MINUTES OF THE **SPECIAL MEETING** OF THE BOARD OF EDUCATION; **JULY 13, 2021**

JAMES J. GREENWALD ADMINISTRATION BUILDING ✦ 3200 MARYVILLE ROAD ✦ GRANITE CITY, ILLINOIS 62040

MEMBERS PRESENT: Tallin Curran, Linda Knogl, Bill McMasters, Eric Stacy, and Erica Venne, Dennis Wilmsmeyer

MEMBERS ABSENT: Zack Nunn

EMPLOYEES PRESENT: STEPHANIE CANN, ED.S., BRAD SMITH, NIKKI PETRILLO, TIM WILSON, MARY VOSS, AND ATTORNEY TOM SCHOOLEY

OTHERS PRESENT: REVEREND BARRY SHEPHERD

This was an open and virtual meeting that took place using the Zoom application. There were a total of six (6) Employees, six (6) Board Members, physically present and practicing social distancing; Superintendent of Schools Stephanie Cann, Manager of District Communications Chris Mitchell, Executive Director of Human Resources and Recruitment Jim Parker, Executive Director of K-12 Professional Development/Curriculum Kristen Novacich-Koberna, Attorney Tom Schooley, Director of Information Systems/Student Services/Enrollment Brad Ervay, Director of Technology Brad Smith, Chief School Business Official Zack Suhre, Special Education/Region I Executive Director Micki Watkins, Supervisor Facilities Management Eric Smith, Food Service Supervisor Chris McCullough, and Mary Voss.

SPECIAL MEETING OF THE BOARD OF EDUCATION MINUTES;

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1. **ROLL CALL AND DECLARATION OF QUORUM**; The meeting was called to order at 6:00 pm by Board President, Dennis Wilmsmeyer. **Due to the absence of Secretary Zack Nunn, Stephanie M. Cann was appointed Secretary Pro Tempore.** Roll was called. Six members were present and a quorum was declared. Zack Nunn was absent. President Wilmsmeyer asked those present to stand for the reciting of the Pledge of Allegiance followed by the Invocation. He stated that citizens or parents with children in attendance, who did not wish to participate in the Invocation, could wait outside the Board Conference Room until after the Board moved to Item IV, Public Comment. Reverend Barry Shepherd with Tri-City Assembly of God Church delivered the Invocation.

2. **PUBLIC COMMENT;** Public Comment is a period of time set by Board policy when the the general public may give oral and /or written testimony to the Board of Education. Participants wishing to give public comment should register with the Superintendent prior to the Board Meeting and notify her of the subject they wish to discuss. Comments are limited to two minutes.

   Please send any public comment requests/statement to any of the following individuals by 4PM on Monday, July 12, 2021.

   Ms. Stephanie Cann, Superintendent of Schools, stepanie.cann@gcsd9.net
   Mr. Dennis Wilmsmeyer, Board of Education President, dennis.wilmsmeyer@gcsd9.net
   superintendent.office@gcsd9.net

Ari Sendejas Tyler, a Parent/Teacher addressed the Board of Education concerning the wearing of masks for the upcoming school year.

3. **MINUTES;** Motion by Member Venne, seconded by Member McMasters, to approve the minutes of the Regular Meeting of the Board of Education held on June 22, 2021.

   Members voting – Venne, "aye", Knogl, "aye", Curran, "aye", Nunn, absent, McMasters, "aye", Stacy, "aye', and Wilmsmeyer, "aye", motion carried.

4. **CONSENT AGENDA;** Motion by Member Stacy, seconded by Member Curran, upon the recommendation of the administration, to approve the items listed on the Consent Agenda as follows:

   A. **Bill List:**

      1. Bill List from June 17, 2021 to June 30, 2021

   Members voting – Knogl, "aye", Curran, "aye", Nunn, absent, McMasters, "aye", Stacy, "aye", Venne, "aye"' and Wilmsmeyer "aye", motion carried.

5 **RESCIND RECOMMENDATION OF GCHS MATH TEACHER;** Motion by Member Venne, seconded by Member Stacy, upon the recommendation of administration, to rescind the following Recommendation of GCHS Math Teacher:

   Mr. Terry Burke declined the offer.

   Members voting –Curran, "aye", Nunn, "absent", McMasters, "aye", Stacy, "aye", Venne, "aye", Knogl, "aye", and Wilmsmeyer, "aye", motion carried.

6. **EMPLOYMENT OF A SIXTH GRADE TEACHER FOR THE 2021-2022 SCHOOL YEAR;** Motion by Member Stacy, seconded by Member Curran, upon the recommendation of administration, to approve the following applicant for Employment of a Sixth Grade Teacher for the 2021-2022 School Year.

   Name
   Tori Brooksher

Members voting –Nunn, "absent", McMasters, "aye", Stacy, "aye", Venne, "aye", Knogl, "aye", Curran, "aye"; and Wilmsmeyer, "aye", motion carried.

7. **EMPLOYMENT OF A SIXTH GRADE TEACHER FOR THE 2021-2022 SCHOOL YEAR;** Motion by Member Venne, seconded by Member Stacy, upon the recommendation of administration, to approve the following applicant for Employment of a Sixth Grade Teacher for the 2021-2022 School Year.

