

Minutes of the Regular Meeting of August 17, 2011

The Board of Education of Community Unit School District No. 1, Coles and Cumberland Counties, Illinois met in regular session on Wednesday, August 17, 2011 at the Administration Building – 410 West Polk Avenue, Charleston, Illinois 61920

At 6:30pm, President Coe called the meeting to order and asked for roll call.

The following board members were present:

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

The following board member was absent:

Ron Miller, Vice President

The following Central Office staff was present:

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

Visitors 18 and 1 Member of the Press

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.

Under Focus on Students and Good News Reports, Mr. Littleford recognized the following people:

Helping Hampers Clothing/School Supply Drive: Students and community volunteers gave back to Charleston CUSD #1 students by sponsoring a school drive to collect clothing and school supplies to be given away at Central Registration on July 29 and August 1. On Saturday, July 23 from 9:00am to 3:00pm in the CHS Baker Gym Parking lot people could drop off donations to fill a small school bus. Drop off locations were also located throughout Charleston. Representing the group, CHS 2011 Graduate Hannah Jacobs said that she had the idea and was very happy to report the drive was bigger than ever expected. Helping Hampers collected over \$1500 in monetary donations and a full room of clothing, shoes and school supplies. CHS Teacher Kathy Clark said plans are to have another drive next year and to involve more labor work.

Mr. Littleford presented Certificates of Recognition to: Hannah Jacobs, Kathy Clark, Ali Graves, Kelsey Miller, Kate Schuster, and April Strange. Anna Gagnon, Julia Arnett, and Sandy Johnson were not able to attend.

Mr. Littleford presented certificates to School Health Care Professional Rhonda Pedigo and Assistant Principal Rob Ulm, for their heroic action and quick response during Central Registration in keeping a secretary from choking by using the Heimlich maneuver. Ruth Gossett was the secretary that they helped. Ms. Gossett was in attendance and extended her appreciation to Mr. Ulm and Mrs. Pedigo.

Mr. Littleford indicated the Board of Education received an Addendum to the board book which included:

- A revised board agenda
- Attachment to Board Agenda to include list of Board Policies, Administrative Procedures and Exhibits

- Consent New Business:
 - VI. D Serious Hazardous Walking Application:
 - Grant authorization for the superintendent to deny Serious Hazardous Walking Application #1-12-01, for a student attending Carl Sandburg Elementary School and forward to IDOT for final review.
- Consent Items New Business Employment:
 - A. Leave of Absence: Paraprofessional Lisa Winnett at Ashmore Elementary School for the 2011-2012 school year.
 - Employment – Mark Twain Elementary School

Misty East	Bell-to-Bell Paraprofessional
Danielle Slater	Bell-to-Bell Paraprofessional
- Superintendent's Report
 - Provided actual/anticipated enrollment: Enrollment numbers as of August 17, 2011
 - Correction: added item D. Eastern Illinois Foodbank BackPack Program (inadvertently left off agenda)
- Recommended Action New Business
 - X. C Approval/Health Life Safety Amendments for Charleston High School and Carl Sandburg Elementary School (Carl Sandburg was inadvertently left off agenda)
 - X. D Detachment/Annexation Petition
 - Steven and Eliza Smith withdrew their petition to detach from Charleston CUSD #1 and annex into Casey-Westfield CUSD #C-4.

Under Consent Agenda, President Coe asked if there were any items under the consent agenda that the Board of Education would like to remove to discuss in closed session. There were no requests from the Board of Education.

Mr. Littleford reviewed the recommendations under the consent agenda.

IV. Consent Agenda: Standard Items

- A. Approve the minutes of the Regular Meeting of July 20, 2011 and Special Meeting of August 3, 2011.
- B.1 Approve the bills and payrolls for the month of July 2011.
- B.2 Approve the Activity Fund Reports for the CUSD #1 attendance centers, period ending July 2011.

