

**Coal City Community Unit School District #1  
Board of Education Meeting Minutes  
Wednesday, July 1, 2020**

**CALL TO ORDER**

Board President Miller called the regular meeting to order at 6:00 p.m. with the board members answering roll call present: Robert Bianchetta, Mary Gill, Shawn Hamilton, Quint Harmon, Chuck Lander, and Ken Miller. Superintendent Kent Bugg, CSBO Jason Smith, Director of Special Populations Sandy Rakes, Director of Curriculum and Instruction Tammy Elledge, and Board Secretary LaWanda Gagliardo were also present. Board member Jeff Emerson was absent.

**PLEDGE OF ALLEGIANCE**

President Miller led the Board of Education and others present in reciting the Pledge of Allegiance.

**NOTICES AND COMMUNICATIONS**

1. Introduction/acknowledgement of guests. – none.

**COMMUNICATIONS FROM THE FLOOR**

1. In regard to agenda items – none.
2. In general (Limited to 5 minutes per person.) – none.

**APPROVAL OF CONSENT AGENDA**

President Miller asked if there any items that the Board would like to remove from the consent agenda. Hearing none, President Miller asked for a motion to approve the consent agenda.

Mr. Lander moved and Mr. Hamilton seconded to approve the consent agenda including:

**Roll Call.**

Ayes: Chuck Lander, Shawn Hamilton, Robert Bianchetta, Mary Gill, Quint Harmon, Ken Miller

Nays:

Absent: Jeff Emerson

Motion Carried.

**MINUTES**

June 3, 2020 - Regular Meeting

June 24, 2020 - Board Study Session

**CLOSED SESSION MINUTES**

None.

June 24, 2020 - Board Study Session

**FINANCIAL REPORTS**

Activity Fund Reports – May 2020

Treasurer’s Report – May 2020

Monthly Manual Check Report – June 2020

Payroll Report – June 2020

Accounts Payable Report – July 2020

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**PERSONNEL**

**Resignations**

- Jessica Zierman – Kindergarten Teacher at the Early Childhood Center – Ms. Zierman’s last day will be June 30, 2020.
- Eriq Vazquez – Band Teacher at the High School – Mr. Vazquez’s last day will be June 26, 2020.

**Employments** - pending satisfactory completion of all state requirements

- Rachel Bjorklund – PE Teacher at the High School – Ms. Bjorklund is replacing Jennifer Savoie
- Melissa George – Special Education Teacher at the High School – Ms. George is replacing Aarika Alabata.
- Danielle Diamond – Library Aide/Lunchroom Supervisor at the Middle School – Ms. Diamond is replacing Kathy Walsh.
- Trisha Smith – Permanent Sub for 6 – 12 grades – Mrs. Smith has been the permanent sub for the last 2 years for the Middle and High School. Peggy Feeney – Permanent Sub for K – 5 – Mrs. Feeney has been the permanent sub for the last 2 years for the ECC, ES and IS.
- Jeremiah Kimmel, Katherine Daviot, and Alan Oder are recommended for the full-time Assistant Custodian positions for the District.
- Hannah Kochenberger and Jeremy Wallace are recommended for the temporary Custodian positions for the District.

**Employment Authorization**

- Due to time constraints, the superintendent will be authorized to offer contracts for employment for any position(s) that are/or could become available in order to start the 2020-2021 school year with a full staff. This authorization will end on September 2, 2020.

**Employee Transfers**

- Erin Christopher – High School Foodservice Manager – Ms. Christopher is transferring to the K – 12 Foodservice Manager, she is replacing Kathy Veronda, and the two positions are being combined.
- Ann Watson – Head Secretary at the Elementary School – Ms. Watson will be replacing Mrs. Seerup.

**Leave Requests**

- Tom Onsen – Day Lead Custodian at the Middle School – Mr. Onsen is requesting a four (4) day paid medical leave with use of accumulated sick leave accordance with the SEIU Local #73 from June 22, 2020 through June 29, 2020. At the May 6 Board meeting the Board approved a ten (10) day paid medical leave from June 8, 2020 through June 22, 2020. He plans to return back to work Tuesday, June 30, 2020.

