Minutes of the Regular Meeting of April 21, 2021

The Board of Education of Community Unit School District No. 1, Coles and Cumberland Counties, Illinois conducted their regular session meeting on Wednesday, April 21, 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
Charles Jarrell, Treasurer
Brian Gough
Eva Ritchey
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
Kristen Holly, Assistant Superintendent for Student Services
Genia Lang, Recording Secretary

Visitors Physically Present: 48
Visitors via Webex and/or : 26; Call-in: 4 and 1 Member of the Press (via Webex)

Under Focus on Students and Good News Reports, Dr. Vilardo announced that today was Administrative Professionals Day. He extended appreciation to all secretaries in the district stating their job was instrumental in the daily operations of the district.

Dr. Vilardo also noted that Dave Fopay, reporter for the Journal Gazette, announced his retirement effective May 21. He said that Mr. Fopay was assigned to Charleston CUSD #1 in 1989 to report on board meetings. Dr. Vilardo extended appreciation to Mr. Fopay for his dedication to journalism and wished him well in retirement.

Under recognition, the Board of Education recognized the CHS students that were selected for the Illinois Music Educators Association (ILMEA) All-State Music Ensembles based on their effort in virtual auditions completed in October of 2020. Principal Aaron Lock stated that this was a highly competitive process, taking years of dedicated study for these students to reach this level of success. These students are the "best of the best" in the state. He introduced the students and presented certificates of recognition. CHS teachers of these students are: Chorus/Music Director Juliane Sharp and Band Director John Wengerski.

All State Chorus	All-State Band	All-State Vocal Jazz	All-State Honors Chorus
D'Arcy Johnson	Lahiru Periyannan	Connor Mellott	Nick Hawk
Nathan Logsdon		Olivia Bennett	Soren Stowell
Logan Mellott	**All-State Orchestra**		
Annabel Wehrle	Danny Kuznicki		

Soren Stowell also was selected as a National Anthem Finalist, which means he was one of the top 24 singers in the state.

Under Public, Staff Comments, Written Communication, President Coe asked if there were any requests or written communications to the Board of Education. The Board received a request from Robert and Justin Zabka regarding IHSA eligibility for home/private schooled students.

President Coe invited Robert and Justin to address the Board of Education.

Justin is homeschooled through Abeka Academy, an accredited program, and would like to participate in the CHS Soccer program. They requested that the Board of Education consider their proposal to change board policy to permit homeschooled, private schooled students to participate in public school athletics in our district (proposal located in official board book).

President Coe thanked Justin and Robert for their comments. He noted that there would not be action taken at the board meeting and that their request would be reviewed by administration.

Under the Consent Agenda, President Coe asked if there were board members who would like any of the consent agenda items pulled for discussion in closed session. No requests were received.

Mr. Vilardo reviewed the items under Consent Agenda.

Consent Agenda: Standard Items

- Approve the minutes of the Public Hearing and Regular Board Meeting of March 10, 2021.
- Approve the bills and payrolls for the month of March 2021.
- Approve the Activity Fund Accounts for the CUSD #1 attendance centers, period ending March 2021.
- Approve the summary of revenues and expenditures year to date for the period ending March 2021, as presented by Assistant Superintendent Chad Burgett. Mr. Burgett stated that he planned to advertise for Summer Paint crew positions.

Consent Agenda: New Business

- Approve the renewal membership of Charleston High School in the Illinois High School Athletic Association (IHSA) for the 2021-2022 school year.
- Approve the renewal membership of Charleston Middle School in the Illinois Elementary School Association (IESA) for the 2021-2022 school year.
- Declare reference inventory from the Charleston High School Athletic Department as surplus and available to donate to the Trojan Booster Club or disposal by the District.
- Approve the overnight/out of state trip request for the Charleston High School Choral and Band Department to participate in a performance tour in New York City from March 10-14, 2022.
- Grant 331 (three hundred thirty-one) gifted sick leave days to Dana Hunter, LBS1 teacher at Carl Sandburg Elementary School.

Consent Agenda: Employment

- Accept a letter of retirement from Carol Doty, a secretary at Carl Sandburg Elementary School, effective May 14, 2021.

