

## Minutes of the Regular Meeting of April 19, 2023

The Board of Education of Community Unit School District No. 1, Coles and Cumberland Counties, Illinois conducted their regular session meeting on Wednesday, April 19, 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 staff members were present:

Todd J. Vilardo, Superintendent of Schools  
Chad Burgett, Assistant Superintendent for Business Services  
Kristen Holly, Assistant Superintendent for Student Services  
Chelsey Bennett, Recording Secretary  
Kim Ferguson, Recording Secretary

Visitors 29 and 0 Members of Press

**Under recognition**, Dr. Vilardo complimented the artwork display provided by the students in Jefferson Elementary School in grades 4 – 6. Art teacher – Mandy White

**Under public comments, written communications:** President Coe asked if there were any comments, questions or written communications. There were two requests to address the Board of Education.

Kasey Considine, Marketing and Communications Specialist of Coles Together, spoke first on behalf of Coles Together President Angela Griffin. The main topic brought up was the current struggle to find individuals willing to join the local workforce and what Coles Together is doing to aid in that struggle. Charleston CUSD #1 was commended for their recent efforts in giving opportunities to students and training the workforce of tomorrow, specifically with programs such as Leader in Me and Curriculum Based Education (CBE), along with the addition of trade-based courses being added back at the high school level, especially with the new Trojan A&M Center.

Ms. Considine spoke about her personal experience growing up in Mattoon, Illinois, moving away, and moving back to the area. She not only brought to light how much the local communities have grown since she graduated, but also shared how many new opportunities there are for younger generations.

**Under Consent Agenda**, President 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**

- Approved the minutes of the Public Hearing of March 8, 2023 and the Regular Meeting of March 8, 2023.
- Approved the bills and payrolls for the month of March 2023.
- Approved the Activity Fund Reports from CUSD #1 attendance centers, period ending March 2023.
- Approved the summary of revenues and expenditures year to date as presented by Assistant Superintendent Chad Burgett.

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

- Approved the renewal membership of Charleston High School in the Illinois High School Athletic Association for the 2023-2024 school year.
- Approved the renewal membership of Charleston Middle School in the Illinois Elementary School Association for the 2023-2024 school year.
- Approved a contractual agreement with Jana Sweeney to provide part-time assistance in completing Early Childhood Speech/Language evaluations during the 2023-2024 school year.
- Declared the referenced inventory from the Charleston High School Trojets and Cheer teams as surplus and available for donation or disposal by the District.
- Granted gifted sick leave days to an LBS1 teacher at Charleston High School.

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

##### **Leave of Absences:**

- Granted a Family Medical Leave to Amanda Craig, a 2<sup>nd</sup> Grade teacher at Carl Sandburg Elementary School.

##### **Transfer(s):**

- Approved the voluntary transfer of Kim Ferguson to the position as Secretary to Superintendent of Schools, effective April 20, 2023.
- Approved the voluntary transfer of Gail Mason to the position as Human Resources Administrative Secretary, effective April 25, 2023.

##### **Retirements:**

- Accepted a letter of retirement from Lori Rankin, a Paraprofessional at Ashmore Elementary School, effective July 31, 2023.
- Accepted a letter of retirement from Susan Bloomquist, a Paraprofessional at Mark Twain Elementary School, effective August 15, 2023.
- Accepted a letter of retirement from Judy Walters, a 12-month Secretary at Carl Sandburg Elementary School, effective July 5, 2023.
- Accepted a letter of retirement from Amy Jackson, a LBS1 teacher at Charleston High School, effective at the end of the 2024-2025 school year.

##### **Resignations:**

- Accepted a letter of resignation from Chelsey Bennett as Secretary to Superintendent of Schools, effective May 4, 2023.
- Accepted a letter of resignation from Derrick Zerrusen as Dean of Student and Athletic Director at Charleston High School, effective at the end of the 2022-2023 school year.
- Accepted a letter of resignation from Hannah Wolfe as Head Volleyball coach at Charleston High School, effective at the end of the 2022-2023 school year.
- Accepted a letter of resignation from Amanda Hackett as Assistant Volleyball coach at Charleston High School, effective immediately.
- Accepted a letter of resignation from Dwight Pentzien as Co-Head Girls' Swim coach at Charleston High School, effective at the end of the 2022-2023 school year.

