

## Minutes of the Regular Meeting of December 21, 2011

The Board of Education of Community Unit School District No. 1, Coles and Cumberland Counties, Illinois met in regular session on Wednesday, December 21, 2011 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  
David Kuetemeyer, Financial Consultant

The following staff member was absent:

Todd Vilardo, Assistant Superintendent for Curriculum & Instruction

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:

- A revised board agenda  
Correction X. B. Resolution/Transfer Interest Earnings from Bond & Interest Funds to Health Life Safety Fund.
- Under Item VII. Consent: Appointment/Employment
  - Resignation: Nola Schultz, Kindergarten Teacher at Mark Twain School, effective end of day on 12/21/11.
  - Resignation: Dee Anne Miller, Paraprofessional at Carl Sandburg School, effective end of day on 1/3/12.

New Business: X. A. 2011 Certificate of Tax Levy

- Resolution and Certificate of Compliance
- X. B. Resolution/ Transfer Interest Excess Earnings from Bond & Interest Funds to Health Life Safety Fund
- Updated information from District Auditor Cleve Karch. Revised recommendation and Resolution.

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.

### **Charleston High School**

Girls Golf: Madison Burgett and Coach Debbie Landsaw were in attendance to accept a certificate for Maddy's accomplishment in being an IHSA Class A State Qualifier.

Girls Tennis: Kelsie Abolt and Coach Amy Harrington were in attendance to accept a certificate for Kelsie's accomplishment in being an IHSA State Qualifier.

Boys Cross Country: Riley McInerney and Coach Derrick Landrus were in attendance to accept a certificate. Riley placed 3<sup>rd</sup> in the IHSA Class 2A State Tournament competing against 209 runners with a school record time of 14:40.

Varsity Football Team: The football team finished in the IHSA Class 4A Final Four and broke the school record for most wins in a season with a record of 11 – 2. Coach Brian Halsey and Captains: Chris Creek, L.J. Welsh, Sean Hussey & Dillan Cazley along with team members were in attendance to accept the certificate for the team: Dalton Runyon, Tibet Spencer, Michael Ingram, Jurgen Huddleston-Smith. Those not able to attend: Cody Reeley, Tevin Brookins, Matt Wolfe, Max Wilson, Stephen Majors, Jacob Schrock, Adam Phillips, T.J. Bell, Denver McVicker, and Aaron Bence.

### **Carl Sandburg Elementary School**

Officer Marlin Williams – Charleston Police Department and Larry Drake and Jeff Craig - Charleston Masonic Lodge #35 were in attendance to accept a certificate for their work with the Child Identification Program. For three years these organizations have provided DNA swabs, fingerprinting, and a video of first graders to parents in case there was a need due to a child becoming lost or abducted. This program takes place at Carl Sandburg and Ashmore Schools and over 250 students have gone through this program.

Judy Barford was in attendance to accept a certificate for volunteering time to lead the Percy Jackson book club with third graders at Carl Sandburg Elementary School. This club meets during lunch and as they read the book social studies concepts are tied to the material.

Dr. Kyungsoon Jeon, EIU Professor, (was not able to attend) – for volunteering her time to work with the third grade Gifted & Talented students.

**Under Public Comments:** District Administrators Debbie Poffinbarger, Terry Diss, Chad Burgett, and Diane Hutchins each shared a few examples of how their schools (students, parents, and staff) are helping families in need during the holidays and throughout the year.

Jefferson Elementary School: Mrs. Poffinbarger reported that as a Service Learning Project Counselor Roxanne Cornebise organized a drive with Salisbury Church for families that could not afford to provide Christmas presents for their children. Toys, electronics, clothing, and food were collected. Each family received two gifts per child and cookies/hot cocoa were served. Ms. Poffinbarger indicated that this was not only for Jefferson School families, but included families from Ashmore, Mark Twain, and Carl Sandburg Elementary Schools.

Mark Twain Elementary School: Mr. Diss reported that the faculty, staff, and parents make donations for families during Thanksgiving and Christmas. A \$400 cash donation was received from an anonymous donor for the purchase of winter clothing for children at Mark Twain. The 'Twice As Nice' resale shop owner provided a 60% off discount to give them approximately \$800 to shop, however in the end, she donated all the clothing which provided Mark Twain School with \$1200 worth of clothing for the children.

Mark Twain School also participates in a pilot Back Pack program in which qualified families receive food every Friday or before a holiday. Mr. Diss noted that staff members also donate food supplies to families throughout the year.

