

August 9, 2016

The Board of Education of Community Unit School District Number Two met at 7:00 P.M. on Tuesday, August 9, 2016, in the Board of Education and Administrative Offices, 1701 Charleston Avenue, Mattoon, Illinois.

Board President Michelle Skinlo requested those in attendance to stand for the Pledge of Allegiance. Following the Pledge of Allegiance, Board President Michelle Skinlo called the meeting to order.

**ROLL CALL:** Present: Gary Kepley, Robert Miller, Ashli Overton, Susan Smith, Bill Standerfer, Michelle Skinlo

Absent: Colleen Garner

**RECEPTION OF VISITORS:**

Board President Michelle Skinlo welcomed all visitors present and opened the floor to those wishing to address the board on agenda and non-agenda items.

**Agenda:** None

**Non-Agenda:** None

**CONSENT AGENDA:**

The Consent Agenda, consisting of the following items, was presented to the Board for approval:

- Approval of the regular Board Meeting Minutes held on July 12, 2016 and approval of the Executive Session Minutes held on July 12, 2016

- Financial – Payment of July 2016 bills as presented

- Approval of the Resolution on Hazardous Conditions for the 2016-17 school year.

See Exhibit 3.3a

- Approval for school affiliated organizations to conduct activities in school district facilities

- Approval of the 2016-17 Parent/Student Handbooks as presented.

- Freedom of Information Report - No requests received in the Superintendent's office since the last meeting of the Board on July 12, 2016.

Kepley moved, seconded by Overton, to approve the Consent Agenda as presented.

Roll call vote as follows: Kepley,aye; Miller,aye; Overton,aye; Smith,aye; Standerfer,aye; Garner,absent; Skinlo,aye. Nays, none. Motion carried.

**PRESENTATION OF  
TENTATIVE FISCAL  
YEAR 2017 BUDGET:**

(Information Item):

Assistant Superintendent for Business Tom Sherman presented the following tentative fiscal year 2017 budget to the Mattoon Board of Education:

<b>Summary Tentative FY 2017 Budget</b>		
<b>Fund</b>	<b>Revenues</b>	<b>Expenses</b>
Education	\$26,592,572	\$27,230,878
Operations & Maintenance	\$2,804,065	\$2,671,019
Bonds	\$2,584,072	\$2,496,128
Transportation	\$2,432,349	\$1,732,226
IMRF/SS	\$1,234,009	\$1,233,489
Life Safety	\$8,000	\$8,000
TOTALS	\$35,655,067	\$35,371,740
<b>Revenue over Expenses</b>	<b>\$283,327</b>	

These numbers may change as new figures come in from the State of Illinois between now and the September 13, 2016 Board of Education meeting. No action is necessary at this meeting, but the Board of Education will be requested to approve the FY17 school district budget at the September board meeting.

**BOARD ACTION TO ESTABLISH  
A PUBLIC HEARING DATE  
AND SEEK APPROVAL OF FY17  
BUDGET AT 7:00 P.M. ON  
SEPTEMBER 13, 2016:**

Administration recommended the Board of Education take action to establish a public hearing date of September 13, 2016, at 7:00 p.m. for approval of the FY17 budget.

Smith moved, seconded by Kepley to approve board action to establish a public hearing date and time as presented.

A unanimous voice vote of “aye” carried the motion.

**BOARD ACTION TO  
SOLICIT BIDS FOR  
SCHOOL BUS LEASE:**

Assistant Superintendent for Business Tom Sherman and Transportation Director Mark Nelson requested permission from the Board of Education to approve the solicitation of bids for a new school bus lease for the 2017-19 school year. A recommendation will be brought before the Board of Education at the October 11, 2016 board meeting for approval.

Overton moved, seconded by Miller to approve the solicitation of bids for a new school bus lease as presented.

A unanimous voice vote of “aye” carried the motion.

