

**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  
July 13, 2015 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, Chris Kloeppe, Kathy Richards, Kathy Shannon, Lynn Stuckey, Jonathan Westfield

**Board Members Absent**

Laurie Bonnett

**Staff Members Present**

Superintendent Judy Wiegand, Deputy Superintendent Laura Taylor, Assistant Superintendent Susan Zola, Assistant Superintendent Angela Smith, Executive Director of Business Services Matt Foster, School Attorney Tom Lockman

**Approval of Agenda**

Member Westfield moved, with a second by Member Shannon to approve the agenda as amended. The motion carried on voice vote. Ayes 6. Nays 0.

**Executive Session**

Member Westfield 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 Employee Appointments, Employment, Compensation, Dismissals, Complaints 120/2(c)(1). The motion carried on roll call. Ayes 6. Nays 0.

The Board convened into *Closed Session* at 5:32 p.m.

**Open Session**

The Board convened into *Open Session* at 6:00 p.m.

**Guests**

Representatives from CFT, local media and other interested persons

**Reports: New Business**

Summer Trades Independent Study: Dr. Laura Taylor

Teacher Joe Meyer and students provided the Board with a summary of the first summer trades independent study created in collaboration with Plumbers & Pipefitters Local 149. The President of East Central Illinois Building & Construction Trades Council Matt Langendorf has been a key contributor to this endeavor.

The independent study was created to provide an opportunity for high school students interested in the trades with on-the-job, real world experiences in a local training center. The goals of the independent study follow:

- To expose incoming 10<sup>th</sup> -12<sup>th</sup> grade students to multiple careers in the trades under the supervision of established training directors, journeymen, apprentices, and a certified Champaign Unit 4 teacher

- To provide students with hands-on, real world project-based learning in a real work environment that may include but is not limited to: plumbing and pipefitting, roofing, painting, electrical, welding, and carpentry
- To provide students with .5 high school elective credit in the area of industrial technology that includes a designation on the transcript indicating an area of focus. For example: Independent Study – Plumbing & Pipefitting; Independent Study – Journeymen and Apprentice; Independent Study – Carpentry and Roofing
- To provide opportunities for non-traditional students – minority and female – to gain work-related experience in the trades

Six students participated in the class, earning credit toward graduation. The demographic breakdown of the students follows:

Male	5	Female	1		
White	3	Black	2	Asian/Pacific	1

Assessment will be on-going based on District Goals.

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

2015-16 High School Graduation Dates: Dr. Laura Taylor

In consultation and collaboration with the high school principals and wanting to provide students and parents with information in a timely manner, the following dates, times, and locations have been set for their respective high school graduation ceremonies:

Central High School	Tuesday, May 31, 2016	7:00pm	Krannert Center
Centennial High School	Wednesday, June 1, 2016	7:00pm	Krannert Center

The last day for all students will be Wednesday, May 25, 2016.

It is not anticipated that the ceremony dates will need to be changed should there be additional school days needed at the end of the year due to weather emergency days. The District has paid for the rental of both facilities for these events.

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

**Action Agenda**

Approval of MTD Contract: Tom Lockman

Member Armstrong moved, with a second by Member Shannon to approve the MTD Contract. The motion carried on roll call. Ayes 6. Nays 0.

The District maintains an on-going partnership with the Champaign-Urbana Mass Transit District to provide supplemental transportation for students attending District middle schools and high schools. The agreement covered the terms and conditions in place for the 2015-2016 school year. The cost for services for the 2015-16 school year under the Agreement total \$344,084.

Administration recommended approval of the agreement between the District and the Champaign-Urbana Mass Transit District.

Administrative Appointment – Director of Facilities: Ken Kleber

Member Stuckey moved, with a second by Member Richards to approve the Administrative Appointment – Director of Facilities. The motion carried on roll call. Ayes 6. Nays 0.

The position of Director of Facilities was advertised through the District's website, the Illinois Association of School Administrators' Job Bank, Monster.com, and Indeed.com. Six candidates were interviewed by a team of District administrators, District Support Personnel representatives, and classified staff representatives. Mr. Tim Popovich was selected as the most outstanding candidate.

