

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

Regular Meeting

Board President Chris Kloeppe called the Regular Meeting of the Board to order at 5:44 p.m.

**Board Members Present**

Amy Armstrong, Gianna Baker, Chris Kloeppe, Kathy Richards, Kathy Shannon, Lynn Stuckey, Jonathan Westfield

**Staff Members Present**

Superintendent Judy Wiegand, Deputy Superintendent Laura Taylor, Assistant Superintendent Susan Zola, 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**

There was not a need for the Board to enter into Executive Session so some of the agenda items were moved up. Member Shannon moved, with a second by Member Armstrong 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

**Action Agenda: New/Unfinished Business**

Administrative Appointment – Westview Principal: Ken Kleber

Member Shannon moved, with a second by Member Westfield to approve the Administrative Appointment – Westview Principal. The motion carried on roll call. Ayes 7. Nays 0.

The position of Principal of Westview Elementary was advertised through the District's website and the Illinois Association of School Administrators' Job Bank. Eight candidates participated in Level I interviews and were interviewed by a team of representatives from District administration and the Westview community, including licensed staff, support personnel, parent representatives and student ambassadors. Two candidates returned for Level II interviews. Mr. Nick Swords was selected as Principal of Westview Elementary beginning with the 2017-2018 School Year.

Mr. Swords began his career in education at Northlawn Junior High School (Streator, Illinois) as a Social Studies Teacher where he served for seven years. Mr. Swords was then selected as Assistant Principal with Freeport Junior High (Freeport, Illinois). He served in this capacity for eight school terms. Mr. Swords has served as Principal of Freeport Middle School (formerly Freeport Junior High) for the past seven years. He will be leaving Freeport to join Unit 4 Schools as Principal of Westview Elementary beginning with the 2017-2018 school year.

Mr. Swords holds a Bachelor of Science degree in Social Sciences from Illinois State University (1995). He also holds a Master of Arts degree in General Administration from Chicago State University (2000). The effective date of Mr. Swords' appointment is July 1, 2017. The recommended salary for Mr. Swords is \$93,384.00, plus all appropriate Board-approved administrator benefits. Annual evaluation will be completed by the appropriate supervising administrator.

District administration recommended the appointment of Nick Swords as Principal of Westview Elementary School effective July 1, 2017 at the above-listed salary and appropriate fringe benefits.

Public Hearing – School Calendar Waiver: Maria Alanis

Member Stuckey moved, with a second by Member Westfield to open the Public Hearing-School Calendar Waiver. The motion carried on roll call. Ayes 7. Nays 0.

The District is seeking a five-year waiver of the school calendars. Public Act 96-0640 was enacted on August 24, 2009. This Public Act added new language to Section 24-2 of the Illinois School Code, 105 ILCS 5/2-3.25g stating that a school board or eligible entity is authorized to request a waiver or modification to the school calendar for use of banked time in 360-minute blocks (one full day) instead of six 120-minute blocks with early student dismissals as In-Service Days: ILCS 5/18-8.05 (F) (2) (d) (2).

Per the Champaign-Ford Regional Office of Education, districts are to hold a public hearing and submit the teacher institute/workshop days waiver/modification application to the Illinois State Board of Education (ISBE) every five years.

The District expects to see improvement in methods of instruction and student achievement under the waiver. The full-days will make scheduling of day care more convenient for working parents, and will increase the rigor, relevancy, and focus of professional development opportunities for District personnel.

The required notices for the public hearing have been sent to the newspaper, unions, and state legislators. After taking input during the public hearing, the Board should vote on the proposed Teacher Institute/Workshop Days waiver. There are no foreseen ADA implications that can impact District funding by the State of Illinois. A record of comments/concerns will be kept at the Mellon Building.

Administration recommended that the Board of Education hold a public hearing on the proposed school calendar waiver for submission to the Regional Office of Education.

The public hearing began at 6:24 p.m.

Maria Alanis provided clarification to the Board on the need for the waiver.

Hearing no comments from the public, Member Stuckey moved, with a second by Member Westfield to close the Public Hearing – School Calendar Waiver at 6:32 p.m. The motion carried on roll call. Ayes 7. Nays 0.