- Accepted a letter of resignation from Bailee Eslinger as First Assistant Girls' Basketball coach at Charleston High School, effective immediately.
- Accepted a letter of resignation from Veronica Ready as Assistant Girls' Basketball coach at Charleston High School, effective immediately.
- Accepted a letter of resignation from Jessica Rodriguez as a 7th Grade ELA teacher at Charleston Middle School, effective April 14, 2023.
- Accept a letter of resignation from Cara Reinhart as a 12-month secretary at Charleston Middle School, effective May 31, 2023.
- Accepted a letter of resignation from Mindy Beurskens as an LBS1 teacher at Carl Sandburg Elementary School, effective at the end of the 2022-2023 school year.
- Accepted a letter of resignation from Kayci Coulibaly as a 6th Grade teacher at Jefferson Elementary School, effective at the end of the 2022-2023 school year.

**Employments 2022-2023 school year:**

- Approved the employment of Corbin Schwable as a 7th Grade Boys' Track coach at Charleston Middle School. This employment is contingent upon the receipt of all information required for employment.
- Approved the employment of Wyatt Hunter as a full-time custodian at Jefferson Elementary School, effective April 20, 2023. This employment is contingent upon the receipt of all information required for employment.

**Transfer(s) 2023-2024 school year:**

- Approved the voluntary transfer of Kori Brimner into the position as Dean of Students at Charleston High School, effective for the 2023-2024 school year.
- Approved the voluntary transfer of Tracy Cole into the position as an LBS1 teacher at Jefferson Elementary School, effective for the 2023-2024 school year.
- Approved the voluntary transfer of Jennfier White into the position as a 1st Grade teacher at Carl Sandburg Elementary School, effective for the 2023-2024 school year.
- Approved the voluntary transfer of Samantha Rogers into the position as a Library Media Specialist at Carl Sandburg Elementary School, effective for the 2023-2024 school year.
- Approved the voluntary transfer of Megan Buescher into the position as a 4th Grade teacher at Jefferson Elementary School, effective at the beginning of the 2023-2024 school year.

**Employments 2023-2024 school year:**

- Approved the employment of Brittany MacColl as a Speech Language Pathologist for the District, effective for the 2023-2024 school year. This employment is contingent upon the receipt of all information required for employment.
- Approved the employment of Brian Deadmond as Athletic Director at Charleston High School, effective at the beginning of the 2023-2024 school year. This employment is contingent upon the receipt of all information required for employment.
- Approved the employment of Kathryn McKee as an LBS1 teacher at Charleston High School, effective at the beginning of the 2023-2024 school year. This employment is contingent upon the receipt of all information required for employment.
- Approved the employment of Harley Barry as a full-time 1st Grade teacher at Carl Sandburg Elementary School, effective at the beginning of the 2023-2024 school year. This employment is contingent upon the receipt of all information required for employment.
- Approved the employment of Hannah Rose Brown as a full-time 1st Grade teacher at Carl Sandburg Elementary School, effective at the beginning of the 2023-2024 school year. This employment is contingent upon the receipt of all information required for employment.
- Approved the employment of Emily Kiser as a full-time 2nd Grade teacher at Carl Sandburg Elementary School, effective at the beginning of the 2023-2024 school year. This employment is contingent upon the receipt of all information required for employment.