Carl Sandburg School: Mr. Burgett reported the school had a Helping Hands fund which provides funds for students in need of shoes, clothing, glasses, etc. Note: all CUSD #1 schools have a Helping Hands fund in place provided through donations.

Fundraisers also took place at Carl Sandburg and Jefferson Schools to raise money to help a Jefferson student and a Carl Sandburg teacher with hospital costs. Jefferson School raised \$1500 toward Leukemia.

Charleston High School: Mrs. Hutchins reported the high school has a Student Assistance Team that meets once a week to determine students needs. Donations made by faculty and staff provided gift certificates to 50 students in the amount of \$40 from the Cross County Mall. She noted the Cross County Mall donated \$100 more for the students. Also, the EIU Student Council for Exceptional Students made a \$300 donation.

In closing, Mrs. Hutchins thanked the Board of Education for their support in bringing the ED classroom to the high school. She was happy to announce that all 21 students passed every class first semester. She noted late stays have declined and two more students will be coming back to the high school in the ED classroom for 2<sup>nd</sup> semester. Mrs. Hutchins stated this opportunity 'is making a big difference in the lives of these students.'

Mr. Littleford reviewed the items under Consent Agenda.

#### **IV. Consent Agenda: Standard Items**

- A. Approve the minutes of the Regular Board Meeting of November 16, 2011.
- B. Approve the bills and payrolls for the month of November 2011.
- C. Approve the Activity Fund Accounts for the CUSD #1 attendance centers, period ending November 2011.

#### **VI. Consent Agenda: New Business**

- A. Approve Serious Safety Hazard Findings applications #1-12-03, for a student attending Charleston Middle School and #1-12-04, for a student attending Jefferson Elementary School. Further to submit the applications to the Department of Transportation for final review.

#### **VII. Consent Agenda: Appointment/Employment**

Accept a letter of resignation from Kristie Finley, as a paraprofessional at Carl Sandburg Elementary School, effective December 31, 2011.

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

Contingent upon finding a suitable replacement, accept a letter of resignation from Beth Anne Lancaster as the Charleston High School Girls' Volleyball Coach, effective at the end of the 2011-12 season.

Accept a letter of resignation from Eli Porr as the Charleston High School Assistant Girls' Volleyball Coach, effective at the end of the 2011-12 season.

Approve the employment of Erin Cottet as a part time paraprofessional at Mark Twain Elementary School, effective January 3, 2012. Employment contingent upon the continued educational needs of the student and receipt of all information required for employment.

Approve the employment of Scott Bennett as a full time paraprofessional at Charleston Middle School, effective January 3, 2012. Employment contingent upon the continued educational needs of the student and receipt of all information required for employment.

Approve the employment of Jill Colclasure as a full time paraprofessional at Carl Sandburg Elementary School, effective January 3, 2012. Employment contingent upon the continued educational needs of the student and receipt of all information required for employment.

Approve the list of substitutes/volunteers for Community Unit School District No. 1, effective November 8 – November 117, 2011.

**Addendum**

Accept a letter of resignation from Nola Schultz, teacher at Mark Twain Elementary School, effective December 21, 2011.

Accept a letter of resignation from Dee Anne Miller, a paraprofessional at Carl Sandburg Elementary School, effective at the end of the day on January 3, 2012.

President Coe asked if there were any requests from the Board of Education to remove any of the consent agenda items or addendum items for discussion. Hearing none, President Coe recommended that the Board of Education approve items under III through VI 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 – Board of Education Intentions of Future Bond Schedule**

In order to provide additional planning information for potential district projects, Mr. Littleford invited Anne Noble of Stifel, Nicolaus & Company, Inc., to present an overview on changes in the law and how the Illinois County School Facility Sales Tax could impact the CUSD #1 schools.

Ms. Noble and Tom Crabtree provided a power point presentation highlighting the changes in legislation and how the 1% sales tax is used to fund school facility costs, (copy provided in official board book). She reported the law was amended in August 2011 and with that, the County Board no longer has to approve the tax before it is put on the ballot for vote. She reported that the sales tax can be used to:

- to pay as you go capital projects and can be saved up over time.
- issue new bonds for current capital needs, and/or,
- retire existing debt issued for capital purposes.

Provided examples on how it could decrease property taxes.

- A district can abate or decrease existing property taxes by using sales tax funds to pay off outstanding building bonds.
- A district can avoid levying property taxes by using sales tax funds to pay for facility projects that would have been paid for with property taxes.

If the 1% sales tax was in place, everything in the municipal and county sales tax base is included in the tax base except for: cars, trucks, ATVs, boats, RVs, mobile homes, unprepared food, drugs (including over-the-counter and vitamins), farm equipment and parts, and farm inputs. If it is not currently taxed, it will not be taxed.

