

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
August 11, 2008 Within the Boundaries of Said District

Regular Meeting

Board President Dave Tomlinson called the Regular Meeting of the Board to order at 7:05 p.m.

Board Members Present

Arlene Blank, Nathaniel Banks, Sue Grey, Scott MacAdam, Greg Novak, David Tomlinson

Board Members Present

Kristine Chalifoux

Staff Members Present

Superintendent Arthur Culver, Deputy Superintendent Dorland Norris, Assistant Superintendent Beth Shepperd, Assistant Superintendent Mike McFarland, Chief Financial Officer Gene Logas, Special Projects Administrator Joe Davis

Approval of Agenda

Scott MacAdam moved, with a second by Sue Grey, to approve the amended agenda. The motion carried on voice vote. Bid (Bleacher Repairs) - moved to Action Agenda; Human Resource Changes - moved to Closed Session.

Guests

Representatives from CFT, and local media and other interested persons

Public Comment

Randy Baker made a formal request to name the McKinley Field House in honor of former coach Thomas Stewart. Superintendent Culver stated that the Administration would go forward with the process immediately.

Reports

Consent Decree Update – Attendance

Director Sandra Duckworth and Attendance Improvement/Drop-Out Prevention Coordinator Robin McClain provided an update/report on attendance. The purpose of the District's Strategic Plan and the Operational Plan are to set forth a comprehensive framework for improving student attendance within the District for all students, African American students in particular. In order to accomplish the goal of at least 95% attendance rate for both minority and non-minority students as identified in the Operational Plan, the District developed an Attendance Improvement Committee that has been in existence since March of 2003. Although the District has not realized the goal of a 95% attendance rate, the overall attendance rate has remained consistently high.

Attendance Comparisons

The elementary schools' attendance rates for African American and non-African American students have remained steady. The African American attendance rate decreased by less than

1% compared to the SY07 attendance rate. The non-African American elementary SY08 attendance rate met the Educational Equity Implementation Plan (EEIP) Flexible Goal of 95%. The District goal of 95% for all students was accomplished by Barkstall and B.T. Washington schools.

Elementary School Attendance Rate Comparison SY07 v. SY08

	2007	2008	Difference
African American	93.1%	92.8%	- 0.3%
Non-African American	94.7%	95.1%	+0.4%

Attendance Rates for African American Elementary Students by School for SY08

School	Rate June 2008	School	Rate June 2008
Barkstall	95%	Robeson	92.2%
Bottenfield	93.8%	South Side	92.1%
Carrie Busey	91.4%	Stratton	93.1%
Dr. Howard	91.5%	Washington	94.9%
Garden Hills	91.6%	Westview	93.1%
Kenwood	92.8%		

Middle school attendance rates for SY08 have increased for all students compared to SY07. African American students' attendance has improved by .3% and Non African American White, students' attendance has improved by .8%.

Middle School Attendance Rate Comparison SY07 v. SY08

	June 2007	June 2008	Difference
African American	92.3%	92.6%	+.3%
Non-African American	93.7%	94.5%	+.8%

Attendance Rates for African American Middle School Students by School for SY08

Edison 92.2%	Franklin 93.2%	Jefferson 92.8%
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High School Attendance Rate Comparison

The African American High School attendance rate for SY08 was 1.9% lower than SY07. Non African American rates for SY08 were 1.5% below SY07. Both high schools fell short of the goal of 95%.

High School Attendance Rate Comparison SY07 v. SY08

	2007	2008	Difference
African American	85.5%	83.6%	-1.9%
Non-African American	91.0%	89.5%	-1.5%

Attendance Rates for African American High School Students by School for SY08

Centennial 84.7%	Central 83.4%
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During the 2007-2008 school year, the District undertook numerous initiatives to improve attendance toward the interim target and EEIP Flexible Goal. The Office of Achievement and Pupil Services acknowledges the correlation between attendance, achievement and discipline and is taking proactive steps to improve the District's student attendance rate.