- Accept a letter of retirement from Dana Hunter, an LBS1 teacher at Carl Sandburg Elementary School, effective at the end of the 2024-2025 school year.
- Accept a letter of resignation, effective immediately, from Shannon Daniell as a Kindergarten teacher employed at Mark Twain Elementary School for the 2021-2022 school year.
- Accept a letter of resignation from Emily Pletsch, an LBS1 teacher at Charleston High School, effective August 1, 2021.
- Accept a letter of resignation from Justin Pletsch, a paraprofessional at Charleston High School, effective April 9, 2021.
- Accept a letter of resignation from Jamie Shriver, a 1:1 special education paraprofessional for student #81712 at Jefferson Elementary School, effective April 9, 2021.
- Accept a letter of resignation from Richard Drake, a custodian (3rd shift) at Charleston Middle School, effective May 3, 2021.
- Accept a letter of resignation from Brooke Gibson as an assistant girls' soccer coach at Charleston High School, effective March 9, 2021.
- Accept a letter of resignation from Jeff Miller as the Varsity Girls' Basketball coach at Charleston High School, effective at the end of the 2020-2021 school year.
- Accept a letter of resignation from Eva Higgins as the cheer coach at Charleston High School, effective at the end of the 2020-2021 school year.
- Accept a letter of resignation from Holly Higgins as the cheerleading coach at Charleston Middle School, effective April 16, 2021.
- Accept a letter of resignation from Taylor Hensley as the 7th grade volleyball coach at Charleston Middle School, effective immediately.
- Grant a Family Medical Leave of Absence to Jessica Howell, an LBS1 teacher at Charleston High School.
- Grant a Family Medical Leave of Absence to Paula Cullen, a custodian at Charleston Middle School.
- Approve the voluntary transfer of Scot Turner into the position as a 1:1 special education paraprofessional for student #81712 at Jefferson Elementary School, effective April 22, 2021.
- Approve the voluntary transfer of Angel Warman into the position as an LBS1 teacher at Charleston High School, effective for the 2021-2022 school year.
- Approve the voluntary transfer of Rick Cohoon into the position as a full-time French teacher at Charleston High School, effective for the 2021-2022 school year.
- Approve the voluntary transfer of Darbie Thompson into the position as a full-time Art teacher at Charleston Middle School, effective for the 2021-2022 school year.
- Approve the transfer of Allison Wright into the position as a 3rd grade teacher at Carl Sandburg Elementary School, effective for the 2021-2022 school year.
- Approve the employment of Tina Swim in the position as a full time Science teacher at Charleston High School, effective March 22, 2021 through the end of the 2020-2021 school year. Ms. Swim has been serving as a long-term substitute this school year.
- Approve the employment of Chelsey Bennett in the position as a full time 12-month secretary at Charleston High School, effective May 10, 2021. This employment was contingent upon the receipt of all information required for employment.
- Approve the employment of Danielle Pendergast-White in the position as a full time Family Consumer Science (FCS) teacher at Charleston High 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 Tracy Cole in the position as a full time LBS1 teacher at Charleston High 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 Hannah Jacobs in the position as a full time Kindergarten teacher at Mark Twain 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 Michelle Zigler in the position as a full time Kindergarten teacher at Mark Twain 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 Ashley Shamhart in the position as a full time Music/Library teacher at Mark Twain Elementary School, effective for the 2021-2022 school year. This employment was contingent upon the receipt of all information required for employment.
- Approve the appointment of Tiffany Oakley as the head teacher at Ashmore Elementary School during the 2021-2022 school year.
- Approve the employment of the following individuals to fill the extra-curricular assignments at Charleston High School during the 2020-2021 school year, contingent upon the receipt of all paperwork required for employment.

  Grace Hosey – Girls Soccer Coach
  Rulsan Pultz – Track
  Brittany Steven - Track
  Preston Skinner – Track
  Eric Williams – Track
- Approve the employment of Jeremiah Graham in the extra-curricular assignment as an Assistant Boys' Track coach at Charleston High School during the 2020-21 track season. This employment was contingent upon the receipt of all information required for employment.
- Approve the employment of the following individuals to fill the extra-curricular assignments at Charleston High School during the 2021-2022 school year, contingent upon the receipt of all paperwork required for employment.

  Scott Dow – Head Boys' Golf Coach
  Todd Keating – Head Girls' Golf Coach
  Josh Garrett – Head Boys' Soccer Coach
  Aaron Garrett – Assistant Boys' Soccer Coach
  Greg Rogers - Head Boys' Cross Country Coach
  Chris Hawk – Head Girls' Cross Country Coach
  Jerry Payne – Head Football Coach
  Tyler Hanner – Assistant Football Coach
  Daniel Thompson – Freshmen/Sophomore Football Coach
  Steve Pamperin – Head Volleyball Coach
  Dwight & Kristin Pentzien – Girls' Swimming Co-Head Coaches
  Mary Buchar – Trojet Coach
  Brad Oakley – Head Boys' Basketball Coach
  Randy Harpster – Assistant Boys' Basketball Coach
  Jeremy Hudson – Assistant Girls' Basketball Coach
  Ceci Brinker – Assistant Girls' Basketball Coach
  Brian Bower – Head Boys' Swimming Coach
  Michael Stanley – Head Wrestling Coach

- Approve the employment of Rebekah Drone in the extra-curricular assignment as the Dance Team coach at Charleston Middle School during the 2021-2022 school year. This employment was contingent upon the receipt of all information required for employment.
- Approve the employment of the following individuals to fill the extra-curricular assignments at Charleston Middle School during the 2021-2022 school year, contingent upon the receipt of all required paperwork.