Member Westfield moved, with a second by Member Stuckey to approve the School Calendar Waiver. The motion carried on roll call. Ayes 7. Nays 0.

2017-2018 Staffing Requests: Ken Kleber

Member Stuckey moved, with a second by Member Westfield to approve the 2017-2018 Staffing Requests. The motion carried on roll call. Ayes 7. Nays 0.

District Administration met with each campus principal and District department heads to review current staffing and needs for the 2017-18 school year. An analysis of retirements through the District's 6% retirement incentive was also conducted. Based on this information, the Administration reallocated existing resources and positions across the District to maximize

efficiency. Additionally, the needs of the International Prep Academy were reviewed as it continues to grow into a full, twelfth elementary campus.

After all reallocations of existing funds, Administration requested approval and funding for the following staffing changes for the 2017-18 school year:

International Prep Academy:

- 2.0 Classroom Teachers
- 1.0 Special Education Teacher
- 1.0 Intervention/ESL Support
- 4 hours/day Library Clerk

Other Locations:

- Choice: Convert Secretary to Choice Specialist
- Custodial: Add 1 hour
- Early Childhood: Add an Early Childhood classroom, to be housed at Garden Hills
- ESL: Add Teachers at Barkstall, Bottenfield, Robeson, and Garden Hills
- High Schools: Add up to 4.0 FTE Academic Supports; add 2.0 FTE Social-Emotional Supports (may also be used District-wide as needed)
- Human Resources: Add an Administrative Assistant
- Technology: Add a CESP position to assist with ongoing development of training documents and online curricular resources account maintenance
- Transportation: Maintain, but reconfigure, three administrative positions (1 Director, 2 Assistant Directors)

The estimated cost of these additions after accounting for reallocation of existing resources is approximately \$282,000.

Administration recommended that the Board accept the recommendation of the positions as outlined above.

Authorization to Enter into an Agreement with Architectural Firm for Edison and Dr. Howard Projects: Tom Lockman

Member Shannon moved, with a second by Member Richards for Authorization to Enter into an Agreement with Architectural Firm for Edison and Dr. Howard Projects. The motion carried on roll call. Ayes 7. Nays 0.

On February 3, 2017, the District issued a Request for Qualifications for Architectural Services. A total of fourteen firms submitted statements of qualifications in response to the RFQ. District administrators reviewed the initial submissions and selected seven firms to make formal presentations to an eighteen-member selection team comprised of District administrators, staff, and two Board members on March 9, 2017. Based on these presentations, interviews, and subsequent reference checks, District administration recommended entering into negotiations with Ratio for Architectural services for the Edison and Dr. Howard projects. Terms will be negotiated with the selected firm.

Administration recommended authorization for administration to enter into an agreement with Ratio for Architectural services for the Edison and Dr. Howard Projects.

Authorization to Enter into an Agreement with a Construction Management Services Firm for the Edison, South Side and International Prep Academy Projects: Tom Lockman

Member Richards moved, with a second by Member Shannon for Authorization to Enter into an Agreement with a Construction Management Services Firm for the Edison, South Side and International Prep Academy Projects. The motion carried on roll call. Ayes 7. Nays 0.

On February 6, 2017, the District issued a Request for Qualifications for Construction Management Services. A total of seven firms submitted statements of qualifications in response to the RFQ. District administrators reviewed the initial submissions and selected three firms to make formal presentations to a fourteen-member selection team comprised of District administrators, staff, and two Board members on March 15, 2017. Based on these presentations, interviews, and subsequent reference checks, District administration recommended entering into negotiations with Broeren Russo/Midwest Construction Professionals for Construction Management Services for the Edison, South Side and International Prep Academy Projects. Terms will be negotiated with the selected firm.

Administration recommended authorization for administration to enter into an agreement with Broeren Russo/Midwest Construction Professionals for Construction Management Services for the Edison, South Side and International Prep Academy Projects.

Authorization to Enter into an Agreement with a Construction Management Services Firm for the Central and Centennial Projects: Tom Lockman

Member Shannon moved, with second by Member Armstrong for Authorization to Enter into an Agreement with a Construction Management Services Firm for the Central and Centennial Projects. The motion carried on roll call. Ayes 7. Nays 0.

