

Minutes of the Regular Meeting of May 17, 2023

The Board of Education of Community Unit School District No. 1, Coles and Cumberland Counties, Illinois conducted their regular session meeting on Wednesday, May 17, 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 Titus for roll call.

The following board members were present:

Jason Coe, President
Eva Ritchey, Vice President
Matt Titus, Secretary
Brandon Wright, Treasurer
Kaden Sweeney
Jessica Mertz
Tyler K. Johnson

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
Kim Ferguson, Recording Secretary

Visitors 28 and 0 Members of Press

Dr. Vilardo referenced an addendum to the agenda.

Under recognition, Dr. Vilardo complimented the artwork display provided by the students in Jefferson Elementary School in grades 4-6 under the direction of Art Teacher, Mandy White.

Mrs. Holly and Mrs. Cline recognized Dr. Andrew White. Dr. White is a retired EIU professor who has been volunteering with the GATE Program at Jefferson Elementary for over 14 years. He has had a lasting impact on hundreds of students and staff members over the past 14 years, selflessly giving his time, energy, enthusiasm, and expertise for the gifted program.

Under public comments, written communications: President Coe asked if there were any comments, questions, or written communications. There were no requests to address the Board of Education.

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 Special Meeting May 3, 2023.
- Approved the bills and payrolls for the month of April 2023.
- Approved the Activity Fund Reports from CUSD #1 attendance centers, period ending April 2023.

- Approved the summary of revenues and expenditures year to date as presented by Assistant Superintendent Chad Burgett.

Mr. Burgett stated we are on target to surpass the previous year and we are ending the year on a positive note with a lot of expenses coming for the new year.

VI. Consent Agenda: New Business

- Approved the revisions for the 2023-2024 Parent/Teacher Handbook and School Behavior Policies.
- Approved the Workload Plan for Special Educators for the 2023-2024 school year.
- Approved Contractual Agreements (PT) for Psychologist Services for the 2023-2024 school year.
- Approved the Annual Certification for the CUSD#1 Crisis Plan.
- Granted gifted sick leave days to an LBS1 Teacher at Mark Twain Elementary School.
- Declared the referenced inventory from the Charleston High School Art and Media Center materials as surplus and available for donation or disposal by the District.

VII. Consent Agenda: Employment

Resignations:

- Accepted a letter of resignation from Ashley Purcell as Paraprofessional at Charleston Middle School, effective May 19, 2023.
- Accepted a letter of resignation from Kacee Nicholson as 7th Grade Volleyball Coach at Charleston Middle School, effective immediately.
- Accepted a letter of resignation from Rachel Schaub as School Psychologist at Jefferson Elementary, effective at the end of the 2022-2023 school year.
- Accepted a letter of resignation from Lynne Oliver as Paraprofessional at Carl Sandburg Elementary, effective June 30, 2023.

Retirements:

- Accepted a letter of retirement from Jeanann Strong an Administrative Secretary at Central Office, effective September 25, 2023.
- Accepted a letter of retirement from Toni Spainhour, an LBS1 Teacher at Mark Twain Elementary School, effective at the end of the 2025-2026 school year.
- Accepted a letter of retirement from Robert Lynn, a Principal at Charleston Middle School, effective at the end of the 2026-2027 school year.
- Accepted a letter of retirement from Mark Richardson, a Head Custodian at Ashmore Elementary School, effective August 16, 2023.

Transfer(s) 2023-2024 school year:

- Approved the voluntary transfer of Hannah Wolfe into the position as School Counselor at Carl Sandburg Elementary, effective for the 2023-2024 school year.

Employments 2023-2024 school year:

- Approved the employment of Carrie McKee as a School Counselor 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 Lydia Miller as a Physical Education teacher 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 Zach Stranz as a Physical Education teacher at Carl Sandburg Elementary, effective for the 2023-2024 school year. This employment is contingent upon the receipt of all information required for employment.