V. Consent Agenda: Old Business

VI. Consent Agenda: New Business

- A. Declare referenced items from Charleston Middle School as surplus and available for sale or disposal.
- B. Assign Charleston Middle School Media Specialist Karen Murphy the responsibility to serve as the Library Services Director for the CUSD #1 during the 2011-12 school year.
- C. Adopt a Letter of Understanding between the Charleston Educational Support Association, IEA/NEA and Charleston Board of Education to reduce the CHS Attendance Secretarial position to a 10-month position, effective July 26, 2011.
- D. Grant the Superintendent authorization to approve or disapprove Serious Safety Hazard Findings applications for the 2011-2012 school year. The application(s) will be forwarded to the Department of Transportation for final review. The application(s) will be presented to the Board of Education at the next regular board meeting.

Under the Addendum, deny the Serious Safety Hazard Findings application #1-12-01 for, effective for the 2011-12 school year.

VII. Consent Agenda: Employment

Accept a letter of resignation from Cathy Kuncel from her position as a secretary at Charleston High School, effective September 8, 2011.

Accept letters of resignation from the following list of paraprofessionals at Carl Sandburg Elementary School, effective immediately.

Ashley Henigman	Student #08162
Lindsey Titus	Student #15431
Michelle Roberts	Student #06928

Approve the transfer of Mandie Hilderbrand, District Speech/Language Pathologist to a full time position at Mark Twain Elementary School beginning with the 2011-2012 school year.

Grant a family medical leave to Stephanie Griffith, Kindergarten teacher at Mark Twain Elementary School, not to exceed 12 weeks.

Grant a one-year leave of absence to Jessa Barcus, Paraprofessional at Carl Sandburg Elementary School during the 2011-2012 school year.

Approve the employment of Frances Poris as a full time music teacher at Ashmore and Mark Twain Elementary Schools beginning with the 2011-2012 school year. This employment was contingent upon the receipt of all information required for employment.

Approve the employment of Teresa Beck as a full time District Speech and Language Pathologist beginning with the 2011-2012 school year. This employment was contingent upon the receipt of all information required for employment.

Approve the employment of Eva Higgins as a full time Health Care Professional for the District, effective August 11, 2011. This employment was contingent upon the receipt of all information required for employment.

Approve the employment of Shelley Edwards as a full time Health Care Professional for the District, effective August 15, 2011. This employment was contingent upon the receipt of all information required for employment.

Approve the employment of Carrie Neese as a full time 10-month secretary at Charleston High School, effective August 15, 2011. This employment was contingent upon the receipt of all information required for employment.

Approve the following people in the paraprofessional positions as listed at Carl Sandburg Elementary School beginning with the 2011-2012 school year. Employment contingent upon the continued educational needs of the students and receipt of all information required for employment.

Megan Kuhn	Bell-to-Bell Paraprofessional	Student #08162
Jennifer Reeley	Bell-to-Bell Paraprofessional	Student #06928
Amy Snow	Bell-to-Bell Paraprofessional	Student #08113
Kaitlin Long	Bell-to-Bell Paraprofessional	Student #06847

(employed to fill in while Jessa Barcus is on leave of absence)

Approve the following people in the paraprofessional positions as listed at Jefferson Elementary School beginning with the 2011-2012 school year. Employment contingent upon the continued educational needs of the students and receipt of all information required for employment.

Yvonne Larson	Program Paraprofessional	
Amanda Boan	Bell-to-Bell Paraprofessional	Student #05781
Danielle Lee	Bell-to-Bell Paraprofessional	Student #04184

Approve the employment of Jantelle Horton as a full time paraprofessional at Mark Twain Elementary School beginning with the 2011-2012 school year. This employment was contingent upon the receipt of all information required for employment.

Accept the recommendation for the people listed to serve as volunteer coaches in the extra-curricular assignments as noted at Charleston High School during the 2011-2012 school year, contingent upon the receipt of all required paperwork.

Aldo Ruffolo	Boys Soccer
Bret Starkey	Boys Soccer
Nick Niemerg	Volleyball
Kelsey Orr	Volleyball
John McInerney	Cross Country (Boys' and Girls')
Kevin Hussey	Girls Tennis
Ron Easter	Girls Tennis
Brian Bower	Girls Swimming
Tim Hogan	Football
Cliff Campbell	Football
Carl Wolff	Football
Jim Kuykendall	Football
Bob Black	Football
Shad Ferguson	Football
Cliff McBenge	Football
Ken Ratliff	Football
Jerad Daugherty	Football

Approve the employment of Joseph Paladino as a crossing guard for Charleston CUSD #1, effective August 17, 2011. This employment was contingent upon the receipt of all information required for employment.

