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, 2019 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 (arrived at 6:47 p.m.), Chris Kloeppep, Kathy Shannon, Elizabeth Sotiropoulos, Heather Vazquez

Staff Members Present
Superintendent Susan Zola, Deputy Superintendent Laura Taylor, Assistant Superintendent Jennifer Ivory-Tatum, Executive Director of Human Resources Ken Kleber, Director of Operations Paul Douglas

Approval of Agenda
Member Kloeppep moved, with a second by Member Shannon to approve the agenda as presented. The motion carried on voice vote. Ayes 6. Nays 0.

Executive Session
Member Kloeppep moved, with a second by Member Sotiropoulos, to adjourn into Closed Session in accordance with the Illinois Open Meetings Act (5 ILCS 120/2c) to consider Personnel 120/2(c)(1) and Student Discipline 120/2(c)(9). The motion carried on roll call. Ayes 6. Nays 0.

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

Open Session
The Board convened into Open Session at 6:04 p.m.

Guests
Representatives from CFT, local media and other interested persons

Action Agenda: New Business
Administrative Appointment – 2019-2020 Washington STEM Academy Principal: Ken Kleber
Member Shannon moved, with a second by Member Vazquez to approve the Administrative Appointment – 2019-2020 Washington STEM Academy Principal. The motion carried on roll call. Ayes 6. Nays 0.

The vacancy for the permanent position of Principal of Booker T. Washington beginning with the 2019-2020 was recently announced. It was advertised on the District website and other recruiting websites. Five candidates were interviewed for the position by a team of District administration, licensed staff, support staff, and parents. Mr. Jaime Roundtree was selected as the most outstanding candidate.

Mr. Roundtree is currently serving Unit 4 Schools as the Director of Elementary Teaching and Learning. He has held this position for the past five years. Mr. Roundtree is incredibly excited to return to the campus level where he strives to work with the dedicated staff to build BTW into a top notch institution.

Prior to this appointment, Mr. Roundtree’s other Unit 4 administrative experience includes serving as Principal of Barkstall Elementary from 2012-2014, Assistant Principal of Bottenfield
Elementary from 2010-2012, and Title I Summer School Principal for three summers. Mr. Roundtree began his career in education as a 5th Grade Teacher at South Side Elementary in August 2005.

Mr. Roundtree earned his Bachelor of History from the University of Illinois in 1998. He earned his Master of Elementary Education in 2005 and Master of Educational Organization and Leadership in 2010, both from the University of Illinois. He is currently enrolled in the doctoral program at the U of I and anticipates completion of the program in May 2022.

The effective date of Mr. Roundtree’s appointment is July 1, 2019. The recommended salary for Mr. Roundtree is $109,258 plus all appropriate Board-approved administrator benefits. Annual evaluation will be completed by the appropriate supervising administrator.

District administration recommended the appointment of Mr. Jaime Roundtree as Washington STEM Academy Principal effective July 1, 2019 at the above-listed salary and appropriate fringe benefits.

Administrative Appointment – 2019-2020 Centennial High School Assistant Principal: Ken Kleber

Member Kloeppel moved, with a second by Member Sotiropoulos to approve the Administrative Appointment – 2019-2020 Centennial High School Assistant Principal. The motion carried on roll call. Ayes 7. Nays 0.

The vacancy for the position of Assistant Principal at Centennial High for the 2019-2020 school year was recently announced. The position was advertised on the District website and other recruiting websites. Seven (7) candidates were interviewed by a team of Centennial administration, licensed staff, and support staff. Two candidates returned for Level Two interviews. Ms. Tasia Burks was selected as the most outstanding candidate.

Ms. Burks joined Unit 4 Schools in July 2016 as the Assistant Principal at Kenwood Elementary and currently holds this position. Ms. Burks will assume her new role as Assistant Principal of Centennial High School on August 1, 2019. Ms. Burks previously served as Dean of Students at Hope Academy Magnet School with Decatur School District 61 in Decatur, Illinois. She held this position from November 2014 through July 2016. Prior to this administrative assignment, Ms. Burks was an 8th Grade Language Arts Teacher at Stephen Decatur Middle School from January 2008 through October 2014.