  Blain Mayhall – Softball Coach
  Daniel Bennett – 8th Grade Boys' Basketball Coach
  Bill Standerfer – 7th Grade Boys' Basketball Coach
  John McInerney – Cross Country
  Molly Bickford – Newspaper Staff Sponsor
  Michelle Dow/Jamie Goetten – Student Council
  Michael Pitcher/Spencer Spear - Scholastic Bowl
  Michael Mellott – Chorus
  Michael Mellott - Musical
  Jon Hanner – Baseball Coach
  Coartney Hutchinson – 8th Grade Girls' Volleyball
  Rebecca Drone – Pom & Dance Squad
  John Wengerski – Band
  Daniel Bennett – 8th Grade Boys' Track & Field
  Molly Bickford – 7th Grade Boys' Track & Field
  Melissa Galvin – 7th Grade Girls' Track & Field
- Approved the list of substitutes and volunteers, effective April 2021.

President Coe recommended that the Board of Education approve items under IV through VII inclusive on the Consent Agenda. Mr. Titus moved and Mrs. Ritchey seconded the motion.

On roll call vote:

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

Under the Superintendent's Report: Workload Plan for Special Educators

Dr. Vilardo reported that all school districts are required to adopt a Workload Plan for special educators to be reviewed annually to ensure that all services required under students' IEPs can be provided at the requisite level of intensity. Special Education Coordinator Kristen Brown and a review team will meet on April 29 to review the current Workload Plan for Special Educators.

Staff Recognition/Appreciation Reception

Dr. Vilardo announced that the District will host the annual Recognition Reception under a hybrid in-person/videoconference format on Thursday, May 6, 2021. Staff members who have 15, 20, 25, 30, and 35 years of service to the district, as well as staff who will be retiring at the end of the school year, will be recognized. He said that this year, honorees are invited to attend in person during a scheduled time. A Zoom link has been provided to all CUSD #1 staff to attend the reception virtually in support of their colleagues. A listing of individuals that will receive appreciation gifts and recognition with scheduled times was provided to the Board.

CHS Senior Week/Commencement Exercises

Dr. Vilardo reviewed the last days of the 2020-2021 school year announcing that the last day for the CHS senior class is Tuesday, May 18, 2021. An in-person graduation ceremony is planned for Friday, May 21 at 8:00pm on Trojan Hill with a required practice for Commencement scheduled for 12:00noon. Alternative dates if the May 21st date is not possible due to weather: May 22nd or May 23rd. The Board of Education is invited to attend the 2021 Graduation Ceremony. A list of the graduating class will be emailed to the Board of Education and if board members are interested in presenting diplomas, please contact Cindy McKinney at 639-5006 so the necessary arrangements can be made.

End of the 2020-2021 School Year Schedule, Summer School and Opening Status Update

Looking toward the end of the 2020-2021 school year, the following attendance schedule will be utilized:

June 2 – Last Full Day of Student Attendance
June 3 – Remote Learning Planning Day
June 4 – Remote Learning Planning Day
June 7 - Institute Day

Dr. Vilardo reported that summer school will take place from June 14 – July 16. Students in grades K-6 will be attend at Carl Sandburg Elementary School with two sessions offered 8:00-10:00am and 10:00am-12noon. Students in grades 7-12 will attend at Charleston High School from 7:30am-12noon. August 11 will be the opening day of the 2021-22 school year with an All-Staff Institute day planned. First day of student attendance will be on August 12 with a scheduled full day of attendance.

Report on Upcoming Initiatives

Dr. Vilardo reported that the District staff have been planning for the use of State Evidence Based Funding, Federal ESSER revenues in response to the COVID-19 pandemic, and local county school facility tax and grant revenues to fulfill the District's goals. Dr. Vilardo provided a PowerPoint presentation launching the District's Three-year Plan of Upcoming Initiatives (PowerPoint slides located in official board book). Dr. Vilardo outlined district goals which he noted are the guiding force of the Board's and District's work. The goals are aligned with funding. The plan features ways to help fill the 'learning gap' from remote learning during the pandemic, as well as a long-term list of building projects. The revenues that the district will receive are to be used for mental health, learning loss, re-engaging students, and HVAC upgrades. Dr. Vilardo stated that the District is committed to opening next year under regular full-day schedules.

