

**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 9, 2018 within the Boundaries of Said District**

Regular Meeting

Board President Chris Kloeppe called the Regular Meeting of the Board to order at 5:30 p.m.

Board Members Present

Amy Armstrong, Gianina Baker (arrived at 5:31 p.m.), Bruce Brown, Chris Kloeppe, Kathy Richards, Kathy Shannon, Heather Vazquez

Staff Members Present

Superintendent Susan Zola, Deputy Superintendent Laura Taylor, 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

Items 8C Approval of Escrow Trust and Settlement Instructions – 603 W. Church and 8D Approval of Amended and Restated Purchase and Sale Agreement – 603 W. Church were switched on the agenda. Member Shannon moved, with a second by Member Vazquez to approve the agenda as amended. The motion carried on voice vote. Ayes 6. Nays 0.

Executive Session

Member Shannon moved, with a second by Member Brown, 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 7. Nays 0.

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

Open Session

The Board convened into *Open Session* at 6:15 p.m.

Guests

Representatives from CFT, local media and other interested persons

Action Agenda: New Business

Design Development Phase, Design and Cost Estimate Approval – New Dr. Howard Elementary School: Sandra Roesler

Member Shannon moved, with a second by Member Armstrong for approval of the Design Development Phase, Design and Cost Estimate – New Dr. Howard Elementary. The motion carried on roll call. Ayes 7. Nays 0.

In November 2016, District voters approved a facilities referendum to undertake improvement projects at several District facilities. Since approval of Schematic Design and Estimate on March 26, 2018, the District has further developed the design in keeping with referendum goals and programmatic needs. The design reflects continued work undertaken by the design team and thoughtful consideration of feedback received from District staff; Dr. Howard Elementary School faculty and staff in teacher's meetings held in April and May; community members input received following an April 11, 2018 Community Meeting; Referendum Oversight Community members comments of June 4, 2018; and coordinated efforts with the City of Champaign Public Works Department in Phase 3 of their West Washington St. Drainage Improvement Project.

Representatives from RATIO Architects updated information on the design with budget/estimate for The Board's consideration and approval.

The Construction Documents phase of design will commence as soon as possible after approval of the Developmental Design and Estimate. The design schedule is intended to allow for construction of the new Dr. Howard Elementary to begin in March 2019 for substantial completion of the project in August 2020.

Administration recommended approval of the current design and budget estimate at the Developmental Design phase for the New Dr. Howard Elementary School project to authorize the project team to move into the Design Development Phase.

Construction Contracts, O'Shea Builders Amendment, and Budget Increase Approval – Spalding Park: Mark Roessler

Member Richards moved, with a second by Member Shannon for Approval of Construction Contracts, O'Shea Builders Amendment, and Budget Increase Approval – Spalding Park. The motion carried on roll call. Ayes 7. Nays 0.

In November 2016, District voters approved a facilities referendum to undertake facility improvement projects at several District facilities. The project budget for Spalding Park was established at \$3,600,000. On April 23, 2018 the Board of Education approved amendment #1 to O'Shea Builder's contract to assign four construction contracts to O'Shea to allow them to manage the Spalding Park project construction, as anticipated in their base contract.

The project accepted a second round of bids on June 21st. Administration requested Board approval of the construction contracts for these four bid packages as well as amendment #2 to O'Shea Builder's contract to allow them to manage these contracts as well.

Additionally, Administration is also requesting an increase to the project budget in order to be able to award the extent of the base bid and alternates #2 and #3 as needed to provide the scope as indicated during the programming and design phases. The bids received were higher than the estimate, however, time is of the essence and the schedule does not allow for delays. Approval would increase the total project budget by \$254,055.

Construction for these packages will commence as soon as possible after execution of the agreements and will continue into January 2019. The schedule is intended to allow Central High School baseball teams to utilize Spalding Park as their home facility starting with the spring 2019 season. Timely completion of the Spalding Park Project will allow construction work to begin on the McKinley Field project as scheduled.

For execution and management the four contracts, O'Shea has established a revised Guaranteed Maximum Price of \$3,360,481, an increase of \$2,487,913. For an increase in the project budget, the additional \$254,055 would come from District fund balance for a revised project budget of \$3,854,055.

Administration recommended approval of an amendment to O'Shea Builders' contract and increase in the project budget.