Ms. Burks holds a Bachelor of Science in Elementary Education with endorsements in English-Language Arts and Social Sciences from Illinois State University (2007) and a Master of Science in Educational Administration from Eastern Illinois University (2012). Ms. Burks also holds a Specialist Degree in Education from Eastern Illinois University (2017).

The recommended salary for Ms. Burks is $76,386, plus all appropriate Board-approved administrator benefits. This is a 215 days/year position. Annual evaluation will be completed by the appropriate supervising administrator.

District administration recommended the appointment of Ms. Tasia Burks as Centennial High School Assistant Principal effective August 1, 2019 at the above-listed salary and appropriate fringe benefits.

Administrative Appointment – 2019-2020 Kids Plus Program Assistant Director: Ken Kleber
Member Kloeppe1 moved, with a second by Member Shannon to approve the Administrative Appointment 2019-2020 Kids Plus Program Assistant Director. The motion carried on roll call. Ayes 7. Nays 0.

The vacancy for the position of Assistant Director of the Kids Plus Program was recently announced. The position was advertised on the District website and other recruiting websites. Eight (8) candidates were interviewed by a team of District administration and support staff. Mr. Tyler Tester was selected as the most outstanding candidate. Mr. Tester will begin his duties on May 13, 2019.

Mr. Tester currently serves Unit 4 as a Teacher Aide with the Special Education Program. He has held positions in the Functional Life Skills program at both Stratton Academy of the Arts and Jefferson Middle School. Prior to joining Unit 4, Mr. Tester worked as an instructor with Developmental Services Center (DSC), Champaign-Urbana Special Recreation as an After School Leader, and Building Supervisor/Intern with the Savoy Recreation Center. Mr. Tester holds a Bachelor of Science in Recreation Management from Illinois State University (2015).

The recommended salary for Mr. Tester is $48,426, prorated from July 1, 2019, plus all appropriate Board-approved administrator benefits. Annual evaluation will be completed by the appropriate supervising administrator.

District administration recommended the appointment of Mr. Tyler Tester as Assistant Director of the Kids Plus Program effective May 13, 2019 at the above-listed salary and appropriate fringe benefits.

**Reports: New Business**

500.05/R General Personnel – Medical Emergency Procedures, AED: Dan Casillas
This update represents the District’s effort to continue to update its Board Policy and Procedures manual. ISBE Administrative Rule 1.530 Health Services calls for a comprehensive safety plan that includes medical emergencies. While current policy and procedures exists for students with identified health conditions and the use of AED’s in the District, current policy does not include procedures for emergency care of students and staff.

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

Policy 725.01/R – Academic Achievement – Grading: Dan Casillas
This update represents the District’s effort to continue to update its Board Policy and Procedures manual. This update will match the current language in our High School Curriculum Handbook and our current practice.

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

**Recommendation for K-12 Music and Drama Curriculum Adoption:** Angi Franklin
The Opportunity-to-Learn (OTL) Standards have been prepared by the Council of Music Program Leaders of the National Association for Music Education (NAfME). These OTL Standards identify the resources that need to be in place so that teachers, schools, and school districts can give students a meaningful chance to achieve at the levels spelled out in the Core Music Standards. The Champaign Unit #4 adoption process is committed to supporting the instructional practices and resources necessary for alignment to the Core Music Standards, providing our students a culturally relevant experience in the fine arts, and providing access to resources for students traditionally underserved.
There was no additional staffing requested. Assessment/evaluation will be conducted by the K-12 Music Department, Music Vertical Team, K-12 Music Coordinator.

