

## Minutes of the Regular Meeting of February 17, 2021

The Board of Education of Community Unit School District No. 1, Coles and Cumberland Counties, Illinois conducted their regular session meeting on Wednesday, February 17, 2021 at the Administration Building – 410 West Polk Avenue, Charleston, Illinois 61920.

At 6:30 p.m., President Coe called the meeting to order and asked Secretary Daniels for roll call.

Superintendent Vilardo requested that the record show that this meeting was also being conducted through the use of a Webex internet audio conferencing service in accordance to Public Act 101-0640, which allows both open and closed meetings to be conducted via audio or video conference without the physical presence of a quorum of members. The general public could listen to the public meeting by phone. Requests to address the Board were to be submitted by email by 6:00pm.

**The following board members were physically present in the board room:**

Jason Coe, President

Scott Clarke, Vice President

Susan Daniels, Secretary

Brian Gough

Eva Ritchey

**The following staff members and board members present via Webex:**

Charles Jarrell, Treasurer

Matt Titus

**The following staff members were physically present in the board room:**

Todd Vilardo, Superintendent of Schools

Chad Burgett, Assistant Superintendent for Business Services

Genia Lang, Recording Secretary

**The following staff member was present via Webex:**

Kristen Holly, Assistant Superintendent for Student Services

Visitors 10 Physically Present

Visitors 2 and 1 Member of the Press Remote

**Under public comments, written communications:** Dr. Vilardo announced that a meeting with the CUSD #1 opening status planning team consisting of board members, CEA and ESP employees, students and parents was scheduled to meet on February 23 to consider opening status for 4<sup>th</sup> quarter. He said that plans are to make the announcement prior to Spring Break if students will be in attendance on a full day schedule or if the district will continue with a shortened school schedule, status quo. Dr. Vilardo stated that during the meeting they would receive input, look at data and discuss ways to strengthen practices. He thanked staff members and students for following protocols in place in keeping schools safe for everyone.

President Coe asked if there were any comments, questions or written communications. No comments were received.

**Under Consent Agenda,** Mr. Coe asked if there were any items under the consent agenda that the Board of Education would like to remove for discussion. There were no requests from the Board of Education.

At that time, Dr. Vilardo reviewed the recommendations under the consent agenda.

**IV. Consent Agenda: Standard Items**

- Approve the minutes of the Regular Meeting of January 20, 2021.
- Approve the bills and payrolls for the month of January 2021.

- Approve the Activity Fund Reports from CUSD #1 attendance centers, period ending January 2021.
- Approve the summary of revenues and expenditures year to date as presented by Assistant Superintendent Chad Burgett.

#### **VI. Consent Agenda: New Business**

##### **Resolution Establishing FY22 Budget**

Adopt a resolution establishing Fiscal Year and Preparation of the Tentative Budget for the 2021-2022 school, beginning July 1, 2021.

##### **Grant Gifted Sick Leave Days**

Grant 327.5 (three hundred twenty-seven and one half) gifted sick leave days to Melissa Etchison an LBS1 teacher at Charleston High School.

#### **VII. Consent Agenda: Employment**

- Accept a letter of resignation from Joshua Stice. Mr. Stice is resigning from his extra-curricular assignment as the Assistant Girls' Track Coach at Charleston High School, effective February 9, 2021.
- Accept a letter of resignation from Todd Campbell. Mr. Campbell is resigning from his extra-curricular assignment as the Assistant Football Coach at Charleston High School, effective February 9, 2021.
- Accept a letter of retirement from Melissa Etchison, LBS1 teacher at Charleston High School, effective at the end of the 2024-2025 school year. This retirement is subject to the provisions of district policies and state law.
- Consistent with board policies, grant a Family Medical Leave of Absence to Andrea Miller, a Science teacher at Charleston Middle School.
- Consistent with board policies, grant a Family Medical Leave of Absence to Cara Reinhart, a Secretary at Charleston Middle School.
- Consistent with board policies, grant an unpaid Leave of Absence to Tori Ward, a paraprofessional at Charleston Middle School.
- Approve the transfer of Amanda Reed into the position as an LBS1 teacher at Carl Sandburg Elementary School, effective February 16, 2021.
- Approve the voluntary transfer of Taylor Neill into the position as a 1:1 paraprofessional for student #83701 at Carl Sandburg Elementary School, effective February 9, 2021.
- Approve the employment of Styles David as a full time custodian (2<sup>nd</sup> shift) at Jefferson Elementary School, effective February 5, 2021. This employment was contingent upon the receipt of all information required for employment.
- Approve the employment of Alicia Henning as a full time LBS1 teacher at Jefferson Elementary School, effective for the 2021-2022 school year. This employment was contingent upon the receipt of all information required for employment.
- Approve the employment of Joshua Stice in the extra-curricular assignment as the Head Boys' Track Coach at Charleston High School during the 2020-2021 school year.
- Approve the recommendation for Peter Stanley to serve as a volunteer Assistant Wrestling coach at Charleston High School during the 2020-2021 school year, contingent upon the receipt of all required paperwork.
- Approve the employment of the following individuals in the extra-curricular assignments listed at Charleston Middle School during the 2020-2021 school year.
 

