MEMBERS PRESENT:	Becky Bradley, Randy Christy, Jr., Tallin Curran, Don Lienemann, Lori Silva, and Erica Venne.
EMPLOYEES PRESENT:	Dr. Don Harris, Superintendent of Schools, Cory Ervay, Dr. Adam Garrett, Steve Mathes, Chris Mitchell, Dr. Liz Niepert, Nikki Petrillo, Tom Schooley, Brad Smith, and Ann Wilson.
STUDENT ADVISORY BOARD MEMBER:	n/a.
OTHERS PRESENT:	Marge Robbins.

This was an open meeting that took place in the Board Room at the Board of Education Offices. There was a total of ten (10) Employees, one (1) Guest, and seven (7) Board Members, physically present.

MEETING OF THE BOARD OF EDUCATION;

1. ROLL CALL AND DECLARATION OF QUORUM; The meeting was called to order at 4:00 p.m. by Board President, Eric Stacy. Roll was called. Seven {7} Board Members were physically present, and a quorum was declared. President Stacy 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. Superintendent Dr. Donald Harris, offered the invocation.

2. MINUTES OF THE SPECIAL MEETING OF THE BOARD OF EDUCATION; Motion by Member Curran, seconded by Member Bradley, to approve the minutes of the special meeting of the board of education held on Wednesday, **June 4, 2025**.

   Members voting - Christy, "aye", Bradley, "aye", Stacy, "aye", Curran, "aye", Silva, "aye", Lienemann, "aye", and Venne "aye", motion carried.

3. RETIREMENTS AND RESIGNATIONS; (1) Motion by Member Venne, seconded by Member Lienemann, upon the recommendation of administration, to accept the following retirements and resignations:

Name	Position	Reason	Effective
Vanessa Mineman	1st Grade Teacher/Maryville	Retirement	End of 2029/2030
Rebekah Loehr	Paraprofessional/Prather	Resignation	05/23/2025
Stephen Knogl	Math Teacher/GCHS	Retirement	End of 2028/2029
Charles Noud	Band Director/CJHS	Resignation	June 02, 2025
Denise Albrecht	Math Teacher/GCHS	Retirement	End of 2030/2031
Wendy Gunter	4th Grade Teacher/Frohardt	Retirement	End of 2029/2030
Timothy Wilson	Math Teacher/GCHS	Retirement	End of 2028/2029
Kay Lanfersieck	KG Special Education Teacher/Prather	Retirement	End of 2029/2030
Jane Moore	Administrative Assistant/GCHS	Retirement	06/30/2025
Tom Becherer	Custodian/GCHS	Retirement	05/01/2030
Maryann Woodson	Paraprofessional/Lake ESSC	Retirement	06/30/2030

Members voting - Bradley, "aye", Stacy, "aye", Curran, "aye", Silva, "aye", Lienemann, "aye", Venne "aye", and Christy, "aye", motion carried.

4. EMPLOYMENT OF PRATHER ELEMENTARY 6TH GRADE TEACHER FOR THE 2025-2026 SCHOOL YEAR; (2) Motion by Member Lienemann, seconded by Member Silva, upon the recommendation of the administration, to employ **Jessica** Thompson as Prather Elementary School 6th Grade Teacher for the 2025-2026 school year, pending the submission of the required paperwork.

   Members voting - Stacy, "aye", Curran, "aye", Silva, "aye", Lienemann, "aye", Venne "aye", Christy, "aye", and Bradley, "aye", motion carried.

5. EMPLOYMENT OF TWO {2} GCSD9 CUSTODIANS FOR THE 2025-2026 SCHOOL YEAR; (3) Motion by Member Lienemann, seconded by Member Bradley, upon the recommendation of the administration, to employ **Braden Dickerson** and **Alex Wright** as GCSD9 Custodians for the 2025-2026 school year, pending the submission of the required paperwork.

   Members voting - Curran, "aye", Silva, "aye", Lienemann, "aye", Venne "aye", Christy, "aye", Bradley, "aye", and Stacy, "aye", motion carried.

