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, 2019 within the Boundaries of Said District

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

Board Members Present
Amy Armstrong, Gianina Baker, Bruce Brown, Chris Kloeppep (left at 6:14 p.m.), Kathy Shannon, Elizabeth Sotiropoulos, Heather Vazquez

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

Approval of Agenda
Item 9C Resolution providing for the issue of not to exceed $78,500,000 General Obligation Refunding School Bonds (Alternate Revenue Source), Series 2019, of the District for the purpose of refunding certain outstanding bonds of the District, the pledge of certain revenues to the payment of principal and interest on the bonds, the levy of a direct annual tax sufficient to pay such principal and interest if the pledged revenues are insufficient to make such payment, and authorizing the sale of the bonds to the purchasers thereof. Was moved to 7A on the agenda. Member Shannon moved, with a second by Member Sotiropoulos to approve the agenda as amended. The motion carried on voice vote. Ayes 7. Nays 0.

Executive Session
Member Shannon moved, with a second by Member Vazquez, to adjourn into Closed Session in accordance with the Illinois Open Meetings Act (5 ILCS 120/2c) to consider Personnel 120/2(c)(1), Negotiations 120/2(c)(2) 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 5:32 p.m.

Open Session
The Board convened into Open Session at 6:14 p.m.

Guests
Representatives from CFT, local media and other interested persons

Public Comments
Kristina Khan – Encouraged the Board to adopt a gender inclusive policy.
Dianne Husby-Gordon – Talked about concerns regarding the ALICE plan.
Kim Kranich – Talked about opt out language for students for active shooter drills.
Darius Summerville – Would like clarification regarding the District’s transportation policy.
Autumn Nagele – Talked about bus issues and the District not being prepared on the first day of school.
Communications
The Superintendent provided a verbal report regarding the Freedom of Information Act (FOIA) requests received since the last Board Meeting.

Action Agenda: New Business
Resolution providing for the issue of not to exceed $78,500,000 General Obligation Refunding School Bonds (Alternate Revenue Source), Series 2019, of the District for the purpose of refunding certain outstanding bonds of the District, the pledge of certain revenues to the payment of principal and interest on the bonds, the levy of a direct annual tax sufficient to pay such principal and interest if the pledged revenues are insufficient to make such payment, and authorizing the sale of the bonds to the purchasers thereof.

Member Shannon moved, with a second by Member Sotiropoulos to approve the Resolution providing for the issue of not to exceed $78,500,000 General Obligation Refunding School Bonds (Alternate Revenue Source), Series 2019, of the District for the purpose of refunding certain outstanding bonds of the District, the pledge of certain revenues to the payment of principal and interest on the bonds, the levy of a direct annual tax sufficient to pay such principal and interest if the pledged revenues are insufficient to make such payment, and authorizing the sale of the bonds to the purchasers thereof. The motion carried on roll call. Ayes 6. Nays 0.

In 2010, the District issued $86,758,095.75 in Alternate Revenue Bonds over four series A, B, C & D with the source of repayment from the County School Facility Tax. The District is proposing to call and reissue the 2010 Series B with a par value of $49,790,000.00 and 2010 Series D bonds with a par value of $20,140,000.00 that have a callable date of June 2019.

Financial implications will be determined based on pricing. In capitalizing the interest on the proposed bond sale, the District expects to free up County School Facility Tax dollars that can be reallocated over the next two to three years towards capital projects on the order of the amounts discussed at the August Referendum Oversight Committee meeting.

Administration recommended approval of the Resolution.

Active Shooter Drills: Orlando Thomas
Member Sotiropoulos moved, with a second by Member Shannon to approve the exemption criteria recommended by Jennifer Smith, Attorney at Franczek. The motion carried on roll call. Ayes 6. Nays 0.

The new law requires student participation in active shooter (ALICE) drills unless an exemption has been granted by the building principal. The District sought legal advice regarding exemption criteria which was shared and approved by the District Crisis Team. In addition, the District Crisis Team reviewed and approved the Elementary ALICE student presentation, supplemental information for elementary teachers, and developmentally appropriate questions for staff to utilize during debriefing following the active shooter drills. Champaign Police Chief Anthony Cobb was present to share the department’s responsibility in complying with state law relative to safety drills. Staff and developmentally appropriate student surveys will also be administered.

