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

**Board Members Present**
Amy Armstrong, Gianina Baker, Bruce Brown, Kathy Shannon, Elizabeth Sotiropoulos, Heather Vazquez

**Board Member Absent**
Chris Kloeppel

**Staff Members Present**
Superintendent Susan Zola, Deputy Superintendent Laura Taylor, Assistant Superintendent Angela Ward, Executive Director of Human Resources Ken Kleber, Executive Director of Operations Paul Douglas

**Approval of Agenda**
Member Sotiropoulos moved, with a second by Member Shannon to approve the agenda as presented. The motion carried on voice vote. Ayes 6. Nays 0.

**Executive Session**
Member Shannon moved, with a second by Member Sotiropoulos, to adjourn into Closed Session in accordance with the Illinois Open Meetings Act (5 ILCS 120/2c) to consider Personnel 120/2(c)(1), Negotiations 120/2(c)(2) 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 5:33 p.m.

**Open Session**
The Board convened into Open Session at 6:07 p.m.

**Guests**
Representatives from CFT, local media and other interested persons

**Public Comments**
Amy Heggemeyer – Requested that a parent or caregiver from a neighborhood impacted by gun violence on the District’s Crisis Team.

Maria Battor – Would like a protocol to recognize transgender students’ names and pronouns.

Martha Mills - Would like a protocol to recognize transgender students’ names and pronouns.

Jenelle Thompson-Keene – Has concerns regarding how ALICE drills are done and is opposed to unannounced drills.

Dusty Frye – He talked about chemical pesticides and the benefits to students regarding natural lawn care. He invited the Board to a lunch at noon on October 17th at the Urbana City Building to learn about “Midwest Grows Green.”
Amy Aviram – Has concerns with the ALICE plan, communication, exemptions and encouraged the District to use trauma informed practices/standards.

Zev Alexander, Uniting Pride Center – Would like a protocol to recognize transgender students’ names and pronouns.

**Action Agenda: New Business**

**Administrative Appointment – Booker T. Washington STEM Academy Assistant Principal: Ken Kleber**

Member Sotiropoulos moved, with a second by Member Shannon to approve the Administrative Appointment – Booker T. Washington STEM Academy Assistant Principal. The motion carried on roll call. Ayes 6. Nays 0.

With the resignation of Brandi Boyd, the vacancy of Assistant Principal of Booker T. Washington STEM Academy for the 2019-2020 school year was announced. The position was advertised on the District’s website and other recruiting websites. Four (4) candidates were interviewed by a team of District administration, licensed staff, and support staff. Ms. Jacquelyn Teague was selected as the most outstanding candidate.

Ms. Teague is currently a Special Education Teacher at Barkstall Elementary School, a position she has held since July 2013. During her time at Barkstall, she has been a valuable and involved member of their staff. She serves as a member of the Risk Ratio Team and the Response to Intervention team (RtI), both in her building and at the District level. In addition to that, she is a member of the Curriculum Advisory Committee.

Ms. Teague holds a Bachelor of Arts in Special Education with a Learning Behavior Specialist I Endorsement from Eastern Illinois University (2013), and a Master of Arts in Teaching and Learning with Principal Licensure from Colorado State University-Global (2019).

The recommended salary for Ms. Teague is $65,355, plus all appropriate Board-approved administrator benefits. The effective date of employment is scheduled for July 30, 2019. This is a 215 days/year administrative position. Annual evaluation will be completed by the appropriate supervising administrator.

District administration recommended the appointment of Ms. Jacquelyn Teague as Assistant Principal of Booker T. Washington STEM Academy effective July 30, 2019 at the above-listed salary and appropriate fringe benefits.

**Administrative Appointment – Garden Hills Assistant Principal/Summer School: Ken Kleber**

Member Vazquez moved, with a second by Member Shannon to approve the Administrative Appointment – Garden Hills Assistant Principal/Summer School. The motion carried on roll call. Ayes 6. Nays 0.

With the appointment of Christina Ray as Assistant Principal of Westview Elementary, the vacancy of Assistant Principal/Summer School Principal at Garden Hills Elementary for the 2019-2020 school year was announced. The position was advertised on the District’s website and other recruiting websites. Six candidates were interviewed by a team of District administration, licensed staff, and support staff. Ms. Tracy Neitzel was selected for the position.