**PERSONNEL REPORT –  
C.U.S.D. #2:**

Assistant Superintendent for Human Resources Dr. David Skocy presented the following C.U.S.D. #2 personnel report to the Board for approval:

**Certified Appointments – C.U.S.D. #2**

- Rebekah Barton, English teacher at Mattoon High School, (effective for the 2016-17 school year)
- Claire Unkraut, language arts teacher at Mattoon Middle School (effective for the 2016-17 school year)
- Randall Aungst, substitute teacher (effective for the 2016-17 school year)
- Jordan Brown, substitute teacher (effective for the 2016-17 school year)
- Michele Sinclair, substitute teacher (effective for the 2016-17 school year)
- All administrator employment contracts codifying TRS required language related to the Affordable Care Act (effective 2016-17 school year)

**Classified Resignations – C.U.S.D. #2**

- Debbie Elder, resigned as a bus aide (effective immediately)
- Ericka Lashley, resigned as a bus aide (effective immediately)
- Layne Lashley, resigned as a bus driver (effective immediately)
- Kay Pease, retiring as executive secretary for Human Resources (effective December 31, 2016)
- Lindsey Strong, resigned as a supervisor at Williams Elementary School (effective for the 2016-17 school year)

**Classified Appointments – C.U.S.D. #2**

- Teresa Annis, supervisor at Williams Elementary School (effective for the 2016-17 school year)
- Brenda Bell, supervisor at Williams Elementary School, (effective for the 2016-17 school year)
- Megan Butler, bus aide (effective the 2016-17 school year)

- Heather Fitzgerald, supervisor at Riddle Elementary School (effective for the 2016-17 school year)
- Paulette Lamanske, bus aide (effective the 2016-17 school year)
- Ann Mansfield, supervisor at Williams Elementary School, (effective for the 2016-17 school year)
- Dale Normile, bus aide and substitute bus driver (effective immediate for 2016-17 school year)
- Shannon O'Brien, supervisor at Williams Elementary School (effective for the 2016-17 school year)
- Amber Shanks, supervisor at Riddle Elementary School, (effective for the 2016-17 school year)
- Rose Gesell, substitute paraprofessional (effective for the 2016-17 school year)
- Sheree Stone, substitute bus driver (effective for the 2016-17 school year)
- Melissa Caywood(volunteer (effective immediately)
- Cheryl Hickox, volunteer (effective immediately)
- Michelle Laue, volunteer (effective immediately)
- Shannon Laue, volunteer (effective immediately)
- Emily Ramage, volunteer (effective immediately)
- Chris Ramage, volunteer (effective immediately)
- William Sewell, volunteer (effective immediately)
- Cindy Slack, volunteer (effective immediately)

**Extra Duty Resignations – C.U.S.D. #2**

- Jeremy Gibson, head chess team coach at Mattoon High School, effective for the 2016-17 school year

**Extra Duty Appointments - C.U.S.D. #2**

- Jordan Brown, head cheerleading coach at Mattoon Middle School (effective immediately)
- Ryan Ghere, sophomore boys' basketball coach (effective for the 2016-17 school year)
- Elizabeth Schumaker, assistant girls' track coach (effective for the 2016-17 school year)
- Amanda Cavazos, assistant cheerleading coach at Mattoon Middle School (effective immediately)
- Marcus McDowell, assistant boys' soccer coach (effective for the 2016-17 school year)

Miller moved, seconded by Smith, to approve the August 2016 Personnel Report for C.U.S.D. #2 as presented.

Roll call vote as follows: Smith,aye; Standerfer,aye; Garner,absent; Kepley,aye; Miller,aye; Overton,aye; Skinlo,aye. Nays, none. Motion carried.

**REMINDER OF BEGINNING  
OF SCHOOL DATES:** (Information Item):

**2016-2017 Beginning of School Schedule**

**Wednesday, August 3 (Registration at Buildings)**

- 8:00 a.m.-6:00 p.m.

**Thursday, August 4 (Registration at Buildings)**

- 8:00 a.m.-1:00 p.m.

