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
September 9, 2013 within the Boundaries of Said District

Regular Meeting

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

Board Members Present
Laurie Bonnett, Jamar Brown, Kerris Lee, Scott MacAdam, Ileana Saveley, Lynn Stuckey

Board Members Absent
Kristine Chalifoux

Staff Members Present
Superintendent Judy Wiegand, Assistant Superintendent Laura Taylor, Assistant Superintendent Angela Smith, Assistant Superintendent Susan Zola, Executive Director of Human Resources Ken Kleber, School Attorney Tom Lockman, Executive Director of Business Services Matt Foster

Approval of Agenda
Item 10d was moved from the Consent Agenda to the Action Agenda. Member MacAdam moved, with a second by Member Brown, to approve the agenda. The motion carried on voice vote. Ayes 6. Nays 0.

Executive Session
Member Saveley moved, with a second by Member Brown, to adjourn into Closed Session in accordance with the Illinois Open Meetings Act (5 ILCS 120/2c) to consider 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 6. Nays 0.

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

Open Session
The Board convened into Open Session at 6:01 p.m.

Guests
Representatives from CFT, local media and other interested persons

Reports: New Business
Middle School after School Programming/40North Grant: Angela Smith
Each of the three middle schools in the District offers a variety of after-school programming to provide students with opportunities outside the classroom. Edison Middle School offers the National Society of Black Engineers (NSBE) Jr. Program, a pre-college initiative designed to stimulate interest in the STEM fields and Tap-In Leadership, an after-school and summer enrichment program emphasizing educational achievement, leadership development and cultural awareness.

In an effort to engage students after school, the Champaign County Arts Council (40 North/88 West) will serve 40-50 students in the area of the Arts. Students at Edison Middle School are now be able to access creative problem solving opportunities and have a voice as they work
with their art teacher and the community on art projects focused on sustainability and reuse. Students will meet after school one day a week and spend the afternoon in the classroom at the I.D.E.A. store with an arts educator. Once a month, there will be a larger group meeting at the library where students will connect arts production, sustainability and literacy through creative problem solving art projects. The University of Illinois, Champaign County Arts Council, Unit 4 Schools, and The Champaign Public Library are committed to helping engage our youth with structured educational opportunities. Retired Unit 4 Art Teacher Shauna Carey talked about the program and answered the Board’s questions.

Franklin Middle School provides opportunities such as the After School Arts Program (ASAP) that exposes students to a variety of areas in the performing arts and the Young Gentlemen Club (Y.G.C.) which serves at-risk males by encouraging them to express themselves through writing and sharing ideas about their experiences, ideas and dreams. Franklin also supports the Lead for Life Program, designed to help develop leadership skills through a strong written curriculum that focuses on self-identity in the community, school and global society.

Jefferson Middle School programming includes the Green Team, a student organization seeking to bring positive change by applying awareness, action and appreciation of the environment. The Team provides students with the opportunity to participate in service projects at school and in the community. The Jefferson Middle School Gay-Straight Alliance is an after school club open to all students with a focus on educating the school community about age-appropriate issues that LGBTQ (Lesbian, Gay, Bisexual, Transgender, Questioning) face. The Drama Club at Jefferson Middle School is comprised of 6th, 7th, and 8th graders who meet once a week throughout the fall semester to learn and practice theatre skills.

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

Engaging Solutions Presentation
As part of the bidding process for all of the construction projects the District is undertaking, Engaging Solutions was hired to help to identify and attract Minority and Female owned businesses. Engaging Solutions also analyzed bid documents to confirm prime businesses responded to the MFBE requirements and provided recommendations based on compliance with the MFBE target.

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

Preliminary FY14 Budget Presentation: Matt Foster
Matt Foster, Executive Director of Business Services updated the Board of Education on the preliminary Budget for 2013-14. The goal of the presentation was to provide useful, transparent information to guide decision making by the Board of Education. The budget provides an expenditure plan to carry out the District’s mission. Passage of the 2013-14 Budget is scheduled for September 23, 2013 at the Board of Education Special Meeting.

