

**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 9, 2014 within the Boundaries of Said District**

Regular Meeting

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

Board Members Present

Laurie Bonnett, Jamar Brown, Kristine Chalifoux, Kerris Lee, Ileana Saveley, Lynn Stuckey

Board Members Absent

John Bambenek

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, Executive Director of Business Services Matt Foster

Approval of Agenda

Member Chalifoux moved, with a second by Member Lee, to approve the agenda. The motion carried on voice vote. Ayes 5. Nays 1. Member Stuckey voted no.

Executive Session

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

The Board convened into *Closed Session* at 5:31 p.m.

Open Session

The Board convened into *Open Session* at 6:00 p.m.

Guests

Representatives from CFT, local media and other interested persons

Action Agenda: New Business

Administrative Appointment: Director of Elementary Teaching & Learning: Ken Kleber
Member Brown moved, with a second by Member Stuckey to approve the Administrative Appointment: Director of Elementary Teaching & Learning. The motion carried on roll call. Ayes 6. Nays 0.

The vacancy for the position of Director of Elementary Teaching & Learning was recently announced. It was advertised on the District website and other recruiting websites. Four candidates were interviewed for the position by a team of District administration and staff. Mr. Jaime Roundtree was selected as the most outstanding candidate.

Mr. Roundtree has served as Principal of Barkstall Elementary since July 2012. Prior to this assignment, Mr. Roundtree served as Assistant Principal of Bottenfield Elementary from August

2010 through June 2012. Mr. Roundtree began his career in education as a 5th Grade Teacher at South Side Elementary in August 2005.

Mr. Roundtree earned his Bachelor of History from the University of Illinois in 1998. He earned his Master of Elementary Education in 2005 and Master of Educational Organization and Leadership in 2010, both from the University of Illinois. He has been accepted into the doctoral program at the U of I starting this fall.

The effective date of Mr. Roundtree's appointment is July 1, 2014. The recommended salary is \$86,502, plus all appropriate Board-approved benefits, including Board-approved contributions to the Teachers' Retirement System. Annual evaluation will be completed by the appropriate supervising administrator.

District administration recommended the appointment of Mr. Jaime Roundtree as Director of Elementary Teaching and Learning effective July 1, 2014.

Administrative Appointment: Interim Principal at Vernon L. Barkstall Elementary: Ken Kleber
Member Chalifoux moved, with a second by Member Stuckey to approve the Administrative Appointment: Interim Principal at Barkstall Elementary. The motion carried on roll call. Ayes 6. Nays 0.

The position of Principal of Vernon L. Barkstall Elementary is currently vacant due to the appointment of Mr. Jaime Roundtree as the Director of Elementary Teaching and Learning. District administration recommended that Mr. Peter Foertsch be appointed as Interim Principal of Barkstall Elementary for the 2014-2015 school year.

Mr. Foertsch has served as the Assistant Principal of Barkstall Elementary since July 2012. Mr. Foertsch began his teaching career as a 5th grade teacher at Barkstall. Mr. Foertsch holds a Bachelor's degree in Elementary Education from the University of Illinois, which he earned in 2004. He earned his Master's in Educational Organization and Leadership from the University of Illinois in 2010.

The effective date of Mr. Foertsch's interim appointment is July 1, 2014. The recommended salary is \$83,447. Annual evaluation will be completed by the appropriate supervising administrator.

District administration recommended the appointment of Mr. Peter Foertsch as Interim Principal of Vernon L. Barkstall Elementary effective July 1, 2014.

Administrative Appointment: Interim Principal at Booker T. Washington STEM Academy: Ken Kleber

Member Stuckey moved, with a second by Member Lee to approve the Administrative Appointment: Interim Principal at Booker T. Washington. The motion carried on roll call. Ayes 6. Nays 0.

The position of Principal of Booker T. Washington STEM Academy is currently vacant due to the Board-approved Leave of Absence of current Principal Asia Fuller-Hamilton for the 2014-2015 school year. District administration recommended that Ms. Krista Finklea be appointed as Interim Principal of Booker T. Washington STEM Academy for the 2014-2015 school year.

