

**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  
June 12, 2017 within the Boundaries of Said District**

Regular Meeting

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

**Board Members Present**

Amy Armstrong, Gianina Baker (arrived at 5:31 p.m.), Bruce Brown, Chris Kloeppe, Kathy Shannon, Heather Vazquez

**Board Members Absent**

Kathy Richards

**Staff Members Present**

Superintendent Judy Wiegand, Deputy Superintendent Laura Taylor, Assistant Superintendent Susan Zola, Assistant Superintendent Angela Smith, Executive Director of Human Resources Ken Kleber, Chief Financial and Legal Officer Tom Lockman

**Approval of Agenda**

Member Shannon moved, with a second by Member Brown to approve the agenda as presented. The motion carried on voice vote. Ayes 5. Nays 0.

**Guests**

Representatives from CFT, local media and other interested persons

**Executive Session**

Member Shannon moved, with a second by Member Vazquez, to adjourn into *Closed Session* in accordance with the Illinois Open Meetings Act (5 ILCS 120/2c) to consider Employee appointments, employment, compensation, dismissals, complaints 120/2(c)(1) and Student Discipline 120/2(c)(9). 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 6:23 p.m.

**Action Agenda: New Business**

Administrative Appointment – Assistant Director of Transportation: Ken Kleber

Member Shannon moved, with a second by Member Brown to approve the Administrative Appointment – Assistant Director of Transportation. The motion carried on roll call. Ayes 6. Nays 0.

The position of Assistant Director of Transportation was advertised through the District's website and on Indeed.com. Eleven candidates were interviewed by a team of District administrators and classified staff representatives. Three candidates returned for Level II interviews with District administration. Mr. George Davidson was selected as the most outstanding candidate.

Mr. Davidson joins the District after serving as Transportation Manager for ADM in Decatur, Illinois (2014-2016), Operations Manager for Federal Companies (2012-2013), and Dispatcher for Sunbelt Rentals (2008-2012). He is currently the owner of All Things Moving in Champaign.

Mr. Davidson earned his Bachelor's degree in Management from Franklin University (Columbus, Ohio) in 2007. He has also attended Parkland College here in Champaign.

The effective date of Mr. Davidson's appointment as an Assistant Director of Transportation is July 1, 2017. The recommended salary for Mr. Davidson is \$61,959, plus all appropriate Board-approved administrator benefits. Annual evaluation will be completed by the appropriate supervising administrator.

District administration recommended the appointment of Mr. George Davidson as the Assistant Director of Transportation effective July 1, 2017 at the above-listed salary and appropriate fringe benefits.

Administrative Appointment – Director of Capital Projects & Planning: Ken Kleber

Member Vazquez moved, with a second by Member Shannon to approve the Administrative Appointment – Director of Capital Projects & Planning. The motion carried on roll call. Ayes 6. Nays 0.

The position of Director of Capital Projects & Planning was advertised through the District's website and on Indeed.com. Four candidates were interviewed by a team of District Administrators/DSP, support staff, and a member of the Board of Education. Two candidates returned for Level II interviews with District administration. Ms. Jane (Elizabeth) Stegmaier was selected as the most outstanding candidate.

Ms. Stegmaier currently serves as Acting Director of Capital Programs with Facilities and Services at the University of Illinois, a position she has held since 2016. She has previously served the University as Associate Director of Project Management in the Capital Programs Division (2013-2016), Capital Construction Senior Project Manager (2011-2013), and Capital Construction Project Manager (2004-2011).

Prior to her work at the University, she was a Project Manager with Suburban Consulting Engineers (Dover, NJ) in 2004, first as Civil Engineering Manager and then as Senior Civil Engineer with Tycom (Morristown, NJ) from 1998-2003, and as a Structural Engineer with Jacobs Applied Technology (Orangeburg, SC) in 1997. Ms. Stegmaier also served in the United States Coast Guard.

