

**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
September 11, 2017 within the Boundaries of Said District**

Regular Meeting

Board President Chris Kloeppe called the Regular Meeting of the Board to order at 5:33 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, Assistant Superintendent Angela Smith, Assistant Superintendent Jennifer Ivory-Tatum, Executive Director of Human Resources Ken Kleber, Chief Financial and Legal Officer Tom Lockman, Director of Operations Paul Douglas

Approval of Agenda

Item 10H services Agreement with Rosecrance Champaign/Urbana was removed from the agenda. Member Shannon moved, with a second by Member Richards to approve the agenda as amended. The motion carried on voice vote. Ayes 7. Nays 0.

Guests

Representatives from CFT, local media and other interested persons

Executive Session

Member Shannon moved, with a second by Member Kloeppe, 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 5:34 p.m.

Open Session

The Board convened into *Open Session* at 6:05 p.m.

Action Agenda: New Business

Oath of Office – Student Ambassadors: Dr. Susan Zola

On July 8, 2013, the Board of Education approved the Student Ambassador Program. This program is part of the District's effort to engage and be responsive to all District stakeholders. The Student Ambassador Program is an opportunity for the Board of Education to hear student opinions, issues and concerns related to their experiences in District schools.

The following students will serve as Student Ambassadors to the Board of Education for the 2017-18 school year:

Central High School: Matthew Morgan
Centennial High School: Connor Hagen*, Kayla Campbell and Sahirah Ellis

*Connor will take the Oath of Office at the September 25th Board Meeting.

Board President Chris Kloeppe administered the Oath of Office to Matthew Morgan, Kayla Campbell and Sahirah Ellis.

Reports: New Business

Policy 440.03 Food Services – Charging Costs of Meals: Dan Casillas

This update represents the District's effort to continue to update its Board Policy and Procedures manual. The policy update is in response to the need to address a growing problem of delinquent lunch accounts in the District.

The District currently carries a significant balance due from parents of students who do not pay lunch charges regularly. This policy change is aimed to help eliminate that negative balance.

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 Brown 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.

Administrative Appointment – Director of Student, Family & Community Engagement: Ken Kleber

The position of Director of Student, Family & Community Engagement was advertised through the District's website. Three candidates were interviewed by a team consisting of District administration, certified staff, support staff and community partners. Ms. Katina Wilcher was selected for the position.

Ms. Wilcher began her career in 1991 as an Assistant Detention Officer for the Champaign County Youth Detention Center. In the years that followed, Ms. Wilcher maintained a high level of community involvement holding positions including Research Assistant for Harvard University School of Public Health, Caseworker for The Office of the Public Guardian, and Family Support Clinician for Provena Behavioral Health at Centerpoint. Since 2001, Ms. Wilcher has served Champaign Unit 4 Schools as a School Social Worker at Columbia Center, Stratton Elementary School, and Barkstall Elementary School. Ms. Wilcher is leaving Barkstall to join the Unit 4 administrative team as the Director of Student, Family & Community Engagement. She has also provided crisis intervention and stabilization supports through Courage Connection and Choices Inc.

Ms. Wilcher attended the University of Illinois at Chicago and earned a Bachelor of Arts in Criminal Justice in 1991. From there she continued her education at the University of Illinois at Urbana-Champaign where she earned a Masters of Social Work in 2001, a Masters of Education in 2011, and is currently a Doctoral candidate in their Education Program. In May 2017, Ms. Wilcher became a Licensed Clinical Social Worker.

The recommended salary for Ms. Wilcher is \$89,631 (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 Ms. Katina Wilcher as the Director of Student, Family & Community Engagement effective September 25, 2017 at the above-listed salary and appropriate fringe benefits.

Education to Careers & Professions (ECP) Program Structure and Coordinator Compensation: Ken Kleber

The District's Assistant Coordinator of Career Programs recently resigned to pursue other opportunities. As District Administration reviewed the duties associated with this position, as well as the duties of the Coordinator of Career Programs, it was determined that the best course of action at this time is to not fill the Assistant Coordinator position and instead reassign those duties to the Coordinator.

