

**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 14, 2018 within the Boundaries of Said District**

Regular 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

Approval of Agenda

Item 9B Approval of Intergovernmental Agreement with Champaign Park District – Spalding Park was moved from the Action Agenda to Reports for discussion. Member Shannon moved, with a second by Member Brown to approve the agenda as amended. The motion carried on voice vote. Ayes 7. Nays 0.

Guests

Representatives from CFT, local media and other interested persons

Executive Session

Member Richards moved, with a second by Member Shannon, to adjourn into *Closed Session* in accordance with the Illinois Open Meetings Act (5 ILCS 120/2c) to consider negotiations 120/2(c)(2) and Property Acquisition/Lease/Purchase 120/2(c)(5). 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 6:04 p.m.

Action Agenda: New Business

Approval of New Members for the Referendum Oversight Committee: Chris Kloeppe
Member Shannon moved, with a second by Member Vazquez to approve the New Members for the Referendum Oversight Committee. 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. The Board authorized the creation of a Referendum Oversight Committee comprised of interested community members. On September 25, 2017 the Board of Education authorized the Referendum Oversight Committee Members. The first meeting was December 4, 2017. Due to public interest in additional members, the application process was re-opened on February 27, 2018 with a new application deadline of March 30, 2018.

Administration recommended the following applicants for membership on this committee:

Walter Laesch
Tim Mininger

Linda Hobson
Kristine Chalifoux
John L. Reed
Jennifer Romine
James R. Kenyon Jr.
Edward Kolodziej
Anna Barnes
Carol Jo Morgan (alternate)

Administration recommended approval of these candidates for membership on the District's Referendum Oversight Committee.

Reports: New Business

Policy 720.14/R Form STUDENT WELFARE – Administering Medications to Students: Dan Casillas

This policy update represents the District's effort to continue to update its Board Policy and Procedures manual. Many children who take medication require them during the school day. The updated policy seeks to provide guidance for parents, staff, school administration, and school nurses on the administration of medication to children at school. The policy addresses over-the-counter products, prescribed medications, emergency medications, and principles of student safety.

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

Standards-Based Grading System: Angela Ward

Administration would like to bring to the Board a recommendation to move away from traditional grades at 6th grade to a Standards-Based Grading system (SBG). Currently, all grade levels have been piloting Standards-Based Grading and reporting practices. However, the current reporting system converts standards back into grades, making SBG cumbersome and difficult for families to understand. Four years ago, middle schools began the shift to SBG in an effort to communicate the **most accurate** student achievement data to families, students, and educators regarding progress toward learning goals. The SBG reporting process identifies specific strengths and needs of each individual student and tells students and families about continual learning. SBG practices and reporting has the potential to refocus teaching and accelerate learning.

Some of the benefits of SBG are as follows:

- Students become partners in their learning as they monitor their own progress toward the achievement of essential skills.
- Learning goals and objectives are clearly defined through Power Standards.
- Students learn at different rates and will have multiple opportunities to demonstrate their progress toward mastery of a standard.
- Graduates are better prepared for college and business with problem-solving and career skills.
- Families understand the areas where their student needs more support and where their student is being pushed to higher levels.
- Report cards provide families and students with more information about performance and progress.
- Education becomes more learner-focused, where the teacher and student work closely together.
- Teachers know exactly where students stand in their progress toward learning targets and what specific supports need to be provided.

Professional Development is currently embedded in all District, Building, and Content area meetings.

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

2018-2019 Curriculum Adoption Proposal for K-12 Science: Mike Lehr & Jaime Roundtree

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 Champaign Unit #4 adoption process is committed to supporting the instructional practices and resources necessary for alignment to the new Illinois Learning Standards for Science. Documents are available on Boarddocs that represent the recommendations of the District Science Adoption Committee.

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

Approval of Intergovernmental Agreement with Champaign Park District – Spalding Park: Tom Lockman

This item was removed from the Action Agenda to the Reports Agenda for discussion. Board President Chris Kloeppel gave an update regarding the Intergovernmental Agreement with the Champaign Park District – Spalding Park.