Ms. Finklea currently serves Booker T. Washington as the Magnet Teaching Specialist. She has held this position since January 2014. Ms. Finklea's prior administrative experience

includes serving six months as principal at Imperial Estates Elementary with Brevard Public Schools in Florida before relocating with her family back to Illinois. Prior to relocating with her family to Florida, she served as principal of Dewey Elementary with Quincy Public Schools in Quincy, Illinois for three years, and Assistant Principal of Curriculum and Instruction with Quincy Public Schools for one year. Ms. Finklea has also worked as an elementary teacher for 10 years.

Ms. Finklea holds a Bachelor's in Elementary Education from Indiana University. She earned her Master of Education Administration degree from William Woods University in 2009.

The effective date of Ms. Finklea's interim appointment is July 1, 2014. The recommended salary is \$84,462. Annual evaluation will be completed by the appropriate supervising administrator.

Administration recommended the appointment of Krista Finklea as Interim Principal of Booker T. Washington STEM Academy effective July 1, 2014.

Administrative Appointment: Interim Principal at Edison Middle School: Ken Kleber
Member Brown moved, with a second by Member Chalifoux to approve the Administrative Appointment: Interim Principal at Edison Middle School. The motion carried on roll call. Ayes 6. Nays 0.

The position of Principal of Edison Middle School has recently become vacant. As a result, District Administration recommended the appointment of Mr. Tony Howard to the position of Interim Principal of Edison Middle School for the 2014-2015 school year.

Mr. Howard is currently serving Unit 4 Schools as the Associate Principal of Edison Middle School. He has held this position since August 2013. Prior to this assignment, Mr. Howard was the Assistant Principal at Edison from October 2010 through June 2013. Mr. Howard joined Unit 4 Schools as a Science Teacher at Edison Middle School in 2006.

Mr. Howard received his Bachelor of Science in Elementary Education from Millikin University in 2005. He obtained his Master in Educational Administration from Eastern Illinois in 2009.

The effective date of Mr. Howard's appointment is July 1, 2014. The recommended salary is \$86,401. This is 260 days/year position. Annual evaluation will be completed by the appropriate supervising administrator.

District administration recommended the appointment of Mr. Tony Howard as Interim Principal of Edison Middle School effective July 1, 2014.

Administrative Appointment: Administrator of Novak Academy: Ken Kleber
Member Brown moved, with a second by Member Saveley to approve the Administrative Appointment: Administrator of Novak Academy. The motion carried on roll call. Ayes 6. Nays 0.

The position of Administrator of Novak Academy was recently announced. Three (3) candidates were interviewed for the position by a team of District administration, certified staff, community members, and Novak students. Mr. Theodis (Tony) Maltbia was selected as the most outstanding candidate.

Mr. Maltbia currently serves Unit 4 Schools as an interim Assistant Principal for Centennial High School. He has held this position since September 2013. Prior to this assignment, Mr. Maltbia served Unit 4 as a Special Education Teacher at Centennial High School for four years and as Dean of Students at Columbia and Central High School for one year. Outside administrative experience includes Director of Sikeston Career and Technical Center (Sikeston, Missouri) for one year, Principal of Cairo Junior/Senior High School for two years, and Director/Instructor for New Madrid County R-1 Alternative School (New Madrid, Missouri) for two years.

Mr. Maltbia holds a Bachelor's degree in Education from Southeast Missouri State University, a Master of Arts in Special Education from Oakland City University (Indiana), and a Master of Administration in Educational Leadership from Southern Illinois University-Carbondale.

The effective date of Mr. Maltbia's appointment as Administrator of Novak Academy is July 1, 2014. The recommended salary is \$75,930. Annual evaluation will be completed by the appropriate supervising administrator.

District administration recommended the appointment of Mr. Theodis Maltbia as Administrator of Novak Academy with the effective July 1, 2014.

Reports: New Business

Parent Advocacy Committee Update: Dr. Judy Wiegand

The Board and Administration have met in open session on previous occasions to address how to become a more student and family centered organization.

