

**Minutes of the SPECIAL 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 29, 2016 within the Boundaries of Said District**

Special Meeting

Board President Chris Kloeppe called the Special Meeting of the Board to order at 5:33 p.m.

Board Members Present

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

Board Members Absent

Gianina Baker

Staff Members Present

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

Approval of Agenda

Member Westfield moved, with a second by Member Richards, to approve the agenda. The agenda was approved as presented. The motion carried on voice vote. Ayes 6. Nays 0.

Executive Session

Member Shannon 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 Personnel 120/(c)(1), Student Discipline 120/(c)(9) and Actual/Potential Litigation 120/(c)(11). The motion carried on roll call. Ayes 6. Nays 0.

The Board convened into *Closed Session* at 5:35 p.m.

Open Session

The Board convened into *Open Session* at 5:58 p.m.

Reports: New Business

Cenergistic Informational Presentation: Matt Foster

Shawn Mauer, District Energy Specialist from Cenergistic, presented on the District's energy savings work and progress to date. Mr. Mauer explained methods he has used to help facilitate energy reduction, how energy consumption is monitored and savings are calculated.

Cenergistic has helped many school districts reduce energy consumption which has resulted in cost savings for many public school districts around the country and in Illinois. Our District entered into a contract with Cenergistic in the Fall of 2015 and Shawn began on site in our District in November 2015.

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

2015-16 Last Day for Seniors: Dr. Laura Taylor

In consultation and collaboration with the high school principals, the following change is being made to the final day for seniors in May of 2016.

Change of last day for seniors from Wednesday, May 25 to Tuesday, May 24, 2016.

The last two days of each semester are finals days for the high schools and, as such, schedules are altered to run four 75-minute periods. Prior to the snow day, all students, including seniors,

would have followed the same schedule. Since one snow day was used, the second to last day for seniors would be a normal schedule with periods 1-8 and are typically set aside for review in each class, while the last day would be the first day of the finals schedule covering four periods. While not impossible, this will cause a hardship for the high schools as there are many classes with mixed grade levels of students. The last day for seniors will be Tuesday, May 24 in order to avoid the confusion of the schedules. Senior exams would take place Monday and Tuesday, May 23 and 24. Freshman through Junior exams would take place May 25 and 26, 2016.

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

2016-17 High School Graduation Dates: Dr. Laura Taylor

In consultation and collaboration with the high school principals and wanting to provide students and parents with information in a timely manner, the following dates, times, and locations have been set for their respective high school graduation ceremonies:

Central High School	Tuesday, May 30, 2017	6:00pm	Krannert Center
Centennial High School	Tuesday, May 30, 2017	8:00pm	State Farm Center

The last day for seniors will be Tuesday, May 23, 2017. Please note that this is a change from a previous update due to senior final exams.

Due to the re-availability of the State Farm Center, graduation will be conducted as in previous years in order to best accommodate class and audience sizes.

It is not anticipated that the ceremony dates will need to be changed should there be additional school days needed at the end of the year due to weather emergency days.

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

Action Agenda: New Business

ACTIONS – Restore Program: Orlando Thomas & Katie Ahsell

Member Westfield moved, with a second by Member Stuckey to approve the ACTIONS – Restore Program. The motion carried on roll call. Ayes 6. Nays 0.

The ACTIONS program successfully supports many elementary students to change their behavior; however, there are several students district-wide who need more intense supports. These students have completed suspensions at ACTIONS and been given on-campus support by ACTIONS staff. Their schools are providing social work services, small-group weekly social skill instruction, check-in check-out supports, alternative behavior plans, and safety aides. Even with these supports, their behaviors continue to cause severe disruption to the learning environment and are often unsafe for students and staff. Current systems do not provide the level of individualized instruction and the controlled environment needed to begin to support behavior change.

The elementary Restore Program seeks to broaden continuum of services provided by ACTIONS and Unit 4 schools by giving individualized, intensive social skill instruction in an alternative classroom. Participation in the program will be a team decision after careful review. It will be voluntary to parents. Two classrooms housed at elementary schools will be comprised of three-five general education students and three adults who are specifically trained to support behavior change. The program will provide focused, concentrated efforts to train and coach classroom teachers and support staff in order to ensure transition back to the home school is

effective. Once students have completed the nine-week placement, adults will support students at their home school as needed for the next seven weeks to ensure success.