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**Retirements**

- Sara Anderson – Computer Teacher at Coal City High School – Mrs. Anderson submitted a request to retire taking advantage of the early retirement plan as outlined in the Collective Bargaining Agreement at the end of the 2023 – 2024 school year.

**Extra-Curricular Assignments**

- Principal Spencer is recommending Lynnae Bontrager for Marching Band Visual Tech at the High School. Ms. Bontrager is currently the Band Instructor at the Middle School.
- Principal Spencer is recommending Daniel Schmitt for Marching Band Percussion Instructor.
- Athletic Director Dan Hutchings is recommending the following Coaches for MS Softball: Stephanie Harmon, Layne Miller, and Aimee Wren.
- Athletic Director Dan Hutchings is recommending the following Coaches for MS Baseball: Rodney Monbrum, Greg Wills, and Nate Wills.

**ADDITIONAL ITEMS**

**Updated Job Descriptions**

Job Description – Assistant Custodian

Job Description – Library/Media Aide

**ADMINISTRATORS' REPORTS**

**A. SPECIAL POPULATIONS REPORT**

Director Rakes reported:

**Special Education**

The following reports have been completed and submitted in I-Star for the end of the year requirements:

- Personnel reporting
- FACTS state reporting final review and corrections
- Orphanage claim

The IDEA Part B Consolidated grant is complete and was submitted to the ISBE for approval. This now includes the IDEA preschool grant.

The district has received notice from new families and we are already expecting 7 new students with special needs for the 20-21 school year.

**Coal City Community Preschool**

Screening dates have been established and appointment slots for the first 3 dates are already full.

The Preschool for All grant has been submitted.

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**TAG**

Students have been identified for the TAG program for the 20-21 school year. Letters will be sent home mid-July.

**Coaler Academy**

The ALOP (Alternative Learning Opportunities Program) Grant has been submitted.

**B. CURRICULUM REPORT**

Director Elledge reported:

**Department Information:**

Summer work began on June 2<sup>nd</sup> with the math department. Each day groups of 10 or fewer worked in the boardroom at the unit office. The change to the unit office was to help keep surfaces clean and safe for the teachers.

The process will currently continue until the end of July unless we see changes in group sizes. We have worked around 220 hours with less than 30 teachers. In a normal year we would have done over 1100 hours by this same time period.

The ELA department for grades kindergarten through 5<sup>th</sup> grade is starting work on a transition year for materials. Three teachers at each grade level are being invited to receive training and work through the materials during the 2020-2021 school year. A change in resources in ELA requires a lot of time and effort to do well. The team is hoping by starting a year early we can minimize the adoption dip normally seen. SAVVAS is providing the materials to our teachers for no cost during this transition year.

**Professional Development**

As discussions continue, and we plan for the start of the school year, much of our focus for professional development will need to center around effective strategies for remote learning.

**C. SUPERINTENDENT'S REPORT**

Dr. Bugg reported:

1. Dr. Bugg discussed the nurse's summary for the 2019 – 2020 school year.
2. Dr. Bugg reminded the Board that high school graduation is being held on Saturday, July 25, 2020, at 2 p.m. Board members were asked to make him aware if they're planning to attend.
3. Dr. Bugg discussed the progress being made on the district's Phase 4 Transition Plan. Multiple District committees have been working to implement the ISBE guidance that was released on June 23. The first draft of final recommendations from the Teaching and Learning Committee, Health and Wellness Committee, and the Facilities and Operations Committee are due on July 6. These drafts will then be considered by the Transition

Planning Oversight Team on July 8 and the Citizens Advisory Committee on the evening of July 9.

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DATES TO REMEMBER

07/25/20 Coal City High School Graduation at 2:00 p.m.  
07/16/20 & 07/21/20 20 – 21 Walk-in registration by appointment

**D. GRUNDY AREA VOCATIONAL CENTER REPORT**

Mr. Lander reported:

1. Approved the FY Tentative Budget as presented.
2. Approved setting the FY21 Budget Hearing for August 27, 2020 at 5:15 p.m.
3. Approved changing the GAVC grading periods from quarters to semester grades as presented.
4. Approved authorizing the Director to offer teacher and/or support staff contracts for any positions that are/or could become available in order to start the 2020-2021 school year fully staffed.
5. Approved allowing the GAVC office to make any necessary bill payments for the month of July.
6. Approved a one-year contract for Kara Gierke, Student Services Coordinator at a cost of \$49,719.34 for 195 days.
7. Approved a 3% increase to the Educational and Operational support staff.