- Approved the employment of Cari O'Dea as a full-time 3rd Grade teacher at Carl Sandburg Elementary School, effective at the beginning of the 2023-2024 school year. This employment is contingent upon the receipt of all information required for employment.
- Approved the employment of Taylor Westermeier as a full-time 6th Grade teacher at Jefferson Elementary School, effective at the beginning of the 2023-2024 school year. This employment is contingent upon the receipt of all information required for employment.
- Approved the employment of Lindsey Skapinok as a full-time 6th Grade teacher at Jefferson Elementary School, effective at the beginning of the 2023-2024 school year. This employment is contingent upon the receipt of all information required for employment.
- Approved the employment of Elizabeth Buescher as a full-time 6th Grade teacher at Jefferson Elementary School, effective at the beginning of the 2023-2024 school year. This employment is contingent upon the receipt of all information required for employment.

**CHS & CMS Extra-Curricular Assignments:**

- Approved the employment of Amanda Hackett in the extra-curricular assignment as Head Volleyball coach at Charleston High School, effective for the 2023-2024 school year. This employment is contingent upon the receipt of all information required for employment.
- Approved the employment of Veronica Ready in the extra-curricular assignment as First Assistant Girls' Basketball coach at Charleston High School, effective for the 2023-2024 school year. This employment is contingent upon the receipt of all information required for employment.
- Approved the employment of Ashtyn Wilhelm in the extra-curricular assignment as Co-Head Dance Team coach at Charleston Middle School, effective for the 2023-2024 school year. This employment is contingent upon the receipt of all information required for employment.
- Approved the employment of Candace Keeton in the extra-curricular assignment as Student Council Co-Sponsor at Charleston High School, effective for the 2023-2024 school year. This employment is contingent upon the receipt of all information required for employment.
- Approved the list of people to fill the extra-curricular assignments at Charleston High School during the 2023-2024 school year, contingent upon the receipt of all paperwork required for employment.
- Approved the list of people to fill the extra-curricular assignments at Charleston Middle School during the 2023-2024 school year, contingent upon the receipt of all paperwork required for employment.
- Approved the list of substitutes and volunteers for Community Unit School District No. 1, effective April 20, 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: Workload Plan for Special Educators**

Pursuant to administrative regulations promulgated by the Illinois State Board of Education, 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 May 1 to review the current Workload Plan for Special Educators.

### **Staff Recognition/Appreciation Reception**

The District will host the annual Recognition Reception on Thursday, May 4, 2023. 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. A listing of individuals that will receive appreciation gifts and recognition is listed on the invitation. If schedule permit, board members are invited to attend this reception.

### **End of the 2022-2023 School Year/Opening the 2023-2024 School Year**

The last day for the CHS senior class is Tuesday, May 9, 2023. Commencement will be held at 8:00pm on Friday, May 12 in Lantz Arena at Eastern Illinois University with a required practice for Commencement held at noon. The Board of Education is invited to attend the 2023 Commencement. A list of the graduating class will be emailed to the Board of Education. If board members are interested in presenting diplomas, please contact Bridget Sanders at 639-5006 by April 28 so the necessary arrangements can be made. Second semester final exams will be held May 22 and 23, (a copy of the schedule is provided). Looking toward the end of the 2022-2023 school year, May 25 will be the last full day of student attendance. August 16 will be the opening day of the 2023-2024 school year with an All-Staff Institute day planned. First day of student attendance will be on August 17 with a scheduled full day of attendance.

### **School Resource Officer Program Update**

At its October 12, 2022 meeting, the Charleston CUSD #1 Board of Education entered into an intergovernmental agreement with the City of Charleston to implement a School Resource Officer (SRO) program in our school district. Since then, a leadership team consisting of school and city representatives planned for and effectively initiated an SRO program with the selection of Officer Eric Roa as its first SRO. Officer Roa was in attendance to update the Board of Education and to describe the program's beginnings and general operations and to answer questions about the program. Also in attendance was Jefferson Elementary Schools Assistant Principal Jeff Marlo, who along with Assistant Superintendent for Business Services Chad Burgett are part of the leadership team. The superintendent also welcomed insights from others in attendance who have had occasion to encounter the SRO's services.

Mr. Marlo spoke first, stating that from an administrative standpoint, having an SRO has been great.