Since 2012 Ms. Neitzel has served as Assistant Principal of The High School of Saint Thomas More (STM) in Champaign. Prior to her role as an administrator at St. Thomas More, she was
an English Teacher with STM for nine years, and an English Teacher with Rantoul Township
High School for three years.

Ms. Neitzel holds a Bachelor of Arts in English Education (2000) from the University of Illinois,
Urbana-Champaign (2000) and a Master of Education in Educational Administration from
Eastern Illinois University (2010).

The recommended salary for Ms. Neitzel is $81,968 prorated from July 1, 2019, plus all
appropriate Board-approved administrator benefits. The effective date of employment is July
29, 2019. This is a 260 days/year administrative position. Annual evaluation will be completed
by the appropriate supervising administrator.

District administration recommended the appointment of Ms. Tracy Neitzel as Assistant
Principal/Summer School Principal of Garden Hills Elementary effective July 29, 2019 at the
above-listed salary and appropriate fringe benefits.

Administrative Appointment – Director of Teaching, Learning & Student Engagement: Ken
Kleber
Member Brown moved, with a second by Member Sotiropoulos to approve the Administrative
Appointment – Director of Teaching, Learning & Student Engagement. The motion carried on

With the resignation of Angelica Franklin, the vacancy of Director of Teaching, Learning, and
Student Engagement was announced. The position was advertised on the District’s website
and other recruiting websites. Four candidates were interviewed by a team of District
administration and licensed staff. Ms. E. Carolyn Bartolotta was selected for the position as
Director of Teaching, Learning and Student Engagement.

Ms. Bartolotta has worked with Unit 4 Schools as an educator during the school terms of 1999-
2004 and 2016 to present. Her roles included serving as Art Teacher assigned to Jefferson
Middle School, and most recently as an English as a Second Language Teacher and the
English Language Testing Coordinator. Her teaching experience outside of Unit 4 includes
serving as an Art Instructor with Crete-Monee School District 201U, teaching Elementary
Korean through the College of DuPage, instructing an online course for ESL certification
through the University of St. Francis, and Fine Arts & World Languages Department
Instructional Leader with Minooka Community High School District 111.

Ms. Bartolotta holds a Bachelor of Fine Arts from the University of Illinois at Urbana-Champaign
(1991), and an English as a Second Language endorsement and Korean endorsement from
Northeastern Illinois University (1999), a Master of Science in Educational Leadership from
Eastern Illinois University (2003), a Master of Science in Teacher Leadership from Olivet
Nazarene University (2011), and a Bilingual Endorsement from the University of Phoenix
(2018).

The recommended salary for Ms. Bartolotta is $97,161 prorated from July 1, 2019, plus all
appropriate Board-approved administrator benefits. The effective date of employment is July
18, 2019. This is a 260 days/year administrative position. Annual evaluation will be completed
by the appropriate supervising administrator.

District administration recommended the appointment of Ms. E. Carolynn Bartolotta as Director
of Teaching, Learning, and Student Engagement effective July 18, 2019 at the above-listed
salary and appropriate fringe benefits.
Administrative Appointment – Special Education Administrator (12 month): Ken Kleber
Member Sotiropoulos moved, with a second by Member Brown to approve the Administrative Appointment – Special Education Administrator (12 month). The motion carried on roll call. Ayes 6. Nays 0.

With the appointment of Andy O’Neil as the Director of Special Education, the position of 12-Month Special Education Administrator became vacant. The position was advertised through the District’s website and other recruiting websites. Five candidates were interviewed by a team of District representatives, including administration, licensed staff, and support staff. Ms. Cynthia (Cindy) Lockett was selected as 12-Month Special Education Administrator beginning with the 2019-2020 school year.

Ms. Lockett has been serving Unit 4 Schools as the 10-Month Special Education Administrator since August 2017. Ms. Lockett began her career in education as a Special Education Teacher teaching students with moderate to severe disabilities with Lake Havasu Unified School District in Lake Havasu, Arizona (1994-1996). After completing graduate school, Ms. Lockett joined Unit 4 as a School Psychologist serving Barkstall and Kenwood Elementary Schools (1999-2005). Ms. Lockett left the District to obtain her law degree. She returned to public education in 2009 with Unit 4 Schools served as a School Psychologist at Robeson and Westview Elementary Schools until her appointment as the 10-Month Special Education Administrator in 2017.