COMMUNICATIONS FROM THE FLOOR

1. In regard to agenda items – none.
2. In general (Limited to 5 minutes per person.) -none.

OLD BUSINESS

**A. DISCUSSION/ACTION ON FY21 BOARD OF EDUCATION MEETING DATES**

The Board of Education needs to establish the meeting dates for the fiscal year. At the June 24 Board Study Session, the Board reviewed meeting dates for 2020-2021. Since January, 2013, the regular Board meetings have been held on the first Wednesday of each month and the Board Study Session of the Whole meetings have been held on the last Wednesday each month. The Board determined that Board meetings should not be held on holidays.

Mr. Hamilton moved and Mr. Lander seconded to approve the 2020-2021 Board of Education meeting dates and Board Study Session of the Whole meeting dates as presented.

Roll Call.

Ayes: Shawn Hamilton, Chuck Lander, Robert Bianchetta, Mary Gill, Quint Harmon, Ken Miller

Nays:

Absent: Jeff Emerson

Motion Carried.

**B. DISCUSSION/ACTION ON THE 2020 – 2021 SCHOOL CALENDAR**

The Board previously approved the official 2020 – 2021 school calendar for Coal City

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School District #1. Since that time, new legislation was passed making November 3 an official state holiday. The ISBE has provided guidance stating that schools must be closed on that day. Dr. Bugg consulted with Union leadership, and it was agreed that the school calendar would be adjusted with an extra student attendance day on January 5 to make up for November 3.

Mr. Harmon moved and Mr. Bianchetta seconded to approve the FY21 school district calendar as presented with the addition of November 3 as an official holiday in accordance with State law.

Roll Call.

Ayes: Quint Harmon, Robert Bianchetta, Mary Gill, Shawn Hamilton, Chuck Lander, Ken Miller

Nays:

Absent: Jeff Emerson

Motion Carried.

**C. DISCUSSION ON THE DISTRICT'S PHASE 4 TRANSITION PLAN**

The District has been working to finalize the Phase 4 Transition Plan in preparations for the start of in-person instruction beginning with the 2020 – 2021 school year. Dr. Bugg discussed how the various Transition Committees are continuing to discuss various models based on the changes/guidance from ISBE and IDPH. One of the models the committees are looking into is a 4 hour in person learning and 1 hour of remote learning. The District will prepare grab and go lunches, and at the smaller buildings PE and recess would be combined. This would meet the 5-hour instructional time required by the state. With this schedule it would allow building custodians more time for deep cleaning. Dr. Bugg will provide the Board with an update at a future meeting.

**D. DISCUSSION/ACTION ON CONTRACT WITH ATI PHYSICAL THERAPY**

The school district's current contract with ATI Physical Therapy provides the Board of Education the ability to exercise an out clause as long as 30 days written notice is provided of the intent to terminate the contract. At the June 24 Board Study Session, the Board agreed with a recommendation from the administration to exercise this out clause.

Mr. Bianchetta moved and Mr. Hamilton seconded to terminate the current contract with ATI Physical Therapy in accordance with paragraph 5 of the agreement, which allows termination upon at least 30 calendar day's prior written notice and to authorize the administration to seek Requests for Proposals for athletic training services.

Roll Call.

Ayes: Robert Bianchetta, Shawn Hamilton, Mary Gill, Quint Harmon, Chuck Lander, Ken Miller

Nays:

Absent: Jeff Emerson

Motion Carried.

**E. DISCUSSION/ACTION ON POSTING FOR TWO PERMANENT SUBSTITUTE TEACHER POSITIONS**

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At the June 24 Board Study Session, the Board discussed a recommendation from the administration to add two additional permanent substitute teacher positions as part of preparations for the potential impact of COVID-19. This action was taken as a proactive measure by the Board to prepare the District for potential staff absences due to the State's return to school guidelines.

