

Minutes of the Regular Meeting of September 21, 2011

The Board of Education of Community Unit School District No. 1, Coles and Cumberland Counties, Illinois met in regular session on Wednesday, September 21, 2011 at the Administration Building – 410 West Polk Avenue, Charleston, Illinois 61920

At 6:31pm, President Coe called the meeting to order and asked for roll call.

The following 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 22 and 1 Member of the Press

Under Focus on Students and Good News Reports, Mr. Littleford recognized Board Member, Kelly Miller and employee's in her department at Eastern Illinois University – 'Residential Life Professional Staff,s' for volunteering their time to work in the Charleston CUSD #1 schools during the Summer of 2011.

Under Public Staff Comments, President Coe asked if there were any requests or written communications to the Board of Education.

Mr. Littleford reported the District received a Freedom of Information Request from the Illinois Policy Institute for copies of the collective bargaining agreements for certified and support personnel. The request was honored.

President Coe asked if there were requests from the Board of Education to remove any of the consent agenda items or addendum items for discussion. There were no requests from the Board of Education.

Mr. Littleford reviewed the items under Consent Agenda.

III. Consent Agenda: Standard Items

- A. Approve the minutes of the Regular Meeting of August 17, 2011.
- B. Approve the bills and payrolls for the month of August 2011.
- C. Approve the Activity Fund Accounts for the CUSD #1 attendance centers, period ending August 2011.

V. Consent Agenda: New Business

- A. Certify that the annual review meeting with local First Responders took place on September 1, 2011.
- B. Grant permission to establish the following activity fund account at Charleston High School entitled: 'Trojan News Video Broadcasting Club.'

- C. Grant permission to establish the following activity fund accounts at Jefferson Elementary School entitled: 'KOC-Shrader' and 'KOC-Morgan'.
- D. Declare referenced items from Mark Twain Elementary School as surplus and available for sale or disposal.
- E. Accept the 2011-12 Administrator Salary Compensation Report to be posted on the CUSD #1 website and forwarded to the Regional Office of Education by October 1, 2011.
- F. Approve the "2011-12 Application for Recognition of Schools," for Community Unit School District No. 1.

VI. Consent Agenda: Employment

Approve a contractual agreement with Jana Sweeney to provide part-time assistance in completing preschool evaluations during the 2011-12 school year.

Accept a letter of resignation from Larry Roberts as a paraprofessional at Charleston Middle School, effective for the 2011-12 school year.

Grant a family medical leave request to Katie Williams, School Psychologist at Mark Twain Elementary School, not to exceed 12 weeks.

Approve the transfer of Cris Handley into a building paraprofessional position at Ashmore Elementary School, effective September 19, 2011.

Approve the recommendation to increase the employment of Misty East, Bell-to-Bell Paraprofessional at Mark Twain Elementary School from part time to full time status, effective September 12, 2011.

Approve the employment of Kiley Butler as a full time paraprofessional at Charleston Middle School, effective September 7, 2011. Employment contingent upon the continued educational needs of the student and receipt for all information required for employment.

Approve the employment of Robert Lynn as the 8th Grade Boys' Basketball Coach at Charleston Middle School during the 2011-12 school year.

Accept the recommendation for Hannah Dowling to serve as volunteer in the extra-curricular position as a Girls' Basketball Coach at Charleston Middle School during the 2011-12 school year.

Approve the recommendation for the following people to serve as volunteer coaches in the extra-curricular assignments at Charleston High School listed during the 2011-12 school year.

Nick Kosiek	Boys and Girls Cross Country
Matthew Titus	Speech and Drama

Approve the list of substitutes for Community Unit School District No. 1, effective August 10 - September 9, 2011.

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, Mr. Littleford presented the 2011-2012 sixth day enrollment statistics and long range enrollment projections to the Board of Education. The statistics revealed a decrease of 67 students from last year and a total of 149 students over the past 4 years. Also, included in the board packet of information was an enrollment summary as of August 31, 2011 and 5-year enrollment projections from Information Management Systems (IMS).

Charleston High School Athletic Director Liz Watson and Trojan Booster Club President Cindy Ebinger, provided an update on planning the 2011 Charleston Girl's Holiday Basketball Tournament. Mrs. Watson handed out a revised update on the minutes from the Tournament Committee meeting held on September 1, 2011, (provided in official board book). She reported the Trojan Booster Club was the head financial backer for the Girls 2011 & 2012 Holiday Tournaments. The Booster Club is responsible for finding any and all sponsors to help cover costs for the tournament. The Tournament will be held in the CHS Baker gymnasium on December 28, 29, 30, 2011.

The Illinois State Board of Education has made 2011 Adequate Yearly Progress (AYP) information available to all districts. Assistant Superintendent Todd Vilardo presented the AYP status reports for the district. Carl Sandburg Elementary School and Ashmore Elementary School made AYP, whereas Charleston High School, Charleston Middle School, and Jefferson Elementary School did not make AYP. Mr. Vilardo pointed out that AYP is based off of one test score taken one time a year. However, he stated that on the whole Charleston CUSD #1 students are doing very well academically compared to the state average.