Ms. Lockett earned a Bachelor of Science in Special Education from the University of Illinois, Urbana-Champaign (1994). She then earned her Specialist in School Psychology from Eastern Illinois University in Charleston, Illinois (1999). Ms. Lockett earned her Juris Doctor from the University of Iowa College of Law in Iowa City, Iowa (2008), and her Master in Education from the University of Illinois, Urbana-Champaign (2014).

The recommended salary for Ms. Cynthia Lockett is $76,296.00 prorated from July 1, 2019, plus all appropriate Board-approved administrator benefits. The effective date of this appointment is July 29, 2019. This is a 260 days/year position. Annual evaluation will be completed by the appropriate supervising administrator.

District administration recommended the appointment of Ms. Cynthia Lockett as 12-month Special Education Administrator effective July 29, 2019 at the above-listed salary and appropriate fringe benefits.

Administrative Appointment – Special Education Administrator (10 month): Ken Kleber
Member Shannon moved, with a second by Member Vazquez to approve the Administrative Appointment – Special Education Administrator (10 month). The motion carried on roll call. Ayes 6. Nays 0.

With the appointment of Cindy Lockett as 12-Month Special Education Administrator, the position of 10-Month Special Education Administrator became vacant. The position was advertised through the District’s website and other recruiting websites. Candidates were interviewed by a team of District representatives, including administration, licensed staff, and support staff. Ms. Amy Magers was selected as 10-Month Special Education Administrator beginning with the 2019-2020 school year.

Ms. Magers began her career in education 2012 as a School Psychologist with Vermilion Association for Special Education. She remained with this program through June 2017. In August 2017, Ms. Magers joined Unit 4 Schools in the position of School Psychologist assigned to Centennial High School.
Ms. Magers earned a Bachelor of Science in Sociology/Women and Gender Studies from Loyola University, Chicago in 2009. She then earned her Master of Arts in Psychology from Northern Illinois University in 2010. She earned her Type 73 School Psychologist Certification, also from Northern Illinois University, in 2012. In 2018, Ms. Magers obtained her Masters in Educational Policy, Organization, and Leadership from the University of Illinois, Urbana-Champaign.

The recommended salary for Ms. Magers is $65,516 prorated from August 1, 2019, plus all appropriate Board-approved administrator benefits. The effective date of this appointment is August 12, 2019. This is a 215 days/year position. Annual evaluation will be completed by the appropriate supervising administrator.

District administration recommended the appointment of Ms. Amy Magers as 10-month Special Education Administrator effective August 12, 2019 at the above-listed salary and appropriate fringe benefits.

**Reports: New Business**

**Tier One Task Force Report: Angela Ward**

Angela Ward and Lisa Milkereit provided a report to the Board detailing recommendations from the Tier 1 Committee that address recent increases in elementary and middle school student enrollment.

The Board of Education requested Dr. Jennifer Ivory-Tatum and Mrs. Angela Ward create a task force comprised of teachers and administrators to review various options aimed at addressing growing capacity needs of the District. The Tier One Task Force members Angela Ward, Dr. Jennifer Ivory-Tatum, Mike Lehr, Jaime Roundtree, Peter Foertsch, Viodeldia Judkins, Angela Schoonover, Jonathan Kosvoski, Stephanie Eckels, Jen White, Lisa Milkereit, Dominique McCotter, Abigail Heras, Tracey Jones and Michelle Anderson met over the course of several months to brainstorm possibilities and vet options that would support an increased student population.

This report outlined the charge, philosophical discussions surrounding grade/school configurations, pros and cons related to potential recommendations, staffing implications, general considerations, and final short/long-term recommendations from the task force. The report is available on Boarddocs.

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

**Action Agenda: New Business**

**Approval of One-Year ALICE Implementation Plan: Orlando Thomas**

Member Sotiropoulos moved, with a second by Member Vazquez for approval of the One-Year ALICE Implementation Plan. The motion carried on roll call. Ayes 6. Nays 0.