Mr. Lander moved and Mr. Harmon seconded to approve the posting of two permanent substitute teacher positions for the FY21 school year.

Roll Call.

Ayes: Chuck Lander, Quint Harmon, Robert Bianchetta, Mary Gill, Shawn Hamilton, Ken Miller

Nays:

Absent: Jeff Emerson

Motion Carried.

**NEW BUSINESS**

**A. DISCUSSION/ACTION ON ACE PROGRAM DONATION IN MEMORY OF FRANK CHABUS**

A donation to the ACE Program was received from the Harmon Family in Memory of Frank Chabus in the amount of \$200.00.

Mr. Lander moved and Mrs. Gill seconded to approve the \$200.00 donation from the Harmon Family for the ACE Program.

Roll Call.

Ayes: Chuck Lander, Mary Gill, Robert Bianchetta, Shawn Hamilton, Ken Miller

Nays:

Abstained: Quint Harmon

Absent: Jeff Emerson

Motion Carried.

**B. DISCUSSION/ACTION ON APPOINTMENT OF THE TITLE IX AGENT AND SEX EQUITY HEARING OFFICER**

The Board took formal action and appointed CSBO Jason Smith as the authorized agent for Title IX and the Sex Equity Hearing Officer. This appointment has to happen annually.

Mr. Bianchetta moved and Mr. Harmon seconded to approve the appointment of CSBO Jason Smith as the authorized agent for Title IX and Sex Equity Hearing Officer for the 2020-2021 school year.

Roll Call.

Ayes: Robert Bianchetta, Quint Harmon, Mary Gill, Shawn Hamilton, Chuck Lander, Ken Miller

Nays:

Absent: Jeff Emerson

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Motion Carried.

**C. DISCUSSION/ACTION ON FAIRCOM ASSESSMENT**

The Fair Assessment Information Resource Committee (FAIRCOM) functions as an informal coalition of taxing bodies in Illinois that include school districts, park districts, counties, library districts, forest preserve districts and the like for the primary purpose of lobbying government officials and educating taxing bodies with the goal of, among other things, protecting taxing bodies against a lessening of their tax revenues through improper assessment of properties owned by public utilities. Renewal of membership/assessment in FAIRCOM was recommended.

Mr. Lander moved and Mrs. Gill seconded to approve the 2020-2021 membership to FAIRCOM at a cost of \$5,000.

Roll Call.

Ayes: Chuck Lander, Mary Gill, Robert Bianchetta, Shawn Hamilton, Quint Harmon, Ken Miller

Nays:

Absent: Jeff Emerson

Motion Carried.

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**D. DISCUSSION/ACTION ON SCHOOL SITE DONATION FROM GRUNDY COUNTY**

A School Site Donation in the amount of \$2,010.42 was been received from Grundy County. A resolution was been prepared for acceptance of the school site donation.

Mr. Harmon moved and Mrs. Gill seconded to approve the resolution to accept the School Site Donation of \$2,010.42 from Grundy County and to waive the reading of the resolution.

Roll Call.

Ayes: Robert Bianchetta, Mary Gill, Shawn Hamilton, Quint Harmon, Chuck Lander, Ken Miller

Nays:

Absent: Jeff Emerson

Motion Carried.

**E. FIRST READING OF REVISED DISTRICT POLICIES**

The following District Policies have been revised and submitted for review. The Board held the first reading of proposed policy changes as recommended by the IASB PressPlus service.

