

**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  
May 11, 2015 within the Boundaries of Said District**

Regular Meeting

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

**Board Members Present**

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

**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, Executive Director of Business Services Matt Foster, School Attorney Tom Lockman

**Approval of Agenda**

Member Bonnett moved, with a second by Member Westfield to approve the agenda with amended Human Resource Changes. The motion carried on voice vote. Ayes 7. Nays 0.

**Executive Session**

Member Bonnett 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), Property Acquisition/Lease/Purchase 120/2(c)(5), Student Discipline 120/2(c)(9) and Actual/Potential Litigation 120/2(c)(11). The motion carried on roll call. Ayes 7. Nays 0.

The Board convened into *Closed Session* at 5:33 p.m.

**Open Session**

The Board convened into *Open Session* at 6:03 p.m.

**Guests**

Representatives from CFT, local media and other interested persons

Reports: New Business

Stifel Nicolaus Fabric of Society Scholarship Program Update: Matt Foster

Last year a Fabric of Society Scholarship was awarded to a Unit 4 high school student. Tom Crabtree and Ann Noble, from Stifel Nicolaus, were present to announce the continuation of the program for Unit 4 students. The Stifel Fabric of Society Scholarship program partners with 50 school districts around the country to provide 50 students with a \$2,000 college scholarship through an essay based selection process. Champaign CUSD 4 was selected as one the participating district's in 2014 and will again be participating this spring of 2015. Stifel is honored to be able to continue the partnership with Champaign Unit #4 School District.

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

Summer Opportunities: Dr. Judy Wiegand

A list of programs offered to students at each grade level to extend learning opportunities during the summer was provided to the Board.

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

Student Code of Conduct 2015-16: Orlando Thomas

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 2015-16 school year. The Student Code of Conduct is one of the foundational components of our district-wide behavior management plan. The Code consists of an informational section that provides an overview of the tenets of Unit 4's Student Code of Conduct, elementary and secondary sections that discuss disciplinary violations and consequences, elementary and secondary glossaries, and sections that cover transportation issues, administrative procedures regarding substance abuse, search and seizure, student discipline, harassment, electronic network access, electronic device use, publication restrictions, and student tardiness (high school).

A summary of changes recommended by the DEA Committee for the 2015-16 school year was provided to the Board.

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 2015-16 school year. Additionally, staff development will take place throughout the school year on an as-needed basis.

The cost for mailing the Code of Conduct is approximately \$1,500.

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.

No action was required. This item was submitted in draft form for review and revision prior to final action to be taken at the June 8, 2015 Board meeting.

**Action Agenda**

Addition of Special Education Administrator Position: Elizabeth deGruy

Member Stuckey moved, with a second by Member Armstrong to approve the Addition of Special Education Administrator Position. The motion carried on roll call. Ayes 7. Nays 0.

During the 2009-2010 school year, the Special Education Department structure included 4 administrators and 3 coordinators; the current structure includes 3 administrators and 1 coordinator. During the same time frame, the District increased in-District programming options, evaluation and assessment duties, and 504 and Threat Assessment duties.

This position will be funded through Medicaid funds for the total cost of approximately \$61,636 (base salary) for the 2015-2016 school year. The Special Education Department will revisit duties of administrators and coordinator through our responsibility matrix at least bi-annually to determine whether the level of administrative support meets the needs of the department.

Administration recommended the approval of the 1.0 special education administrator position with Medicaid as the funding source.

Bills and Treasurer’s Report – April

Member Shannon moved, with a second by Member Richards to approve the Bills and Treasurer’s Report – April. The motion carried on roll call. Ayes 7. Nays 0.

The Bills and Treasurer’s Report – April was approved as presented.

Approval of Kenwood Change Order No. 04: Matt Foster

Member Armstrong moved, with a second by Member Shannon to approve Kenwood Change Order No. 04. The motion carried on roll call. Ayes 7. 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 was adhered to. It was necessary for the entire Board of Education to approve the following change orders processed through April 2015. Please note that the total project contingency on this project is \$279,114.00 which leaves the current total at **\$207,889.38.**

<b>CHANGE ORDER NO. 04</b>		
<b>CHANGE ORDER AUTHORIZATION</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
COA 41	Unforeseen Field Condition: Cost to run power to new IDF closets. Additional IDF closets were required due to cabling distance requirements.	\$1,448.25
COA 42	Unforeseen Field Condition: Cost to replace valves in unit heater in Library Workroom, including control work.	\$1,198.62
COA 44	Unforeseen Field Condition, Owner Request, Drawing Coordination: Relocate smart board wiremold at several locations as required for installation.	\$1,110.91
COA 45	Drawing Coordination: Cost to add power to faucets in two rooms.	\$662.18
COA 46	City Requirement: For purposes of monitoring, add tamper switch to valve on fire department connection piping, since it is tied back directly to the riser.	\$1,055.26
COA 47	Owner Request: Cost to add power and data for added smart board in Literacy 125.	\$320.27
COA 48	Unforeseen Field Condition: Cost to provide and install four replacement can light fixtures in rooms 149 and 149B.	\$251.87
COA 50	Unforeseen Field Condition: Cost to revise closers at courtyard doors to function on interior side of doors as opposed to exterior.	\$466.62
COA 51	Drawing Coordination: Cost to add power for door controls at 11 locations.	\$3,952.27
COA 52	Owner Request: Cost to provide several kitchen modifications, including layout, mechanical, plumbing and electrical items.	\$11,804.81
	<b>TOTAL CHANGE ORDER NO. 04:</b>	<b>\$22,271.06</b>