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Administration recommended authorization for administration to enter into an agreement with O'Shea Builders for Construction Management Services for the Central and Centennial Projects.

Authorization to Enter into an Agreement with Architectural Firm for Central, Centennial and McKinley Field Projects: Tom Lockman

Member Armstrong moved, with a second by Member Shannon for Authorization to Enter into an Agreement with Architectural Firm for Central, Centennial and McKinley Field Projects. The motion carried on roll call. Ayes 6. Nays 1. Member Stuckey voted no.

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with Perkins+Will/IGW Architecture for Architectural services for the Central, Centennial and McKinley Field projects. Terms will be negotiated with the selected firm.

Administration recommended authorization for administration to enter into an agreement with Perkins+Will/IGW Architecture for Architectural services for the Central, Centennial and McKinley Field Projects.

Authorization to Enter into an Agreement with Architectural Firm for South Side and International Prep Academy Projects: Tom Lockman

Member Kloeppel moved, with second by Member Stuckey for Authorization to Enter into an Agreement with Architectural Firm for South Side and International Prep Academy Projects. The motion carried on roll call. Ayes 7. Nays 0.

On February 3, 2017, the District issued a Request for Qualifications for Architectural Services. A total of fourteen firms submitted statements of qualifications in response to the RFQ. District administrators reviewed the initial submissions and selected seven firms to make formal presentations to an eighteen-member selection team comprised of District administrators, staff, and two Board members on March 9, 2017. Based on these presentations, interviews, and subsequent reference checks, District administration recommended entering into negotiations with BLDD Architects for Architectural services for the South Side and International Prep Academy projects. Terms will be negotiated with the selected firm.

Administration recommended authorization for administration to enter into an agreement with BLDD Architects for Architectural services for the South Side and International Prep Academy Projects.

**Consent Agenda: Unfinished/New Business**

Member Richards moved, with a second by Member Shannon 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 – March: Tom Lockman

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

Minutes of March 13, 2017 and March 27, 2017

The minutes were approved as presented.

Bid – Robeson and Barkstall Fire Alarm Replacement: 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 bid process, bids were posted on the District's website, advertised in the News-Gazette as well as ePrismsoft. Bids were received from three vendors and opened on March 28, 2017. Staff recommended that the bid be awarded to Glesco Electric, Inc. for \$146,695. Robeson and Barkstall Fire Alarm Replacement costs of \$146,695 will be paid from the Capital Projects Fund. The engineer's estimate for the work was \$180,400.

Administration recommended the award of the bid for the Robeson and Barkstall Fire Alarm Replacement to Glesco Electric, Inc. for \$146,695.

Bid – Health Life Safety Work 2017: 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 bid process, bids were posted on the District's website, advertised in the News-Gazette as well as ePrismsoft. Bids were received from two vendors and opened on March 28, 2017. Staff recommended that the bid be awarded to Barber & DeAtley, Inc. for \$179,570 (Bid package 1 + Bid package 2 - Voluntary Alternate 1 - \$173,770 + \$8,800 - \$3,000 = \$179,570). Health Life Safety Work 2017 costs of \$179,570 will be paid from the Health Life Safety Fund. The budget allocated for this summer's work was \$176,655.

Administration recommended the award of the bid for the Health Life Safety Work 2017 to Barber & DeAtley, Inc. for \$179,570.

Approval of Resolution Authorizing Disposal of Unused, Broken, or Surplus Equipment: Tom Lockman

The Illinois School Code requires the Board of Education to approve the disposition of school district property. The District has two International buses that need to be retired: 2004 International VIN 1HVBBABP34H580770 and 2005 International VIN 4DRBUAFP65B979442. The buses are no longer able to transport students due to the amount of wear they have sustained and will be recycled for their scrap value.

Administration recommended that the two International buses be retired and recycled for scrap value.

**Adjournment**

There being no further business, Member Westfield moved, with a second by Member Stuckey, to adjourn the meeting at 6:43 p.m. The motion carried on voice vote. Ayes 7. Nays 0.

Board Approved: May 8, 2017