

**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 12, 2014 within the Boundaries of Said District**

Regular Meeting

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

Board Members Present

John Bambenek, Laurie Bonnett, Jamar Brown, Kristine Chalifoux (arrived at 6:19 p.m.), Kerris Lee, Lynn Stuckey

Board Members Absent

Ileana Saveley

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

Approval of Agenda

Member Bambenek moved, with a second by Member Lee, to approve the agenda. The motion carried on voice vote. Ayes 5. Nays 0.

Executive Session

Member Bambenek moved, with a second by Member Chalifoux, to adjourn into *Closed Session* in accordance with the Illinois Open Meetings Act (5 ILCS 120/2c) to consider Personnel 120/2(c)(1) and Student Discipline 120/(c)(9), The motion carried on roll call. Ayes 5. Nays 0.

The Board convened into *Closed Session* at 5:32 p.m.

Open Session

The Board convened into *Open Session* at 6:14 p.m.

Guests

Representatives from CFT, local media and other interested persons

Reports: New Business

ALICE Crisis Response Training: Orlando Thomas

After several District administrators, teachers, and School Resource Officers attended an ALICE (Alert, Lockdown, Inform, Counter, Encounter) training last summer, a meeting with members from the executive team was scheduled to discuss making changes to our current crisis response procedures. Following our discussion, the Regional Office of Education hosted a training for local administrators to provide an overview of ALICE and an opportunity to participate in an active shooter drill implementing ALICE procedures. After the drill, several districts immediately changed their crisis response procedures to include ALICE active shooter procedures.

Unit 4 decided to postpone moving forward with the implementation of ALICE until an overview could be provided to the Board of Education, all building administrators and staff could be

trained, and parents could be informed of the change in approach. Below is brief overview of ALICE:

The ALICE Training Institute is changing how schools, universities, places of worship, hospitals and businesses respond to armed intruders. ALICE is a set of proactive strategies that increase chances of survival during an armed intruder event. While no one can guarantee no casualties or injuries, understanding ALICE concepts increases one's ability to survive a life-threatening event. Supported by educators and law enforcement organizations, ALICE is quickly becoming the new standard of care across the nation. This year, for the first time, the ISBE required that schools complete one active shooter drill per school year; ALICE training aligns well with this new state mandate.

District administrators will be trained on June 12, 2014 by an ALICE Institute certified trainer(s). Building administrators will train their respective staffs at the beginning of the 2014-15 school year and students will be trained in age-appropriate groups by teachers/administrators shortly thereafter.

The cost for the administrative training is \$3,000 plus travel and per diem expenses for the trainer(s). Urbana District 116 has agreed to contribute \$1,000 since their administrators will be in attendance as well.

Feedback forms will be provided to campuses in order to elicit input from staff regarding the changeover from lockdown to ALICE procedures. Responses will inform future crisis procedure planning.

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

Student Code of Conduct 2014-15: 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 2014-15 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).

This year the committee reviewed the student code of conduct from the New York City Department of Education, a document provided to the committee by Eddie Ferguson's team from the NYU Steinhardt School of Culture, Educational and Human Development Center of School Changes, Practice, and Policy, as a standard to emulate. Some of the verbiage from that document's "Creating Safe, Supportive, and Inclusive Schools" section was used in the District's 2014-15 Code, replacing language that had a more dictatorial tone. The committee agreed that the District's Student Code of Conduct could benefit from taking a more proactive, parent-friendly approach in its introductory section. In this vein, a letter from the Superintendent was also added.

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 2014-15 school year. Additionally, staff development will take place throughout the school year on an as-needed basis. Cost for mailing 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 by the Board. This item was submitted in draft form for review and revision prior to final action to be taken at the June 9, 2014 Board meeting.

Policy 501.03 General Personnel – Family Medical Leave: Ken Kleber

This proposed procedure represents the continued effort to update the District's Policy and Procedures Manual.

The Family and Medical Leave Act (FMLA) underwent a minor revision in 2013. Most of the revisions affect how military personnel and veterans are treated under the FMLA. While the District has always followed the law, these revisions will make the process clearer for employees and highlight the District's ongoing commitment to ensuring rights granted by the FMLA are protected.

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

PARCC Update: Dave Hohman

PBA (Performance Based Assessments) testing was completed in 8 Unit 4 schools. The District is currently doing the EOY (End of Year) testing in 6 schools. Dave Hohman explained what was learned through the process regarding logistical and technical needs.