Name
Erynn Cotter

Members voting –McMasters, "aye", Stacy, "aye", Venne, "aye", Knogl, "aye", Curran, "aye"; Nunn, "absent", and Wilmsmeyer, "aye", motion carried.

8. **EMPLOYMENT OF CJHS 7TH GRADE SCIENCE TEACHER FOR THE 2021-2022 SCHOOL YEAR:** Motion by Member Knogl, seconded by Member Stacy upon the recommendation of administration, to approve the following applicant for Employment of a Sixth Grade Teacher for the 2021-2022 School Year:

Name
Breann Towner

Members voting – Stacy, "aye", Venne, "aye", Knogl, 'aye", Curran, "aye", Nunn, "absent", McMasters, "aye", and Wilmsmeyer, "aye", motion carried.

9. **EMPLOYMENT OF CJHS ESL/BILINGUAL TEACHER FOR THE 2021-2022 SCHOOL YEAR;** Motion by Member Stacy, seconded by Member Venne upon the recommendation of administration, to approve the following applicant for Employment of CJHS ESL/Bilingual Teacher for the 2021-2022 School Year.

Name
Marisela Luna

Members voting - Venne, "abstain", Knogl, "aye", Curran, "aye", Nunn, "absent", McMasters, "aye", Stacy, "aye', and Wilmsmeyer, "aye", motion carried.

10. **EMPLOYMENT OF CJHS SPANISH TEACHER FOR THE 2021-2022 SCHOOL YEAR;**
Motion by Member Venne, seconded by Member Knogl upon the recommendation of administration to approve the following applicant for Employment of CJHS Spanish Teacher for the 2020-2021 School Year.

Name
Jesse Meza

Members voting –Knogl, "aye", Curran, "aye", Nunn, "absent", McMasters, "aye" Stacy, "aye", Venne, "aye", and Wilmsmeyer, "aye", motion carried.

11. **EMPLOMENT OF GCHS ART, AUDIO VIDEO TECHNOLOGY AND COMMUNICATIONS TEACHER FOR THE 2021-2022 SCHOOL YEAR;** Motion by Members McMasters, seconded by Members Venne upon recommendation of administration, to approve the following applicant for Employment of GCHS Art, Audio Video Technology and Communications Teacher for the 2021-2022 School year.

Name
Amy Pennell-Davis

Members voting –Curran, "aye", Nunn, "absent", McMasters, "aye", Stacy, "aye", Venne, "aye", Knogl, "aye", and Wilmsmeyer, "aye", motion carried.

12. **EMPLOYMENT OF GCHS ASSISTANT PRINCIPAL FOR THE 2021-2022 SCHOOL YEAR;**
Motion by Member Knogl, seconded Member Venne upon recommendation of administration, to approve the following applicant for Employment of GCHS Assistant Principal for the 2021-2022 School Year.

Name
Chris Hutchings

Members voting - Nunn, "absent", McMasters, "aye", Stacy, "aye', Venne, "aye", Knogl, "aye", Curran, "aye", and Wilmsmeyer, "aye", motion carried.

13. **EMPLOYMENT OF CLASSIFIED SUBSTITUTES FOR THE 2021-2022 SCHOOL YEAR;**
Motion by Member Venne, seconded by Member Stacy upon recommendation of administration, to approve the following applicants as Classified Substitutes for the 2021-2022 School Year.

Name

William Bright	Christina Crites	Samuel Shepherd

Members voting –Curran, "aye"; Nunn, "absent", McMasters, "aye", Stacy, "aye', Venne, "aye" Knogl, "aye" and Wilmsmeyer, "aye", motion carried.

14. **RECOMMENDATION TO APPROVE THE REVISED INTERVIEWING AND HIRING POLICY;** Motion by Members Stacy, seconded by Member Knogl upon recommendation of administration, to approve the Revised Interview and Hiring Policy.

Granite City C.U.S.D. #9 5 30 AP3

Interviewing and Hiring Process

Professional Hiring Process

Procedural Steps Leading to Employment
Inquiries related to employment into professional and/or certificated positions shall be directed to the Executive Director of Human Resources for an appropriate response. Applicants will complete an application form before being interviewed if time permits and provide the necessary forms as required and submit them to the Executive Director of Human Resources for processing.

Applications will be appropriately recorded and placed on active file. To remain active, the application must be renewed between May 1 and July 15 each year, or the application shall be removed from the active file.

Applicants must have graduated from high school or have earned an equivalency certificate.

Employment is contingent upon requirements outlined in the Illinois School Code, completion of an application and necessary related documents, as well as an affirmative physical examination (expenses for exam will be paid for by the District) from Gateway Medical Center.

Filling of Teaching Vacancies: Presently Employed Full-Time Teachers Wishing to Transfer

1. The Executive Director of Human Resources will post vacancies.

2. The Executive Director of Human Resources will collect and collate all transfer requests from currently employed staff.

3. The Executive Director of Human Resources will provide the Building Administrator where the position exists, a list of the candidates that expressed an interest in transferring to an open position.

