

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, 2008 Within the Boundaries of Said District

Regular Meeting

Board President Dave Tomlinson called the Regular Meeting of the Board to order at 5:13 p.m.

**Board Members Present**

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

**Board Members Absent**

Kristine Chalifoux

**Staff Members Present**

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

**Approval of Agenda**

Sue Grey moved, with a second by Scott MacAdam, to approve the amended agenda. The motion carried on voice vote. Appointment of Principal for the Academic Alternative Academy was added to the agenda.

**Executive Session**

Greg Novak moved, with a second by Nathaniel Banks, to adjourn into *Closed Session* in accordance with the Illinois Open Meetings Act (5 ILCS 120/2c) to consider the Employment and Performance of Specific Employees of the District 120/2(c)(1). The motion carried on roll call. Ayes 7. Nays 0.

The Board convened into *Closed Session* at 5:14 p.m.

Board member Kristine Chalifoux joined the meeting at 5:25 p.m.

**Open Session**

The Board convened into *Open Session* at 6:55 p.m.

The Board reconvened at 7:03 p.m.

**Guests**

Representatives from CFT, and local media and other interested persons

**Reports**

A+ Business Partnerships

Coordinator Lauren Smith shared the following information regarding the A+ Business Partnerships. In an effort to provide an educational environment in each school that is conducive to learning and in an effort to welcome the community into our schools, Unit 4 is pleased to announce A+ Partners, a new program developed to link businesses and organizations with a

Unit 4 school so that resources may be shared for mutual benefit. The A+ Partner program will utilize the expertise of the business community to enrich and improve the education of public school students in Champaign and to foster a better understanding of the public school system.

Lauren Smith, Community Outreach Coordinator, will work with the schools (principal or their designee) and local businesses to develop appropriate partnerships which may include both monetary and volunteering partnerships. There are no additional costs for the district. Individual schools stand to gain through donations given by local businesses.

A representative from each business and a representative from the school will meet with the Community Outreach Coordinator annually to discuss new ideas, problems and solutions.

#### Academic Spotlight – Early Childhood Center

Principal Amy Hayden shared information regarding the Early Childhood Center. The Champaign Prekindergarten Program has space for 410 three- and four-year-old students. Currently, ten classrooms are located at the center, three are located next door at Stratton School and one is located at Garden Hills. Each classroom has 15 students per session. The classrooms are considered “blended classes” that serve children with and without special needs. Children attend either a morning or afternoon session.

Classroom instruction is designed to target the Illinois Early Learning Standards with language and emerging literacy skills being an important focus. The program provides instruction in large and small groups and provides opportunities for hands-on, active learning during a variety of center activities. Dramatic play, art, computers, blocks, and developmentally appropriate reading and writing centers are some examples of center activities.

Children enrolled in the at-risk program have been identified through the screening process as needing a school readiness experience. These children are not eligible for special education services (except possibly speech-only), but testing and/or social history information (risk factors) indicates they would benefit from an extra boost to get them ready for kindergarten.

Children enrolled in the early childhood special education program have been identified through the diagnostic testing process as needing special education services. Each child has an Individualized Education Plan (IEP). Disabilities include speech/language, developmental delay, physical disability, multiple disabilities, and the diagnosis of Autism Spectrum Disorder. All children with disabilities are fully included in the Pre-K classrooms. There are typically 4 children with a disability in each Pre-K class. This group makes up nearly 25% of the program enrollment.

Nearly 25% of the children served by Champaign Pre-K are English Language Learners. Thirty children are served in the Spanish bilingual classroom. There are typically 2-3 children that qualify for ESL services in each Pre-K class.

A dually certified teacher and an aide are in each classroom of 15 students. Five classrooms have an additional teaching assistant to work with children identified as needing extra support. With the increase in the number of children identified as having a disability and the increase in the severity of those disabilities, more aide support may be needed in the future. Staff

development activities for the 07-08 school year are centered on implementation of our new early literacy curriculum and the Nurtured Heart Approach.

Two grants provide funding for the Champaign Early Childhood Center. The PreK At-Risk grant is funded at \$1,003,233.00 and the new Preschool for All is funded for \$60,000.00 for FY 09. Additional support for the program is funded through District and Special Education monies.

Student data is analyzed using the Creative Curriculum Progress and Outcomes Reporting Tool. Four-year-olds are also assessed at the beginning and end of the year using the Get Ready to Read Inventory. An ISBE program accountability liaison conducted a site visit in February and reported strengths in all 12 component areas. A parent satisfaction survey was conducted in April to collect feedback from families.