Approve the list of substitutes for Community Unit School District No. 1 as of August 9, 2011.

Under the Addendum:

Grant a one-year leave of absence to Lisa Winnett, Paraprofessional at Ashmore Elementary School, during the 2011-2012 school year.

Approve the following people in the paraprofessional positions as listed at Mark Twain Elementary School beginning with the 2011-2012 school year. Employment contingent upon the continued educational needs of the students and receipt of all information required for employment.

Misty East	Bell-to-Bell Paraprofessional	Student #12631
Danielle Slater	Bell-to-Bell Paraprofessional	Student #21971 and Student #18792

Ms. Miller moved and Dr. Clarke seconded the motion to approve items under IV through VII inclusive on the Consent Agenda and in the addendum.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

Under the Superintendent's Report, Superintendent Littleford announced that the 2011-2012 school year officially opened with an all staff institute day on Tuesday, August 16, 2011. Students were in attendance on Wednesday, August 17 for a half day and the first full day of attendance is scheduled for Thursday, August 18. Attached for board members review is the actual and anticipated enrollment numbers as of August 10, 2011.

Board members were provided the actual and anticipated enrollment numbers as of August 10, 2011 and as of August 17. Mr. Littleford noted the district was down approximately 88 students from last year.

ARAMARK Food Service Director, Janice Alexander was in attendance to provide an annual food service report. This report included a review of the 2010-11 school year and a preview of plans for the 2011-2012 school year.

Mr. Littleford announced that district administrators were in the final stages of filling staffing positions prior to the opening of school. He noted all staffing positions with the exception of a few paraprofessional positions were filled.

Mr. Littleford reported the Eastern Illinois Foodbank was providing a Backpack Program to meet the needs of hungry children by providing them with nutritious and easy-to-prepare food to take home on weekends and school vacations when other resources are not available. Principal Terry Diss attended a meeting regarding the program and discussed the program with the Superintendent. Mark Twain Elementary School will participate in the program. Ashmore Elementary School will also have the opportunity to participate in the program. For board members review, a copy of the agreement is included. Mr. Diss was in attendance and provided additional information about the program.

Assistant Superintendent Todd Vilardo announced that the country music group 'Steel Magnolia,' consisting of former CHS student Joshua Scott Jones, has agreed to hold a concert in Charleston to be used as a fundraiser. The proceeds from the event will be directed toward providing additional Charleston High School student support services and providing for improvements to the CHS auditorium. The planning committee that is making this fundraiser possible consists of CUSD #1 staff and Charleston community members that have been working over the past few months to make arrangements for a successful event. The concert is scheduled for Saturday, October 1, 2011 at 8:00pm at EIU's McAfee Gymnasium. Ticket sales (\$25) are now available by visiting the EIU Ticket Office or by calling 581-5122. Mr. Vilardo commended the work of the committee working to make this a very successful event.

President Coe thanked the superintendent for his report.

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

On roll call vote:

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

NAY: none Abstain: none

Motion carried

Dr. Clarke moved and Ms. Coffey seconded a motion to adopt newly established Board Policies, Administrative Procedures, and Exhibits as listed.

2:220-E4 School Board – Meeting Procedure, Sequence for Casting Votes, Annually

2:240-E1 PRESS Issue Updates

2:240-E2 Developing Local Policy

4:15 Identity Protection

4:15-AP Protecting the Privacy of Social Security Numbers

4:15-E1 Letter to Employees Regarding Protecting the Privacy of Social Security Numbers

4:15-E2 Statement of Purpose for Collecting Social Security Numbers

4:15-E3 Statement for Employee manual or District Website Describing the District's Purpose for
Collecting Social Security Numbers

8:30-E1 Letter to Parent Regarding Visits to School By Child Sex Offenders

8:30-E2 Child Sex Offender's Request for Permission to Visit School Property

8:95-E1 Parent/Guardians of School Visitation Rights

8:95-E2 Verification of School Visitation

On roll call vote:

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

NAY: none Abstain: none

Motion carried

Dr. Clarke moved and Ms. Miller seconded a motion to adopt revised Board Policies, Administrative Procedures, and Exhibits as listed.