Officer Roa began by sharing that she started her role as SRO for Charleston CUSD #1 in January 2023. Since then, she and the members of the leadership team have been working to discover what services are needed within the school district while also finding a workflow. She feels that at this point a workflow is forming and systems put in place are being utilized well.

Each day Officer Roa begins at Charleston High School, which is considered her home base. A monthly goal was set to visit each school building in the district at least once a month. This goal has been met with 131 school contacts thus far. Officer Roa has been able to use her background in education to give presentations during some of these school visits. Each presentation looks different, based on the age group. Topics covered have included traffic safety in Drivers Education classes at Charleston High School, criminal justice in Career Exploration in classes at Charleston Middle School, and bullying and the power of words in classrooms at Ashmore Elementary School. Officer Roa feels that these visits and presentations have gone very well so far and that she is grateful for the opportunity. She has been working with building administrators on ideas for the 2023-2024 school year.

Mr. Burgett shared that Officer Roa also attends trainings with building administration and staff when possible.

Board member Brandon Wright asked if there were any frustrations with the program so far and what the Board could do to help. Officer Roa expressed that bringing in another person would be helpful, however protecting the program and its reputation is of highest importance to her.

Board member Susan Daniels asked when school counselors and social workers become involved with threat situations. Dr. Vilardo explained that they are notified as soon as an incident is reported to building administration. There is a Threat Assessment Team at each building in the district. Officer Roa has helped with this process by being an in-between to update necessary administration and staff of issues that may have happened with a student over the weekend or off school grounds. This has improved staff and student communication overall.

Mr. Wright asked what could be done to grow the Districts SRO program. After discussion, the Board expressed an interest in learning more about increasing police presence in the districts schools, and Board President Coe directed Dr. Vilardo to investigate and report back on the legalities, logistics, and financials of hiring School Security Supervisors. 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, Daniels, Coe

NAY: none Abstain: none

Motion carried

#### **Under New Business:**

##### **K-12 Summer School Program - 2023 Employment Teachers & Support Staff**

Summer school will take place from June 5 - June 29, 2023. Students in grades K-6 will attend the program at Jefferson Elementary School. Students in grades 7-12 will attend the programs at Charleston Middle School. There will be two sessions offered for grade K-8: 8:00-10:00am and 10:00am-12:00pm. High school students will attend for the length of time it takes to complete coursework necessary to recover credits, which will vary by student.

Assistant Superintendent for Student Services Kristen Holly provided a recommendation to employ CUSD #1 employees listed to teach in the 2023 Summer School program.

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

On roll call vote:

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

NAY: none Abstain: none

Motion carried

##### **K-12 Summer School Program - 2023 Administrative Support**

Due to the large number of students expected to participate in summer school, the need for administrative support is anticipated. Mrs. Holly indicates that the administrators will provide support for discipline, attendance, family contact, transportation, and supervision during transitions.

As with past practice, principals on 12-month contracts will provide support for Summer School 2023 during their regular summer work schedules. In addition, a recommendation was presented to the

Board of Education to approve additional compensation to Denise Titus and Beth Anne Morgan when needed, to provide administrative support to grades K-6. This additional pay has been approved as an ESSER III grant expense.

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

On roll call vote:

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

NAY: none                      Abstain: none

Motion carried

#### **Contract Extension - Illinois Central School Bus, LLC Contract 2023-2024 School Year**

A recommendation was presented to the Board of Education to extend the contract agreement with Illinois Central Bus, LLC for pupil transportation services for the 2023-2024 school year as outlined in the renewal proposal.

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

On roll call vote:

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

NAY: none                      Abstain: none

Motion carried

#### **Renewal of Licensed Staff for 2023-2024 School Year**

A recommendation was presented to the Board of Education to employ a licensed staff member in a second year teaching positions for the 2023-2024 school year.

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

On roll call vote:

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

NAY: Jarrell                      Abstain: none

Motion carried

#### **Appointment of Recording Secretary**

Due to resignation of the current Recording Secretary, Chelsey Bennett, for the Board of Education, a recommendation was presented to appoint Kim Ferguson as Recording Secretary to complete Mrs. Bennett's remaining term of office from January 2023 – April 2023.

