

**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
May 13, 2013 within the Boundaries of Said District**

Regular Meeting

Board President Laurie Bonnett called the Regular Meeting of the Board to order at 6:03 p.m.

Board Members Present

Laurie Bonnett, Jamar Brown, Kristine Chalifoux, Stig Lanesskog, Scott MacAdam, Ileana Saveley, Lynn Stuckey

Staff Members Present

Superintendent Judy Wiegand, Assistant Superintendent Laura Taylor, Assistant Superintendent Susan Zola, Assistant Superintendent Angela Smith, Executive Director of Human Resources Ken Kleber, Dr. Joseph Davis, Interim Business Manager, School Attorney Tom Lockman

Approval of Agenda

Member Chalifoux moved, with a second by Member Saveley, to approve the agenda. The motion carried on voice vote.

Guests

Representatives from CFT, local media and other interested persons

Reports: New Business

Student Code of Conduct 2013-14: Orlando Thomas

The Discipline Equity/Advisory (DEA) Committee held meetings during the months of January-April for the purpose of revising the District's Student Code of Conduct for the 2013-14 school year. The Student Code of Conduct is one of the foundational components of our district-wide behavior management plan. The Code consists of an informational section that provides an overview of the tenets of Unit 4's Student Code of Conduct, elementary and secondary sections that discuss disciplinary violations and consequences, elementary and secondary glossaries, and sections that cover transportation issues, administrative procedures regarding substance abuse, search and seizure, student discipline, harassment, electronic network access, electronic device use, publication restrictions, and student tardiness (high school). A summary of proposed changes was provided.

Staff development will be provided to building administrators and campus personnel, including new teachers, substitute teachers, and bus drivers during the month of August prior to the beginning of the 2013-14 school year. Additionally, staff development will take place throughout the school year on an as-needed basis.

The cost for mailing the Code of Conduct to parents is approximately \$1,500.

Each year in the spring semester, the Discipline Equity/Advisory Committee, comprised of CFT and CESP representatives, parents, Board members, and district-level administrators, reviews and revises the Student Code of Conduct for submission to the Board of Education for its approval. The proposed changes have been reviewed by District Counsel Thomas Lockman.

No action was required by the Board. The Code of Conduct will be approved at the June 10, 2013 Board meeting.

2013-14 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 graduations:

Central High School	Tuesday, May 27, 2014	6:00 p.m.	Krannert Center
Centennial High School	Wednesday, May 28, 2014	6:00 p.m.	Krannert Center

These are not the corresponding dates from the previous year. In past years, Central and Centennial held graduation on the same evening. The Assembly Hall will be under renovation in May 2014 which is causing us to seek an alternate venue for Centennial's graduation ceremony. It is hoped that by scheduling our graduation dates early we will be able to secure the Krannert Center for Centennial.

The last day for seniors will be Wednesday, May 21, 2014, and the last day for all other students is scheduled for Thursday, May 29, 2014.

It is not anticipated that the 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 this event.

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

Futures Facilities Final Report: Dr. Judy Wiegand

One of the goals of the District's Strategic Plan, *Great Schools, Together* is to, "revitalize, build, and maintain facilities that are safe, sustainable, and allow equitable access to programming across the District." Through the use of the 1% sales tax revenue, the Board of Education has been able to address a portion of the facility needs in the District. Existing facilities that still need to be addressed include Dr. Howard and South Side Elementary Schools and Central High School. Current enrollment trends also indicate a need to evaluate the capacity of our middle schools and how best to deliver educational programs.

On September 10, 2012, the Board contracted with public engagement firm, Dejong Richter, to begin the process of working with the community to find out what their expectations are for some of our older school facilities, and to engage in dialogue on the prospects for a new Central High School.

Tracy Richter and Scott Leopold presented to the Board of Education a final report that will serve as a guideline for the determining the next steps with facilities. The link to the presentation is:

[http://www.boarddocs.com/il/champil/Board.nsf/files/97KLL256FCF3/\\$file/Final%20Board%20Presentation_FINAL_05102013_amg.pdf](http://www.boarddocs.com/il/champil/Board.nsf/files/97KLL256FCF3/$file/Final%20Board%20Presentation_FINAL_05102013_amg.pdf)

The contract for Dejong Richter is \$116,800 and is part of the 2012-13 approved budget.