4. The Building Administrator where the vacancy exists, will discuss the transfer with the Building Administrator where the teacher wants to leave.

5. The Building Administrator will notify the Executive Director of Human Resources if a transfer is going to be approved.

6. If there is a difference of opinion between the two administrators regarding the transfer request, the Superintendent will make the final decision.

7. The Executive Director of Human Resources will notify the candidate in writing that their transfer has been approved.

Filling of Teaching Vacancies: External Candidates

1. The Executive Director of Human Resources will post vacancies

2. The Executive Director of Human Resources will select the files of qualified candidates that indicated an interest in the posted position and give them to Building Administrator where the position exists. If the location is not known, the Superintendent will choose a Building Administrator for step 3.

3. The Building Administrator will develop an interview committee consisting of the Building Administrator, Assistant Administrator (if applicable), and the Department Chair/Content Specialist or a Grade Level Representative (elementary/intermediate level).
4. The Building Administrator will review the prospective candidates' files with their Tier I Interview Team. The candidates selected by the Building Administrator and interview committee shall be notified by the Building Administrator of an interview appointment. This represents a Tier 1 interview. Those candidates not chosen for an interview will be notified by the Building Administrator.

5. Following the interview of all selected candidates, a summarization will be made by each interview team member indicating the reason or reasons for recommending one candidate as opposed to the other(s). The interview team will rank the candidates in numerical order with 1 being the highest rank. The Building Administrator will submit to the Executive Director of Human Resources the top 3 candidates (if 3 are available) to interview. The summarization and ranking will be confidential.

6. The top 3 candidates recommended shall be notified by the Human Resources Office of an interview appointment(s) with the Superintendent or Designee, Executive Director of Human Resources, and the Building Administrator (if possible) or another Building Administrator at the same level where the position exists. This represents a Tier 2 interview.

7. Following the interview of all selected candidates, a summarization will be made by each interview team member indicating the reason or reasons for recommending one candidate as opposed to the other(s). The summarization will be confidential and forwarded to the Executive Director of Human Resources for review. The Executive Director of Human Resources will present the name of the candidate(s) and information in regard to suitability to perform required duties to the Superintendent.

8. The Superintendent will present the name of the candidate(s) to the Board of Education.

9. The Board of Education will take official action to accept or reject the candidate under consideration.

10. The Executive Director of Human Resources will notify the successful candidate of their employment after the Board Meeting. The Executive Director of Human Resources will also notify the unsuccessful candidates by email, if possible.

11. No commitment shall be made or implied by any person as to the possibilities of any applicant being selected for appointment into a position prior to such time as authorized by the Board of Education. When situations require the use of substitute or temporary personnel, said person may be assigned by the Executive Director of Human Resources. Such assignments are not to be construed as employment, and the person assigned is to be made aware, prior to acceptance of the assignment, of the rate of compensation and the lack of official status with the Board of Education.

Filling of Administrative Vacancies, Excluding Superintendent

1. The Executive Director of Human Resources will post vacancies.

2. The Executive Director of Human Resources will select the files of qualified candidates that indicated an interest in the posted position and give them to the Building Administrator where the position exists. If the vacancy is a Supervisor/Director, skip to step 8, and the Superintendent will continue as the lead.

3. If the location is not known, the Superintendent will choose a Building Administrator for step 4.

4. The High School Building Administrator will develop an interview committee consisting of at least 4 people; the Superintendent, the Building Administrator and 2 Assistant Administrators. The Coolidge Building Administrator will develop an interview committee consisting of at least 4 people; the Superintendent, the Building Administrator and two Assistant Administrators. The Grigsby Building Administrator will develop an interview committee consisting of at least 4 people; the Superintendent, the Building Administrator, Assistant Administrator and an Elementary Administrator. The Elementary Building Administrators will develop an interview committee consisting of at least 4 people; the Superintendent, the Building Administrator and 2 other Elementary Administrators.

5. The candidates selected by the Superintendent, Building Administrator and interview committee shall be notified by the Building Administrator of an interview appointment. This represents a Tier 1 interview. Those candidates not chosen for an interview will be notified by the Building Administrator.

6. Following the interview of all selected candidates, a summarization will be made by each interview team member indicating the reason or reasons for recommending one candidate as opposed to the other(s). The interview team will rank the candidates in numerical order with 1 being the highest rank, and submit to the Executive Director of Human Resources the top 3 candidates (if 3 are available) to interview. The summarization and ranking will be confidential.

7. The top 3 candidates recommended shall be notified by the Human Resources Office of an interview appointment(s) with the Superintendent, Executive Director of Human Resources, and the Building Administrator. This interview will be conducted in the Executive session with all Board Members present, of a Special Meeting called by the Board President. This represents a Tier 2 interview.

8. Board Members will only be witnesses to the interview. They will not ask questions during the interview

9. Following the interview of all selected candidates, the interview team will go to a separate location from the Board room to discuss the candidates. A summarization will be made by each interview team member indicating the reason or reasons for recommending one candidate as opposed to the other(s). The interview team will also rank the candidates in numerical order with 1 being the highest rank. The rankings will then be given to the Superintendent for him/her to evaluate and make a recommendation to the whole Board.