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

Action Agenda: New/Unfinished Business

Approval of Consulting Agreement with Coleman and Associates, Inc. For Procurement

Diversity Outreach Services: Elizabeth Stegmaier

Member Brown moved, with a second by Member Shannon for Approval of the Consulting Agreement with Coleman and Associates, Inc. for Procurement Diversity Outreach Services. 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. The District is committed to procurement diversity in the construction contracts and working with contractors to meet the aspirational goals for minority and women business enterprise (MBE/WBE) inclusion. The Board of Education has made clear its goal to have diversity in the District's construction projects. The goals have been set at 12% minority and 8% women business enterprise participation.

The District must comply with the School Code which outlines when competitive bidding must be used and that the successful bidder must be the "lowest, responsible bidder." As currently written, the School Code does not allow school districts to consider diversity goal compliance as a factor in selecting the lowest responsible bidder. This varies from the University of Illinois. The University of Illinois follows the Procurement Code. The Procurement Code does allow for the consideration of goal compliance in selection of the lowest, responsible bidder.

The District recommended approval of a contract with Dr. Fred Coleman to assist the District in the following efforts:

1. Identification of media outlets, MBE/WBE advocacy organizations and other similar organizations to help target a broader community of diverse vendors about the District's upcoming construction opportunities.
2. Generation of a certified diverse vendor list for targeted outreach.
3. Coordination of a diverse contractor outreach events to alert the community to upcoming bids and allow prime vendors to meet diverse vendors and consider partnering opportunities.
4. Generation of pre-bid meeting materials, and attendance at meetings as Dr. Coleman's schedule allows, that will make clear the goals and stress the importance of the goals, and educate vendors about certification.
5. Preparation of an appreciation/recognition tool to recognize contractors who meet, or exceed, our diverse contract goals and perform well on the projects.

The cost for services performed under this Agreement is expected to total \$9,125 based on the Consultant's hourly rate and the anticipated number of hours worked.

In addition to the assistance Dr. Coleman can provide, the District, in coordination with our construction managers, will continue with the following efforts that help ensure prime contractors honor their diverse vendor subcontracts as reported on their bids.

1. **Schedule of Values Reporting.** Prime contractors must complete a schedule of values within a few weeks of contract award outlining their subcontractors and breaking the scope down into labor and material values. This will be checked against bids for verification of diverse vendors participation and scope alignment.
2. **Progress payment verification.** Prime contractors must provide lien waivers monthly validating payments to subcontractors (both diverse and otherwise). This allows the District to validate diverse contractors are being paid as reported.
3. **Monthly collection of certified payroll.** Documentation will be kept on file and can be referenced as needed should a question arise as to payment to particular individuals (diverse ownership or otherwise).

The District will be tracking diverse contractor participation on the projects and can report to the Board of Education as requested on goal compliance.

Administration recommended approval of the consulting agreement with Coleman and Associates to facilitate MBE and WBE outreach efforts.

Consent Agenda: New/Unfinished Business

Member Shannon moved, with a second by Member Kloeppel 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.

Bills and Treasurer's Report – April: Tom Lockman

The Bills and Treasurer's Report - April was approved as presented.

Minutes of April 9, 2018 and April 23, 2018

The Minutes were approved as presented.

Board Policy 415.02R Fiscal Management, Expenditures, Purchases: Dan Casillas

This policy update represents the District's effort to continue to update its Board Policy and Procedures manual. The proposed revision to this policy document revises the threshold amount from \$20,000 to \$50,000 for construction contracts falling within a permissible exception to the School Code which do not require the specific approval of the Board of Education. This revision is permissible under the School Code and would allow the District to best ensure its construction projects maintain the identified schedule. This revision was presented to the Board as a report item at its meeting on May 2.

Administration recommended approval of Board Policy 415.02/R – Fiscal Management – Expenditures – Purchases.