Elizabeth earned her Bachelor of Science degree in Civil Engineering from the United States Coast Guard Academy (1996) and her Master of Science in Civil Engineering: Construction Management from Rutgers University in New Brunswick, NJ in 2000.

The effective date of Ms. Stegmaier's appointment as Director of Capital Projects & Planning is July 24, 2017. The recommended annual salary for Ms. Stegmaier is \$127,000 (prorated from July 1, 2017) plus all appropriate Board-approved administrator benefits. Annual evaluation will be completed by the appropriate supervising administrator.

District administration recommended the appointment of Ms. Elizabeth Stegmaier as Director of Capital Projects & Planning effective July 24, 2017 at the above-listed salary and appropriate fringe benefits.

**Action Agenda: New/Unfinished Business**

Public Hearing – School Calendar Waiver: Maria Alanis

Member Shannon moved, with a second by Member Kloeppel to hold a Public Hearing – School Calendar Waiver. The motion carried on roll call. Ayes 6. Nays 0.

The public hearing regarding the school calendar waiver opened at 6:53 p.m.

The District is seeking a five-year waiver of the school calendars. Public Act 96-0640 was enacted on August 24, 2009. This Public Act added new language to Section 24-2 of the Illinois School Code, 105 ILCS 5/2-3.25g stating that a school board or eligible entity is authorized to request a waiver or modification to the school calendar for use of banked time in 360-minute blocks (one full day) instead of six 120-minute blocks with early student dismissals as In-Service Days: ILCS 5/18-8.05 (F) (2) (d) (2).

Per the Champaign-Ford Regional Office of Education, districts are to hold a public hearing and submit the teacher institute/workshop days waiver/modification application to the Illinois State Board of Education (ISBE) every five years.

The District expects to see improvement in methods of instruction and student achievement under the waiver. The full-days will make scheduling of day care more convenient for working parents, and will increase the rigor, relevancy, and focus of professional development opportunities for District personnel.

The required notices for the public hearing were sent to the newspaper, unions, and state legislators. After taking input during the public hearing, the Board voted on the proposed Teacher Institute/Workshop Days waiver. There are no foreseen ADA implications that can impact District funding by the State of Illinois. A record of comments/concerns will be kept at the Mellon Building.

Hearing no comments or concerns from the public Member Armstrong moved, with a second by Member Shannon to close the Public Hearing – School Calendar Waiver at 6:55 p.m. The motion carried on roll call. Ayes 6. Nays 0.

Member Shannon moved, with a second by Member Armstrong to approve the School Calendar Waiver. The motion carried on roll call. Ayes 6. Nays 0.

### **Reports: New Business**

Tier I Middle School Task Force: Dr. Susan Zola & Angela Smith

A report representing the recommendations for growing middle school capacity from the Tier One Middle School Task Force was provided to the Board. The link to the report is:

[http://www.boarddocs.com/il/champil/Board.nsf/files/AMQQP569CB42/\\$file/Tier%20I%20Middle%20School%20Task%20Force%20Final%20Report%203%2028%2017.pdf](http://www.boarddocs.com/il/champil/Board.nsf/files/AMQQP569CB42/$file/Tier%20I%20Middle%20School%20Task%20Force%20Final%20Report%203%2028%2017.pdf)

The Board of Education requested Dr. Susan Zola and Ms. Angela Smith create a task force of administrators and educators to review various options to address the growing capacity needs of the District's middle schools. The Tier One Middle School Task Force comprised of Maria Alanis, Michelle Anderson, Dr. Elizabeth deGruy, Abby Heras, Tracy Jones, Greg Kneller, Mike Lehr, Jaime Roundtree, Angela Smith, Orlando Thomas, Jen White and Dr. Susan Zola met over several months to brainstorm possibilities and vet options that would grow capacity and benefit the students and families of Unit 4.

The report outlines the charge, philosophical discussion of school configuration, possible options with pros and cons, staffing implications for special education, vetting options, items to consider moving forward, and the final recommendations from the task force.