10. The Superintendent will present the recommended candidate(s) to the Board of Education.

11. The Board of Education will take official action to accept or reject the candidate under consideration.

12. The Executive Director of Human Resources will notify the successful candidate of their employment after the Board Meeting. The Executive Director of Human Resources will also notify the unsuccessful candidates by email, if possible.

It is the intent of this policy to allow Board Members the opportunity to hear the responses from candidates seeking employment as administrators. As such, it should be encouraged that Board Members are present during these Special Meetings with an emphasis placed on attending each candidate's interview even if they do not occur in one session.

No commitment shall be made or implied by any person as to the possibilities of any applicant being selected for appointment into a position prior to such time as authorized by the Board of Education. When situations require the use of substitute or temporary personnel, said person may be assigned by the Executive Director of Human Resources. Such assignments are not to be construed as employment, and the person assigned is to be made aware, prior to acceptance of the assignment, of the rate of compensation and the lack of official status with the Board of Education.

Assignment of Coaches

1. The Executive Director of Human Resources will post vacancies.

2. The Executive Director of Human Resources will collect and collate all letters of interest from currently employed staff as well as outside candidates.

3. The Executive Director of Human Resources will provide the Athletic Director a list of candidates interested in the open position.

4. The Athletic Director with input from the Administrator will select and interview prospective candidates for the available positions.

5. The Building Administrator will recommend to the Executive Director of Human Resources the candidate chosen to fill the vacancy.

6. The Executive Director of Human Resources will present the name of the candidate(s) and information in regard to suitability to perform required duties to the Superintendent.

7. The Superintendent will present the name of the candidate(s) to the Board of Education.

8. The Board of Education will take official action to accept or reject the candidate under consideration.

9. The Athletic Director will notify the successful candidate of their employment after the Board Meeting. The Athletic Director will also notify the unsuccessful candidates by email, if possible.

No commitment shall be made or implied by any person as to the possibilities of any applicant being selected for appointment into a position prior to such time as authorized by the Board of Education

Assignment of Department Heads/Club Sponsors

1. The Executive Director of Human Resources will post vacancies.

2. The Executive Director of Human Resources will collect and collate all letters of interest from currently employed staff as well as outside candidates.

3. The Executive Director of Human Resources will provide the Building Administrator where the position exists, a list of the candidates that expressed an interest in transferring to an open position.

4. The Building Administrator will select and conduct interviews and make a recommendation to the Executive Director of Human Resources.

5. The Executive Director of Human Resources will present the name of the candidate(s) and information in regard to suitability to perform required duties to the Superintendent.

6. The Superintendent will present the name of the candidate(s) to the Board of Education.

7. The Board of Education will take official action to accept or reject the candidate under consideration.

No commitment shall be made or implied by any person as to the possibilities of any applicant being selected for appointment into a position prior to such time as authorized by the Board of Education.

Assignment of District Wide Department Heads (Nurses, Speech Pathologist, OT/PT.)

1. The Executive Director of Human Resources will post vacancies.

2. The Executive Director of Human Resources will collect and collate all letters of interest from currently employed staff.

3. The Executive Director of Human Resources will provide the Building Administrator where the position exists a list of the candidates that expressed an interest in the Department Head Position.

4. The Building Administrator will select and conduct interviews and make a recommendation to the Executive Director of Human Resources. This represents a Tier 1 interview. Those candidates not chosen for an interview will be notified by the Building Administrator.

5. The Executive Director of Human Resources will present the name of the candidate(s) and information in regard to suitability to perform required duties to the Superintendent.

6. The Superintendent will present the name of the candidate(s) to the Board of Education.

7. The Board of Education will take official action to accept or reject the candidate under consideration.

No commitment shall be made or implied by any person as to the possibilities of any applicant being selected for appointment into a position prior to such time as authorized by the Board of Education.

Elementary Club Sponsors

1. The Building Administrator will forward their recommendations to the Executive Director of Human Resources.

2. The Executive Director of Human Resources will present the name of the candidate(s) and information in regard to suitability to perform required duties to the Superintendent.

3. The Superintendent will present the name of the candidate(s) to the Board of Education.

4. The Board of Education will take official action to accept or reject the candidate under consideration.

No commitment shall be made or implied by any person as to the possibilities of any applicant being selected for appointment into a position prior to such time as authorized by the Board of Education

Educational Support Personnel and Non-Supervisory Applicants

*Upon employment action by the Board of Education, the employment date shall be determined to be the date upon reporting for work as an active employee. This date will be adjusted only when the employee experiences a break in service other than an approved leave or a break in service resulting from the work schedule.

Cafeteria Employment

The number of personnel assigned shall be determined by pertinent factors including: 1. Enrollment
2. Number of students and staff regularly eating at the school.
3. The physical limitations created by the age of the school, etc.

1. The Supervisor of Food Services will notify the Executive Director of Human Resources of vacancies or additional needs.