**Monday, August 15 (All Day Teachers' Institute)**

- 7:30-8:00 a.m. Breakfast

**Tuesday, August 16 (2 ½ Hour Early Dismissal Day)**

**Wednesday, August 17 (First Full Student Day)**

- Students and staff will report for the first full day of classes. ☺

**\* First home football game – Friday, August 26, 2016 – MHS  
Varsity vs. Triad**

**\* COLES COUNTY CLASH – Friday, September 23, 2016  
at Charleston**

**\* RELAY FOR LIFE – August 20, 2016, from 12:00 noon to  
12:00 midnight at Peterson Park**

**“GOING FOR THE GOLD  
IN FINDING A CURE”**

**BOND ACTION TO AMEND SCHOOL  
BOARD MEETING DATES FOR THE  
2016-17 SCHOOLYEAR:**

Superintendent Larry Lilly will request the Board approve an amended calendar that includes two changes to the school board meeting schedule for the 2016-17 school year.

**2016-2017 SCHOOL YEAR  
MEETING DATES, TIME AND PLACE**

**BOARD MEETINGS HELD ON THE SECOND TUESDAY OF  
EACH MONTH, 7:00 P.M., AT THE BOARD OF EDUCATION  
AND ADMINISTRATIVE OFFICES, 1701 CHARLESTON AVENUE,  
MATTOON ILLINOIS**

JULY 12, 2016

AUGUST 9, 2016

SEPTEMBER 13, 2016

OCTOBER 11, 2016

NOVEMBER 8, 2016

DECEMBER 13, 2016

JANUARY 10, 2017

FEBRUARY 14, 2017

MARCH 21, 2017 **(due to Supt's scheduling conflict)**

APRIL 18, 2017 **(3<sup>rd</sup> Tuesday due to Spring Break)**

MAY 9, 2017

JUNE 13, 2017

JUNE 30, 2017 **(special noon meeting)**

Overton moved, seconded by Kepley, to approve the amended board meeting dates for the 2016-17 school year as presented.

A unanimous voice vote of “ayes” carried the motion.

**CONSIDERATION AND BOARD ACTION TO APPROVE  
A RESOLUTION DIRECTING THE REGIONAL SUPER-  
INTENDENT FOR COLES COUNTY TO CERTIFY TO  
THE COLES COUNTY CLERK THE QUESTION OF  
IMPOSING A ONE-PERCENT (1%) COUNTY SCHOOL  
FACILITY SALES TAX TO THE VOTERS OF COLES  
COUNTY AT THE NOVEMBER 8, 2016**

**GENERAL ELECTION:** President Skinlo announced that the Board of Education would consider the adoption of a resolution directing the Regional Superintendent of Schools for the County of Coles, Illinois, to certify to the County Clerk of said County the question of imposing a retailers' occupation tax and a service occupation tax at a rate of 1% to provide revenue to be used exclusively for school facility purposes for submission to the electors of said County at the general election to be held on the 8<sup>th</sup> day of November, 2016.

A certain protocol was required regarding the presentation of the resolution as presented in the above Agenda Item 6.3.

- The first requirement was for Board President Michelle Skinlo to read Agenda Item 6.3 as follows into the record:

“Consideration and Board Action to Approve a Resolution Directing the Regional Superintendent for Coles County to Certify to the Coles County Clerk the Question of Imposing a One-Percent (1%) County School Facility Sales Tax to the Voters of Coles County at the November 8, 2016, General Election.”

- President Skinlo then directed Superintendent Lilly to give a more detailed PowerPoint presentation regarding the resolution which is included with these minutes as Exhibit 6.3a for review.
- Whereupon Member Bill Standerfer presented and the Secretary Susan Smith read by title a resolution as follows, a copy of which was provided to each member of the Board of Education prior to said meeting and to everyone in attendance at said meeting who requested a copy. Board Secretary Susan Smith read the following resolution into the record:

“RESOLUTION directing the Regional Superintendent of Schools for The County of Coles, Illinois, to certify to the County Clerk of said County the question of imposing a retailers' occupation tax and a service occupation tax to be used exclusively for school facility purposes

for submission to the electors of said County at the general election to be held on the 8<sup>th</sup> day of November, 2016.”

**PLEASE NOTE FULL RESOLUTION BELOW:**

RESOLUTION directing the Regional Superintendent of Schools for The County of Coles, Illinois, to certify to the County Clerk of said County the question of imposing a retailers’ occupation tax and a service occupation tax to be used exclusively for school facility purposes for submission to the electors of said County at the general election to be held on the 8th day of November, 2016.

