

**Coal City Community Unit School District #1
Board of Education Meeting Minutes
Wednesday, July 10, 2019**

ROLL CALL

President Miller called the meeting to order at 6 p.m. in the Coal City Community Unit School District #1 District Office Board Room. In attendance were Board members Robert Bianchetta, Jeff Emerson, Mary Gill, Quint Harmon and Ken Miller. Board members Shawn Hamilton and Chuck Lander were not in attendance. Superintendent Kent Bugg, CSBO Jason Smith, Director of Curriculum and Instruction Tammy Elledge, Director of Special Populations Sandy Rakes, and Board Secretary Karen Vota were also in attendance.

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. President Miller welcomed those in attendance.
2. Allison Fitzgerald asked to address the Board regarding teachers providing after school learning opportunities for their students and Coaler Academy but was not in attendance.
3. Secretary Gill read a note from Mitch Hamann, thanking the Board for believing in his ability to lead the High School as building principal for the past eight years. In his card, he wrote *the last eight years have been the best of my thirty-six years!*

Secretary Gill read an email from The Cavaliers Drum and Bugle Corps Show Coordinator, Micheal Kott, thanking the district for hosting two groups on July 5. Mr. Kott thanked the board, administration, athletic directors and facility staff for the hospitality that was given to the drum corps that were assigned to the middle and high schools and for partnering with The Cavaliers in creating a truly memorable experience for the students.

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 were 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. Bianchetta moved and Mr. Harmon seconded to approve the consent agenda including:

MINUTES

June 5, 2019 – Regular Meeting
June 26, 2019 – BSSW Meeting
June 26, 2019 - Special Board Meeting

CLOSED SESSION MINUTES

June 26, 2019 – BSSW Meeting



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FINANCIAL REPORTS


Activity Fund Reports – May 2019
Treasurer’s Report – May 2019
Monthly Manual Check Report – June 2019
Payroll Report – June 2019
Accounts Payable Report – July 2019

PERSONNEL

Resignations

-  Sharon Moore – 3 hour/day reading aide at the Elementary School.
-  Karla Canaday - 3 hour/day baker at the High School



Employments– pending satisfactory completion of all state requirements

-  Jaelyn Mullen – preschool teacher at the Early Childhood Center – Jaelyn has a Bachelor’s Degree in Early Childhood Education from Illinois State University. This will be her third year of service in the state of Illinois. She replaces Jordan Wilson.




Employment Authorization

Due to time constraints, the superintendent was authorized to offer contracts for employment for any position that are/or could become available in order to start the 2019-2020 school year with a full staff.


Approval of Leave Requests

-  Curtis Lackner - custodian at the High School - On March 6, the Board approved a twenty-four (24) day paid medical leave with use of accumulated sick leave from February 6, 2019 through March 13, 2019. On April 3, 2019, the Board approved a twenty (20) day paid medical leave with use of accumulated sick leave from March 14, 2019 through April 10, 2019. On May 1, 2019, the Board approved a twenty (20) day paid medical leave with use of accumulated sick leave in accordance with the SEIU Local #73, from April 11 through May 8, 2019. On June 5, 2019, the Board approved the use of nine (9) paid sick days and twelve (12) paid vacation days from May 9, 2019 through June 6, 2019. Mr. Lackner requested the use of a sixteen (16) day unpaid Family Medical Leave from June 7, 2019 through June 30, 2019, a sixteen (16) day paid leave with use of earned PTO, in accordance with the SEIU Local #73 bargaining agreement, from July 1, 2019 through July 22, 2019 and an additional seven (7) day unpaid Family Medical Leave from July 23, 2019 through July 31, 2019.
-  Hayley Villafuerte - preschool teacher at the Early Childhood Center - Ms. Villafuerte requested a fifty-five (55) day paid maternity leave with use of accumulated sick leave in accordance with the Teacher's Negotiated Agreement, from approximately September 6, 2019 through Wednesday, November 26, 2019. She is also requesting a fifteen (15) day unpaid Family Medical Leave from Monday, December 2, 2019 through Friday, December 20, 2019. Hayley plans to return on Monday, January 6, 2020.