During the 2017-2018 school year, the District Crisis Team, comprised of representatives from police, fire, CFT, CESP, and District and building administration, was formed and met monthly to complete initiatives related to a multi-faceted crisis plan which included a three-year ALICE implementation plan. In light of changes to the law that governs school safety drills and after garnering feedback from school administrators, committee members and parents, the three-year ALICE plan has been changed to a one-year plan subject to revision annually. The new law requires student participation in active shooter (ALICE) drills unless an exemption has been granted by the building principal. The Board of Education will provide direction regarding exemption criteria.
Other crisis planning updates for 2019-20 include:

- Combining the Safety Advisory Committee with the District Crisis Team to streamline crisis planning and including parents and a social worker to the Committee.
- Overseeing school crossing guards, a responsibility formerly done by Champaign police.
- Revising the elementary ALICE student presentation with recommendations from District social workers.
- Providing four-hour ALICE overviews for parents.
- Completing four-hour ALICE overview for all staff (final training this month).
- Sending letter to parents informing them of new law and updates to crisis planning efforts.

Staff and developmentally appropriate student surveys will be administered.

Administration recommended approval of the one-year ALICE implementation plan.

**Robeson Playground Equipment and Surfacing: Paul Douglas**

Member Sotiropoulos moved, with a second by Member Armstrong for approval of Robeson Playground Equipment and Surfacing. The motion carried on roll call. Ayes 6. Nays 0.

The District has been collaborating with Robeson Elementary Principal Jessica Pitcher and members from Robeson’s PTA. With inclement weather, Robeson’s playground condition becomes inaccessible because of major drainage issues. Standing water can exist well beyond a week after inclement weather has occurred. In addition, Robeson’s playground equipment is outdated and inoperable on some structures that currently exist onsite. The estimated playground equipment cost is $78,000 and playground rubber mulch is $11,000. This does not include site improvement for drainage.

Administration recommended approval to use GameTime c/o Cunningham Recreation to purchase Robeson’s playground equipment and Play & Park Structure for rubber mulch.

**Approval of Firms to Provide Underwriting Services: Seth Hansen**

Member Shannon moved, with a second by Member Sotiropoulos for approval of Firms to Provide Underwriting Services. The motion carried on roll call. Ayes 6. Nays 0.

In 2010, the District issued $86,758,095.75 in Alternate Revenue Bonds over four series A, B, C & D with the source of repayment from the County School Facility Tax. The District is proposing to call and reissue the 2010 Series B with a par value of $49,790,000.00 and 2010 Series D bonds with a par value of $20,140,000.00 that have a callable date of June 2019.

The District has undertaken a process to select the underwriting firm(s) to best serve the District relative to the refunding of the 2010 series B and D bonds. A Request for Proposals for Underwriting Services was issued by the District on July 11, 2019. The RFP was publicly available, advertised on the District’s website and in the News-Gazette, and was distributed to a group of eight potential underwriters.

The District received 11 proposals in response to the RFP. Following a review of these proposals and subsequent interviews, the District is recommending the following underwriters to comprise the pool of firms to provide underwriting services for the District’s 2010 Series B and D bond refunding. Financial implications will be determined based on pricing.
Underwriters:
Stern Brothers, Inc.
Stifel & Backstrom
Wells Fargo

Administration recommended approval of the identified teams to comprise the pool of firms to provide underwriting services for the refunding of the District's 2010 Series B and D bonds.

Establish and Charge Board Finance Committee: Dr. Susan Zola/Guy Cahill
Member Sotiropoulos moved, with a second by Member Shannon to Establish and Charge Board Finance Committee. The motion carried on roll call. Ayes 6. Nays 0.

Historically the Board of Education has had a standing Finance Committee. The same has been in place to cultivate a climate of stakeholder feedback and transparency. Over the years and with different administrations, district needs and priorities, the Finance Committee has re-focused, changed names and reflected the areas of focus of the day including more recently referendum passage, capital construction projects and the like. Left in the void had been yearly matters of on-going organizational concern from financing, budgets, borrowing, long-range forecasting, equity (financial), planning, programming and staffing.

