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  
March 9, 2020 within the Boundaries of Said District

Regular Meeting

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

Board Members Present
Amy Armstrong, Gianina Baker, Bruce Brown, Chris Kloeppel, Kathy Shannon, Elizabeth Sotiropoulos, Heather Vazquez

Staff Members Present
Deputy Superintendent Laura Taylor, Assistant Superintendent Angela Ward, Executive Director of Human Resources Ken Kleber, Executive Director of Operations, Paul Douglas

Approval of Agenda
Member Shannon moved, with a second by Member Sotiropoulos to approve the agenda as presented. The motion carried on voice vote. Ayes 7. Nays 0.

Executive Session
Member Shannon moved, with a second by Member Vazquez, to adjourn into Closed Session in accordance with the Illinois Open Meetings Act (5 ILCS 120/2c) to consider Appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, specific individual who serves as an independent contractor or a volunteer of the public body or against legal counsel for the public body to determine its validity 120/2(c)(1), Purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired 120/2(c)(5), and Student Discipline 120/2(c)(9). The motion carried on roll call. Ayes 7. Nays 0.

The Board convened into Closed Session at 5:31 p.m.

Open Session
The Board convened into Open Session at 6:19 p.m.

Guests
Representatives from CFT, local media and other interested persons

Public Comments
June Clark Eubanks – She talked about the need for longer lunch periods and the lunchroom environment in general.

Leslie Kimble – She is in support of PTA Council’s lunch resolution.

Michaela Kruse – She is in support of PTA Council’s lunch resolution.

Amy Heggemeyer – She would like to see the District extend the school lunch periods.

Peggi Stockley – She wanted everyone to know that Garden Hills’ PTA is up and running.

Melissa Prescott – She is in support of PTA Council’s resolution for longer lunch periods.
Communications
Kristie McDuffie, PTA Council spoke about PTA Council's Bylaws and Committees they have established.

Superintendent Zola provided an update to the Board regarding Strategic Planning.

Dr. Zola also provided a verbal report of FOIA requests that have been received.

Action Agenda: New Business
Administrative Appointment – Central High School Associate Principal: Ken Kleber
Member Brown moved, with a second by Member Kloeppel to approve the Administrative Appointment – Central High School Associate Principal. The motion carried on roll call. Ayes 7. Nays 0.

The position of Associate Principal of Central High School was advertised through the District’s website and other recruiting websites. Four candidates were interviewed by a team of Central administration, licensed staff representatives, and support staff representatives. Mr. Derrick Cooper was selected as the most outstanding candidate.

Mr. Cooper began his career in education, and with Unit 4 Schools, when he was hired in August 2009 as a Physical Education Teacher assigned to Booker T. Washington Elementary. After teaching at Washington for four school terms, Mr. Cooper was selected as Physical Education/Heath Teacher at Jefferson Middle School and held this position through December 2014. In January 2015, Mr. Cooper was selected as Interim Dean of Students at Centennial High School. Beginning with the 2015-2016 school year, Mr. Cooper became the Assistant Principal of Westview Elementary and held this position for one year. Mr. Cooper began his duties as a Central High School Administrator in August 2016. He initially served as a 10-Month Assistant Principal for two years, and is currently Central’s 12-Month Assistant Principal/Summer School Principal. He will leave this position to become Central’s Associate Principal on July 1, 2020.

Mr. Cooper holds a Bachelor of Science in Physical Education from Western Michigan University (2009) and a Master of Education in Educational Organization and Leadership from the University of Illinois, Urbana-Champaign (2013). Mr. Cooper is currently enrolled at the U of I in the School Executive Leadership doctoral program and anticipates completion of the program in the spring of 2022.

The effective date of Mr. Cooper's appointment as Associate Principal of Central High is July 1, 2020. This is 260 days/year position. The recommended salary is $93,367, 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. Derrick Cooper as Associate Principal of Central High effective July 1, 2020 at the above-listed salary and appropriate fringe benefits.

Administrative Appointment – Central Assistant Principal/Summer School Principal: Ken Kleber
Member Vazquez moved, with a second by Member Kloeppel to approve the Administrative Appointment – Central Assistant Principal/Summer School Principal. The motion carried on roll call. Ayes 7. Nays 0.
With the appointment of Derrick Cooper as Associate Principal beginning with the 2020-2021 school year, the 12-month Assistant Principal/Summer School Principal became vacant. Central Administration selected current ten-month Assistant Principal Sarah Long to internally fill this vacancy.

Ms. Long has been an administrator at Central High School since August 2016. She served as a Dean of Students from August 2016 until her appointment as Assistant Principal in August 2018. Ms. Long began her teaching career with Unit 4 Schools in August 2012 as a Cross Categorical Teacher assigned to Central High. She served in this capacity for four school terms.

