

## Agenda

1. Call to Order
2. Public Comment (*Policy 2:230*)
3. Adjustments to Agenda
4. Consent Agenda
  - 4.a. Open Session Minutes from April 19, 2023
  - 4.b. Executive Session Minutes from April 19, 2023
5. Canvassed Election Results
6. Adjourn Sine Die
7. Reorganization and Seating of Board and Election of Officers
  1. Call to Order
  2. Roll Call
  3. Administer Oath
8. Election of Officers
  - 8.a. President
  - 8.b. Vice-President
  - 8.c. Secretary
9. Appoint CACC Representative  
**Speaker(s):** Board President
10. Executive Session - For the purpose of:
  - 10.a. *The appointment, employment compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine validity. 5 ILCS 10/2(c).*
  - 10.b. *Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis of the finding shall be recorded and entered into the minutes of the closed meeting. 5ILCS 120/2(c)(11).*
11. Personnel Consent Agenda
  - 11.a. Elyse Copelin as Bus Monitor
  - 11.b. Jenna Cisco as Elementary Teacher
  - 11.c. Katelyn Moran as Elementary Teacher
12. Discuss and/or Approve Board of Education Meetings Dates/Times for the 23-24 School Year
13. Discuss Attending Joint Annual Conference, November 17-19, 2023
14. Approve the Reading Specialist Job Description
15. Approve the Consolidated District Plan for ISBE Grant purposes
16. School Board Orientation Training

## 17. Adjournment

**COMMUNITY UNIT SCHOOL DISTRICT #16**  
**NEW BERLIN, ILLINOIS**  
**April 19, 2023**

**MINUTES OF REGULAR BOARD MEETING**

President Neuman called the Board Meeting to order at 6:00 p.m. Members Kotner, Marr, Gordon, Beard and Williams were present. Member Mann was absent.

Member Williams was recognized for eight years of service as Board Member.

Pretzel shootouts were shared with the Board.

There was no one for Public Comment.

There were no adjustments to the agenda.

There were no questions or comments regarding Director Reports.

Administrator reports were reviewed with the Board.

The Superintendent highlighted ROCTE and its roll in schools, upcoming work with reading and math consultants and new math curriculum for next year. She also informed the Board that bid openings will tentatively be the end of May and they are looking at a mid- June ground breaking on the new Junior High/High School.

A motion was made by Member Kotner and seconded by Member Williams to approve the Consent Agenda. The motion passed on a roll call vote, 6-0. President Neuman, Members Kotner, Marr, Gordon, Beard and Williams voted yea.

A motion was made by Member Marr and seconded by Member Kotner to approve Fees for the 2023-2024 School Year. The motion passed on a roll call vote, 6-0. President Neuman, Members Kotner, Marr, Gordon, Beard and Williams voted yea.

A motion was made by Member Williams and seconded by Member Kotner to approve the Support Staff Increases and Pay Rate Schedule. The motion passed on a roll call vote, 6-0. President Neuman, Members Kotner, Marr, Gordon, Beard and Williams voted yea.

A motion was made by Member Gordon and seconded by Member Marr to approve the Officials Pay Schedule for the 2023-2024 School Year. The motion passed on a roll call vote, 6-0. President Neuman, Members Kotner, Marr, Gordon, Beard and Williams voted yea.

A motion was made by Member Marr and seconded by Member Gordon to approve Authorization for BLDD and CORE Construction to solicit bids on behalf of the New Berlin School District for the Remodel and Addition project for New Berlin Jr/Sr. High School. The motion passed on a roll call vote, 6-0. President Neuman, Members Kotner, Marr, Gordon, Beard and Williams voted yea.

A motion was made by Member Beard and seconded by Member Gordon to approve the Director of Operations Job Description. The motion passed on a roll call vote, 6-0. President Neuman, Members Kotner, Marr, Gordon, Beard and Williams voted yea.

A motion was made by Member Gordon and seconded by Member Williams to approve the Athletic Director recommendation for Bass Fishing co-op with Franklin and Waverly (Waverly hosts) 2yrs/IHSA. The motion passed on a voice vote, 6-0. President Neuman, Members Kotner, Marr, Gordon, Beard and Williams voted yea.