The Parent Advocacy Committee provided an update on the work to date and plans for the 2014-15 school year.

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

Trades and Unit 4 Partnership: Marc Changnon

Over the past two and half years the Champaign Unit 4 School District has been working hard to build a strong partnership with the East Central Illinois Building & Construction Trades Council. Through work with past President Dan McCall and current ECIBCTC President Matt Langendorf the District has taken a number of steps in offering students, teachers, counselors and administrators opportunities to learn about and explore the various trade unions in our area and for the trade unions to learn about the Champaign Unit 4 School District.

On Friday, March 21, 2014 all Champaign Unit 4 Middle and High School Counselors and a number of administrators attended an informational breakfast meeting with members of the ECIBCTC held at the Laborers 703 Hall in Urbana. Unit 4 staff members learned about the Laborers 703 and the Painters 58 apprenticeship programs and then toured the Ironworkers Local 380 and the Plumbers & Pipefitters Local 149 facilities. Counselors and administrators learned a great deal and are able convey to their students exactly what the opportunities are within our local trade unions.

As a result of the meetings with the leadership of the ECIBCTC a form has been developed that Champaign Unit 4 graduates can use to obtain information regarding union apprenticeship program requirements. This form allows school staff to give or mail the student's transcript and attendance record to the specified apprenticeship program coordinator. This will improve efficiency in providing each apprenticeship program the required information needed when considering Unit 4 graduates.

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

Career Cruising: Marc Changnon

The Career Cruising System is a comprehensive internet based career guide that is suitable for people from 6th grade to adulthood. In April of 2006 Career Cruising was introduced at Centennial High School. Today Career Cruising is offered to all Unit 4 students starting in 6th grade through graduation and beyond. Career Cruising incorporates a number of features: first class assessments, comprehensive career information and post-secondary schools database, financial aid information, a portfolio tool, employment resources and much more.

The presentation focused on the many features offered to students through the Career Cruising System through a visual demonstration which follows the Summary of Career Cruising Features. The implementation of the Career Cruising System in Middle Schools is handled by the Middle School Counselors. At the High Schools the College & Career Counselors act as the point person for the Career Cruising activities. The ultimate goal for the Career Cruising System is to have it become an integral part of our schools, used not just by our students on their own, but as a value added resource that middle and high school teachers can incorporate in their classroom instruction.

The annual Career Cruising license fee for the middle and high schools is \$2,200.00 and is paid from an existing budget.

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

High School Planning and Programming Update: Matt Foster

The DLR/Gorski Reifsteck Team has been working with high school administration, faculty, and students to develop a unique academic program to meet Unit 4's community needs. The DLR/Gorski Reifsteck Team provided an update to the Board of Education regarding their progress and next steps in the process.

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

School Resource Officer (SRO) Program Evaluation and Contract Renewal and Extension: Orlando Thomas

Member Chalifoux moved, with a second by Member Brown to allow public comments during the SRO Presentation only. The motion carried on roll call. Ayes 6. Nays 0.

In response to Board member questions about the SRO Program, the District established the SRO Program Evaluation Committee. This committee, comprised of two Board members, police and Unit 4 administrators, a teacher, and representatives from community agencies (Don Moyer Boys and Girls Club, Coronel Bilingual, Ministerial Alliance, and NAACP), met six times since September 2013 to gain a historical perspective of the program; review pertinent, longitudinal data; revise the Champaign Police Department Standard Operating Procedures (SOP); and survey student and staff perceptions of the program. The presentation provided a summary of the committee's work.

Additionally, the Board is being asked to renew and extend the SRO agreement for the period July 1, 2014 through June 30, 2015. Per the original contract language, the SRO contract is to be considered for renewal and extension on an annual basis. This contract will maintain the current SRO staffing level at five officers.

The cost to be paid by the school district for the 2014-15 contract extension is \$291,769. The cost in 2013-14 was \$270,163. The primary reason for this 8% increase is due to the costs of benefits for the officers in 2014-15. Benefit cost increases will be approximately:

- 6.6% for pension costs
- 1.25% for health insurance costs
- .74% for worker compensation costs
- .03% in life insurance costs

This was an informational item and no action was required by the Board. The SRO contract will go to the Board for approval on June 30, 2014.

