

**Minutes of the SPECIAL Meeting of the Board of Education  
Community Unit School District No. 4, Champaign County, Illinois  
Mellon Administrative Center, 703 S. New Street, Champaign, Illinois  
June 25, 2018 within the Boundaries of Said District**

Special Meeting

Board President Chris Kloeppe called the Regular Meeting of the Board to order at 12:04 p.m.

**Board Members Present**

Amy Armstrong, Gianina Baker (arrived at 12:04 p.m.), Bruce Brown, Chris Kloeppe, Kathy Richards, Kathy Shannon, Heather Vazquez (arrived at 12:04 p.m.)

**Staff Members Present**

Superintendent Susan Zola, Executive Director of Human Resources Ken Kleber, Chief Financial & Legal Officer Tom Lockman

**Approval of Agenda**

Item 4A Update on District Facility Program Progress and Costs was removed from the Agenda. Member Shannon moved, with a second by Member Brown to approve the agenda as amended. The motion carried on voice vote. Ayes 5. Nays 0.

**Reports: New Business**

Update on District Facility Program Progress and Costs

This item was removed from the agenda.

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. This updated policy will be shared with administration in July.

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

Policy 630.09/R 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 100<sup>th</sup> 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 was an Informational item and no action was required by the Board. Administration will request formal approval of this policy at the Board's July 9, 2018 meeting so the contents can be reviewed with Administration in July.

**Action Agenda: New Business**

O'Shea Builders Amendment Approval – Tommy Stewart Field Project: Mark Roessler  
Member Shannon moved, with a second by Member Armstrong to approve O'Shea Builders Amendment Approval – Tommy Stewart Field Project. 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. On April 9, 2018 the Board of Education approved amendment #1 to O'Shea Builder's contract to assign five construction contracts and allow them to manage the reconstruction of Tommy Stewart Field, part of the larger Centennial High School project, as anticipated in their base contract.

The detention basin that serves as the outfall for the majority of the storm water for the field was to be constructed as part of the larger Centennial High School project. The construction site experienced several heavy rains in the month of June which have proven to bring risk to the new improvements. The remedy is to expedite the installation of the outfall storm lines and detention basin. The final design and pricing for that infrastructure is underway, but Administration requested approval of an increase to O'Shea Builders' construction contingency to provide sufficient funding for this upcoming work. By obtaining approval for this increase now, the Project Team will be ready to move forward with a change order to the contractor as soon as the design is complete and the pricing is reviewed. Time is of the essence in order to keep the substantial completion date of August 24, 2018 and minimize risk to the improvements.

For execution and management of future storm sewer and detention basin work, O'Shea has established a revised Guaranteed Maximum Price of \$2,483,248, an increase of \$250,000.

Administration recommended approval of an amendment to O'Shea Builders' contract.

Administrative Appointment – Director of Food Service: Ken Kleber

Member Richards moved, with a second by Member Vazquez to approve the Administrative Appointment – Director of Food Service. The motion carried on roll call. Ayes 7. Nays 0.

The vacancy for the position of Director of Food Service was recently announced. Four candidates participated in the Level I interview process conducted by District administration and classified staff. One candidate returned for Level II interviews. Ms. Laura Dees has been selected as the Director of Food Service effective July 1, 2018. Ms. Dees currently serves Unit 4 Schools as the Assistant Director of Food Service. She has held this position since July 2013. Prior to this role, Ms. Dees served as a Summer Site Monitor for the District's Summer Food Program during the summer of 2013. Ms. Dees worked part-time with the University of Illinois Dining Services as a Suite Captain for a period of five years. She was also previously employed with The Mettler Center as a Member Services Coordinator for five years. Ms. Dees holds a Bachelor of Arts in Consumer Textile Marketing from the University of Illinois, Urbana-Champaign (2006) and a Master of Science in Dietetics from Eastern Michigan University (2013). She holds certification with the State of Illinois Department of Public Health in

Food Service Sanitation, is certified as a ServSafe Sanitation Manager, and is a ServSafe Instructor/Proctor. Among other affiliations, she is a member of Academy of Nutrition and Dietetics, the National Child and Adult Care Food Program Association, School of Nutrition Association/Illinois School of Nutrition Association, and the Northern Illinois Independent Purchasing Cooperative Advisory Board.

The recommended salary for Ms. Dees is \$79,533, plus all appropriate Board-approved administrator benefits. Annual evaluation will be completed by the appropriate supervising administrator.

District administration recommended the appointment of Ms. Laura Dees as Director of Food Service beginning July 1, 2018 at the above-listed salary and appropriate fringe benefits.

Property Agreements Related to 603 W. Church Street: Chris Kloeppe

There was a discussion regarding 603 W. Church Street. There was no action taken by the Board.