A motion was made by Member Gordon and seconded by Member Marr to approve the Resolution Approving Amendments to the Intergovernmental Cooperation Agreement Among participating district and the Regional Career and Technical Education System #310, The Regional Office of Career and Technical Education (ROCTE). The motion passed on a voice vote, 6-0. President Neuman, Members Kotner, Marr, Gordon, Beard and Williams voted yea.

A motion was made by Member Kotner and seconded by Member Beard to approve the Adoption of Purchasing of Sociology Textbooks. The motion passed on a roll call vote, 6-0. President Neuman, Members Kotner, Marr, Gordon, Beard and Williams voted yea.

A motion was made by Member Marr and seconded by Mr. Gordon to approve Math Curriculum Purchases for grades 6-9. The motion passed on a roll call vote, 6-0. President Neuman, Members Kotner, Marr, Gordon, Beard and Williams voted yea.

A motion was made by Member Gordon and seconded by Member Beard to approve the K-5 Reading Consultant Proposal for the 23-24 School Year. The motion passed on a roll call vote, 6-0. President Neuman, Members Kotner, Marr, Gordon, Beard and Williams voted yea.

A motion was made by Member Marr and seconded by Member Gordon to approve the overnight trip for NAQT Small School National Championship from April 28-30, 2023. The motion passed on a voice vote, 6-0. President Neuman, Members Kotner, Marr, Gordon, Beard and Williams voted yea.

A motion was made by Member Gordon and seconded by Member Beard to approve the Resolution to Dispose/Sell Surplus Property. The motion passed on a voice vote, 6-0. President Neuman, Members Kotner, Marr, Gordon, Beard and Williams voted yea.

A motion was made by Member Gordon and seconded by Member Beard to approve the Destroying of Executive Session Tapes for the Month(s) of September 2021 and prior. The motion passed on a voice vote, 5-1. President Neuman, Members Kotner, Marr, Gordon and Beard voted yea. Member Williams voted no.

A motion was made by Member Gordon and seconded by Member Beard at 6:31 p.m. to adjourn to Executive Session for Employee and Legal matters. The motion passed on a roll call vote, 6-0. President Neuman, Members Kotner, Marr, Gordon, Beard and Williams voted yea.

A motion was made at 6:57 p.m. by Member Gordon and seconded by Member Marr to return to open session. The motion passed on a roll call vote, 6-0. President Neuman, Members Kotner, Marr, Gordon, Beard and Williams voted yea.

A motion was made by Member Gordon and seconded by Member Kotner to approve the Personnel Consent Agenda (James Dambacher-NBE Physical Ed. Teacher, Daniel Hayford-HS Math Teacher, Matt Brown-Director of Operations effective May 26, 2023). The motion passed on a roll call vote, 6-0. President Neuman, Members Kotner, Marr, Gordon and Beard voted yea. Member Williams abstained.

A motion was made at 6:57 pm. by Member Williams and seconded by Member Kotner to adjourn the meeting. The motion passed on a voice vote, 6-0. President Neuman, Members Kotner, Gordon, Marr, Beard and Williams voted yea.

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Secretary

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President

**DON GRAY**  
**SANGAMON COUNTY CLERK**  
 ELECTION OFFICE  
 ROOM 105, COUNTY BUILDING  
 200 SOUTH NINTH STREET  
 SPRINGFIELD, ILLINOIS 62701  
 TELEPHONE: 217-753-8683/FACSIMILE: 217-753-6739  
[countyclerksangamonil.gov](http://countyclerksangamonil.gov)



**ABSTRACT OF VOTES**  
**NEW BERLIN COMMUNITY UNIT SCHOOL DISTRICT #16**

I, Don Gray, Sangamon County Clerk, the undersigned member of the canvassing board, do hereby certify that on April 20, 2023, I canvassed the returns of an election held on April 4, 2023, and do proclaim that a total of **1097 voters** requested and received ballots and I do further certify that the following list of candidates each received the number of votes recorded for him or her for the office listed below.