- Approved the employment of Alexis Gibbons as a 2nd Grade teacher at Carl Sandburg Elementary 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 Jessica Lower as a Paraprofessional at Carl Sandburg Elementary School, effective for the 2023-2024 school year. This employment is contingent upon the receipt of all information required for employment.
- Approved the appointment of Tiffany Oakley as Head Teacher at Ashmore Elementary School, effective for the 2023-2024 school year.

CHS & CMS Extra-Curricular Assignments:

- Approved the employment of AJ Alexander in the extra-curricular assignment as Assistant Football coach at Charleston High School, effective for the 2023-2024 school year.
- Approved the employment of Colin McInerney in the extra-curricular assignment as Assistant Football coach at Charleston High School, effective for the 2023-2024 school year.
- Approved the employment of John McInerney in the extra-curricular assignment as Girls' Cross-Country coach at Charleston Middle School, effective for the 2023-2024 school year.
- Approved the employment of Lydia Miller in the extra-curricular assignment as 8th Grade Volleyball coach at Charleston Middle School and Assistant 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 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 May 18, 2023.
- Approved the employment of Loretta Phillips as a Secretary at Central Office, effective May 18, 2023.
- Approved the employment of KaLeigh Taylor as a Secretary at Central Office, effective June 20, 2023.

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

On roll call vote:

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

NAY: none Abstain: none

Motion carried

Under the Superintendent's Report:

CUSD #1 On-Line Registration Update

The District will again utilize an online school registration system for the 2023-24 school year. District staff are planning to make the online registration process available on July 6 this year, and online registration assistance will be by appointment only with district secretarial staff. All CUSD#1 families will receive email and text notifications with a registration checklist and specific information about changes to this process. We will ask families to complete registration by August 7,

2023 to allow schools time to finalize class lists/student schedules. August 17 is the first day of student attendance.

Mrs. Holly stated the date had been moved up a little and the end date would give parents more time to register. The Technology department is working hard to get ready for the big event.

Excellence in Education Foundation Grant Recipients

The Excellence in Education Foundation awarded over \$28,000 in grants this year. Grant recipients may be recognized on August 16 during the All-Staff Institute Day at Charleston High School.

School Security Supervisors

At the April 19 Board meeting, Board President Coe directed Superintendent Vilardo to investigate and report back on the legalities, logistics, and financials of hiring School Security Supervisors.

Dr. Vilardo provided Board members with a hand-out about the Legalities, Logistics, and Financials of Hiring School Security Supervisors and provided an overview of his findings.

Board discussion ensued, which involved District School Resources Officer Erica Roa, et. al.

Dr. Vilardo mentioned there were a few possible next steps as follows:

- Pursue a job description and contracts for school security officers;
- request of the City of Charleston to provide a second SRO;
- do nothing for now.

Dr. Vilardo clarified how a School Security Officer is not an SRO.

Mr. Burgett shared about the financial impact of an SRO and there needs to be clarification of where the Board wants to spend the money as well as what are we going to prioritize.

Additional discussion ensued among the Board.

After discussion, Board President Coe directed Dr. Vilardo to pursue an additional SRO.

Mrs. Mertz moved and Mr. Johnson seconded a motion to accept the Superintendent's Report.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

Under New Business:

Amendment to CUSD#1 2022-2023 Budget

When a school district has a total disbursement in a fund that is greater than the amount budgeted for any year, the district is required to make an amendment to the budget.

Assistant Superintendent for Business Services Chad Burgett has outlined the recommended adjustments that will need to be adopted at the June 14, 2023 board meeting.

Mr. Burgett stated the fund balances are healthy and the fiscal year budget looks good.

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

On roll call vote:

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

NAY: none Abstain: none

Motion carried

Establish Wage Schedule for Part-Time Employees and Substitutes 2023-2024

A recommendation was presented to the Board of Education to approve the proposed wage schedule for part-time and substitute employees, effective July 1, 2023.