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-  Lisa Bertoglio – day lead custodian at the Middle School – On September 5, 2018, the Board approved a request for a sixty (60) day Family Medical Leave from September 10, 2018 through December 5, 2018. Ms. Bertoglio planned to return on Thursday, December 6, 2018, but was unable to do so. On January 9, 2019, the board approved a request to extend her unpaid medical leave from December 6, 2018 through April 18, 2019 and she was notified that she needed to exhaust remaining benefit days before additional unpaid leave would be considered. On April 3, 2019 the Board approved a twenty-two (22) day paid medical leave with use of accumulated sick leave in accordance with the SEIU Local #73 bargaining agreement, from Tuesday, April 23, 2019 through Wednesday, May 22, 2019. On June 5, 2019, The Board approved a thirty-eight (38) day paid medical leave with use of accumulated sick leave in accordance with the SEIU Local #73 bargaining agreement, from May 23, 2019 through July 15, 2019 and the use of seven (7) earned PTO days from July 16, 2019 through July 24, 2019. Lisa requested a seventy-one (71) day unpaid medical leave of absence from July 25, 2019 through October 31, 2019.
-  Denise Esparza - custodian at the High School - Ms. Esparza requested a twenty-two (22) day paid medical leave with use of accumulated sick leave in accordance with the SEIU Local #73 bargaining agreement, from July 10, 2019 through August 8, 2019. She is also requesting a fifty-nine (59) day unpaid Family Medical Leave from August 9, 2019 through October 30, 2019. Denise plans to return on Thursday, October 31, 2019.
-  Jessica Palmer - custodian at the Early Childhood Center - Ms. Palmer requested a twenty-two (22) day paid maternity leave with use of accumulated sick leave in accordance with the SEIU Local #73 bargaining agreement, from approximately September 19, 2019 through October 18, 2019. Jessica plans to return on Monday, October 21, 2019.

Retirement Requests

-  The following support staff have submitted a request to retire by utilizing the IMRF Early Retirement Incentive Program that was adopted by the Board on July 6, 2017 and takes effect on December 31, 2019.
- James McCord - 6/30/2020
 - Victoria Ryan - 6/30/2020
 - Mary Strahan - 7/1/2020
 - Kathy Veronda - 8/1/2020
 - Marianne Melvin - 12/31/2020

Extra-Curricular-Resignations

-  Varsity Softball Coach - Stephanie Harmon

Extra-Curricular Assignments

-  Department Chair for Individualized Student Services - Amy Ledvina

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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

The IDEA Part B flow through grant preliminary allotments have been released. The grant is complete and was submitted to the ISBE for approval.

The IDEA Preschool preliminary allotments have been released. The grant is complete and was submitted to the ISBE for approval.

There were 41 new special education students that moved into the district during the 18-19 school year. This is an increase of 5 students from the previous year. This number does not include preschoolers.

The district has received notice from new families and we are already expecting 13 new students with special needs for the 19-20 school year.

Coal City Community Preschool

We have 14 at risk spots (27 less than last year) and 22 (12 less than last year) special education spots available for the 19-20 school year.

Screening dates have been established and appointment slots for the first 2 dates are already full.

The Preschool for All grant has been submitted.

TAG

Students have been identified for the TAG program for the 19-20 school year. Letters were sent home on June 13, 2019.

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B. CURRICULUM REPORT

Director Elledge reported:

Department Information:

Summer work has been in high gear since the beginning of June. While all areas have done some minor adjustments and changes the following are the big changes for the summer:

- Fine Arts Visual Arts have completely revamped their curriculum for all grade levels with seamless vertical alignment to standards. Next summer, Fine Arts Music will do the same.
- PE/Health have worked on curriculum changes for the new heart rate monitors that they will be incorporating into their classrooms this year. They have also worked on implementing more student-centered activities into their curriculum.
- HS English worked on creating more rigorous assessments that better align to the expectations for students to be college or career ready. Emily Johnston attended an AP workshop and revamped some of the current materials in the AP English Lit course. The group also began work on moving Practical English to Transitional English and moving Honors English 3 to an AP English Language course. Great work this summer, but more work will continue to be done to make the changes outlined in the SAT improvement plan.
- Mathematics grades 6-12 also had a very busy summer of revamping of expectations on local assessments. They spent a lot of time during the spring professional development time looking specifically at areas that students weren't performing well on the SAT. They worked on including those types of questions in their local assessments to give students more exposure. They, like the English department, still have a lot of work to bring their assessments into line with college and career expectations.
- Science grades 6-12 worked on implementing the Understanding by Design (UbD) lesson plan framework into at least one unit plan per grade level. The UbD framework allows teachers to dissect all aspects of a unit and assemble the various pieces in a cohesive manner. The UbD focuses on essential questions that the students will answer over the course of the unit. The plan is to continue adding UbD lesson plans each year until all courses are complete. They, like ELA and Math will continue working on the goals set in the SAT improvement plan.
- The student services department worked on developing a curriculum for social and emotional standards

We held interviews for the new department leader. We had two applicants and there were three department leaders that sat on the interview team. We are pleased to recommend Amy Ledvina to this new position. Amy is currently working on her master's degree for administration as well as her special education director endorsement.

Standardized Test Information:

It was recently announced that the high school science test that is currently being given to all student in biology will be switched this year. Instead of being a course specific (Biology) the test will be changed to a junior level assessment. The new assessment will cover all science standards and schools will be accountable for student proficiency and not just student participation.

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C. SUPERINTENDENT'S REPORT

Dr. Bugg reported:

1. The Joint Annual Conference will be held in Chicago from November 22 – 24, 2019. Pre-Conference workshop information was reviewed.
2. The annual summary of Nursing Services for the 2018-2019 school year was submitted for Board review by district nurses Melissa Vigna and Danielle Meyer.
3. Rebecca Bajt, a student from Ripon College in Wisconsin, will be completing her student teaching requirements with High School Art Teacher Mark Fiske during the first nine weeks of the 2019-2020 school year.

DATES TO REMEMBER

- | | |
|---------|--|
| 7/18 | Walk-in Registration at the HS (4-6:30 p.m.) |
| 7/23 | Walk-in Registration at the HS (3-6:30 p.m.) |
| 8/5-8/7 | New Teacher Orientation |

D. GRUNDY AREA VOCATIONAL CENTER REPORT

Mr. Lander reported:

1. The Board approved the FY20 Tentative Budget as presented.
2. Approved the FY Budget Hearing for August 22, 2019 at 5:15 p.m.
3. Approved a one-year lease with District #54 at a cost of \$4,350 for the use of the Culinary Arts Lab.
4. Authorized the Director to offer teacher and/or support staff contracts for any positions that are/or could become available in order to start the 2019-2020 school year with full staff.
5. Approved allowing the GAVC office to make summer payments since there will be no July Board of Control meeting.
6. Approved the resignation of Juan Munoz as the Welding Assistant.
7. Approved a one year contract for Kara Gierke, Student Service Coordinator at a salary of \$48,625.27 for 195 days of service.
8. Approved a 3.0% increase in salaries for the Educational and Operational support staff.

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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 AGREEMENT WITH ATI PHYSICAL THERAPY FOR ATHLETIC TRAINING SERVICES

At the June 5 meeting, the Board took action to accept the proposal from ATI to provide athletic training services for the district for 2019-2020, 2020-2021 and 2021-2022. The cost for the service in year one is \$10,500, \$12,500 in year two and is \$15,000 in the final year of the agreement.

Mr. Emerson moved and Ms. Gill seconded to approve the three-year agreement with ATI Physical Therapy to provide athletic training services, as presented.

Roll Call.

Ayes: Jeff Emerson, Mary Gill, Robert Bianchetta, Quint Harmon, Ken Miller

Nays:

Motion Carried.

B. DISCUSSION/ACTION ON APPROVAL OF THE 2019-2020 BOARD STRATEGIC PLAN

At the June 26 special meeting, board members, district administrators and department leaders worked to develop the 2019-2020 Board Strategic Plan. The goals and objectives under the major themes of Student Safety, Health and Human Services, Student Learning, Long Range Planning and Unit #1 Community were updated. The proposed 2019-2020 Strategic Plan will be reviewed by the Board.