**Consent Agenda: New/Unfinished Business**

Member Shannon moved, with a second by Member Richards to approve the Consent Agenda: New/Unfinished Business. The motion carried on roll call. Ayes 7. Nays 0.

The following Consent Agenda items were approved:

Resolution to Prepare a Final Budget for FY18 and Approval to Hold a Public Hearing on Such Budget on July 30, 2018: Tom Lockman

Since adoption of the FY18 Budget, additional matters impacting the budget have been resolved, most notably the sale of bonds related to the referendum that passed by voters in 2016 and the award of the Magnet Grant. Accordingly, district Administration is preparing a budget amendment to most accurately reflect district revenues and expenditures. Prior to the approval of such amendment, the notice and hearing requirements for adoption under the School Code must be satisfied.

Administration recommended Board approval of the accompanying Resolution to Prepare a Final Budget and providing for Notice of Hearing Thereon.

Human Resource Changes: Ken Kleber

The Human Resource Changes were approved as presented.

Donation – Scholarships for AVID Seniors: Ken Kleber

The keynote speaker at this year's All Staff Retreat Celebrating Minority Recruitment and Retention, Dr. Jimmy Moss, donated his speaking fee back to the District for scholarships totaling \$10,000 for seniors in the AVID Program. Thirty-one seniors in the AVID Program at Central and Centennial High Schools will receive scholarship checks.

Administration recommended that the Board of Education approve the donation from Dr. Jimmy Moss for \$10,000 for scholarships for seniors in the AVID Program.

Board Resolution for Changes Orders Associated with 2016 Referendum Projects: Tom Lockman

The Board of Education has awarded, and will continue to award, numerous contracts related to the 2016 Referendum Projects. While all efforts are made to avoid change orders to contracts, change are inevitable and need to be reviewed and approved in a timely manner to minimize

interruption to education programs and service to students. To facilitate this efficient processing of necessary changes, administration is seeking delegated authority to the Chief Financial and Legal Officer and Director of Capital Projects and Planning up to \$50,000, but less than 10% of the contract value.

Administration recommended approval of the resolution.

FY2019 Contract for Professional or Consulting Services and Subrecipient Agreement Between the City of Champaign and Champaign Community Unit School District No. 4 – CommUnity Matters Operation Hope: Tom Lockman

The Operation Hope program is a collaborative initiative that includes funding from three sources: The City of Champaign, the Champaign Community Unit School District #4, and the United Way of Champaign County.

Operation Hope serves 100 students that attend Centennial, Central and the Novak Academy. The program is designed around four core initiatives; focused on Exposure, Experience, Engagement and Education (the 4E model). The infrastructure for success consists of:

- College/career/vocational experiences
- Academic exposure and support
- Community service
- Positive recreational involvement
- Parent Workshops

1.4 FTE positions are funded with this grant, who work as College/Career Placement Liaisons. Administrative staff as assigned.

The City of Champaign contributes \$48,000 towards personnel costs, with the balance to be covered by Unit 4. Unit 4 also covers program expenses, including College Visits, family engagement activities and staff mileage.

Program impact will be measured by the number students who: decrease their discipline referrals or suspensions (as applicable to those with a history of disruptive behavior) reach and maintain a 90% attendance rate, achieve a 2.0 GPA average, and graduate from high school in four years with a post-secondary plan in place.

Administration recommended approval of these agreements.

Approval of Amendment #2 to the Clark Dietz Surveying Contract to bring Additional Surveying Services within the Scope of the Existing Agreement and Amendment #1 with Clark Dietz: Mark Roessler

Approval of Amendment #2 to the Clark Dietz Surveying Contract to Bring Additional Surveying Services within the Scope of the Existing Agreement and Amendment #1 with Clark Dietz.

In July 2017, the Board approved the contract for Clark Dietz to perform land surveying at Central High School in advance of, and the benefit for, the design for the upcoming referendum project. In November 2017, the Board approved an amendment for additional surveying work that expanded the area to be surveyed.

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Administration requested additional surveying services for 519 W. Church at the Central High School campus. This area needs to be surveyed so the designs for the site can be further developed.

For execution of an amendment for additional survey work for a not-to-exceed sum of \$5,200. These additional services would amend the total contract amount to \$58,975. Expenses for this project will be paid from referendum bond proceeds in the Capital Projects Fund and fund balance.

Administration recommended approval of the amendment to Clark Dietz's contract.

**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 120/2(c)(2) Negotiations. The motion carried on roll call. Ayes 7. Nays 0.

The Board convened into *Closed Session* at 12:28 p.m.

**Open Session**

The Board convened into *Open Session* at 1:18 p.m.

**Adjournment**

There being no further business, Member Vazquez moved, with a second by Member Richards, to adjourn the meeting at 1:18 p.m. The motion carried on voice vote. Ayes 7. Nays 0.

Board Approved: July 9, 2018