

**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  
May 23, 2016 within the Boundaries of Said District**

Special Meeting

Board President Chris Kloeppe called the Special Meeting of the Board to order at 5:32 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, Chief Financial and Legal Officer Tom Lockman, Executive Director of Operations Matt Foster

**Approval of Agenda**

Item 11B Portable Classroom at Jefferson Middle School and item 11C Portable Classroom at Centennial High School were moved to Reports: New Business. Item 7A Communications from CFT was moved to the beginning of the meeting under Recognitions. Member Shannon moved, with a second by Member Westfield, to approve the agenda as amended. The motion carried on voice vote. Ayes 7. Nays 0.

**Executive Session**

Member Westfield moved, with a second by Member Baker, 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/(c)(1), Negotiations 120/(c)(2), Property Acquisition/Lease/Purchase 120/(c)(5), Student Discipline 120/(c)(9), The placement of individual students in special education programs and other matters relating to individual students 120/(c)(10), and Actual/Potential Litigation 120/(c)(11). The motion carried on roll call. Ayes 7. Nays 0.

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

**Open Session**

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

**Action Agenda: New Business**

Administrative Appointment – Director of Information Systems & Network Security: Ken Kleber  
Member Stuckey moved, with a second by Member Richards to approve the Administrative Appointment – Director of Information Systems & Network Security. The motion carried on roll call. Ayes 7. Nays 0.

The position of Director of Information Systems & Network Security was advertised through the District's website, the Illinois Association of School Administrators' Job Bank, and Indeed.com. Eight candidates were interviewed by a Level I team of District administrators and other staff representatives. Two candidates were interviewed by a Level II team of District administration. Mr. John Gutzmer was selected as the most outstanding candidate.

Mr. Gutzmer has been employed as Manager (of) Infrastructure with Wolfram Research in Champaign since 2009. Primary responsibilities of this position included hiring and management of IT personnel, management of internal and external security, and implementation of, and training on, upgraded network systems. Prior to this position, Mr.

Gutzmer was employed with Caterpillar Inc., Champaign Simulation Center as a Systems Administrator (2003-2009). His responsibilities included the management of IT support, supervision of web development, and management of networks, computers, licenses and software. Mr. Gutzmer's work history also includes working for the Center for Women in Transition as Network Administrator (2002-2003). Mr. Gutzmer holds a Master of Science in General Engineering and a Bachelor of Science in General Engineering from the University of Illinois, Urbana-Champaign.

The effective date of Mr. Gutzmer's employment is June 13, 2016. The recommended salary is \$91,351, plus all appropriate Board-approved administrator fringe benefits. This salary will be prorated for the current school year, July 1, 2015 through June 30, 2016. Mr. Gutzmer's salary for the new school year will be adjusted in accordance with established District procedure for the 2016-2017 school year. Annual evaluation will be completed by the appropriate supervising administrator.

District administration recommended the appointment of Mr. John Gutzmer as the Director of Information Systems & Network Security effective June 13, 2016 at the above-listed salary and appropriate fringe benefits.

**Reports: New Business**

Student Voice Presentation on Facilities – Elementary, Middle, and High Schools: Dr. Susan Zola, Angela Smith, Stephanie Stuart, Summer Choi & Mac Dressman

Information was shared from students at the elementary, middle and high school levels regarding facilities and programming.

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

Educational Technology Update: Dave Hohman

Department Mission: The Unit 4 Educational Technology Department will deliver the technological means required to create learning environments and curriculum so all students are able to create, communicate, collaborate and apply critical thinking skills for success in a diverse and dynamic world.

The purpose of this presentation is to inform the Board and the community of the changing landscape of Educational Technology Department, and the steps the department will be taking over the next few years to make sure the District continues in the right direction. Administration will be asking for approval of bids at the next Board meeting to deploy more student devices and classroom computers.

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

2016-17 Goals and Indicators: Dr. Judy Wiegand

As part of the planning process for the 2016-17 school year the Administration wanted to have input from the Board regarding the indicators for the six main goal areas. Superintendent Wiegand will bring this back to the Board on June 13, 2016.

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

Portable Classroom at Jefferson Middle School: Tom Lockman

There are numerous educational needs that have prompted the administration to approve a portable at Jefferson Middle School for the 2016-2017 school year.

The need for classroom space has increased over the past few years due to a number of new staff members, initiatives, student enrollment, and programs. Recent changes include a new 1.0 FTE for Reading Intervention through Title One funds, an Autism program with a specific ASD case manager and a resource/sensory room within the building, a growing ESL population and space needed for pull-out resource classes. At the same time, the available classroom space has decreased. Prior to the addition of these programs, Jefferson had two multi-use computer labs for students and teachers. After school, TAP-IN Academy and athletic teams frequently used the labs to complete work. Due to the addition of teaching positions and programs, Jefferson administration closed one of the labs and created two rooms for expanding course needs. Jefferson currently uses a closet space for Reading Intervention in order to keep a computer lab/multifunctional space open for teachers, the Special Education department, and teams.