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

Action Agenda: New Business

Administrative Appointment – Bottenfield Elementary Principal: Ken Kleber

Member Lanesskog moved, with a second by Member Chalifoux to approve the Administrative Appointment – Bottenfield Elementary Principal. The motion carried on roll call. Ayes 7. Nays 0

The position of Principal of Bottenfield Elementary for the 2013-2014 school year was advertised through the District's website and appropriate administrator recruiting websites. Nine candidates were interviewed for the position by a team of District administrators, Bottenfield certified and classified staff, and Bottenfield parent representatives. Mr. Bill Pritchard was selected as the most outstanding candidate.

Mr. Pritchard, a native of Savoy and Unit #4 graduate, is currently serving as Principal of Lincoln Elementary School in Rochelle, Illinois. He has held this position since August 2011. From August 2006 through June 2011, Mr. Pritchard held the position of Principal of Raymond Ellis Elementary School in Round Lake Beach, Illinois. Mr. Pritchard was Assistant Principal for McHenry Elementary School in McHenry, Illinois from 2005-2006 and Assistant Principal for Lake Villa School District in Lindenhurst, Illinois from 2003-2005. Mr. Pritchard began his career in education as a Physical Education Teacher.

Mr. Pritchard holds a Bachelor of Science degree in Physical Education and a Master of Athletic Administration/Physical Education from Eastern Illinois University. He earned his Master in Educational Leadership from Aurora University and is currently obtaining his doctorate from National Louis University. Mr. Pritchard will begin his assignment as Principal of Bottenfield Elementary effective July 1, 2013. The recommended salary is \$84,211, plus all appropriate Board approved administrator benefits. This is a 260 days/year position. Annual evaluation to be completed by the appropriate supervising administrator.

District administration recommended the appointment of Mr. Bill Pritchard as Principal of Bottenfield Elementary effective July 1, 2013 at the above listed salary and appropriate fringe benefits.

Authorization of Centennial Intercom System Upgrade: Dr. Joseph Davis

Member MacAdam moved, with a second by Member Stuckey to approve the Authorization of the Centennial Intercom System Upgrade. The motion carried on roll call. Ayes 6. Nays 0. Member Chalifoux was not present for the vote.

The State of Illinois has made \$9.8 million available for Round II of the School Maintenance Grant program. The program provides up to \$50,000 as dollar-to-dollar matching grant for maintenance or upkeep of buildings or structures for educational purposes. Projects will be funded in order of priority per School Construction Law, with health/life safety projects—including security—receiving top priority after emergency projects.

In Round I of the program, more than \$39.2 million in grants were awarded to 690 projects. The reduced funding in Round II allows for up to 196 projects funded at the \$50,000 level.

Administration has asked the Director of Operations to move forward with project planning and believes that the Centennial Intercom Replacement Project (a life safety issue) will receive favorable consideration from the Regional Office of Education and will be competitive at the state level. In order to move forward with the grant application process, the Board of Education must authorize the Centennial maintenance project.

The District could receive up to \$50,000 in grant funds, with local matching funds estimated to be \$123,133 for completion of the project. Matching funds are included in the FY14 budget, Fund 61.

Administration recommended that the Board of Education authorize the Centennial Intercom Replacement Project.

Approval to Proceed with Bids for the Bottenfield Addition/Renovation Project: Dr. Joseph Davis/Arlene Vespa

Member MacAdam moved, with a second by Member Stuckey for Approval to Proceed with Bids for the Bottenfield Addition/Renovation Project. The motion carried on roll call. Ayes 7. Nays 0.

Cannon Design and Bailey Edward provided a Construction Document phase update for the Bottenfield Addition/Renovation Project. The presentation included an update to the Construction Document phase budget and the project schedule. It was the goal of administration that after hearing the presentation and viewing the updated cost budget, the Board of Education will grant approval to seek bids on this project.

Cannon Design prepared an attachment that outlined the Construction Document phase cost estimate budget status.

Administration recommended that Cannon Design/Bailey Edward on the Board of Education's behalf seek bids for the renovations at Bottenfield Elementary School.

Bills and Treasurer's Report – April

Member MacAdam moved, with a second by Member Brown to Approve the Bills and Treasurer's Report as presented. The motion carried on roll call. Ayes 7. Nays 0.

There was a discussion regarding the check register and attorney fees paid. Dr. Wiegand will do a month to month analysis of attorney fees.