As complex an organization as the District and the amount of monies entrusted to the same, it is consistent with the culture to be transparent in its operation and involve the community. The current Board of Education is desirous to re-establish the Committee. On-going, continued involvement of stakeholder members and the conduct of regular meetings of substance by the committee.

FINANCIAL IMPLICATIONS: $500.00 (Overtime salaries, stipends - 3rd party, refreshments).

Administration recommended that the Board of Education re-establish and charge a Standing Board Finance Committee consistent with the Committee Charge including goals, objectives, activities, make-up, schedule and budget.

Consent Agenda: New Business
Member Shannon moved, with a second by Member Sotiropoulos to approve the Consent Agenda – Unfinished/New Business. The motion carried on roll call. Ayes 6. Nays 0.

The following Consent Agenda items were approved:

Furniture Purchase Orders – South Side Elementary Additions and Renovation: Sandra Roesler
In November 2016, District voters approved a facilities referendum to undertake facility improvement projects at several District facilities.

On March 11, 2019, the Board of Education approved the Phase 2 Re-bid contracts and an associated Guaranteed Maximum Price Amendment to Broeren Russo Builders Inc. for execution and management of these contracts. A corresponding total project budget of $12,097,041 was also approved. The total project budget included a line item for furnishings of $350,000.

Administration requested Board approval of $345,500 for purchase of furnishings to equip South Side Elementary School. These purchases will provide for delivery of furnishings in two phases. Phase 1 furniture will outfit the majority of the addition after its substantial completion on December 24, 2019. This date allows for occupancy in January 2020. Phase 2 furniture will
fill out furniture needs for the addition and equip the existing building following substantial completion of renovations in August 2020.

Administration recommended approval of the purchases orders totaling $345,500 to provide furnishings.

**Resolution to Provide for a Public Hearing on Tentative 2020 Budget: Dr. Susan Zola/Guy Cahill**
The Illinois School Code requires that at least one public hearing be conducted prior to the adoption of the annual budget. In addition, the District must advertise for at least 30 days prior to the public hearing that the tentative budget is available for public inspection. The advertisement will appear in the August 13\textsuperscript{th} edition of the News-Gazette. The resolution sets the time for the public hearing on the 2020 Budget to be 5:30 pm on September 23, 2019.

A Finance Committee will be convened and a presentation to the Board made subsequent to this action but prior to final adoption so as to provide further input from the Board as may be desired. Dates and times for the same to be determined. Approval of the budget permits payment of District expenditures until final budget adoption.

Administration recommended Board approval of the accompanying Resolution to Provide for a Public Hearing on the Tentative 2020 Budget and its publication in the News-Gazette.

**Human Resource Changes: Ken Kleber**
The Human Resource Changes were approved as presented.

**Terminate Municipal Advisor Contracts (2): Dr. Susan Zola/Guy Cahill**
In her Board Update of July 11, Superintendent Dr. Susan Zola advised the Board of Education of Administrations (Consultants) forthcoming recommendation – made in the context of a proposed bond refunding – of its intent to terminate certain Municipal Advisor (MA) contracts: Ehlers and Comer Capital. On July 12\textsuperscript{th} a Letter of Intent to terminate the May 1, 2015 – April 30, 2020 Agreements with the aforesaid was sent “certified mail, return receipt.” This action was recommended based (i) balancing the “fiduciary” (vs. “fair dealing”) standard of having an MA (going over direct to an Underwriter) for the proposed refunding, the premium cost incurred for such fiduciary and all the same given the refunding (straightforward) nature of this transaction; and, (ii) upon two seemingly unrelated but suspiciously timed events: Ehlers advising the District (and the District confirming) that its co-underwriting partner Comers Capital was under SEC Investigation for fraud (supplying the District with unflattering news articles) and, separately, of its (Ehlers) desire to raise its fees for service, the coincidence or timing of the two events having not gone unnoticed. (See also Exhibit 1. (Memo) “RFP for Underwriting Services – Proposed Refunding Bond.”)

Residual moneys earned, if any, by MA’s for services provided on initial refunding work thru date of Notice of Intent that had not been invoiced; Any such fees would be subject to their contractual hourly rates, backed up with itemization and likely inconsequential.