In the 2016-17 school year, Jefferson will have three additional staff members. They include a 1.0 FTE for Functional Life Skills teacher, an additional part-time Reading Interventionist and a Dean of Students. Students in FLS have several equipment needs that include lifts and tables that cannot be stored due to space limitations.

The lack of fully available classrooms will place students in cramped spaces that are not conducive to learning. Staff at Jefferson would like to limit the use of cafeteria, computer lab, and library spaces to run core/pull-out courses. Several of these spaces are already used for mentors, special leadership programs and volunteers. The addition of a portable can offer some relief and grant students adequate space during a critical time in their educational journey. The cost of building a portable at Jefferson Middle School is \$95,000.00-\$100,000.00.

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

Portable Classroom at Centennial High School: Tom Lockman

There are a number of educational needs that require that an additional portable be installed at Centennial High School. The recent space utilization audit conducted by Perkins & Will shows Centennial is currently at 92.6% capacity, well above the recommended capacity.

Five sections of Foods classes are being added back into the schedule, which forces ESL out of that space, which in turn results in the need for a new space for ESL. The ESL program is growing and requires additional classrooms each year. Next year, it will fully utilize 10 periods of class space. There will be a new dean next year, and there is currently no office space for him. To resolve this situation, the reception area of the freshmen/sophomore office will be moved to the Blue and White Conference Room, which will in turn be moved into the current ECP room. All the classes that are currently scheduled in that room (ECP and self-contained courses) will need to be moved to other classrooms. The computers will be moved from room 127 back to AVID. This creates more space than what they currently have. Room 222 will be renovated, allowing them to reclaim that space for student use during the day. The autism and ED programming has taken two classrooms. The cost of adding another portable at Centennial is approximately \$95,000.00-\$100,000.00.

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

**Action Agenda: New Business**

Lead High Equal Opportunity Schools Collaboration: Dr. Laura Taylor

Member Shannon moved, with a second by Member Kloeppel to approve the Lead High Equal Opportunity Schools Collaboration. The motion carried on roll call. Ayes 6. Nays 1. Member Stuckey voted no.

In April, State Superintendent Tony Smith announced Illinois' partnership with the Lead Higher Initiative to close equity gaps in high school Advanced Placement (AP) and International Baccalaureate (IB) courses. Illinois was the first state selected for this partnership, which will provide tools and resources to strengthen efforts to find underrepresented students who are eligible for AP and IB courses and give them greater support.

The Lead Higher work is aligned to the Illinois focus on *quality, equity, and access* and to a number of state-level initiatives and legislation that together create a comprehensive approach to addressing pressing opportunities for students.

Seven Illinois school districts have already committed to close their AP and IB gaps through their collaboration with Equal Opportunity Schools (EOS), a Lead Higher partner, by fall 2016. These districts are Barrington 220 School District, Fenton High School District 100, Glenbard High School District 87, Lake Park Community High School District, Leyden High School District 212, Sterling Public Schools, and Woodstock Community Unit School District 200.

Due to progress made in terms of opening access and opportunity to underrepresented populations to Advanced Placement (AP) courses over the past few years, the Office of the Illinois Secretary of Education and the Illinois State Board of Education identified Champaign Unit 4 as one of fifteen additional districts selected for the 2016-17 Lead Higher district cohort. The cost to participate is \$48,800 plus reimbursable expenses. Assessment and evaluation will be on-going based on District goals.

Administration recommended approval of this Memorandum of Understanding between Champaign Unit 4 and Equal Opportunity Schools.

Portable Classroom at Jefferson Middle School: Tom Lockman  
This item was moved to the Reports Agenda.

Portable Classroom at Centennial High School: Tom Lockman  
This item was moved to the Reports Agenda.

**Consent Agenda: New/Unfinished Business**

Member Richards moved, with a second by Member Westfield to approve the Consent Agenda: New/Unfinished Business. The motion carried on roll call. Ayes 6. Nays 0. Member Armstrong was not present for the vote.

The following Consent Agenda items were approved:

2016-2017 Secondary Social Science Curriculum Adoption: Mike Lehr

On December 16, 2015, the Illinois State Board of Education (ISBE) adopted amendments to rules governing Public Schools Evaluation, Recognition and Supervision (23 Illinois Administrative Code 1), which included the new Social Science Standards. The rulemaking became effective on January 27, 2016, and provides that school districts must fully implement the new standards by the 2017-18 school year. The purpose of these new, more rigorous standards is to better prepare students to be college and career ready.