Mr. Popovich joined Unit 4 Schools in 1998. He has held the positions of Custodian and Head Custodian. He joined the Maintenance Department as a Maintenance Worker in 1999. In 2007, Mr. Popovich was promoted to the position of Assistant Director of Maintenance. Mr. Popovich has also been a self-employed contractor since 1986.

The effective date of Mr. Popovich's appointment is July 14, 2015. This is 260 days/year position. The recommended salary is \$73,259, plus all appropriate Board-approved administrator fringe benefits. The salary will be prorated since the start date is after July 1, 2015. Annual evaluation will be completed by the appropriate supervising administrator.

District administration recommended the appointment of Mr. Tim Popovich as the Director of Facilities effective July 14, 2015 at the above-listed salary and appropriate fringe benefits.

Administrative Appointment – Business Manager: Ken Kleber  
Member Westfield moved, with a second by Member Shannon to approve the Administrative Appointment – Business Manager. The motion carried on roll call. Ayes 6. Nays 0.

Earlier this year, District Administration decided to split the current position of Executive Director of Business Services into two positions: Executive Director of Operations and a Business Manager. The Executive Director of Operations position was filled during the June 8, 2015 Board of Education meeting.

For the past several months, the Business Manager position was advertised on a variety of recruiting websites as both a Teachers' Retirement System (TRS) and Illinois Municipal Retirement Funds (IMRF) position and a number of candidates were interviewed. Recently, an offer was extended to a candidate who declined for family reasons.

District Administration reviewed all existing positions and job responsibilities to determine if there were opportunities for internal consolidation. After this review, Mr. Tom Lockman has agreed serve as Business Manager, in addition to continuing in his capacity as School Attorney.

Mr. Lockman received his Bachelor of Arts in Political Science and Legal Studies from Northwestern University in Evanston, Illinois in 2004. He received his Juris Doctorate from St. Louis University School of Law in St. Louis, Missouri in 2007. Prior to joining Unit 4, Mr. Lockman worked as Award Coordinator for the University of Illinois Office of Sponsored Programs and Research Administration and served as an Associate Attorney with Meyer Capel in Champaign. In his current role as School Attorney, Mr. Lockman has been regularly and actively involved in the financial affairs of the District through his work with budgeting, economic forecasting, and other related matters.

The effective date of Mr. Lockman's appointment is July 14, 2015. This is 260 days/year position.

Due to the increased workload on Mr. Lockman, District Administration also intends to post and interview for an additional Administrative Assistant to provide additional support for his work.

The recommended annual salary for the combined position is \$120,596, plus all appropriate Board-approved administrator fringe benefits. This salary will be prorated since the start date for the additional duties is after July 1, 2015. Mr. Lockman will earn a prorated portion of his previously-approved salary (\$110,596) for the period from July 1-July 13, 2015.

The entry level salary for an additional Administrative Assistant is \$40,652, plus all appropriate Board-approved administrator fringe benefits.

Please note that the additional compensation for Mr. Lockman plus the cost of the additional Administrative Assistant will result in an overall cost savings for the District of approximately \$50,000 (plus benefits) over what was budgeted, since the Business Manager position is not being filled by a new staff member.

District administration recommended the appointment of Mr. Tom Lockman as Business Manager (in addition to his duties as School Attorney) effective July 14, 2015 at the above-listed salary and appropriate administrator fringe benefits.

Administrative Appointment – Centennial Assistant Principal: Ken Kleber

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

The position of Assistant Principal of Centennial High was advertised through the District's website and the Illinois Association of School Administrators' Job Bank. Three candidates were interviewed by a team of Centennial administration, certified staff representatives, and support staff representatives. Mr. Lyndell (Lyn) Taylor was selected as the most outstanding candidate.

Mr. Taylor currently serves Bloomington Unit 87 as a Special Education Teacher. He has held this position since becoming a teacher in 2001. Prior to serving District 87 as a teacher, he worked as a teaching assistant for one semester. Mr. Taylor is active with the Illinois Air National Guard 182d Airlift Wing out of Peoria, Illinois, serving as a Firefighter from 1999 to 2011 and from 2011-present as a First Sergeant.