2. The Supervisor of Food Services will handle all internal cafeteria bidding.

3. The Executive Director of Human Resources will collect and collate all letters of interest as well as provide the Supervisor of Food Services the list of candidates that have substituted in the Food Services Department.

4. The Supervisor of Food Services will review the prospective candidates' files with the Building Administrator.

5. The Building Administrator will put together an interview team consisting of at least 3 people and conduct interviews.

6. The candidates selected by the Building Administrator and interview committee shall be notified by the Building Administrator of an interview appointment. This represents a Tier 1 interview. Those candidates not chosen for an interview will be notified by the Building.

7. Following the interview of all selected candidates, a summarization will be made by each interview team member indicating the reason or reasons for recommending one candidate as opposed to the other(s). The interview team will also rank the candidates in numerical order with 1 being the highest rank. The summarization and ranking will be confidential and forwarded to the Supervisor of Food Services for review.

8. The Supervisor of Food Services will submit to the Executive Director of Human Resources the top 3 candidates (if 3 are available) to interview.

9. The top 3 candidates recommended shall be notified by the Human Resources Department of an interview appointment(s) with the Superintendent or Designee, Executive Director of Human

Resources, and the Building Administrator (if possible) or another Building Administrator at the same level where the position exists. This represents a Tier 2 interview.

10. Following the interview of all selected candidates, a summarization will be made by each interview team member indicating the reason or reasons for recommending one candidate as opposed to the other(s). The summarization will be confidential and forwarded to the Executive Director of Human Resources for review.

11. The Executive Director of Human Resources will present the name of the candidate(s) and information in regard to suitability to perform required duties to the Superintendent.

12. The Superintendent will present the name of the candidate(s) to the Board of Education.

13. The Board of Education will take official action to accept or reject the candidate under consideration.

14. The Executive Director of Human Resources will notify the successful candidate of their employment after the Board Meeting. The Executive Director of Human Resources will also notify the unsuccessful candidates by email, if possible.

No commitment shall be made or implied by any person as to the possibilities of any applicant being selected for appointment into a position prior to such time as authorized by the Board of Education.

Custodian Employment

The number of personnel assigned to a building shall be determined by pertinent factors

1. Enrollment

2. Scheduled activities of the building

3. Task (s)

Clean a classroom	20 Minutes
Clean Kitchen	20 Minutes
Restroom Fixtures	2 ½ Minutes/Fixture
Kindergarten	30 Minutes
Clean Office Area	10 Minutes
Clean Multi-Purpose Room	18 Minutes
1,200 sq. ft. of corridor	5 Minutes

Determination of the Supervisor of Facilities Management

1. The Executive Director of Human Resources will post vacancies.

2. The Executive Director of Human Resources will collect and collate all letters of interest as well as provide the Supervisor of Facilities Management the list of candidates that have substituted.

3. The Supervisor of Facilities Management will review the prospective candidates' files with the Building Administrator.

4. The Building Administrator will put together an interview team consisting of at least 3 people and conduct interviews.

5. The candidates selected by the Building Administrator and interview committee shall be notified by the Building Administrator of an interview appointment. This represents a Tier 1 interview. Those candidates not chosen for an interview will be notified by the Building Administrator.

6. Following the interview of all selected candidates, a summarization will be made by each interview team member indicating the reason or reasons for recommending one candidate as opposed to the other(s). The interview team will also rank the candidates in numerical order with 1 being the highest rank. The summarization and ranking will be confidential and forwarded to the Supervisor of Facilitates Management for review.

7. The Supervisor of Facilities Management will submit to the Executive Director of Human Resources the top 3 candidates (if 3 are available) to interview.

8. The top 3 candidates recommended shall be notified by the Human Resources Office of an interview appointment(s) with the Executive Director of Human Resources, the Supervisor of Facilities Management and the Building Administrator (if possible) or another Building Administrator at the same level where the position exists.

9. Following the interview of all selected candidates, a summarization will be made by each interview team member indicating the reason or reasons for recommending one candidate as opposed to the other(s). The summarization will be confidential and forwarded to the Executive Director of Human Resources for review.

10. The Executive Director of Human Resources will present the name of the candidate(s) and information in regard to suitability to perform required duties to the Superintendent.

11. The Superintendent will present the name of the candidate(s) to the Board of Education.

12. The Board of Education will take official action to accept or reject the candidate under consideration.

13. The Executive Director of Human Resources will notify the successful candidate of their employment after the Board Meeting. The Executive Director of Human Resources will also notify the unsuccessful candidates by email, if possible.

No commitment shall be made or implied by any person as to the possibilities of any applicant being selected for appointment into a position prior to such time as authorized by the Board of Education.

Minimum Performance Standards

1. Cleaning Normal Classroom – empty trash and pencil sharpener, sweep, dust-mop – vacuum floor; clean wash basins and/or toilets when located in room; if needed, spot mop.

2. Cleaning Kitchens – Cafeteria Area – floors in kitchen mopped daily; restrooms

cleaned; trash emptied; filters in exhaust system cleaned when needed; store rooms cleaned as needed; cafeteria tables set up; floor mopped and/or spot mopped as needed.