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

Action Agenda: New Business
Administrative Appointment: Ken Kleber
Member Brown moved, with a second by Member MacAdam to approve Renayee Westfield as Assistant Principal at Franklin Middle School. The motion carried on roll call. Ayes 6. Nays 0.
The position of Assistant Principal at Franklin Middle School for the 2013-2014 school year was advertised on appropriate recruiting websites. Ms. Renayee Westfield was selected as the most outstanding candidate.

Ms. Westfield is currently serving Bottenfield Elementary as a 4th Grade Teacher. She has held this position since joining Unit #4 Schools in 2004.

Ms. Westfield holds a Bachelor’s in Elementary Education from the Eastern Illinois University. She earned her Master’s degree in Family and Consumer Science at Eastern Illinois University in 2006 and her Master’s in Educational Leadership from Eastern in May, 2013. The effective date of Ms. Westfield’s appointment is August 15, 2013. The recommended salary is $57,000, prorated from August 1, 2013. This is a 215 days/year position.

The financial implication is the above recommended salary, plus all appropriate Board-approved benefits, including Board-approved contributions to the Teachers’ Retirement System. Annual evaluation will be completed by the appropriate building-level administrator.

District administration recommended the appointment of Ms. Renayee Westfield as Assistant Principal of Franklin Middle School for the 2013-2014 school year at the above listed salary and appropriate fringe benefits.

**Bills and Treasurer’s Report - August**

Member Stuckey moved, with a second by Member Brown to approve the Bills and Treasurer’s Report – August. The motion carried on roll call. Ayes 6. Nays 0.

The Bills and Treasurer’s Report – August were approved as presented.

**Promises Made, Promises Kept Committee: Dr. Judy Wiegand**

Member Stuckey moved, with a second by Member Saveley to approve Sherri Williamson, PTA Council and R. Scott Davis, CFT to serve on the Promises Made, Promises Kept Committee for a two year term. The motion carried on roll call. Ayes 6. Nays 0.

The Promises Made, Promises Kept Committee originally convened in 2009 and was charged by the Board of Education to monitor the use of revenue received from the sales tax referendum (1% sales tax), and to ensure the citizens of Champaign that funds would be used for the projects outlined to the voters. This level of oversight is a commitment from the Board of Education to the community that it takes seriously its commitment to the voters and will be transparent with how sales tax dollars are spent.

Former Board Member and Unit 4 Administrator, Ms. Arlene Blank serves as the Chairperson. The following individuals listed below were recommended to serve a 2 year term on the Promises Made, Promises Kept Committee. This two year term will allow for continued oversight of the sales tax revenue and completion of the projects outlined to the voters.

- Sherri Williamson, PTA Council
- R. Scott Davis, CFT

Administration recommended that the Board of Education accept the names as outlined above to serve on the Promises Made, Promises Kept Committee for a term of two years (SY 2014 and SY 2015).
Approval of Robeson Change Order No. 3: Matt Foster

Member MacAdam moved, with a second by Member Stuckey to approve Robeson Change Order No. 3. The motion carried on roll call. Ayes 6, Nays 0.

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. It was necessary for the entire Board of Education to approve the following change orders processed through August 2013. The total project contingency on this project is $142,200.00, which leaves the current total at $87,300.01.

