

**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  
August 14, 2017 within the Boundaries of Said District**

Regular 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, 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 Vazquez 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

**Executive Session**

Member Richards moved, with a second by Member Shannon, 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 5:33 p.m.

**Open Session**

The Board convened into *Open Session* at 6:04 p.m.

**Reports: New Business**

Building for the Future Update: Tom Lockman

On Tuesday, November 8, 2016, the resolution put forth by the Board of Education to issue up to \$183.4 Million in bonds, was approved by the voters. The plan as outlined in the resolution will impact six of our schools; Central High School, Centennial High School, Edison Middle School, Dr. Howard Elementary, International Prep Academy and South Side Elementary.

As the District moves forward with this project, the Board was provided updates on the efforts to organize the Referendum Oversight Committee as well as the next steps necessary in the financing process for these construction projects.

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

**Action Agenda: New Business**

Resolution to Provide for a Public Hearing on Tentative 2018 Budget: Tom Lockman

Member Shannon moved, with a second by Member Armstrong to approve the Resolution to Provide for a Public Hearing on Tentative 2018 Budget. The motion carried on roll call. Ayes 7. Nays 0.

The Illinois School Code requires that at least one public hearing be conducted prior to the adoption of the annual budget. In addition, the school 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 25th edition of the News-Gazette. As such, the following resolution sets the time for the public hearing on the 2018 Budget to be 5:30 p.m. on September 25, 2017. This allows the District to spend monies until final adoption of the budget.

Administration recommended that the Board approve the "Resolution to Provide for a Public Hearing on the Tentative 2018 Budget" and its publication in the News-Gazette.

**Consent Agenda: Unfinished/New Business**

Member Shannon moved, with a second by Member Richards 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 – Dr. Howard Assistant Principal: Ken Kleber

The position of Assistant Principal of Dr. Howard Elementary was advertised through the District's website and the Illinois Association of School Administrators job bank. Eleven candidates were interviewed by a team consisting of Dr. Howard administration, certified staff and support staff. Ms. Alison Hampton was selected as the Assistant Principal of Dr. Howard Elementary effective with the start of the 2017-2018 school year.

Ms. Hampton began her teaching career in 1994 as an elementary teacher with McClean County Unit District #5. In 2007, Ms. Hampton was selected as the Principal of Carlock Elementary School with Unit #5. She held this administrative position for eight years. In 2015, she became the Assistant Principal of Bloomington Junior High. She leaves this position to join Unit #4 Schools as Assistant Principal of Dr. Howard Elementary.

Ms. Hampton attended Illinois State University and earned a Bachelor of Science in Education in 1990 and a Master of Science in Educational Administration in 2003. The recommended salary for Ms. Hampton is \$67,126.00, plus all appropriate Board-approved administrator benefits. Annual evaluation will be completed by the appropriate supervising administrator.

District administration recommended the appointment of Ms. Alison Hampton as an Assistant Principal of Dr. Howard Elementary effective August 1, 2017 at the above-listed salary and appropriate fringe benefits.

Ratification of CESP Contract Addendum Tentative Agreement: Ken Kleber

On April 18, 2017, the Champaign Educational Support Professionals (CESP) submitted a demand to bargain the wages, hours, and terms and conditions of employment for the nurse positions certified on March 20, 2017 by the Illinois Educational Labor Relations Board to be included in the CESP bargaining unit. On July 12, 2017, the parties reached a Tentative Agreement. On July 20, 2017, the CESP Executive Board ratified the Tentative Agreement. The Tentative Agreement must now be approved by the Board of Education. The Tentative Agreement does not require the addition of personnel. The employee wage schedule was included the Addendum. Other financial changes were also included.

Administration recommended that the Board approve the Addendum to the Collective Bargaining Agreement with the Champaign Educational Support Professionals.

Lead Nurse Group and Benefits Package: Ken Kleber

As part of its comprehensive review of District nursing services during and after negotiations with CESP, the District reviewed the responsibilities of the Lead Nurse. The approval of the Addendum to the CESP contract will cause the level of responsibility associated with the position to grow and include more supervision, evaluation, and facilitation of professional development activities for nursing staff.

For these reasons, District Administration recommended that the Lead Nurse position be moved from the District Support Personnel (DSP) group to the Non-Licensed Administration group. This change better reflects the new responsibilities associated with the position.

