School, effective at the end of the 2022-2023 school year. Mr. Burns seconded the Motion. The motion carried 5-0.
- Mr. Conner made a Motion to Accept the Letter of Request for Reassignment from Mrs. Angie Jilek, Principal at CJHS, effective at the conclusion of the 2022-2023 school year. The Motion died for lack of a second.
- Mr. Alexander made a Motion to Accept the Letters of Resignation from Ms. Andrea Francis and Mr. Kevin Butler as Co-Sponsors of the Student Council at Frankfort Community High School. Ms. Steinberger seconded the Motion. The motion carried 5-0.

2. Consideration to Employ Para-Professional Educator Licensed Employee – Placement to Be Determined – Ms. Steinberger made a Motion to Employ Ms. Megan Drennon as a Para-Professional Educator Licensed Employee with placement to be determined, provided that licensure and background checks have been completed. Mr. Burns seconded the Motion. The motion carried 5-0.

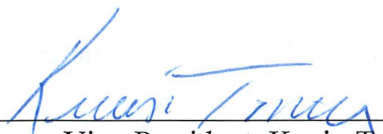
3. Approval of 2023-2024 Coaching Staff for FCHS:

- a. Approval of Head Boys Golf Coach for 2023-2024 at FCHS** – Mr. Toney made a Motion to Approve Mr. Josh Webb as Head Boys' Golf Coach at FCHS for the 2023-2024 School Year. Mr. Alexander seconded the Motion. The motion carried 5-0.

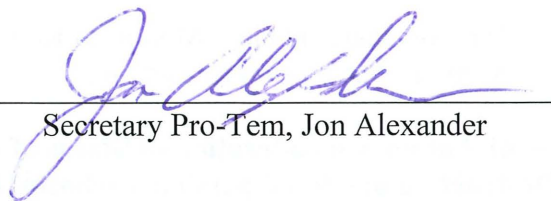
4. Authorization to Post / Advertise Positions – None.

IX. **Board Member Comments:** Mr. Toney congratulated Ms. Andrea Francis and all of the parents, students, and volunteers who helped to make the FCHS musical a successful event.

X. **Adjourn:** Mr. Alexander made a Motion to Adjourn the meeting. Ms. Steinberger seconded the Motion. The motion carried 5-0. The meeting was adjourned at 9:06 p.m.



Vice-President, Kevin Toney
(Serving as Presiding Officer Pro-Tem)



Secretary Pro-Tem, Jon Alexander