

## **Minutes of the Regular Meeting of February 20, 2019**

The Board of Education of Community Unit School District No. 1, Coles and Cumberland Counties, Illinois met in regular session on Wednesday, February 20, 2019 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  
Kelly Miller, Treasurer  
Brian Gough  
Eva Ritchey  
Matt Titus

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

Visitors 73 and 1 Member of the Press

**Under Focus on Students and Good News Reports**, Mr. Vilardo recognized the artwork display that was provided by the students from Jefferson Elementary School. Shannon Johnson is the art teacher.

### **Certificates of Recognition: Charleston Middle School**

Mr. Keefe recognized Kaeli Stewart – 8<sup>th</sup> grade student, for winning the Coles County Spelling Bee that was held at Lake Crest Elementary School in Oakland on February 13. This is the 2<sup>nd</sup> time Kaeli has won the county-wide contest. Kaeli will compete at the Regional Spelling Bee on March 16 in Decatur.

### **Charleston High School**

Mr. Doughty recognized CHS students that were selected for the Illinois Music Educators Association (ILMEA) 2018-19 All-State Music Ensembles based on their auditions/recommendations in October of 2018. 1,500 students were selected from the over 25,000 students state-wide that auditioned. CHS music teachers: Laney Cruit and Julianne Sharp.

**All-State Orchestra:** Jay Dawson, Bassoon

**All-State Chorus:** Savannah Vandever-Cardona, Alto 2 and Nathan Logsdon, Bass 2

**All-State Vocal Jazz:** Connor Mellott, Bass (1 of 28 students in the entire state selected)

**All-State Honors Orchestra:** Sterling Stowell, Violin 1

**All-State Honors Chorus** (CHS had the most amount of students selected for the All-State Honors Chorus in the state this year with 11 singers):

Maddi Barkley, Alto 1, Chase Bosler, Tenor 1, Cameron Fisher, Alto 1, Taylor Fleming, Soprano 2, Adrienne Gullion, Soprano 2, Lucas Hawk, Bass 1, Logan Mellott, Tenor 1, Rachel Mellott, Soprano 2, Matthew Mueller, Bass 2, Soren Stowell, Bass 1, Nico Walters, Tenor 2

### **Jefferson Elementary School**

Mr. Ulm recognized the All-State Girl's Chorus: Julianne Sharp is the music/chorus director for these students. 6<sup>th</sup> grade students: Mia Carcasi and Meredith McGrath

**All-State Boy's Chorus:** Damian Chastain and Dylan Hawk

**Under Public, Staff Comments, Written Communication**, President Coe asked if there were any requests or written communications to the Board of Education. No requests were received.

**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 Regular Board Meeting of January 16, 2019.
- Approve the bills and payrolls for the month of January 2019.
- Approve the Activity Fund Accounts for the CUSD #1 attendance centers, period ending January 2019.
- Approve the summary of revenues and expenditures year to date for the period ending January 2019, as presented by Assistant Superintendent Chad Burgett.

**New Business Consent Agenda: Establish/Activity Account at Mark Twain Elementary School**

Establish an activity fund account for the art program at Mark Twain Elementary School. This account will be subject to the state guidelines regarding the use of activity fund accounts.

**Adopt Resolution/Transfer Funds from Transportation Fund to the Working Cash Fund**

Adopt a resolution to repay an Interfund Loan between the Transportation Fund and Working Cash Fund in the amount of \$324,475.

**Adopt Resolution/Transfer Funds from the Working Cash Fund to Transportation Fund**

Adopt a resolution for an Interfund Loan between the Working Cash Fund and Transportation Fund in the amount of \$324,475.

**Resolution/Establishing Fiscal Year and Preparation of 2019-20 Tentative Budget**

Adopt a Resolution Establishing Fiscal Year and Preparation of the Tentative Budget for the 2019-20 school year beginning July 1, 2019.

**Request for Gifted Sick Leave Days – Jefferson Elementary School Teacher**

Grant 307 (three hundred seven) gifted sick leave days to Cathy Ball, a 6<sup>th</sup> grade teacher at Jefferson Elementary School, as presented.