- 2:20-E Waiver and Modification Request Process
- 2:60 Board Member Removal from Office
- 2:70 Vacancies on the School Board – Filling Vacancies
- 2:110 Qualifications, Term, and Duties of Board Officers
- 2:125 Board Member Expenses
- 2:140 Communications To and From the Board
- 2:150 School Board – Committees
- 2:220 Meeting Procedure
- 2:230 Public Participation at School Board Meetings and Petitions to the Board
- 2:260 Uniform Grievance Procedure
- 2:250 Access to District Public Records
- 2:250-AP1 Access to and Copying of District Public Records
- 2:250-E2 Immediately Available District Public Records
- 3:50 Administrative Personnel Other Than the Superintendent
- 3:60 Administrative Responsibility of the Building Principal
- 4:10 Fiscal and Business Management
- 4:45 Insufficient Fund Checks
- 4:45-AP Insufficient Fund Checks
- 4:80 Accounting and Audits
- 4:110-AP2 Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; and Bus Driving
Comments
- 4:170 Safety
- 4:170-AP2 Criminal Offender Notification Laws
- 4:170-AP6 Plan for Responding to a Medical Emergency at a Physical Fitness Facility
- 5:10-AP Workplace Accommodations for Nursing Mothers
- 5:10 Equal Employment Opportunity and Minority Recruitment
- 5:30 Hiring Process and Criteria
- 5:30-AP1 Interview Questions
- 5:30-AP2 Investigations
- 5:40 Communicable and Chronic Infectious Disease
- 5:50 Drug- and Alcohol-Free Workplace
- 5:90 Abused and Neglected Child Reporting
- 5:120 Ethics and Conduct
- 5:120-AP1 Statement of Economic Interests for Employees
- 5:100-AP Staff Development Program
- 5:150 Personnel Records
- 5:150-AP Personnel Records
- 5:185 Family and Medical Leave
- 5:200 Terms and Conditions of Employment and Dismissal
- 5:220 Substitute Teachers
- 5:220-AP Substitute Teachers
- 5:250 Leaves of Absence
- 5:260 Student Teachers
- 5:285 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- 5:300 Schedules and Employment Year
- 6:100 Using Animals in the Educational Program

6:100-AP	<u>Dissection of Animals</u>
6:100-E	<u>Guidelines and Application for Using Animals in School Facilities</u>
6:110	<u>Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program</u>
6:140	<u>Education of Homeless Children</u>
6:150	<u>Home and Hospital Instruction</u>
6:160	<u>English Language Learners</u>
6:190	<u>Extracurricular and Co-Curricular Activities</u>
6:190-AP	<u>Academic Eligibility for Participation in Extracurricular</u>
6:210	<u>Instructional Materials</u>
6:235-E2	<u>Student Authorization for Electronic Network Access Charleston CUSD #1</u>
6:250	<u>Community Resource Persons and Volunteers</u>
6:250-E	<u>Resource Person and Volunteer Information Form and Waiver of Liability</u>
6:255	<u>Assemblies and Ceremonies</u>
6:300	<u>Graduation Requirements</u>
6:300-E2	<u>State Law Graduation Requirements</u>
7:10	<u>Equal Educational Opportunities</u>
7:40	<u>Nonpublic School Students, Including Parochial and Home-Schooled Students</u>
7:50	<u>School Admissions and Student Transfers To and From Non-District Schools</u>
7:50-AP	<u>School Admissions and Student Transfers To and From Non-District Schools</u>
7:60	<u>Residence</u>
7:60-AP2	<u>Establishing Student Residency</u>
7:70	<u>Attendance and Truancy</u>
7:90	<u>Release During School Hours</u>
7:100	<u>Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students</u>
7:150	<u>Agency and Police Interviews</u>
7:150-AP	<u>Agency and Police Interviews</u>
7:190-AP2	<u>Gang Activity Prohibited</u>
7:190-AP3	<u>Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students</u>
7:190-AP4	<u>Use of Isolated Time Out and Physical Restraint</u>
7:240-AP1	<u>CUSD #1 Extracurricular Code of Conduct</u>
7:260	<u>Exemption from Physical Activity</u>
7:260-AP1	<u>Challenging a Student's Residence Status</u>
7:270	<u>Administering Medicines to Students</u>
7:270-AP	<u>Dispensing Medication</u>
7:270-E	<u>School Medication Authorization Form</u>
7:280	<u>Communicable and Chronic Infectious Disease</u>
7:290	<u>Adolescent Suicide Awareness and Prevention Programs</u>
7:310	<u>Restrictions on Publications</u>
7:310-AP	<u>Guidelines for Student Distribution of Non-School Sponsored Publications</u>
7:325	<u>Student Fund-Raising Activities</u>
7:325-E	<u>Application and Procedures to Solicit Students for Fund-Raising</u>
8:10	<u>Connection with the Community</u>
8:90	<u>Parent Organizations and Booster Clubs</u>
8:95	<u>Parental Involvement</u>
8:110	<u>Public Suggestions and Concerns</u>

