

Minutes of the Regular Meeting of February 15, 2023

The Board of Education of Community Unit School District No. 1, Coles and Cumberland Counties, Illinois conducted their regular session meeting on Wednesday, February 15, 2023 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.

The following board members were present:

Jason Coe, President

Scott Clarke, Vice President

Susan Daniels, Secretary

Charles Jarrell, Treasurer

Brian Gough

Eva Ritchey

Brandon Wright

The following board members were absent:

The following staff members were present:

Todd Vilardo, Superintendent of Schools

Chad Burgett, Assistant Superintendent for Business Services

Kristen Holly, Assistant Superintendent for Student Services

Chelsey Bennett, Recording Secretary

Visitors 30 and 0 Members of Press

Under recognition, Dr. Vilardo complimented the artwork display provided by the students in Charleston High School in grades 9 – 12. Art teacher – Heather Siegel

Ashmore Elementary School Principal Kristen Brown recognized second-grader Vincent Taylor for his efforts in raising money for the EIU Cares Game. The money raised was donated directly to the Sarah Bush Lincoln Cancer Unit. Vincent was presented with a certificate of recognition.

Charleston Middle School Principal Robert Lynn recognized CMS Dean of Students, Athletic Director, and Girls' Softball coach Blain Mayhall based off a recent letter that was sent in by Charleston High School Senior Kailyn Wilson. Kailyn was in attendance and read her letter thanking Coach Mayhall for teaching her and her teammates many life lessons including responsibility, compassion, and hard work. She also acknowledged Coach Mayhall for helping her and her teammates reach goals both individually and collectively as a team. Mr. Mayhall was presented with a certificate of recognition and plaque.

Under public comments, written communications: President Coe asked if there were any comments, questions or written communications. A request to address the Board was received from Matt Titus, in regard to the Charleston CAN program. Mr. Titus shared general information about the program, including the dates and times of upcoming meetings. He welcomed all community members interested to get involved.

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 18, 2023.
- Approve the bills and payrolls for the month of January 2023.
- Approve the Activity Fund Reports from CUSD #1 attendance centers, period ending January 2023.
- Approve the summary of revenues and expenditures year to date as presented by Assistant Superintendent Chad Burgett.

VI. Consent Agenda: New Business

- Adopt the Resolution Establishing Fiscal Year and Preparation of the Tentative Budget for the 2023-2024 school year, beginning July 1, 2023.

VII. Consent Agenda: Employment

Leave of Absences:

- Grant a Family Medical Leave of Absence to Cara Reinhart, a 12-month Secretary at Charleston Middle School.
- Grant a Family Medical Leave of Absence to Elizabeth Sweeney, a 3rd Grade teacher at Carl Sandburg Elementary School.
- Grant a Family Medical Leave of Absence to Mindy Beurskens, an LBS1 teacher at Carl Sandburg Elementary School.
- Grant a Family Medical Leave of Absence to Melissa Matthews, a paraprofessional at Carl Sandburg Elementary School.
- Grant a Family Medical Leave of Absence to Tammy Taylor, a paraprofessional at Carl Sandburg Elementary School.
- Grant a Family Medical Leave of Absence to Jamie Cooper, a 2nd Shift custodian at Jefferson Elementary School.

Resignations:

- Accept a letter of resignation from Melanie Houchens as a full-time LBS1 teacher at Jefferson Elementary School, effective at the end of the 2022-2023 school year.
- Accept a letter of resignation from Jana Sweeney as a part-time Speech Language Pathologist at Jefferson Elementary School, effective at the end of the 2022-2023 school year.
- Accept a letter of resignation from Katherine Gallaher as Head Trojets coach at Charleston High School, effective immediately.
- Accept a letter of resignation from Devanne Lawson as a 1st Grade teacher at Carl Sandburg Elementary School, effective for the 2023-2024 school year.

Employments:

- Approve the employment of Jeffrey McCullough as a 3rd Shift custodian at Charleston High School. This employment is contingent upon the receipt of all information required for employment.
- Approve the employment of Andrew Dearnbarger as a full-time custodian at Jefferson Elementary School. This employment is contingent upon the receipt of all information required for employment.
- Approve the employment of Abby Wahl as a full-time 6th Grade teacher at Jefferson Elementary School. This employment is contingent upon the receipt of all information required for employment.
- Approve the employment of Chad Lowell in the extra-curricular assignment as a Volunteer Track & Field coach at Charleston High School, effective for the 2022-2023 school year.
- Approve the employment of Amanda Hackett in the extra-curricular assignment as Assistant Volleyball coach at Charleston High School, effective for the 2023-2024 school year.
- Approve the employment of Ken Ratliff in the extra-curricular assignment as a Volunteer Football coach at Charleston High School, effective for the 2023-2024 school year.
- Approved the list of substitutes and volunteers, effective February 16, 2023.

