

## Minutes of the Special Meeting of August 8, 2018

The Board of Education of Community Unit School District No. 1, Coles and Cumberland Counties, convened for a Special Board Meeting on Wednesday, August 8, 2018 at 5:30pm at the Administration Building – 410 West Polk Avenue, Charleston, IL 61920.

At 5:30pm, 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

The following board members were absent:

Eva Ritchey  
Matt Titus

The following Central Office staff was present:

Todd J. Vilardo, Superintendent  
Chad Burgett, Assistant Superintendent for Business Services  
Kristen Holly, Assistant Superintendent for Student Services

Visitors 0 and 0 Members of the Press

CUSD #1 Administration in Attendance:

Trevor Doughty	Jim Wood
Tim Keefe	Rob Ulm
Eddie Williams	Aaron Lock
Patti Murphy	Denise Titus
Robert Lynn	Jim Kuykendall

The following were absent:

Mary Ann Pattenaude

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

Mr. Vilardo welcomed everyone and stated that he had polled several board members in planning for the Board of Education/Administrative Retreat and by request, the meeting would be limited to one hour. In outlining the meeting, Mr. Vilardo stated that the administrative team would communicate results from the Administrative Team Leadership Seminar held from 1:00-4:00pm that afternoon and ask for suggestions and/or concerns from board members.

Mr. Vilardo noted one change made from last year's retreat was updating the tag line for the District. Mr. Vilardo reported that a district wide survey was created and the new tag line selected was 'Learning Today Leading Tomorrow.' He stated the new tag line was being implemented throughout the district.

The Board of Education was provided with Board Policy Exhibit 3:30-E, Organizational Chart for Administration outlining leadership duties from the Superintendent's Office into the building level. Also, provided was Board Policy 3:70-Administrative Procedure – Succession Plan, outlining the succession of authority and responsibility.

Through a power point presentation, Mr. Vilardo reviewed the agenda with points of interest from the Team Leadership Seminar. During the seminar, the team identified Leadership – what it is and what it looks like and how to help people solve their own problems. The Team participated in a book study, “How to Lead Teachers to Become Great,” which will continue throughout the year. During the seminar, the group was divided into four teams. Time was provided for the Teams to read the “Introduction” and “Principle 1” from the book. Following, each team had time to read its assigned tactic and discussed and prepared their presentation. Then, each team presented salient points to whole group that would be presented during the Board of Education/Administrative Retreat.

The Administrative Team presented to the Board of Education on recommended changes to the District Goals and outlined the tactics that will be used to process.

Goal Review Teams:

Goal 1 (Academic Achievement): Kristen Holly, Rob Ulm, Jim Wood

Goal 2 (Community Relations and Collaborations): Trevor Doughty, Aaron Lock, Denise Titus

Goal 3 & 4 (District Facilities & Finances): Chad Burgett, Tim Keefe, Eddie Williams, Jim Kuykendall

Goal 5 (Technology): Robert Lynn, Patti Murphy, (Mary Ann Pattenaude will provide additional input)

Following the presentations, Mr. Vilardo asked the Board of Education for questions and/or to provide suggestion/input.

Suggestions from board members included:

- Positive comments were made in the community about the information provided on the District’s Facebook page. A suggestion was to provide information on the school improvement process.
- Communicate to the community on how the district is using the 1% sales tax money.
- How the district is working with students to enhance social/emotional learning within the district curriculum.
- Stressed importance of the administrative staff talking to their employees on the role in the District of the Assistant Superintendent for Student Services. The position will provide support for teachers and the administrators.
- Importance of making school websites more uniform, user friendly. Maybe having a general template for all schools to follow.
- Noted the need for a storage facility for the district, a multi-purpose facility.

At the end of the retreat, Mr. Vilardo extended appreciation to the group for attending and providing insight. He asked board members to contact him prior to the August 15 Regular Board meeting on additional ideas and/or suggestions.

At 6:44pm, Dr. Clarke moved to adjourn from the board meeting. Mr. Gough seconded the motion.

On roll call vote:

AYE: Clarke, Gough, Miller, Daniels, Coe

NAY: none Abstain: none

Motion carried

*Jason Coe*

President, Board of Education

*Susan Daniels*

Secretary, Board of Education