Responses to the District’s RFP for Underwriting Services suggest that a direct placement with one or more underwriters will ameliorate any “fiduciary” concerns by (i) the “like-nature” (or competitiveness) of the responses from the Underwriters and the same giving comfort that the “fair dealings” standard has been satisfied; and, (ii) no costs being incurred for such comfort.
Administration recommended that the Board of Education terminate immediately, upon 30-days advance notice having been given of its intent, the May 1, 2015 – April 30, 2020 Agreements with Ehlers and Comer Capital for Municipal Advisor Services.

Minutes of July 8, 2019 and July 24, 2019
The Minutes were approved as presented.

Bank Signature Authorizations FY20: Michele Johnson
By direction of the Board, two signatures are required on all checks written against checking accounts for the District. A revised list of staff to be authorized as co-signatures on respective accounts for fiscal year 2019-2020 was provided to the Board.

Administration recommended Board approval of the listing on the respective banking accounts for fiscal year 2019-2020.

Closed Session Minutes: January 2019 – June 2019
The Closed Session Minutes were approved as presented.

Bills and Treasurer’s Report – July: Michele Johnson
The Bills and Treasurer’s Report – July was approved as presented.

Policy 415.05 Use of Credit and Procurement Cards: Dan Casillas
This policy, administrative procedures, and exhibit represents the District’s effort to establish guidelines for the use of District credit and procurement cards and to update Board Policy. This draft policy has been written incorporating feedback from the Policy Committee, Board members, Administration, the Board’s Attorney, and others. District in-service training will be provided for all Administrators. Highlights of the policy and its attachments include:

- An explanation of the purpose of P-Cards
- Directions for users on the appropriate use of P-Cards
- Requirements for documentation of purchases
- Additional approval processes for high dollar purchases
- Restrictions on certain types of purchases and provisions for limiting transactions at certain merchants
- Monitoring of card issuance and reconciling transactions
- Consequences for violations of the policy
- Monthly monitoring by the Board

Administration recommended approval of this policy.

Policy 520.10 General Personnel – Expense Prepayment & Reimbursement: Dan Casillas
The Board regulates the advancement and reimbursement of all travel, meal, registration fees and lodging expenses by resolution. This policy update clarifies that all expenses are subject to the same regulations, regardless of whether they are advanced or reimbursed, in addition to some other changes for consistency with other policies and procedures. District in-service training will be provided for all administrators.

The maximum allowable reimbursement for travel, meal and lodging expenses has been set at $450/day, per person.

Administration recommended approval of this policy.
Policy 420.03 Fiscal Management – Accounting and Reporting – Audits: Dan Casillas
This policy and administrative procedures represents the District’s effort to update guidelines for accounting and audits as well as regulations for compliance with the Grant Accountability and Transparency Act (GATA).

The School District’s accounting and audit services shall comply with the Requirements for Accounting, Budgeting, Financial Reporting, and Auditing, as adopted by the Ill. State Board of Education (ISBE), State and federal laws and regulations, and generally accepted accounting principles. In alignment with best practices contained in ISBE’s Fiscal Procedures Handbook, the District is proposing a Fraud, Waste, and Abuse Awareness Program, which includes employee reporting procedures for suspected fraud, waste, or abuse. This policy will replace current Board Policy 420.03 (Audits) and current Board Policy 420.04 (Inventories) since the language herein is a more recent version of those two policies. District in-service training will be provided for all administrators.

Administration recommended approval of this policy.

Administrator Fringe Benefits: Dr. Susan Zola & Ken Kleber
District administration is recommended the Board approve the revision to the salary and fringe benefits package for Administrators in order to bring the document into alignment with recent changes to Illinois law. (The CFT contract already accounts for this change.) Financial implications will vary yearly depending on the retirement eligibility status of currently employed administrators.

Administration recommended that the Board of Education approve this policy update.

Approval of Proposal for Yearbook Services: Paul Douglas
Board policy states that bids will be solicited when items are expected to exceed a total of $25,000. A request for proposal was posted on the District’s website and advertised in the News-Gazette. Qualifying proposals were received from five vendors and opened on July 5, 2019. Administration recommended that the proposal for yearbook services be awarded to Walsworth Publishing Company for SY2020 with the option of two additional years based on satisfactory performance.

