

**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
March 14, 2016 within the Boundaries of Said District**

Regular Meeting

Board President Chris Kloeppe called the Regular Meeting of the Board to order at 5:31 p.m.

Board Members Present

Amy Armstrong, Gianina Baker, Chris Kloeppe, Kathy Richards, Kathy Shannon, Lynn Stuckey, Jonathan Westfield

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, Executive Director of Operations Matt Foster, Chief Financial and Legal Officer Tom Lockman

Approval of Agenda

Agenda item 10F. Non-Renewal of Licensed Staff: Ken Kleber was removed from the agenda. Member Richards moved, with a second by Member Shannon to approve the agenda as amended. The motion carried on voice vote. Ayes 7. Nays 0.

Executive Session

Member Stuckey moved, with a second by Member Richards, 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 7. Nays 0.

The Board convened into *Closed Session* at 5:34 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

Reports: New Business

2015-16 Goals and Indicators – Elementary School: Dr. Judy Wiegand & Dr. Susan Zola
Research (Marzano, McRel) indicates that effective superintendents must focus on: collaborative goal setting, non-negotiable goals for achievement and instruction, use of resources to support achievement and instruction, monitoring goals for achievement and instruction, and a defined autonomy and relationship with the schools.

All of the above components are in place as evidenced by goals and indicators that have been set by the Board. Having District defined, common goals, along with a system of accountability has allowed for a tight alignment. Performance evaluations for all central office and building administrative staff are directly connected to the goals and indicators set by the Board. Having defined autonomy allows us to have an effective balance of centralized direction while allowing building level administration the freedom to respond effectively and efficiently to their students and families.

Administration highlighted curriculum, instruction, and assessment at the elementary school level. Administration also pointed out how the work being done directly correlates to the Superintendent's Goals and Indicators for 2015-16, and the challenges and successes the District is experiencing.

AA/EEO Audit and Report: Ken Kleber

The Human Resources Department is responsible for the establishment and implementation of the audit and reporting system for Affirmative Action/Equal Employment Opportunity. The Executive Director of Human Resources reviews the system on an annual basis and provides a written report to the Superintendent.

Reporting and audit requirements include:

1. The maintenance of accurate and current records on applicants, hires, promotions, demotions, transfers, staff development, and terminations by minority status and sex.
2. A standing committee, reporting to the Superintendent, shall review the audits of employee selection, promotions, demotions, transfers, staff development, and terminations. The committee will be composed of members of both bargaining units, parents, and community members.
3. A report from the committee informing the Superintendent of the effectiveness of the policy and procedures on an annual basis and offering recommendations for improvement if necessary.

Recommendations will be incorporated into the Human Resources recruiting, hiring, and retention plans as appropriate.

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

Action Agenda: New/Unfinished Business

Adopt-A-School/IASB Governing Representative: Dr. Judy Wiegand

Member Westfield moved, with a second by Member Stuckey to appoint Dr. Gianina Baker to serve as the IASB Governing Board Representative and that her adopted schools be Dr. Howard, Garden Hills, Edison and Novak Academy. The motion carried on roll call. Ayes 7. Nays 0.

Dr. Gianina Baker was selected to fill the open seat on the Board of Education effective February 8, 2016.

Dr. Gianina Baker will replace Laurie Bonnett as the Illinois Association of School Boards Governing Board Representative for the District.

Dr. Howard, Garden Hills, Edison Middle School and Novak Academy will be Dr. Baker's adopted schools.

Administration recommended that the Board of Education appoint Dr. Gianina Baker to serve as the IASB Governing Board Representative and that her adopted schools be Dr. Howard, Garden Hills, Edison and Novak Academy.

Presentation of Design Development Cost Estimate for Transportation Facility and Approval to Move Forward with Construction Documents: Matt Foster

Member Stuckey moved, with a second by Member Shannon for approval to Move Forward with the Transportation Facility’s Construction Documents. The motion carried on roll call. Ayes 7. Nays 0.

The Transportation Facility has been through the schematic design and design development stages and is now ready for the construction document phase of the project. The District has worked with Gorski-Reifsteck and O’Shea Builders to guide this process. During the process there has been input from drivers, monitors, office staff, mechanics, administration, copy services, food services, MTD, and the Operations and Maintenance Department. We started with the needs, wants, and wishes and were able to develop a building design that meets the District’s standards for building construction and provides for support staff’s mission to serve students and the community as effectively and efficiently as possible. Total Project Cost Estimate at this point in the Design Development Phase is \$3,816,162.