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

**Action Agenda: New/Unfinished Business**

Public Hearing on Amended Budget FY17: Tom Lockman

Member Shannon moved, with a second by Member Armstrong to open the Public Hearing on Amended Budget FY17 at 8:05 p.m. The motion carried on roll all. Ayes 6. Nays 0.

In preparation of the Amended Budget for 2016-17, the Illinois School Code, Article 17, requires that each school district in the State prepare a budget in tentative form and make it conveniently available for public inspection for at least 30 days prior to the Board taking action to approve the budget. The District published notices to hold a public hearing on the Amended Budget in the News-Gazette on May 13, 2017. The time for the public hearing was set for June 12, 2017. Financial implications were discussed.

Hearing no comments or concerns from the public, Member Shannon moved, with a second by Member Vazquez to close the public hearing at 8:16 p.m. The motion carried on voice vote. Ayes 6. Nays 0.

Approval of Amended Budget FY17: Tom Lockman

Member Shannon moved, with a second by Member Armstrong for Approval of Amended Budget FY17. The motion carried on roll call. Ayes 6. Nays 0.

The Illinois School Code 105 ILCS 5/17-1 requires each school district to adopt its operating budget not later than September 30th of each year. The Board of Education adopted the District's budget for 2016-17 on September 26, 2016. District Administration recommended approval of an Amended Budget to reflect significant changes to District revenues and spending which have occurred since the initial adoption of the budget in September. The Amended Budget has been available for public inspection starting May 13, 2017 and a public hearing was held to meet statutory requirements.

All administrators responsible for building, department, program and grant areas have participated in the budget development process and will be responsible for the management of their respective budget areas throughout the year. In addition, the Business Office will be closely monitoring all budgets and will communicate concerns to the appropriate parties. Financial implications were discussed.

Administration recommended that the Board approve and adopt the Amended Budget for 2016-17 as presented.

**Consent Agenda: Unfinished/New Business**

Member Shannon moved, with a second by Member Armstrong to approve the Consent Agenda – Unfinished/New Business. The motion carried on roll call. Ayes 6. Nays 0.

The following Consent Agenda items were approved:

Human Resource Changes: Ken Kleber

The Human Resource Changes were approved as presented.

Bills and Treasurer's Report – May: Tom Lockman

The Bills and Treasurer's Report – May was approved as presented.

Minutes of May 1, 2017, May 8, 2017 and May 22, 2017

The minutes were approved as presented.

Resolution – Permanent Transfer from Educational Fund to Debt Service Fund: Tom Lockman  
Title 23 of the Illinois Administrative Code Section 100.50 (d) (1) provides for the transfer from the Educational Fund to the Debt Service Fund on any long-term debt. The appropriate resolution was prepared providing for the transfer from the Educational Fund to the Debt Service Fund to cover the costs for the computer lease purchase principal and interest payments.

Administration recommended the Board of Education approve the Resolution Authorizing the transfer of \$359,165 from the Educational Fund to the Debt Service Fund.

Bank Signature Authorization FY18: Tom Lockman

By direction of the Board, two signatures are required on all checks written against checking accounts for the District. A revised list of staff to be authorized as co-signatures on respective accounts for fiscal year 2017-2018 effective July 1, 2017 was provided to the Board.

Administration recommended Board approval of the listing on the respective banking accounts for fiscal year 2017-2018.

FY18 District Depositories: Tom Lockman

Annually, the Board needs to formally approve depositories used for financial activities of the District. One local bank (First Midwest Bank) serves as the main depository for the District, with other local banks being used when investments are made. The State channels payments to the District through First Midwest Bank and The Illinois Funds. For fiscal year 2017-18, the following financial institutions may be used for financial activities:

Bank Champaign	First Midwest Bank
Busey Bank	Heartland Bank
Chase	Hickory Point Bank
Commerce Bank	The Illinois Funds
First Bank	ISDLAF (Illinois Liquid Asset Fund)
First Federal Savings Bank	PNC Bank
First Mid-Illinois Bank & Trust	Regions Bank

As funds become available for investment purposes, the District's Chief Financial and Legal Officer may solicit bids from these banking institutions to secure the best interest rates on Certificates of Deposits, Treasury Notes and Commercial Paper. All transactions are in compliance with the Board's policy (410.04) for the investment of District funds.

