

## Minutes of Special Meeting and Organizational Meeting of May 3, 2023

The Board of Education of Community Unit School District No. 1, Coles and Cumberland Counties, Illinois convened for a special meeting on Wednesday, May 3, 2023 at the Administration Building – 410 West Polk Avenue, Charleston, Illinois 61920.

At 6:00 p.m., President Coe called the meeting to order and asked Secretary Daniels for roll call.

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

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 in the board room:**

Todd Vilardo, Superintendent of Schools  
Kristen Holly, Assistant Superintendent for Student Services  
Kim Ferguson, Recording Secretary  
Chelsey Bennett, Former Recording Secretary

Visitors Physically Present: 12

Visitors/Members of Press: 0

Dr. Vilardo stated the purpose of the special meeting was to finalize business with the current Board of Education and to declare the results of the April 4, 2023 election.

President Coe asked if there were any comments, questions, or written communications. There were no requests received for the Board of Education.

Under New Business, the superintendent recommended that the Board of Education approve the minutes of the regular meeting held on April 19, 2023. Mr. Gough moved and Mr. Clarke seconded the motion.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

Dr. Vilardo announced that a canvass of the votes cast for the regular school board election held April 4, 2023 has been completed by the Coles and Cumberland Counties Clerks. An Abstract of Votes certified by the County Clerks and a Resolution Declaring the Results of the Election was provided to the Board of Education.

Vacancy for three (3) seats from Charleston Township Twelve (12) North, Range Nine (9) East of the Third Principal Meridian:

<u>Candidate</u>	<u>Votes</u>
Scott Clarke	946
Matt Titus	1098
Tyler K. Johnson	1007
Jessica Mertz	959

Vacancy for one (1) seat from outside Charleston Township Twelve (12) North, Range Nine (9) East of the Third Principal Meridian:

<u>Candidate</u>	<u>Votes</u>
Kaden Sweeney	1306

The superintendent recommended that the Board of Education adopt a Resolution declaring the results of the School Board Election for Community Unit School District No. 1, Coles and Cumberland Counties, Illinois, held on April 4, 2023. Mr. Clarke moved and Mr. Gough seconded the motion.

By declaration, Matt Titus, Tyler K. Johnson, and Jessica Mertz, having received the greatest number of votes cast at the election for persons residing in Township Twelve (12) North, Range Nine (9) East of the Third Principal Meridian, and Kaden Sweeney, having received the greatest number of votes cast at the election for persons residing outside Township Twelve (12) North, Range Nine (9) East of the Third Principal Meridian, were elected members of the Board of Education for a full term of four years.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

Dr. Vilardo welcomed new members Matt Titus, Tyler K. Johnson, Jessica Mertz, Kaden Sweeney and returning members, Eva Ritchey, Brandon Wright, and Jason Coe. At that time, he asked Mr. Titus, Mr. Johnson, Mrs. Mertz, and Mr. Sweeney to come forward and take the oath of office. All members on the Board of Education participated in the Oath of Office, administrated by Board President Coe.

Dr. Vilardo recognized Scott Clarke, Susan Daniels, Charles Jarrell, and Brian Gough for their public service on the Board of Education. On behalf of the District, Dr. Vilardo expressed appreciation to Dr. Clarke, Mrs. Daniels, Mr. Jarrell, and Mr. Gough as their time on the Board of Education comes to a close.

Inasmuch as there is no further business to come before this board, at 6:29pm President Coe asked for a motion for adjournment *sine die*. Mr. Jarrell moved and Mr. Gough seconded a motion.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

Incoming board members Matt Titus, Tyler K. Johnson, Jessica Mertz, and Kaden Sweeney took their seats around the table.

Mr. Coe appointed Dr. Vilardo as President Pro-Tem and Kim Ferguson as Secretary Pro-Tem for the Organizational Meeting until the President and Secretary were elected.

At 6:30pm, President Pro-Tem Vilardo called the organizational meeting to order and asked for roll call.

The following members were present:

Matt Titus

Tyler K. Johnson

Jessica Mertz

Kaden Sweeney

Eva Ritchey

Brandon Wright

Jason Coe

President Pro-Tem Vilardo asked for nominations for the office of President.

Mrs. Ritchey nominated Mr. Coe to serve in the office of President of the Board of Education. President Pro-Tem Vilardo asked if there were any other nominations. There being no other nominations, President Pro-Tem Vilardo asked Secretary Pro-Tem Ferguson to cast a unanimous ballot and declare Mr. Coe as President of the Board of Education.