\* \* \*

WHEREAS, Section 5-1006.7 of the Counties Code of the State of Illinois, as amended (the “*County School Facility Occupation Tax Law*”), authorizes the imposition of a tax upon all persons engaged in the business of selling tangible personal property, other than personal property titled or registered with an agency of the government of the State of Illinois, at retail in The County of Coles, Illinois (the “*County*”), on the gross receipts of the sales made in the course of business and a service occupation tax upon all persons engaged in the County in the business of making sales of service, who, as an incident to making those sales of service, transfer tangible personal property within the County as an incident to a sale of service, at a rate of 1% to provide revenue to be used exclusively for school facility purposes (the “*County School Facility Occupation Taxes*”) if a proposition for the County School Facility Occupation Taxes (the “*Proposition*”) is submitted to the electors of the County at a regular election and approved by a majority of the electors voting on the Proposition; and

WHEREAS, for purposes of the County School Facility Occupation Tax Law, “*school facility purposes*” means (i) the acquisition, development, construction, reconstruction, rehabilitation, improvement, financing, architectural planning, and installation of capital facilities consisting of buildings, structures, and durable equipment and the acquisition and improvement of real property and interest in real property required, or expected to be required, in connection with the capital facilities and (ii) the payment of bonds or other obligations heretofore or

hereafter issued, including bonds or other obligations heretofore or hereafter issued to refund or to continue to refund bonds or other obligations issued, for school facility purposes provided that the taxes levied to pay such bonds are abated by the amount of the taxes imposed under the County School Facility Occupation Tax Law that are used to pay such bonds; and

WHEREAS, for purposes of the County School Facility Occupation Tax Law, “*school facility purposes*” also includes fire prevention, safety, energy conservation, disabled accessibility, school security, and specified repair purposes set forth under Section 17-2.11 of the School Code of the State of Illinois, as amended; and

WHEREAS, the County School Facility Occupation Tax Law provides that upon receipt of a resolution or resolutions of school district boards that represent more than 50% of the student enrollment within the County, the Regional Superintendent of Schools for the County (the “*Regional Superintendent*”) must certify the Proposition to the proper election authority in accordance with the Election Code of the State of Illinois, as amended (the “*Election Code*”); and

WHEREAS, the Board of Education (the “*Board*”) of Community Unit School District Number 2, Coles, Cumberland, Moultrie and Shelby Counties, Illinois (the “*District*”), deems it necessary, advisable and in the best interest of the District that the Regional Superintendent certify the Proposition to the County Clerk of the County (the “*County Clerk*”) for submission to the electors of the County at the general election to be held on the 8th day of November, 2016 (the “*Election*”):

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Education of Community Unit School District Number 2, Coles, Cumberland, Moultrie and Shelby Counties, Illinois, as follows:

*Section 1. Incorporation of Preambles.* The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

*Section 2. Direction to Regional Superintendent.* The Regional Superintendent is hereby directed to certify the Proposition to the County Clerk in the form set forth in the County School Facility Occupation Tax Law and in accordance with the Election Code, for submission to the electors of the County at the Election.

*Section 3. Severability.* If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

*Section 4. Repeal.* All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted August 9, 2016.

Member Gary Kepley moved and Member Robert Miller seconded the motion that said resolution as presented and read by title be adopted.

After a full discussion thereof, the President directed that the roll be called for a vote upon the motion to adopt said resolution.

Roll call vote as follows: Garner,absent; Kepley,aye; Miller,aye; Overton,aye; Smith,aye; Standerfer,aye; Skinlo,aye. Nays, none. Motion carried.

Whereupon the President declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Education of Community Unit School District Number 2, Coles, Cumberland, Moultrie and Shelby Counties, Illinois, which was done.

Upon motion duly made, seconded and carried, the meeting continued and was later adjourned at 8:51 p.m..