3. Gyms – Multi Purpose Rooms – sweep floors; dust window areas; clean stage if in area; spot mop as required.

4. Kindergarten – 1st Grade – clean; dust flat surfaces; remove trash; when necessary or requested, wash desks; clean all wash basins and toilets in room with disinfectant cleaner; supply towels and toilet paper as needed.

5. Restrooms – each fixture to be cleaned with disinfectant cleaner; mirrors cleaned daily; floor mopped with disinfectant cleaner; towel cabinets wiped off; walls washed as needed; graffiti removed from walls and stalls; supply towels and toilet paper.

6. Office Areas – sweep; dust mop; vacuum as needed; empty all trash; dust flat surfaces; phones to be cleaned when needed with alcohol; restroom fixtures and floors to be cleaned with disinfectant; clean mirrors and towel cabinets; supply towels and toilet paper.

7. Halls-Stairs-Doorways – dust mop; sweep, wash marks from walls, lockers; clean drinking fountains with germicidal cleaner; mop when necessary; doorways swept.

8. Lockers-Shower Rooms- Coach's Offices – all floors, showers, toilet facilities to be washed and mopped with germicidal cleaner; flat surfaces to be dusted; lockers kept in good repair; help during athletic events.

9. Responsible for the proper cleaning and appearance of area of responsibility, which includes replacing lightbulbs, washing windows, scrubbing and waxing when time allows, assisting for set-up of activities in building, and other custodial duties as assigned by the building principal. Before being regularly employed, the applicant must successfully pass a physical examination as prescribed by the Board of Education. The District will be responsible for the expense of this examination.

Secretarial Employment

A secretarial computer examination will be administered at a designated time by the Personnel Office. This is a computer generated test, focusing on business math, filing, spelling, Microsoft Excel and Word, and or other programs that are deemed necessary for employment. A minimum score of 80 is required to be placed on the final interview list.

Secretarial test scores shall be valid for one (1) school year, July 1 thru June 30.

Any secretarial substitute or applicant may retest in order to be considered for full-time employment when the tests are given if they are among the top 5 candidates recommended for an interview from the building level interviews.

1. The Executive Director of Human Resources will post vacancies for presently employed personnel who may wish to transfer. Those positions remaining open, following each vacancy posting period, shall be available for interviews of candidates for said positions.

2. Human Resources will select the files of qualified candidates that indicated an interest in the posted position and give them to the Building Administrator where the position exists. If the location is not known, Superintendent will choose a Building Administrator for step 3.

3. The Building Administrator will develop an interview committee of at least 3 people.

4. The candidates selected by the Building Administrator and interview committee shall be notified by the Building Administrator of an interview appointment. This represents a Tier 1 interview. Those candidates not chosen for an interview will be notified by the Building Administrator.

5. Following the interview of all selected candidates, a summarization will be made by each interview team member indicating the reason or reasons for recommending one candidate as opposed to the other(s). The interview team will also rank the candidates in numerical order with 1 being the highest rank. The summarization and ranking will be confidential and forwarded to the Executive Director of Human Resources for review.

6. The top 5 candidates recommended will be notified by the Human Resources Department and will be scheduled to take the secretarial computer test. A minimum score of 80 is required to be placed on the interview list.

7. The candidates receiving a score of 80 or better on the secretarial computer test shall be notified by the Personnel Office of an interview appointment(s) with the Superintendent or Designee, Executive Director of Human Resources, and the Building Administrator (if possible) or another Building Administrator at the same level where the position exists.

8. Following the interview of all selected candidates, a summarization will be made by each interview team member indicating the reason or reasons for recommending one candidate as opposed to the other(s). The summarization will be confidential and forwarded to the Executive Director of Human Resources for review.

9. The Executive Director of Human Resources will present the name of the candidate(s) and information in regard to suitability to perform required duties to the Superintendent.

10. The Superintendent will present the name of the candidate(s) to the Board of Education.

11. The Board of Education will take official action to accept or reject the candidate under consideration.

12. The Executive Director of Human Resources will notify the successful candidate of their employment after the Board Meeting. The Executive Director of Human Resources will also notify the unsuccessful candidates by email, if possible.

No commitment shall be made or implied by any person as to the possibilities of any applicant being selected for appointment into a position prior to such time as authorized by the Board of Education.

Paraprofessional Employment, Including Title I Aides, Library Aides

1. The Executive Director of Human Resources will post vacancies for presently employed (full time) personnel who may wish to transfer. Those positions remaining open, following each vacancy posting period, shall be available for interviews of candidates for said positions.

2. The Director or Human Resources will select the files of qualified candidates that indicated an interest in the posted position and give them to the Building Administrator where the position exists. If the location is not known, Superintendent will choose a Building Administrator for step 3.

3. The Building Administrator will develop an interview committee consisting of the Department Chair and content specialist at the High School and Junior High. At the elementary/intermediate level, the interview committee will consist of the Building Administrator, Assistant Administrator and a grade level representative or content specialist if it is a Title I Paraprofessional.

4. The candidates selected by the Building Administrator and interview committee shall be notified by the Building Administrator of an interview appointment. This represents a Tier 1 interview. Those candidates not chosen for an interview will be notified by the Building Administrator.

