

**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  
April 23, 2018 within the Boundaries of Said District**

Special Meeting

Board President Chris Kloeppe called the Regular Meeting of the Board to order at 5:31 p.m.

**Board Members Present**

Amy Armstrong, Gianina Baker, Chris Kloeppe, Kathy Richards, Kathy Shannon, Heather Vazquez (arrived at 5:35 p.m.)

**Board Member Absent**

Bruce Brown

**Staff Members Present**

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

**Approval of Agenda**

Member Richards moved, with a second by Member Baker to approve the agenda as presented. The motion carried on voice vote. Ayes 5. Nays 0.

**Guests**

Representatives from CFT, local media and other interested persons

**Executive Session**

Member Kloeppe moved, with a second by Member Richards, to adjourn into *Closed Session* in accordance with the Illinois Open Meetings Act (5 ILCS 120/2c) to consider Property Acquisition/Lease/Purchase 120/2(c)(5), Emergency Security Procedures 120/2(c)(8) and Student Discipline 120/2(c)(9). The motion carried on roll call. Ayes 5. Nays 0.

The Board convened into *Closed Session* at 5:33 p.m.

**Open Session**

The Board convened into *Open Session* at 6:02 p.m.

**Action Agenda: New Business**

Administrative Appointment – Robeson Principal: Ken Kleber

Member Shannon moved, with a second by Member Armstrong to approve the Administrative Appointment – Robeson Principal. The motion carried on roll call. Ayes 6. Nays 0.

The vacancy for the position of Robeson Elementary Principal for the 2018-2019 school year was recently announced. Six candidates participated in the Level I interview process conducted by District administration, licensed staff, classified staff, parents, and students. Two candidates returned for Level II interviews. Ms. Jessica Pitcher was selected as the Principal of Robeson Elementary effective July 1, 2018.

Ms. Pitcher currently serves as an Assistant Principal at Centennial High. She has held this position since August 2015. Prior to this role, Ms. Pitcher served as Assistant Principal of Kenwood Elementary from July 2013 through June 2015. She joined Unit 4 Schools in 2004 as

a science and technology teacher assigned to Jefferson Middle School. Ms. Pitcher also taught science at J.W. Eater Junior High in Rantoul from 2001-2004.

Ms. Pitcher holds a Bachelor of Science in Biology (2000) and a Master of Education in Curriculum and Instruction (2003), both from the University of Illinois. She earned her Master's in Educational Leadership from the American College of Education in Indianapolis, Indiana (2013).

The recommended salary for Ms. Pitcher is \$91,608, plus all appropriate Board-approved administrator benefits. Annual evaluation will be completed by the appropriate supervising administrator.

District administration recommended the appointment of Ms. Jessica Pitcher as Principal of Robeson Elementary beginning July 1, 2018 at the above-listed salary and appropriate fringe benefits.

Administrative Appointment – Barkstall Principal: Ken Kleber

Member Richards moved, with a second by Member Vazquez to approve the Administrative Appointment – Barkstall Principal. The motion carried on roll call. Ayes 6. Nays 0.

The vacancy for the position of Barkstall Elementary Principal for the 2018-2019 school year was recently announced. Five candidates participated in the Level I interview process conducted by District administration, licensed staff, classified staff, parents, and students. Two candidates returned for Level II interviews. Ms. Jessica Bradford was selected as the Principal of Barkstall Elementary effective July 1, 2018.

Ms. Bradford currently serves Danville District 118 as Principal of Garfield Elementary. She has held this position since August 2015. Prior to serving as a Principal in Danville, Ms. Bradford served that district as an Assistant Principal at South View Middle School for two years (2013-2015) and Mark Denman Elementary for two years (2011-2013). Prior to her administrative experience with Danville, Ms. Bradford worked with the Champaign R.E.A.D.Y. Program as a Special Education Teacher and Dean (2009-2011) and with Urbana Schools (2006-2009). Ms. Bradford holds an Associate of Science in Art from Parkland Community College (2001). She earned her Bachelor of Science in Special Education from Illinois State University (2003). Ms. Bradford holds both a Master of Science in Educational Administration (2009) and a Specialist Certificate in Education from Eastern Illinois University (2016).