## Change Order No. 03

<table>
<thead>
<tr>
<th>CHANGE ORDER AUTHORIZATION</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>COA 007</td>
<td>Owner Request: This change was for various casework, markerboard and tackboard revisions. Overall these changes are a CREDIT.</td>
<td>-$269.17</td>
</tr>
<tr>
<td>COA 009</td>
<td>Design and Field Coordination Issue: Revise ductwork sizes in 8 areas to fit through existing joists.</td>
<td>$4,822.72</td>
</tr>
<tr>
<td>COA 010A (Phase 1 Scope)</td>
<td>Code Item and Field Conditions: This change was for various plumbing changes including changing 3 sink sizes to meet ADA requirements, new stops for existing leaking sinks, new flush valves at 7 locations and removing/resetting toilets at 7 locations.</td>
<td>$5,103.39</td>
</tr>
<tr>
<td>COA 011</td>
<td>Unforeseen Field Condition: Existing floor transitions at admin area were found upon demolition. This change removed the aluminum transition and patched the slab in preparation for new flooring.</td>
<td>$2,466.59</td>
</tr>
<tr>
<td>COA 012</td>
<td>Unforeseen Field Condition: Pipe fittings within 2 plumbing chases needed to be abated and required demolition of CMU walls. One existing sink was damaged during abatement. This change provided for rebuild of the CMU walls and replacement of the sink and faucet.</td>
<td>$2,801.22</td>
</tr>
<tr>
<td>COA 014A (Phase 1 Scope)</td>
<td>Unforeseen Field Condition: Areas above the ceiling were found to contain friable asbestos; therefore, the ceiling tile was considered contaminated. This prevented recycling of the ceiling tile. This change provided for the cost of additional dumpsters for tile disposal.</td>
<td>$998.97</td>
</tr>
<tr>
<td>COA 015</td>
<td>Field Condition: The ceiling in room 401 had to be lowered to allow for ductwork clearances. A new bulkhead was needed at the storefront system to finish the lowered ceiling.</td>
<td>$1,641.85</td>
</tr>
</tbody>
</table>

**TOTAL CHANGE ORDER NO. 03:** $17,565.57

The total of the change orders for Robeson is:

<table>
<thead>
<tr>
<th>CHANGE ORDER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Order No. 01 - 02</td>
<td>$37,334.42</td>
</tr>
<tr>
<td>Change Order No. 03</td>
<td>$17,565.57</td>
</tr>
<tr>
<td><strong>TOTAL CHANGE ORDERS:</strong></td>
<td>$54,899.99</td>
</tr>
</tbody>
</table>

Administration recommended Board approval of the change order for Robeson totaling $17,565.57.
Approval of Robeson Change Order No. 4: Matt Foster
Member Brown moved, with a second by Member Saveley to approve Robeson Change Order No. 4. The motion carried on roll call. Ayes 6. Nays 0.

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. It was necessary for the entire Board of Education to approve the following change orders processed through August 2013. The total project contingency on this project is $142,200.00, which leaves the current total at $67,530.77.

### CHANGE ORDER NO. 04

<table>
<thead>
<tr>
<th>CHANGE ORDER AUTHORIZATION</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>COA 004A</td>
<td>Code Item: This change was for additional fire alarm devices.</td>
<td>$962.86</td>
</tr>
<tr>
<td>COA 005</td>
<td>Code Items and Owner Requests: This change was for hardware revisions at 6 doors.</td>
<td>$367.36</td>
</tr>
<tr>
<td>COA 06A</td>
<td>Unforeseen Field Conditions and Owner Requests: This change was for new strikes at 3 doors and revising a lock type at 1 door. Additional attic stock of items was also requested.</td>
<td>$3,100.55</td>
</tr>
<tr>
<td>COA 016</td>
<td>Drawing Coordination Issue, Owner Request and Unforeseen Field Condition: This change covered revising a wall height in the admin area to comply with previous District requests, removing electrical uncovered post demolition in the Principal Office and adding expansion joint covers in the IDF room uncovered post demolition.</td>
<td>$2,774.24</td>
</tr>
<tr>
<td>COA 017</td>
<td>Unforeseen Field Conditions and Owner Requests: This change covered patching ceramic wall tile at door jambs at several locations and also patching broken or cracked wall tile. Several areas of these same walls were painted to conceal that matching tile is no longer available. A large tack board was added in one area to conceal wall patching. A single toilet room and closet were revised to include painting of the entire room due to unforeseen field demolition that was needed during construction.</td>
<td>$6,100.29</td>
</tr>
<tr>
<td>COA 019</td>
<td>Unforeseen Field Condition: This change revised circuit breakers and feeder sizes to accommodate heat pump coils.</td>
<td>$4,021.78</td>
</tr>
<tr>
<td>COA 020</td>
<td>Drawing Coordination Issue / Field Condition: This change provided for raceway in lieu of EMT electrical conduit at 7 room locations.</td>
<td>$2,442.16</td>
</tr>
<tr>
<td><strong>TOTAL CHANGE ORDER NO. 04:</strong></td>
<td></td>
<td><strong>$19,769.24</strong></td>
</tr>
</tbody>
</table>