One Teacher and two Teacher Aides will be needed at a cost of \$103,432.00. The program will be evaluated and data will be shared with the Board of Education during the annual semester update of the ACTIONS program.

Administration recommended that the Board approve the proposal.

2016-2017 Staffing Requests: Ken Kleber

Member Stuckey moved, with a second by Member Shannon to approve the 2016-2017 Staffing Requests. The motion carried on roll call. Ayes 6. Nays 0.

District Administration met with each campus principal and District department heads to review current staffing and needs for the 2016-17 school year. An analysis of retirements through the District's 6% retirement incentive was also conducted. Based on this information, the Administration reallocated existing resources and positions across the District to maximize efficiency. Additionally, the needs of the International Prep Academy were reviewed as it continues to grow into a full, twelfth elementary campus.

After all reallocations of existing funds, Administration requested approval and funding for the following staffing changes for the 2016-17 school year:

International Prep Academy:

- 2.0 Classroom Teachers
- 1.0 Instructional Coach
- 1.0 Interventionist
- 1.0 Enrichment
- .32 additional FTE in the areas of Art, Music, and PE
- Convert existing Dean of Students position to Assistant Principal
- Convert part-time Librarian to full-time Librarian
- 2 hours of custodial support
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Other Locations:

- ESL: Add Teachers at Edison and Barkstall, add TA at Central; expand ACCESS Testing Coordinator; add 4 hours of French clerical support at Stratton
- Middle & High Schools: Add 1 Dean of Students at each campus
- Kids Plus: Convert 1 Assistant Director position to Director position
- Technology: Add a Director of Network Operations
- Human Resources: Add a Director of Human Resources
- Community Schools: Phase-in community schools initiative & realign existing, compatible programming

The estimated cost of these additions after accounting for reallocation of existing resources is approximately \$562,000.

Administration recommended that Board accept the recommendation of the positions as outlined above.

Administrative Appointment – Assistant Principal of Central High School: Ken Kleber
Member Richards moved, with a second by Member Westfield to approve the Administrative Appointment – Assistant Principal of Central High School. The motion carried on roll call. Ayes 6. Nays 0.

The position of Assistant Principal of Central High School was advertised through the District's website. Three candidates were interviewed by a team of Central administration, licensed staff representatives, and support staff representatives. Mr. Derrick Cooper was selected as the most outstanding candidate.

Mr. Cooper began his teaching career in August 2009 as a Physical Education Teacher assigned to Booker T. Washington Elementary. He then served as a Physical Education/Health Teacher for Jefferson Middle School from August 2013 through December 2014. Mr. Cooper began his administrative career with Unit 4 Schools when he was selected to serve as Interim Dean of Students at Centennial High School from January through June 2015. Mr. Cooper then applied for and was selected as the Assistant Principal of Westview Elementary for the 2015-2016 School Year.

Mr. Cooper holds a Bachelor of Science in Physical Education from Western Michigan University (2009) and a Master of Science in Educational Organization and Leadership from the University of Illinois, Urbana-Champaign (2013).

The effective date of Mr. Cooper's appointment as Assistant Principal of Central High is August 1, 2016. This is 215 days/year position. The recommended salary is \$67,665, plus all appropriate Board-approved administrator fringe benefits. Adjustments to the recommended salary will be made in accordance with any Board-approved administrative pay increases for 2016-2017. Annual evaluation will be completed by the appropriate supervising administrator.

District administration recommended the appointment of Mr. Derrick Cooper as Assistant Principal of Central High effective August 1, 2016 at the above-listed salary and appropriate fringe benefits.

Administrative Appointment – Assistant Principal of Westview Elementary: Ken Kleber
Member Shannon moved, with a second by Member Westfield to approve the Administrative Appointment – Assistant Principal of Westview Elementary. The motion carried on roll call. Ayes 6. Nays 0.

The position of Assistant Principal of Westview Elementary is vacant for the 2016-2017 school year due to the appointment of Mr. Derrick Cooper to the position of Assistant Principal of Central High. Dr. Howard Elementary was temporarily allocated two Assistant Principal positions for the 2015-2016 school year. This allocation will be reduced to one position for the 2016-2017 school year. Mr. William Aldridge currently serves as one of the two Assistant Principals at Dr. Howard Elementary. District administration is therefore recommending the reassignment of Mr. William Aldridge as Assistant Principal of Westview Elementary for the 2016-2017 school year.

