

**Minutes of the REGULAR Meeting of the Board of Education
Community Unit School District No. 4, Champaign County, Illinois
Mellon Administrative Center, 703 S. New Street, Champaign, Illinois
April 8, 2013 within the Boundaries of Said District**

Regular Meeting

Board President Stig Lanesskog called the Regular Meeting of the Board to order at 5:30 p.m.

Board Members Present

Arlene Blank, Jamar Brown, Kristine Chalifoux, Stig Lanesskog, Ileana Saveley (arrived at 6:02 p.m.), Dave Tomlinson, Phillip VanNess (arrived at 5:32 p.m.)

Staff Members Present

Superintendent Judy Wiegand, Assistant Superintendent Laura Taylor, Assistant Superintendent Susan Zola, Assistant Superintendent Angela Smith, Executive Director of Human Resources Ken Kleber, School Attorney Tom Lockman

Approval of Agenda

Member Brown moved, with a second by Member Tomlinson, to approve the agenda. The motion carried on voice vote.

Executive Session

Member Tomlinson moved, with a second by Member Chalifoux, to adjourn into *Closed Session* in accordance with the Illinois Open Meetings Act (5 ILCS 120/2c) to consider Personnel 120/2(c)(1), Negotiations 120/(c)(2), Property Acquisitions/Lease Purchase 120/(c)(5), Student Discipline 120/(c)(9), and Actual/Potential Litigation 120/2(c)(11). The motion carried on roll call. Ayes 6. Nays 0.

The Board convened into *Closed Session* at 5:32 p.m.

Open Session

The Board convened into *Open Session* at 6:07 p.m.

Guests

Representatives from CFT, local media and other interested persons

Reports: New Business

Future Facilities Committee Update: Bruce Knight & Kristine Chalifoux

One of the goals of the District's Strategic Plan, *Great Schools, Together* is to, "revitalize, build, and maintain facilities that are safe, sustainable, and allow equitable access to programming across the District." Through the use of the 1% sales tax revenue, the Board of Education has been able to address a portion of the facility needs in the District. Existing facilities that still need to be addressed include Dr. Howard and South Side Elementary Schools and Central High School. Current enrollment trends also indicate a need to evaluate the capacity of our middle schools and how best to deliver educational programs.

On September 10, 2012, the Board contracted with public engagement firm, Dejong Richter, to begin the process of working with the community to find out what their expectations are for some of our older school facilities, and to engage in dialogue on the prospects for a new Central High School.

Future Facilities Co-Chairs, Bruce Knight and Kristine Chalifoux reviewed the work done this year and discussed next steps in the process.

The contract for Dejong Richter is \$116,800.00 and is part of the 2012-13 approved budget.

This was an informational item and no action required by the Board.

Policy 860.02/R Booster Organizations: Tom Lockman

This proposed policy represents the District's effort to continue to update its Board policy manual. This policy is related to the activities of booster organizations and is being updated to address concerns regarding mandatory parent/guardian participation in booster organization activities.

Administration recommended that action be taken at the May 13, 2013 Board meeting to approve this policy.

Policy 705.21 Non-Public School Students Including Private, Parochial, and Home-Schooled Students: Tom Lockman

This proposed policy represents the District's effort to continue to update its Board policy manual. This policy is related to attendance and standardized testing for non-public school students and is being updated to reflect the District's practice of administering the Explore test to eighth-grade students who are considering enrolling in one of the District's high schools to assist in determining placement.

Administration recommended action be taken at the May 13, 2013 Board meeting to approve this policy.

Temporary Alternative Learning Placement (TALP): Orlando Thomas

The Discipline Equity Advisory Committee comprised of building administrators, teachers, support staff, parents, members of the Board of Education, and president of the Champaign Federation of Teachers met from September through March to act in an advisory capacity to reduce unwarranted racial disparities in the area of school discipline. An analysis of out-of-school suspensions displayed a need to offer students with multiple suspensions additional support in an effort to change, rather than manage behavior upon return to their home schools. A subcommittee met to discuss the program components necessary to better equip students with resources, skills, and strategies to reduce the chance of repeating behaviors which lead to out-of-school suspensions. The Temporary Alternative Learning Placement (TALP) will be offered to all students K-12 that engage in suspendable offenses. The components of the program will include; counseling, social work services, social skills instruction, access to community services, and academic support. Prior to returning to their home campus, in conjunction with administrators, parents, and representatives from the home campus,

students will create an action plan which includes learned replacement behaviors, strategies to address problematic behaviors, and an identified staff member to serve as a mentor responsible for monitoring the student's progress.

Staffing/Staff Development Needs

One full-time, associate principal and two full-time, certified teachers

Financial Implications:

Associate principal: \$70,000

Two full-time certified teachers: \$100,000

Supplies: \$10,000

Transportation: \$10,000

Total Cost: \$190,000

The program will be evaluated and data will be shared with the Board of Education at the conclusion of the 2013-2014 school year.