Ms. Noble reviewed a draft worksheet for Coles County Schools with the County School Facility Tax in place revealing an example of the debt capacity and abatement impact per district.

To place the sales tax referendum on the ballot:

- school boards in the county must pass a resolution,
- when school boards representing more than 50% of the resident student enrollment in the county adopt resolutions, the Regional Superintendent must certify the question to the County Clerk.

- County Clerk will place on the ballot at the next regularly scheduled election.

Passing the Vote and Receipt of Revenues:

- Simple majority of votes cast needed to pass.
- After approval by the voters, the tax will be imposed.
- The ordinance and the election results must be certified by the County Clerk and filed with the Illinois Department of Revenue.
- Money is received monthly beginning approximately four months after the tax goes into effect.
- The money follows the student.

Ms. Noble shared a timeline of election dates and filing requirements.

In conclusion, she indicated that the key to a successful election is to take time to communicate to the tax payers and have a specific plan on the needs of the district and how the money will be used.

Mr. Littleford thanked Ms. Noble and Mr. Crabtree for their presentation.

**CHS Final Exam Schedule for First Semester**

The Board of Education was provided with the final exam schedule for Charleston High School and for Winter Break. Institute Days are scheduled for all staff on Wednesday, December 21 and Tuesday, January 3 with no student attendance. Classes will resume on January 4, 2012 to begin second semester of the 2011-12 school year.

<u>Friday, December 16</u>		<u>Monday, December 19</u>	
EB	9:00-10:15	1st	9:00-10:20
2nd	10:25-11:45	3rd	10:30-11:45
Lunch	11:45-12:30	Lunch	11:45-12:30
4th	12:40-1:55	5th	12:40-1:55
6th	2:05-3:20	7th	2:05-3:20

**Illinois Association of School Boards Governing Board Representative**

Mr. Littleford announced Illinois Association of School Board’s Director Dr. Patrick Rice has asked school boards across the division to select a Governing Board Representative on behalf of the IASB. The Board of Education appointed Jason Coe as the representative.

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

On roll call vote:

AYE: Clarke, K. Miller, Coffey, Daniels, R. Miller, Hutti, Coe  
 NAY: none                      Abstain: none  
 Motion carried

**Moving to Old Business: CUSD #1 Health Life/Safety Immediate Needs**

In August, the Board of Education was provided a schedule of projects, which contained the Charleston High School roof, Central Office roof, Mark Twain School multi-purpose room floor, CHS building security, and various items on the Ten-Year Health Life Safety Survey. Mr. Littleford reported these projects could be paid for through existing Health Life Safety Funds and can be completed during the summer months. However, the process in preparing bid specifications, notification publications, and award of bid contracts need to begin in the near future.

At the October 19, 2011 meeting, Mr. Littleford presented information available at that time, on possible district projects. They were categorized into Immediate, Short Term, and Long Term Projects based off of best judgment. The Central Office has been looking at some of the projects for a long time and specifically talked about the CHS roof and Central Office roof for at least 3 years. The Health Life Safety Fund has nearly \$900,000 available to begin to look at completion of projects. Mr. Littleford reviewed

the list of projects with estimated costs and asked the Board of Education for direction as to which projects, if any, on the list that they would like to address with the Health Life Safety funds.

Mr. Littleford called on Assistant Principal Trevor Doughty to report on the work of the CHS Security Planning Committee. Mr. Doughty said a concern of people coming in the building and going directly into classrooms without checking in the office first. A need for signage identifying staff, student, and visitor parking; lack of lighting outside and upgrade lighting already in place; and, having all doors locked with the exception of a few.

Mr. Littleford reported the cost listed for security was an estimate. When the district has a plan in place, then the architects will be able to have a more exact amount.

President Coe stated security was important and felt that it would be a good idea for two board members to meet with Mrs. Hutchins and Mr. Doughty to get a better idea of what the committee feels is needed in the way of security at the high school.

The Board appointed Kelly Miller and Susan Daniels to meet with Diane Hutchins, Trevor Doughty, Todd Vilardo, and Superintendent Littleford regarding security options for the high school.