Administration recommended Board approval of the financial institutions outlined above to be used as direct depositories for District funds for fiscal year 2017-18.

Resolution – Prevailing Wage Rates: Tom Lockman

According to 820 ILCS 130/9, the Prevailing Wage Act requires all public bodies to annually, during the month of June, investigate and ascertain the prevailing rate of wages established for various crafts of this area, with such information to be made available for inspection by any interested party. Prevailing wage rates for Champaign County have been secured from the Illinois Department of Labor and the appropriate resolution has been prepared.

When specifications are drawn for contractual services on construction type jobs, the Prevailing Wage Rates will be a part of the general conditions in the respective bid specifications.

Administration recommended Board approval of the Resolution ascertaining and determining prevailing wage rates, and further, that the Business Office will be directed to advertise and file with the State Index Department, a copy of said resolution as required by the Prevailing Wage Act.

Bid Revision – Paper Supplies: Tom Lockman

Board Policy states that bids will be solicited when items are expected to exceed a total of \$10,000. On May 8, 2017, the Board approved the bid for Paper Supplies for \$34,501.83. Unforeseen conflicts have occurred that have prompted changes to the original award. To meet the minimum case count requirement for Pyramid School Products, the District needed to increase its Construction and Drawing Paper orders. The revised bid is for \$34,820.35 which will be charged to the District's inventory asset account and as the schools order the supplies be charged to the appropriate expenditure account. The revised total for the Paper Supplies is \$34,820.35, which is an increase of \$318.52.

Administration recommended Board approval of the revision of the Paper Supplies bid for \$34,820.35.

Approval of Computer Lease: Tom Lockman

The lease agreement between the school district and Clayton Holdings, LLC a subsidiary of commerce Bank is for the leasing of 2,500 Chromebooks and licenses, 89 carts, 117 desktop computers and 143 laptops. The bids for these computers were approved at the May 9<sup>th</sup> Regular Board Meeting. The annual lease payments of \$214,699.98 will be paid from the Debt Service Fund.

Administration recommended Board approval of the leases for the computer leases with Clayton Holdings LLC.

Student Code of Conduct 2017-18: Orlando Thomas

The Discipline Equity/Advisory (DEA) Committee held meetings during the months of January-March for the purpose of revising the District's Student Code of Conduct for the 2017-18 school year. The Student Code of Conduct is one of the foundational components of our District-wide behavior management plan. The Code consists of an informational section that provides an overview of the tenets of Unit 4's Student Code of Conduct, elementary and secondary sections that discuss disciplinary violations and consequences, elementary and secondary glossaries, and sections that cover transportation issues, administrative procedures regarding substance abuse, search and seizure, student discipline, harassment, electronic network access, electronic device use, publication restrictions, and student tardiness (high school).

Upon advice from legal counsel, this year, secondary students will receive their Student Code of Conduct at school during the beginning-of-the-year behavior assembly and will sign for receipt of the books at that time. Elementary students will receive their books via U.S. mail. The cost of printing will increase as result of printing one book per student at the secondary level instead of one book per family.

Staff development will be provided to building administrators and campus personnel, including new teachers, substitute teachers, and bus drivers during the month of August prior to the beginning of the 2017-18 school year. Additionally, staff development will take place throughout the school year on an as-needed basis.

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As a result of the new distribution process, printing costs will increase by approximately \$1849.00; however, mailing costs should decrease by about \$1,131.00, so the total overall cost will be approximately \$718.00 more than last year.