The Champaign Unit #4 social science adoption process is committed to supporting the instructional practices and resources necessary for alignment to the new Illinois Social Science Standards and the National Council for the Social Studies' C3 (College, Career and Civic Life) Framework. The recommended textbooks and resources represent the diversity of perspectives

and the online tools that are the adoption committee and pilot teachers feel are necessary to support this instructional focus (see attachment).

FY 2015 Budgeted:	\$30,000.00	Actual Expenditures:	\$28,080.00
FY 2016 Budgeted:	\$270,220.00	Estimated Expenditures:	\$259,234.28
FY 2017 Preliminary Budget:	\$449,780.00	Estimated Expenditures:	\$450,382.57
Total Budgeted:	\$750,000.00	Total Estimated Expenditures:	\$737,696.85

Staff Development Opportunities:

- **June 1, 2 and August 4, 2016:** The onsite trainings provided by Active Classroom (Nystrom Education) will include an overview of Active Classroom’s content and functions; a review of district curriculum maps populated with Active Classroom projects; readings, resources, lessons, and assessments; and instructional practices.
- **Active Classroom Self-guided Courses:** Topics include - Getting started, analyzing resources, collaborating with Active Classroom, and differentiating instruction and assessment.
- **Active Classroom Monthly Webinars:** Topics include - electronic field trips, close reading activities, and working with primary resources.
- **Active Classroom Summer Institute Online Courses:** The Highly Engaged Classroom, Becoming a Historian, Differentiation and the Brain, and The September 11 Education program. Teachers will earn continuing education units and may elect to pay for graduate credit through Aurora University.
- **August 4, 2016:** Summer activation workshop by Pearson (US and World History), Bedford (Economics, Psychology and AP World History), and Cengage (AP US History, Human Geography).
- **SY17 Fall and Spring:** Required professional learning days for secondary social science teachers.
- **AP Workshops:** Summer institutes to provide teachers with the support and training needed to teach AP courses and to utilize Pre-AP teaching strategies.

Assessment/Evaluation throughout the 8-year adoption cycle:

- Student achievement in the area of social science will be monitored using a variety of measures: common district assessments, SAT History sub-test (11<sup>th</sup> grade), and AP course data.
- Professional learning needs will be assessed through surveys at least three times throughout the adoption cycle.
- Curriculum and resource needs will be assessed through an analysis of student achievement data and surveys.
- **Middle School (Required Course Sequence):**
  - 6<sup>th</sup> Grade: Big History Project
  - 7<sup>th</sup> Grade: *Freedom: A History of Us* by Joy Hakim (Nystrom: Active Classroom); *We The People* (Nystrom: Active Classroom); *Young People’s History of the United States* by Howard Zinn
  - 8<sup>th</sup> Grade: *America the Story of Us* series by Joy Hakim – Volumes 6-9; *Freedom: A History of Us* by Joy Hakim (Nystrom: Active Classroom)
  - 6<sup>th</sup>-8<sup>th</sup> Grade: 8-year license for all social science courses (Nystrom: Active Classroom)
- **High School (Required Course Sequence):**
  - 9<sup>th</sup> Grade – Human Geography (1 semester)

- 460 Human Geography: *World Cultures and Geography Survey* (Cengage)
  - 10<sup>th</sup> Grade – World History (full year)
    - 551 World History: *World History, 2016 edition* (Pearson)
    - 851 AP World History: *Ways of the World, 2<sup>nd</sup> edition*(Bedford)
  - 11<sup>th</sup> Grade – American History (full year)
    - 652 U.S. History: *American History, 2016 edition* (Pearson)
    - 852 AP US History: *The American Pageant, 16<sup>th</sup> edition* (Cengage)
  - 12<sup>th</sup> Grade – Government and Civics (1 semester)
    - 660 American Government and Civics: *Magruder’s Government, 2016 edition* (Pearson)
    - 860 AP United States Government and Politics *American Government: Roots and Reform* (Pearson)
  - 9<sup>th</sup>-12<sup>th</sup> Grade: 8-year license for all social science courses (Nystrom: Active Classroom)
- **High School (Elective Courses):**
  - 454 The Contemporary World: *World Atlas* (Nystrom)
  - 605 Law in American Society: *Street Law-A Course in Practical Law* (McGraw Hill)
  - 650 African American History TBD in the fall
  - 656 Economics: *Understanding Economics* (McGraw Hill)
  - 657 Sociology: *Sociology in Our Times* (Bedford)
  - 658 Psychology I and 659 Psychology II: *Myers’ Psychology, 11<sup>th</sup> edition* (Bedford)
  - 661 American History Through Film: *American History through Hollywood Film: From the Revolution to the 1960s* (Bloomsbury)
  - 853 AP Macroeconomics: *Krugman’s Economics for AP* (Bedford)
  - 859 AP Psychology: *Myers’ Psychology, 11<sup>th</sup> edition* (Bedford)
  - 862 AP European History: *Western Civilization: Since 1300, 9<sup>th</sup> edition* (Cengage)
  - 9<sup>th</sup>-12<sup>th</sup> Grade: 8-year license for all social science courses (Nystrom: Active Classroom)

