

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 10, 2010 Within the Boundaries of Said District

Regular Meeting

Board Vice President Sue Grey called the Regular Meeting of the Board to order at 7:00 p.m.

**Board Members Present**

Sue Grey, Stig Lanesskog, Tom Lockman, Scott MacAdam, Greg Novak

**Board Members Absent**

Kristine Chalifoux, David Tomlinson

**Staff Members Present**

Superintendent Arthur Culver, Deputy Superintendent Dorland Norris, Assistant Superintendent Beth Shepperd, Assistant Superintendent Michael McFarland, Chief Financial Officer Gene Logas

**Guests**

Representatives from CFT, and local media and other interested persons

**Approval of Agenda**

Member Novak moved, with a second by Member Lanesskog, to approve the amended agenda. The motion carried on voice vote. Commissioning Services RFP Contract - moved from Consent to Action; Termination Hearing (Support Staff) – removed from Agenda.

**Recognitions**

Staff Service Awards and the C-U Community Schools Foundation Awards were presented.

Member Chalifoux joined the meeting at 7:24 p.m.

**Public Comment**

Parent Billie Jean Theide spoke in support of the self-contained gifted program at Stratton. Chuck Jackson commented about the importance of communication with the community.

**PTA Council**

Nancy Hoetker spoke in support of the Nurtured Heart Approach and the C-U Scholars program. She also spoke about the importance of early communication related to changes throughout the district.

**Reports**

Academic Spotlight – Barkstall Elementary

Principal Trudy Walters provided an update on the comprehensive literature study at Barkstall Elementary. The idea of the comprehensive literature study was born when a group of teachers at Barkstall brainstormed on using small heterogeneous groups of students to promote critical thinking skills. In the past, third and fifth grade students who struggled with literature

comprehension were given additional small group instruction after school. This practice was followed for three years with praise from the staff, families, and students. The attendance rate for the after school program averaged 90% - 100%. The downside was that the students arrived home at dusk and were tired. The students' success was documented by our ISAT test scores, all sub groups were advancing. It was obvious that students were ready to be challenged by advancing to a higher level of thinking.

The Comprehensive Intervention Model from Linda Dorn was the framework by which Barkstall was guided. This new Extended Learning seven-week model envisioned entire classrooms divided into small groups of 6-8 students during the school day. The students were given many opportunities to interpret the text through writing and by using oral language. Mixing students of all ability levels in the same small group and assigning a teacher/facilitator to help guide and record conversations, ensured each student was given a voice and an opportunity to learn from peers.

The objective of the comprehensive literature study, presented in a form of a whole class book study, was to expose all students in grades 3-5 to a new learning environment where they can develop the skills necessary to break down text into manageable thoughts. A non-fiction text was studied at all grade levels with the informational text read aloud. The students learned to differentiate between thoughts about the author, questions about the text, their own ideas and thinking, new information, determining the importance of text and finally synthesizing all the information. We know good readers innately use these strategies when they read. The goal was to train students to think about text in this manner no matter what type of text they encountered. The perfect place for this to be practiced was in the school library, surrounded by all types of books.

Placing students in heterogeneous grouping was critical for the success of the study. The study strived to give every student at the table a strong voice. During the study, students met once a week for 30 minutes for the past two years during their library instruction time to apply and practice thinking critically. This model proved to be an exciting way to challenge students to think about text no matter where it is encountered.

#### Construction Budgets for Garden Hills & BT Washington

Charlie Sheele, PKD, provided a brief update on the construction budgets for Garden Hills and BT Washington.

#### Health/Life Safety ROE Checklist

Director Barbara Ramsay provided a brief overview of the health/life safety ROE checklist. Each school year the Regional Office of Education (ROE) is required by Illinois School code and the Illinois State Board of Education to visit each school facility within its region to assess the condition of the facilities utilizing a "Health/Life Safety Checklist". These visits took place in the Champaign School District during the months of October through February of 2010. A copy of the inspection report was presented to the district on March 27, 2010. By the statute, a district has 45 days after the receipt of the report to correct any identified non-compliant items and to notify the ROE of the corrections. The number of non-compliant items ranged from 1 to 10 in Unit 4 schools. All of the non-compliant items were corrected or will be corrected this coming summer. A list of the items marked non-compliant was shared.

### 2010/2011 Student Code of Conduct

Assistant Superintendent Mike McFarland provided a brief overview of the proposed revisions to the 10/11 Student Code of Conduct. The key additions to the Code related to cyber bullying and sexual harassment of staff. The Discipline Advisory Committee met during the months of January-April for the purpose of revising the District's Student Code of Conduct for the 2010-11 school year. The Code 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, student discipline, sexual harassment, electronic network access, student cell phone use, student tardiness (high school), and homework.

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 2010-11 school year. Additionally, staff development will take place throughout the school year on an as-needed basis.

Each year in the spring semester, the Discipline Advisory Committee, consisting of teachers, CFT representatives, community members, parents, Board members, and district-level representatives, reviews and revises the Student Code of Conduct for submission to the Board of Education for its approval. The Student Code of Conduct will be presented for approval at the June 14, 2010 Board meeting.