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

On roll call vote:

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

NAY: none                      Abstain: none

Motion carried

#### **Memorandum of Agreement between Charleston Education Association & Board of Education - CMS Boys' and Girls' Cross Country Coach Stipends**



In consideration of receiving a proposal to add a stipend for serving in an extra-duty role at Charleston Middle School, the Superintendent met with Charleston Education Association President Angel Warman to discuss a Memorandum of Agreement for an extra-duty stipend for the school's Girls' Cross Country Coach. Pending Board approval, the stipend will be added to the "Athletic/Extra-Curricular/Co-Curricular Factoring & Schedule" (Appendix B) of the Professional Negotiations Agreement, 2022-2026, Charleston Education Association, IEA/NEA and the Board of Education, Charleston Community Unit School District No.1, effective beginning with the 2023-2024 school year. Charleston Middle School Cross Country coaches John McInerney and Corbin Schwable were in attendance to present to the Board of Education.

Mr. McInerney started by thanking the Board for hiring Mr. Schwable as a P.E. teacher at Charleston Middle School. He expressed how beneficial it has been for the Cross Country program in growing their numbers.

Mr. Schwable spoke about how the growth in numbers leaves around 30-40 kids under the supervision of one coach, which can be challenging. With hopes to grow the program to 50-70 plus kids, a boys' and girls' coach would be ideal. Mr. Schwable also talked about the serious potential to build a cross country culture between the middle school, high school, and local collegiate level.

A recommendation was presented to the Board of Education to adopt a Memorandum of Agreement (MOA) between the Charleston Education Association, IEA/NEA and the Board of Education, Charleston Community Unit School District No. 1 to add a stipend for the Charleston Middle School Girls' Cross Country Coach, effective beginning with the 2023-2024 school year. The MOA would change the stipend structure for CMS Cross Country from one coach to one boys' and one girls' coach. Mr. Gough moved and Mrs. Ritchey seconded the motion.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

#### **Award Proposal - CHS 400-Wing Renovations**

A recommendation was presented to the Board of Education to accept the bid proposal from Schomburg & Schomburg for the 400-wing renovation and three alternate bids at Charleston High School, for the amount of \$1,838,071. Dr. Clarke moved and Mr. Jarrell seconded the motion.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

#### **Proposal - CHS 400-Wing Lighting & Electrical through TIPS USA Program**

A recommendation was presented to the Board of Education to accept the contract proposal from Commercial Electric, Inc. to complete the lighting and electrical projects as part of the Charleston High School 400-wing renovation, at a cost of \$678,122. Mr. Gough moved and Mrs. Ritchey seconded the motion.

On roll call vote:

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

NAY: none Abstain: none



Motion carried

**Proposal – CHS 400-Wing HVAC through TIPS USA Program**

A recommendation was presented to the Board of Education to accept the contract proposal from Davis-Houk Mechanical, Inc. to complete the HVAC project as part of the Charleston High School 400-wing renovation, at a cost of \$720,800. Dr. Clarke moved and Mrs. Ritchey seconded the motion.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

**Proposal – CHS 400-Wing Roof through TIPS USA Program**

A recommendation was presented to the Board of Education to accept the contract proposal from Top Quality Roofing Company to complete the roofing project as part of the Charleston High School 400-wing renovation at a cost of \$657,000. Dr. Clarke moved and Mr. Wright seconded the motion.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

**Award Proposal - CHS Track Renovation**

A recommendation will be presented to the Board of Education to accept the bid proposal from Grunloh Construction for the Sports Complex track replacement, for the amount of \$1,138,000. Dr. Clarke moved and Mr. Gough seconded the motion.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

At 8:29pm, Mr. Jarrell moved to adjourn from the board meeting. Dr. Clarke seconded the motion.

On roll call vote:

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

NAY: none ABSTAIN: none

Motion carried

*Jason Coe*

President, Board of Education

*Susan Daniels*

Secretary, Board of Education