The Attendance Department has spent a significant amount of time throughout the SY08 developing and implementing accountability systems to ensure that the current resources allotted to attendance improvement initiatives are producing desired results. Accountability measures included the modification of reporting requirements, increasing the level of detail required to document interventions, mandating the development of campus attendance teams, requiring the development of campus based attendance initiatives and incentives, requiring the attendance of all Attendance Outreach workers at district level meetings with the Director of Pupil Services, reorganization of the case loads of the Attendance Outreach workers, and a modification of the philosophy and approach to improving the Attendance rate. Even with the focus on accountability procedures, the results in attendance improvement were not readily apparent at the secondary level. The challenges within the Attendance Department during the SY07 have led to the decision to restructure and redesign the attendance improvement services for the SY08.

The restructuring and redesign process will afford the District an opportunity to improve the capacity of the people assigned to perform Attendance Outreach Workers' responsibilities. The Attendance Outreach Workers title is being replaced with the title Truant Interventionist/Student Advocate, and a new job description has been developed and submitted to the CESP for negotiations. In addition, professional development will focus on building capacity to implement a new evidenced-based model entitled Check and Connect.

The Department of Achievement and Pupil Services anticipates that by implementing strong accountability systems, initiating effective programs, and restructuring job duties, long-term success in the student attendance rate will be realized.

Through the acquisition of the Truancy Alternative & Optional Education Program Grant (TAOEP), the District has employed five Truancy Outreach Workers who specialize in helping the District increase the attendance rate for the most chronically absent/truant students. Currently, the District's TAOEP employees are required to attend an annual conference as outlined in the grant.

The TAOEP grant provides the District slightly over \$219,000 to support the salaries and activities of the Attendance Outreach Workers. The District has also provided a budget of \$45,400 towards the attendance improvement efforts. A per student allotment of \$1.95 was provide to each school, for a total of \$17,400, to support school based attendance incentive programs.

TAOEP Funds:	\$219,000
<u>District Funds:</u>	<u>\$ 45,400</u>
Total:	\$264,400

The Department of Achievement and Pupil Services monitors progress towards District, department, and Consent Decree goals routinely, and provides quarterly attendance reports to the Court Monitor. In addition, the TAOEP grant requires both a mid-term and annual report to monitor the effectiveness of the program.

Attendance Procedures emphasize the following:

- *Prevention:* Parent notification via truancy/tardy letters, automated phone calls, home visits and parent conferences.
- *Intervention:* Basic and intensive, attendance improvement team referrals, SARB referrals, social service and community referrals, Regional Office of Education notification and referral.
- *Accountability:* The Campus Administrator oversees the campus attendance program
- *Strategies to address Academic Failure:* Credit Recovery via on-line programs, referral to the Alternative Placement Committee

The District has established and maintained an Attendance Improvement Committee that meets on a monthly basis to discuss methods to improve the District's attendance rate. During the 2007-2008 school year, the Attendance Improvement Committee received information regarding the District's ongoing attendance improvement initiatives, provided helpful feedback to District administrators regarding the initiatives, and planned the District's media campaign to increase attendance. The District Attendance Improvement Committee will continue to meet to accomplish the following:

- Keep students, school personnel, and community informed;
- Keep student and staff engaged in the goal of improving attendance;
- Keep students directed and focused; and
- Keep all the stakeholders in the community involved in school.

As a direct result of the District Attendance Improvement Committee's work, a massive "Knock on the Door" campaign to improve attendance has been planned. This initiative known as Operation S.T.O.P. (Stop Truancy Outreach Program) will focus on involving the District and community in an effort to support student attendance.

The motto for the Media Campaign: "Attend Schools All Day, Every Day...Free Nights and Weekends" will focus on getting students to attend school daily.