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

High School Planning and Programming Update: Matt Foster

The DLR/Gorski Reifsteck Team has been working with high school administration, faculty, and students to develop a unique academic program to meet Unit 4's community needs. The DLR/Gorski Reifsteck Team provided an update to the Board of Education regarding their progress and next steps in the process.

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

Action Agenda: New Business

Administrative Appointment – Principal at Kenwood Elementary: Ken Kleber

Member Bambenek moved, with a second by Member Brown to approve the Administrative Appointment – Principal at Kenwood Elementary. The motion carried on roll call. Ayes 6. Nays 0.

Mr. Trevor Nadrozny currently serves the District as the Director of Teaching and Learning. He has held this position since July 2011. Most recently, Mr. Nadrozny has also been serving as Principal of Kenwood Elementary School. District administration has held separate forums with the families/community and staff of Kenwood Elementary. Both groups have expressed their desire to retain Mr. Nadrozny as the new permanent principal of Kenwood Elementary.

Therefore, District administration recommended the appointment of Mr. Trevor Nadrozny as the principal of Kenwood Elementary effective with the start of the 2014-2015 school year. Mr. Nadrozny is in agreement with this recommendation and looks forward to serving in this new role. The effective date of this appointment is July 1, 2014.

Mr. Nadrozny's other administrative experience with Unit 4 includes Program Development Coordinator at Stratton Elementary School for one year, and Principal of Westview Elementary for eleven years. He was also Principal of Sturgeon Lake School in Alberta, Canada for two years.

District administration recommended the appointment of Mr. Trevor Nadrozny as Principal at Kenwood Elementary.

Bills and Treasurer's Report – April

Member Stuckey moved, with a second by Member Chalifoux to approve the Bills and Treasurer's Report – April. The motion carried on roll call. Ayes 6. Nays 0.

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

Kids Plus Hourly Wages: Ken Kleber

Member Chalifoux moved, with a second by Member Brown to approve the Kids Plus Hourly Wages. The motion carried on roll call. Ayes 6. Nays 0.

The District has experienced an extraordinarily high rate of turnover among Kids Plus hourly employees. Administration attributes this to two primary factors:

- The hourly wages for these positions have not been adjusted for many years. Current wages are listed below.
- There is currently no financial incentive to return for an additional year of service. All employees earn the same wage, regardless of their years of service.

Because of this, Administration is recommending the Board approve the following salary schedule for Kids Plus employees beginning with the start of the 2014-2015 school term:

Activity Leaders (Current wage for all employees is \$8.25/hour)

- 0-2 Years of Service: \$8.75/hour
- 3-5 Years of Service: \$9.00/hour
- 6+ Years of Service: \$9.25/hour

Assistant Site Directors (Current wage for all employees is \$9.00/hour)

- 0-2 Years of Service: \$9.75/hour
- 3-5 Years of Service: \$10.25/hour
- 6+ Years of Service: \$10.50/hour

Site Directors (Please Note: Administration is not recommending a change for these employees. Wages below are the current rates. They are included here for informational purposes only.)

- 0-2 Years of Service: \$12.00/hour
- 3-5 Years of Service: \$13.00/hour
- 6+ Years of Service: \$14.00/hour

Morning Supervisors (Current wage for employees varies based on their other position within Kids Plus)

- All Employees: \$12.00/hour (Flat rate, regardless of other position within Kids Plus)

Administration is also recommending that the existing Attendance incentive for Assistant Site Directors and Activity Leaders remain in place. It is as follows:

- Perfect Attendance During Quarter 1: \$50 bonus
- Perfect Attendance During Quarter 2: \$50 bonus
- Perfect Attendance During Quarter 3: \$50 bonus
- Perfect Attendance During Quarter 4: \$50 bonus

The estimated cost of the changes when applied to the District's existing pool of employees is approximately \$18,000 per year.

It was recommended that Board accept the proposed wages outlined above.

Playground/Lunch Room Supervisor Wages: Ken Kleber

Member Brown moved, with a second by Member Lee to approve Playground/Lunch Room Supervisor Wages. The motion carried on roll call. Ayes 6. Nays 0.

The District has experienced an extraordinarily high rate of turnover among Playground/Lunchroom Supervisors. Administration attributes this to three factors:

- These positions do not offer employees many hours of work per day.
- The hourly wage for the position has not been adjusted for many years. It currently stands at \$8.25/hour.
- There is currently no financial incentive to return for an additional year of service. All employees earn \$8.25/hour, regardless of their years of service.