The total of the change orders for Robeson is:

<table>
<thead>
<tr>
<th>CHANGE ORDER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Order No. 01 - 03</td>
<td>$54,899.99</td>
</tr>
<tr>
<td>Change Order No. 04</td>
<td>$19,769.24</td>
</tr>
<tr>
<td><strong>TOTAL CHANGE ORDERS:</strong></td>
<td><strong>$74,669.23</strong></td>
</tr>
</tbody>
</table>

Administration recommended Board approval of the change order for Robeson totaling $19,769.24.
Approval of Carrie Busey Change Order No. 20: Matt Foster
Member Stuckey moved, with a second by Member MacAdam to approve Carrie Busey Change Order No. 20. The motion carried on roll call. Ayes 6. Nays 0.

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. It was necessary for the entire Board of Education to approve the following change orders processed through August 2013. The total project contingency on this project is $737,515, which leaves the current total at $351,720.21 (NOT including Change Order No. 09, the North Addition).

<table>
<thead>
<tr>
<th>CHANGE ORDER NO. 20</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>CONSTRUCTION PROPOSAL REQUEST</td>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>CPR 70</td>
<td>Owner Request: This CPR revised several toilet accessories in the janitor closets.</td>
</tr>
<tr>
<td>CPR 133</td>
<td>Owner Request: This CPR deleted the interior light shelves from the north addition, similar to what was done in the main building.</td>
</tr>
<tr>
<td>CPR 142</td>
<td>Field Issue: Install lightning protection at north addition to tie into the system in the main building.</td>
</tr>
<tr>
<td>TOTAL CHANGE ORDER NO. 20:</td>
<td></td>
</tr>
</tbody>
</table>

The total of the change orders for Carrie Busey Savoy is:

<table>
<thead>
<tr>
<th>CHANGE ORDER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Order No. 01 through 08 and 10 through 19</td>
<td>$375,418.54</td>
</tr>
<tr>
<td>Change Order No. 20</td>
<td>$10,376.25</td>
</tr>
<tr>
<td>SUBTOTAL CHANGE ORDERS:</td>
<td>$385,794.79</td>
</tr>
<tr>
<td>Change Order No. 09 – North Addition</td>
<td>$992,691.00</td>
</tr>
<tr>
<td>TOTAL CHANGE ORDERS:</td>
<td>$1,378,485.79</td>
</tr>
</tbody>
</table>

Administration recommended Board approval of the change order for Carrie Busey Savoy totaling $10,376.25.

Approval of the Contract for Sale of Real Estate – 801 Pioneer St./806 Dennison St.: Tom Lockman
Member Stuckey moved, with a second by Member Brown to Approve the Contract for Sale of Real Estate – 801 Pioneer St./806 Dennison St. The motion carried on roll call. Ayes 6. Nays 0.

Per previous Board discussions in executive session, these properties are being purchased to address facility constraints at the Transportation facility and the Service Center. Closing is tentatively set to occur on April 1, 2014 but may occur sooner dependent on LS’ move to their new facility currently under development. This would allow for District occupancy and operations to commence in these facilities prior to the start of the 2014-2015 school year.

The purchase price for these properties is $625,000. This purchase will be paid for out of the funds made available through the second issue of working cash bonds during the 2012-2013 school year.
Administration recommended that the Board of Education approve the purchase of 801 Pioneer & 806 Dennison, Champaign.

Policy 415.07/R Minority and Female Business Enterprise Goals: Tom Lockman
This item was moved from the Consent Agenda to the Action Agenda for further discussion regarding the dollar amount listed in the administrative procedures.

This policy and administrative procedure represents the District’s effort to continue to update its Board policy manual. This new policy and the associated administrative procedure are being added to reflect the District’s commitment to establishing participation goals for minority and female business enterprises in undertaking its capital construction projects. Administration has reviewed similar policies from other public entities and has met with Dr. Fred Coleman from the University of Illinois regarding implementation of this policy.

Administration recommended approval of this policy and the administrative procedure.

Member Brown made a motion to table the vote on this policy and procedure, seconded by Member Stuckey. The motion carried on roll call. Ayes 6. Nays 0.