Administration recommended approval of the 6-12 social science curriculum.

Approval of Edison Concrete Step Repair Change Order No. 01: 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 has been adhered to. It was necessary for the entire Board of Education to approve the following change order processed through April 2016. Please note that the total project contingency on this project is \$0.00 which leaves the current total at **-\$500.00**.

<b>CHANGE ORDER NO. 01</b>		
<b>CHANGE ORDER AUTHORIZATION</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
Item 01	Owner Request: Remove, reset and reseal around two (2) additional stair treads that were not originally identified in the scope of work.	\$500.00
	<b>TOTAL CHANGE ORDER NO. 01:</b>	<b>\$500.00</b>

Administration recommended Board approval of the change order for Edison totaling \$500.00.

Approval of Resolution Authorizing Disposal of Unused, Broke, or Surplus Equipment: Matt Foster

The Illinois School Code requires the Board of Education to approve the disposition of school district property. The District has two Ford micro buses that need to be retired: 2003 Ford VIN 1FDWE45F23HB77991 and 2003 Ford VIN 1FDWE35F63HA94395. The buses are no longer able to transport students due to the amount of wear they have sustained and will be recycled for their scrap value.

Administration recommended that the two micro buses be retired and recycled for scrap value.

Human Resource Changes

The Human Resource Changes were approved as presented.

Kids Plus Administrative Responsibilities and Compensation: Ken Kleber

Director of the Family Information Center Doretha Simmons recently announced her retirement from the District at the conclusion of this school year. Ms. Simmons is heavily involved in the administration of the Kids Plus Program. There are also currently two Assistant Directors of Kids Plus.

Enrollment in Kids Plus is at an all-time high and the District has been working hard to ensure all students are able to fully access the programming offered. In reviewing the Kids Plus-related needs of the District moving forward, District Administration recommended the following changes, effective July 1, 2016:

1. Current Assistant Director Ausharra Knox be named Director of Kids Plus.
2. Current Assistant Director Erika Marion will remain the Assistant Director of Kids Plus.
3. Job descriptions for both the Director and Assistant Director positions will be developed/revised to account for the program's growth and expansion of programming.
4. Both the Director and Assistant Director positions be moved from the District Support Personnel (DSP) salary and benefits schedule to the Non-Certified Administrator salary and benefits schedule.

Commensurate with the added responsibilities, the new recommended salary for Ausharra Knox will be \$61,704 + all Board-approved Administrator benefits. The new recommended salary for Erika Marion will be \$47,477 + all Board-approved Administrator benefits. (In addition to accounting for the responsibility changes, these salaries are also set at a level intended to meet the new U.S. Department of Labor rules governing overtime exemptions for "white collar" administrative employees.)

The total cost of the adjustment is \$28,968 + the difference in all Board-approved benefits; however, Kids Plus is a self-funding District program. The added expenses can be absorbed in the existing budget and will not require additional funding from the District. Annual evaluation will be completed by the appropriate supervising administrator.

It was recommended that the Board of Education approve the above recommended changes.

**Student Discipline**

Member Westfield moved, with a second by Member Stuckey that student #213452 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 #18 Physical Confrontation with Staff, #19 Physical Confrontation with Student and #31 Other Acts that Endanger. 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.

**Executive Session**

Member Stuckey moved, with a second by Member Shannon, 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/(c)(1), Negotiations 120/(c)(2), Property Acquisition/Lease/Purchase 120/(c)(5), Student Discipline 120/(c)(9), The placement of individual students in special education programs and other matters relating to individual students 120/(c)(10), and Actual/Potential Litigation 120/(c)(11). The motion carried on roll call. Ayes 7. Nays 0.

The Board convened into *Closed Session* at 8:07 p.m.

**Open Session**

The Board convened into *Open Session* at 9:11 p.m.

**Adjournment**

There being no further business, Member Shannon moved, with a second by Member Westfield, to adjourn the meeting at 9:12 p.m. The motion carried on voice vote. Ayes 7. Nays 0.