Melissa Galvin	7 <sup>th</sup> grade Girls' Track Coach
Molly Bickford	8 <sup>th</sup> grade Girls' Trach Coach
- Approved the list of substitutes and volunteers, effective February 9, 2021.

Mrs. Ritchey moved and Dr. Clarke seconded the motion to approve items under IV through VII inclusive on the Consent Agenda.

On roll call vote:

AYE: Ritchey, Clarke, Gough, Jarrell, Titus, Daniels, Coe

NAY: none                      Abstain: none

Motion carried

### **Under the Superintendent's Report: School Library Per Capita Grant Presentation**

The School Library per Capita Grant was submitted to the Illinois State Board of Education. Membership to this program makes the district eligible for resource sharing, availability of materials, networking opportunities, and additional funding for students and staff. The program is funded through the Office of Secretary of State. CUSD #1 Media Directors Laura Hawk (Carl Sandburg) and Kristin Runyon (CHS) were in person at the meeting. Liz Pippin (CMS) and Amber Spitz (Jefferson/Ashmore Schools) were on Webex. Ashley Shamhart (Mark Twain) was not able to attend the meeting. The group provided a power point presentation on the Illinois Standards-Aligned Instruction for Libraries and talked about how they have arranged their libraries during the pandemic, (located in official board book). They provided a snapshot of how they are working with the students and teachers in their assigned schools.

### **Presentation: District Facilities Upgrades – Borrowing Options**

At the November 18, 2020 and January 20, 2021 Board of Education meetings, Assistant Superintendent Chad Burgett presented the district's recently completed and remaining prioritized facilities projects. At the January 20 meeting, the Board granted the authority to pursue the replacement of the CHS parking lots located at the corner of Rt. 16 and Rt. 130. The Board further granted authority to pursue borrowing options to complete prioritized facility projects that cannot be completed through use of CSFT revenues up to \$7,250,000 over a seven-year term. Since the logistics of borrowing options can be a complex area of school finance, school officials and Board members are wise to be well-informed about the topic and of the impact that borrowing can have on a district's budget and ability to achieve its goals. Subsequently, Mr. Burgett has invited representatives from financial institutions to present borrowing options and to provide an opportunity to answer questions from the Board of Education.

Anne Noble, Managing Director of Stifel, Nicolaus & Company, Inc., was in attendance to present sales tax borrowing options. Through a power point she presented two different borrowing tools and Illinois bond basics for each process, (located in official board book). The first option was the issuance of Debt Certificates, which do not require voter approval and does not require a public hearing. However, the district must have a sufficient revenue stream to support debt service and would have 3 years to use the funds. The second was through the issuance of Alternate Revenue Double Barreled Bonds. This would require a backdoor referendum and public hearing process, the public hearing must be held prior to the bond sale. She stated that at least 7.5% of registered voters sign a petition within 30 days after the Board publishes notice of its intent to issue Alternate Revenue Bonds, the Board must be presented on the ballot on the next election date. The Bond and Interest Levy serves as a backup revenue source if the pledged revenue source is insufficient. Ms. Noble provided examples of use of County School Facility Sales Tax, interest rates and pay back options 5 – 7 years based on revenue earned for the past 12 month. In closing she reviewed an example of a timeline should the Board of Education decide to move forward.