Although District needs do not allow us to expand the number of hours offered per day, Administration is recommending the Board approve the following salary schedule for Playground/Lunchroom Supervisors beginning with the start of the 2014-2015 school term:

- 0-2 Years of Service: \$8.75/hour
- 3-5 Years of Service: \$9.00/hour
- 6+ Years of Service: \$9.25/hour

The estimated cost of these changes when applied to the District's existing pool of employees is approximately \$4,000 per year.

It was recommended that Board accept the proposed wages outlined above.

Hourly Nurses Wages & Fringe Benefits: Ken Kleber

Member Lee moved, with a second by Member Brown for Approval of Hourly Nurses Wages & Fringe Benefits. The motion carried on roll call. Ayes 6. Nays 0.

The salary and benefits package for the District's Hourly Nurses has not been reviewed for several years. The District has experienced a high rate of turnover among Hourly Nurses and has had difficulty filling existing vacancies. Administration attributes this to two primary factors:

- Area hospitals and other health care facilities offer employees a greater number of work hours.
- Area hospitals and other health care facilities offer employees leave time and employer-paid retirement benefits.

Because of this, Administration is recommending the Board approve the wages and fringe benefits package for Hourly Nurses beginning with the start of the 2014-2015 school term. A copy of the proposed changes was provided to the Board.

The estimated maximum cost of the changes when applied to the District's existing pool of employees is approximately \$6,500 per year.

It was recommended that Board accept the proposed wages and benefits package.

Resolution Authorizing Notice to Remedy for Michael McLoughlin: Ken Kleber

Member Bambenek moved, with a second by Member Brown for Approval of the Resolution Authorizing Notice to Remedy for Michael McLoughlin. The motion carried on roll call. Ayes 6. Nays 0.

The Resolution Authorizing Notice to Remedy for Michael McLoughlin was approved as presented.

Consent Agenda: Unfinished/New Business

Member Stuckey moved, with a second by Member Lee 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:

Approval of Independent Auditor Contract: Matt Foster

On April 28, 2014 the bid for auditing services for FY14, FY15 and FY16 was awarded to Baker Tilly Virchow Krause, LLP.

Administration is now seeking Board approval of the contract with Baker Tilly Virchow Krause, LLP for fiscal year 2014. The audit fee for FY14 is \$44,000 and will be charged to the Education Fund.

Administration recommended approval of the auditor contract with Baker Tilly Virchow Krause LLP for FY14 for \$44,000.

Minutes of April 14, 2014 and April 28, 2014

The minutes were approved as presented.

Human Resource Changes: Ken Kleber

The Human Resource Changes were approved as presented.

Bid: Cafeteria – Pizza Services: Matt Foster

Board policy states that bids will be solicited when items are expected to exceed a total of \$25,000. As part of the bidding process, bids were mailed to five vendors, posted on the District's website and advertised in the News-Gazette. Bids were received from three vendors and opened on April 24, 2014. The cost for pizza services for the school lunch program will be paid from the 2014-15 Food Service Budget.

Administration recommended that the bid for pizza services for the school lunch program be awarded to Domino's Pizza for high schools and Papa John's for the elementary and middle schools for the 2014-15 school year.

Bid: Cafeteria – Milk and Juice: Matt Foster

Board policy states that bids will be solicited when items are expected to exceed a total of \$25,000. As part of the bidding process, formal requests were mailed to eight vendors, posted on the District’s website and advertised in the News-Gazette. A bid was received from one vendor and opened on April 24, 2013.

The cost for milk and juice services for the school lunch program will be paid from the 2014-15 Food Service Budget.

Administration recommended that the bid for milk and juice services for the school lunch program be awarded to Cloverleaf Farms for the 2014-15 school year.

Bid: Health Adoption Technology: Dave Hohman

The Champaign Unit 4 Educational Technology Department is committed to equipping our buildings with effective instructional technology tools that support 21st century teaching and learning. The District would like to get Chromebook devices in the hands of all students to take advantage of our wireless infrastructure, take advantage of the wealth of online tools available, and to prepare for online testing in 2014-2015. The Health Adoption will be taking advantage of online tools and digital textbooks with 510 Chromebooks distributed to all schools.