### Education Equity Excellence EEE Committee

Deputy Superintendent Dorland Norris provided an update on the EEE Committee meetings that have been held this school year. The Education Equity Excellence Committee met for the third time on April 8, 2010. The Administrative updates included reports on Special Education by Sarah Evans, attendance by Robin McClain, AP Task Force by Judy Wiegand and Discipline Task Force by Michael McFarland as well as a Magnet update by Dorland Norris and Beth Shepperd.

A common request made by Committee members and community participants alike continues to be the need for additional time allotted on the agenda for sharing ideas and discussion. When creating future agendas, a concerted effort will be made to comply with the request. The fourth and final EEE Committee meeting for the 2010 school year will be held on June 3, 2010 beginning at 4:00 p.m. in the Mellon Board Room.

### **Action Agenda**

#### Commissioning Services RFP Contract (Exhibit "A")

Member Novak moved, with a second by Member MacAdam, to approve the contract with Facility Dynamics Engineering for commissioning services. The motion carried on roll call. Ayes 5. Nays 0. Abstained 1. Member Chalifoux abstained.

Chief Financial Officer Gene Logas presented the administration's recommendation to the Board of Education. On March 29, the Board of Education approved the selection of Facility Dynamics Engineering (FDE) as the commissioning agent for the Booker T. Washington and Garden Hills Schools. Based on discussions with District staff, architects, construction manager and

construction observer, FDE developed detailed proposals for the scope of services and compensation for the commissioning of each school which were provided as attachment A of the contract. The cost for BTW is \$120,330 with \$79,455 for Garden Hills. A line item amount of \$100,000 for the Commissioning agent was included in both the Booker T. Washington and Garden Hills approved project budgets.

### **Consent Agenda**

Member Lockman moved, with a second by Member Novak, to approve the Consent Agenda. The motion carried on roll call. Ayes 6. Nays 0.

The Board of Education approved the following Consent Agenda items:

#### 2010 High School Science Adoption

The Board of Education approved the proposed high school science adoption request in the amount of \$120,000.

During the 2009-10 school year, high school teachers reviewed resources to support the curriculum work completed in the area of science. After reviewing various materials, textbooks from Prentice Hall, Holt McDougal, and Key Curriculum Press, requests were submitted for the Board of Education's review and approval.

The following documents also demonstrate evidence of work completed through the Science Program Evaluation process (*9-12 Scope and Sequence Courses, Pilot Textbook Program Synopsis, Science Program Development, Science Program Evaluation and Adoption, Science Program Mission Statement, and Science Curriculum Framework*)

Staffing/Staff Development Needs (High School: 2010-11 Teacher Institute Days will be used for collaboration and integration of adopted science resources.)

Financial Implications (The budget amount for the high school science adoption is \$120,000 with \$111,894.96 coming from the district textbook adoption allocation. Additional textbook quantities may be purchased, with the remainder, based on additional student scheduling into the high school courses. The cost to the district, for the 2010-11 school year school is \$120,000.)

#### Proposed Board of Education Policies/Procedures (Procedure 651R – Acceptable Use of Electronic Networks & Procedure 652R – Web Publishing Guidelines)

The Board of Education approved the proposed procedures as presented.

#### Contract for Housing Authority Land Swap (Exhibit "B")

The Board of Education approved and signed the agreement for exchange of real estate with the Housing Authority. Attorney Mike Tague had previously discussed a land swap with the Housing Authority to improve upon parking issues at BTW. The purchase of properties at 1410 W. Eads for \$23,150, the purchase of 1412 W. Eads for \$65,000, the cost of engineer site design and survey at approximately \$7,500 - \$10,000, and the cost of Housing Authority property appraisals at approximately \$1,500.

Approval of Contract to Demolish Houses by Garden Hills & BT Washington (Exhibit "C")

The Board of Education approved the contract to demolish the houses by Garden Hills and B T Washington to the lowest responsible bidder. Bids are still being reviewed for the demolition of the houses by Garden Hills and BT Washington. Due to the need for this process to proceed in a timely manner, the contractor with the low bid was presented to the Board.

Donation (Skateland)

The Board of Education accepted the donation for spring break skating passes from Skateland valued at \$38,142.00. The donation is for Spring Break skating passes from Skateland for Barkstall, Bottenfield, Carrie Busey, Dr Howard, Garden Hills, Kenwood, Robeson, South Side, Stratton, Washington, Westview, Edison, Franklin and Jefferson valued at \$38,142.00. This donation was in need of approval as it is \$5,000 or more in value.

Bids (Answering Service; Fire Extinguishers; Warehouse – General Supplies) (Exhibit "D")

The Board of Education approved the bids for the phone answering service, fire extinguisher service and warehouse general supplies as presented.

Board policy states that bids will be solicited when items are expected to exceed a total of \$10,000. As part of the bidding process, the bids were advertised in the News-Gazette. Formal bids were mailed to vendors.