6. REQUEST TO INTERVENE IN APPEAL PROCEEDINGS {5} AT THE PROPERTY TAX APPEAL BOARD {P-TAB}; (4) Motion by Member Bradley, seconded by Member Silva, upon the recommendation of the administration, to Adopt the resolutions so that District Attorney Tom Schooley can intervene at the Property Tax Appeal Board with regard to the following appeal proceedings in Madison County, Illinois:

Exter 3
Big Box Properties
Exter 9
Edwardsville Industrial Portfolio
Exter 14

Members voting - Silva, "aye", Lienemann, "aye", Venne "aye", Christy, "aye", Bradley, "aye", Stacy, "aye", and Curran, "aye", motion carried.

7. POLICY AND ADMINISTRATIVE PROCEDURES; (5-10) Motion by Member Venne, seconded by Member Bradley, to Deny the Following Administrative Policy and Procedures.

   note: The Board of Education discussed Policy and Procedures in open session which was also streamed via Facebook Live.

INTERVIEW ADMINISTRATIVE PROCEDURES JUNE 2025

1. Human Resources will review the current job analysis and description to ensure it accurately reflects the required knowledge, skills, abilities (KSAs), and essential functions of the position.

2. Human Resources will post the position dependent upon contractual requirements (internally, externally, bid, etc.).

3. At the conclusion of the application deadline, Human Resources will conduct a paper screening of all applicants to look for minimum qualifications, spelling, grammar, and select candidates to be interviewed. If necessary, the Human Resources department will conduct a virtual screening interview to determine qualified candidates to be scheduled for a formal interview.
   - Human Resources will maintain accurate and confidential records of all interview-related documents, including applications, interview questions, evaluation forms, notes, and reference check information, in accordance with district policy and legal requirements.
   - Upon conclusion of the application window, Human Resources will send the list of applicants to the Board of Education.

4. Determine the composition of the interview committee, ensuring representation from relevant departments or stakeholders (e.g., Human Resources, hiring manager, administrators).

5. Human Resources will develop a structured set of interview questions aligned with the job requirements and desired KSAs.

- Develop a consistent rating scale (e.g., 1-5, unsatisfactory to outstanding) to ensure objective and consistent assessment across all candidates.
- Create an interview evaluation form or rubric that includes the questions, evaluation criteria, and rating scales.

6. Human Resources will coordinate the interview schedule, ensuring adequate time for each interview and breaks for the interview team.
    - Communicate interview details (date, time, location, interview team members, format - in-person, virtual) clearly and promptly to candidates.
    - Provide candidates with any necessary information or instructions prior to the interview.

7. Conducting the Interview:
    - Time will be allotted 1 hour prior to the interview for the interview committee to review applicants' resumes, cover letters, and interview questions.
    - Adhere to the predetermined interview questions and ask them in the same order for all candidates.
    - Allow candidates sufficient time to respond fully to each question.
    - Practice active listening skills, including maintaining eye contact, nodding, and asking clarifying questions.
    - Each member of the interview team will independently review their notes and evaluate each candidate based on the predetermined criteria and rating scales.

8. Post Interview
    - The interview team will meet to discuss their individual evaluations and share their observations.
    - Human Resources will conduct thorough reference checks for the top candidate(s).
    - Human Resources will conduct background checks in accordance with district policy and legal requirements. This may include criminal history checks, child abuse registry checks, and verification of credentials.

9. Selection and Offer:
    - Based on the interview evaluations, reference checks, and background checks, Human Resources will make a final selection.
    - If necessary, the top 2-3 candidates will be brought in for a second interview.

- Upon the final interview or consensus of the hiring committee, Human Resources will extend a formal offer of employment to the selected candidate, outlining the terms and conditions of employment pending Board approval.
- The candidates recommended for hire will be sent to the Board of Education for approval at the next Board of Education meeting. Upon request, the Board of Education may receive the cover letters and resumes of the candidates that were interviewed.
- Human Resources will communicate respectfully and professionally with unsuccessful candidates in a timely manner.