Following discussion, the superintendent recommended that the Board of Education approve the Strategic Plan to complete the Health Life Safety projects in immediate need as presented with security measures to be further researched. Dr. Clarke moved and Mrs. Daniels seconded the motion.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

#### **New Business: Adoption/2011 Certificate of Tax Levy**

Financial Consultant, David Kuetemeyer reviewed information regarding the assessed valuation projection and the proposal for the 2011 tax levy. Based upon that review, the superintendent recommended that the Board of Education adopt by Resolution the 2011 Certificate of Tax Levy for Charleston Community Unit School District No. 1, with a total levy amount of \$14,556,539. Mrs. Miller moved and Dr. Clarke seconded the motion.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

#### **Transfer Interest Earnings & Excess Funds from Bond & Interest to Health Life Safety Fund**

Mr. Kuetemeyer reported that as of November 16, 2011, the District will have interest of \$919.66 (1987 Bond Series), plus excess funds \$72,593.62 (1987 Bond Series), excess funds \$160,972.66 (1997 Bond Series), excess funds \$14,987.15 (2005 Bond Series) and excess funds \$1,683.73 (2006 Bond Series) which has been accumulating in our Bond and Interest Fund. As authorized in the Illinois School Code, we would like to transfer these funds to the Health, Life Safety Fund. There is also a deficit of (\$22,344.07) from the 1998 Bond Series which dates back to an incorrect bond levy during the first years of that 1998 Bond Series. Mr. Kuetemeyer reported that the district would deduct that amount from the \$160,972.66 (1997 Bond Series) in order to maintain a sufficient fund balance.

With the retirement of the noted Bond Issues, District Auditor Cleve Karch of Gilbert, Metzger & Madigan, provided the necessary information that these monies could be transferred to the Health, Life Safety Fund as per 105ILCS 5/17-2.11 of the Illinois School Code to be used for Health, Life Safety Projects.

It was the recommendation of the superintendent that the Board of Education adopt the attached Resolution transferring \$228,812.75 from the Bond and Interest Fund to the Health, Life Safety Fund of Community Unit School District No.1, Coles and Cumberland Counties, Illinois. Mrs. Miller moved and Dr. Clarke seconded the motion.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

### **Resolution/Property Tax Appeal Board Request to Intervene in Appeal Proceeding**

Mr. Littleford reported the owner(s) of the University Village Property Complex located east of the Wal-Mart Store in Charleston filed an Appeal with the State of Illinois Property Tax Appeal Board for a reduction in their Assessed Valuation. This follows a negative decision by the Coles County Property Tax Appeal Board to reduce the Assessed Value of University Village from \$10.7M down to \$7.7M. The owners of the University Village Property Complex hired an appraisal firm to produce an appraisal which will be used as a basis for an appeal against the decision by the Coles County Property Tax Appeal Board at the state level. As per the attached summary from the Coles County Assessor, the result would be a loss of an additional \$48,188 for the Charleston School District.

The prudent course of action appears to include adoption of a Resolution to 'Intervene in the Appeal Proceeding' plus ask the other taxing bodies affected to join the Intervention. A successful Intervention will also require the services of an Attorney plus employing our own Appraisal Service to provide an alternate appraisal.

Coles County Assessor Chad Turner was in attendance to provide additional information and answer questions from the Board of Education.

The superintendent recommended that the Board of Education approve a Resolution to 'Intervene in the Appeal Proceeding', cover letter requesting extension to obtain representation, plus seek cooperation of the other affected taxing bodies to share in the cost of the appraisal and intervention. Dr. Clarke moved and Mrs. Daniels seconded the motion.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

### **Outdoor Warning Siren Intergovernmental Agreement**

The City of Charleston has requested permission to place an outdoor warning device on the property of the Charleston School District. Mr. Littleford reported the device would be located on the North East corner of the Charleston High School property. The warning device will provide service to the school campus area and the east side of Charleston. The initial agreement is for five (5) years with automatic renewal. The agreement also provides for reconsideration or termination prior to March 30 of any year. The City of Charleston will cover all installation and operational costs.

Chief Pat Goodwin, Charleston Fire Department was in attendance to provide additional information and answer questions from the Board of Education.

It was the recommendation of the superintendent that the Board of Education approve the Intergovernmental Agreement between the City of Charleston and Charleston Community Unit School District #1 to place a warning device on the North East corner of the Charleston High School property. Dr. Clarke moved and Mr. Miller seconded the motion.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

At 8:37pm, 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)

Security procedures and the use of personnel and equipment to respond to an actual 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 Mrs. Daniels seconded the motion.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

At 10:07pm, Ms. Miller made a motion to reconvene from closed session. Dr. Clarke seconded the motion. Mrs. Coffey moved and Dr. Clarke seconded the motion.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

At 10:08pm, Dr. Clarke moved to adjourn from the board meeting. Mr. Miller seconded the motion.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

*Jason Coe*

President, Board of Education

*Tim Hutti*

Secretary, Board of Education