**FINANCIAL IMPLICATIONS:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Pearson Interactive Music Curriculum K-8 (8 year subscription)</td>
<td>$132,256.50</td>
</tr>
<tr>
<td>Sound Trap Music Composition Software K-12 (4 year subscription)</td>
<td>$25,206.75</td>
</tr>
<tr>
<td>The Music Shoppe Instruments and Service Contract 5-12</td>
<td>$74,475.00</td>
</tr>
<tr>
<td>Wenger – Performing Risers, Indoor/Outdoor Stages K-12</td>
<td>$42,613.00</td>
</tr>
<tr>
<td>Charms Music Inventory Software K-12 (8 year subscription)</td>
<td>$11,600.00</td>
</tr>
<tr>
<td>Choral Music, Music Theory, and Sight-Reading for MS/HS Programs</td>
<td>$12,000.00</td>
</tr>
<tr>
<td>Band Music, Equipment, Sound Systems for MS/HS Programs</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>MS/HS Drama Scripts, Youth Plays, Props, Puppets, Make-up, etc.</td>
<td>$6,518.21</td>
</tr>
<tr>
<td>Total</td>
<td>$319,669.46</td>
</tr>
</tbody>
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This was an informational item and no action was required by the Board.

**Recommendation for K-12 Art Curriculum Adoption:** Angi Franklin

Through the arts, students learn critical thinking, effective communication, collaboration, and creative problem solving skills. They grow in self-confidence and self-direction, create meaning, and engage other cultures through learning. The arts are essential to a complete and competitive education for all students. The Unit 4 Visual Arts adoption reflects new National Core Arts Standards (2014) and Illinois Arts Learning Standards (implemented 2018-19). The new standards articulate what is important for students to know and be able to do at each grade level, identify pathways for students to become creative thinkers, creative makers and creative responders, with a focus on collaboration and emerging technologies. The adoption process allowed teachers to reflect on current practices and envision a horizontally and vertically aligned K-12 Art curriculum that engages all students through high-quality, culturally relevant instruction and developmentally appropriate resources.

There are no additional staffing requested at this time. Assessment will be conducted by the K-12 12 Art Department, Art Vertical Team, K-12 Art Coordinator.

**FINANCIAL IMPLICATIONS:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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<tbody>
<tr>
<td>K-8 Art Supplies, Equipment, Technology, etc.</td>
<td>$60,388.83</td>
</tr>
<tr>
<td>9-12 Art Supplies, Equipment, Technology, etc.</td>
<td>$51,805.51</td>
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<tr>
<td>Additional Technology, tables, chairs, etc. to be determined pending construction/renovation (adoption monies reserved)</td>
<td>Up to $37,500.00</td>
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<tr>
<td>Total</td>
<td>$149,694.34</td>
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This was an informational item and no action was required by the Board.

**Student Code of Conduct 2019-20:** Orlando Thomas

The Discipline Equity/Advisory (DEA) Committee held meetings during the months of September-April for the purpose of revising the District’s Student Code of Conduct for the 2019-20 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).

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 2019-20 school year. Additionally, staff development will take place throughout the school year on an as-needed basis.

Printing and mailing costs are estimated to be $8,100. This includes printing and mailing of copies in languages other than English. High school students do not receive paper copies of the Code since they can access them electronically via their individually assigned Chromebooks.

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 Jennifer Smith, attorney.

No action was required by the Board. This item was submitted in draft form for review and revision prior to final action to be taken at the June 10, 2019 Board meeting.

Presentation of 2017-18 Audit: Michele Johnson
Administration is pleased with the independent auditor’s opinion on the 2017-18 financial statements. For the fourteenth straight year, the District received a “clean” or unmodified opinion that the Financial Statements were prepared in accordance with Generally Accepted Accounting Principles. This is the best opinion that an audit client can receive.

The clean opinion will result in lower interest rates on bonded debt, which may be sold in the future. Rating agencies like Standard & Poor’s and Moody’s take the unqualified opinion into consideration when issuing a rating on a governmental unit. A positive audit equals a positive rating and thus lower interest rates.

