

**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
July 10, 2017 within the Boundaries of Said District**

Regular Meeting

Board President Chris Kloeppe called the Regular Meeting of the Board to order at 6:00 p.m.

Board Members Present

Amy Armstrong, Gianina Baker, Bruce Brown, Chris Kloeppe, Kathy Richards, Kathy Shannon, Heather Vazquez

Staff Members Present

Superintendent Susan Zola, Deputy Superintendent Laura Taylor, Assistant Superintendent Jennifer Ivory-Tatum, Assistant Superintendent Angela Smith, Executive Director of Human Resources Ken Kleber, Chief Financial and Legal Officer Tom Lockman, Director of Operations Paul Douglas

Approval of Agenda

Member Shannon moved, with a second by Member Richards to approve the agenda as presented. The motion carried on voice vote. Ayes 7. Nays 0.

Guests

Representatives from CFT, local media and other interested persons

Action Agenda: New Business

Administrative Appointment – Assistant Director of Facilities: Ken Kleber

Member Kloeppe moved, with a second by Member Shannon to approve the Administrative Appointment – Assistant Director of Facilities. The motion carried on roll call. Ayes 7. Nays 0.

The position of Director of Facilities was advertised through the District's website and Indeed.com. Four candidates participated in Level I interviews and were interviewed by a team of District Administrators, District Support Personal, and support staff. Two candidates returned for Level II interviews with District administration. Mr. David Lund was selected as the most outstanding candidate.

Mr. Lund began his career with public schools in August 2001 as a classroom teacher and coach at Kofa High School (Yuma, AZ). He joined the Boone-Winnebago Regional Office of Education in July 2004 as a Dean of Students for the Safe Schools Program. In July 2006, Mr. Lund accepted an administrative position with Rockford Public Schools where he served as Assistant Principal and Principal for four years. In July 2011, Mr. Lund returned to the Boone-Winnebago Regional Office of Education to serve as the Director of Alternative Education Programs. As Director Mr. Lund led the expansion of Alternative Education programs and served as project manager for facility development at the ROE. As Director he performed Health Life Safety Inspections and also worked as the Lead Administrator for the Winnebago County Crisis Response Team. Since July 2016, Mr. Lund has worked for the Illinois Association of Regional Superintendents as a Lead Partner/Lead Administrator for School Improvement Grant serving St. Clair County Regional Office of Education and the Rock Island School District.

Mr. Lund earned his Bachelor of Arts in Education (1997) from Beloit College. He earned his Masters of Education in Counseling (1998) from Northern Arizona University and his Masters of Business Administration (2005) from the University of Phoenix. He also holds advanced degrees in Educational Administration from National Louis University (2008) and Concordia University Chicago (2017). The effective date of Mr. Lund's appointment is July 11, 2017.

The recommended salary for Mr. Lund is \$82,138.00 (prorated from July 1, 2017), plus all appropriate Board-approved administrator benefits. Annual evaluation will be completed by the appropriate supervising administrator.

District administration recommended the appointment of Mr. Lund as Director of Facilities effective July 11, 2017 at the above-listed salary and appropriate fringe benefits.

Approval of Real Estate Option Agreement – 615 W. Church Street: Tom Lockman
Member Shannon moved, with a second by Member Vazquez for Approval of Real Estate Option Agreement – 615 W. Church Street. The motion carried on roll call. Ayes 7. Nays 0.

In July 2016, the School District entered into a Real Estate Option Agreement with K. Weiss Lancaster for the property at 615 W. Church St. which is located near Central High School. This Option Agreement granted the District the sole and exclusive option to purchase the property for a period of 15 months from the date of the execution of the Agreement.

Administration recommended that the District enter into an Agreement with K. Weiss Lancaster for the purchase of the parcel listed above for \$240,000, less the Option Fee paid by the District (\$5,000).

The purchase price of \$240,000 less option fee and appraisal credits will be paid from the Education Fund. These expenses will then be reimbursed from the Capital Projects Fund once bonds are sold. These costs are included in the referendum budget.

Administration recommended approval of the Real Estate Agreement for the purchase of property at 615. W. Church St. near Central High School.

Reports: New Business

Policy 435.21 – Transportation for Foster Care Children: Dan Casillas

This policy represents the District's effort to continue to update its Board Policy and Procedures manual. This newly proposed policy item establishes the District's position on the transportation of foster care children who attend District schools and the procedure for sharing the costs of that transportation with local child welfare agencies.

As the policy outlines, any costs associated with the transportation of these foster care students would be agreed upon on a case-by-case basis between the District and the appropriate child welfare agency.

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

Policy 520.10 & Exhibit Resolution – Personnel Expenses: Dan Casillas

This policy update represents the District's effort to continue to update its Board Policy and Procedures manual. During the 99th General Assembly, the State of Illinois enacted the Local Government Travel Expense Control Act (50 ILCS150/) which became effective January 1, 2017. In that legislation, it was required that all local school boards adopt a resolution to regulate reimbursement of all work-related travel and expenses. This policy update to Policy 520.10 and the newly drafted Exhibit Resolution fulfill that requirement. The maximum allowable reimbursement for travel, meal and lodging expenses has been set at \$450/day, per person.

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

Consent Agenda: Unfinished/New Business

Member Shannon moved, with a second by Member Armstrong to approve the Consent Agenda – Unfinished/New 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 presented.

Bills and Treasurer's Report – June: Tom Lockman

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

Minutes of June 12, 2017

The minutes were approved as presented.