A key concept in this initiative is collaboration among community members, which is important because it produces a shared vision, maximizes existing resources, and results in a blend of services to address the range of issues related to truancy. This will be an intervention effort used to increase students' attachment to school and help them overcome any personal, family, or community impediments to school attendance.

Goal: The premise of this initiative is to offer assistance and support to facilitate an improvement in attendance for students by visiting homes of students.

Participants: This campaign's participants will include Superintendent, Deputy Superintendent, Truant Interventionist/Student Advocates, Assistant Superintendent of Pupil Services, Director of Pupil Services, and Coordinator for Attendance; Building-level Principals, members of the Ministerial Alliance, Parent Liaisons, Family Information Center Staff, all District Leadership, other community members and social service agencies.

When: The campaign will take place on September 23, 2008.

Where: Residential neighborhoods of students

How: Knocking on the door of the homes of students will allow the school and the community to offer support and assistance in improving attendance. Participants will be assigned to groups that will visit homes. Each group will be comprised of: (a) School personnel, (b) a member of the community and social service agencies (c) other volunteers. While visiting these homes parents will be made aware of the importance and legalities of school attendance, opportunity for restoration through credit recovery, acceleration and other district programs.

Media: The media aspect will include press releases, posters, yard signs, brochures, pamphlets, all with the student designed motto: *Attend Schools All Day, Every Day....Free Nights and Weekends*

Additionally, The Department of Pupil Services recommends the establishment of a District Student Attendance Review Board (SARB). A supportive context is crucial to developing a sustainable and effective truancy program. In this case, context refers to the environment in which the truancy program engages youth and their families. The context will be determined by the SARB, policies, and procedures. Currently, referral to ROE Truancy Review Board is at 18 or more days of absences. The District will intervene earlier through the SARB and provide services for students and families thereby thwarting a continuance of truancy. Referrals to SARB will be taken after 9 days of unexcused absences.

A Student Attendance Review Board will be established as a preventative strategy to divert students from the judicial system required for chronic truancy. The goal of this program is to provide a more concentrated effort toward what has been determined as a very at risk population, attempting through this program, to reach families faster and provide services earlier in the hope that the children will remain in school, receive their education, and in turn become productive citizens. The responsibility of the Review Board Initiative is a comprehensive anti-truancy program that involves an ongoing community partnership of, education and social service officials. Information regarding the child's attendance is provided to the parents/guardians and referrals are made to social service agencies as needed. Each participating agency that volunteers to participate will operate under a set of guidelines and sign a memorandum of agreement that specifies the resources each agency will devote to the project. The Review Board will reduce the number of referrals made to the Regional Office Truancy Review Board.

Components of SARB (Student Attendance Review Board)

1. Assessment
2. Home Visits
3. Weekly school contact, counseling with the student and family
4. Referrals to community resources, mentoring and evaluation
5. Students referred to the program will be monitored for an entire academic year
6. Evaluation data will help schools, agencies and community partners choose the most appropriate strategies for preventing truancy

Procedures: The Coordinator of Truancy and Drop-Out Prevention will work directly with service agencies.

1. Top priority will be given to identified students who have a history of chronic truancies
2. Meetings will occur bi-weekly
3. Targeted students will be generated from caseloads
4. Parent and Student must attend

Planning Process for Long-Range Facilities & Infrastructure Plan

Greg Novak announced that the Vision Committee will present a draft report to the Board at a special meeting on September 8, 2008 to obtain feedback. The final report will be presented to the Board for approval on September 15, 2008.