Consent Agenda: Unfinished/New Business

Member Lanesskog moved, with a second by Member Chalifoux 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:

Title I School-Wide Plan 2012-2013: Barkstall Elementary: Dr. Susan Zola

Barkstall Elementary received Title I targeted funds during the SY2013 school year. Targeted funds are restricted to students identified by the school for services, including the use of materials purchased with the funds. Any Title I school with a low-income rate of 40% or more may go through a year of planning to become a Title I school-wide program following local Board approval of the plan. School-wide status allows Title I funds and materials purchased with them to be used for the benefit of any child in the school. Barkstall Elementary conducted school-wide planning during SY2013.

NCLB Section 1114 (b) (1) requires Title I school-wide program planning to contain each of the following ten components: 1) Needs Assessment, 2) School-wide, scientifically-based reform strategies, 3) Instruction by highly qualified teachers, 4) High-quality, on-going professional development, 5) Strategies to attract highly qualified teachers, 6) Strategies to increase parental involvement, 7) Transition plans for Pre-K to Kindergarten, 8) Measures for decision making, 9)

Assistance for students experiencing difficulty, and 10) Coordination of Federal, State, and local services.

Barkstall Elementary has completed school-wide planning this year following the ten components above incorporating them into the building's school improvement plan. Additional materials related to planning are available in the building's planning binder, such as the Mission Statement, Extended Learning Proposal, Parent Survey Results, School-Parent Compact, Family Involvement Policy, Professional Development Plan, Transition Plan, Needs Assessment Data, and ISBE Accountability Liaison Reports.

Additional Title I funds may be directed to Barkstall Elementary to further supplement programming. Measures identified by the school in their Extended Learning Proposal for use of Title I funds.

Administration recommended the Board approve the Barkstall Elementary school improvement plan and grant Title I school-wide status to Barkstall Elementary.

Title I School-Wide Plan 2012-2013 South Side Elementary: Dr. Susan Zola

South Side Elementary received Title I targeted funds during the SY2013 school year. Targeted funds are restricted to students identified by the school for services, including the use of materials purchased with the funds. Any Title I school with a low-income rate of 40% or more may go through a year of planning to become a Title I school-wide program following local Board approval of the plan. School-wide status allows Title I funds and materials purchased with them to be used for the benefit of any child in the school. South Side Elementary conducted school-wide planning during SY2013.

NCLB Section 1114 (b) (1) requires Title I school-wide program planning to contain each of the following ten components: 1) Needs Assessment, 2) School-wide, scientifically-based reform strategies, 3) Instruction by highly qualified teachers, 4) High-quality, on-going professional development, 5) Strategies to attract highly qualified teachers, 6) Strategies to increase parental involvement, 7) Transition plans for Pre-K to Kindergarten, 8) Measures for decision making, 9) Assistance for students experiencing difficulty, and 10) Coordination of Federal, State, and local services.

South Side Elementary has completed school-wide planning this year following the ten components above incorporating them into the building's school improvement plan. Additional materials related to planning are available in the building's planning binder, such as the Mission Statement, Extended Learning Proposal, Parent Survey Results, School-Parent Compact, Family Involvement Policy, Professional Development Plan, Transition Plan, Needs Assessment Data, and ISBE Accountability Liaison Reports.

Additional Title I funds may be directed to South Side Elementary to further supplement programming. Measures identified by the school in their Extended Learning Proposal for use of Title I funds.

Administration recommended the Board approve the South Side Elementary school improvement plan and grant Title I school-wide status to South Side Elementary.

Minutes of April 8, 2013, April 15, 2013, April 22, 2013, and April 29, 2013

The Board of Education approved the minutes as presented.

Human Resource Changes

The Board of Education approved the Human Resource Changes as presented.

Policy 860.02/R Booster Organizations: Tom Lockman

This proposed policy represents the District's effort to continue to update its Board policy manual. The policy is related to the activities of booster organizations and is being updated to address concerns regarding mandatory parent/guardian participation in booster organization activities.

Administration recommended that the Board of Education approve policy 860.02/R.

Bid: Photovoltaic System for Carrie Busey: Dr. Joseph Davis

Board Policy states that bids will be solicited when items are expected to exceed a total of \$25,000.

Requests were sent to vendors, posted on the District's website and advertised in the News-Gazette for the Photovoltaic System at Carrie Busey Elementary School. One bid was received and opened on May 1, 2013 from Wilcox Electric for \$16,650. The estimated base bid was \$20,000.