The recommended salary for Ms. Bradford is \$93,372, plus all appropriate Board-approved administrator benefits. Annual evaluation will be completed by the appropriate supervising administrator.

District administration recommended the appointment of Ms. Jessica Bradford as Principal of Barkstall Elementary beginning July 1, 2018 at the above-listed salary and appropriate fringe benefits.

Administrative Appointment – Executive Director of Communications: Ken Kleber

Member Armstrong moved, with a second by Member Shannon to approve the Administrative Appointment – Executive Director of Communications. The motion carried on roll call. Ayes 6. Nays 0.

Since November 2016, the District has been working diligently to ensure the facilities projects approved by the voters are completed as promised. As we listen to community and staff input,

the District has determined that additional resources are needed to ensure the lines of communication internally and externally are strong.

The District's existing Communications team is responsible for ensuring our messaging is clear and meets the needs of our diverse stakeholders. A variety of key responsibilities fall under this department's purview: the District website, District social media accounts, Freedom of Information Act requests, branding, Schools of Choice coordination, and building and maintaining positive relationships with members of the media.

With the added responsibility of ensuring clear messaging related to a series of \$200+ million, multi-year facilities projects, it is simply unrealistic to expect a two-person Communications team to add these responsibilities to an already heavy workload. For these reasons, District administration recommended the creation of an Executive Director of Communications position and recommended the employment of Ms. Stephanie Stuart in that role.

Ms. Stuart holds a Bachelor's degree in Journalism from the University of Illinois (Urbana-Champaign). Ms. Stuart rejoins Champaign Unit 4 Schools from Parkland College, where she has served as Director of Marketing & Public Relations since March 2017. Prior to her work at Parkland, Ms. Stuart was the Director of Communications & Community Relations for Champaign Unit 4 Schools from July 2012-February 2017. During her previous tenure in Unit 4, Ms. Stuart successfully led communications efforts related to referenda and facilities work, making her return to Unit 4 at this time especially vital. From 2009-2012, Ms. Stuart worked as a Public Relations Specialist with Wolfram Research in Champaign. Prior to her work with Wolfram Research, Ms. Stuart worked as a Communications Consultant for CorePlanner, LLC and was the editor of Illini Media Company's *Buzz Magazine*.

The recommended salary for Ms. Stuart is \$102,490 (prorated from July 1), plus all appropriate Board-approved administrator benefits. The effective date of Ms. Stuart's appointment as Executive Director of Communications is tentatively slated to be May 14, 2018. Her exact start date will be determined in consultation with Human Resources and her salary will be prorated accordingly. Annual evaluation will be completed by the appropriate supervising administrator.

District administration recommended the appointment of Ms. Stephanie Stuart as Executive Director of Communications at a date mutually agreed upon by Ms. Stuart and Human Resources at the above-listed salary and appropriate fringe benefits.

**Reports: New Business**

**Schematic Design Presentation for South Side Elementary School Expansion and Renovation**

**Project: Tom Lockman**

In November 2016, District voters approved a facilities referendum to undertake facility improvement projects at several District facilities. Representatives from BLDD Architects presented an overview of the design process and work to date for the South Side project through the Schematic Design phase, including updated information on the design for the project based on the continued work undertaken by the design team and feedback received in several staff and user meetings. On April 3, the District hosted a Community Meeting at South Side Elementary School regarding the project where District staff as well as members of the design team were present to provide information and respond to questions. A budget estimate will be developed using this design and presented to the Board for approval at the May 14 Board meeting.

The Developmental Design phase of the project will commence as soon as possible after approval of the Schematic Design budget estimate. The schedule is intended to allow for

construction to begin at South Side Elementary by March 2019 for substantial completion of the project in August 2020.

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

Community Schools Update: Katina Wilcher

In the fall of 2016, a needs assessment was conducted to best determine the needs of our students and families. In the fall of 2017, using survey data, the District entered into community partnerships to support our efforts in meeting the needs of our students and families in the following areas: health support, social-emotional support, after school participation, academic support and technology, and parent engagement. While our community partnerships are growing, some of our most developed ones are Healthy Beginnings (through Carle), Parent CommUniversity (through CUAP), Don Moyer Boys and Girls Club, CU Park District, and U of I Extension. We are in the process of starting initiatives through Dream Girls Academy (at GH & BTW) and the University of Illinois College of Nursing. Although our current initiatives are generally provided at the Garden Hills campus, we are offering Parent CommUniversity to our families from all 3 campuses. We continue to work in conjunction with Carle, Christie Clinic, CUPHD and Promise Health to increase immunization compliance throughout the District.