Mrs. Mertz moved and Mr. Johnson seconded the motion.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

Student Fees/Charges for 2023-2024 School Year

A recommendation was presented to the Board of Education to establish the 2023-2024 Student Fees/Charges Schedule and Activity Participation Fee Schedule.

Mr. Wright moved and Mr. Sweeney seconded the motion.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

Adopt/Consolidated District Plan

A recommendation was presented to the Board of Education to approve the Consolidated District Plan to be submitted to the Illinois State Board of Education.

Assistant Superintendent Mrs. Holly noted it is a requirement by the state that all grant funds are aligned with the district goals and to make sure all school improvement goals are included in the district plan. This process will continue regardless of ESSER.

Mrs. Mertz moved and Mr. Johnson seconded the motion.

On roll call vote:

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

NAY: Abstain: none

Motion carried

Adoption of Math Textbooks 9-12

A recommendation was presented to the Board of Education to approve the adoption of the 'Open Up High School Mathematics' textbook series, published by Open Up Resources for Grades 9-12 Mathematics.

Assistant Superintendent Mrs. Holly stated all textbooks must be approved by the School Board. Teachers volunteer and pilot the books for a whole year, next it goes to Curriculum Council for approval, and then to the board for final approval. Mrs. Holly said it has taken two years for this book to receive approval. The first one they did not like. She noted the CHS Math Teachers are very committed and excited about the upcoming school year.

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

On roll call vote:

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

NAY: none Abstain: none

Motion carried

Adoption/English Language Arts Textbook K-5

A recommendation was presented to the Board of Education to approve the adoption of the 'Being a Reader and Being A Writer' textbook series, published by Collaborative Classroom for Grades K-5 English Language Arts instruction.

Assistant Superintendent Mrs. Holly mentioned Grades 6-12 textbooks were adopted last year. She said everyone involved has put their blood, sweat, and tears into this for our district.

Mr. Wright moved and Mrs. Sweeney seconded the motion.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

Intergovernmental Agreement: EIEFES

A recommendation was presented to the Board of Education to approve the resolution amending the intergovernmental agreement with Eastern Illinois Education for Employment System (EIEFES) 340.

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

On roll call vote:

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

NAY: none Abstain: none

Motion carried

Revised School Board Policies- First Reading

A recommendation was presented to the Board of Education to adopt, in tentative form, the Board Policies as listed on the first reading.

Board members discussed Policy 6:230, Library Media Program. Standard #7 states the program is guided by the principals of the American Library Association's Library Bill of Rights and its interpretation for school libraries. The bill currently has passed the General Assembly.

Holly Williams spoke on behalf of the Media Center Specialists (a team of Media staff) who have been working on criteria and guidelines for the CUSD #1 Media Centers.

- Working with Media Specialist to make sure guidelines are correct.
- To provide materials to implement, enrich, and support the district curriculum
- Focus on meeting the individual, educational, emotional, and recreational needs of students, faculty, and staff.
- Equitable access to all students.
- The banning of books would be for public libraries only.

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

On roll call vote:

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

NAY: Mertz Abstain: none

Motion carried

Award Proposal- Photography Bid

A recommendation was presented to the Board of Education to award the student photography contract to Gaines Photo of Mattoon, IL for the 2023-2024, 2024-2025, and 2025-2026 school years.

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

On roll call vote:

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

NAY: none Abstain: none

Motion carried

Contract Renewal/Food Service Management Provider

A recommendation was presented to the Board of Education to extend the food service contract with Aramark Food Services for the 2023-2024 school year.

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

On roll call vote:

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

NAY: none Abstain: none

Motion carried

At 8:55pm, Mr. Wright moved to adjourn from the board meeting. Mrs. Ritchey seconded the motion.

On roll call vote:

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

NAY: none ABSTAIN: none

Motion carried

Jason Coe
President, Board of Education

Matt Titus
Secretary, Board of Education