

**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
March 26, 2018 within the Boundaries of Said District**

Special 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, Bruce Brown, Chris Kloeppe, Kathy Richards, Kathy Shannon, Heather Vazquez

Staff Members Present

Superintendent Susan Zola, Deputy Superintendent Laura Taylor, Assistant Superintendent Angela Ward, Assistant Superintendent Jennifer Ivory-Tatum, Executive Director of Human Resources Ken Kleber, Chief Financial and Legal Officer Tom Lockman, Executive Director of Operations Paul Douglas

Approval of Agenda

Member Shannon moved, with a second by Member Richards 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 Shannon 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) 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 6:09 p.m.

Reports: New Business

AA/EEO Audit and Report: Ken Kleber

The Human Resources Department is responsible for the establishment and implementation of the audit and reporting system for Affirmative Action/Equal Employment Opportunity. The Executive Director of Human Resources shall review the system on an annual basis and provide a written report to the Superintendent.

Reporting and audit requirements include:

1. The maintenance of accurate and current records on applicants, hires, promotions, demotions, transfers, staff development, and terminations by minority status and sex.
2. A standing committee, reporting to the Superintendent, shall review the audits of employee selection, promotions, demotions, transfers, staff development, and terminations.

3. A report from the committee informing the Superintendent of the effectiveness of the policy and procedures on an annual basis and offering recommendations for improvement if necessary.

Recommendations will be incorporated into the Human Resources recruiting, hiring, and retention plans as appropriate.

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

Request For Proposals – Acquisition and Removal of Improvements and Personal Property From Real Estate – 603 W. Church Street: Tom Lockman

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 intends to issue 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. Any proposals received would be reviewed by Administration. Following review, the responsive proposal found to be in the best interest of the District, if any, will be presented to the Board for approval.

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

Action Agenda: New Business

Schematic Design Estimate Approval – Dr. Howard Elementary School Project: Tom Lockman
Member Shannon moved, with a second by Member Vazquez to approve the Schematic Design Estimate Approval – Dr. Howard Elementary School 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 February 26, representatives from RATIO Architects presented an update on the status of design work through the Schematic Design phase of the Dr. Howard Elementary School project. Representatives from RATIO returned to share updated information on the budget estimate for this project.

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

Renewal of School Resource Officer Contract – City of Champaign: Tom Lockman

Member Baker moved, with a second by Member Shannon to approve the Renewal of the School Resource Officer Contract – City of Champaign. The motion carried on roll call. Ayes 7. Nays 0.

For more than ten years, the District has contracted with the City of Champaign to provide School Resource Officers at the middle and high school campuses. This contract is considered for renewal and extension on an annual basis. Administration recommended that the Board

renew and extend the School Resource Officer Intergovernmental Agreement for the period July 1, 2018 through June 30, 2019. The total cost to the District for the 2018-19 school year is \$305,404. This represents an increase of 1.9% over the previous year.

Administration recommended approval of the amendment to the School Resource Officer Intergovernmental Agreement between the District and the City of Champaign.

Property Acquisitions – Approval of Purchase and Sale Agreement (806/808 Pioneer): Tom Lockman

Member Shannon moved, with a second by Member Richards to approve Property Acquisitions – Approval of Purchase and Sale Agreement (806/808 Pioneer). The motion carried on roll call. Ayes 7. Nays 0.

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 includes significant facility work at several different campuses, including the construction of a new Dr. Howard Elementary School campus on the existing site. Hazardous materials abatement and demolition of the existing Dr. Howard building will begin this summer, and current Dr. Howard students and staff will relocate to the former Columbia Elementary School building for the 2018-19 and 2019-20 school years.

Accordingly, existing programmatic and administrative functions of the District which are currently housed at the Columbia building will need to be relocated. In its efforts to best continue the planning process for the District's long-term facility needs, District Administration has sought to use the required relocation of current Columbia programs and staff as opportunities to examine the best uses for its existing facilities, to bring entire departments together, and to accomplish overall efficiencies across the District.

In that regard, approval of this Contract will allow the District to accomplish four important objectives:

1. A suitable space and location for the large and specialized areas needed for the storage and processing of science curriculum tubs as well as food service operations and administration which will need to be relocated from Columbia to accommodate the relocation of the Dr. Howard campus.
2. The consolidation of all of the District's operations functions – operations and maintenance, transportation, warehousing, and food service – at one site.
3. Increased capacity for necessary storage and warehousing spaces sufficient to accomplish the phasing and transitions needed to successfully execute the ongoing facility work as well as for overall District needs over the long term.
4. Reduced reliance on leases to accomplish operational functions of the District.