5. Following the interview of all selected candidates, a summarization will be made by each interview team member indicating the reason or reasons for recommending one candidate as opposed to the other(s). The interview team will also rank the candidates in numerical order with 1 being the highest rank. The summarization and ranking will be confidential and forwarded to Executive Director of Human Resources for review.

6. The top 3 candidates recommended shall be notified by the Human Resources Office of an interview appointment(s) with Superintendent or Designee, the Executive Director of Human Resources, and the Building Administrator (if possible) or another Building Administrator at the same level where the position exists.

7. Following the interview of all selected candidates, a summarization will be made by each interview team member indicating the reason or reasons for recommending one candidate as opposed to the other(s). The summarization will be confidential and forwarded to the Executive Director of Human Resources for review.

8. The Executive Director of Human Resources will present the name of the candidate(s) and information in regard to suitability to perform required duties to the Superintendent.

9. The Superintendent will present the name of the candidate(s) to the Board of Education.

10. The Board of Education will take official action to accept or reject the candidate under consideration.

11. The Executive Director of Human Resources will notify the successful candidate of their employment after the Board Meeting. The Executive Director of Human Resources will also notify the unsuccessful candidates by email, if possible.

No commitment shall be made or implied by any person as to the possibilities of any applicant being selected for appointment into a position prior to such time as authorized by the Board of Education.

Campus Monitor Position

1. The Executive Director of Human Resources will post vacancies for presently employed personnel who may wish to transfer. Those positions remaining open, following each vacancy posting period, shall be available for interviews of candidates for said positions.

2. The Director or Human Resources will select the files of qualified candidates that indicated an interest in the posted position and give them to Building Administrator where the position exists. If the location is not known, Superintendent will choose a Building Administrator for step 3.

3. The Building Administrator will develop an interview committee consisting of at least 3 people.

4. The candidates selected by the Building Administrator and interview committee shall be notified by the Building Administrator of an interview appointment. This represents a Tier 1 interview. Those candidates not chosen for an interview will be notified by the Building Administrator.

5. Following the interview of all selected candidates, a summarization will be made by each interview team member indicating the reason or reasons for recommending one candidate as opposed to the other(s). The interview team will also rank the candidates in numerical order with 1 being the highest rank. The summarization and ranking will be confidential and forwarded Education Executive Director of Human Resources for review.

6. The Building Administrator will submit to the Executive Director of Human Resources the top 3 candidates (if 3 are available) to interview.

7. The top 3 candidates recommended shall be notified by the Human Resources Office of an interview appointment(s) with the Superintendent or Designee, Executive Director of Human Resources, and the Building Administrator (if possible) or another Building Administrator at the same level where the position exists.

8. Following the interview of all selected candidates, a summarization will be made by each interview team member indicating the reason or reasons for recommending one candidate as opposed to the other(s). The summarization will be confidential and forwarded to the Executive Director of Human Resources for review.

9. The Executive Director of Human Resources will present the name of the candidate(s) and information in regard to suitability to perform required duties to the Superintendent.

10. The Superintendent will present the name of the candidate(s) to the Board of Education.

11. The Board of Education will take official action to accept or reject the candidate under consideration.

12. The Executive Director of Human Resources will notify the successful candidate of their employment after the Board Meeting. The Executive Director of Human Resources will also notify the unsuccessful candidates by email, if possible.

No commitment shall be made or implied by any person as to the possibilities of any applicant being selected for appointment into a position prior to such time as authorized by the Board of Education.

Crafts Personnel Employment (Carpenters, Chauffeurs, Laborers and Painters)

Candidates for craft positions shall be obtained in cooperation with the union local representing the area of need.

Adopted: 09/11/2007 Revised: 03/13/2012, 03/28/2013, 03/13/2014, 05/24/2016, 11/14/2017, 08/28/2018, 10/13/2020

Members voting –Stacy, "aye', Venne, "aye", Knogl, "aye", Curran, "aye", and Wilmsmeyer, "aye", Nunn, "absent", McMasters, "aye", motion carried.

15. **RECOMMENDATION TO APPROVE THE LOCAL 98 TENTATIVE AGREEMENT**; Motion by Member Venne, seconded by Member Curran, upon recommendation of administration, to approve the Local 98 Tentative Agreement.

Tentative Agreement

All groups
Term of Agreement = 4 years

Salary = Step + 4.5% each year of the contract

Insurance – maintain status quo (employees pay 50% of any increase, up to $22 per month maximum)

Employees married to other District employees shall receive $100/month stipend ($1200 annually) for insurance reimbursement , since the District requires the employees to be on the family plan

District will offer the option for employees to purchase dental and vision

Tuition Reimbursement/Professional Improvement (matches CPE language with some exceptions, i.e. courses requiring state certification)

Replace Fair Share language in light of Janus decision

Any employee who uses 2 sick days or less per year will receive one additional personal leave day to be added to their personal leave for the following year

Retiree sub rate – retired Local 98 employees used as subs shall be paid at step 1 of their respective salary schedules

Inclement weather/virtual learning – TBD based on info from state; can be addressed via MOU

Juneteenth as recognized holiday – TBD on whether it is a paid holiday

Parapros
Section 5.2
all employees on 5 day a week schedule, consisting of not less than 7.25 hours but not more than 8 hours (36.25 – 40 hours per week), Monday through Friday.