Update – County Wide Schools Facilities Tax

Dave Tomlinson provided the following update regarding the County Wide Schools Facilities Tax:

- County Board Policy Committee approved the sales tax to go the full County Board on August 21 for action from the County Board to put it on the November ballot at 1%
- Unit 4 Board adopted a legal resolution in April. If sales tax referendum passes, the Board will: 1) payoff \$15 million in construction bond debt - (Stratton, Barkstall, Central & Early Childhood Center projects); 2) pay off cost of project at Garden Hills (geo-thermal heating, which will be done next year, & at Centennial (new boilers & lighting); 3) improve energy efficiency by greening all facilities; 4) fulfill Consent Decree requirement to add capacity in the north side of Champaign; 4) add infrastructure/build schools in areas of the community that are experiencing significant growth; and 7) abate property taxes (10 cents per \$100 of assessed value)

Board of Education Proposed Policy (Special Programs & Accommodations – Elementary Enrichment & Self-Contained Middle School Honors & High School Honors/Advanced Placement/Upper Level Courses)

Director Judy Wiegand presented the proposed policies/procedures which represent the District's continued effort to update the Policy and Procedures Manual. Policy 630.07 was updated to correspond with the procedures.

Action Agenda

Sue Grey moved, with a second by Greg Novak, to approve the proposed policies/procedures as presented. The motion carried on roll call. Ayes 6. Nays 0.

Board of Education Proposed Policies/Procedures (Special Programs & Accommodations – Elementary Enrichment & Self-Contained Middle School Honors & High School Honors/Advanced Placement; Student Records/Maintenance; Complaint Process)

Director Judy Wiegand presented the proposed policies/procedures which represent the District's continued effort to update the Policy and Procedures Manual.

Policy 296 PUBLIC COMPLAINTS

Indicates that the Superintendent will make the final judgment, unless the Superintendent is the subject of the complaint.

Policy 500.17 GENERAL PERSONNEL – Public Complaints about Personnel

Indicates that if the Superintendent is the subject of the complaint, the Board shall make the final judgment.

Policy 500.17R PERSONNEL – Administrative Procedures

Indicates that if the Superintendent is the subject of the complaint, it shall be the Board's decision to refuse to process the complaint for one or more of the aforementioned reasons.

Policy 710.17 RIGHTS AND RESPONSIBILITIES – Student Complaints and Grievances

Indicates that a teacher shall have the right to union or legal representation when meeting with administration.

Policy 855.02 PUBLIC COMPLAINTS – Personnel

Indicates correction of title, Assistant Superintendent for Human Resources.

Policy 735 STUDENT RECORDS – Maintenance

Indicates that a notice will be given in the newspaper but not mailed to the student's last known address.

Procedure 630.07R -SPECIAL PROGRAMS AND ACCOMODATIONS – Equity Monitoring for Elementary Enrichment and Self-Contained Middle School Honors and High School Advanced Placement/Honors Level Courses

Indicates the procedures and regulations in place at the middle and high school level to support African American and other underserved student populations in self-contained gifted, advanced placement and honors level courses.

Semi-Annual Review of Closed Session Minutes

It was the Board's decision that the Closed Session Minutes remain closed.

Bids (Bleacher Repairs)

Sue Grey moved, with a second by Greg Novak, to table the bid for bleacher repairs and bring back in September for approval. The motion carried on roll call. Ayes 6. Nays 0.

Consent Agenda

Greg Novak moved, with a second by Arlene Blank, to approve the Consent Agenda, except for the Human Resource Changes. The motion carried on roll call. Ayes 6. Nays 0.

The Board of Education approved the following Consent Agenda items:

FY09 State Consolidated Grant Application to Serve Limited English Proficient (LEP) Students

The Board of Education approved the Fiscal Year 2009 Consolidated Grant Application to serve Limited English Proficient (LEP) Students (State Transitional Bilingual Education/Transitional Program of Education (TBE/TPI) in the amount of \$201,742; Title III Language Instruction Programs for Limited English Proficient Students (LIPLEPS) in the amount of \$35,900; and Title III Immigrant Education Program (IEP) in the amount of \$51,750 for a combined total of \$289,392.