Prior to his assignment as Assistant Principal of Dr. Howard, Mr. Aldridge served Dr. Howard as a Dean of Students from January-June 2015. Mr. Aldridge began his teaching career with Unit 4 in 2008 when he joined Champaign Central High School as a Social Studies teacher.

Mr. Aldridge earned a Bachelor of Arts in History from the University of Illinois in 2004. He obtained his teaching licensure in Social Science from Eastern Illinois University in 2008 and

received his Master of Education in Curriculum and Instruction from the University of Illinois in 2014.

The effective date of Mr. Aldridge's appointment as the Assistant Principal of Westview Elementary is August 1, 2016. This is a 215 days/year position. Mr. Aldridge will retain his current Elementary Assistant Principal salary and benefits, plus any Board-approved raise for all Unit 4 administrators for the 2016-2017 school year. Annual evaluation will be completed by the appropriate supervising administrator.

District administration recommended the appointment of Mr. William Aldridge as Assistant Principal of Westview Elementary effective August 1, 2016.

Administrative Appointment – Assistant Principal of Franklin Middle School: Ken Kleber
Member Shannon moved, with a second by Member Stuckey to approve the Administration Appointment – Assistant Principal of Franklin Middle School. The motion carried on roll call. Ayes 6. Nays 0.

The position of Assistant Principal of Franklin Middle School for the 2015-2016 school year was filled in August on an interim basis by Ms. Tamika Gardner. Prior to the conclusion of the 2015-2016 school year, the position was formally posted as a permanent hire for the 2016-2017 school year. Three candidates were interviewed by a team of Franklin administration, licensed staff representatives, and support staff representatives. Ms. Tamika Gardner was selected as the most outstanding candidate.

Prior to serving Unit 4 Schools as Interim Assistant Principal of Franklin Middle School during the 2015-2016 school year, Ms. Gardner served Urbana Unit 116 Schools as an Assistant Principal assigned to Prairie Elementary School. Prior to her role as a school administrator, Ms. Gardner was a classroom teacher in various grade levels with McLean County Unit 5 Schools (Normal, IL). She served as an 8th Grade Language Arts Teacher, 5th Grade Teacher and 2nd Grade Teacher. Ms. Gardner began her teaching career in 2002 with Unit 4 Schools as a 7th Grade Reading Teacher assigned to Edison Middle School.

Ms. Gardner holds a Bachelor of Science in Elementary Education from Illinois State University (2001). She earned her Master of Science Degree in Educational Administration from Illinois State University (2013).

The effective date of Ms. Gardner's permanent appointment as Assistant Principal of Franklin Middle School is August 1, 2016. This is a 215 days/year position. Ms. Gardner will retain her current Middle School Assistant Principal salary and benefits, plus any Board-approved raise for all Unit 4 administrators for the 2016-2017 school year. Annual evaluation will be completed by the appropriate supervising administrator.

District administration recommended the permanent appointment of Ms. Tamika Gardner as Assistant Principal of Franklin Middle School effective August 1, 2016.

RFQ – Transportation Architect Services: Matt Foster
Member Richards moved, with a second by Member Kloepfel to approve the RFQ – Transportation Architect Services. The motion carried on roll call. Ayes 6. Nays 0.

The School District contracted with DLR Group to do the design work and planning for the new Transportation Facility. The original contract was based on a much smaller scope of construction work estimated at \$1,300,000. The new scope of construction work is estimated to

be \$2,876,221. This project also has major equipment pieces in the mechanics shop that require a lot of coordination and planning. As a result of the increased scope and additional services required an amendment to the professional services agreement with DLR Group, from April 27, 2015, needed to occur.

The cost of \$272,200 for Basic Architectural Services and \$7,920 for Civil Engineering for a total lump sum fee of \$280,120. Payment for these services will come from the Capital Projects Funds.

Administration recommended approval of the amendment to the professional services agreement with DLR Group from April 27, 2015.