The cost for the photovoltaic system at Carrie Busey, including engineering services (GHR - \$4,500 plus reimbursable expenses) will be paid from Capital Project Funds.

Administration recommended Board approval of the bid for a photovoltaic system at Carrie Busey to Wilcox Electric for \$16,650.

Bid: Cafeteria – Pizza Services: Dr. Joseph Davis

Board policy states that bids will be solicited when items are expected to exceed a total of \$25,000. As part of the bidding process, bids were mailed to five vendors, posted on the District's website and advertised in the News-Gazette. Bids were received from two vendors and opened on April 16, 2013. Administration recommended that the bid for pizza service for the school lunch program be awarded to Domino's Pizza. Although the costs were the same for both bidders, the Food Service Director has been very satisfied with Domino's service and quick response to concerns.

The cost for pizza services for the school lunch program will be paid from the 2013-14 Food Service Budget.

Administration recommended that the bid for pizza services for the school lunch program be awarded to Domino's Pizza for the 2013-14 school year.

Bid: Fire Extinguisher Service: Dr. Joseph Davis

Board policy states that bids will be solicited when items are expected to exceed a total of \$25,000. As part of the bidding process, bids were mailed to four vendors, posted on the District's website and advertised in the News-Gazette. Bids were received from three vendors and opened on March 27, 2013. Administration recommended that the bid for fire extinguisher services be awarded to D.I. Fire & Safety.

The annual cost of \$2,921 for fire extinguisher service will be paid from the 2013-14 Operations and Maintenance Budget. Last year's bid was for \$2,124.

Administration recommended that the bid for fire extinguisher services be awarded to D.I. Fire & Safety for the 2013-14 school year for \$2,921.

Bid: Warehouse Paper Supplies: Dr. Joseph Davis

Board policy states that bids will be solicited when items are expected to exceed a total of \$25,000. As part of the bidding process, bids were mailed to thirty-four vendors, posted on the District's website and advertised in the News-Gazette. Bids were received from two vendors and opened on April 16, 2013. Administration recommended that the additional bid for warehouse paper supplies (paper sacks and cafeteria bowls, pan liners and server container trays) be awarded to PERFORMANCE Foodservice-Fox River Foods for \$37,635.53.

The initial annual cost of \$37,635.53 will be paid from the District's warehouse asset account, and then charged to the appropriate expenditure accounts as the paper items are ordered. This additional bid brings the total cost of paper supplies to \$293,600.53. Last year's total was \$258,906.58.

Administration recommended that the additional bid for paper supplies be awarded to PERFORMANCE Food Service-Fox River Foods for the 2013-14 school year for \$37,635.53.

Approval of Westview Change Order No. 7: Dr. Joseph Davis

Arlene Vespa has authority to approve change orders up to \$25,000. After that she must check with the Board President and a designated Board Member before signing the paperwork which leads to a change order. That process has been adhered to. At this time it was necessary for the entire Board of Education to approve the following change orders processed through March 2013. Please note that the total project contingency on this project is \$270,140.00, which leaves the current total at **\$108,660.00**.

CHANGE ORDER NO. 07		
CHANGE ORDER AUTHORIZATION	DESCRIPTION	AMOUNT
COA 32	Owner Request: Provide credit for network version of Key Wizard software already received for the Carrie Busey Savoy project.	-\$643.00
COA 33 R1	Unforeseen Field Condition: Perform revised work related to the demolition of existing administration walls and addition of structural members. This work was required because of conditions related to existing structural conditions seen once demolition began, including existing cracked block.	\$2,669.00
COA 34	Coordination: Add a heat detector in a mechanical closet located under existing Stair #1.	\$311.00
COA 35	Owner Request: Change the Art Kiln Room flooring from VET to sealed concrete.	-\$29.00
COA 36	Owner Request: Revise the new operable windows in the library to be fixed windows. This revision has been made to avoid the potential for future break-ins at this concealed area.	-\$1,224.00
COA 38 R4B	Coordination: Provide labor, material and equipment credits for all items that were shown on the Contract Documents to be demolished but were demolished by the Asbestos Abatement Contractor or by Owner.	-\$1,770.00
COA 39	Owner Request: Revise the wall finish in two Janitor Closets from FRP on CMU block to simply epoxy paint on CMU block.	-\$800.00
COA 40	Design Issue: Add framed bulkheads and extend existing	\$3,157.00