Approval of Amended and Restated Purchase and Sale Agreement – 603 W. Church: Tom Lockman

Member Shannon moved, with a second by Member Armstrong for Approval of Amended and Restated Purchase and Sale Agreement – 603 W. Church. The motion carried on roll call. Ayes 7. Nays 0.

In November 2016, District voters approved a facilities referendum to undertake facility improvement projects at several District facilities, including the renovation and expansion of the existing Central High School campus. Consistent with that effort, the District purchased the property located at 603 W. Church St. (also known as the Burnham House) last summer in accordance with an option the District secured on the property in January 2016.

The project schedule requires that this property is development ready for work to begin this upcoming summer. While the District's plans call for the structure to be demolished, the District is interested in investigating options to preserve the structure which do not otherwise jeopardize the project schedule. Accordingly, the District issued a Request for Proposals to determine the feasibility and interest of a third party in acquiring and relocating the structure within the necessary time frame. A proposal was received from Christopher J. Enck.

At its meeting on May 2, the Board approved a Purchase and Sale Agreement with Mr. Enck for the identified improvements on the property. On June 15, District legal counsel Pat Fitzgerald notified Mr. Enck that, pursuant to the Agreement's terms, the District was terminating the Agreement for failure to provide written evidence of site control acceptable to the District, specifically referring to the August 15 closing date for his purchase of the New Site as being inconsistent with the previously agreed-upon deadline for relocation of the improvements by July 15. Since that time, the District has continued to work with Mr. Enck to develop a successor agreement which would allow the relocation to move forward without disrupting the District's project schedule. This Amended and Restated Purchase and Sale Agreement reflects those conversations by including a detailed schedule of project milestones and deadlines.

With Board approval, this Agreement would be placed into escrow pursuant to the Escrow Trust and Settlement Instructions which are also on the Board's agenda for action.

Administration recommended approval of the Amended and Restated Purchase and Sale Agreement for the identified improvements on the property located at 603 W. Church St.

Approval of Escrow Trust and Settlement Instructions – 603 W. Church: Tom Lockman

Member Shannon moved, with a second by Member Kloeppel for Approval of Escrow Trust and Settlement Instructions – 603 W. Church. The motion carried on roll call. Ayes 7. Nays 0.

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The transaction associated with the Amended Agreement will proceed pursuant to these Escrow Trust and Settlement Instructions. Under these Instructions, the following deadlines must be met for the transaction to proceed:

July 9, 2018 5:00 pm CDT

Mr. Enck must deposit the following:

- The sum of Ten Dollars (\$10.00) by personal check.
- A house moving permit concerning the Improvements issued by the City of Champaign, Illinois.
- A proposal and proof of payment to Ameren Illinois concerning relocating the Improvements to 501 W. Church Street, Champaign, Illinois.
- A \$100,000 performance bond in favor of the District.
- Proof of Insurance in form and amount as detailed in the Exhibits to the Instructions. If these deposits are not made by the identified deadline, the Instructions shall be deemed terminated.

July 10, 2018 5:00 pm CDT

The District must deposit the following:

- Bill of Sale dated July 9, 2018 from School District to Buyer concerning the Improvements.
- Bill of Sale dated July 9, 2018 from School District to Buyer concerning the Appliances. The District and Mr. Enck must jointly deposit the following:
 - An Amended and Restated Purchase and Sale Agreement concerning the Improvements and the Appliances. If these deposits are not made by the identified deadline, the Instructions shall be deemed terminated.

July 23, 2018 5:00 pm CDT

Mr. Enck must deposit the following:

- A copy of a Warranty Deed in favor of Buyer which concerns 501 W. Church Street, Champaign, Illinois which has been recorded in the Champaign County, Illinois Recorder of Deeds Office. If this deposit is not made by the identified deadline, the Instructions shall be deemed terminated and \$22,500 from the Buyer's performance bond shall be disbursed to the District.

August 10, 2018 5:00 pm CDT

The District must deposit the following:

--A written statement by Dr. Susan Zola, the School District Superintendent, that the Improvements have been successfully relocated to 501 W. Church Street, Champaign, Illinois. If this deposit is not made by the identified deadline, the Instructions shall be deemed terminated and \$100,000 from the Buyer's performance bond shall be disbursed to the District.