Mr. Taylor holds a Bachelor of Science in Speech Pathology/Audiology (1996), a Master of Science in Special Education (2001), and Master of Science in Reading (2007) from Illinois State University. He earned his Master of Science in Educational Leadership from Concordia University (2014).

The effective date of Mr. Taylor's appointment is August 1, 2015. This is 215 days/year position. The recommended salary is \$66,865, plus all appropriate Board-approved administrator fringe benefits. Annual evaluation will be completed by the appropriate supervising administrator.

District administration recommended the appointment of Mr. Lyndell Taylor as Assistant Principal of Centennial High effective August 1, 2015 at the above-listed salary and appropriate fringe benefits.

Administrative Appointment – Special Education Administrator: Ken Kleber

Member Richards moved, with a second by Member Stuckey to approve the Administrative Appointment – Special Education Administrator. The motion carried on roll call. Ayes 6. Nays 0.

The position of Special Education Administrator was advertised through the District's website and the Illinois Association of School Administrators' Job Bank. Six candidates were interviewed by a team of district administration, certified staff representatives, and support staff representatives. Mr. Benjamin Trupin was selected as the most outstanding candidate.

Mr. Trupin began his teaching career in 2010 with Unit 4 schools as a Cross Categorical Teacher assigned to Central High. Mr. Trupin attended the University of Illinois at Urbana-Champaign where he earned a Bachelor of Science degree in Kinesiology in 2005, Master of Education in Special Education in 2010, and a Master of Education in Educational Administration & Leadership in 2015. He holds endorsements in Physical Education, Chemistry, Special Education, Administration, and Director of Special Education.

The effective date of Mr. Trupin's appointment is August 1, 2015. This is 215 days/year position. The recommended salary is \$61,636, plus all appropriate Board-approved administrator fringe benefits. Annual evaluation will be completed by the appropriate supervising administrator.

District administration recommended the appointment of Mr. Benjamin Trupin as Special Education Administrator effective August 1, 2015 at the above-listed salary and appropriate fringe benefits.

Nursing Staffing Request: Ken Kleber

Member Shannon moved, with a second by Member Stuckey to approve the Nursing Staffing Request. The motion carried on roll call. Ayes 6. Nays 0.

In September 2014, the Board approved a request to increase the amount of nursing support in our buildings. At that time, the Board was informed that District Administration and the Lead Nurse would closely monitor nursing services and that other additions may be necessary.

As previously indicated, over the past several years, the District's existing nursing staff has been less and less able to meet the needs of students. Reasons for this are:

- the District has a larger number of students who require medical services.
- students are being prescribed more medications that need to be administered.
- students' medical needs are more intense than they have been in the past.

Based on a review of current needs, District Administration recommended adding one additional six hour nursing position. The estimated cost of the additional nursing position is \$27,000 annually, plus all Board-approved benefits.

District Administration recommended approval of this staffing request as outlined above.

ePrismSoft Software Subscription: Matt Foster

Member Shannon moved, with a second by Member Stuckey to approve the ePrismSoft Software Subscription. The motion carried on roll call. Ayes 6. Nays 0.

One of the District's major goals is improving the number of minority and female business (MAFBE) owners' participation in our capital improvement projects and in our day to day operations. The District currently has targets of 4% for female participation and 6% for minority participation in capital projects of \$100,000 or more.

ePrismSoft is a software suite that: collects data from various channels (including general contractors), analyzes data, tracks performance against preset goals and can produce actionable and historical reports on MAFBE participation. The software is set up for end-to-end electronic payment reporting and tracking. This allows the District to track all subcontracts, related payments and receipt verifications. Tracking documentation and reporting allows the District to monitor the actual minority contract participation in a project.

The software is a data base for registered MAFBE organizations by trade through the region. This database in the software would allow the District to put out RFPs and send them directly to prequalified MAFBE organizations with a predetermined skill set that matches the RFP requirements. The software would also be used by any general contractors we hire to monitor their use of MAFBE organizations (they would be responsible for entering the data and held to the veracity of their data). Many general contractors, such as CORE Construction, are already familiar with the software and use it when asked by owners.

