

Minutes of the Regular Meeting of January 18, 2012

The Board of Education of Community Unit School District No. 1, Coles and Cumberland Counties, Illinois met in regular session on Wednesday, January 18, 2012 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 for roll call.

The following board members were present:

Jason Coe, President
Ron Miller, Vice President
Tim Hutti, Secretary
Kelly Miller, Treasurer
Scott Clarke
Brenda Coffey
Susan Daniels

The following staff members were present:

Jim Littleford, Superintendent
Todd Vilardo, Assistant Superintendent for Curriculum & Instruction
David Kuetemeyer, Financial Consultant

Visitors 63 and 1 Member of the Press

President Coe asked if there were any requests or written communications to the Board of Education. There were no requests received.

Mr. Littleford reviewed items in the Addendum to the board book which included:

- **Revised Board Agenda** - to reflect addendum items
- **Consent Agenda – Employment**
Employ Amy Schultz as a paraprofessional at Carl Sandburg Elementary School, effective January 19, 2012.
Employ Leann Brackney as a paraprofessional at Ashmore Elementary School, effective January 19, 2012.
- **Reassignment:**
Barbara Skiff, to position as a one-on-one paraprofessional for student #08112 at Ashmore Elementary School, effective January 19, 2012.

Under Focus on Students and Good News reports, Mr. Littleford complimented the artwork provided by the Carl Sandburg Elementary School students. Heather Bryan is the art instructor.

Jefferson & Ashmore Elementary School Students

The Character Education students were chosen by their teachers representing the trait of Empathy.

Roxanne Cornebise, Counselor is in charge of the program.

Empathy....a student who has the ability to put himself or herself in somebody else's shoes. Who builds people up instead of tearing them down. A student who has the ability to understand the feelings of others.

4th Grade-

Wade Foust
Jenna Bennett
Aidan Peterson
Ricky Oakley

5th Grade-

Kelly Drake
Gage Gough
Haley Sanders
Emmalee Erdmann

6th Grade-

Morgan Pollum
Gretchen Gough
Jack Bennett
June Baumann

Kamden Flynn
Cameron Jarrell
Lauren Kibler
Madison Morecraft (Ashmore)

Hanna Powell
Luke Smiley
Jacob Wilson
Hannah Suh

Blake Bonnstetter
Denna Cole
Francesca Diaz
Kennedy Tozer

Mr. Littleford reviewed the items under Consent Agenda.

IV. Consent Agenda: Standard Items

- A. Approve the minutes of the Regular Board Meeting of December 21, 2011 and Special Meeting of January 4, 2012.
- B. Approve the bills and payrolls for the month of December 2011.
- C. Approve the Activity Fund Accounts for the CUSD #1 attendance centers, period ending December 2011.

VI. Consent Agenda: New Business

- A. Approve the minutes of the closed session meetings held on July 20, 2011, August 17, 2011, December 21, 2011, and January 4, 2012; and further, not to make public the minutes of the closed sessions.
- B. Authorize the destruction of all Closed Session Audio Tapes beginning February 2010 through July 2010 for regular and special meetings.

VII. Consent Agenda: Appointment/Employment

Accept a letter of resignation from Traci Chojnicki, from her position as a teacher at Jefferson Elementary School, effective December 23, 2011.

Accept a letter of resignation from Chelsie Doughty as a volunteer Head Girls' Swimming Coach at Charleston High School, effective at the end of the 2011-12 season.

Accept a letter of resignation from Karen Karch as the Charleston Middle School Softball Coach, effective at the end of the 2011-12 season.

Approve the reassignment of Jennifer Reeley to the position of a program paraprofessional at Carl Sandburg Elementary School, effective January 19, 2012.

Approve the employment of Mary Bower as a full time paraprofessional at Carl Sandburg Elementary School, effective January 19, 2012. Employment contingent upon the continued educational needs of the students and receipt of all information required for employment.

Approve the employment of Therese Kincade as the Spring Musical Director at Charleston High School for the 2011-12 school year.

Approve the employment of George Van Behren as the Assistant Boys' Baseball Coach at Charleston High School for the 2012 season.

Approve the employment of Kim Sherwood and Barbara Heitka in a split assignment as the 7th grade girls track coach at Charleston Middle School for the 2012 season.