Ms. Long holds a Bachelor of Science in Special Education from Miami University in Oxford, Ohio (2012). She also holds a Master of Science in Educational Organization and Leadership from the University of Illinois, Urbana-Champaign (2016).

The effective date of Ms. Long’s appointment as Assistant Principal/Summer School Principal is July 1, 2020. This is a 260 days/year position. The recommended salary is $87,185 plus all appropriate Board-approved administrator fringe benefits. Annual evaluation will be completed by the appropriate supervising administrator.

District administration recommended the appointment of Ms. Sarah Long as Assistant Principal/Summer School Principal at Central High School effective July 1, 2020 at the above-listed salary and appropriate fringe benefits.

Reports: New Business

Request for Proposals (RFP) for Superintendent Search Process: John Lyday

After many years of distinguished service to Unit 4, Superintendent Dr. Susan Zola plans to retire on June 30, 2021. To ensure sufficient time for an orderly transition of leadership, the Board of Education plans to begin the process of selecting the District’s next leader.

The Board wants to engage a firm or individual with significant experience in conducting Superintendent Searches and knowledge of best practices for attracting qualified candidates. The firm or individual will assist the District in recruiting and vetting candidates and ultimately selecting a highly talented and motivated individual to be the next Superintendent of Champaign Unit 4 School District.

District administration, working with the Board President and Vice President, has prepared a Request for Proposals (RFP) to invite qualified firms and individuals to describe their credentials and to express interest in providing leadership for the District’s Superintendent search process. Financial implications will be determined after RFP responses are received and reviewed.

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

Five-Year Financial Revenue Forecast & Budget: Dr. Susan Zola/Guy Cahill

Best Practices for prudent financial planning dictate that organizations project into the future their revenue expectations/needs and expenditure trends so as to plan for cash flows, borrowing needs (as necessary), need for budget reductions and/or opportunities for new programming. These “revenue forecasts” and “budget (expenditure) projections” also serve to provide early warning of any future financial distress or excess reserve balance accumulation. All the same should be reviewed in the context of existing known programming – as projected – and the organizations financial management policies and regulatory oversight metrics of good financial health. Such policies and regulatory metrics would include the
(proposed) Board of Education policies and ISBE metrics on the adequacy of year-over-year fund balance to revenue ratios, expenditure to revenue ratios and days cash-on-hand. Most such financial plans span a period of five-years into the future.

Future tax levy monies – the District’s most significant and controllable source of revenues – needed to offset/fund existing programming as projected into the future. Maintaining ISBE Financial Profile “Recognition” status each of the five years consistent with (proposed) Board of Education Policy.

Administration recommended the Board to Receive the Report; Develop the Fiscal Year 2021 Budget within the 5-Year Financial Revenue Forecast and Budget (Expenditure) Projections for existing programming, reporting back out to the Board of Education – as early as is practicable if the same is not feasible.

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

**Action Agenda: New Business**

**Approval of the Project Budget Increase – International Prep Academy: Elizabeth Stegmaier/Guy Cahill**

Member Kloeppel moved, with a second by Member Shannon for Approval of the Project Budget Increase – International Prep Academy. 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 24, 2020, Administration presented an update on this project.

In response to feedback received through discussions with members of the Board and Referendum Oversight Committee, Administration requested Board approval of an overall budget increase of $18,330,000 for the project.

For an increase in the project budget, an additional $18,330,000 would come from interest income, operating reserves set aside, credit for previous property acquisition, and County Schools Facilities Tax dollars freed up from the Series 2019 refunding for a revised project budget of $24,330,000.

Administration recommended approval of the budget increase for the International Prep Academy School project.

**Student Discipline – Student #201676**

Member Sotiropoulos moved, with a second by Member Vazquez that student #201676 shall be provided an alternative placement for two calendar years from the date of expulsion for violating Conduct Codes #7 Disruptive Behavior, #31 Other Acts that Endanger, and #34 Weapon-Related Activities of the Unit #4 Student Code of Conduct. So long as the student meets the attendance and behavioral requirements of the student’s alternative placement during the expulsion period, the Board shall hold its discipline determination in abeyance. If the student does not accept the alternative placement or meet the attendance and behavioral requirements of the offered alternative placement, then the decision of the Board of Education is to expel the student for the duration/remainder of the duration statement above. The duration of the alternative placement/expulsion is based on: the egregiousness of the violation of Conduct Codes listed above; prior discipline and other interventions attempted; continuing safety threat posed by student’s presence in 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 District because the student’s continuing presence would constitute a safety risk and/or disruption. The motion carried on roll call. Ayes 7. Nays 0.

**Consent Agenda: New Business**

Member Shannon moved, with a second by Member Sotiropoulos 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.

**Release of Licensed Staff: Ken Kleber**
The Board of Education is required by law to notify any non-tenured teacher via written notice at least forty-five (45) days before the end of any school term if he/she will not be re-employed for the following term.

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.