Administration recommended Board approval of Walsworth Publishing Company for High School Year Book services in SY2020 with an option for two additional years based on satisfactory performance.

Bid – Paper Supplies: Paul Douglas
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 four vendors and opened on April 26, 2019. Administration recommended the item-by-item award of these supplies to the lowest qualified bidder:

<table>
<thead>
<tr>
<th>Company</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veritiv Operation Company</td>
<td>$185,794.00</td>
</tr>
<tr>
<td>School Specialty, Inc.</td>
<td>36,618.36</td>
</tr>
<tr>
<td>Lorenz Supply Co</td>
<td>27,297.60</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$249,709.96</strong></td>
</tr>
</tbody>
</table>

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 bid total was $201,491.52. The increase in cost is the result of an increase in quantities needed and cost increase on paper goods.

Administration recommended the item-by-item award of paper supplies to the lowest qualified bidders as described above totaling $249,709.96.

Approval of RFP for Web Site Redesign: John Lyday/John Gutzmer
The Unit 4 communications department is committed to providing information to our staff, students and families in a manner that is accurate, engaging and easy to access. Beginning in 2016, several issues were identified with the current web platform that were impeding the District from meeting those goals. Over the past year, the communications team, with consultation from IT, has developed an RFP based on the usability requirements and various technical needs of the District. At the March 11th meeting of the Board of Education, a presentation was given that highlighted some of the deficiencies of the current platform, some patches we planned to make, and our long term plan to proceed with an RFP for a new hosting and development platform.

Board policy states that requests for proposals will be solicited when items are expected to exceed a total of $25,000. Formal requests were mailed to vendors on March 18th, 2019 inviting the submission of sealed bids for a website redesign and hosting of the District’s web presence. The invitation and specifications for the RFP were also posted on the District’s website. Bids were received from six companies and were opened on April 23rd, 2019. An initial review was conducted and the proposals were narrowed to the three that most closely met the District’s requirements.

Each of those three provided Champaign Schools with a test environment to further evaluate the individual platforms and to ensure they met the District’s usability and security needs. After a thorough evaluation, the District determined that the proposal from West Interactive Services Corporation was the best fit for Champaign Unit 4. A cost summary of the proposals from the three finalists is listed below.

<table>
<thead>
<tr>
<th>Company</th>
<th>Initial Setup</th>
<th>Annual Cost</th>
<th>5 Year Amortized Cost</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>West Interactive</td>
<td>$38,000.00</td>
<td>$13,000.00</td>
<td>$20,600.00</td>
<td>Includes up to $25,000 of initial customizations</td>
</tr>
<tr>
<td>Finalsite</td>
<td>$0</td>
<td>$32,270.00</td>
<td>$32,270.00</td>
<td></td>
</tr>
<tr>
<td>Juicebox</td>
<td>$95,760.00</td>
<td>$9,320.00</td>
<td>$28,472.00</td>
<td>Additional Support Costs</td>
</tr>
</tbody>
</table>

It was recommended the bid for the Champaign Unit 4 Web redesign and hosting be awarded to West Interactive Services Corporation. The Communications department will utilize existing staff to manage and implement the migration to the new platform. Following the approval of this purchase, the District will enter into an agreement with West Interactive Services Corporation for the redesign and hosting of the District’s web presence.

Administration recommended that the bid for the Champaign Unit 4 Web redesign and hosting be awarded to West Interactive Services Corporation.
Resolution Authorizing Disposal of District Personal Property: Paul Douglas
The Illinois School Code requires Board of Education approval of the disposition of District property. The District has identified such personal property which is no longer needed for District purposes. A Board Resolution is required in order to dispose of this surplus property.

Administration recommended that the Board of Education approve the disposal of personal property identified in the Resolution.

Contract for Consultant Services – Guy M. Cahill & Associates, Inc.: Dr. Susan Zola
The contract was approved as presented.

Adjournment
There being no further business, Member Shannon moved, with a second by Member Sotiropoulos to adjourn the meeting at 8:56 p.m. The motion carried on voice vote. Ayes 6. Nays 0.

Board Approved: September 9, 2019