Administration recommended approval of the Escrow Trust and Settlement Instructions for the identified improvements on the property located at 603 W. Church St. Administration further recommended granting authority to the Board President and Superintendent to execute any ancillary documents necessary or convenient to further the purpose of the Amended Agreement and these Instructions.

Consent Agenda: Unfinished/New Business

Member Shannon moved, with a second by Member Brown 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:

District Support Personnel (DSP) Compensation: Ken Kleber

Salary increases for DSP staff members have been tied to the negotiated annual increase for the Champaign Educational Support Professionals (CESP) since 1998. The Superintendent recommended that salaries for eligible DSP staff be increased by 3.8% for all DSP staff who return to the District for the 2018-2019 school year in their current positions. The effective date of the increase is July 1, 2018. Eligibility is determined using the same guidelines used for administrators. A list of eligible DSP staff members was provided to the Board.

Salaries for DSP employees who do not qualify for raises per Board Policy but entered the District prior to March 2018 will also be adjusted according to established District practice to reflect this change. The cost of the approved raise is 3.8% above last year's salaries plus appropriate IMRF contributions.

Administration recommended that the Board of Education approve the above recommended salary increase for eligible DSP staff.

Wages & Fringe Benefits – Hourly, Non-Bargaining Unit Staff: Ken Kleber

Each year, the District reviews the wages and benefits associated with its non-bargaining unit hourly positions. Based on this year's review, District Administration recommended changes to wages as listed for the following positions:

- Kids Plus Staff
- Playground-Lunchroom Supervisors

The cost of the changes is approximately 3.8% above this year's wages.

Administration recommended that Board approve the proposed wage changes.

Human Resource Changes: Ken Kleber

The Human Resource Changes were approved as presented.

Bills and Treasurer's Report – June: Tom Lockman

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

Minutes of June 11, 2018; June 12, 2018; June 25, 2018; and June 26, 2018

The minutes were approved as presented.

Policy 625.05 CURRICULUM DESIGN – Curriculum Content: Dan Casillas

This policy update represents the District's effort to continue to update its Board Policy and Procedures manual. During the 100th General Assembly, the State of Illinois added Section 27-20.7 to the School Code. Beginning with the 2018-2019 school year, this legislation requires public elementary schools to offer at least one unit of instruction in cursive writing. School districts shall, by policy, determine at what grade level or levels students are to be offered cursive writing, provided that such instruction must be offered before students complete grade 5.

Administration recommended approval of this policy.

Policy 500.23 GENERAL PERSONNEL – Work Place Harassment Prohibited Ken Kleber

This policy update represents the District's effort to continue to update its Board Policy and Procedures manual. The updated policy will be shared with administration in July.

Administration recommended approval of this policy.

Policy 630.09R INSTRUCTION – Program for Children Eligible for Accelerated Placement/Procedures: Dan Casillas

This policy update represents the District's effort to continue to update its Board Policy and Procedures manual. During the 100th General Assembly, the State of Illinois amended Article 14A. GIFTED AND TALENTED CHILDREN AND CHILDREN ELIGIBLE FOR ACCELERATED PLACEMENT (105 ILCS 5/14A-15) which becomes effective July 1, 2018. This legislation requires that each school district shall have a policy that allows for accelerated placement that includes or incorporates by reference the following components:

1. A provision that provides that participation in accelerated placement is not limited to those children who have been identified as gifted and talented, but rather is open to all children who demonstrate high ability and who may benefit from accelerated placement;
2. A fair and equitable decision-making process that involves multiple persons and includes a student's parents or guardians;
3. Procedures for notifying parents or guardians of a child of a decision affecting that child's participation in an accelerated placement program;
4. An assessment process that includes multiple valid, reliable indicators;
5. Procedures for annually informing the community at-large, including educators and parents or guardians, about the accelerated placement program, procedures for referring students for evaluation for accelerated placement, and the methods used for the identification of children eligible for accelerated placement;
6. A process for referral that allows for multiple referrers, including a child's parents or guardians;
7. A provision that provides that children participating in an accelerated placement program and their parents or guardians will be provided a written plan detailing the type of acceleration the child will receive and strategies to support the child.

This policy will be shared with the administration in July.

Administration recommended approval of this policy.