Proposal of Location and Survey of Private Utilities (Centennial High School) – Clark Dietz: Tom Lockman

In July 2017, the Board approved the contract for Clark Dietz to perform land surveying at Centennial 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.

The project is now seeking approval of another amendment to the Clark Dietz contract that would add private utility locating services to their scope of work. The Project Management Team has determined that the project would benefit from these services to help locate the utilities within the Centennial property for future design work and to help mitigate the risk of any unforeseen conditions once construction activity begins in earnest for Tommy Stewart Field.

For execution and management of the private utility locations a not-to-exceed sum of \$5,000. Expenses for this project will be paid from referendum bond proceeds in the Capital Projects Fund and fund balance.

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

Approval of Code of Conduct: Orlando Thomas

The Discipline Equity/Advisory (DEA) Committee held meetings during the months of September-February for the purpose of revising the District's Student Code of Conduct for the 2018-19 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 2018-19 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 \$7,900. 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.

Administration recommended approval of the Code of Conduct.

Title I School-Wide Plan 2017-18 – International Prep Academy: Dr. Jennifer Ivory-Tatum

The International Prep Academy received Title I targeted funds during SY2015-SY2018 school years. 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. The International Prep Academy conducted school-wide planning during SY2018.

Every Student Succeeds Act Section 1114 (b) (1) requires Title I school-wide program planning to contain each of the following nine components:

1. List stakeholders that participated in creation of this plan
2. Agency programs and other Federal programs in the school-wide program, if applicable
3. Comprehensive Needs Assessment
4. School-wide Reform Strategies
5. Counseling, school-based mental health programs, specialized instructional support services
6. Postsecondary Education and Workforce – this area does not apply to PreK-5 buildings
7. School-wide tiered model to prevent problem behavior
8. Professional development and other activities for teachers
9. Strategies to assist preschool children in transition

The International Prep Academy has completed school-wide planning this year following the nine components above incorporating them into the building's school improvement plan (See attached). 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, and Needs Assessment Data.

Additional Title I funds may be directed to International Prep Academy to further supplement programming. Measures identified by the school in their School-wide Plan for use of Title I funds.

Administration recommended that the Board approve the International Prep Academy's Title I School-wide Plan and grant Title I school-wide status beginning SY2018-2019.

Donation – Kenwood PTA (Playground Equipment): Tom Lockman

The Kenwood PTA, in coordination with the Brokish and Wienhold families, have submitted a donation of playground equipment to Kenwood Elementary School in the amount of \$56,947.05.

Administration recommended that the Board of Education approve the donation from Kenwood PTA for playground equipment for \$56,947.05.

Resolution to Prepare a Final Budget for FY18 and Approval to Hold a Public Hearing on Such Budget on June 25, 2018

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.

Approval of Resolution Authorizing Disposal of Personal Property at 201 North Lynn, 203 North Lynn, 606 West Park and 607 West Church: Tom Lockman

The Illinois School Code requires Board of Education approval of the disposition of District property. The District has personal property located at 201 N. Lynn, 203 N. Lynn, 606 W. Park and 607 W. Church that is not needed for District purposes. A Board Resolution is required in order to dispose of this surplus property.

Administration recommended that the Board of Education approve the Resolution to sell the personal property located at 201 N. Lynn, 203 N. Lynn, 606 W. Park and 607 W. Church to the highest bidder.

Approval of Resolution Authorizing Disposal of Personal Property at 603 W. Church: Tom Lockman

The Illinois School Code requires Board of Education approval of the disposal of District property. The District has personal property located at 603 W. Church that is not needed for District purposes. A Board Resolution is required in order to dispose of this surplus property.

Administration recommended that the Board of Education approve the Resolution to dispose of the personal property located at 603 West Church.

Approval of the Extension of Cash Farm Lease – United Way of Champaign County: Tom Lockman

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, 2018 through March 31, 2019. The District will receive \$18,000.00 for cash rent for the period April 1, 2018 to March 31, 2019.

Administration recommended approval of this extension of the Cash Farm Lease with the United Way of Champaign County.