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

Action Agenda: New Business
Board Policy Manual Customization Agreement: Dan Casillas
Member Vazquez moved, with a second by Member Brown for approval of the Board Policy Manual Customization Agreement. The motion carried on roll call. Ayes 7. Nays 0.

For much of the school year the Board, administration, and Policy Committee have been considering various procedures to systematically review and update Board policy, including third party options. Based on this review we have determined that contracting with the Illinois Association of School Boards is the best option. Their Policy Manual Customization service works with the Board, Superintendent, and Policy Committee to develop a new and up-to-date board policy manual. This policy manual will be will be customized to include the District’s current policy and practices, as appropriate.

Following the completion of this project we will bring forward another proposal for IASB to update our administrative procedures manual as well. The cost of the Policy Manual Customization is $9,200.

Administration recommended approval of the Board Policy Manual Customization Agreement. Recommendation for High School AP Science Textbooks and Resources: Mike Lehr
Member Shannon moved, with a second by Member Sotiropoulos for approval of the Recommendation for High School AP Science Textbooks and Resources. The motion carried on roll call. Ayes 7. Nays 0.

The Illinois State Board of Education (ISBE) adopted the Next Generation Science Standards (NGSS) on February 19, 2014. These new Illinois Learning Standards for Science went into effect in the 2016-2017 school year. The purpose of these new, more rigorous standards is to better prepare students to be college and career ready. The Unit #4 adoption process is committed to supporting the instructional practices and resources necessary for alignment to the new Illinois Learning Standards for Science. The High School Science Adoption Committee’s recommendation for biology, chemistry, and physics textbooks was presented to the Board of Education on May 14, 2019. This set of recommendations is for Vernier probes and textbooks for AP Biology and AP Chemistry. The committee will bring the last set of recommendations for high school science textbooks and resources in the 2019-2020 school year.

FINANCIAL IMPLICATIONS:

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Vernier Probes for Physics and AP Physics</td>
<td>$15,813.31</td>
</tr>
<tr>
<td>80 AP Biology Textbooks and Digital Licenses</td>
<td>$14,669.91</td>
</tr>
<tr>
<td>70 AP Chemistry Textbooks and Digital Licenses</td>
<td>$11,935.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$42,418.22</strong></td>
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Administration recommended that the Board of Education approve the purchase of Vernier probes for physics and textbooks (with digital licenses) for AP Biology and AP Chemistry.

Construction Contracts and O’Shea Builders Contract Amendment – McKinley Athletic Fields and Budget Increase: Mark Roessler

Member Kloeppel moved, with a second by Member Shannon for approval of the Construction Contracts and O’Shea Builders Contract Amendment – McKinley Athletic Fields and Budget Increase. 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 March 25, 2019 the Board of Education reviewed and approved the Construction Documents and associated estimate for McKinley Fields.

The project received bids for the Project on May 2, 2019. After reviewing the bid results and after scope vetting with the contractors, Administration requested Board approval for all nine (9) construction contacts, as well as an amendment to O’Shea Builders’ contract, allowing them to manage the construction contracts. Three alternates were recommended and included in these amounts.

Administration also requested an increase to the project budget in order to award these contracts. The bids received were higher than the budgets, however time is of the essence and the schedule does not allow for delays to rebid the packages. Construction will commence as soon as possible in keeping with the current project schedule.

For an increase in the project budget of $266,000 and a revised budget of $6,866,000. Expenses for this project will be paid from referendum bond proceeds in the Capital Projects Fund and approved alternate funding sources.

Administration recommended approval of the construction contracts and associated amendment to O’Shea Builders’ contact and the budget increase.
Public Hearing and Approval of Amended Budget FY19: Michele Johnson
Member Shannon moved, with a second by Member Brown to open the Public Hearing and Approval of Amended Budget FY19 at 9:00 p.m. The motion carried on roll call. Ayes 7. Nays 0. Hearing no comments or input from the public, Member Shannon moved, with a second by Member Sotiropoulos to close the public hearing at 9:04 p.m. The motion carried on roll call. Ayes 7. Nays 0.