It was the administration’s recommendation the identified licensed staff be released for the reasons indicated.

**Bills and Treasurer’s Report – March: Michele Johnson**
The Bills and Treasurer’s Report – March was approved as presented.

**Approval of Minutes from February 10, 2020 and February 24, 2020**
The Minutes from February 10, 2020 and February 24, 2020 were approved as presented.

**Approval of the Bids for Edison Middle School Addition and Renovation – Hazardous Material Asbestos Abatement Phase 4: Mark Roessler**

In November 2016, District voters approved a facilities referendum to undertake facility improvement projects at several District facilities. On February 10, 2020, the Board approved six (6) construction contracts, as well as an amendment to Broeren Russo Builders, Inc.’s contract, allowing them to manage these construction contracts.

The projects received bids for HVAC Equipment on February 14, 2020 and after reviewing the bid results, Administration recommended awarding the following contracts:

- Bid Package #1 - Yezek & Sons, LLC for the amount of $343,900
- Combination Bid Package #2 & #3 - The Habegger Corporation for the total amount of $303,442
- Bid Package #4 - Yezek & Sons, LLC for the amount of $94,800

Contracts will be assigned to Broeren Russo Builders, Inc. and then subsequently assigned to the HVAC contractor who is the lowest responsible bidder in Bid Phase 2 (bids to be taken March 17, 2020). Broeren Russo Builders, Inc. management costs for these contracts will be part of the Guaranteed Maximum Price approved as part of Bid Phase 2. Expenses for this project will be paid from the Capital Projects Fund.
Approval of the Bids for Central High School Addition and Renovation – Hazardous Material Abatement Phase 4: Mark Roessler

In November 2016, District voters approved a facilities referendum to undertake facility improvement projects at several District facilities. For Central High School Phase 4 Hazardous Material Abatement Administration received bids for four (4) base bids:

- Base Bid #1 received and opened one (1) bid on February 14, 2020
- Base Bid #2 received and opened two (2) bids on February 18, 2020
- Base Bid #3 received and opened three (3) bids on February 19, 2020
- Base Bid #4 received and opened three (3) bids on February 20, 2020

Administration recommended that the following contractor be awarded the contracts for:

- Base Bid #2 - Brock Industrial Services, LLC for the amount of $388,950
- Base Bid #3 - General Waste Services, Inc. for the amount of $95,920
- Base Bid #4 - Abateco, Inc. for the amount of $274,900

Base Bid #1 was significantly over the estimated amount so it was not awarded and the scope and timing were revised. Those contracts were within the Board delegated authority limits and awarded by Capital Projects. Expenses for these contracts will be paid from the Capital Projects budget previously approved for this project and the Health Life Safety Funds.

Administration recommended approval of the four contracts for Central High School Hazardous Material Abatement Phase 4 as listed above.

Approval of the Bids for Franklin & Jefferson Middle Schools – Bleacher Replacement: Elizabeth Stegmaier

On October 28, 2019, the Board approved the Capital Improvement and Maintenance/Repairs Plan, which included the replacement of the bleachers at Franklin and Jefferson Middle Schools.

For this project, Administration received and opened two (2) bids on March 3, 2020, and after reviewing the bid results, Administration recommended awarding the contract for Bid Package #3 for Franklin and Jefferson Middle School to Irwin Telescopic Seating Co., in the amount of $144,507.00. Expenses for this project will be paid from the Capital Improvements/Maintenance Repairs Plan fund.

Administration recommended approval of the contract listed above.

Approval of the AIA Agreement for International Prep Academy – BLDD Architects, Inc.: Elizabeth Stegmaier

In November 2016, District voters approved a facilities referendum to undertake facility improvement projects at several District facilities. On September 9, 2019, the Board approved an agreement with BLDD Architects, for their programming services related to the International Prep Academy. Administration requested an overall budget increase of $18,330,000 for this project.

Administration requested Board approval of an agreement with BLDD Architects for design, bidding and construction phase services. Total contract value is $1,722,800. Expenses for these contracts will be paid from the Capital Projects Fund.

Administration recommended approval of the agreement with BLDD Architects for the International Prep Academy project.
2020-21 IHSA Membership: Orlando Thomas
Each year, the Illinois High School Association (IHSA) requires confirmation that member schools are recognized by the ISBE and that each school’s Board of Education/governing board has voted to adopt and abide by the constitution, bylaws, terms and conditions, and administrative procedures, guidelines, and policies of the Association. IHSA membership renewal forms for Central and Centennial were provided to the Board for signatures.

Administration recommended that the Board of Education approve Central and Centennial High Schools’ memberships in the IHSA for the 2020-21 school year.

Adjournment
There being no further business, Member Shannon moved, with a second by Member Sotiropoulos to adjourn the meeting at 8:33 p.m. The motion carried on voice vote. Ayes 7. Nays 0.

Board Approved: April 14, 2020