We are currently supporting 3 academic interventionists, 2 teaching assistants, and a French speaking liaison through grant funds. We will also be supporting 2 interventionists for our summer programming which will be a partnership between CU Park District and the District. These positions are specific to academic support initiatives. We will assess the effectiveness of programming through surveys, various school records, etc.

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

Building Trauma-Informed Schools: Dr. Elizabeth deGruy

In September 2014, Unit #4 received the Project AWARE LEA Grant, a 2-year grant from SAMHSA which provided Youth Mental Health First Aid (YMHFA) training to district personnel and community members. Since that time, the District has entered into a partnership with the Center for Childhood Resilience at Chicago Lurie Children's Hospital to provide training on student interventions, professional development for staff members, and piloting of trauma-informed schools work at two buildings.

A timeline for staff development includes *Trauma 101* training and professional development for trauma-informed schools work. The District's trauma-informed schools work is currently funded with IDEA professional development monies.

The Special Education Department will provide annual updates to the Executive Team and Board regarding the number of staff members who participate in trainings and the action planning and outcomes at buildings.

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

Student Code of Conduct 2018-19: Orlando Thomas

The Discipline Equity/Advisory (DEA) Committee held meetings during the months of September-February for the purpose of revising the District's Student Code of Conduct for the 2018-19 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).

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 2018-19 school year. Additionally, staff development will take place throughout the school year on an as-needed basis. Printing and mailing costs are estimated to be \$7,900.

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 Jennifer Smith, attorney.

No action required; item submitted in draft form for review and revision prior to final action to be taken at the May 14, 2018 Board meeting.

2017 Bond Issue and Tax Rate Report: Tom Lockman

A brief update was provided to the Board of Education and the public regarding the results of the District's Series 2017 Bond Issue as well as the District's recently certified 2017 property tax rate. Financial considerations were outlined in the presentation.

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

**Action Agenda: New Business**

Construction Contracts and O'Shea Builders Contract Amendment Approval – Spalding Park Project: Tom Lockman

Member Shannon moved, with a second by Member Armstrong to approve Construction Contracts and O'Shea Builders Contract Amendment Approval – Spalding Park Project. The motion carried on roll call. Ayes 6. Nays 0.

In November 2016, District voters approved a facilities referendum to undertake facility improvement projects at several District facilities. At its meeting on December 11, 2017, the Board approved the initial design for the Spalding Park project. On January 31, the District hosted an Open House at Franklin Middle School regarding the Spalding Park project where Unit 4 and Champaign Park District staff, as well as members of the design and construction management teams, were present to provide information and respond to questions. At its meeting on February 26, the Board approved the final design and budget estimates for the project. The Champaign Park District Board of Commissioners also approved the final design and budget estimates for the project at its meeting on February 28.

The project took bids on April 10 and Administration requested Board approval of construction contracts for four of the bid packages as well as an amendment to O'Shea Builders' contract assigning these contracts to O'Shea Builders and allowing them to manage the construction in accordance with their base contract. Having reviewed all of the bid packages as well as budget management options with members of the project team and Champaign Park District, the remaining construction packages will be revised and rebid with the results of those bids coming to the Board for approval at its meeting on July 9.

Construction will commence as soon as possible after execution of the agreements and will continue into January 2019. This schedule is intended to allow the Central High School

baseball teams to utilize Spalding Park as its home facility for the Spring 2019 season. Completion of the Spalding Park project will also allow work to begin on the McKinley Field project.

For execution and management of the four contracts, O'Shea Builders has established a Guaranteed Maximum Price of \$950,520. Expenses for this project will be paid from referendum bond proceeds in the Capital Projects Fund and fund balance.

Administration recommended approval of the construction contracts, an assignment agreement to O'Shea Builders, and an amendment to O'Shea Builders' base contract.