The Board of Education discussed the options provided in length and Ms. Noble answered questions. Following discussion, the Board verbally granted authority to Ms. Noble to move forward in the process of issuance of Debt Certificates. Ms. Noble said that she would prepare a timeline and have a Resolution to be approved by the Board of Education at the April 21, 2021 regular meeting.

The Board of Education thanked Ms. Noble for the presentation and information.

**Pre-School Round Up**

Dr. Vilaro announced that pre-school round up and Kindergarten pre-registration will be held at the E.I.A.S.E. main office on March 29, 30 and 31, 2021. On March 29 and 31, screenings are scheduled from 9:00am - 3:00pm and on March 30 from 12noon – 7:00pm. For appointments or more information, individuals can call 348-7700, extension #1244. This screening provides the opportunity for parents to discover how their child is developing in the areas of speech, language, concepts and motor skills. Vision and hearing screenings are also provided free of charge. Children entering Kindergarten are encouraged to participate. Physicals, immunization records, birth certificates and social security numbers are needed for registration. Pre-School screening and Kindergarten pre-registration will also be held for Ashmore Elementary School on March 22 from 12noon – 7:00pm in the Ashmore Community Center. Appointments can be made at 349-3000. Later in the spring, a virtual “1<sup>st</sup> Step” Registration will be held for students that will be attending Mark Twain Elementary School. To register parents will complete registration on the district website under Mark Twain Elementary School.

Mr. Gough moved and Mrs. Ritchey seconded a motion to accept the Superintendent’s Report.

On roll call vote:

- AYE: Gough, Ritchey, Clarke, Jarrell, Titus, Coe, Daniels
- NAY: none                      Abstain: none
- Motion carried

**Under New Business: Renewal Contract Agreement Bushue Human Resources**

Bushue Human Resources continue to provide valuable Human Resource, Safety, and Insurance Consulting services with Charleston Community Unit School District No. 1. It was the recommendation of the superintendent that the Board of Education approve the Agreement with Bushue Human Resources, Inc., for Human Resource, Safety, and Insurance Consulting services, effective July 1, 2021 through June 30, 2024. Dr. Clarke moved and Mr. Gough seconded the motion.

On roll call vote:

- AYE: Clarke, Gough, Jarrell, Ritchey, Titus, Coe, Daniels
- NAY: none                      Abstain: none
- Motion carried

**Right of Easement between Village of Ashmore and Charleston CUSD #1**

The Village of Ashmore is requesting a 20 foot wide permanent easement across the South side of the property owned by Charleston CUSD #1 on the Ashmore Elementary School site. This request is due to the addition of a new waterline supply that is adjacent to Indiana Street in Ashmore. The permanent easement shall be 20 feet wide on part of Lots #24 and #27 across the South side and lying adjacent to, parallel with and Northerly of the existing road right-of-way; together with a 5 foot wide temporary construction easement lying adjacent to, parallel with and Northerly of the described permanent easement. It was the recommendation of the superintendent that the Board of Education approve the Right of Way Easement between the Village of Ashmore and Charleston Community Unit School District #1 as outlined. Mr. Gough moved and Dr. Clarke seconded the motion.

On roll call vote:

- AYE: Gough, Clarke, Jarrell, Ritchey, Titus, Coe, Daniels
- NAY: none                      Abstain: none
- Motion carried

### **Revised Proposed School Board Policies – First Reading**

It was the recommendation of the superintendent that the Board of Education adopt, in tentative form the Board Policies as listed on first reading. The tentative policies will be placed for public review until final adoption at the March 10, 2021 board meeting. Dr. Clarke moved and Mrs. Ritchey seconded the motion.