On roll call vote:

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

NAY: none Abstain: none

Motion carried

Mr. Littleford reported a Board of Education/Administrative Annual Retreat was held on Wednesday, August 3, 2011 with University Professor Dan Clasby facilitating. The Board of Education and Administrative Team

updated the four current district goals and developed a new goal in regard to technology. The District Goals will be incorporated into the evaluation process for the Superintendent as well as the Administrative Team.

It was the recommendation of the superintendent that the Board of Education adopt the Charleston CUSD #1 District Goals on first reading. The District Goals will be placed for public review until final approval at the September 21, 2011 board meeting. Dr. Clarke moved and Ms. Miller seconded the motion.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

It was the recommendation of the superintendent that the Board of Education adopt the job description for the position of Elementary Instructional Coach on first reading. The job description will be placed for public review until final adoption at the September 21, 2011 board meeting. Ms. Coffey moved and Ms. Daniels seconded the motion.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

School District Architects (The Upchurch Group, Inc.), Bill Richardson (Director of Maintenance), Jim Littleford (Superintendent), Todd Vilaro (Assistant Superintendent), and Dave Kuetemeyer (Fiscal) recently met with the goal of replacing the roof on Charleston High School and Central Office, plus completing the remaining items needed to complete the Ten Year Health/Life Safety Survey. The Upchurch Group, Inc. prepared a Health/Life Safety Amendment to replace the 1954 portion of the Charleston High School roof and other items, which need to be completed from the Ten Year Health/Life Safety Survey conducted in 2008.

The Health/Life Safety Amendment included the following projects at Charleston High School:

1. Install doors at openings in corridors leading to exits and stairways, add magnetic door hold open devices and tie into existing fire alarm system.
2. Add proper hardware, panic rim device and door closers to doors
3. Install a door closer on each kitchen and classroom door opening into the corridor.
4. Install an emergency gas shut-off switch in each classroom by the exiting door that will shut off the gas to all science lab classrooms.

The Upchurch Group also prepared a Health/Life Safety Amendment to replace a vision panel in the music room at Carl Sandburg Elementary School.

It was the recommendation of the superintendent that the Board of Education approve the Health/Life Safety Amendments as prepared by The Upchurch Group, Inc. Ms. Miller moved and Ms. Coffey seconded the motion.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

Mr. Kuetemeyer provided a report on the tentative 2011-2012 school budget. He also provided a recap on the 2009-2010 school budget, and fund balances for 1996 through 2011.

It was the recommendation of the superintendent that the Board of Education adopt by resolution the 2011-2012 tentative budget for Community Unit School District No. 1 and in accordance with the School Code, the tentative budget was placed on file for public review for at least 30 days. Further, to establish Wednesday, September 21, 2011 at 6:00pm, as the time for the public hearing on the tentative budget.

Ms. Miller moved and Dr. Clarke seconded the motion.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

At 8:08pm, 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 public body, including hearing testimony on a complaint lodged against an employee to determine its validity.

Ms. Miller moved and Ms. Coffey seconded the motion.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

At 8:45pm, Ms. Miller made a motion to reconvene from closed session. Dr. Clarke seconded the motion.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

At 8:46pm, Ms. Coffey moved to adjourn from the board meeting. Ms. Daniels seconded the motion.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

Jason Coe

President, Board of Education

Tim Hutti

Secretary, Board of Education