Through a power point presentation, Mr. Vilardo and CUSD #1 building principals, (Trevor Doughty, CHS Interim Principal; Brad Oakley, CMS Principal (was not in attendance, Mr. Vilardo presented on his behalf); Terry Diss, Principal Mark Twain Elementary School; Chad Burgett, Principal Carl Sandburg Elementary School; and Rob Ulm, Assistant Principal Jefferson Elementary School) provided additional information highlighting positive outcomes, challenges for the schools and the next steps, (power point presentation provided in official board book). Mr. Vilardo stressed the importance of continually aligning the district's curriculum and instruction components.

Mr. Littleford announced for the 2011-2012 school year, parent/teacher conference dates were scheduled for October 18, 19, and 20. During the September 20, 2011 Administrative Council meeting, building administrators established evening conference dates/times for each building as listed below.

October 18	MT and Ash	4-7 p.m.
October 19	CS	5-8 p.m.
October 19	CMS	no specific time set as of yet
October 20	Jeff	5-8 p.m.

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

Under Old Business, the superintendent recommended that the Board of Education adopt the Charleston CUSD #1 District Goals which have been on file for the required layover period. 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

It was the recommendation of the superintendent that the Board of Education adopt the Job Description for the position of Elementary Instructional Coach which has been on file for the required layover period.

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

The superintendent recommended that the Board of Education adopt by resolution the 2011-12 budget for Community Unit School District No. 1.

Dr. Clarke moved and Dr. Hutti seconded the motion.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

Under New Business, the superintendent recommended that the Board of Education adopt a Resolution to repay an Interfund Loan between the Working Cash Fund and Transportation Fund in the amount of \$226,000.

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

It was recommended by the superintendent that the Board of Education approve the Elementary Physical Education Curriculum Guide to be implement during the 2011-12 school year.

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

On roll call vote:

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

NAY: none Abstain: none

Motion carried

Mr. Littleford announced the Calendar Committee would be planning their initial meeting to begin the process of determining the 2012-13 school district calendar. Mr. Littleford reported new Legislation, SB1744, passed by Governor Quinn, removes provisions in the school code that allow for the first and last days of the school year to be less than five hours. The Governor's action means implementation will begin

with the 2012-2013 school year. The Board of Education was provided an outline of choices in designing a school calendar and what was used during the 2011-2012 school year. Mr. Littleford explained that following the first committee meeting, four calendar options will be incorporated with the Board and committee selections. Those four calendars will be sent to district employees for their vote.

It was the recommendation of the superintendent that the Board of Education establish parameters and guidelines for the 2012-2013 school calendar committee.

After discussion and review of calendar parameters, it was determined since the students are required to be in full day attendance on the first and last days, they would remove 'do not start school on a Thursday' from the parameters. It was also agreed by the Board that the committee could use the flexibility of the week of August 13, 2012 to begin school.

Dr. Hutti and Dr. Clarke will be serving as the Board representatives on the 2011-12 Calendar Committee.

Dr. Hutti asked that two calendars be drafted to be shared with the Board at the October 19, 2011 meeting with an early start and later start date.

Mrs. Miller moved and Mrs. Daniels seconded a motion to keep the parameters for the 2012-2013 school calendar the same as provided for the 2011-2012 school year with the addition of those stated above:

- Use flexibility of the week of August 13 for beginning date
- Spring Break would be guaranteed
- Spring Break would be the same as EIU
- Holidays to waive – up to the committee to select two
- Good Friday will be used as a holiday
- prepare different options for staff to choose

On roll call vote:

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

NAY: none Abstain: none

Motion carried

Jefferson's Elementary School Principal is currently on leave effective September 12, 2011 with an approximate scheduled date to return to work at some point in October 2011. It was the recommendation of the superintendent for the Board of Education to approve the employment of Jim Weiss as an Interim Assistant Principal for Carl Sandburg Elementary School and Jefferson Elementary School until the Principal's return and not to exceed 100 days. Mr. Weiss served the District as an Interim Assistant Principal at Charleston Middle School during the 2008-09 and 2009-10 school years.

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

On roll call vote:

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

NAY: none Abstain: none

Motion carried

Superintendent Jim Littleford and Financial Consultant David Kuetemeyer have been working with Pepsi Cola and Coca-Cola to receive their proposals for a beverage contract. Mr. Littleford reported that the Charleston CUSD #1 has had a five-year exclusive contract with Coca-Cola which ended on June 30, 2011. Coca-Cola has a right of first refusal clause in their current contract which enables their company to match or beat the competitor's bid offer. Coca-Cola and Pepsi Cola Companies, both offered ten-year contracts for the District's service. Pepsi Cola Bid \$249,608 for the ten year contract and Coca-Cola bid \$249,685.

It was the recommendation of the superintendent for the Board of Education to approve a ten-year exclusive contract for beverages to Coca-Cola Bottling Company, July 1, 2011 through June 30, 2021.

Mr. Miller pointed out in the contract under 11.e., a clause regarding if enrollment declines below '3105'. He noted the enrollment was below that number currently. Mr. Littleford indicated he would contract representative of Coca-Cola to correct the number.

Mrs. Daniels moved and Mr. Miller seconded the motion.

On roll call vote:

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

NAY: none Abstain: none

Motion carried

At 8:45pm Mrs. Coffey moved to adjourn from the board meeting. Mrs. Miller seconded the motion.

On roll call:

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

NAY: none

Motion carried

Jason Coe

President, Board of Education

Tim Hutti

Secretary, Board of Education