Members voting - Lienemann, "aye", Venne "aye", Christy, "aye", Bradley, "aye", Stacy, "aye", Curran, "aye", and Silva, "aye", motion carried.

8. POLICY AND ADMINISTRATIVE PROCEDURES; (5-10) Motion by Member Venne, seconded by Member Curran, to Approve the Following Revised Administrative Policy and Procedures.

note: The Board of Education discussed Policy and Procedures in open session which was also streamed via Facebook Live.

INTERVIEW ADMINISTRATIVE PROCEDURES JUNE 2025

1. Human Resources will review the current job analysis and description to ensure it accurately reflects the required knowledge, skills, abilities (KSAs), and essential functions of the position.
2. Human Resources will post the position dependent upon contractual requirements (internally, externally, bid, etc.).
3. At the conclusion of the application deadline, Human Resources will conduct a paper screening of all applicants to look for minimum qualifications, spelling, grammar, and select candidates to be interviewed. If necessary, the Human Resources department will conduct a virtual screening interview to determine qualified candidates to be scheduled for a formal interview.
    a. Human Resources will maintain accurate and confidential records of all interview-related documents, including applications, interview questions, evaluation forms, notes, and reference check information, in accordance with district policy and legal requirements.
    b. Upon conclusion of the application window, Human Resources will send the list of applicants to the Board of Education.
4. Determine the composition of the interview committee, ensuring representation from relevant departments or stakeholders (e.g., Human Resources, hiring manager, administrators).

5. Human Resources will develop a structured set of interview questions aligned with the job requirements and desired KSAs.
    a. Develop a consistent rating scale (e.g., 1-5, unsatisfactory to outstanding) to ensure objective and consistent assessment across all candidates.
    b. Create an interview evaluation form or rubric that includes the questions, evaluation criteria, and rating scales.

6. Human Resources will coordinate the interview schedule, ensuring adequate time for each interview and breaks for the interview team.
    a. Communicate interview details (date, time, location, interview team members, format - in-person, virtual) clearly and promptly to candidates.
    b. Provide candidates with any necessary information or instructions prior to the interview.

7. Conducting the Interview:
    a. The interview committee will be provided access to review applicants' resumes, cover letters, and interview questions prior to the interview.
    b. Adhere to the predetermined interview questions and ask them in the same order for all candidates.
    c. Allow candidates sufficient time to respond fully to each question.
    d. Practice active listening skills, including maintaining eye contact, nodding, and asking clarifying questions.
    e. Each member of the interview team will independently review their notes and evaluate each candidate based on the predetermined criteria and rating scales.

8. Post Interview
    a. The interview team will meet to discuss their individual evaluations and share their observations.
    b. Human Resources will conduct thorough reference checks for the top candidate(s).
    c. Human Resources will conduct background checks in accordance with district policy and legal requirements. This may include criminal history checks, child abuse registry checks, and verification of credentials.

9. Selection and Offer:
    a. Based on the interview evaluations, reference checks, and background checks, Human Resources will make a final selection.
    b. If necessary, the top 2-3 candidates will be brought in for a second interview.

c. Upon the final interview or consensus of the hiring committee, Human Resources will extend an informal offer of employment to the selected candidate, outlining the terms and conditions of employment pending Board approval.

d. The candidates recommended for hire will be sent to the Board of Education for approval at the next Board of Education meeting. Upon request of any Board of Education member, the Board of Education may receive the cover letters and resumes of the candidates that were interviewed.

e. Human Resources will communicate respectfully and professionally with unsuccessful candidates in a timely manner.

9. The next Regular Board of Education meeting will be held on Tuesday, June 24, 2025, at 6:00 pm at the Board of Education Offices located at 3200 Maryville Road, Granite City, Illinois 62040-5144.

10. **ADJOURNMENT**; Motion by Member Curran, seconded by Member Lienemann, to adjourn the meeting at 5:08 pm.

Members voting - all aye; voice vote; motion carried.

Eric C. Stacy, President
Board of Education
Community Unit School District #9

Erica L. Venne, Secretary
Board of Education
Community Unit School District #9