Dr. Vilardo turned the gavel over to President Coe.

President Coe asked for nominations for the office of Vice President.

Mr. Wright nominated Eva Ritchey to serve in the office of Vice President of the Board of Education. President Coe asked if there were any other nominations. There being no other nominations, President Coe asked Secretary Pro-Tem Ferguson to cast a unanimous ballot and declare Eva Ritchey as Vice President of the Board of Education.

President Coe asked for nominations for the office of Secretary.

Mrs. Ritchey nominated Mr. Titus to serve in the office of Secretary of the Board of Education and asked if there were any other nominations. There being no other nominations, President Coe asked Secretary Pro-Tem Ferguson to cast a unanimous ballot and declare Mr. Titus as Secretary of the Board of Education. Mr. Titus assumed the duties of Secretary of the Board of Education.

President Coe asked for nominations for the office of Treasurer.

Mrs. Ritchey nominated Brandon Wright to serve in the office of Treasurer of the Board of Education. President Coe asked if there were any other nominations. There being no other nominations, President Coe asked the Secretary to cast a unanimous ballot and declare Mr. Wright as Treasurer of the Board of Education.

President Coe moved to appoint Kim Ferguson as Recording Secretary for the Board of Education.

On roll call vote:

AYE: Ritchey, Sweeney, Wright, Mertz, Johnson, Coe, Titus

NAY: none Abstain: none

Motion carried

President Coe recommended that the Board of Education establish two-year terms of office for the President, Vice President, Secretary, and Treasurer of the Board. Mrs. Ritchey moved and Mrs. Mertz seconded the motion.

On roll call vote:

AYE: Ritchey, Sweeney, Wright, Mertz, Johnson, Coe, Titus

NAY: none Abstain: none

Motion carried

President Coe moved that unless otherwise determined by a quorum of the Board, meeting dates will be the third Wednesday of each month and shall begin at 6:30pm. Spring break is scheduled for the third week of March 2024, so the regular meeting will be held on the second Wednesday, March 13, 2024. All regular meetings are open to the public and will be held in the Board Office in the Administrative Building at 410 West Polk Avenue, Charleston, Illinois except as stated by the President of the School Board and due notice is given. Mrs. Mertz seconded the motion.

On roll call vote:

AYE: Ritchey, Sweeney, Wright, Mertz, Johnson, Coe, Titus

NAY: none Abstain: none

Motion carried

President Coe recommended that the Board of Education re-affirm Board Policies, Rules and Regulations. Mrs. Mertz moved and Mr. Wright seconded the motion.

On roll call vote:

AYE: Ritchey, Sweeney, Wright, Mertz, Johnson, Coe, Titus

NAY: none Abstain: none

Motion carried

Dr. Vilardo reported that as in the past, the Board of Education has planned a retreat to review board goals and district practices. Such retreats are typically facilitated by someone who is not directly associated with the school district, such as a leadership or educational consultant. The Board's last retreat was facilitated by education consultant Jim Burgett on July 29, 2021. Considering the fact that four new Board members have now been seated and the Board has employed a new Superintendent to begin the 2024-2025 school year, the timing might be right for the Board to schedule another retreat.

Due to a majority of district administrators scheduled to attend an out-of-state conference during the Board's regular meeting in June, the Board changed the date of its regular meeting from June 21 to June 14. Since this change, cost-prohibitive lodging for the conference prompted a cancellation of district administrators to participate in the June conference. As a result, the June 14 and June 21 dates are now available for regular Board meeting and Board/Administrative Retreat purposes. A retreat typically lasts for approximately two hours.

It was the recommendation of the superintendent that the Board of Education establish Wednesday, June 21 at 5:00pm for a Board of Education/Administrative Retreat. Mr. Coe moved and Mr. Johnson seconded the motion.

On roll call vote:

AYE: Ritchey, Sweeney, Wright, Mertz, Johnson, Coe, Titus

NAY: none Abstain: none

Motion carried

At 7:17pm, Mrs. Ritchey moved to adjourn from the Special Meeting and Organizational Meeting. Mr. Wright seconded the motion.

On roll call vote:

AYE: Ritchey, Sweeney, Wright, Mertz, Johnson, Coe, Titus

NAY: none ABSTAIN: none

motion carried

*Jason Coe*

President, Board of Education

*Matt Titus*

Secretary, Board of Education