#### Consent Decree Update – Information Technology

Director Dedrick Martin provided an update and shared highlights. The purpose of the District's Strategic Plan, the Operational Plan and the District's Technology Plan are to set forth a comprehensive framework for monitoring the implementation of District initiatives and progress towards achievement of District and Consent Decree goals by collecting and maintaining data, providing data analysis upon request and preparing data for Quarterly Report submissions to the Court Monitor. Technology has done a tremendous amount over the past year in accordance with these plans. The following highlights some of the accomplishments during the 2007-2008 year:

- In accordance with the Technology Plan, the District has started on the School Interoperability Framework project (SIF). At the current time we have four of the needed five servers up and functioning. Integrity has developed the data transfer process (ETL structures) and with plans for these servers to be tested and operational by the conclusion of the summer. SIF will allow parents' access to grades, lunch program data, transportation data, state testing results and other information once fully integrated.
- The Technology Department has worked collaboratively with District level administrators to complete the professional development database that will allow tracking of professional development for all staff. The format for reporting and analysis of this data is currently being developed with the assistance of Dr. Judy Wiegand for use in the fall. This data will assist in analyzing the District's needs based on attendance and completion of offerings. The goal is to include every aspect of training for all levels of personnel.
- Throughout the year, the District has held Administrative workshops and continues to train in data analysis and data entry at every level. The Student Information Support Specialist has done training for numerous new staff members in data entry and troubleshooting both in a classroom and one-on-one session.
- In a continuing effort to remain fiscally responsible and adhere to the continuing need for technology improvements, the District has added approximately 300 PC's this year. Approximately two hundred were Macintosh replacements and the others were additions to various schools.
- Eight more computers were added at Booker T. Washington for a small lab. Additionally, several computers were added at individual schools for Mentor coordinators and twelve were added at the high school level for math support. Southside and Columbia received

additional computers as well as new computers for the Alternative School. The District purchased 11 Smart Boards for classroom use.

- Fiber installation has been completed at 7 locations and the entire district will be on the fiber infrastructure by the beginning of school next year. This improvement also replaces the old routers and first level switches with up to date layer 3 switches improving the network flow. Through a collaborative effort with the Curriculum Department and the schools, the District has procured approximately 50 projectors within the District.
- Have increased storage capacity in the District by 30% and the need continues to grow. This was accomplished by the purchase of four new Servers and increasing the storage area network capacity. Archiving of email, website usage, and data backups are the major contributors to this storage need.
- SharePoint has been tested and deployed, we hope to upgrade to SharePoint 2007 this summer which includes the educational templates previously only available in Class Server. We hope to use this technology for a number of collaborative sites for teachers and students. The services available to our District free from Microsoft are expanding and we hope to begin testing and using some of these at the beginning of next year.

A complete schedule of Summer Technology course offerings provided by the technology department was shared. The courses are provided at no fee to staff members based on funding through the Enhancing Education Through Technology (Title II-D) grant.

In order to secure more equipment for the District, the Technology Department sought out and received E-Rate funding in the amount of approximately \$500,000. Over \$174,000 of these funds were used to purchase additional equipment such as smart boards and computers. The remainder of these funds was applied to cover the additional cost of telephone and fiber optic connections throughout the district.

The Technology Department assists all departments with monitoring progress towards District, department, and Consent Decree goals routinely and assists with the provision of quarterly reports to the Court Monitor.

#### Planning Process for Long-Range Facilities & Infrastructure Plan

Kristine Chalifoux stated that all the scheduled community forums have been held. Community input was received on how they would like to see the District operate. The Working Groups have prepared the first draft of the working plans which have been posted on the web. She encouraged everyone to review the draft and provide comments. The final drafts will be available in July. The Vision Committee will present the report to the Board in August or September. Kristine Chalifoux publicly thanked everyone for their time and effort. Greg Novak publicly thanked the University of Illinois, Parkland College, and the Champaign Public Library for providing their facilities.

#### Board of Education Proposed Policies/Procedures (Student Records/Maintenance; Complaint Process)

This report was not presented.

**Action Agenda**Proposed Board of Education Policy (Attendance: Schools of Choice Seat Assignment for Elementary Schools, Grades K-5; Professional Leave: Awards & Recognition)

Sue Grey moved, with a second by Scott MacAdam, to approve the proposed policies as presented. The motion carried on roll call. Ayes 7. Nays 0.