Approval of Project Bids – 502 W. Windsor Road: Tom Lockman

Member Shannon moved, with a second by Member Kloeppel to approve the Project Bids – 502 W. Windsor Road. The motion carried on roll call. Ayes 6. Nays 0.

On February 12, 2018, the Board of Education approved a contract by deed for the acquisition of the building located at 502 W. Windsor Road. Acquisition of this property will allow the District to accommodate the necessary relocation of current Columbia programs and staff to allow for Dr. Howard students and staff to temporarily occupy that building, to best centralize the majority of its administrative operations at a single location, and to best utilize the District's existing facilities to support student achievement and meet District goals.

Limited renovations of the interior of the building are needed to facilitate the relocation, occupancy by District Staff, and the District's overall administrative functions. English Brothers Company was identified as the low bidder for this work at the bid opening on April 17. Administration requested Board approval of this bid in the amount of \$271,150 and authorization for the District to enter into an agreement with English Brothers for this work. Construction will commence as soon as possible after execution of the agreement and continue through June 2018. The work is phased to allow for the relocation of specific District staff from Columbia on a timeline that allows for the Dr. Howard campus to relocate to Columbia within a time frame that ensures that its facility project remains on schedule. Staff relocating to this building from other facilities will then be moved at a time which least disrupts administrative operations and ensures that facility work and restoration scheduled for building campuses over the summer is not impacted. Expenses for this project will be paid from the Operations & Maintenance Fund.

Administration recommended approval of the bid from English Brothers Company and authorization for the District to enter into an agreement for this work.

**Consent Agenda: New/Unfinished Business**

Member Shannon moved, with a second by Member Richards 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:

Human Resource Changes: Ken Kleber

The Human Resource Changes were approved as presented.

Bid – Custodial Supplies: 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 bidding process, the bid was posted on the District's website and advertised in the News-Gazette. Bids were received from thirteen vendors and opened on

March 8, 2018. Administration recommended the item-by-item award of these supplies to the lowest qualified bidder:

Chemical Maintenance	\$4,879.90
HP Products Corporation	692.40
Industrial Soap Company	1,132.36
Lorenz Supply Co	20,493.92
Pyramid School Products	3,746.00
Quill Corporation	1,582.70
Unipak Corp	<u>29,055.00</u>
	\$61,582.28

The initial cost for custodial supplies will be charged against the District's warehouse asset account and then charged to the individual schools expense accounts as supplies are ordered. Last year the bids for paper supplies totaled \$34,501.83. The increase in cost was the result of the inclusion of garbage can liners and an increase in quantities needed.

Administration recommended the item-by-item award of custodial supplies to the lowest qualified bidders as described above totaling \$61,582.28.

Bid – Magnet Grant Marquees: 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 bidding process, the bid was posted on the District's website and advertised in the News-Gazette. Bids were received from six vendors and opened on April 10, 2018. Administration recommended that Golden Rule Signs be awarded the bid for Magnet Grant Marquees at Garden Hills, Stratton and Franklin. Golden Rule Signs bid is for \$57,989.89 which will be paid from the Magnet Grant.

Administration recommended that the Board award the Magnet Grant Marquees bid to Golden Rule Signs for \$57,989.89.

Bid – Paper Supplies: 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 bidding process, the bid was posted on the District's website and advertised in the News-Gazette. Bids were received from eleven vendors and opened on April 6, 2018. Administration recommended the item-by-item award of these supplies to the lowest qualified bidder:

Bye-Mo'r	\$ 11,575.62
Contract Paper Group	149,760.00
HP Products Corporation	14,183.50
Lorenz Supply Co	2,448.00
Midland Paper Company	4,156.80
Paper 101	7,809.52
Veritiv Operating Co	<u>11,624.00</u>
	\$ 201,557.44

The initial cost for paper supplies will be charged against the District's warehouse asset account and then charged to the individual schools expense accounts as supplies are ordered. Last year the bids for paper supplies totaled \$141,333.80. The increase in cost was the result of the need to increase the amount of bond paper needed for District use.

Administration recommended the item-by-item award of paper supplies to the lowest qualified bidders as described above totaling \$201,557.44.