Cafeteria
Section 4.2
The Union and District Administration may agree upon an extension of the 30 day probationary period, not to exceed 90 days, if deemed necessary for an employee.

Change Director to Supervisor throughout

remove "smorgasbord" for student and non-student banquets (Sections 5.7, 5.8, 6.3)

Custodians/Maintenance
Maintenance split into two groups – Maintenance 1 and Maintenance 2
Maintenance 1 positions require a certificate in at least one of the following: electrical, HVAC, plumbing. Pay is on the Maintenance scale (i.e. current maintenance column on schedule).

This only takes effect for maintenance positions filled after the ratification of this agreement.

Members voting –McMasters, "aye", Stacy, "abstain", Venne, "aye", Knogl, "aye", Curran, "aye"; Nunn, "absent", and Wilmsmeyer, "aye", motion carried.

16. **RECOMMENDATION TO APPROVE THE COOLIDGE SOFTBALL PROPOSAL FOR THE 2021-2022 SCHOOL YEAR;** Motion by Member Venne, seconded by Member Curran, upon recommendation of administration, to approve the Local 98 Tentative Agreement.

Coolidge Junior High School Softball Proposal

Athletes charged $50 activity fee per district policy

- **25 athletes x $50 = $1250.00**

Volunteer coaches for first 3 years then a stipend for 2 coaches on Fourth year. Stipend determined by years of experience for each coach (approx.... $5000-$8000 total for 2 coaches)

Program would provide a game jersey at $25/per (total = $625). Jerseys should last 3-5 years. Players would be responsible for pants (Coolidge baseball does this).

Hats/Visors are purchased by player (they keep)

Game balls (2 boxes) @ $60/per = $120

Umpires $50 each and 2 for each game = $100 (5 home games = $500)

Yearly allowance (yearly needs) per sport at Coolidge = $750

Buses - $43/hour for driver plus $1.04/mile (5 away games)

1st 3 years with volunteer coaches = approx... $2000 plus transportation costs (subtract athletic fee)

Year 4 with paid coaches = approx... $9000 plus transportation (subtract athletic fee)

Daren DePew
Principal - Granite City High School
3148 Fehling Rd.
Granite City, IL 62040

Members voting – Stacy, "aye", Venne, "aye", Knogl, 'aye", Curran, "aye", Nunn, "absent", McMasters, "aye", and Wilmsmeyer, "aye", motion carried.

17. **FREEDOM OF INFORMATION ACT;**

A. Freedom of Information Act Requests;

We received two requests under the Freedom of Information Act during the period of June 16, 2021 through July 2, 2021.

1. The first request was received on June 16, 2021 from Jeffrey Kozma from Academic Suppliers. He requested the following information:

    - W9 Form
    - Tax Exempt Letter

2. The second request was received on June 17, 2021 from Christian Seremetis from Tuscany Strategy. He requested the following information:

    - Contract, Purchase Order Form and All Items Associated with PO Number 2102600 (purchase of Curriculum Associates iReady products)

Administration handled the requests.

18. **EXECUTIVE SESSION** – Motion by Member Stacy, seconded by Member Venne, to go into executive session for the exceptions noted under 5 ILCS 120/2 Open Meetings:

Exceptions noted under 5 ILCS 120/2 Open Meetings:

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2(c)(1)
- Student disciplinary matters; 2(c)(9)
- The purchase or lease of real property for use by the public body; or setting price thereof; 2(c)(5)(6)
- Collective bargaining matters between the public body and its employees or their representatives; and 2(c)(2)
- Litigation, when an action against, affecting or on behalf of the particular public body has been filed…is probable or imminent; 2(c) (11)
- To discuss school building safety and security and security procedures; 2(c)(8); and
- Student Safety; 2(c)(8)

Members voting - Venne, "aye", Knogl, "aye", Curran, "aye", Nunn, "absent", McMasters, "aye", Stacy, "aye', and Wilmsmeyer, "aye", motion carried.

The Board was called into executive session at 6:32 p.m.

Motion by Member McMasters, seconded by Member Stacy, to adjourn the Executive Session and resume the meeting at 9:35 pm.

Members voting – all aye; Nunn – "absent"; voice vote; motion carried.

19. **EXECUTIVE SESSION MINUTES; No** Executive Session Minutes on June 22, 2021;

20. **SETTING OF THE AGENDA;** The next Regular Board Meeting will be Tuesday, July 27, 2021 at 6:00 p.m.

21. **ADJOURNMENT** – Motion by Member Venne, seconded by Member Stacy, to adjourn the meeting at 9:38 p.m.

Members voting – all aye; Nunn – "absent"; voice vote; motion carried.

Dennis Wilmsmeyer, President
Board of Education
Granite City Community School District #9

Zack Nunn, Secretary
Board of Education
Granite City Community School District #9