The Seller had begun planning significant renovations to this property and would be working with the District to see that those improvements are consistent with the District's needs and intended uses. The contractor hired by the Seller to complete this work has signed on to the Project Labor Agreement with the East Central Illinois Building & Construction Trades Council. The costs associated with the purchase of this property will be paid from the Operations & Maintenance Fund.

Administration recommended approval of the Purchase and Sale Agreement for the property at 806/808 Pioneer for \$1,519,656.

Approval of Consulting Services Agreement for Demographic Services – Cooperative Strategies: Tom Lockman

Member Vazquez moved, with a second by Member Armstrong to approve the Consulting Services Agreement for Demographic Services – Cooperative Strategies. The motion carried on roll call. Ayes 7. Nays 0.

As a part of its efforts to best deliver the educational program, the District periodically reviews student population and demographics. The last comprehensive review of this information occurred in 2009. Given the growth in student population at the elementary level over the past several years and the impending expansion of the high school campuses, the District is seeking to review and analyze updated student demographic information in order to ensure District goals are being achieved.

A Request for Proposals was issued, and District Administration recommended the engagement of Cooperative Strategies to work with the District to develop enrollment projections, detailed demographic mapping, and general boundary planning. The Statement of Work (Exhibit A to the Agreement) provides more specific detail on the work and deliverables associated with each task. The costs associated with the services provided under this Agreement will be paid from the Education Fund.

Administration recommended approval of the Consulting Services Agreement with Cooperative Strategies for \$25,000.

Consent Agenda: New/Unfinished Business

Member Richards moved, with a second by Member Shannon 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:

Human Resource Changes: Ken Kleber

The Human Resource Changes were approved as presented.

Reduction-in-Force – Licensed Staff: Ken Kleber

The Board of Education is required by law to notify teachers via written notice at least forty-five (45) days before the end of any school term if he/she is to be removed or dismissed as part of a reduction-in-force.

The financial implications will be determined by the salary assigned to these individual staff members and whether or not the positions assigned to these staff members are filled by returning employees or eliminated.

Administration recommended the identified certified staff be reduced for the reasons indicated.

Approval of Dr. Howard 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 Dr. Howard Cafeteria Equipment. Bids were received from 5 vendors and

opened on March 20, 2018. The lowest bid was received from KEC Design for \$45,090.00. The Dr. Howard Cafeteria Equipment costs will be paid from the NSLP Equipment Assistance Grant.

Administration recommended that the Board approve the Dr. Howard Cafeteria Equipment bid to KEC Design for \$45,090.00.

Amendment to Real Estate Purchase Agreement – 105 N. James Street: 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 includes the construction of a new Dr. Howard Elementary School campus.

To allow for expansion of the Dr. Howard Elementary School campus, the District has pursued the acquisition of property bordering the current site. At its meeting on November 13, 2017, the Board approved a Real Estate Purchase Agreement for the property at 105 N. James St. At its meeting on February 26, the Board approved the First Amendment to Agreement which allows the District to proceed with the purchase of the property at 105 N. James St. while also retaining ownership of the property at 1203 W. Park Ave. which was acquired by the District in May 2017.

Administration recommended approval of the Second Amendment to Agreement for the property at 105 N. James Street which clarifies the Closing Date for the transaction.

Approval of Amendment #2 to AIA Document B133-2014 Perkins+Will (Spalding Park Project): Tom Lockman

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 this Agreement to include in the same scope of services the McKinley Field and Spalding Park projects. Amendment #2 has been prepared to clarify the fee for services for the Spalding Park project. The Board shall pay Perkins+Will the revised fee as specified in the Amendment.

Administration recommended approval of Amendment #2 to the Agreement with Perkins+Will for architectural services related to the Central High School, Centennial High School, McKinley Field, and Spalding Park projects.

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 Employee appointments, employment, compensation, dismissals, complaints 120/2(c)(1) and Student Discipline 120/2(c)(9). The motion carried on roll call. Ayes 7. Nays 0.

The Board convened into *Closed Session* at 8:05 p.m.

Open Session

The Board convened into *Open Session* at 9:03 p.m.

Student Discipline

Member Shannon moved, with a second by Member Vazquez that student #580774 should be expelled from Centennial High School for the remainder of the 2017-18 school year for violating Conduct Code #8 Drug-Related Offenses-Intent to Deliver of the Champaign Unit #4 Student Code of Conduct. The duration of the expulsion is based on 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 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.

Member Richards moved, with a second by Member Brown that student #511268 should be expelled from Edison Middle School for the remainder of the 2017-18 school year and first semester of the 2018-19 school year for violating Conduct Code #34 Weapon-Related Activities of the Champaign Unit #4 Student Code of Conduct. The duration of the expulsion is based on the egregiousness of the violation of Code #34, 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 Richards, to adjourn the meeting at 9:12 p.m. The motion carried on voice vote. Ayes 7. Nays 0.

Board Approved: April 9, 2018