Approve the assignment of Ellis Dudley to serve as a volunteer coach for the Charleston High School Wrestling Team during the 2011-12 school year.

Approve the assignments of Kelsey Orr and Nick Niemerg to serve as volunteer coaches for the Charleston Middle School Volleyball Teams during the 2011-12 school year.

Approve the list of substitutes/volunteers for Community Unit School District No. 1, effective December 12, 2011 – January 13, 2012.

Addendum

Approve the employment of Amy Schultz as a full time paraprofessional at Carl Sandburg Elementary School, effective January 19, 2012. Employment contingent upon the continued educational needs of the students and receipt of all information required for employment.

Approve the employment of Leann Brackney as a full time paraprofessional at Ashmore Elementary School, effective January 19, 2012. Employment contingent upon the continued educational needs of the students and receipt of all information required for employment.

Approve the reassignment of Barbara Skiff to the position of a one-on-one paraprofessional for student #08112 at Ashmore Elementary School, effective January 19, 2012.

President Coe asked if there were requests from the Board of Education to remove any items from the consent agenda or addendum for discussion. Hearing none, President Coe recommended that the Board of Education approve items under IV through VII inclusive on the Consent Agenda. Mrs. Miller moved and Mrs. Coffey seconded the motion.

On roll call vote:

AYE: K. Miller, Coffey, Clarke, Daniels, R. Miller, Hutti, Coe

NAY: none Abstain: none

Motion carried

Under the Superintendent's Report:

Presentation/Tactical Planning

During the past few board meetings, the Board of Education has heard reports on how much in bonds the District could issue for building repairs as well as what repairs are needed. In order to provide additional planning information for potential district projects, Mr. Littleford invited Scott Smith, Senior Financial Advisor with PMA Securities, Inc., to define roles in the financing process. Currently, CUSD #1 utilizes PMA to provide independent financial expertise including short-term and long-term financial projections.

Following introductions, Mr. Smith provided a power point presentation which included background information on PMA Securities, their role in the financing process, and how the District could benefit in having a financial advisor if decision is made to sell bonds to finance future district projects, (power point included in Official Board Book).

Overall purpose of Financial Advisor:

- Advise and assist the district in formulating and executing a debt financing plan.
- Assist district in determining optimal financing structure.
- Assist district in determining appropriate method of sale of bonds, competitive sale or negotiated sale.
- Prepare official statement.
- Prepare rating agency presentation.
- Evaluate comparable bond sales to ensure good pricing.
- Coordinate all aspects of bond sale and closing.
- Recommend appropriate investments for bond proceeds.
- Assist district in satisfying continuing disclosure requirements.

Mr. Smith reported when determining method for the sale of bonds, as a financial advisor, he would

review the pro's/con's with the District of each method. With a competitive sale, PMA would take bids from competing Underwriters on the established sale date. With a negotiated sale, PMA would recommend an Underwriter prior to the established sale date. If the district opted to select a buyer ahead of time, PMA would help determine the best buyer for the bonds.

The overall purpose of an Underwriter:

- Purchase bonds from the District with the intent to resell the bonds to Investors. PMA would help to ensure that bonds would be sold locally first.
- Distribute official statement to potential investors.
- Provide market updates and key information that will impact the financing structure/timeline.
- Participate in pricing calls with the Financial Advisor and the District during bond sale process.
- Signs the bond purchase agreement, committing to a final purchase price and interest rate scale for the bonds.

In closing, Mr. Smith stated it was the hope the district would save tens of thousands and maybe hundreds of thousands in using a financial advisor through bond issuance.

President Coe asked for an estimate for the District to use PM A as a financial advisor.

Mr. Smith reported the fee would amount to about \$2.50 - \$3.00 per \$1,000 bond, approximately 2%. For example on a \$10M deal \$25,000 – 30,000.

Following a brief discussion and question/answer period, President Coe thanked Mr. Smith for his presentation.