Approval of Bid for Elevator Maintenance and Inspection 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 bid process for the Elevator Maintenance and Inspection Services Bid, invitations to bid were sent to three vendors, posted on the District's website and advertised in the News-Gazette. Bids were received from two vendors and opened on June 26, 2018. The low bid was from Kone, Inc. for a fee of \$13,020 for 2018-2019, with an option for continued services based on satisfactory performance of \$13,404 for 2019-2020 and \$13,788 for 2020-2021, for a total of \$40,212.

The cost for elevator maintenance and inspection services will be paid from the Operations and Maintenance Budget. The prior three years total for elevator maintenance and inspection services was \$42,098.16 (which included services for Dr. Howard).

Administration recommended approval of the elevator maintenance and inspection service bid to Kone Inc. for \$13,020 for 2018-2019, with an option for continued services based on satisfactory performance of \$13,404 for 2019-2020 and \$13,788 for 2020-2021.

Contract for Exchange of Real Estate – 709 & 711 Sherwood: Tom Lockman

In January 2016, the District acquired the property located at 711 Sherwood which borders the north side of the Franklin Middle School campus for potential future expansion of facilities at Franklin. The District is interested in coordinating an exchange of this property for the property located at 709 Sherwood, just to the east, which is owned by the City of Champaign.

Under the agreement, the District would demolish the existing structure at 711 Sherwood and then proceed to exchange that property for the property at 709 Sherwood (currently a vacant lot). This exchange would afford the District additional flexibility in any future facility expansion at Franklin given its closer proximity to the school building. The City has indicated an intention, following the exchange, to coordinate with Habitat for Humanity for construction of a new single-family residence on the property at 711 Sherwood. The demolition costs associated with this exchange will be paid from the Capital Projects Fund.

Administration recommended approval of the Contract for Exchange of Real Estate with the City of Champaign for the properties at 709 & 711 Sherwood.

Approval of Amendment #3 to AIA Document B133 – 2014 – Perkins+Will (Spalding Park Project): Mark Roessler

In November 2016, District voters approved a facilities referendum to undertake facility improvement projects at several District facilities. At its meeting on September 25, 2017, the Board approved AIA Document B133 – 2014: Standard Form of Agreement Between Owner and Architect with Perkins+Will for architectural services related to the Central and Centennial High School projects. On October 10, 2017, the Board approved Amendment #1 to the Agreement for added design services for the McKinley Field and Spalding Park projects. On March 26, 2017, the Board approved Amendment #2 that clarified the fee for services for the Spalding Park project. Also on March 26, 2017, the Board approved a professional design services proposal from Perkins+Will for added walking paths and lighting that had been requested by representatives from the Park District. Amendment #3 has been prepared to amend the Perkins+Will contract for these added services for the Spalding Park project.

The Champaign Park District has agreed to reimburse the School District for the additional fees associated with Amendment #3.

Administration recommended approval of Amendment #3 to the Agreement with Perkins+Will for architectural services related the Spalding Park project.

Lease for 815 North Randolph – Big Four Freight House LLC: Tom Lockman

Since 2008, the District has leased the property at 815 North Randolph from Big Four Freight House LLC to serve as the location for Novak Academy. The District having exercised its final renewal option under the most recent Lease Amendment, the parties have negotiated a new three-year Lease to house the Novak Academy program through the 2020-2021 school year.

The costs associated with this Agreement will be paid from the Operations & Maintenance Fund. The District's payment obligations will remain the same as in the previous lease with the base rent amounting to \$6,290.00 per month. This is an increase from the previous base rent of \$5,033.33 per month which had not been adjusted since the original lease was entered into in 2008.

Administration recommended approval of the Lease with Big Four Freight House LLC for 815 North Randolph.

Approval of Resolution Authorizing Disposal of Personal Property at 1117 West Park, 1201 West Park, 1203 West Park , and 105 North James: Tom Lockman

The Illinois School Code requires Board of Education approval of the disposition of District property. The District has personal property located at 1117 West Park, 1201 West Park, 1203 West Park, and 105 North James that is not 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 Resolution to sell the personal property located at 1117 West Park, 1201 West Park, 1203 West Park, and 105 North James to the highest bidder.