**Request for Gifted Sick Leave Days – Jefferson Elementary School Teacher**

Grant 277 (two hundred seventy seven) gifted sick leave days to Cathy Harrell, a 6<sup>th</sup> grade teacher at Jefferson Elementary School, as presented.

**Consent Agenda: Employment**

- Grant a Maternity/Family Medical Leave of Absence to Theresa Ehr, a 4<sup>th</sup> grade teacher at Jefferson Elementary School.
- Accept a letter of resignation from Michelle Terrett from her position as a 3<sup>rd</sup> shift custodian split between Charleston High School and Jefferson Elementary School, effective February 11, 2019.
- Accept a letter of resignation from Tyler Hanner as the Head Football Coach at Charleston High School, effective immediately. Mr. Hanner will continue to serve as a volunteer in the weightlifting program until a new coach has been employed.
- Accept a letter of resignation from Randy Harpster as the Head Boys' Golf Coach at Charleston High School, effective at the end of the 2018-19 school year.
- Accept a letter of resignation from Justin Tomaska as the Head Volleyball Coach at Charleston High School and 8<sup>th</sup> grade Volleyball Coach at Charleston Middle School, effective at the end of the 2018-19 school year.
- Accept a letter of retirement from Cathy Ball, a 6<sup>th</sup> grade teacher at Jefferson Elementary School, effective at June 7, 2023.
- Accept a letter of retirement from Cathy Harrell, a 6<sup>th</sup> grade teacher at Jefferson Elementary School, effective at the end of the 2022-2023 school year.

- Approve the employment of Melissa Galvin as a full time Reading/Language Arts teacher at Charleston Middle School, beginning with the 2019-20 school year. This employment was contingent upon the receipt of all information required for employment.
- Approve the employment of John Dietrich as a full time Social Studies teacher at Charleston Middle School, beginning with the 2019-20 school year. This employment was contingent upon the receipt of all information required for employment.
- Approve the employment of Joshua Stice in the extra-curricular assignment as Girls' Track Coach at Charleston Middle School during the 2018-19 school year.
- Mr. Vilardo withdrew a recommendation to employ an Assistant Softball Coach at Charleston High School.
- Approve the employment of Bill Standerfer in the extra-curricular assignment as the 7<sup>th</sup> grade Girls' Assistant Track Coach at Charleston High School during the 2018-19 school year. This employment was contingent upon the receipt of all information required for employment.
- Approve the extra-curricular assignments of the following individuals listed to serve as volunteer coaches at Charleston High School during the 2018-19 school year. These assignments are contingent upon the receipt of all information required for employment.  

Al Lord	Baseball
John Pogue	Baseball
- Approve the list of substitutes and volunteers for Community Unit School District #1, effective January 9 – February 12, 2019.

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

On roll call vote:

AYE: Titus, Gough, Clarke, Miller, Ritchey, Daniels, Coe

NAY: none                      Abstain: none

Motion carried

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

The School Library per Capita Grant was submitted to the Illinois State Board of Education and funded through the Office of Secretary of State. Membership to this program makes the district eligible for resource sharing, availability of materials, networking opportunities, and additional funding for students and staff. CUSD #1 Media Directors – Holly Pantle, Laura Hawk, and Amber Spitz presented information regarding the Illinois School Library Media Program, "Linking for Learning," and how it works in our district. Media Specialist Jacob Roskovensky was not able to attend the meeting.

#### **Pre-School Round Up**

Mr. Vilardo announced that pre-school round up has been scheduled for March 19 – 21 at the Home Church. Screenings are scheduled from 12:00pm - 7:00pm on March 19 and 20, and from 8:45am – 3:30pm on March 21. Pre-School screening and Kindergarten pre-registration will also be held for Ashmore Elementary School on March 26 from 8:45am – 3:30pm in the Ashmore Community Center. Later in the spring, a "1<sup>st</sup> Step" Registration and Kindergarten Orientation will be held at Mark Twain Elementary School on Thursday, May 9, 2019 from 2:30 – 7:00pm and on Friday, May 10, 2019 from 11:30am – 3:30pm. Details will be released at a later date.

#### **Statement of Economic Interest Filings**

Mr. Vilardo reported that as required by law, members of the Board of Education must annually file a Statement of Economic Interest with the County Clerk. The forms must be filed with the County Clerk no later than May 1, 2019.