The District applied for State Transitional Bilingual Education/Transitional Program of Education (TBE/TPI), Title III Language Instruction Programs for Limited English Proficient Students (LIPLEPS), and Title III Immigrant Education Program (IEP) grants to serve English Language Learners (ELLs), grades K-12, during the 2008-09 school year. This application was written with input from the Bilingual Parent Advisory Council (PAC). The grants provide the District with supplemental funding for its English as a Second Language (ESL) and Spanish/English Bilingual Education programs for English language learners.

The following instructional and support positions will be funded with grant monies:

- Six (6) English/Spanish bilingual teachers at B.T. Washington Elementary (6.0 FTEs: partial funding)
- Two (2) English as a Second Language (ESL) teacher assistants at Garden Hills Elementary (1.0 FTE: full funding) and Westview Elementary (1.0 FTE: full funding)
- One (1) part-time English Language Proficiency Test Coordinator (0.56 FTE: full funding)

District funds will be used to provide staff development in various areas of ESL/Bilingual Education, as required by the Illinois State Board of Education.

The FY08 Consolidated Application Grant for ESL/Bilingual Education totals \$289,392. The majority of the grant funds (99%) will be used to fund instructional and support positions (8.72 FTEs). No funds may be expended until the District receives application approval from the Illinois State Board of Education's Division of English Language Learning. Staff development, supplies and materials, and community services/activities will be funded with FY08 carryover grant funds and FY09 District funds.

All activities in the grant are monitored and evaluated by the Illinois State Board of Education's Division of English Language Learning.

FY09 IDEA Part B Flow-Through & Preschool Grant

The Board of Education approved the FY09 IDEA Preschool Grant for \$86,803 and the FY09 IDEA Flow-Through Grant for \$2,158,202. These grants will be amended later in the 2008-2009 school year to use finalized allotted amounts, inclusive of prepayment and carryover amounts provided by ISBE.

The FY09 IDEA Part B Preschool and Flow-Through Grant application was written in keeping with projected funding levels provided by the Illinois State Board of Education (ISBE). The FY09 Preschool Grant allotment was reduced by 5% from FY08 while the Flow-Through Grant allotment was slightly increased by 0.5% from FY08. Generally, the grant funds are used to fund staff that has direct contact with students. The District is required to expend 6% of the grant on professional development. Other services such as early intervening supports, department audits, and consultant fees, along with supplies/materials, are also provided through grant funds. Staff development needs will be addressed through the Flow-Through Grant.

All activities in the grant are monitored and evaluated by ISBE, the Deputy Superintendent, the Director of Special Education, and the Business Office. No funds may be expended until the grant application is approved by ISBE, and reimbursement is not received until expenditures are

reported. Due to a submission deadline date, the grant was submitted but will be amended at a later date.

Contract with FIRM (Futures in Rehabilitation Management for Criminal History Background Checks (Exhibit "A))

The Board of Education approved signing the contract with FIRM fingerprint services for the 2008-09 school year.

Futures in Rehabilitation Management (FIRM) served as the District's provider for finger print identification services last year at a cost of \$10 per finger print identification in addition to the fees charged by the Illinois State Police and/or FBI. FIRM provides the equipment and training for the process. FIRM transmits prints to the appropriate party. The contract was developed in December of 2005 with input from and reviewed by the District's legal counsel.

Henry Womble and Linda Thiele, members of the FIC staff, have received training and facilitate this process.

The amount of money charged to the District is reduced by sharing substitute fingerprinting costs with other districts through the ROE. Each district who uses the ROE certified subs will pay a portion of the costs. The District paid \$38,116.25 during the 2007-2008 school year for required finger print checks. The District will receive a check for \$5,708.25 in excess of direct costs for fingerprinting done on behalf of Urbana 116.

The cost of the process will be evaluated annually to refine any cost saving measures. However, the finger print checks are required by state law, and the charges are uniform throughout the state.

Exception to Board Policy 520.03 for the Academic Alternative Academy

The Board of Education approved an exception to Board Policy 520.03 for teachers at the Academic Academy. These teachers will be allowed to arrive at the start of their conference periods. Board Policy 520.03 states that the length of the teachers' day shall normally be 30 minutes before and after the pupils' day. This is current and past practice. However, due to the needs of the new Academic Academy, the Administration requested an exemption from this policy without setting a precedent for other schools.