Due to the need to move forward with the bidding of this project, administration requested that the Board of Education approve moving forward with the Construction Document Phase with a Total Project Cost estimate of \$3,816,162 at this point in the Design Development Stage.

Consent Agenda: Unfinished/New Business

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

The following Consent Agenda items were approved:

Kenwood Change Order #7: Tom Lockman

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 was adhered to. It was necessary for the entire Board of Education to approve the following change orders processed through February 2016. Please note that the total project contingency on this project is \$279,114.00 which leaves the current total at **\$163,743.19.***

*Note: Reflects contingency adjustment based on claim settlement with insurance carrier. See change order 05 for insurance items.

CHANGE ORDER NO. 07		
CHANGE ORDER AUTHORIZATION	DESCRIPTION	AMOUNT
COA 59	Unforeseen Field Condition: Cost for revising existing door strike locations to work with scheduled hardware. Note: This work was performed on a time and material basis not-to-exceed basis. The final cost came in under the contractor’s estimate.	\$4,135.95
COA 61	Unforeseen Field Condition: Once the excavation contractor laid out the new south parking lot, it was apparent an existing tree would be too close to the new paved area. Cost is to remove tree overhanging south parking area.	\$3,266.34
COA 63	Owner Request: The original project scope included the contractor removing and replacing filters in the existing mechanical	-\$822.00

	units at owner move-in. This work was done by the District. Cost is a credit for this work being removed from the contractor's scope.	
COA 64	Owner Requests: Changes included deletion of wood base at reception and library desks, deletion of ceramic tile at wing walls in restrooms, deletion of ceramic tile by drinking fountain, changing water heater flue from stainless to PVC and add for asphalt patch at front entry drive.	\$2,062.67
COA 65	Unforeseen Field Condition: Credit for two scratched storefront doors.	-\$700.00
	TOTAL CHANGE ORDER NO. 07:	\$7,942.96

The total of the change orders for Kenwood is:

CHANGE ORDER	AMOUNT
Change Order No. 01 - 06	\$316,457.53
Change Order No. 07	\$7,942.96
SUBTOTAL CHANGE ORDERS:	\$324,400.49
*Readjust project contingency for insurance claim. Change Order No. 05 insurance claim amount \$223,413.79. Settlement amount \$209,029.68	-\$209,029.68
TOTAL CHANGE ORDERS: (accounts for claim adjustment) This amount readjusts project contingency total draws.	\$115,370.81

Assessment/Evaluation:

Minority and Female Business Enterprise (MAFBE) Update: No change.

Administration recommended that the Board of Education approve the change order for Kenwood totaling \$7,942.96.

Human Resource Changes: Ken Kleber

The Human Resource Changes were approved as presented.

Bills and Treasurer's Report – February: Tom Lockman

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

Minutes of February 1, 2016, February 8, 2016 and February 22, 2016

The minutes were approved as presented.

Non-Renewal of Licensed Staff: Ken Kleber

This item was removed from the agenda.

Release of Licensed Staff: Ken Kleber

The Board of Education is required by law to notify any non-tenured teacher via written notice at least forty-five (45) days before the end of any school term if he/she will not be re-employed for the following term.

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

Administration recommended the identified licensed staff listed below be released for the reasons indicated.