Action Agenda: New Business

Approval of Kenwood Renovation and Addition General Contractor Bid: Matt Foster

Member Brown moved, with a second by Member Saveley for Approval of Kenwood Renovation and Addition General Contractor Bid. The motion carried on roll call. Ayes 6. Nays 0.

Board Policy states that bids will be solicited when items are expected to exceed a total of \$25,000.

Invitations to bid were posted on the District's website and advertised in the News-Gazette. Bids were received from three companies which were opened on May 22, 2014. Administration recommended that the bid for the General Contractor for the Kenwood Renovation and Addition Project be awarded to CORE Construction for a base bid of \$4,340,000 plus Alternate 1 (add south parking lot paving) for \$71,000 and Alternate 4 (add netbook charging circuits) for \$10,000.

The cost of \$4,421,000 will be paid from the Capital Projects Fund. Cannon Design's budget estimate was \$4,427,754 with a construction contingency of \$272,360.

Administration recommended that the Board award the bid for the General Contractor for the Kenwood Renovation and Addition Project to CORE Construction for \$4,421,000 and to approve the contract.

Project Labor Agreement: Matt Foster

Member Chalifoux moved, with a second by Member Lee to approve the Project Labor Agreement. The motion carried on roll call. Ayes 6. Nays 0.

In 2009 the Board of Education approved a Project Labor Agreement between the East Central Illinois Building and Construction Trades Council and Champaign Community Unit School District No. 4. This agreement has proven to be highly effective in both procuring quality contractors and generating projects on budget and on time. Administration, therefore, believes that it is in the best interest of the District to renew this agreement for a three year period beginning July 1, 2014 and ending June 30, 2017.

Administration recommended Board approval of the Project Labor Agreement.

2014-15 Code of Conduct: Orlando Thomas

Member Stuckey moved, with a second by Member Saveley to approve the 2014-15 Code of Conduct. The motion carried on roll call. Ayes 6. Nays 0.

The Discipline Equity/Advisory (DEA) Committee held meetings during the months of January-April for the purpose of revising the District's Student Code of Conduct for the 2014-15 school year. The Student Code of Conduct is one of the foundational components of the 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).

This year the committee reviewed the student code of conduct from the New York City Department of Education, a document provided to the committee by Eddie Fergus' team from the NYU Steinhardt School of Culture, Educational and Human Development Center of School Changes, Practice, and Policy, as a standard to emulate. Some of the verbiage from that document's "Creating Safe, Supportive, and Inclusive Schools" section was used in the District's 2014-15 Code, replacing language that had a more dictatorial tone. The committee agreed that the District's Student Code of Conduct could benefit from taking a more proactive, parent-friendly approach in its introductory section. In this vein, a letter from the Superintendent was also added. Cost for mailing is approximately \$1,500.

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 2014-15 school year. Additionally, staff development will take place throughout the school year on an as-needed basis.

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 District Counsel Thomas Lockman.

Administration recommended that the 2014-15 Student Code of Conduct be approved.

Administrative Compensation: Ken Kleber

Member Brown moved, with a second by Member Chalifoux to approve Administrative Compensation. The motion carried on roll call. Ayes 5. Nays 1. Member Stuckey voted no.

The Superintendent is recommending a 3.0% salary increase for all eligible administrators to be implemented according to Board Policy 520.09. The effective date of the increase is July 1, 2014. This increase mirrors the percentage increase for Teachers. Administrative pay increases are needed to remain regionally competitive and to acknowledge the hard work and challenges of working in a large, diverse school district. A list of eligible administrators was provided to the Board.

Entry level salaries for all administrative positions will also be adjusted according to established District practice to reflect this change. Those newly-hired administrators affected by these changes will have their salaries adjusted accordingly.

The cost of the approved raise is 3% above last year's salaries plus appropriate TRS contributions.