Instructions to voter: Membership on the board of education is restricted to a maximum of 3 members from any congressional township. ON THE BASIS OF EXISTING BOARD MEMBERSHIP, MEMBERS MAY BE ELECTED IN THE FOLLOWING NUMBERS FROM EACH CONGRESSIONAL TOWNSHIP.

- NOT MORE THAN 2 MAY BE ELECTED FROM TOWNSHIP 14N RANGE 7W
- NOT MORE THAN 2 MAY BE ELECTED FROM TOWNSHIP 15N RANGE 7W
- NOT MORE THAN 3 MAY BE ELECTED FROM TOWNSHIP 14N RANGE 6W
- NOT MORE THAN 3 MAY BE ELECTED FROM TOWNSHIP 14N RANGE 8W
- NOT MORE THAN 3 MAY BE ELECTED FROM TOWNSHIP 15N RANGE 6W
- NOT MORE THAN 3 MAY BE ELECTED FROM TOWNSHIP 15N RANGE 8W

**FOR MEMBERS OF THE BOARD OF EDUCATION**  
**(TO SERVE AN UNEXPIRED 2-YEAR TERM)**

THE AREA OF RESIDENCE OF THOSE ELECTED TO FILL UNEXPIRED TERMS IS TAKEN INTO CONSIDERATION IN DETERMINING THE WINNERS OF THE FULL TERMS.

**(VOTE FOR A TOTAL OF ONE)**

	<u>Morgan</u>	<u>Sangamon</u>	<u>Total Votes</u>
Township 15N, Range 6W <b>CHRISTOPHER A. GORDON*</b>	1	773	774

**FOR MEMBERS OF THE BOARD OF EDUCATION**  
**(TO SERVE A FULL 4-YEAR TERM)**  
**(VOTE FOR A TOTAL OF FOUR)**

	<u>Morgan</u>	<u>Sangamon</u>	<u>Total Votes</u>
Township 15N, Range 6W <b>JEREMY BISHOFF*</b>	1	631	632
<b>BILL MARR*</b>	1	714	715
Township 15N, Range 7W <b>STEPHANIE M. NEUMAN*</b>	1	660	661
<b>JOSH BEARD*</b>	1	650	651
<b>TOTAL BALLOTS CAST</b>	<b>1</b>	<b>1,096</b>	<b>1,097</b>

I further certify that the above is a true and complete Abstract of Votes and was prepared in my presence this 20<sup>th</sup> day of April, 2023.

  
 Don Gray, Sangamon County Clerk

	VOTES	PERCENT		VOTES	PERCENT
01 = BALLOTS CAST	1,096		MEMBERS OF THE BOARD OF EDUCATION NEW BERLIN CUSD #16		
MEMBERS OF THE BOARD OF EDUCATION NEW BERLIN CUSD #16			(VOTE FOR NOT MORE THAN ) 4		
(VOTE FOR NOT MORE THAN ) 1			05 = JEREMY BISHOFF	631	23.77
02 = CHRISTOPHER A. GORDON	773	100.00	06 = BILL MARR	714	26.89
03 = OVER VOTES	0		07 = STEPHANIE M. NEUMAN	660	24.86
04 = UNDER VOTES	323		08 = JOSH BEARD	650	24.48
			09 = OVER VOTES	0	
			10 = UNDER VOTES	1,729	

	01	02	03	04	05	06	07	08	09	10
0015 CAPITAL 015	196	152	0	44	109	119	124	110	0	322
0069 CAPITAL 069	18	10	0	8	10	8	8	8	0	38
0091 CAPITAL 091	426	299	0	127	222	249	238	223	0	772
0119 CHATHAM 005	0	0	0	0	0	0	0	0	0	0
0129 CURRAN 001	12	10	0	2	12	10	8	9	0	9
0130 CURRAN 002	59	38	0	21	33	45	41	34	0	83
0143 ISLAND GROVE 001	38	32	0	6	25	34	24	28	0	41
0145 LOAMI 001	182	127	0	55	106	122	111	112	0	277
0146 MAXWELL 001	17	8	0	9	15	15	11	13	0	14
0150 NEW BERLIN 001	148	97	0	51	99	112	95	113	0	173

**Morgan County, Illinois  
Canvass of Votes  
Consolidated General Election  
April 4, 2023**

**Jill Waggener – Morgan County Clerk  
Summary of Ballots Cast**

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I, Jill Waggener, Morgan County Clerk, do hereby certify that the above is a correct copy of the Canvass of Votes cast at the Consolidated General Election held in Morgan County on April 4, 2023. This Abstract was made by me, the County Canvassing Board of Morgan County, Illinois and is now on file in my office.