Bid – Moving 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 bidding process, the bid was posted on the District's website and advertised in the News-Gazette. Bids were received from five vendors and opened on March 29, 2018. Administration recommended that Jenkins & Key be awarded the bid for moving services for Dr. Howard Elementary School. Jenkins & Key's bid is for \$20,164.00 which will be paid from the Educational Fund.

Administration recommended that the Board award the Dr. Howard Moving Services bid to Jenkins & Key for \$20,164.00.

Approval of AT&T Utility Relocation Phase 1 – Central High School: Tom Lockman

In November 2016, District voters approved a facilities referendum to undertake facility improvement projects at several District facilities. On January 8, 2018, representatives from Perkins+Will and IGW Architecture presented drawings showing the Schematic Design phase for review. On February 12, 2018 representatives from O'Shea Builders presented the corresponding Schematic Design estimate for the Central High School project for approval.

Consistent with the approved plans, AT&T utilities will need to be relocated to avoid interference with construction of the planned additions at Central High School. This infrastructure relocation involves engineering, material, construction, and subcontractor costs and will be completed in two phases. Phase 1 involves relocating AT&T's underground services at Park Avenue (Lynn to New Streets) down to an area south of University Avenue and over to an existing manhole in Lynn Street. This enabling work is scheduled to take place during the summer of 2018 to prepare for the construction of the building addition in 2019. Phase 2 will involve relocations of a similar scope, but less magnitude, for areas north of Church Street in order to enable that part of the site for the future athletic fields. An official estimate for that work has been requested from AT&T. Please note that AT&T performs this work on an "actual cost basis", therefore once the work is complete and the final costs are known, any differing amount would need to be reconciled with the District. Those costs could be additional costs or a refunded amount. AT&T requires a signed invoice and payment in advance of scheduling the work. For execution and management of the AT&T invoice of \$218,125.89. Expenses for this project will be paid from referendum bond proceeds in the Capital Projects Fund and fund balance.

Administration recommended approval of the invoice and subsequent payment for Phase 1 of the AT&T Utility Relocation near the Central High School campus.

**Executive Session**

Member Shannon moved, with a second by Member Vazquez, to adjourn into *Closed Session* in accordance with the Illinois Open Meetings Act (5 ILCS 120/2c) to consider Evidence or testimony presented in Open Hearing or in Closed Hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in this Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning 120/2(c)(4), Property Acquisition/Lease/Purchase 120/2(c)(5), Emergency Security Procedures 120/2(c)(8), Student Discipline 120/2(c)(9), The placement of individual students in special education programs and other matters relating to individual students 120/2(c)(10) 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 7:51 p.m.

### **Open Session**

The Board convened into *Open Session* at 9:56 p.m.

### **Student Discipline**

Member Shannon moved, with a second by Member Vazquez that student #208995 should be expelled from Edison Middle School for the remainder of the 2017-18 school year and first semester of the 2018-19 school year for violating Conduct Code #34 Weapon-Related Activities of the Champaign Unit #4 Student Code of Conduct. The duration of the expulsion is based on the egregiousness of the violation of Code #34, prior discipline and other interventions attempted, continuing safety threat posed by student's presence at school and the significant detrimental impact of the student's conduct on the learning environment. The removal of the student from the learning environment is in the best interest of the school because the student's continuing presence would constitute a safety risk and disruption. 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 6. Nays 0.

Member Richards moved, with a second by Member Shannon that student #216317 should be expelled from Centennial High School for the remainder of the 2017-18 school year and first semester of the 2018-19 school year for violating Conduct Codes #18 Physical Confrontation with Staff and #19 Physical Confrontation with Student of the Champaign Unit #4 Student Code of Conduct. The duration of the expulsion is based on the egregiousness of the violation of Codes #18 and #19, prior discipline and other interventions attempted, continuing safety threat posed by student's presence at school and the significant detrimental impact of the student's conduct on the learning environment. The removal of the student from the learning environment is in the best interest of the school because the student's continuing presence would constitute a safety risk and disruption. 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 6. Nays 0.

### **Adjournment**

There being no further business, Member Shannon moved, with a second by Member Vazquez, to adjourn the meeting at 10:00 p.m. The motion carried on voice vote. Ayes 6. Nays 0.

Board Approved: May 14, 2018