The annual salary for the position will remain unchanged. The total cost of the adjustment is the difference in all Board-approved benefits (dental insurance, a larger term life insurance value, and an increased leave allotment).

Administration recommended that the Board of Education approve the above recommended group and benefits package changes.

Bills and Treasurer's Report – July: Tom Lockman

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

Minutes of July 10, 2017 and July 11, 2017

The minutes were approved as presented.

Approval of Project Management Team Agreement – Perkins+Will/IGW Architecture: Tom Lockman

On Tuesday, November 8, 2016, the resolution put forth by the Board of Education to issue up to \$183.4 Million in bonds was approved by District voters. The plan as outlined in the resolution will impact six District schools: Central High School, Centennial High School, Edison Middle School, Dr. Howard Elementary, International Prep Academy and South Side Elementary.

As the District moves forward with these projects, the Board has determined that it is in the best interest of the District to enter into this Agreement for Consulting Services with Perkins + Will for services related to the management of the upcoming building projects. The Board shall pay Perkins + Will the fee specified in Appendix A of the Agreement.

Administration recommended that the Board approve this Agreement with Perkins + Will.

Approval of Project Management Team Agreement – O'Shea Builders: Tom Lockman

On Tuesday, November 8, 2016, the resolution put forth by the Board of Education to issue up to \$183.4 Million in bonds was approved by District voters. The plan as outlined in the resolution will impact six District schools: Central High School, Centennial High School, Edison Middle School, Dr. Howard Elementary, International Prep Academy and South Side Elementary.

As the District moves forward with these projects, the Board has determined that it is in the best interest of the District to enter into this Agreement for Project Management Team Services with

O’Shea Builders for services related to the management of the upcoming building projects. The Board shall pay O’Shea Builders the fee specified in Appendix A of the Agreement.

Administration recommended that the Board approve this Agreement with O’Shea Builders.

Policy 435.21 – Transportation for Foster Care Children: Dan Casillas

This policy update represents the District’s effort to continue to update its Board Policy and procedures manual. This newly proposed policy item established 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 will be agreed upon on a case-by-case basis between the District and the appropriate child welfare agency.

Administration recommended approval of this new policy initiative.

Policy 520.10 & Exhibit Resolution – Personnel Expenses: Dan Casillas

The policy update represents the District’s effort to continue to update its Board Policy and Procedures manual. During the 99<sup>th</sup> 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 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.

Administration recommended approval of this new policy initiative.

Amendment to and Renewal of Memorandum of Understanding with Champaign Park District – Barkstall & Stratton: Tom Lockman

On June 16, 1997, Unit 4 Schools and the Champaign Park District entered into an Intergovernmental Cooperation Agreement to address the construction and utilization of expanded gymnasium space at Barkstall and Stratton Elementary Schools. The Amendment and Renewal to that Agreement updates the terms and brings the agreement in line with current practices.

Administration recommended approval of this Amendment to and Renewal of Intergovernmental Cooperation Agreement between Champaign Unit 4 Schools and the Champaign Park District.

Approval of Barkstall/Robeson Elementary Fire Alarm Repair Change Order No. 2: Tom Lockman

Executive Director of Operations Paul Douglas has authority to approve change orders up to \$25,000. After that, he must consult the Board President and a designated Board Member before signing the paperwork which leads to a change order. This process was adhered to. It was necessary for the entire Board of Education to approve the following change orders processed through July 2017.

<b>CHANGE ORDER NO. 02</b>		
<b>CHANGE ORDER AUTHORIZATION</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
CO 02	Additional devices were found that needed to be replaced. Also, additional work was required to connect the pre-action fire protection system into the fire alarm system.	\$7,410.17
	<b>TOTAL CHANGE ORDER NO. 02:</b>	<b>\$7,410.17</b>

Administration recommended Board approval of the change order for Barkstall/Robeson Elementary School totaling \$7,410.17.

Champaign-Urbana Schools Foundation Financial Support: Tom Lockman

Over the last several years, the Champaign-Urbana Schools Foundation has done a tremendous job of supporting the District and our teachers. In order to continue this level of support the Foundation is requesting that the District contribute \$15,000 to their operations.