Six invitations to bid were mailed for the phone answering service and two companies responded on March 15, 2010. Staff recommended the proposal for the answering service be awarded to Frontline Placement Technologies, Inc. for \$16,087.50 for July 2010 – June 2011. Last year the District paid \$25,218.63.

Formal requests were sent to five vendors for fire extinguisher service and three companies responded on April 27, 2010. Staff recommended the fire extinguisher service bid be awarded to DI Fire & Safety for \$2,124.00 for FY11 with the option to extend the contract for one additional year based upon satisfactory performance. Last year the District also paid \$2,124.00 for this service.

Formal requests were mailed to 26 vendors inviting submission of bids for general supplies warehoused by the District. Staff recommended an item-by-item award of general supplies to the lowest qualified bidder as presented. Total cost for next year is \$7,320.82. Last year the District paid \$13,782.37 for general supplies.

The cost for the phone answering service for FY11 is \$16,087.50, for fire extinguisher service is \$2,124.00 and \$7,320.82 for warehouse general supplies.

Grant – C-U Community Schools Foundation Grants

The Board of Education accepted the Master Grants funded through the Champaign-Urbana Schools Foundation in the amount of \$11,258.52.

Each year the C-U Schools Foundation, through charitable donations, provides staff in the Champaign and Urbana School Districts the opportunity to apply for grants. Grant dollars go to support educational excellence in the classroom through innovative and creative ideas. The C-U Schools Foundation selection committee met and has funded four Master grants submitted by

Unit #4 staff. The total amount awarded is \$11,258.52 which be given to the District to support teacher initiated projects.

#### 2010 IHSA Memberships

The Board of Education approved the Central and Centennial High Schools' memberships in the IHSA for 2010/2011. 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.

#### Central High School Student Trip to France

The Board of Education approved the Central High School student trip to France.

Central High School teacher Jamie Fuiten plans to take a group of Central High School students to France June 9, 2010 through June 18, 2010. Students will experience the French culture, communicate in French, and explore the incredible sights France offers. Students will be introduced to many monuments, castles, and historic cities. Additionally, they will sample various types of French food, an import aspect of the French culture, and speak and use French in their daily communication with native people and fellow students. It is expected that students will leave France with a deeper understanding of the language, culture, and people of France.

Ms. Fuiten will be accompanying seven students. Since the trip is planned over the summer break, no substitutes will be needed. Transportation to the Chicago O'Hare Airport will be provided by students' parents/guardians. All costs associated with the trip, including air travel provided by KLM Royal Dutch Airlines, are the responsibility of the traveler. The per person cost is \$2,983. The teacher chaperone travels free.

#### Champaign-Urbana Schools Foundation Financial Support

The Board of Education approved a maximum annual contribution of \$15,000 to the Champaign-Urbana Schools Foundation, a portion of which will be offset by the American Express Program.

Over the last several years the Champaign-Urbana Schools Foundation has done a tremendous job of supporting our school district and our teachers. This year alone they donated over \$100,000 in grants to fund projects for numerous teachers. In order to continue this level of support, the Foundation requested that the District contribute \$15,000 to their operations.

#### IMRF Benefit Protection Leave (Exhibit "E")

The Board of Education approved the benefit protection leave for a secretarial employee as presented, at a cost of approximately \$484.04.

#### RFP – Fall School Photography

The Board of Education approved awarding the contract to Inter-State Studios to take fall school pictures for 2010-2011 with the option for two additional years based upon satisfactory performance.

Request for Proposals were sent to fourteen school photography vendors. The Photography Vendor Committee then reviewed all qualifications and recommended that Inter-State Studios be granted the contract for fall of 2010-2011. The spring pictures will remain at the discretion of

the principals. There is no cost to the district for this service; a percentage of sales goes back to the individual schools.

#### Board Minutes

The Board of Education approved the March 1, 15 & 29, 2010 & April 12, 2010 Board meeting minutes as presented.

#### Bills & Treasurer's Report (Exhibit "F")

The Board of Education approved the Bills and Treasurer's Report as presented.

#### Human Resource Changes (Exhibit "G")

The Board of Education approved the Human Resource Changes as presented.

#### **Executive Session**

Member MacAdam 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 related to employee appointments, employments, compensation, dismissals, complaints, staffing allocations 120/2(c)(1) and Student Discipline 120/2(c)(9). The motion carried on roll call. Ayes 6. Nays 0.

The Board convened into *Closed Session* at 9:00 p.m.

#### **Open Session**

The Board convened into *Open Session* at 9:35 p.m.

#### Student Discipline

Member Novak moved, with a second by Member Lockman, to expel student #580394 from Central High School for the remainder of the 09/10 school year and the entire 10/11 school year, and reassigned to READY for violating Conduct Code #19 (Physical Confrontation with Student) and Code #07 (Disruptive Behavior) 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 MacAdam moved, with a second by Member Novak, to adjourn the meeting at 9:38 p.m. The motion carried on voice vote.

*Board Approved: June 14, 2010*