	mechanical system to work with new ceiling in existing gang toilet rooms.	
COA 41	Design Issue: Extend projection screens in gym and multi-purpose rooms, so that they extend to the appropriate height above finish floor. Provide ceiling adjustments to coordinate with the screen dimensions.	\$0.00
COA 42	Design Issue/Code Issue: The Contract Documents did not provide for insulation around the PVC piping in the addition that is exposed to return air within the ceiling plenum space. This is required by code to meet the flame index rating. This change provides the required insulation.	\$13,540.00
COA 43	Owner Request/Design Issue: Revise the IDF room to provide for secure, restricted access. The floor plan as designed did not allow for a secure and limited access, as required by the District.	\$5,210.00
COA 44	Unforeseen Field Condition: At the Art Storage Kiln Room, relocate the transfer duct from the corridor wall to the adjacent classroom wall. The location per Contract Documents would not allow for the damper placement due to a conflict with the existing structure.	\$1,256.00
COA 45	Unforeseen Field Condition: Modify the soffit framing as designed at the new main entry vestibule due to an existing beam that was not identified until after demolition occurred.	\$249.00
COA 46	Design Issue/Field Coordination: Provide labor, material and equipment credits to delete the axiom ceiling trim per contract documents.	\$12,334.00
COA 47	Unforeseen Field Condition: Revise the ADA lift configuration due to existing mechanical and structural elements unforeseen prior to demolition. Build out a vestibule in classroom 201, reduce vestibule in Music 100 and revise opening locations in existing cmu walls in order to relocate location of lift.	\$5,144.00
COA 48	Design Issue: Provide labor, material and equipment to add an emergency light fixture to the ADA wheelchair lift located within Music Room #100, to comply with ASME A18.	\$338.00
COA 49	Design Issue/Code Issue: Provide occupancy signage in Library 106, Multipurpose 222 and Gym 123. Provide one 6"x6" exit sign with tactile characters at 16 door locations.	\$1,466.00
COA 50	Design Issue: Change wiring requirements for unit heaters that were called to be 3 phase 208 volt. The units are single phase as noted in the mechanical schedules, and alterations are necessary for installation.	\$1,190.00
COA 51	Unforeseen Field Condition: Repair damage to existing structural roof joists exposed during demolition, found to have discontinuity of web members and bottom chord.	\$960.00
	TOTAL CHANGE ORDER NO. 07:	\$18,690.00

The total of the change orders for Westview is:

CHANGE ORDER	AMOUNT
Change Order No. 01 - 06	\$142,790.00
Change Order No. 07	\$18,690.00
TOTAL CHANGE ORDERS:	\$161,480.00

Administration recommended Board approval of the change order No. 7 for Westview totaling \$18,690.00.

Executive Session

Member Chalifoux moved, with a second by Member Stuckey, to adjourn into *Closed Session* in accordance with the Illinois Open Meetings Act (5 ILCS 120/2c) to consider Personnel 120/2(c)(1), Negotiations 120/(c)(2), Property Acquisitions/Lease Purchase 120/(c)(5), Student Discipline 120/(c)(9), and Actual/Potential Litigation 120/2(c)(11). The motion carried on roll call. Ayes 7. Nays 0.

The Board convened into *Closed Session* at 8:45 p.m.

Open Session

The Board convened into *Open Session* at 10:54 p.m.

Student Discipline

Member MacAdam moved, with a second by Member Stuckey, to expel student #600188 from Jefferson Middle School for the remainder of the 2012-13 school year and first semester of the 2013-14 school year. He/she should be reassigned to READY for violating Conduct Code #34 (Weapon-Related Activities) of the Champaign Unit 4 Student Code of Conduct. The student may return to his/her regularly assigned school following the expulsion period. The motion carried on roll call. Ayes 7. Nays 0.

Member Chalifoux moved, with a second by Member Stuckey, to expel student #620136 from Franklin Middle School for the remainder of the 2012-13 school year and successfully complete summer school and community service within the guidelines provided by administration. He/she should be reassigned to READY for violating Conduct Code #18 (Physical Confrontation with Staff/District-Authorized Personnel) of the Champaign Unit 4 Student Code of Conduct. The student may return to his/her regularly assigned school following the expulsion period. The motion carried on roll call. Ayes 7. Nays 0.

Adjournment

There being no further business, Member Brown moved, with a second by Member Chalifoux, to adjourn the meeting at 10:59 p.m. The motion carried on voice vote.

Board Approved: June 10, 2013