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 Negotiations 120/2(c)(2), Property Acquisition/Lease/Purchase 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 8:24 p.m.

Open Session

The Board convened into *Open Session* at 10:15 p.m.

Executive Session

Member Brown moved, with a second by Member Shannon, to adjourn into *Closed Session* in accordance with the Illinois Open Meetings Act (5 ILCS 120/2c) to consider Student Discipline 120/2(c)(9). The motion carried on roll call. Ayes 7. Nays 0.

The Board convened into *Closed Session* at 10:16 p.m.

Open Session

The Board convened into *Open Session* at 10:17 p.m.

Student Discipline

Student Discipline – Student #511277

Member Shannon moved, with a second by Member Vazquez that Student #511277 should be expelled from Franklin Middle School for the remainder of the 2017-18 school year for violating Conduct Code #18 Physical Confrontation with Staff and #19 Physical Confrontation with Student of the Unit #4 Student Code of Conduct. The duration of the expulsion is based on the egregiousness of the violation of Code #18 and #19 and prior discipline and other interventions attempted. 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 requirement 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.

Student Discipline – Student #203505

Member Shannon moved, with a second by Member Richards that Student #203505 should be expelled from Centennial High School for the remainder of the 2017-18 school year and all of the 2018-19 school year for violating Conduct Code #18 Physical Confrontation with Staff and #19 Physical Confrontation with Student of the Unit #4 Student Code of Conduct. The duration of the expulsion is based on the egregiousness of the violation of Code #18 and #19, 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.

Student Discipline – Student #510880

Member Brown moved, with a second by Member Richards that Student #510880 should be expelled from Centennial High School for the remainder of the 2017-18 school year and all of the 2018-19 school year for violating Conduct Code #18 Physical Confrontation with Staff and #19 Physical Confrontation with Student of the Unit #4 Student Code of Conduct. The duration of the expulsion is based on the egregiousness of the violation of Code #18 and Code #19, 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.

Student Discipline – Student #511033

Member Vazquez moved, with a second by Member Brown that Student #511033 should be expelled from Centennial High School for the remainder of the 2017-18 school year and the entire 2018-19 school year for violating Conduct Code #18 Physical Confrontation with Staff and #19 Physical Confrontation with Student of the Unit #4 Student Code of Conduct. The duration of the expulsion is based on the egregiousness of the violation of Code #18 and #19, 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.

Student Discipline – Student #203036

Member Shannon moved, with a second by Member Kloeppel that Student #203036 should be expelled from Centennial High School for the remainder of the 2017-18 school year and the entire 2018-19 school year for violating Conduct Code #7 Disruptive Behavior (severe), #14 Gang-Related Activities (repeated), #19 Physical Confrontation with Student (severe) and #36 Mob Action (severe) of the Unit #4 Student Code of Conduct. The duration of the expulsion is based on the egregiousness of the violation of Code #7, #14, #19 and #36, prior discipline and other interventions attempted, continuing safety threat posed by student's presence at school and the significant detrimental impact to 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.

Student Discipline – Student #581006

Member Armstrong moved, with a second by Member Vazquez that Student #581006 should be expelled from Jefferson Middle school until May 14, 2020 for violating Conduct Code #8 Drug-Related Offenses and #34 Weapon-Related Activities of the Unit #4 Student Code of Conduct. The duration of the expulsion is based on the egregiousness of the violation of Code #8 and #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 leaning 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.

Student Discipline – Student #580988

Member Shannon moved, with a second by Member Kloeppel that student #580988 should be expelled from Centennial High School for the remainder of the 2017-18 school year and the entire 2018-19 school year for violating Conduct Code #18 Physical Confrontation with Staff and #19 Physical Confrontation with Student of the Unit #4 Student Code of Conduct. The duration of the expulsion is based on the egregiousness of the violation of Code #18 and #19, prior discipline and other interventions attempted, continuing safety threat posed by student's

presence as 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 10:22 p.m. The motion carried on voice vote. Ayes 7. Nays 0.

Board Approved: June 11, 2018