Approval of Closed Session Minutes January, 2017 – June, 2017

The minutes were approved as presented.

FY18 Title I District Plan: Dr. Jennifer Ivory-Tatum

Submission of the Title I District Plan is required by ESSA. All Districts requesting Title I federal funding must have an approved Title I District Plan (Local Education Agency [LEA] Plan) on file in IWAS. The use of IWAS is required so that ISBE and federal auditors may monitor these plans.

A Title I District Plan lays out the educational objectives for the District. These objectives, in turn, serve as goals for the use of funds in the Every Student Succeeds Act (ESSA) application. Title I District Plans must be developed after timely and meaningful consultations with teachers, principals, administrators, specialized instructional support personnel, charter and other school leaders, paraprofessionals, parents of children in the schools served under Title I, and other appropriate school personnel, included those involved with other programs defined under ESSA.

Local school board approval of the Title I Plan is required before approval of the FY18 Title I grant application. The Title I District Plan will remain in effect for the duration of the District's participation in Title I programs. The District must periodically review and, if necessary, revise its plan. The District is responsible for providing any requested information or updates to the Title I plan and then must resubmit the plan for review after receiving the local school board's approval.

Administration recommended approval of the Title I District Plan.

RFP – Yearbook/Events/Sports/Senior Photography Services: Tom Lockman

Board policy states that bids will be solicited when items are expected to exceed a total of \$25,000. As part of the RFP process, proposals were mailed to seven vendors, posted on the District's website and advertised in the News-Gazette. Proposals were received from one vendor and opened on June 14, 2017. The recommendation for Visual Image Photography, Inc. was based upon the following: price of picture packages, commission and overall quality of the Senior package.

There is no cost to the District; commissions are paid to the individual schools based upon the number of products that are sold.

Administration recommended that the proposal for Yearbook/Events/Sports/Senior Photography Services be awarded to Visual Image Photography, Inc. for 2017-18.

Approval of Barkstall & Robeson Fire Alarm Replacements 2017 Change Order: 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 was adhered to. It was necessary for the entire Board of Education to approve the following change orders processed through May 2017. Please note that the total project contingency on this project is \$16,400.00 which leaves the current total at **\$13,118.98.**

CHANGE ORDER NO. 01		
CHANGE ORDER AUTHORIZATION	DESCRIPTION	AMOUNT
RFP 01	Owner Request: Post-bid the District made the decision to utilize the ability of the new voice component of the fire alarm systems upon installation. This cost adds initiation means (button in the FAAP panel and programming) for additional messages beyond the basic Fire message at both buildings.	\$2,217.79
RFP 02	Owner Request: Post-bid the District made the decision to add voice messages in French in addition to English and Spanish. The ESL Director identified French as the District's second largest language minority group for support. This cost adds pre-programming the 5 alarm messages in French at both buildings.	\$1,063.23
	TOTAL CHANGE ORDER NO. 01:	\$3,281.02

Assessment/Evaluation

Minority and Female Business Enterprise (MAFBE) Update: No change.

Administration recommended Board approval of the change order for Barkstall and Robeson Fire Alarm Replacement totaling \$3,281.02.

Approval of Barkstall Elementary Temperature Control Upgrade Proposal: Tom Lockman
 Board approval was necessary for the GHR proposal for electrical engineering services needed to put together the bid package for the Temperature Control Upgrade at Barkstall Elementary School. The GHR proposal is for \$31,250 for services and up to \$5,100 for reimbursable expenses.

Administration recommended Board approval of the GHR proposal for the Barkstall Elementary Temperature Control Upgrade for \$36,350.

Approval of Land Survey Consulting Services Proposal for Central High School: Tom Lockman
 Board approval was necessary for the Clark Dietz proposal for Land Survey Consulting Services for Central High School. The total amount of \$50,875 includes all labor, overhead and project related expenses to complete the land survey consulting services.

Administration recommended the approval of Clark Dietz for Land Survey Consulting Services for Central High School for \$50,875.

Approval of Land Survey Consulting Services Proposal for Centennial High School: Tom Lockman

Board approval was necessary for the Clark Dietz proposal for Land Survey Consulting Services for Centennial High School. The total amount of \$31,300 includes all labor, overhead and project related expenses to complete the land survey consulting services.

Administration recommended the approval of Clark Dietz for Land Survey Consulting Services for Centennial High School for \$31,300.

Approval of Land Survey Consulting Services Proposal for Dr. Howard Elementary School: Tom Lockman

Board approval was necessary for the Berns, Clancy and Associates proposal for Land Survey Consulting Services for Dr. Howard Elementary School. The total amount of \$11,600 includes all labor, overhead and project related expenses to complete the land survey consulting services.

Administration recommended the approval of Berns, Clancy and Associates for Land Survey Consulting Services for Dr. Howard Elementary School for \$11,600.

Executive Session

Member Shannon 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 Employee appointments, employment, compensation, dismissals, complaints 120/2(c)(1) and Property Acquisition/Lease/Purchase 120/2(c)(5). The motion carried on roll call. Ayes 7. Nays 0.

The Board convened into *Closed Session* at 6:29 p.m.

Open Session

The Board convened into *Open Session* at 7:39 p.m.

Adjournment

There being no further business, Member Shannon moved, with a second by Member Armstrong, to adjourn the meeting at 7:39 p.m. The motion carried on voice vote. Ayes 7. Nays 0.

Board Approved: August 14, 2017