**CHAMPAIGN COMMUNITY SCHOOLS UNIT DISTRICT #4
RELEASE OF LICENSED STAFF
2015-2016**

Part-Time Certified Staff			
Name	Position	Location	Full-Time
Equivalent			
* Browning, Tyra	Rtl Interventionist	Dr. Howard Elementary	.50
Butler, Mark	6 th Grade Teacher	Edison Middle	.51
Cobb, Megan	Music Teacher	International Prep Academy	.68
Decker, Kathleen	English Teacher	Central High	.80
Fahey, Brian	Physical Education Teacher	Barkstall Elementary	.50
Freedman, Mark	6 th Grade Teacher	Franklin Middle	.50
Hummell, Holly	Art Teacher	International Prep Academy	.68
Michaelson, Debra	Rtl Interventionist	Westview Elementary	.50
Miller, Nicole	Rtl Interventionist	Dr. Howard Elementary	.50
O'Connell, Katie	Physical Education Teacher	Carrie Busey Elementary	.51
Penning Bush, Carrie	Testing Coordinator	District	.71
Phillips, Amelia	Cross Categorical Teacher	Barkstall Elementary	.50
Putman, Priscilla	Enrichment Teacher	Stratton Elementary	.50
Reed, Stacey	Rtl Interventionist	Carrie Busey Elementary	.50
Sommer, Gail	Interventionist	Early Childhood Center	.50
Strang, Nancy	Adaptive Physical Education	Franklin Middle	.34
Wood, John	Physical Education Teacher	Bottenfield/South Side	.68
Zeman, Faye	Physical Education Teacher	International Prep Academy	.68

**Also Late Hire – Less than 120 Days*

Late Hire – Less Than 120 Days			
Name	Position	Location	Hire Date
Agosto-Cruz, Harold	ESL Teacher	BRIDGES Program @ Central	02/03/16
Behrends, William	Social Science Teacher	Centennial High	02/04/16
Cler, Paula	PreKindergarten Teacher	Early Childhood Center	01/04/16
Cox, Taylor Caroline	Kindergarten Teacher	Garden Hills Elementary	02/18/16
DeVore, Sara	Cross Categorical Teacher	Stratton Elementary	01/04/16
* Epton, Nathan	School Guidance Counselor	Franklin Middle	01/11/16
Henderson, Jasmine	Music Teacher	Garden Hills Elementary	01/20/16
Hinderer, Amy	School Social Worker	Garden Hills/South Side	01/04/16
Merchant, Jacqlyn	Bilingual Education Teacher	Garden Hills Elementary	01/04/16
McCormick, Emily	Speech-Language Pathologist	Centennial High	01/04/16
Parker, Jordan	2 nd Grade Teacher	South Side Elementary	01/04/16
Prine, Kathleen	4 th Grade Teacher	Dr. Howard Elementary	01/04/16
Reifsteck, Tyler	ESL Teacher	Carrie Busey Elementary	01/04/16
Ritz, Stefan	Core Teacher	ACTIONS Program	02/01/16
VanHooteger, Kathryn	7 th Grade Math Teacher	Franklin Middle	01/04/16
Wilson, Stephanie	3 rd Grade Teacher	Stratton Elementary	11/16/15
Winkler, Nicole	Physical Education Teacher	Jefferson Middle	03/07/16
Yambert, Jason	Cross Categorical Teacher	Centennial High	01/04/16

** Also Interim*

Retired, But Working

Name	Position	Location	Full-Time Equivalent
* Carnes, Connie	Spanish Teacher	Edison Middle	.34

** Also Part-Time*

Interim Assignments

Name	Position	Location	Full-Time Equivalent
Cail, Melanie	English/Language Arts Teacher	Jefferson Middle	1.0
Craig, Amy	Cross Categorical Teacher	Bottenfield Elementary	1.0
Firmand, Katelyn	Cross Categorical Teacher	Franklin Middle	1.0
Gable, Amie	1 st Grade Teacher	Bottenfield Elementary	1.0
Jones, Bradley	Social Studies Teacher	Central High	1.0
Lind, Mikaela	4 th Grade Teacher	Stratton Elementary	1.0
Martin, Ali	2 nd Grade Teacher	Washington Elementary	1.0
Peterson, Jeremy	Deaf/Hard of Hearing Teacher	Centennial High	1.0
Ryan, Tiffany	Kindergarten Teacher	Robeson Elementary	1.0
Waldner, Rhonda	School Social Worker	Stratton Elementary	1.0

* Also Late Hire – Less than 120 Days

Licensure

Name	Position	Location	Full-Time Equivalent
Landstrom, Bruce	Middle School Math	Edison Middle	1.0

Reductions-In-Force – Classified Staff: Ken Kleber

The Board of Education is required by law and the parties' collective bargaining agreement to notify classified staff via written notice before the end of any school term if the employee will not be re-employed or his/her hours will be reduced for the following term. The collective bargaining agreement requires that notices must be given at least 60 days before the end of the school term.

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

District administration recommended approval of the resolution below.