Resolution – Permanent Transfer from Educational Fund to Debt Service Fund: Tom Lockman

Title 23 of the Illinois Administrative Code Section 100.50 (d) (1) provides for the transfer from the Educational Fund to the Debt Service Fund on any long-term debt. The appropriate resolution has been prepared providing for the transfer from the Educational Fund to the Debt Service Fund to cover the costs for the computer lease purchase principal and interest payments.

Administration recommended the Board of Education approve the Resolution Authorizing the transfer \$745,648 from the Educational Fund to the Debt Service Fund.

Approval of FY19 District Depositories: Tom Lockman

Annually, the Board needs to formally approve depositories used for financial activities of the District. One local bank (First Midwest Bank) serves as the main depository for the District, with other local banks being used when investments are made. The State channels payments to the District through First Midwest Bank and The Illinois Funds. For fiscal year 2018-19, the following financial institutions may be used for financial activities:

- | | |
|---------------------------------|-------------------------------------|
| Busey Bank | Illinois National Bank |
| Commerce Bank | The Illinois Funds |
| First Midwest Bank | ISDLAF (Illinois Liquid Asset Fund) |
| Federal Savings Bank | PNC Bank |
| First Mid-Illinois Bank & Trust | |

As funds become available for investment purposes, the District's Chief Financial and Legal Officer may solicit bids from these banking institutions to secure the best interest rates on Certificates of Deposits, Treasury Notes and Commercial Paper. All transactions are in compliance with the Board's policy (410.04) for the investment of District funds.

Administration recommended Board approval of the financial institutions outlined above to be used as direct depositories for District funds for fiscal year 2018-19.

Resolution – Prevailing Wage Rates: Tom Lockman

According to 820 ILCS 130/9, the Prevailing Wage Act requires all public bodies to annually investigate and ascertain the prevailing rate of wages established for various crafts of this area, with such information to be made available for inspection by any interested party. Prevailing wage rates for Champaign County have been secured from the Illinois Department of Labor and the appropriate resolution has been prepared. When specifications are drawn for contractual services on construction jobs, the Prevailing Wage Rates will be a part of the general conditions in the respective bid specifications.

Administration recommended Board approval of the Resolution ascertaining and determining prevailing wage rates, and further, that the Business Office will be directed to advertise and file with the State Index Department, a copy of said resolution as required by the Prevailing Wage Act.

Approval of Professional Services Agreement – Rosecrance: Tom Lockman

The District intends to continue its relationship with Rosecrance for the provision of behavioral health services for District students as provided in the Professional Services Agreement. The agreement would renew the existing agreement and terms between the parties for the 2018-19 school year.

The agreement with Rosecrance establishes a rate of \$83.60 per hour for services that are not reimbursable by a third party payer and for all services provided to those students who do not have an eligible third party payer.

Administration recommended approval of the Professional Services Agreement with Rosecrance.

Approval of i3 Broadband Fiber Relocation – Central High School: Mark Roessler

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, the fiber optic network infrastructure for i3 Broadband 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 for the existing network along W. Park Ave and N. Lynn St. This enabling work is scheduled to take place during the summer of 2018 to prepare for the construction of the building addition in 2019. For execution and management of the i3 Broadband proposal of \$57,377.08. 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 i3 Broadband fiber optic network relocation near the Central High School campus.

Approval of PIXO Website Services Contract: Emily Schmit

It is in the District's best interest to continue contracting with a third party for technical website services. For the past year, PIXO has executed security updates, provided backend coding/development expertise and supported all technical needs for the current District website properties. The yearly service fee of \$23,625 will be paid for by the Communications Department annual fund.

Administration recommended that the District contract with PIXO for website services for \$23,625 a year.

Student Discipline

Member Richards moved, with a second by Member Armstrong that student #561083 should be expelled from Centennial High School for the 2018-19 school year and first semester of the 2019-20 school year for violating Conduct Code #7 Disruptive Behavior, #14 Gang-Related Activity, #19 Physical Confrontation with Student, and #36 Mob Action of the Unit #4 Student Code of Conduct. The duration of the expulsion is based on the egregiousness of the violation of Codes #7, #14, #19 and #36, 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 7. Nays 0.

Adjournment

There being no further business, Member Shannon moved, with a second by Member Kloeppel, to adjourn the meeting at 7:52 p.m. The motion carried on voice vote. Ayes 7. Nays 0.

Board Approved: August 13, 2018