Consent Agenda: New/Unfinished Business

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

The following Consent Agenda items were approved:

Board Policy 520.09/R and Related Administrative Fringe Benefits: Ken Kleber

Board Policy 520.09/R governs the use of vacation time by twelve (12) month administrative staff. This Policy was last approved by the Board in December 2003. The Payroll Department recently requested that the District review its process for “rolling over” unused administrative vacation time to simplify processes, provide consistency between different groups of employees, and reduce paperwork. The Superintendent supports this request.

Revision to this Policy will also require an amendment to the Administrative Fringe Benefits document for reasons of consistency. The Administrative Fringe Benefits package was last approved by the Board of Education in December 2013.

Since the current vacation “approval” process is merely a formality, there is no added cost to the District as a result of this change. A minor cost savings will occur due to the reduction in paperwork and data entry time associated with the change.

District Administration recommended the Board approve the revisions to Board Policy 520.09/R and the revised Administrative Fringe Benefits package.

Human Resource Changes: Ken Kleber

The Human Resource Changes were approved as presented.

2015-16 School Calendars: Maria Alanis

Annually, the administration requests that the Board adjust the adopted calendar to set the last official day of school.

As required by the Illinois State Board of Education, the calendar adopted by the Board includes five (5) emergency (inclement weather) days. To-date, the District has used one of the emergency days, and it has impacted student attendance days. Assuming that no additional emergency days will be needed for the remainder of the academic year, the last attendance days for students this school year will be:

May 26, 2016..... Regular Calendar Schools
June 1, 2016..... Balanced Calendar Schools

Schedule D Early Dismissals have been moved to the following days:

May 25-26, 2016 Regular Calendar Schools
May 31 and June 1, 2016 Balanced Calendar Schools

Other important dates are:

May 23-24, 2016: Final exam days for seniors
May 24, 2016: Last day of school for graduating seniors
May 25-26, 2016: Final exam days for all other students on the regular calendar
May 27, 2016: Last day for Regular Calendar staff whose original last day was May 26, 2016
May 27, 2016: SIP Day - Regular Calendar Schools
June 2, 2016: Last day for Regular Calendar staff whose original last day was June 1, 2016
June 2, 2016: SIP Day - Balanced Calendar Schools

Administration recommended that the Board of Education approve the 2015-16 official last days of school for students as follows: May 26, 2016 - Regular Calendar Schools and June 1, 2016 - Balanced Calendar Schools

2016-17 IHSA Memberships: Orlando Thomas

Each year, the Illinois High School Association (IHSA) requires confirmation that member schools are recognized by the ISBE and that each school's Board of Education/governing board has voted to adopt and abide by the constitution, bylaws, terms and conditions, and administrative procedures, guidelines, and policies of the Association. IHSA membership renewal forms for Central and Centennial were provided to the Board.

Administration recommended that the Board of Education approve Central and Centennial High Schools' memberships in the IHSA for the 2016-17 school year.

Approval of the Extension of Agricultural Farm Lease: Matt Foster

In October 2014, the District entered into a cash rent arrangement with Scott Kesler for the property purchased from the Ponder family. The District and Mr. Kesler would like to extend this agreement to cover the period from January 1, 2016 through December 31, 2016. The District will receive \$11,200 for cash rent for the period January 1, 2016 – December 31, 2016.

Administration recommended approval of the extension of Agricultural Lease Agreement with Scott Kesler for January 1, 2016 through December 31, 2016 for \$11,200.

Student Discipline

Member Stuckey moved, with a second by Member Shannon that student #550554 should be expelled from Centennial High School for the remainder of the 2015-16 school year and first semester of the 2016-17 school year and should be reassigned to an alternative setting at the administration's direction for violating Conduct Codes #7 Disruptive Behavior, #18 Physical Confrontation with Staff and #19 Physical Confrontation with Student. 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.

3/29/2016 Special Meeting

Executive Session

Member Westfield 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 Personnel 120/(c)(1) and Actual/Potential Litigation 120/(c)(11). The motion carried on roll call. Ayes 6. Nays 0.

The Board convened into *Closed Session* at 7:04 p.m.

Open Session

The Board convened into *Open Session* at 8:10 p.m.

Adjournment

There being no further business, Member Shannon moved, with a second by Member Stuckey, to adjourn the meeting at 8:11 p.m. The motion carried on voice vote. Ayes 6. Nays 0.

Board Approved: April 11, 2016