**CHAMPAIGN COMMUNITY SCHOOLS UNIT DISTRICT #4
EDUCATIONAL SERVICE PERSONNEL REDUCTION-IN-FORCE RESOLUTION**

WHEREAS, this Board has made a decision to decrease the number of employees in the category of positions of classified staff employed by the Board of Education because of low enrollments, grants not funded, financial constraints, interim assignments, or students not returning to the district, and

WHEREAS, provisions of Section 10.23.5 of the School Code and the Collective Bargaining Agreement require that when the Board decides to decrease the number of educational service personnel within a particular category of position, such personnel shall be given written notice of the Board's decision by certified mail at least 60 days before the end of the current school term, with the employee with the shorter length of continuing service with the school district within the respective category of position being dismissed first; and

WHEREAS, the following educational service personnel have the shortest length of continuing service employed by the Board and have been properly selected for dismissal for the reasons set forth above:

- **FINANCIAL CONSTRAINTS/REDUCTION OF DAY OR HOURS**
None

DISTRICT NEED	Home Location	Hours Per Day
None		
UN-SECURE GRANT FUNDING	Home Location	Hours Per Day
Jones, Verdell	Truant Intervention Specialist	Central High 8.0
Kelly, Richard	Truant Intervention Specialist	Edison Middle 8.0
Parks, Rickey	Truant Intervention Specialist	Franklin Middle 8.0
Williams, Davion	Truant Intervention Specialist	Novak Academy 4.0
INTERIM/TEMPORARY EMPLOYMENT	Home Location	Hours Per Day
Kearfott, Hana	Teacher Aide/ESL Program	Centennial High 7.0
POSITION ELIMINATED OR RESTRUCTURED	Home Location	Hours Per Day
None		

NOW, THEREFORE, BE IT RESOLVED:

SECTION 1. That due to low enrollments, grants not funded, financial constraints, interim assignments, or students not returning to the district, it is necessary to decrease the number of employees or reduce hours in the aforesaid category of positions;

SECTION 2. That the above listed employees have the shortest length of continuing service with the school district with the aforesaid category of positions and are hereby dismissed effective with the end of the 2015-2016 school year, such dismissal being an honorable dismissal;

SECTION 3. The persons named shall be notified by certified mail or personal delivery, return receipt requested, of their dismissal and that they will not be employed as aforesaid by letter (Exhibit A). The letter shall be signed on behalf of this Board of Education and forwarded to each of said persons by the Executive Director of Human Resources at least sixty (60) days before the end of the current school year.

Dated: March 14, 2016

BOARD OF EDUCATION
CHAMPAIGN COMMUNITY SCHOOLS UNIT DISTRICT #4

Executive Session

Member Stuckey moved, with a second by Member Westfield, 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 7. Nays 0.

The Board convened into *Closed Session* at 7:53 p.m.

Open Session

The Board convened into *Open Session* at 10:34 p.m.

Action Agenda: New Business

Recommendation for Termination – Scott Christenson: Ken Kleber

Member Westfield moved, with a second by Member Shannon that Scott Christenson be terminated for repeated absences in excess of his annual allotment. The motion carried on roll call. Ayes 7. Nays 0.

Recommendation for Termination – Ronnie Ragel: Ken Kleber

Member Baker moved, with a second by Member Richards that Ronnie Ragel be terminated for gross misconduct. The motion carried on roll call. Ayes 7. Nays 0.

Recommendation for Termination – Sammie Pierson: Ken Kleber

Member Shannon moved, with a second by Member Armstrong that Sammie Pierson be terminated for gross misconduct. The motion carried on roll call. Ayes 7. Nays 0.

Student Discipline – Student #202954

Member Westfield moved, with a second by Member Richards that student #202954 should be expelled from Centennial High School for the remainder of the 2015-16 school year and the entire 2016-17 school year for violating Conduct Codes #14 Gang-Related Activities, #25 Threats to/Intimidation of Student, and Activities and #34 Weapon-Related Activities of the Champaign Unit #4 Student Code of Conduct. Such expulsion shall be held in abeyance so long as the student meets the attendance and behavioral requirements of the student's alternative 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 following the expulsion period. The motion carried on roll call. Ayes 7. Nays 0.

Adjournment

There being no further business, Member Westfield moved, with a second by Member Shannon, to adjourn the meeting at 10:39 p.m. The motion carried on voice vote. Ayes 7. Nays 0.

Board Approved: April 11, 2016