Director Judy Wiegand presented the proposed policy changes which represent the District's effort to update the Policy and Procedures Manual.

Policy 705.09 ATTENDANCE - Schools of Choice Seat Assignment for Elementary Schools (Grades K- through 5)

A revision was made to the wording in the section on page one (1) related to declining a seat when offered a seat at the first, second, or third choice school.

Policy 520.07 PROFESSIONAL LEAVE – Awards and Recognitions

This policy was brought forward to address the request by certified staff members for extended professional leave in order to attend professional development activities that are part of an award or recognition.

2008/2009 Student Code of Conduct (Exhibit "A")

Sue Grey moved, with a second by Kristine Chalifoux, to approve the 08/09 Student Code of conduct without the portion related to tardies. The motion carried on roll call. Ayes 7. Nays 0.

The Discipline Advisory Committee held meetings during the months of January-April for the purpose of revising the District's Student Code of Conduct for the 2008-09 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, student discipline, sexual harassment, electronic network access, student cell phone use, student tardiness (high school), and homework.

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 2008-09 school year. Additionally, staff development will take place throughout the school year on an as-needed basis.

Cost for mailing is approximately \$1,050. In addition, a Spanish translation is currently underway and is expected to cost approximately \$1,000 for translation and typing. There will be no additional costs for revisions this year as this will be handled by the Secretary of Pupil Services instead of an outside source.

Each year in the spring semester, the Discipline Advisory Committee, consisting of teachers, CFT representatives, community members, parents, Board members, and district-level representatives, reviews and revises the Student Code of Conduct for submission to the Board of Education for its approval.

Middle School Athletics Recommendation

Sue Grey moved, with a second by Scott MacAdam, to approve the addition of baseball at the middle school level and the establishment of a partnership with the Champaign Park District to offer recreational sports while continuing to investigate the possibility of track. The motion carried on roll call. Ayes 7. Nays 0.

Director Judy Wiegand provided an overview regarding the middle school athletics recommendations.

The following athletic activities are currently offered at all Unit 4 Middle Schools:

Cross country	6th	7th	8th
Boys	X	X	X
Girls	X	X	X
Basketball	6th	7th	8th
Boys		X	X
Girls		X	X
Wrestling (Housed at Edison)	6th	7th	8th
Boys	X	X	X
Girls	X	X	X
Volleyball	6th	7th	8th
Girls		X	X

The District supports offering intramural activities that involve students competing against other students from the same campus in an after-school setting. In conjunction with the activities listed in the chart above, the following intramural activities are offered on campus: flag football, soccer, swimming, baseball, tennis, ping pong, basketball, golf, cheerleading, and floor hockey. The decision of which intramural activity to offer is left up to the campus administration and is usually influenced by student interest and expertise of available personnel.

The Athletic Task Force was commissioned to evaluate all middle school athletic offerings during the fall semester and to make recommendations concerning District-supported athletic programs for the 08-09 school year.

The actions of the Athletic Task Force are listed below:

- Conducted several committee meetings to discuss the state of middle school athletics in Unit 4.
- Administered a sports interest survey with guidance from the Illinois Elementary Sports Association to students in grades 5, 6, and 7.
- Met with the Champaign Park District and other local organizations that provide athletic opportunities for students in Champaign County to gather information on all available athletic options for our students.
- Prepared several alternatives for Board consideration that would meet the Athletic Task Force's charge of increasing opportunities, ensuring equity, and enhancing competitiveness of middle school programs.

The sports listed below were the high vote getters according to student interest from the IESA sports interest survey.

Boys	Girls
Basketball	Basketball
Baseball	Volleyball
Track	Track

Based on the survey results, the Athletic Task Force recommended the addition of competitive baseball at the middle school level and the establishment of a partnership with the Champaign Park District to offer recreational basketball and volleyball for all middle school students.

Option A is listed in the chart below.

Option A	
Unit 4 Funded	Baseball
Champaign Park District	6 <sup>th</sup> Recreational volleyball
Champaign Park District	6 <sup>th</sup> Girls/Boys recreational basketball
Champaign Park District	7/8 <sup>th</sup> Girls/Boys recreational basketball
Champaign Park District	7/8 <sup>th</sup> Recreational volleyball 7/8 <sup>th</sup> Recreational basketball
Future	Investigate track for future years

#### Staffing/Staff Development Needs:

##### Option A

- MS varsity baseball coaching differential per campus (differential amount must be negotiated with CFT)
- MS junior varsity baseball coaching differential per campus (differential amount must be negotiated with CFT)

#### Financial Implications:

Alternatives	Start-up Cost	Recurring Cost
Option A	\$28,305	\$21,305

The participation rate in middle school athletics will be reported annually to the Athletic Task Force.