Administration recommended action be taken at the April 22, 2013 Board meeting to approve the Temporary Alternative Learning Placement Program (TALP).

Consent Agenda: Unfinished/New Business

Member Chalifoux moved, with a second by Member Brown to approve the Consent Agenda – New/Unfinished Business. The motion carried on roll call. Ayes 7. Nays 0

The following Consent Agenda items were approved:

Minutes of March 4, 2013, March 11, 2013, and March 25, 2013

The Board of Education approved the minutes as presented.

Bills and Treasurer's Report - March

The Board of Education approved the Bills and Treasurer's Report as presented.

Human Resource Changes

The Board of Education approved the Human Resource Changes as presented.

Release of Certified Staff: Ken Kleber

The resolution dismissing certain certified employees was approved as presented.

Reduction-In-Force – Certified Staff: Ken Kleber

The Board of Education is required by law to notify teachers via written notice at least forty-five (45) days before the end of any school term if he/she is to be removed or dismissed as part of a reduction-in-force.

The financial implications will be determined by the salary assigned to these individual staff members and whether or not the positions assigned to these staff members are filled by returning employees or eliminated.

Administration recommended reduction of the identified certified staff for the reasons indicated.

2013-14 IHSA Memberships: Orlando Thomas

Each year, the Illinois High School Association (IHSA) requires confirmation that member schools are recognized by the ISBE and that each school's Board of Education/governing board has voted to adopt and abide by the constitution, bylaws, terms and conditions, and administrative procedures, guidelines, and policies of the Association. IHSA membership renewal forms for Central and Centennial were provided to the Board.

Administration recommended that the Board of Education approve Central and Centennial High Schools' memberships in the IHSA for the 2013-14 school year.

Supplementary Conditions – Robeson Renovation Project: Tom Lockman

A list of supplementary conditions for the Robeson Renovation Project was provided for the Board's review and approval.

Administration recommended the Board of Education approve the supplementary conditions for the Robeson renovation project.

Novak Academy Lease: Tom Lockman

The District entered into the original lease with Big Four Freight House, LLC for the Novak Academy Building in 2008. After amending the lease to extend the term, the District is seeking to exercise its option to further extend the lease through May 31, 2014.

The payments shall remain at \$5,033.33 per month for 2013-2014.

Administration recommended that the Board of Education approve the lease amendment for the Novak Academy.

2012-13 School Calendars: Maria Alanis

Annually, the administration requests that the Board adjust the adopted calendar to set the last official day of school.

As required by the Illinois State Board of Education, the calendar adopted by the Board includes five (5) emergency (inclement weather) days. To-date, the District has used one of the emergency days. Assuming that no additional emergency days will be needed for the remainder of the academic year, the last days of this school year will be:

- May 31, 2013 (Regular Calendar Schools)
- June 4, 2013 (Balanced Calendar Schools).

Administration recommended that the Board of Education approve the last official days of school for the 2012-13 school year: Friday, May 31, 2013 for the Regular Calendar schools and Tuesday, June 4, 2013 for the Balanced Calendar schools.

Donation – Skateland: Dr. Joseph Davis

The donation submitted for the April 8, 2013 Board Meeting was for Spring Break skating passes from Skateland for Barkstall, Bottenfield, Carrie Busey, Dr. Howard, Garden Hills, Kenwood, Robeson, South Side, Stratton, Washington, Westview, Edison, Franklin and Jefferson valued at \$38,094.

This donation needed of approval by the Board of Education as it was \$5,000 or more in value.

Administration recommended Board approval of the donation for spring break skating passes from Skateland valued at \$38,094.

Approval of Bradfield’s Quote for Bottenfield and Robeson: Dr. Joseph Davis

Smart boards have been installed at both Robeson and Bottenfield Elementary Schools. These boards must be removed during the renovation projects at both schools and stored. After the renovation, the smart boards must be re-installed. This proposal is to remove, store, protect and re-install 25 smart boards at Bottenfield and 11 smart boards at Robeson.

The cost for the removal, storing and reinstallation of smart boards at Bottenfield is \$21,875 and at Robeson is \$7,700.

Administration recommended that the Board accept the quotation from Bradfield to remove, store and re-install smart boards at Bottenfield for \$21,875 and Robeson for \$7,770.

Approval of Robeson’s B & F Technical Code Services Proposal: Dr. Joseph Davis

The Regional Office of Education (ROE) requires the inspection new school construction projects before issuing a final occupancy permit to the District. The ROE now uses professional construction engineers to perform these duties. B & F Technical Code Services, Inc. out of Hoffman Estates has been providing these services for the District’s building projects. This proposal includes inspection of construction work, review of fire alarm plans, and testing and inspection of the fire alarm system at Robeson Elementary School. The total cost for this work is estimated to be \$11,819.60.

The estimated cost of \$11,819.60 is included in the projects budget.

Administration recommended Board approval of the proposal from B & F Technical Code Services, Inc. for inspection services at Robeson Elementary School for an estimated cost of \$11,819.60.