The total of the change orders for Kenwood is:

<b>CHANGE ORDER</b>	<b>AMOUNT</b>
Change Order No. 01 - 03	\$48,953.56
Change Order No. 04	\$22,271.06

<b>TOTAL CHANGE ORDERS:</b>	<b>\$71,224.62</b>
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Minority and Female Business Enterprise (MAFBE) Update:

Original Total Project Contract Amount = \$4,421,000

Percentages at time of Bid specified in Project Manual:

MBE goal = 6% (\$4,421,000) = \$265,260

FBE goal = 4% (\$4,421,000) = \$176,840

Percentages anticipated at Project Start per Contractor:

MBE = \$27,000 / \$4,421,000= 1%

FBE = \$149,278 / \$4,421,000= 3%

Percentages after Change Order No 04:

MBE = \$27,000 / \$4,421,000= 1%

FBE = \$153,961 / \$4,421,000= 3% (Note change in contract amount does not change percentage.)

Administration recommended Board approval of the change order for Kenwood totaling \$22,271.06.

Approval of United Way Agricultural Farm Lease: Matt Foster

Member Bonnett moved, with a second by Member Richards to approve the United Way Agricultural Farm Lease. The motion carried on roll call. Ayes 6. Nays 0. Abst. 1. Member Kloeppe abstained.

The United Way approached Unit 4 to work with them to create an opportunity that would benefit Champaign County. The United Way has been given seed and labor farm inputs to grow crops in order to sell and to use the proceeds to purchase food for our community. The United Way needs farm land to take advantage of these free agricultural inputs. Unit 4 believes this proposed farm lease provides an appropriate fee for our land as well as provides a benefit for our community's families. The District is looking forward to the possibility of expanding this agricultural opportunity to include high school students in the CTE program to learn about crop production.

Administration recommended approval of the Agricultural Lease Agreement with United Way for \$10,000.

Summer Youth Employment Program Memorandum of Understanding: Tom Lockman

Member Bonnett moved, with a second by Member Shannon to approve the Summer Youth Employment Program Memorandum of Understanding. The motion carried on roll call. Ayes 7. Nays 0.

RPC serves as the employer of record for students enrolled in the Summer Youth Employment Program for the purposes of the administration of all payroll and workers' compensation services. Under this Memorandum all aspects of payroll services for the program will be administered by the RPC.

RPC will submit requests for reimbursement to the District for administrative fees at a rate of \$135 per student for up to 160 students at a cost not to exceed \$21,600.

Administration recommended approval of the Memorandum of Understanding between Champaign Unit 4 Schools and the RPC.

**Consent Agenda: Unfinished/New Business**

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

The following Consent Agenda items were approved:

Human Resource Changes: Ken Kleber

The Human Resource Changes were approved as amended.

Minutes of April 13, 2015 and April 27, 2015

The minutes were approved as presented.

Donation – Bottenfield Playground Equipment: Matt Foster

The donation submitted for the May 11, 2015 Board Meeting is for funding for playground equipment at Bottenfield Elementary School for \$10,771.86 from the Bottenfield PTA.

This donation is in need of approval by the Board of Education as it is \$5,000 or more in value.

Administration recommended Board approval of the donation from Bottenfield PTA for playground equipment for \$10,771.86.

**Executive Session**

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The Board convened into *Closed Session* at 7:15 p.m.

**Open Session**

The Board convened into *Open Session* at 8:57 p.m.

**Student Discipline**

Member Shannon moved, with a second by Member Westfield that student #560478 should be expelled from Edison Middle School for the remainder of the 2014-15 school year and first semester of the 2015-16 school year and should be reassigned to READY for violating Conduct Code #34 Weapon-Related Offenses. 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 7. Nays 0.

Member Westfield moved, with a second by Member Stuckey that student #561098 should be expelled from Franklin Middle School for the rest of the 2014-15 school year and first semester of the 2015-16 school year and should be reassigned to READY for violating Conduct Code #34 Weapon-Related Offenses. 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

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the student may return to his/her regularly assigned school. The motion carried on roll call.  
Ayes 7. Nays 0.

**Adjournment**

There being no further business, Member Bonnett moved, with a second by Member Westfield, to adjourn the meeting at 9:00 p.m. The motion carried on voice vote.

Board Approved: June 8, 2015