In preparation of the Amended Budget for 2018-19, the Illinois School Code, Article 17, requires that each school district in the State prepare a budget in tentative form and make it conveniently available for public inspection for at least 30 days prior to the Board taking action to approve the budget. The District published notice to hold a public hearing on the Amended Budget in the News-Gazette on April 12, 2019.

Administration recommended the Board of Education hold a public hearing on the Amended Budget for 2018-19 with approval of the Amended Budget scheduled for the June 10, 2019 Board meeting.

Student Discipline – Student #219285
Member Shannon moved, with a second by Member Baker that student #219285 shall be provided an alternative placement for the remainder of the 2018-19 school year and the entire 2019-20 school year for violating Conduct Codes #19 Physical Confrontation with Student, #25 Threats to Student, 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 stated 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 6. Nays 0. Abst. 1. Member Brown abstained.

Consent Agenda: New Business
Member Kloeppe moved, with a second by Member Shannon 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:

Approval of the Bid for Central High School Phase I Hazardous Material Asbestos Abatement: Mark Roessler
In November 2016, District voters approved a facilities referendum to undertake facility improvement projects at several District facilities. On May 7, 2019, Administration received and opened bids for two base bids for Central High School Phase 3 Hazardous Material Abatement. Two (2) contractors submitted bids and Administration recommended that Abateco be awarded the contract Base Bid #2. Base Bid #1 is within the delegated authority and Administration will award that scope to Environmental Assurance. Abateco’s bid is $119,000. Expenses for this project will be paid from referendum bond proceeds in the Capital Projects Fund and fund balance.
Administration recommended approval of the contract for Central High School Hazardous Material Abatement Phase 3 to Abateco for their bid amount of $119,000.

Renewal of School Resource Officer Contract – City of Champaign: Orlando Thomas
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, 2019 through June 30, 2020. The total cost to the District for the 2019-20 school year is $318,627.

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

Amendment and Exercise of Renewal Option – City of Champaign Police Department: Orlando Thomas
The District maintains an ongoing partnership with the Champaign Police Department to provide supplemental police services for District-sponsored events where additional support is necessary or advantageous to the District. Execution of this amendment would extend this partnership through the 2019-2020 school year. The cost to the District for the 2019-2020 school year is an hourly rate of $61.30.

Administration recommended approval of the Amendment and Exercise of Renewal Option with the Champaign Police Department.

Lease Amendment – United Way of Champaign County: Dr. Susan Zola
In May 2015, the District entered into a Cash Farm Lease agreement with the United Way of Champaign County for the property purchased from the Atkins Group. The District and the United Way would like to extend this agreement to cover the period from April 1, 2019 through March 31, 2020. The District will receive $18,000.00 for cash rent for the period April 1, 2019 to March 31, 2020.

Administration recommended approval of the Lease Amendment with the United Way of Champaign County.

Human Resource Changes: Ken Kleber
The Human Resource Changes were approved as presented.

Minutes of April 8, 2019 and April 23, 2019
The minutes were approved as presented.

Bills and Treasurer’s Report – April: Tom Lockman
The Bills and Treasurer’s Report - April was approved as presented.

Executive Session
Member Shannon moved, with a second by Member Sotiropoulos, to adjourn into Closed Session in accordance with the Illinois Open Meetings Act (5 ILCS 120/2c) to consider Personnel 120/2(c)(1). The motion carried on roll call. Ayes 7. Nays 0.

The Board convened into Closed Session at 9:23 p.m.
Open Session
The Board convened into Open Session at 10:22 p.m.

Adjournment
There being no further business, Member Shannon moved, with a second by Member Kloeppel, to adjourn the meeting at 10:22 p.m. The motion carried on voice vote. Ayes 7. Nays 0.

Board Approved: June 10, 2019