District administration believes that this software is a necessary tool to effectively implement our District goal of increasing MAFBE participation. The Annual Subscription is \$15,000.

Administration recommended approval of the purchase of a one year subscription for ePrismSoft.

Bills and Treasurer's Report – June: Matt Foster

Member Shannon moved, with a second by Member Armstrong to approve the Bills and Treasurer's Report - June. The motion carried on roll call. Ayes 6. Nays 0.

The Bills and Treasurer's Report – June were approved as presented.

**Consent Agenda: Unfinished/New Business**

Member Stuckey moved, with a second by Member Westfield 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:

Minutes of June 1, 2015 and June 8, 2015

The minutes were approved as presented.

Closed Session Minutes: January, 2015 – June, 2015

The minutes were approved as presented.

Human Resource Changes: Ken Kleber

The Human Resource Changes were approved as presented.

Substitute Compensation: Ken Kleber

Last year, the District revised its Substitute Teacher and Teacher Aide compensation process to incorporate financial incentives to engage in professional development activities and provide bonuses to substitutes who regularly work in our classrooms. These changes have been well-received by our staff members.

This summer, the District reviewed its base rates of pay and determined that they are no longer competitive with other area districts. Therefore, District administration is recommending an increase in daily base rates for substitute teachers. This will allow the District to maintain and attract a qualified and strong substitute teaching pool. District administration recommended the

below daily rate increases effective with the start of the 2015-2016 school term (Balanced Calendar).

	Regular Substitute	Experienced Substitute	Unit 4 Teacher Retiree	Long-Term Substitute
Full Day	<del>\$92.00/day</del> \$100.00/day	<del>\$100.00/day</del> \$105.00/day	<del>\$130.00/day</del> \$135.00/day	<del>\$194.45/day</del> \$204.79/day
Half Day	<del>\$46.00/day</del> \$50.00/day	<del>\$50.00/day</del> \$52.50/day	<del>\$65.00/day</del> \$67.50/day	<del>\$97.23/day</del> \$102.39/day
Partial Day	<del>\$13.14/hour</del> \$14.29/hour	<del>\$14.29/hour</del> \$15.00/hour	<del>\$18.57/hour</del> \$19.29/hour	<del>\$27.78/hour</del> \$29.26/hour

Rates for Substitute Teacher Aides and other support staff will be adjusted based on established District practice. Current incentives (professional development-based rate increases and quantity of days worked bonuses) will remain unchanged.

The financial implications are based on the compensation level of the individual substitute teacher and the number of days the substitute works.

Administration recommended that the Board of Education approve the above daily rate increases for District substitute teaching staff.

Donation – Westview PTA: Matt Foster

The donation submitted for the July 13, 2015 Board Meeting was from Westview PTA for \$7,000.00 for the purchase of a digital sign.

This donation is in need of approval by the Board of Education as it is \$5,000 or more in value.

Administration recommended Board approval of the donation from Westview PTA for \$7,000 for a digital sign.

Policy 705.14 Attendance Truancy: Tom Lockman

This policy update represents the District’s effort to continue to update its Board Policy manual and the associated administrative procedures. The definition of a Chronic or Habitual Truant was changed within the Illinois School Code from a student who missed 10% of student attendance days (18 days) to 5% of student attendance days (9 days). This revision is necessary to align Board policy with the School Code.

Administration recommended approval of this policy change.

Policy 720.13 Control of Head Lice: Tom Lockman

This policy update represents the District’s effort to continue to update its Board Policy manual and the associated administrative procedures. This administrative change brings the policy in line with the Administrative Procedures which were updated by the Board in March. Specifically, these changes reflect the current practice that students are not sent home upon the discovery of head lice and that school-wide or classroom-wide screening is not merited in all cases when there is a student with an active infestation.

Administration recommended approval of this policy change.

7/13/2015 Regular Meeting

**Adjournment**

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

Board Approved: August 10, 2015