School days for the Academic Academy are set for 8:10 a.m. to 4:10 p.m., and from 10:50 to 6:50. If the teachers are required to arrive 30 minutes prior to these times and stay 30 minutes after, the length of their day would be nine hours. First period conferences are set for each schedule so that teachers will arrive in advance of students. However, teachers at other schools have first period conferences, and the Administration wants to be clear that this is an exception to Board Policy, not a change in practice or a negating of the policy.

If the Board waives the 30 minute before and after the school day requirement for the Academic Academy, the CFT agrees to the schedule.

There will be no financial implications if the Board agrees to approve the exception. If the teachers are required to arrive 30 minutes before and after the start of their conference period, the District will have to negotiate payment with CFT.

Signature Authorizations (Exhibit “B”)

The Board of Education approved the listing on the respective banking accounts authorizing the Principal at Bottenfield and the Attendance Center Manager at Jefferson and Central to sign athletic and/or activity checks.

By direction of the Board, two signatures are required on all checks written against checking accounts for the District. The Principal was hired at Bottenfield, the Attendance Center Manager was hired at Jefferson Middle School and Central added their Attendance Center Manager. The Administration requested approval for the staff hired in those positions.

Resolution to Provide Public Hearing for Tentative FY09 Budget (Exhibit “C”)

The Board of Education adopted the “Resolution to Provide for a Public Hearing on the Tentative 2009 Budget” and its publication in the News-Gazette.

The Illinois School Code requires that at least one public hearing be conducted prior to the adoption of the annual budget. In addition, the District must advertise for at least 30 days prior to the public hearing that the tentative budget is available for public inspection. As such, the resolution sets the time for the public hearing on the 2009 Budget to be 7:00 pm on September 15, 2008. The preliminary budget for 2008-09 was presented to the Board on April 28th. In addition, new positions were presented to the Board on June 9th. The 2009 budget projections were updated in the August 8th weekly report to the Board.

Minutes – June 4, 9, 19 & 27, 2008 & July 14 & 24, 2008 Board Meetings

The Board of Education approved the minutes as presented.

Bills & Treasurer’s Report (Exhibit “D”)

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

Executive Session

Arlene Blank moved, with a second by Scott MacAdam, to adjourn into *Closed Session* in accordance with the Illinois Open Meetings Act (5 ILCS 120/2c) to consider Personnel, employee appointments, employment, compensation, dismissals, complaints 120/2(c)(1), Negotiations 120/2(c)(2), Property Acquisition/Lease/Purchase 120/2(c)(5), Student Discipline 120/2(c)(9), and Pending Litigation 120/2(c)(11) related to Johnson, et. al. v. Board of Education of Champaign Community Unit School District #4, Case No. 00-1349 (U.S.D.C. Central District of Illinois. The motion carried on roll call. Ayes 7. Nays 0.

The Board convened into *Closed Session* at 8:38 p.m.

Open Session

The Board convened into *Open Session* at 10:38 p.m.

Student Discipline

Arlene Blank moved, with a second by Scott MacAdam, to expel student #685029 from Centennial High School for the 2008/2009 school year and reassigned to an alternative site at the Administration’s discretion for violating Conduct Code #24 (Threats to/Intimidation of Staff) of the Champaign Unit #4 Student Code of Conduct. The student may return to the regularly

assigned school following the expulsion period, provided the student has completed the requirements of the alternative school. The motion carried on roll call. Ayes 6. Nays 0.

Human Resource Changes (Exhibit "E")

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

Adjournment

There being no further business, Greg Novak moved, with a second by Sue Grey, to adjourn the meeting at 10:40 p.m. The motion carried on voice vote.

Board Approved: September 15, 2008