Dated: April 19, 2023

Signed: Jill Waggener

Jill Waggener  
Morgan County Clerk

NEW BERLIN C.U.S.D. #16 FOR MEMBERS OF THE BOARD OF EDUCATION TO SERVE AN UNEXPIRED 2-YEAR TERM - (VOTE FOR A TOTAL OF ONE)

Precinct	Township 15N Range 6W	CHRISTOPHER A. GORDON	Cast Votes	Undervotes	Overvotes	Election Day Ballots Cast	Early-Grace Ballots Cast	Vote By Mail Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
ALEX-PRENT-SINC	0	1	1	0	0	0	0	1	1	42	2.38%
<b>Totals</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>42</b>	<b>2.38%</b>

NEW BERLIN CUSD #16

Consolidated Primary

Run Time

Report Date

1:40 AM

04/14/2023

Morgan County, Illinois

Consolidated Election

4/4/2023

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Official Results

Registered Voters

67,265 = 0.00%

Precincts Reporting

27,027 = 100.00%

**Official Results**  
 Registered Voters  
 1 of 2265 = 100%  
 Precincts Reporting  
 27 of 27 = 100.00%

**Morgan County, Illinois**  
 Consolidated Election  
 4/4/2023  
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**NEW BERLIN CUSD #16**  
 Consolidated Primary  
 Run Time 11:40 AM  
 Run Date 04/17/2023

**NEW BERLIN C.U.S.D. #16 FOR MEMBERS OF THE BOARD OF EDUCATION TO SERVE A FULL 4-YEAR TERM - (VOTE FOR A TOTAL OF FOUR)**

Precinct	Township 15N Range 6W	JEREMY BISHOFF	BILL MARR	Township 15N Range 7W	STEPHANIE M. NEUMAN	JOSH BEARD	Cast Votes	Undervotes	Overvotes	Election Day Ballots Cast	Early-Grace Ballots Cast	Vote By Mail Ballots Cast	Total Ballots Cast
ALEX-PRENT-SINC	0	1	1	0	1	1	4	0	0	0	0	1	1
<b>Totals</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>

NEW BERLIN CUSD #16  
 Consolidated Primary  
 Run Time: 1:00 AM  
 Run Date: 04/17/2023

**Morgan County, Illinois**

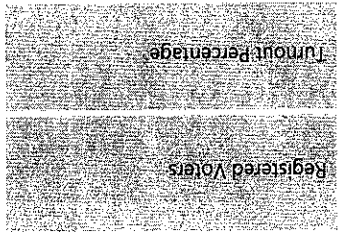
Consolidated Election

4/4/2023

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Official Results  
 Registered Voters  
 1 of 22605 = 0.30%  
 Precincts Reporting  
 27 of 27 = 100.00%

**NEW BERLIN C.U.S.D. #16 FOR MEMBERS OF THE BOARD OF EDUCATION TO SERVE A FULL 4-YEAR TERM - (VOTE FOR A TOTAL OF FOUR)**



Precinct	Registered Voters	Turnout Percentage
ALEX-PRENT-SINC	42	2.38%
<b>Totals</b>	<b>42</b>	<b>2.38%</b>