Each year in the spring semester, the Discipline Equity/Advisory Committee, comprised of CFT and CESP representatives, parents, Board members, and District-level administrators, reviews and revises the Student Code of Conduct for submission to the Board of Education for its approval. The proposed changes have been reviewed by Jennifer Smith, attorney.

Administration recommended that the 2017-18 Student Code of Conduct be approved.

Policy 725.01R Administrative Procedures – Grading: Mike Lehr

This update represents the District's effort to continue to update its Board Policy manual. This administrative procedure change offers a complete revision of the Grades 9-12 section of the District's grading policy.

Administration recommended approval of Policy 725.01R Administrative Procedures for Academic Achievement – Grading.

Approval of Pixo Web Services Contract: John Gutzmer

It is in the District's best interest to contract with a third party for website services. After researching multiple companies it was decided that Pixo has the capabilities and expertise to support the District's technical web needs.

The full time webmaster position will be eliminated and some of the duties assigned to that position will be achieved through this contractual relationship. The yearly service fee of \$40,500 will be paid for by the Communications Department annual fund.

Administration recommended that the District contracts with Pixo for website services for \$40,500 a year.

**Executive Session**

Member Shannon moved, with a second by Member Armstrong, to adjourn into *Closed Session* in accordance with the Illinois Open Meetings Act (5 ILCS 120/2c) to consider Employee appointments, employment, compensation, dismissals, complaints 120/2(c)(1). The motion carried on roll call. Ayes 6. Nays 0.

The Board convened into *Closed Session* at 8:22 p.m.

**Open Session**

The Board convened into *Open Session* at 9:29 p.m.

**Action Agenda: New Business**

Recommendation for Termination – Debra Lee: Ken Kleber

Member Shannon moved, with a second by Member Armstrong to approve the Recommendation for Termination – Debra Lee. The motion carried on roll call. Ayes 6. Nays 0.

Student Discipline - #214799

Member Shannon moved, with a second by Member Vazquez that student #214799 should be expelled from Central High School until the beginning of 2<sup>nd</sup> semester of the 2017-18 school year and should be reassigned to an alternative setting at the administration's direction for

violating Conduct Codes #18 Physical Confrontation with Staff and #19 Physical Confrontation with Student of the Champaign Unit #4 Student Code of Conduct. The duration of the expulsion is based on the egregiousness of the violation of Code #18 Physical Confrontation with Staff and #19 Physical Confrontation with Student, the continuing safety threat posed by student's presence at school and the significant detrimental impact of the student's conduct on the learning environment. The removal of the student from the learning environment is in the best interest of the school because the student's continuing presence would constitute a safety risk and/or disruption. Such expulsion shall be held in abeyance so long as the student meets the attendance and behavioral requirements of the assigned placement. If such requirements are met, upon expiration of the reassigned term, the expulsion will be vacated and the student may return to his/her regularly assigned school. The motion carried on roll call. Ayes 6. Nays 0.

Student Discipline - #621117

Member Shannon moved, with a second by Member Kloeppel that student #621117 should be expelled from Centennial High School until the beginning of 2<sup>nd</sup> semester of the 2017-18 school year and should be reassigned to an alternative setting at the administration's direction for violating Conduct Code #18 Physical Confrontation with Staff of the Champaign Unit #4 Student Code of Conduct. The duration of the expulsion is based on the egregiousness of the violation of Code # 18 Physical Confrontation with Staff and the significant detrimental impact of the student's conduct on the learning environment. The removal of the student from the learning environment is in the best interest of the school because the student's continuing presence would constitute a safety risk and/or disruption. Such expulsion shall be held in abeyance so long as the student meets the attendance and behavioral requirements of the assigned placement. If such requirements are met, upon expiration of the reassigned term, the expulsion will be vacated and the student may return to his/her regularly assigned school. The motion carried on roll call. Ayes 6. Nays 0.

**Adjournment**

There being no further business, Member Armstrong moved, with a second by Member Kloeppel, to adjourn the meeting at 9:35 p.m. The motion carried on voice vote. Ayes 6. Nays 0.