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

On roll call vote:

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

NAY: none Abstain: none

Motion carried

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

Dr. Vilardo reported that 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 Kristin Runyon (CHS), Mary Ann Crome (CMS), and Amber Spitz (Jefferson Elementary School), were in attendance. Mrs. Runyon presented a short video based on the American Library Association's 2023 National Library Week theme: *There's More to the Story*.

Updated Plan for Safe Return to In-Person Instruction and Continuity of Services

Dr. Vilardo reported that in accordance with the American Rescue Plan Act, our district is required to review and update its Plan for Safe Return to In-Person Instruction and Continuity of Services no less than every six months. Our district's Plan was last updated on August 14. Our district's Plan for Safe Return Collaborative reviewed our Plan during the week of January 23. No changes to the Plan were suggested. The unchanged Plan will continue to be posted on the district's website.

Mr. Jarrell moved and Mr. Gough seconded a motion to accept the Superintendent's Report.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

Under Old Business: Revised School Board Policy 6:260 (Adoption)

A recommendation was presented for the Board of Education to adopt revised Board Policy as listed.

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

On roll call vote:

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

NAY: none Abstain: none

Motion carried

Under New Business: 2021-2022 District Calendar

At the regular board meeting held on March 9, 2022, the Board of Education adopted Calendar C as the official school calendar for the 2022-2023 school year and to use Calendar C as a template to develop the 2023-2024 and 2024-2025 school year calendars. Assistant Superintendent Kristen Holly provided a copy of the official school calendar for the 2023-2024 school year. Mrs. Holly reported that the calendar presented was for the second year of the current three-year round and largely mirrored the attendance schedule for the current school year. The school year will begin with an all staff institute day on August 16, 2023 and the first day of student attendance will be on August 17 with a full day of attendance scheduled. It was the recommendation of the superintendent that the Board of Education approve the 2023-2024 official school calendar as presented. Mr. Wright moved and Mr. Gough seconded the motion.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

2022-23 Administrative Evaluations/2023-24 Administrative Assignments-Proposed Salaries

The evaluations of the district administrative staff are complete and 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.” The Board of Education was provided with a list of administrative assignments, term of contracts, and proposed salaries for the 2023-2024 school year.

One change to the administrative assignments and term of contracts being the alignment of 12-month administrative contracts with all other 12-month employees in terms of sick and personal days.

Additionally, Dr. Vilardo announced that Assistant Superintendent of Business Services Chad Burgett’s contract includes a successor agreement. Mr. Burgett will complete his duties as Assistant Superintendent through June 30, 2024. Dr. Vilardo will be retiring as of June 30, 2024. As of July 1, 2024 Chad Burgett will take on the role of Superintendent of Schools for Charleston CUSD #1 through June 30, 2026.

It was the recommendation of the superintendent that the Board of Education accept the 2022-2023 evaluations for the CUSD #1 Administrative Team and to approve the administrative assignments and contracts with proposed salaries as presented. Mr. Gough moved and Mrs. Ritchey seconded the motion.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

2023-24 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. These compensation rates are base upon market averages for employees in similar positions and levels of experience. 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 2023-2024 school year. Mr. Gough moved and Mr. Jarrell seconded the motion.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

Non-Resident Tuition Waiver – Establish Public Hearing Date

The Board of Education of Charleston CUSD #1 will establish a meeting to conduct a Public Hearing on the tentative date of Wednesday, March 8, 2023 at 6:15 pm to receive public comment on a proposed waiver application, which, if approved, would allow tuition-free attendance for children of full-time employees who do not reside in the District. The reasoning for the waiver request is an attempt to recruit and retain quality employees.

It was the recommendation of the superintendent that the Board of Education establish Wednesday, March 8, 2023 at 6:15pm, as the time for the public hearing on the proposed waiver application.

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

On roll call vote:

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

NAY: none Abstain: none

Motion carried

At 7:20pm, Mr. Gough moved to adjourn from the board meeting. Mr. Wright seconded the motion.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

Jason Coe

President, Board of Education

Susan Daniels

Secretary, Board of Education