Assistant Superintendent for Student Services Kristen Holly reported that the district expects approximately 300 students to attend this year's summer school. The plan will be to continue a summer school program over the next 3-years.

Mrs. Holly outlined plans to employ instructional coaches who will help teachers with plans to recover learning loss, differentiate instruction and implement CBE (Competency Based Education). She reviewed position changes within the district. Assistant Superintendent for Business Services Chad Burgett reported on district facilities and projects that could move forward with the revenues received from ESSER II and ESSER III. Specifically, the funds could go toward improving ventilation, which is one of the most expensive facility needs in the district. Mr. Burgett noted one concern of the possibility of a reduction in state funding because additional federal ESSER II and III revenues. Mr. Burgett reported that the district has added another technology position. Since the district will be receiving new computers in addition to the 2,000 already purchased, an additional person was needed to help prepare the computers. Mrs. Holly reported that next year, if the district would need to offer remote learning, there are plans to purchase a remote learning platform for remote instruction.

In closing, Dr. Vilardo expressed how grateful the district is to have the opportunity to move forward with the goals already in place. He wanted to share the 'big picture' with the Board of Education and community prior to making any decisions. The PowerPoint presentation will also be placed on the district's website.

Dr. Clarke moved and Mr. Titus seconded a motion to accept the Superintendent's Report.

On roll call vote:
AYE: Clarke, Titus, Gough, Jarrell, Ritchey, Coe, Daniels
NAY: none Abstain: none
Motion carried

Recommended Action New Business: Contractual Agreement – School Psychologist Intern
It was the recommendation of the superintendent that the Board of Education approve a contractual agreement with Kaylee Hampton to serve as a School Psychologist Intern in the District from May 10, 2021 through May 30, 2022. This employment was contingent upon the receipt of all information required for employment.

Mr. Titus moved and Mrs. Ritchey seconded the motion.

On roll call vote:
AYE: Titus, Ritchey, Clarke, Gough, Jarrell, Daniels, Coe
NAY: none Abstain: none
Motion carried

Transitional Math Partnership Agreement (amended)
It was the recommendation of the superintendent that the Board of Education approve the amendment to the Transitional Math Partnership Agreement between Lake Land College and Charleston CUSD #1. The amendment included the addition of a Transitional Math QL ISBE SIS Code: 02201A001 course. This course will be added t the CHS course curriculum guide and will be offered to 12th grade student in Fall 2021.

Mr. Jarrell moved and Mrs. Ritchey seconded the motion.

On roll call vote:
AYE: Jarrell, Ritchey, Clarke, Gough, Titus, Daniels, Coe
NAY: none Abstain: none
Motion carried

EIASE Services for the 2021-2022 School Year
Based upon the recommendation of Special Education Coordinator Kristen Brown, the superintendent recommended that the Board of Education authorize the purchase of the "Fee for Service" programs and "Tuition" based services from EIASE for the 2021-2022 school year.

Mrs. Ritchey moved and Mr. Titus seconded the motion.

On roll call vote:
AYE: Ritchey, Titus, Clarke, Gough, Jarrell, Daniels, Coe
NAY: none Abstain: none
Motion carried

Award Renewal of Contract for Student Photography (2-year contract)
On April 8, 2021, Charleston CUSD #1 accepted bid proposals for student photography services for the 2021-2022 and 2022-2023 school years. Seven (7) companies submitted bid proposals. It was the recommendation of the superintendent that the Board of Education award the bid contract for student photography services to Gaines Photography LLC for the 2021-2022 and 2022-2023 school years.

Dr. Clarke moved and Mrs. Ritchey seconded the motion.

On roll call vote:
AYE: Clarke, Ritchey, Gough, Jarrell, Titus, Daniels, Coe
NAY: none Abstain: none
Motion carried

Award Bid Proposal for CHS Yearbook (3-year contract)
On April 8, 2021, Charleston CUSD #1 accepted bid proposals for Charleston High School yearbook for the 2021-2022, 2022-2023, and 2023-2024 school years. Four (4) companies submitted bid proposals. It was the recommendation of the superintendent that the Board of Education award the bid contract for production of the Charleston High School yearbook to Josten's for the 2021-2022, 2022-2023, and 2023-2024 school years.

Mr. Titus moved and Mrs. Ritchey seconded the motion.