Mr. Bianchetta moved and Ms. Gill seconded to approve the 2019-2020 Board Strategic Plan, as presented.

Roll Call.

Ayes: Robert Bianchetta, Mary Gill, Jeff Emerson, Quint Harmon, Ken Miller

Nays:

Motion Carried.

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NEW BUSINESS

A. DISCUSSION/ACTION ON THE 2019-2020 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, between Thursday, July 11, 2019 and Wednesday, September 4, 2019. The legal notice, when published, meets the legal requirements of the State of Illinois.

Mr. Harmon moved and Mr. Emerson seconded to approve the 2019-2020 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 from July 11, 2019 until the Public Hearing at 6:00 p.m. on Wednesday, September 4, 2019.

Roll Call.

Ayes: Quint Harmon, Jeff Emerson, Robert Bianchetta, Mary Gill, Ken Miller

Nays:

Motion Carried.

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

The Board must annually take formal action to appoint CSBO Jason Smith as the authorized agent for Title IX and the Sex Equity Hearing Officer.

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 2019-2020 school year. President Miller asked if there was any opposition to the motion, hearing none, considers the motion carried.

C. DISCUSSION/ACTION ON FAIRCOT ASSESSMENT

The Fair Assessment Information Resource Committee (FAIRCOT) 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 FAIRCOT was recommended.

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Ms. Gill moved and Mr. Bianchetto seconded to approve the 2019-2020 membership to FAIRCOM at a cost of \$5,000.

Roll Call.

Ayes: Mary Gill, Robert Bianchetto, Jeff Emerson, Quint Harmon, Ken Miller

Nays:

Motion Carried.

D. DISCUSSION/ACTION ON AGREEMENT WITH COMMERCIAL ELECTRONIC SYSTEMS, INC FOR FIRE ALARM TESTING AND INSPECTION

CSBO Jason Smith is recommending to enter into an agreement with Commercial Electronic Systems, Inc. (CES) for fire alarm testing and inspections for all district buildings. The three-year agreement will be effective from July 1, 2019 through June 30, 2022 at a cost of \$24,615 per year.

Ms. Gill moved and Mr. Emerson seconded to approve the three-year agreement with CES to provide fire alarm inspection at all district buildings, as presented.

Roll Call.

Ayes: Mary Gill, Jeff Emerson, Robert Bianchetto, Quint Harmon, Ken Miller

Nays:

Motion Carried.

E. DISCUSSION/ACTION ON HIGH SCHOOL STUDENT PARTICIPATION IN THE ALL-STATE MUSICAL

Coal City High School Junior, Riley Nevin has been cast in the lead role of the Illinois All State Musical. High School Principal Christopher Spencer has made a recommendation to help pay for the All-State fees. The Board has a past practice of contributing \$250 per student to help defray costs of these types of school related activities.

Ms. Gill moved and Mr. Bianchetto seconded to approve the contribution of \$250 for Riley Nevin to help defray the cost of participation in the Illinois All-State Musical.

Roll Call.

Ayes: Mary Gill, Robert Bianchetto, Jeff Emerson, Quint Harmon, Ken Miller

Nays:

Motion Carried.

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F. DISCUSSION/ACTION ON CONTINUING DISCLOSURE UNDERTAKING

A Federal requirement for school districts with outstanding bond debt is that each district must provide a “Continuing Disclosure” report to certain repositories. The proposal from Raymond James and Associates, to provide assistance with continuing disclosure obligations at a fee of \$1,750, is attached for your review.

Mr. Harmon moved and Ms. Gill seconded to accept the proposal from Raymond James and Associates, Inc. to provide the District with the annual Continuing Disclosure as presented.

Roll Call.

Ayes: Quint Harmon, Mary Gill, Robert Bianchetta, Jeff Emerson, Ken Miller

Nays:

Motion Carried.