Administration recommended that the Board of Education approve the recommended salary increase for eligible administrators.

Compensation for District Support Personnel (DSP): Ken Kleber

Member Chalifoux moved, with a second by Member Brown to approve Compensation for District Support Personnel (DSP). The motion carried on roll call. Ayes 6. Nays 0.

Salary increases for DSP staff members have been tied to the negotiated annual increase for the Champaign Educational Support Professionals (CESP) since 1998. District Administration is recommending that salaries for eligible DSP staff be increased by 4.05% for the 2014-2015 school year. The effective date of the increase is July 1, 2014. Eligibility is determined using the same guidelines used for administrators. A list of eligible DSP staff members was provided to the Board.

Entry level salaries for all DSP positions will also be adjusted according to established District practice to reflect this change. Newly-hired DSP staff affected by these changes will have their salaries adjusted accordingly. The cost of the approved raise and related adjustments is \$34,045 plus appropriate IMRF contributions.

Administration recommended that the Board of Education approve the recommended salary increase for eligible DSP staff.

CFT Additional Sick Leave Request: Ken Kleber

Member Stuckey moved, with a second by Member Lee to approve CFT Additional Sick Leave Request. The motion carried on roll call. Ayes 6. Nays 0.

Pursuant to the Champaign Federation of Teachers Collective Bargaining Agreement, Article VII Section C.3, the Board may in its sole discretion, at the request of the CFT, grant a teacher up to 25 days of sick leave over and above that accumulated by a teacher. Two hundred cumulative days shall be available. CFT has submitted requests for 12 teachers for a total of 122.71 days.

Each teacher is reimbursed in the dollar amount of his or her calculated daily rate of pay times the number of days granted for additional sick leave. This amount is added to their final paycheck for the school year. The total cost in dollars for reimbursed sick days is approximately \$29,991, plus Board-paid TRS contributions in the amount of approximately \$3,112. Additionally, the estimated cost to supply substitute teachers is approximately \$12,153, including employer paid TRS, THIS, and Medicare.

Administration recommended that the Board of Education approve the requests for additional sick days.

Substitute Professional Development & Compensation: Ken Kleber

Member Stuckey moved, with a second by Member Chalifoux to approve Substitute Professional Development & Compensation. The motion carried on roll call. Ayes 6. Nays 0.

Unit 4 has had difficulty hiring and retaining high quality substitute teachers and teacher aides. Other local districts and other districts around the nation are experiencing similar shortages. To address this shortage, District Administration is proposing two key changes to the way substitutes are compensated.

Until now, professional development (PD) opportunities for substitutes have been minimal. This has resulted in many substitutes feeling under-prepared to serve our students and has contributed to employee turnover.

District Administration is recommending that the Board approve a Substitute Professional Development Program which is linked to compensation. Under this proposal, District and building-level administrators will conduct twelve, three-hour workshops on a variety of topics identified as areas of need among Substitute Teachers. These workshops will be offered throughout the summer and repeated in the winter. For each workshop a Substitute Teacher successfully completes, he/she will earn a Certificate of Completion. For every two Certificates of Completion earned, the Substitute Teacher's daily compensation will be increased by \$1/day above his/her normal substitute rate for the duration of his/her time with the District.

Administrators will also conduct two, three-hour workshops on topics identified as areas of need among Substitute Teacher Aides. These workshops will be offered throughout the summer and repeated in the winter. Substitute Teacher Aides are currently compensated using the wage on Step 1 of the previous year's collective bargaining agreement with the CESP. Substitute Teacher Aides who complete both workshops will instead be compensated using the wage on Step 2 of the previous year's collective bargaining agreement with the CESP.

In addition to these PD-based compensation changes, District administration is also recommending that any substitute who works fifteen (15) total assignments during any month school is in session be paid a \$50/month bonus. This will encourage substitutes to increase the number of assignments they work and (hopefully) reduce the need to pay teachers \$32.50/hour to substitute internally when no regular substitute is available.