#### Recommendations for New Positions for the 2008/2009 Budget (Exhibit "B")

Nathaniel Banks moved, with a second by Scott MacAdam, to approve the recommendations for new positions for the 2008/2009 Budget, excluding the Dean position for the Academic Alternative Academy. The motion carried on roll call. Ayes 4. Nays 3. Board members Blank, Novak and Tomlinson voted Nay.

Chief Financial Officer Gene Logas presented the Administration's recommendations for new positions, as well as the administrative recommendations for building budgets for the 2008/2009 budget.

Administrative Recommendations for Building Budgets for 2008/2009 (Exhibit "C")

Greg Novak moved, with a second by Arlene Blank, to approve the administrative recommendations for Building Budgets for 2008/2009. The motion carried on roll call. Ayes 7. Nays 0.

**Consent Agenda**

Sue Grey moved, with a second by Kristine Chalifoux, to approve the Consent Agenda. The motion carried on roll call. Ayes 7. Nays 0.

The Board of Education approved the following Consent Agenda items:

Bids (Answering Service; Cafeteria – Bread Products, Milk/Juice, Pizza Services; Miscellaneous Instructional Supplies; Petroleum Products) (Exhibit "D")

The Board of Education approved awarding the bids to the recommended vendors. Board policy states that bids will be solicited when items are expected to exceed a total of \$10,000. As part of the bidding process, bids were advertised in the News-Gazette and formal requests were mailed to vendors.

Bid (Health Life Safety)

The Board of Education approved reinstating the relining of the tanks as part of the Health and Life Safety work for this summer at a cost of \$52,732.

In 2003, a 10-year Health and Life Safety Survey was completed. The Health and Life Safety bid will complete the items marked in the necessary category on the survey. Some items designated as desirable, such as replacing all interior and exterior doors and windows, may be included in the forthcoming district-wide facility plan. Relining the water storage tanks at Centennial was one of the items removed by the Board in April. This item was thought to be involved in the Performance Contracting Projects. It was not part of the Performance Contracting Project and must be done. The work will be monitored and inspected by the Director of Operations. Financial Implications: \$52,732 is the cost to reline these tanks. The monies will come from the Health and Life Safety Fund.

FY09 PreK Grant/FY09 Preschool For All Ages

The Board of Education approved the grant application as presented. The Prekindergarten At-Risk Program and Preschool for All Program are both funded through the ISBE Early Childhood Block Grant. At this time, ISBE has allowed continuing programs to apply for 100% of the funds approved last year (Pre-K \$1,003,233; PFA \$60,000). These grants will provide funds for staff salaries and benefits, staff development expenses, program supplies, and will cover most of the cost of transportation.

Consistent with previous years, the State has indicated that a Cost of Living Adjustment (COLA) of 3% is expected for 2008-2009 grant funding. Once the COLA funds are approved by the State, the Pre-K grant will be amended to include the negotiated increase for certified staff.

FY09 District Depositories

The Board of Education approved the recommended financial institutions to be used as direct depositories for District funds for fiscal year 2008-09.

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 2008-09, the following financial institutions may be used for financial activities:

Busey Bank	First Midwest Bank
Centrue Bank	Heartland Bank
Chase	The Illinois Funds
Commerce Bank	ISDLAF (Illinois Liquid Asset Fund)
First Bank of Savoy	National City Bank
First Federal Savings Bank	Regions Bank
First Mid-Illinois Bank & Trust	

As funds become available for investment purposes, the District's Chief Financial Officer 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.

#### 2008/2009 LUDA Membership Dues

The Board of Education approved continuing its membership in the Large Unit District Association and approved payment of membership dues for fiscal year 2008/2009 in the amount of \$3,000.

#### 2008/2009 IASB Membership Dues

The Board of Education approved continuing its membership in the Illinois Association of School Boards and approved payment of membership dues for fiscal year 2008/2009 in the amount of \$ 11,213.00, which were based on the district's ADA and net operating expenses for 2005/2006.