G. FIRST READING ON REVISED DISTRICT POLICIES

The following District Policies have been revised and submitted for review:

2:110	Qualifications, Term and Duties of Board Officers
2:140	Communications To and From the Board
2:140-E	Guidance for Board Member Communications, Including Email Use
2:230	Public Participation at School Board Meetings and Petitions to the Board
2:240	Board Policy Development
3:10	Goals and Objectives
3:60	Administrative Responsibility of the Building Principal
4:20	Fund Balances
4:45-AP1	Insufficient Fund Checks
4:45-AP2	Local Debt Recovery Program Implementation Procedures
4:45-E1	Cover Page Documenting the Process to Seek Offset from the Illinois Office of the Comptroller
4:45-E2	Notice of Claim to Seek Debt Recovery; Challenge; and Response to Challenge
4:55-AP	Controls for the Use of District Credit and Procurement Cards
4:70-AP	Resource Conservation
4:90	Activity Funds
5:30-AP1	Interview Questions
5:35	Compliance with the Fair Labor Standards Act
5:35-AP1	Fair Labor Standards Act Exemptions
5:35-AP2	Employee Records Required by the Fair Labor Standards Act 12-Step Compliance Checklist
5:35-AP3	Compensable Work Time for Non-Exempt Employees Under the FLSA
5:35-AP4	Fair Labor Standards Act 12-Step Compliance Checklist
5:35-E	Volunteer Agreement Executed by a Non-Exempt Employee
5:40	Communicable and Chronic Infectious Disease
5:120-E	Code of Ethics for Illinois Educators
5:130	Responsibilities Concerning Internal Information
5:180	Temporary Illness or Temporary Incapacity
5:310	Compensatory Time Off
5:310-E	Agreement to Receive Compensatory Time Off

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6:40	Curriculum Development
6:110	Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives
6:120-AP1, E2	Special Education Required Notice and Consent Forms
6:120-AP2	Access to Classrooms and Personnel
6:120-AP2, E1	Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes
6:280-AP	Evaluating and Reporting Student Achievement
6:300-E1	Application for a Diploma for Veterans of WWII, the Korean Conflict, or the Vietnam Conflict
6:340	Student Testing and Assessment Program
7:40-AP	Placement of Non-public School Students Transferring Into the District
7:170	Vandalism
7:240-AP2	Extracurricular Drug and Alcohol Testing Program
7:250-AP1	Measures to Control the Spread of Head Lice at School
7:280-AP	Managing Students with Communicable or Infectious Disease
7:280-E2	Reporting and Exclusion Requirements for Common Communicable Diseases
8:25-AP	Advertising and Distributing Materials in Schools Provided by Non-School Related Entities

OPEN FOR ITEMS NOT KNOWN AT AGENDA PREPARATION TIME - none.

COMMUNICATIONS FROM THE FLOOR

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

CLOSED SESSION

Mr. Bianchetta moved and Mr. Emerson seconded to go to closed session at 6:19 p.m. for the purpose of considering information regarding the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; and to consider the purchase or lease of real property for the use of the public body, including discussing whether a particular parcel should be acquired, 5 ILCS 120/2(c)(5).

Roll Call.

Ayes: Robert Bianchetta, Jeff Emerson, Mary Gill, Quint Harmon, Ken Miller
Absent: Shawn Hamilton, Chuck Lander
Nays:
Motion Carried.

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When the Board returned to open session, President Miller called the regular meeting back to order at 7:01 p.m. with the board members answering roll call present: Robert Bianchetta, Jeff Emerson, Mary Gill, Quint Harmon, Ken Miller. Board members Shawn Hamilton and Chuck Lander were not in attendance.

ACTION AS A RESULT OF CLOSED SESSION

None.

**BOARD STUDY SESSION OF THE WHOLE DATE: Wednesday, July 31 @ 6 P.M.
In Coal City CUSD #1 Administrative Center Board Room**

**NEXT REGULAR MEETING DATE: Wednesday, August 7 @ 6 P.M.
In Coal City CUSD #1 Administrative Center Board Room**

ADJOURNMENT

Mr. Harmon moved and Mr. Emerson seconded to adjourn the meeting at 7:01p.m. President Miller asked if there was any opposition to the motion, hearing none considers the motion approved.

Kenneth P. Miller, President

Mary Gill, Secretary