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF COLES            )

**CERTIFICATION OF MINUTES AND RESOLUTION**

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of Community Unit School District Number 2, Coles, Cumberland, Moultrie and Shelby Counties, Illinois (the “Board”), and as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 9th day of August, 2016, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION directing the Regional Superintendent of Schools for The County of Coles, Illinois, to certify to the County Clerk of said County the question of imposing a retailers’ occupation tax and a service occupation tax to be used exclusively for school facility purposes for submission to the electors of said County at the general election to be held on the 8th day of November, 2016.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that at least one copy of said agenda was continuously available for public review during the entire 96-hour period preceding said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 9th day of August, 2016.

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Secretary, Board of Education

**BOARD ACTION TO APPROVE**  
**A RESOLUTION FOR USE OF**  
**POTENTIAL REVENUE FROM**  
**THE COUNTY SCHOOLS FACILITY**  
**SALES TAX:**

Following the presentation of Agenda Item 6.3, the Mattoon Board of Education was requested to approve a resolution regarding the use of potential county schools facility sales tax revenue. Superintendent Lilly read the resolution as presented which is included with these minutes as Exhibit 6.4a for review. This is a pledge by the Mattoon Board of Education outlining how the sales tax revenue will be used if passed. Superintendent Lilly stated that the district has other older facilities needing attention which could be addressed with this revenue. Older buildings include the Mattoon High School, Mattoon Middle School, Franklin, Hawthorne, and Humboldt which were erected during the 50s and still contain 50s infrastructure. Other district personnel, such as District Facilities Engineer, Kent Metzger, commented that he sees needs (long term & short term) with the older district buildings.

Mr. Metzger explained how fixing just one item in these older buildings often creates a problem somewhere else down the line. This resolution will outline in more easily understood terms how the Mattoon Board of Education will use the sales tax revenue if it should pass.

Motion made by Smith, seconded by Kepley to approve the resolution for use of potential revenue from the County Schools Facility Sales Tax as read by Superintendent Larry Lilly.

Roll call vote as follows: Kepley,aye; Miller,aye; Overton,aye; Smith,aye; Standerfer,aye; Garner,absent; Skinlo,aye. Nays, none. Motion carried.

See Exhibit 6.4a

- EXECUTIVE SESSION:** Overton moved, seconded by Kepley, to go into executive session at 7:45 p.m. to:
- review executive session minutes for the period of January 1, 2016 – June 30, 2016;
  - review executive session audio recordings for the period of July 1, 2014 – December 31, 2015;
  - discuss matters related to probable, imminent, or pending litigation;
  - discuss matters pertaining to individual student(s)
  - discuss matters pertaining to the appointment, employment, compensation, discipline, performance, or dismissal of specific employees

Roll call vote as follows: Garner,absent; Kepley,aye; Miller,aye; Overton,aye; Smith,aye; Standerfer,aye; Skinlo,aye. Nays, none. Motion carried.

Others present for the Executive Session were:  
Superintendent Larry Lilly, Assistant Superintendent for Human Resources Dr. David Skocy, Assistant Superintendent for Business Tom Sherman.

**OPEN SESSION:**

Board President Michelle Skinlo declared Executive Session closed and open session reconvened at 7:49.

Motion made by Overton, seconded by Kepley, to open applicable Executive Session Minutes for the period of January 1, 2016 – June 30, 2016 as presented.

Roll call vote as follows: Kepley,aye; Miller,aye; Overton,aye; Smith,aye; Standerfer,aye; Garner,absent; Skinlo,aye. Nays, none. Motion carried.

Motion made by Standerfer, seconded by Overton, to destroy Executive Session Audio Recordings for the period of July 1, 2014 – December 31, 2014 as presented.

Roll call vote as follows: Miller,aye; Overton,aye; Smith,aye; Standerfer,aye; Garner,absent; Kepley,aye; Skinlo,aye. Nays, none. Motion carried.

**ADJOURNMENT:**

Kepely moved, seconded by Miller, to adjourn the meeting at 8:51 p.m.

Roll call vote as follows: Overton,aye; Smith,aye; Standerfer,aye; Garner,absent; Kepley,aye; Miller,aye; Skinlo,aye. Nays, none. Motion carried.

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President

Date September 13, 2016

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Secretary