#### Resolution – Prevailing Wage Rates (Exhibit “E”)

The Board of Education adopted the Resolution ascertaining and determining prevailing wage rates and approved the Chief Financial Officer to advertise and file with the State Index Department, a copy of said resolution as required by the Prevailing Wage Act.

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 was 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.

#### Resolution – Permanent Transfer of Working Cash & Bond & Interest Fund Interest (Exhibit “F”)

The Board of Education adopted the Resolution Authorizing Transfer of Interest from the Working Cash Fund to the Education Fund and the transfer of interest for the Bond & Interest Fund for FY08.

Section 20.5 of The Illinois School Code provides for the permanent transfer of interest earned from investments of the Working Cash Fund. Interest earned from investments during fiscal year 2007, as reported in the June 30, 2007 Audit, total \$749,887.67. The appropriate resolution was prepared providing for the permanent transfer of interest to the Education Fund.

Section 10-22.14 and 10-22.44 of The Illinois School Code provides for the transfer of excess monies from investment earnings in the Bond & Interest Fund to the fund that is most in need of such interest income. Investment interest from FY86-FY07 totaled \$1,236,192.

Transfer: \$410,629.94 from the Working Cash Fund and \$1,236,192 from the Bond & Interest Fund to the Education Fund.

#### Temporary Non-Union Positions & Salaries

The Board of Education approved the recommendation as presented.

At various times during the school year, it is necessary to hire individuals to assist with tasks that require additional help to complete. Such tasks include, but are not limited to the Kids Plus Summer Program, grounds maintenance, and mowing; painting and major informational mailings to parents and community members.

These temporary positions have been and will continue to be “non-union” positions. In keeping with “past practice” such positions have been posted for a minimum of five days and individuals hired to fill these positions have interviewed with the appropriate supervisors, similar to our normal practice for hiring.

Salaries for temporary positions have been established jointly by the Human Resources Department and the Business Office to insure there is funding available, appropriate for the position and that there is no conflict with the CESP contract for similar work. Salaries generally have been based upon the first step of the previous year of comparable job task, much like what is paid to substitute workers. The salaries for these temporary positions would range from \$7.50 to a maximum of \$13.54 per hour based upon the current CESP contract.

A request was made for the Board’s approval to establish this as a guideline for the Human Resources Department and the Business Office to work collectively to set these temporary salaries based upon funding being available through the Board approved budget.

The completion of tasks requiring temporary assistance and evaluation are to be completed by appropriate supervisor.

#### Increase in Gate Fees at High School Athletic Events for FY09

The Board of Education approved the increase of home high school football and basketball gate fees of \$1 for FY09 as recommended by Michael McFarland, Assistant Superintendent for Achievement and Pupil Services, and the two high school athletic directors. A student ticket will be raised to \$3.00 and an adult ticket will be raised to \$4.00. According to the athletic directors, this increase will bring Unit 4 in line with other Big 12 School Districts and provide approximately \$19,500 of additional revenue.

Elimination of Band Uniform Rental Fees

The Board of Education approved the elimination of the band uniform rental fees and instructed Administration to update Board Policy #743R.

For quite some time Board policy has instructed the District to charge for the rental of band uniforms. The fee has been \$10.00 in both high schools. The fee, though minimal, has caused some very negative feelings by band parents who realize no other extra-curricular activity is charged a rental fee for their uniforms. In addition, several Board Members have indicated a desire to attempt to reduce costs to parents whose children participate in Fine Arts Programs. Although the reduction is minimal, these parents will appreciate the fact that they will no longer have to pay a rental fee. Financial implications are minimal. When collected, the amount will be approximately \$900 per school per year.

Minutes – April 14, 24 & 28, 2008 Board Meetings

The Board of Education approved the minutes as presented.

Bills & Treasurer's Report (Exhibit "G")

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

Human Resource Changes (Exhibit "H")

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

**Executive Session**

Greg Novak 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), 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 9:55 p.m.

**Open Session**

The Board convened into *Open Session* at 11:35 p.m.

Administrative Appointments – Principal, Academic Alternative Academy (Exhibit "I")

Kristine Chalifoux moved, with a second by Arlene Blank, to approve the appointment of Rhonda Howard as the Principal of the Academic Alternative Academy. The motion carried on roll call. Ayes 7. Nays 0.

**Adjournment**

There being no further business, Kristine Chalifoux moved, with a second by Greg Novak, to adjourn the meeting at 11:40 p.m. The motion carried on voice vote.

*Board approved: August 11, 2008*