- 3:40 General School Administration, Superintendent
- 4:10 Fiscal and Business Management
- 4:55 Use of Credit and Procurement Cards
- 4:80 Accounting and Audits
- 4:90 Student Activity and Fiduciary Funds
- 4:150 Facility Management and Building Programs
- 4:175 Convicted Child Sex Offender; Screening; Notifications
- 5:30 Hiring Process and Criteria
- 5:190 Teacher Qualifications
- 5:250 Leaves of Absence
- 5:270 Employment At-Will, Compensation, and Assignment
- 5:330 Sick Days, Vacation, Holidays, and Leaves
- 6:15 School Accountability
- 6:20 School Year Calendar and Day
- 6:40 Curriculum Development
- 6:280 Grading and Promotion
- 6:300 Graduation Requirements
- 6:310 High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students
- 6:315 High School Credit for Students in Grade 7 or 8
- 6:320 High School Credit for Proficiency
- 6:340 Student Testing and Assessment Program
- 7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students
- 7:140 Search and Seizure
- 7:300 Extracurricular Athletics
- 7:325 Student Fundraising Activities

On roll call vote:

AYE: Clarke, Ritchey, Gough, Jarrell, Titus, Coe, Daniels

NAY: none Abstain: none

Motion carried

### **2020-21 Administrative Evaluations**

The evaluations of the district administrative staff are complete and will be available for Board members review at Central Office. The evaluations of the administrative staff, as well as evaluations of all other staff are of a confidential nature and are not available to the public under “Freedom of Information.” It was the recommendation of the superintendent that the Board of Education approve the 2020-2021 evaluations for the CUSD #1 Administrative Team. Mrs. Ritchey moved and Mr. Gough seconded the motion.

On roll call vote:

AYE: Ritchey, Gough, Clarke, Jarrell, Titus, Coe, Daniels

NAY: none Abstain: none

Motion carried

### **2021-22 Administrative Assignments and Proposed Salaries**

The Board of Education was provided with a list of administrative assignments, term of contracts, and proposed salaries for the 2021-2022 school year. Also provided were administrative contracts and amendments to contracts that reflect changes to the sick leave and funeral leave to contain the same

language in the Charleston Education Association Professional Negotiations Agreement, 2019-2022. Employment contracts that will end June 30, 2021: Rob Ulm, Jim Wood, Jeff Marlo, Abigail Schmitz, Kristen Brown, Denise Titus, and Jim Kuykendall. Multi-year administrative performance based contracts in effect: Todd Vilardo (2019-2024), Chad Burgett (2019-2024), Kristen Holly (2019-2024), Aaron Lock (2020-2022), Robert Lynn (2020-2022), and Eddie Williams (2020-2022). Multi-year supervisory employee contracts in effect: Holly Pantle (2020-2022) and Kyle Perry (2020-2022). Proposed multi-year administrative performance based contract: Rob Ulm (2021-2024). Proposed one-year administrative and supervisory employee contracts: Jim Wood (2021-2022), Denise Titus (2021-2022), Kristen Brown (2021-2022), Jeff Marlo (2021-2022), Abigail Schmitz (2021-2022), and Jim Kuykendall (2021-2022).

It was the recommendation of the superintendent that the Board of Education approve the administrative assignments with proposed salaries as presented for the 2021-2022 school year. Further, that the Board of Education approve the changes to the contract language including but not limited to sick leave and funeral leave. Dr. Clarke moved and Mrs. Ritchey seconded the motion.

On roll call vote:

AYE: Clarke, Ritchey, Gough, Jarrell, Titus, Coe, Daniels

NAY: none Abstain: none

Motion carried

#### **2021-22 Proposed Salary Schedule for Central Office Employees**

The proposed wage rates for Central Office employees in secretarial and technology positions were provided to the Board of Education for consideration. It was the recommendation of the superintendent that the Board of Education approve the wage rates for Central Office employees in secretarial and technology positions for the 2021-2022 school year. Mrs. Ritchey moved and Mr. Gough seconded the motion.

On roll call vote:

AYE: Ritchey, Gough, Clark, Jarrell, Titus, Coe, Daniels

NAY: none Abstain: none

Motion carried

At 8:30pm, Mr. Titus moved to adjourn from the board meeting. Mrs. Ritchey seconded the motion.

On roll call vote:

AYE: Titus, Ritchey, Clarke, Gough, Jarrell, Daniels, Coe

NAY: none Abstain: none

Motion carried

*Jason Coe*

President, Board of Education

*Susan Daniels*

Secretary, Board of Education