## Board Meeting Dates and Times For Fiscal Year 23/24

<u>Date</u>	<u>Time</u>
July 20, 2023	(3 <sup>rd</sup> Thursday at 6:00 PM)
August 17, 2023	(3 <sup>rd</sup> Thursday at 6:00 PM)
September 21, 2023	(3 <sup>rd</sup> Thursday at 6:00 PM)
October 19, 2023	(3 <sup>rd</sup> Thursday at 6:00 PM)
November 14, 2023	(2 <sup>nd</sup> Tuesday at 6:00 PM)
December 13, 2023	(2 <sup>nd</sup> Wednesday at 6:00 PM)
January 17, 2024	(3 <sup>rd</sup> Wednesday at 6:00 PM)
February 21, 2024	(3 <sup>rd</sup> Wednesday at 6:00 PM)
March 21, 2024	(3 <sup>rd</sup> Thursday at 6:00 PM)
April 18, 2024	(3 <sup>rd</sup> Thursday at 6:00 PM)
May 16, 2024	(3 <sup>rd</sup> Thursday at 6:00 PM)
June 20, 2024	(3 <sup>rd</sup> Thursday at 6:00 PM)

## New Berlin CUSD #16

### JOB DESCRIPTION

Position Title: Reading Specialist

Qualifications:

1. Teaching certificate for the particular position as required by the Illinois State Board of Education.
2. Professional image, actions, communications and working relationships are required at all times.
3. Excellent written and oral communication skills and strong computer skills.
4. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents, and staff).
5. Develop and maintain solid relationships with students in order to support them socially, emotionally, academically, and physically.

Department: Building Personnel

Location: Elementary School

Reports to: Building Principal and/or Assistant Principal

FLSA Class: Exempt

Revised Date: 05/03/23

**Job Goal:** This position provides direct instruction to students, individually or in small groups, to enable students to develop the necessary literacy skills.

#### Performance Responsibilities:

1. Provide direct instruction in the areas of reading (phonemic awareness, phonics, fluency, vocabulary, and comprehension) and writing for identified groups and/or individual students.
2. Examines MTSS data to measure reading success for all student as well as placing students in groups to provide intervention services.
3. Plans and leads data meetings with grade levels to analyze data, identify progress, determine intervention groups, and intervention programming.
4. Establishes clear objectives for all lesson using formal and informal assessment data obtained from students.
5. Prepares weekly one-to-one and small group reading lessons by selecting and using materials appropriate for each student and lesson.
6. Maintains session records on each student to include anecdotal notes, attendance, and intervention type.
7. Assists with conducting individual and school wide assessments in order to evaluate levels and targeted interventions.
8. Collaborates with teachers on the use of assessment data to plan instruction; analyze school literacy data and plan for future literacy needs.
9. Serves as a member of the Problem Solving Team as appropriate.
10. Completes progress reports on each student served.
11. Communicates with parents and teachers regarding student progress.
12. Assists with proctoring state testing.

13. Provides curriculum support and training for all teachers and paraprofessionals that supports school improvement initiatives.
14. Provide ongoing training and follow-up in the use of assessment tools.
15. Plan and deliver parent workshops and information sessions involving the reading program.
16. Participate in parent conferences and provide instructional suggestions.
17. Maintains accurate, complete, and correct records as required by law, ISBE Regulations for Title Grants, district policy, and administrative regulations.
18. Attends staff meetings, accepts committee appointments and the responsibility for working with other staff members on projects concerned with the improvement of the total school program.
19. Maintains a professional relationship with fellow staff that encourages sharing, planning and working together toward improved instructional skill and student success.
20. Keeps abreast of current research and developments in the fields of curriculum and instruction.
21. Engages in opportunities for professional development in order to stay current.
22. Demonstrates professionalism towards both students and colleagues.
23. Adheres to school and district policies and procedures and remains willing to work to improve these guidelines.
24. Performs all other duties reasonably related to position as may be assigned by the Principal and/or Assistant Principal.

TERMS OF EMPLOYMENT: Work days, salary and benefits are determined by teacher contract.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy of Evaluation of professional personnel.

New Berlin CUSD #16 is an Equal Employment Opportunity Employer

By signing this below, I hereby acknowledge and understand the duties and qualifications of this position. The School District retains the right to revise or amend this job description at any time during the employee's employment with the District.

Name: \_\_\_\_\_

Date: \_\_\_\_\_