### **Update/CEA Negotiations**

Mr. Vilardo reported that the Professional Negotiations Agreement between the Charleston Educational Association, IEA/NEA (CEA) and Board of Education 2016-2019 will end August 15, 2019. Board President Jason Coe received a formal demand to begin negotiations on a successor agreement from CEA President Angel Warman. The negotiating team for the Board of Education include: Jason Coe, Susan Daniels, Trevor Doughty, Robert Lynn, Kristen Holly, Chad Burgett, Todd Vilardo, and School Attorney Chris Miller. The CEA negotiating team includes: Angel Warman, Brian Halsey, Jennifer Dryden, Chelsie Doughty, Kaj Holm, Paige Harrington, Dawn Kuhns, and Kathy Vigardt, UniServ Director, Region 7, IEA/NEA. Commissioner David McIntosh of the Federal Mediation & Conciliation Service will train the negotiating teams on the "Interest Based" bargaining model and will facilitate the process. The first meeting was held on Monday, February 11 for training on the Interest Based Bargaining process.

Dr. Clarke moved and Mrs. Ritchey seconded a motion that the Superintendent's Report was received by the Board of Education.

On roll call vote:

AYE: Clarke, Ritchey, Gough, Miller, Titus, Daniels, Coe

NAY: none Abstain: none

Motion carried

### **Recommended Action New Business: Emotional Disability (ED) Program Proposal – Phase 2**

Mr. Vilardo withdrew this item from the agenda, which will be presented at the March or April board meeting.

### **School Improvement Plans for ISBE ESSA Plan/1003a Grant Requirement**

In accordance with the Illinois ESSA Plan, schools that are eligible to receive targeted support through the Title I School Improvement 1003(a) Grant are required to submit a work plan that must be approved by their local Board of Education and by the Illinois State Board of Education. These plans must be approved by February 28, 2019. Mrs. Holly reported that the three schools that received targeted support through the 1003(a) grant were: Carl Sandburg Elementary School, Jefferson Elementary School, and Charleston Middle School, based on preliminary designation data that was released in July 2018.

The superintendent recommended that the Board of Education approve the School Improvement Plan (SIP) for Carl Sandburg Elementary School, Jefferson Elementary School, and Charleston Middle School as presented. Dr. Clarke moved and Mr. Titus seconded the motion.

On roll call vote:

AYE: Clarke, Titus, Gough, Miller, Ritchey, Daniels, Coe

NAY: none Abstain: none

Motion carried

### **Transfer of Administrative Duties – effective July 1, 2019**

The superintendent recommended that the Board of Education approve the transfer of assignment to Eddie Williams as full time Assistant Principal for Jefferson Elementary School, effective for the 2019-20 school year. Mr. Williams is currently serving as the Assistant Principal and Athletic Director for Charleston Middle School and as the Assistant Principal for Jefferson Elementary School. Mr. Vilardo stated that the intent will be to create a Dean of Students position at Charleston Middle School. He stated that the Dean of Students would be on the teacher's salary schedule and would not evaluate staff. The job description would include attendance and student discipline. Mr. Vilardo said that he would work with the Charleston Education Association and administrative team to develop a job description to bring to the Board of Education at the March board meeting. Dr. Clarke moved and Mr. Titus seconded the motion.

On roll call vote:

AYE: Clarke, Titus, Gough, Miller, Ritchey, Daniels, Coe

NAY: none Abstain: none

Motion carried

### **2018-19 Administrative Evaluations/2019-20 Administrative Assignments**

The administrative contracts that will end June 30, 2019: Jim Wood, Eddie Williams, Denise Titus, and Robert Lynn. Multi-year administrative contracts in effect: Todd Vilardo(7/1/18 – 6/30/23), Chad Burgett(7/1/18 – 6/30/23), Kristen Holly(7/1/18 – 6/30/23), Rob Ulm(7/1/18 – 6/30/21), Tim Keefe(7/1/18 – 6/30/21), Aaron Lock(7/1/18 – 6/30/21), and Trevor Doughty(7/1/18 – 6/30/21).