On roll call vote:
AYE: Titus, Ritchey, Clarke, Gough, Jarrell, Daniels, Coe
NAY: none Abstain: none
Motion carried

Award Renewal of Contract for CHS Senior Items (3-year contract)
It was the recommendation of the superintendent that the Board of Education accept a renewal proposal from Josten's for Charleston High School senior items for the 2021-2022, 2022-2023, and 2023-2024 school years. Mr. Titus moved and Mrs. Ritchey seconded the motion.

On roll call vote:
AYE: Titus, Ritchey, Clarke, Gough, Jarrell, Daniels, Coe
NAY: none Abstain: none
Motion carried

Award Bid Proposal – Refuse Services (3-year contract)
On April 8, 2021, Charleston CUSD #1 accepted bid proposals for Refuse Removal services for the 2021-2022, 2022-2023, and 2023-2024 school years. Two (2) companies submitted bid proposals. It was the recommendation of the superintendent that the Board of Education award the bid contract for refuse removal to Coles County Sanitation and Recycling, the incumbent provider, for the 2021-2022, 2022-2023, and 2023-2024 school years.

Mr. Titus moved and Dr. Clarke seconded the motion.

On roll call vote:
AYE: Titus, Clarke, Gough, Jarrell, Ritchey, Daniels, Coe
NAY: none Abstain: none
Motion carried

Memorandum of Understanding – Extension to the FFRCA COVID-Related Leave Provisions
It was the recommendation of the superintendent that the Board of Education adopt the Memorandum of Understanding between the Charleston Education Association, IEA/NEA, Charleston Educational Support Professional Association (CESPA), IEA/NEA, and Charleston Board of Education in reference to the extension of the Families First Coronavirus Response Act (FFCRA) through June 30, 2021.

Mr. Titus moved and Mrs. Ritchey seconded the motion.

On roll call vote:
AYE: Titus, Ritchey, Clarke, Gough, Jarrell, Coe, Daniels
NAY: none Abstain: none
Motion carried

2021 Debt Certificates – Facilities Projects
Dr. Vilardo reported that at the January 20, 2021 meeting, the Board of Education granted the authority to pursue borrowing options up to $7,250,000 over a seven-year term to complete prioritized facility projects that cannot be completed through use of County Schools Facilities Tax (CSFT) revenues on a "pay as you go" model. Since then the Facilities Committee has met to discuss additional projects to pursue. These projects include replacing the roof and HVAC unit over the Band and Chorus rooms, renovating the CHS Ag Building, and using approximately $2,500,000 of the Elementary and Secondary Schools Emergency Relief Grants II and III (ESSER) to upgrade HVAC units in many of our district's schools. In addition to those projects, the committee also discussed increasing the amount of money the district is looking to borrow in order to address additional needs.

CHS Principal Aaron Lock presented information about program expansions for CHS students interested in Career and Technical Education (PowerPoint slides located in official board book). He outlined CTE/Ag pathways and how students can earn credits in a variety of ways. He said that the high school will be adding Kermits Cove (preschool program) under the course offerings. Industrial Arts course offerings will also be expanded and will have EIEFES funding to help support the program. As an example of a pathway that students could take, he talked about implementation of a 'CHS Industries' program that will teach students to develop, create, grow, construct, market and sell products.

It was the recommendation of the superintendent that the Board of Education (1) grant the authority to increase the pursuit of borrowing options from $7,250,000 over a seven-year term to up to $12,000,000 over a twelve-year term, (2) move forward with replacing the CHS Band and Chorus rooms rooftop and HVAC units, (3) use approximately $2,500,000 of ESSER II and III grant funding to address HVAC upgrades in many of our district's schools, and (4) grant approval to renovate the CHS Ag Building to meet the changing needs of our Career and Technology Education program of services.

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

CHS Revised 2021-2022 Course Description Booklet
It was the recommendation of the superintendent that the Board of Education approve the revised 2021-2022 Charleston High School Course Description Booklet as presented.

Mr. Titus moved and Mr. Gough seconded the motion.

On roll call vote:
AYE: Titus, Gough, Clarke, Jarrell, Ritchey, Coe, Daniels
NAY: none Abstain: none
Motion carried

At 8:48pm, Mr. Titus moved and Mrs. Ritchey seconded the motion to adjourn from the Regular Board meeting.

On roll call vote:
AYE: Titus, Ritchey, Clarke, Gough, Jarrell, Daniels, Coe
NAY: none Abstain: none
Motion carried

Scott Clarke
Vice President, Board of Education

Susan Daniels
Secretary, Board of Education