The exact cost of this proposal depends on the number of substitutes who earn Certificates of Completion and work more than fifteen assignments in a month. However, it is likely that the total cost to the District will be reduced due to decreased turnover and decreased reliance on internal substitution.

Administration recommended that the Board of Education approve the changes to Substitute Professional Development & Compensation.

Bills and Treasurer's Report – May

Member Brown moved, with a second by Member Lee to approve the Bills and Treasurer's Report – May. The motion carried on roll call. Ayes 6. Nays 0.

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

Public Hearing FY14 Budget

Member Stuckey moved, with a second by Member Chalifoux to open the Public Hearing FY14 Budget. The motion carried on roll call. Ayes 6. Nays 0.

The public hearing opened at 9:49 p.m.

Hearing no comments from the public, Member Brown moved, with a second by Member Saveley to close the public hearing at 9:51 p.m. The motion carried on roll call. Ayes 6. Nays 0.

Approval of Final FY14 Budget: Matt Foster

Member Chalifoux moved, with a second by Member Brown for Approval of Final FY14 Budget. 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 District requested approval of the Final

Budget for 2013-14. The tentative final budget has been available for public inspection starting May 1, 2014, revised as reported on April 28, 2014 and a public hearing conducted earlier this evening 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.

The 2013-14 Budget presents Revenues and Other Financing Sources in the Operating Funds (Education, Operations & Maintenance, Transportation, IMRF/Social Security, Working Cash, Tort and Fire Prevention and Safety) of \$127,240,447 and Expenditures and other Financing Uses of \$125,484,797.

The other two funds of the District (Debt Service and Capital Projects) are utilized for specific purposes other than operations (to pay debt service and to account for capital projects). As such, they are not included in the above total. The budget for Debt Service revenues and other financing sources is \$8,529,708 and \$8,545,500 for expenses and other financing uses. The budget for Capital Projects revenues and other financing sources is \$2,016,105 and \$23,173,562 for expenses and other financing uses.

Administration recommended Board approval and adoption of the Final Budget for 2013-14 as presented.

Resolution: Preparation of Tentative 2014-15 Budget: Matt Foster

Member Brown moved, with a second by Member Chalifoux to approve Resolution: Preparation of Tentative 2014-15 Budget. The motion carried on roll call. Ayes 6. Nays 0.

The Board of Education must, by resolution, designate some person or persons to prepare a tentative budget for fiscal year 2014-2015. The appropriate resolution has been prepared. The tentative budget will be presented at the second meeting in June with passage scheduled for the second meeting in September.

Administration recommended Board approval of the resolution to designate Matthew Foster, Executive Director for Business Services, as the person to prepare the tentative budget for 2014-15.

Approval of Robeson Change Order No. 8: Matt Foster

Member Stuckey moved, with a second by Member Lee for Approval of Robeson Change Order No. 8. The motion carried on roll call. Ayes 6. Nays 0.

Arlene Vespa has authority to approve change orders up to \$25,000. After that she must check with the Board President and a designated Board Member before signing the paperwork which leads to a change order. That process has been adhered to. It was necessary for the entire Board of Education to approve the following change orders processed through June 2014. Please note that the total project contingency on this project is \$142,200.00, which leaves the current total at **\$32,403.74.**