2:150-AP	Superintendent Committees
2:220	School Board Meeting Procedure
2:220-E9	Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration
4:180	Pandemic Preparedness; <u>Management and Recovery</u>
4:180-AP3	Grant Flexibility; Payment of Employee Salaries During Pandemic
5:170-AP4	Designation of District Digital Millennium Copyright Act (DMCA) Agent; Registration Process
6:20-AP	Remote and/or Blended Remote Learning Day Plan(s)
7:40	Nonpublic School Students, Including Parochial and Home-Schooled Students
7:190	Student Behavior
7:190-AP2	Student Handbook – Gang Activity Prohibited
7:190-AP4	Use of Isolated Time out, <u>Time Out</u> , and Physical Restraint
7:190-AP5	Student Handbook – Electric Devices
7:190-E2	Student Handbook Checklist
7:220-AP	Electronic Recordings on School Buses
7:340	Student Records
7:340-AP1, E1	Notice to Parents/Guardians and Students of Their Rights Concerning a Student’s School Records
7:345	Use of Educational Technologies; Student Data Privacy and Security
7:345-AP	Use of Educational Technologies; Student Data Privacy and Security
7:345-AP, E1	Student Covered Information Reporting Form
7:345-AP, E2	Student Data Privacy; Notice to Parents About Educational Technology Vendors
7:345-AP, E3	Parent Notification Letter for Student Data Breach

**F. DISCUSSION/ACTION ON RESOLUTION NAMING DEPOSITORIES OF SCHOOL FUNDS.**

The Board must annually approve a Resolution Naming Depositories of School Funds,

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Approving the Treasurer, Authorizing Signatures and Respective Bonds on the Coal City Community Unit School District No. 1 Bank Accounts at Midland States Bank, BMO Harris Bank, Busey Bank, Bank of Pontiac, and PMS Securities.

Mr. Lander moved and Mr. Harmon seconded to approve designating CSBO Jason Smith at the Treasurer of Coal City Community Unit School District No. 1, and to waive the reading of the resolution.

Roll Call.

Ayes: Chuck Lander, Quint Harmon, Robert Bianchetta, Mary Gill, Shawn Hamilton, Ken Miller

Nays:

Absent: Jeff Emerson

Motion Carried.

**G. DISCUSSION/ACTION ON THE 2020 – 2021 TENTATIVE OPERATING BUDGET**

The tentative budget represents the compilation of an effort that annually begins the preceding fall. Numerous groups, as well as individuals, have an opportunity to provide input on this final product.

The district is legally required to have its Tentative Operating Budget on display for public inspection for a period of not less than thirty (30) days. Interested individuals may inspect the formal document in the District Administration Office at 550 S Carbon Hill Road. The legal notice, when published, meets the legal requirements of the State of Illinois.

Mr. Harmon moved and Mr. Bianchetta seconded to approve the 2020 - 2021 Tentative Budget as presented and to approve the legal notice for public hearing that said budget is available for public inspection for no less than thirty (30) days at the District Administration Office.

Roll Call.

Ayes: Quint Harmon, Robert Bianchetta, Mary Gill, Shawn Hamilton, Chuck Lander, Ken Miller

Nays:

Absent: Jeff Emerson

Motion Carried.

**OPEN FOR ITEMS NOT KNOWN AT AGENDA PREPARATION TIME**  
**COMMUNICATIONS FROM THE FLOOR**

1. In regard to agenda items – none.
2. In general (Limited to 5 minutes per person.) – none.

**CLOSED SESSION**

Mr. Lander moved and Mr. Harmon seconded to go to closed session at 7:13 p.m. for the purpose of considering information regarding the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, and collective negotiating matters.

Roll Call.

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Ayes: Chuck Lander, Quint Harmon, Robert Bianchetta, Mary Gill, Shawn Hamilton, Ken Miller

Nays:

Absent: Jeff Emerson

Motion: Carried.

When the Board returned to open session, President Miller called the regular meeting to order at 7:35 p.m. with the board members answering roll call present: Robert Bianchetta, Mary Gill, Shawn Hamilton, Quint Harmon, Chuck Lander, and Ken Miller. Board member Jeff Emerson was not in attendance.

**BOARD STUDY SESSION OF THE WHOLE DATE: JULY 29, 2020 @ 6 P.M.**  
**In Coal City CUSD #1 Administrative Center Board Room**

**NEXT REGULAR MEETING DATE: AUGUST 5, 2020 @ 6 P.M.**  
**In Coal City CUSD #1 Administrative Center Board Room**

**ADJOURNMENT**

Mr. Harmon moved and Mr. Lander seconded to adjourn the meeting at 7:36 p.m. President Miller asked if there was any opposition to the motion, hearing none considers the motion approved.

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Kenneth P. Miller, President

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Mary Gill, Secretary