This action will save the District money and will allow time to conduct a thorough review of career programming supervision. The total compensation paid to the current Coordinator, Marc Changnon, will be increased by 6% above last year's total compensation. This figure (\$96,397) will allow the District to avoid penalties under the Illinois Municipal Retirement Fund (IMRF). Consolidating the two positions into one will result in a savings to the District of more than \$50,000.

Administration recommended that the Board of Education approve this recommended change.

Bills and Treasurer's Report – August: Tom Lockman

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

Minutes of August 14, 2017

The minutes were approved as presented.

Approval of Barkstall/Robeson Elementary Fire Alarm Repair Change Order No. 3: Tom Lockman

Paul Douglas has authority to approve change orders up to \$25,000. After that he 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.

CHANGE ORDER NO. 03		
CHANGE ORDER AUTHORIZATION	DESCRIPTION	AMOUNT
CO 03	Additional programming due to message re-recording. The phrase "fire" per the fire Marshall's request needed to be added. French and Spanish has been removed.	\$1,896.46
	TOTAL CHANGE ORDER NO. 03:	\$1,896.46

Administration recommended Board approval of the change order for Barkstall/Robeson Elementary School totaling \$1,896.46.

Services Agreement with Rosecrance Champaign/Urbana: Tom Lockman

This item was removed from the agenda.

Bid: Five 71-Passenger School Buses: Tom Lockman

Board Policy states that bids will be solicited when items are expected to exceed a total of \$25,000. Requests were sent to five vendors, posted on the District's website and advertised in the News-Gazette. Bids were received from one company which was opened on September 5, 2017. The bid for the five 71-Passenger School Buses was from Central States Bus Sales for \$397,885.

The buses will be lease purchased with the financing through American Capital and will be paid from the Transportation Budget starting in 2017-18.

Administration recommended Board approval of the bid from Central States Bus Sales for five 71-Passenger School Buses for \$397,885.

Approval of Land Surveying Agreement for South Side Elementary School/McKinley Field: Tom Lockman

One of the projects approved by District voters in the November 2016 referendum was the Expansion and Renovation of South Side Elementary. In order to move forward with design work, a boundary and topographic survey, conducted by Fehr Graham will need to be conducted. The agreement outlines the responsibilities of both the District and Fehr Graham for this part of the project. The total amount of \$22,012.00 includes all project expenses to complete the land surveying services.

Administration recommended approval of the Land Surveying Agreement with Fehr Graham for South Side Elementary for \$22,012.00.

Approval of Land Surveying Agreement with Berns, Clancy and Associates for Edison Middle School: Tom Lockman

One of the projects approved by District voters in the November 2016 referendum was the Expansion and Renovation of Edison Middle School. In order to move forward with design work, a boundary and topographic survey, conducted by Berns, Clancy and Associates will need to be conducted. The agreement outlines the responsibilities of both the District and Berns Clancy for this part of the project. The total amount of \$14,400.00 includes all project expenses to complete the land surveying services. Administration recommended approval of the Land Surveying Agreement with Berns, Clancy and Associates for Edison Middle School for \$14,400.00.

Approval of Land Surveying Agreement with Fehr Graham for the International Prep Academy: Tom Lockman

One of the projects approved by District voters in the November 2016 referendum was the Expansion and Renovation of the International Prep Academy. In order to move forward with design work, a boundary and topographic survey, conducted by Fehr Graham will need to be conducted. The agreement outlines the responsibilities of both the District and Fehr Graham for this part of the project. The total amount of \$14,464.00 includes all project expenses to complete the land surveying services.

Administration recommended approval of the Land Surveying Agreement with Fehr Graham for the International Prep Academy for \$14,464.00.

Adjournment

There being no further business, Member Shannon moved, with a second by Member Vazquez, to adjourn the meeting at 6:52 p.m. The motion carried on voice vote. Ayes 7. Nays 0.

Board Approved: October 10, 2017