Administration recommended Board approval of a maximum annual contribution of \$15,000 to the Champaign-Urbana Schools Foundation.

Approval of Robeson Cafeteria Equipment Bid: 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 and advertised in the News-Gazette for Robeson Cafeteria Equipment. Bids were received from 4 vendors and opened on August 7, 2017. The lowest bid was received from KEC Design for \$30,686.00. The Robeson Cafeteria Equipment costs will be charged to the 2017-18 Food Service budget.

Administration recommended that the Board approve the Robeson Cafeteria Equipment bid to KEC Design for \$30,686.00.

Approval of Land Surveying Agreement for Spalding Park: Tom Lockman

One of the projects approved by District voters in the November 2016 referendum was the construction and enhancement of baseball and tennis facilities at Spalding Park for use by Central High School and Franklin Middle School athletes. The District continues to work in collaboration with the Champaign Park District on this project. In order to move forward with design work, a boundary and topographic survey will need to be conducted. MSA Professional Services completed a similar survey on the property for the Champaign Park District in September 2014 and would agree to update that survey, resulting in a shorter time period for completion and a lower cost to the District. The total amount of \$2,500 includes all labor, overhead and project related expenses to complete the land surveying services.

Administration recommended approval of the Land Surveying Agreement with MSA Professional Services for Spalding Park for \$2,500.

Resolution Authorizing an Interfund Loan from the Educational Fund to the Transportation Fund: Tom Lockman

A short-term interfund loan from the Educational Fund to the Transportation Fund is needed to provide for the timely payment of transportation-related expenses incurred by the District. Planned but significant one-time expenses (primarily the completion of the new Transportation Facility) have reduced the available fund balance in the Transportation Fund. Reviewing this information in the context of categorical payments for Transportation purposes which have been delayed more than six months, this short-term loan is necessary to best maintain adequate cash flow and fund balances. By law, the District must repay and retransfer this loan within three years; however, the District intends to repay this amount within one year with or prior to receipt of funds distributed via the 2018 levy.

Administration recommended approval of this Resolution Authorizing an Interfund Loan from the Educational Fund to the Transportation Fund.

Approval of McKinley Field House/Columbia Center/Jefferson Middle School/Franklin Middle School Health Life Safety Change Order No. 1 & 2 Bid Package No. 1: 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.

<b>CHANGE ORDER NO. 01</b>		
<b>CHANGE ORDER AUTHORIZATION</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
CO 001	A. McKinley Fieldhouse: Doors M01, M02, and M03. Provide credit for labor and material for deletion of deadbolt locks. B. Provide material cost for (4) Von Durpin series 22 exit devices C. Doors M04. Provide credit for labor to install door hardware. Door hardware to be turned over to owner. D. Columbia Center: All doors. Provide credit for labor to install door hardware on all doors and labor to repair/modifications to doors. Door hardware to be turned over to owner. E. Provide credit for modifications to paving identified with keyed note C5 at door C02 F. Jefferson Middles School: Cafeteria 1759 and multi-purpose 1761. Provide credit to remove refinishing of the bottom of the joist from the project scope	(\$12,804.00)
CO 002	1. Replace 6 sections of sidewalk at Jefferson Middle School 2. Add pour stops at floor infill at Franklin Middle School music room. (unforeseen)	\$2,831.00
<b>TOTAL CHANGE ORDER NO. 001 and 002:</b>		<b>(\$9,973.00)</b>

Administration recommended Board approval of the change order for McKinley Field House totaling (\$9,973).

Approval of McKinley Field House Health Life Safety Change Order No. 1 Bid Package No. 2: 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.

<b>CHANGE ORDER NO. 01</b>		
<b>CHANGE ORDER AUTHORIZATION</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
CO 01	Remco Electrical Corporation will need to extend circuitry in room 113 for exit light	\$150.00
<b>TOTAL CHANGE ORDER NO. 01:</b>		<b>\$150.00</b>

Administration recommended Board approval of the change order for McKinley Field House totaling \$150.00.

8/14/2017 Regular Meeting

**Adjournment**

There being no further business, Member Shannon moved, with a second by Member Armstrong, to adjourn the meeting at 6:46 p.m. The motion carried on voice vote. Ayes 7. Nays 0.

Board Approved: September 11, 2017