Presentation: FY2012 School Library Per Capita Grant

CUSD #1 Media Directors –Cathy Senior and Aaron Taylor were in attendance to present information on the CUSD #1 Library Media Program. Karen Murphy, Leigh Ann Cloud, and Amy Niebrugge were not able to attend the meeting. This presentation is a requirement of the Illinois School Library Per Capita Grant offered by the Illinois State Board of Education and funded through the Office of Secretary of State. The purpose of the grant is to provide additional funding for quality services, books, and materials to support student learning. Ms. Senior provided a power point presentation on 'What We Do & Why It Matters,' in the Charleston CUSD #1 libraries. The FY2012 School Library per Capita Grant was approved by the Board of Education and submitted to the ISBE in November 2011.

Update/2011 CHS Girls' Holiday Tournament

CHS Athletic Director, Liz Watson presented a financial breakdown on the 2012 Girls' Holiday Tournament. She was happy to announce that the tournament was a 'huge success' and finished in the black, with no monetary costs to the district. Mrs. Watson attributed that to the sponsorship and support.

Board member Kelly Miller asked what amount was brought in from concession sales.

Mrs. Watson said they did not have a firm amount yet, but approximately \$1,000. She stated the Holiday Tournament group would be meeting in the near future to discuss all aspects for the tournament and to work on improvements for next year.

Update/CHS Security Planning

Mr. Littleford reported that on January 13, 2012, he met with Board Members Kelly Miller and Susan Daniels, Todd Vilardo, Diane Hutchins, Trevor Doughty to review security planning. The high school secretarial staff also met with the group to review their safety concerns. Mr. Littleford reported the secretaries brought up concerns: (see official board book for meeting minutes.)

- People can randomly walk into any building door entrance.
- Visitors bypass secretaries/office area on a regular basis.
- Lack of sufficient lighting in certain areas.

Some suggestions:

- Possibility of locking some entry doors and installing security cameras.
- Secretarial staff having panic buttons
- Set up front door with 'theater roping to funnel public coming in front doors through office.
- Security training for secretarial staff.
- Locking some outside doors during the day.
- Increase signage.

Mr. Littleford said plans are for the group to meet with representatives from the CHS custodial staff and paraprofessional staff. Following, a report will be made to the Board of Education to consider all options and move forward with additional security solutions.

IASB Illini Division Spring Dinner Meeting

The Illinois Association of School Boards will host the Illini Division Spring Dinner Meeting on Thursday, February 23, 2012 at Urbana SD #116. Mr. Littleford reported new legislation requires board members to receive state mandated trainings. Through a separate mailing, the Board of Education received a spreadsheet with the mandatory meeting requirements and deadlines. Mr. Littleford announced the Spring Dinner meeting will offer the Open Meetings Act training for school board members. Board members were asked to RSVP attendance to Genia Lang by February 15 if they were planning to attend.

Statement of Economic Interest Filings

As required by law, members of the Board of Education must annually file a Statement of Economic Interest with the County Clerk by May 1, 2012. This year, board members and administrative staff were provided the forms hand delivered to Central Office. Due to cost of postage, the County Clerk's office will no longer mail receipts for filing. Completed forms can be turned into Genia Lang; to be hand delivered to the County Clerk's office prior to the filing deadline.

Mr. Miller moved and Mrs. Daniels seconded a motion that the Superintendent's Report was received by the Board of Education.

On roll call vote:

AYE: R. Miller, Daniels, Clarke, Coffey, K. Miller, Hutti, Coe

NAY: none Abstain: none

Motion carried

At 7:45pm, 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)

- Evaluation/Superintendent of Schools

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 ILCS 120/2/(c)(2)

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

On roll call vote:

AYE: Clarke, Coffey, Daniels, K. Miller, R. Miller, Hutti, Coe

NAY: none Abstain: none

Motion carried

At 9:06pm, Mrs. Miller made a motion to reconvene from closed session. Mrs. Coffey seconded the motion.

On roll call vote:

AYE: K. Miller, Coffey, Clarke, Daniels, R. Miller, Hutti, Coe

NAY: none Abstain: none

Motion carried

At 9:07pm, Mrs. Miller moved to adjourn from the board meeting. Mrs. Coffey seconded the motion.

On roll call vote:

AYE: K. Miller, Coffey, Clarke, Daniels, R. Miller, Hutti, Coe

NAY: none Abstain: none

Motion carried

Jason Coe

President, Board of Education

Tim Hutti

Secretary, Board of Education