Bid – Sanitary Hauling and Recycling: Dr. Joseph Davis

Board policy states that bids will be solicited when items are expected to exceed a total of \$25,000. As part of the bidding process, bids were mailed to four vendors, posted on

the District's website and advertised in the News-Gazette. Bids were received from two vendors and opened on March 14, 2013. Administration recommended that the bid for Sanitary Hauling and Recycling Service be awarded to Allied Waste of Urbana for \$85,556.77.

The cost for sanitary hauling and recycling services will be paid from the Operations and Maintenance Budget. The prior year's annual bid was \$85,556.77.

Administration recommended that the bid for Sanitary Hauling and Recycling Service be awarded to Allied Waste of Urbana for 2013-14 for \$65,800, with an option for 2014-15 and 2015-16 based upon satisfactory performance.

Bid – Warehouse Paper Supplies: Dr. Joseph Davis

Board policy states that bids will be solicited when items are expected to exceed a total of \$25,000. As part of the bid process, requests were mailed to thirty-four vendors, posted on the District's website and advertised in the News-Gazette. Bids were received from fifteen vendors and opened on February 27, 2013. Staff recommended the item-by-item award of these supplies to the lowest qualified bidder:

AFP Industries, Inc.	\$299.70
Bye Mo'r, Inc.	\$717.80
Central Poly Corporation	\$176.60
HP Products Corporation	\$47,141.20
Midland Paper	\$95,466.40
Paper 101	\$60,098.50
Pyramid School Products	\$10,220.33
Quill Corporation	\$2,130.65
School Specialty	\$281.80
Standard Stationery Supply Co	\$501.60
Unisource	\$7,724.30
Wallace Packaging, LLC	\$30,288.60
Xpedx	\$917.52
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	\$255,965.00

The initial cost for paper supplies will be charged against the District's warehouse asset account and then charged to the individual schools expense accounts as supplies are ordered. Several paper items have been rebid, so there will be additional costs for paper supplies. Last year the bids for paper supplies totaled \$258,906.58.

Administration recommended the item-by-item award of paper supplies to the lowest qualified bidders as described above.

RFP – Fall School Photography: Dr. Joseph Davis

Request for Proposals were sent to school photography vendors and posted on the District's website. Three companies responded and the RFPs were opening on March 5, 2013. Administration recommended that the proposal for Fall School Photography be awarded to HR Imaging Partners for 2013-14 with the option of two additional years based upon satisfactory performance. The recommendation is based upon the price

being charged for picture packages, yearbooks and planners with the commission and overall quality of product also being evaluated.

There is no cost to the District for this service; the individual schools receive commissions based upon the number of products sold at each school.

Administration recommended Board of Education approval of HR Imaging to take fall school pictures for 2013-2014 with the option for two additional years based upon satisfactory performance.

Bid – High School Yearbook Printing: Dr. Joseph Davis

Board policy states that bids will be solicited when items are expected to exceed a total of \$25,000. As part of the bidding process, bids were mailed to eight vendors, posted on the District's website and advertised in the News-Gazette. Bids were received from four vendors and opened on March 22, 2013. Administration recommended that the bid for High School Yearbook Printing be awarded to Walsworth Publishing Company for 2013-14 for \$25,900.

The cost high school yearbook printing will be charged to each school's yearbook activity account.

Administration recommended that the bid for High School Yearbook Printing be awarded to Walsworth Publishing Company for 2013-14 for \$25,900 with an option for two additional years based upon satisfactory performance.

Bid – Yearbook/Senior/Sports Photography Services: Dr. Joseph Davis

Board policy states that bids will be solicited when items are expected to exceed a total of \$25,000. As part of the RFP process, proposals were mailed to fourteen vendors, posted on the District's website and advertised in the News-Gazette. Proposals were received from three vendors and opened on March 22, 2013. A committee reviewed the proposals and samples that were submitted. The recommendation for HR Imaging Partners was based upon the following: price of picture packages, commission and overall quality of the Senior package.

There is no cost to the District; commissions are paid to the individual schools based upon the number of products that are sold.

Administration recommended that the proposal for Yearbook/Events/Sports/Senior Photography Services be awarded to HR Imaging Partners for 2013-14 with an option for two additional years based upon satisfactory performance.

Student Discipline

Member VanNess moved, with a second by Member Blank, to expel student #550348 from Jefferson Middle School for the remainder of the 2012-13 school year and successfully complete summer school within the guidelines provided by administration. He/she should be reassigned to READY for violating Conduct Codes #19 (Physical Confrontation with Student of the Champaign Unit 4 Student Code of Conduct. The

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student may return to his/her regularly assigned school following the expulsion period. The motion carried on roll call. Ayes 6. Nays 0. Abst 1. Member Saveley abstained.

Adjournment

There being no further business, Member Blank moved, with a second by Member Saveley, to adjourn the meeting at 7:45 p.m. The motion carried on voice vote.

Board Approved: May 13, 2013