CHANGE ORDER NO. 08		
(Phase 2 work)		
CHANGE ORDER AUTHORIZATION	DESCRIPTION	AMOUNT

COA 04B	Code Item: This change was for additional fire alarm devices.	\$1,925.05
COA 06B	Unforeseen Field Conditions and Owner Requests: This change was for new strikes at 3 doors and revising a lock type at 1 door. Additional attic stock of items was also requested. This cost is the Phase 2 portion of this work.	\$3,341.52
COA 08	Drawing Coordination: Revise drapery fabric to comply with user's needs.	\$1,046.37
COA 10B	Code Item and Field Conditions: This change was for various plumbing changes including changing 3 sink sizes to meet ADA requirements, new stops for existing leaking sinks, new flush valves at 7 locations and removing/resetting toilets at 7 locations. This cost is the Phase 2 portion of this work.	\$876.51
COA 13B	Owner Request: Furnish and install new flooring, and perform floor prep in corridors on east side of building.	\$4,951.25
COA 14B	Unforeseen Field Condition: Areas above the ceiling were found to contain friable asbestos; therefore, the ceiling tile was considered contaminated. This prevented recycling of the ceiling tile. This change provides for the cost of additional dumpsters for tile disposal.	\$2,019.92
COA 18	Field Coordination: At Staff Toilet 102/door 102, paint the CMU and tile base to match adjacent finishes where infill is required. Provide aluminum trim at window infill in lieu of wood.	\$1,149.87
COA 28	Drawing Coordination / Code Item: Revise sink depths in five (5) rooms to be ADA compliant as required by code.	\$4,872.91
	TOTAL CHANGE ORDER NO. 08:	\$20,183.40

The total of the change orders for Robeson is:

CHANGE ORDER	AMOUNT
Change Order No. 01 - 07	\$89,612.86
Change Order No. 08	\$20,183.40
TOTAL CHANGE ORDERS:	\$109,796.26

Administration recommended Board approval of the change order for Robeson totaling \$20,183.40.

Consent Agenda: Unfinished/New Business

Member Chalifoux moved, with a second by Member Saveley to approve the Consent Agenda – New/Unfinished Business. The motion carried on roll call. Ayes 5. Nays 0. Abst. 1. Member Stuckey abstained.

The following Consent Agenda items were approved:

Minutes of May 12, 2014 and May 19, 2014

The minutes were approved as presented.

Human Resource Changes: Ken Kleber

The Human Resource Changes were approved as presented.

Policy 501.03 General Personnel – Family Medical Leave: Ken Kleber

This proposed procedure represents the continued effort to update the District's Policy and Procedures Manual.

The Family and Medical Leave Act (FMLA) underwent a minor revision in 2013. Most of the revisions affect how military personnel and veterans are treated under the FMLA. While the District has always followed the law, these revisions will make the process clearer for employees and highlight the District's ongoing commitment to ensuring rights granted by the FMLA are protected.

Administration recommended that Board approve the proposed policy changes.

Policy 710.08R Rights and Responsibilities – Search and Seizure: Tom Lockman

This administrative procedure represents the District's effort to continue to update its Board Policy manual. The changes to the existing administrative procedure were made to clarify the method of notification required before implementing certain methods of search by law enforcement officers.

Administration recommended approval of this policy change.

RFP: Copier Service: Matt Foster

Board Policy states that bids will be solicited when items are expected to exceed a total of \$25,000.

Requests were sent to nineteen vendors, posted on the District's website and advertised in the News-Gazette. Bids were received from seven companies which were opened on May 14, 2014. It was recommended the proposal be awarded to Watts Copy Systems (a female owned business) for the FY15 school year with the option for nine additional years based upon satisfactory performance. The cost for all copier services will be paid directly from school, department and District budgets for FY15.

Administration recommended Board approval of the proposal for copier services to Watts Copy Systems for a monthly lease cost of \$11,176 based on 26,000,000 copies/prints per year for an annual cost of \$134,112. If the District exceeds the base, the overage will be charged at \$.0035/copy. There will also be a quarterly cost of \$.049 per color copy/print.

Bid: Petroleum Products: Matt Foster

Board Policy states that bids will be solicited when items are expected to exceed a total of \$25,000.

Requests were sent to four vendors, posted on the District's website and advertised in the News-Gazette. Bids were received from two companies which were opened on May 21, 2014. The low bid for diesel fuel, blended fuel, regular unleaded and alternate bio-diesel products was from Petroleum Traders and the low bid for propane was from Illini FS. The cost for all fuels will be paid from the Transportation Budget in 2014-15.

Administration recommended Board approval of the bid for diesel fuel, blended fuel, regular unleaded and alternate bio-diesel products to Petroleum Traders and propane to Illini FS.

Resolution – Prevailing Wage Rates: Matt Foster

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.