Consent Agenda: Unfinished/New Business
Member Brown moved, with a second by Member Saveley to approve the Consent Agenda – New/Unfinished Business. The motion carried on roll call. Ayes 6. Nays 0

The following Consent Agenda items were approved:

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

Minutes of August 5, 2013 and August 12, 2013
The Board of Education approved the minutes as presented.

Policy 415.07/R Minority and Female Business Enterprise Goals: Tom Lockman
This item was moved to the Action Agenda for discussion.

Policy 720.11R Exemption From Physical Activity: Tom Lockman
This administrative procedure represents the District’s effort to continue to update its Board policy manual. This administrative procedure is related to the applicable exemptions from physical education. Pursuant to the Illinois Administrative Code, the procedure is being updated to clarify what qualifies as an appropriate excuse for a student to be exempt from physical education.

Administration recommended approval of the administrative procedure.

Policy 415.06 – Vendor Relations: Tom Lockman
This policy represents the District’s effort to continue to update its Board policy manual. This policy is being updated to clarify District expectations regarding potential or actual conflicts of interest and the procedures for recusal or abstention.

Administration recommended approval of this policy.
FY14 Consolidated Grant Application to Serve Limited English Proficient (LEP) Students: Maria Alanis

The District has applied for grants to serve English Language Learners (ELLs), grades PK-12, during the 2013-14 school year: Title III Language Instruction Programs for Limited English Proficient Students (LIPLEPS) and Transitional Bilingual Education/ Transitional Program of Education (TBE/TPI). This application has been written with input from the ESL/Bilingual Parent Advisory Council (PAC). The grants’ purpose is to provide the District with supplemental funding so it can continue meeting the needs of its English Language Learners (ELLs).

The following instructional and support positions will be funded with grant monies:

- Five (5) English/Spanish bilingual teachers at Garden Hills Elementary (5.0 FTEs: partial funding – salary/benefits)
- One (1) bilingual teacher assistant at Garden Hills Elementary (1.0 FTE: partial funding – salary/benefits).
- One (1) ESL teacher assistant TBA (1.0 FTE: full funding – salary/benefits).

As required by the Illinois State Board of Education, professional development in various areas of ESL/Bilingual Education will be provided. Grant funds will be used to pay for professional development and for substitute teachers.

The FY14 Consolidated Application Grant for ESL/Bilingual Education totals $394,020. Grant funds will be used to fund instructional and support positions, improvement of instruction (supplemental instructional materials and professional development), and parent/community outreach. No funds may be expended until the District receives application approval from the Illinois State Board of Education’s Division of English Language Learning. The District’s 2013-14 ESL/Bilingual Education programs will be funded with District and these supplemental grant funds.

All activities in the grant are monitored and evaluated by the Illinois State Board of Education’s Division of English Language Learning and the District Director of ESL/Bilingual Education.

Administration recommended approval of the 2014 Consolidated Grant Application to Serve Limited English Proficient (LEP) Students: State Transitional Bilingual Education/ Transitional Program of Education (TBE/TPI) in the amount of $301,320 and Title III Language Instruction Programs for Limited English Proficient Students (LIPLEPS) in the amount of $92,700 for a combined total of $394,020.

Student Discipline

Member Stuckey moved, with a second by Member MacAdam, to expel student #204271 from Centennial High School for the remainder of the first semester of the 2013-14 school year. He/she should be reassigned to READY for violating Conduct Code #9 (Drug-Related Offenses-Delivery) 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 6. Nays 0.

Member Stuckey moved, with a second by Member MacAdam, to expel student #550348 from Centennial High School for the 2013-14 school year. He/she should be reassigned to READY for violating Conduct Code #9 (Drug-Related Offenses-Delivery) 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 6. Nays 0.
Executive Session
Member Stuckey moved, with a second by Member Lee, 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 6. Nays 0.

The Board convened into Closed Session at 8:12 p.m.

Open Session
The Board convened into Open Session at 9:19 p.m.

Adjournment
There being no further business, Member Bonnett moved, with a second by Member Stuckey, to adjourn the meeting at 9:20 p.m. The motion carried on voice vote.

Board Approved: October 14, 2013