Board policy states that requests for proposals will be solicited when items are expected to exceed a total of \$25,000. Formal requests were mailed to 51 vendors inviting the submission of sealed RFPs for Samsung Chromebooks, and the Chromebook management licenses. The invitation and specifications for the RFP were also posted on the District’s website. Bids were received from two companies and were opened on April 22nd, 2014 with the following results:

ITEM	510 New Samsung Chromebook XE303C12 Computers	510 ACAD Google ChromeOS Management Licenses, Plus Three-Year Support	16 New Spectrum Mlt30 Mini Laptop/Netbook Storage Carts
Antares Computer Systems	\$123,924.90	\$15,300.00	\$15,984.00
CDW Government LLC	\$117,810.00	\$12,750.00	\$14,800.00
Computer Upgrade King	\$119,085.00	\$15,300.00	\$17,200.00
Global Gov/Ed Solutions Inc.	\$118,284.30	\$12,495.00	\$16,356.48
Howard Technology Solutions	\$124,950.00	\$14,280.00	\$15,648.00
Office Max	\$119,340.00	\$13,005.00	\$16,000.00
Quill	No Bid	No Bid	No Bid
Technology Integration Group	\$121,670.70	\$12,622.50	\$16,066.80 + 1,012.64 (freight)=\$17,078.72

The Educational Technology Department reviewed the proposals and the criteria were weighted in importance as follows: Price (45%), compatibility/accuracy (30%), warranty and service (15%), and value added service (10%). There are no additional staffing needs. The total cost of \$145,360 will be charged to the Health Adoption fund.

It was recommended the bid for the 510 new Samsung Chromebooks and ChromeOS management licenses and 16 Spectrum carts be awarded to CDW Government LLC for a total of \$145,360.

Resolution to Authorize Reclassification – Paul Ranstead: Ken Kleber

The Resolution to Authorize Reclassification – Paul Ranstead was approved as presented.

Executive Session

Member Bambenek moved, with a second by Member Brown, to adjourn into *Closed Session* in accordance with the Illinois Open Meetings Act (5 ILCS 120/2c) to consider Personnel 120/2(c)(1), Property Acquisitions/Lease Purchase 120/(c)(5), Student Discipline 120/(c)(9), and Actual/Potential Litigation 120/2(c)(11). The motion carried on roll call. Ayes 6. Nays 0.

The Board convened into *Closed Session* at 8:39 p.m.

Open Session

The Board convened into *Open Session* at 10:12 p.m.

Student Discipline

Member Bambenek moved, with a second by Member Chalifoux, to expel student #610522 from Jefferson Middle School for the remainder of the 2013-14 school year and the entire 2014-15 school year. He/she should be reassigned to READY for violating Conduct Code #18 (Physical Confrontation with Staff), #24 (Threats to/Intimidation of Staff or School/District-Authorized Personnel) and #25 (Threats to/Intimidation of Student) of the Champaign Unit 4 Student Code of Conduct. The student may return to his/her regularly assigned school following the expulsion period. The motion carried on roll call. Ayes 6. Nays 0.

Member Bambenek moved, with a second by Member Lee, to expel student #204792 from Jefferson Middle School for the remainder of the 2013-14 school year and first semester of the 2014-15 school year. He/she should be reassigned to READY for violating Conduct Code #34 (Weapon-Related Activities) of the Champaign Unit 4 Student Code of Conduct. The student may return to his/her regularly assigned school following the expulsion period. The motion carried on roll call. Ayes 6. Nays 0.

Member Bambenek moved, with a second by Member Stuckey, to expel student #580684 from Jefferson Middle School for the remainder of the 2013-14 school year and the entire 2014-15 school year. He/she should be reassigned to READY for violating Conduct Code #34 (Weapon-Related Activities) of the Champaign Unit 4 Student Code of Conduct. The student may return to his/her regularly assigned school following the expulsion period. The motion carried on roll call. Ayes 6. Nays 0.

Member Bambenek moved, with a second by Member Chalifoux, to expel student #580823 from Jefferson Middle School for the remainder of the 2013-14 school year and first semester of the 2014-15 school year. He/she should be reassigned based on the recommendations of the IEP Team for violating Conduct Code #34 (Weapon-Related Activities) of the Champaign Unit 4 Student Code of Conduct. The student may return to his/her regularly assigned school following the expulsion period. The motion carried on roll call. Ayes 6. Nays 0.

Adjournment

There being no further business, Member Brown moved, with a second by Member Saveley, to adjourn the meeting at 10:15 p.m. The motion carried on voice vote.

Board Approved: June 9, 2014