FY15 District Depositories: Matt Foster

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 2014-15, the following financial institutions may be used for financial activities:

- Busey Bank
- Centrue Bank
- Chase
- Commerce Bank
- First Bank of Savoy
- First Federal Savings Bank
- First Mid-Illinois Bank & Trust
- First Midwest Bank
- Heartland Bank
- The Illinois Funds
- Illinois Metropolitan Investment Fund (IMET)
- ISDLAF (Illinois Liquid Asset Fund)
- Multi-Bank
- PNC
- Regions Bank

As funds become available for investment purposes, the District's Executive Director of Business Services solicits 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 2014-15.

Approval of Kenwood ISBE Inspections Contract with B & F Construction Code Services: Matt Foster

The Regional Office of Education (ROE) requires the inspection of new school construction projects before issuing a final occupancy permit to the District. The ROE now uses professional construction engineers to perform these duties. The District received two proposals for inspection services at Kenwood. This proposal includes inspection of construction work, review of sprinkler system plans, testing and inspection of the sprinkler system, review of fire alarm plans, and testing and inspection of the fire alarm system at Kenwood Elementary School. Administration recommended approval for inspection services to B&F Construction Code Services, Inc. (B&F) for \$20,896.66.

The proposal from B&F Construction Code Services, Inc. for the ISBE Inspection services at Kenwood is for \$20,896.66. This will be paid from the Capital Projects Fund. Cannon Design had estimated the cost to be \$24,000.

Administration recommended that the Board approve the B&F Construction Code Services, Inc. Proposal for Kenwood Elementary School totaling \$20,896.66.

Approval of Kenwood Midwest Engineering and Testing, Inc. Contract: Matt Foster
Midwest Engineering and Testing, Inc. (MET) is being retained to perform independent material testing services during construction on the Kenwood Renovation project. Services shall be coordinated with the General Contractor and include items such as concrete testing, weld inspection, grout testing, etc.

The proposal from Midwest Engineering and Testing, Inc. for the material testing services at Kenwood is for \$9,866. This will be paid from the Capital Projects Fund. Cannon Design had estimated the cost to be \$10,000.

Administration recommended the Board approve the Midwest Engineering and Testing, Inc. Proposal for Kenwood Elementary School totaling \$9,866.

Approval of Kenwood Corson Music Price Quotes: Matt Foster
Corson Music is being retained to provide the equipment for sound systems for the gym, cafeteria and music room for the Kenwood Renovation project. Services shall be coordinated with the General Contractor and provide for the reuse of some existing equipment.

The proposal from Corson Music for sound system equipment is:

Gym Proposal	\$9,456.89
Cafeteria Proposal	\$7,150.92
Music Room Proposal	<u>\$4,486.98</u>
Total	\$21,094.79

This will be paid from the Capital Projects Fund. Cannon Design estimated the costs to be \$20,000.

Administration recommended that the Board approve the Corson Music Quotes for Kenwood Elementary School totaling 21,094.79

Settlement Agreement – Donna Gootee: Tom Lockman
The Settlement Agreement was approved as presented.

Student Discipline

Member Stuckey moved, with a second by Member Chalifoux, to expel student #550334 from Centennial High School for the 2014-15 and 2015-16 school years. He/she should be reassigned to READY for violating Conduct Code #19 (Physical Confrontation with Student) and #34 (Weapon-Related Activities) of the Champaign Unit 4 Student Code of Conduct. The student may return to his/her regularly assigned school following the expulsion period. The motion carried on roll call. Ayes 6. Nays 0.

6/9/2014 Regular Meeting

Member Stuckey moved, with a second by Member Saveley, to expel student #510097 from Franklin Middle School for the 2014-15 school year. He/she should be reassigned to READY for violating Conduct Code #18 (Physical Confrontation with Staff) of the Champaign Unit 4 Student Code of Conduct. The student may return to his/her regularly assigned school following the expulsion period. The motion carried on roll call. Ayes 6. Nays 0.

Adjournment

There being no further business, Member Brown moved, with a second by Member Stuckey, to adjourn the meeting at 9:59 p.m. The motion carried on voice vote.

Board Approved: July 14, 2014