The Board of Education was provided with a list of administrative assignments and term of contracts for the 2019-2020 school year. The administrative salaries for the 2019-2020 school year will be determined later this year with the exception of Patti Murphy, Mary Ann Pattenaude, and Trevor Doughty, (salary included in retirement incentive). Jim Kuykendall, Facilities Director was also listed on the assignment sheet with an annual contract.

Proposed multi-year administrative performance based contracts: Todd Vilardo(2019-2024), Chad Burgett(2019-2024), and Kristen Holly(2019-2024). Patti Murphy(2018-2020), Mary Ann Pattenaude(2018-2020), and Trevor Doughty(2019-2020) will retire June 30, 2020; therefore, their contracts reflect a retirement incentive. Proposed one-year administrative contracts: Jim Wood(2019-2020), Denise Titus(2019-2020), and Robert Lynn(2019-2020), and Jim Kuykendall(2019-2020).

It was the recommendation of the superintendent that the Board of Education approve the 2018-19 evaluations for the CUSD #1 Administrative Team and to approve the administrative assignments for the 2019-20 school year. In addition, the superintendent recommended that an addendum be included to Robert Lynn's contract to provide 10-days during the summer months in order to meet Federal Guidelines in the area of Special Education. Dr. Clarke moved and Mr. Titus seconded the motion.

On roll call vote:

AYE: Clarke, Titus, Gough, Miller, Ritchey, Daniels, Coe

NAY: none Abstain: none

Motion carried

### **Temporary Building Supervisory Service – Mark Twain Elementary School**

Mr. Vilardo announced that Mark Twain Elementary School Principal Denise Titus is anticipating an extended absence from work from mid-April through the end of her contractual work year. It would be in the best interest of the students, staff and parents of Mark Twain Elementary School to have a consistency of school supervision and support on daily basis during her absence. Having someone with administrative licensure and proven administrative experience and success in our schools would provide quality, rather than adequate, supervision and support for the school.

Mr. Vilardo stated that Brad Oakley, who has served as both an assistant principal and principal for grades K-8 in our district, has agreed to provide supervisory support for Mark Twain Elementary school during Mrs. Titus' absence. In this capacity, his primary duties would include morning and afternoon student drop-off and pick-up supervision, supervision of school breakfast and lunch periods, responding to severe student disciplinary infractions and providing general supervision of and support for staff in fulfilling their duties. While his service in this capacity would not require an administrative license, there may be times during Mrs. Titus' absence in which Mr. Oakley's licensure would qualify him to act (e.g., absence approvals, student suspensions, serve as LEA at IEP meetings, etc.). In addition to his regular compensation as a district employed teacher, his recommended daily rate of pay would be \$100. A substitute teacher would serve in Mr. Oakley's absence from his position as a physical education teacher at Charleston Middle School during this same time.

It was the recommendation of the superintendent that the Board of Education approve Mr. Brad Oakley to provide supervision and support at Mark Twain Elementary School during the extended absence of Mrs. Denise Titus at a daily rate of pay of \$100. Mr. Gough moved and Mrs. Ritchey seconded the motion.

On roll call vote:

AYE: Gough, Ritchey, Clarke, Miller, Titus, Daniels, Coe

NAY: none Abstain: none

Motion carried

At 7:36pm, President Coe recommended that the Board of Education adjourn into closed session to consider information regarding appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity. 5 ILCS 120/2/(c)(1)

Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS120/2/(c)(2)

The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS120/2/(c)(10)

Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8)

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

On roll call vote:

AYE: Clarke, Gough, Miller, Ritchey, Titus, Daniels, Coe

NAY: none Abstain: none

Motion carried

At 8:57pm, Dr. Clarke made a motion to reconvene from closed session. Mr. Gough seconded the motion.

On roll call vote:

AYE: Clarke, Gough, Miller, Ritchey, Titus, Daniels, Coe

NAY: none Abstain: none

Motion carried

At 9:32pm, Mr. Gough moved and Mrs. Miller seconded the motion to adjourn from the Regular Board meeting.

On roll call vote:

AYE: Gough, Miller, Clarke, Titus, Daniels, Coe

NAY: none Abstain: none

Motion carried

Jason Coe

President, Board of Education

Susan Daniels

Secretary, Board of Education