Administration recommended approval of the exemption criteria recommended by Jennifer Smith, attorney at Franczek.
Reports: New Business
Policy 440 Operational Services – Incurring Debt: Dan Casillas
This policy represents the District’s effort to continue to update its Board Policy Manual. State law controls this policy’s content. School districts are subject to a statutory debt limitation (105 ILCS 5/19-1(a)); other provisions in 5/19-1 contain exceptions. Moving forward District administration will develop administrative procedures to accompany this policy which speak to borrowings in general, disclosures to be made in the process of borrowing funds and what needs be done on a continuous basis to keep the bond community informed of the District’s financial status and any material events that might affect the same. Historically this had only been done on an issue by issue basis; now the same is required, minimally, on an annual basis and/or whenever a material event takes place - e.g., bond rating change, litigation, significant increase in or loss off revenues, and the like.

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

Budget Transfer – Dr. Howard Elementary School Project Budget Decrease and Equivalent South Side Elementary School Addition and Renovations Project Budget Increase: Sandra Roesler
In November 2016, District voters approved a facilities referendum to undertake facility improvement projects at several District facilities. Construction is now in progress for the New Dr. Howard Elementary School, with a total original construction cost of $13,669,566 and South Side Elementary School Addition and Renovations, whose total Guaranteed Maximum Price Amendment contracts equal $9,037,454. Administration requested transfer of $300,000 of owner contingency from the Dr. Howard project to the South Side project contingency.

Largely due to changes resulting from unforeseen conditions, the South Side Elementary project requires supplemental funding for owner contingency for potential changes through substantial completion. In addition, there are high priority alternates desired by the school staff and administration. Due to favorable bid results and manageable changes in the construction phase to date, the Dr. Howard project can comfortably yield contingency to South Side project without negatively impacting the project scope and schedule. Administration will process a decrease to the Dr. Howard Elementary budget and equivalent increase to the South Side Elementary Additions and Renovations budget.

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

FY2020 Budget Presentation: Dr. Susan Zola/Guy Cahill
At its August regular meeting, the Board of Education received the tentative FY 2020 Budget and authorized the same be made publicly available for inspection by the public in advance of a scheduled hearing and adoption set for the Board’s scheduled September 23rd meeting.

In advance of the hearing, Administration finds it advisable that the Board and public be made aware of the highlights of the budget, answer any questions the Board might have, and generally set the stage for a timely final adoption.

Administration recommended that the Board of Education receive the report and accompanying Powerpoint presentation on the FY2020 Budget in advance of the scheduled September 23rd adoption so that any changes that might be advised can be incorporated into the final budget version.

This was an informational item and no action was required by the Board.
Action Agenda: New Business

Owner’s Cost Budget Increase – Central High School and Centennial High School – Additions and Renovations: Mark Roessler

Member Shannon moved, with a second by Member Vazquez for approval of Owner’s Cost Budget Increase – Central High School and Centennial High School – Additions and Renovations. The motion carried on roll call. Ayes 6. Nays 0.

In November 2016, District voters approved a facilities referendum to undertake facility improvement projects at several District facilities. The Board previously approved construction contracts and an associated amendment for O’Shea Builder’s for Central High School Additions and Renovations on March 26, 2019 and Centennial High School Additions and Renovations most recently on May 6, 2019 and associated budget increases for each project. At those times, it was noted that future increases for owner’s costs were needed, but the amounts were not known. Administration requested Board approval of the owner’s cost budget increase for both projects: Central = $3,047,000 & Centennial = $2,693,000. Additional expenses for Owner’s Costs will be paid from Series 2019 Bond Refunding, Freed Up County CSFT, Additional Tax Funds from TIF Recovery, Interest Income Earned on Fund 60, and Allocation of Expensed Food Service Reserves.

Administration recommended approval for Central and Centennial High School projects budget increase.

Central High School Additions and Renovations – Demolition and Elevator Construction Contracts and O’Shea Builders Contract Amendment: Mark Roessler


In November 2016, District voters approved a facilities referendum to undertake facility improvement projects at several District facilities. Most recently, on July 8, 2019, the Board of Education approved the award of the Food Service construction contract, and associated amendment for O’Shea Builders.

Administration requested Board approval of two contracts: one for Demolition work, with Dore & Associates Contracting, and another for Elevator with Otis Elevator Co. Administration also requested approval of an associated amendment to O’Shea Builders, Inc. contract, allowing them to manage these contracts.

For execution and management of the two construction contracts, O’Shea Builders has established a Guaranteed Maximum Price of one million seventy five thousand and forty eight dollars ($1,075,048). Expenses for this project will be paid from referendum bond proceeds in the Capital Projects Fund and fund balance.

Administration recommended approval of the construction contracts and associated amendment to O’Shea Builders, Inc., contract.

Approval of Firm for Strategic Planning Facilitation: Dr. Susan Zola/John Lyday

Member Sotiropoulos moved, with a second by Member Shannon for Approval of Firm for Strategic Planning Facilitation. The motion carried on roll call. Ayes 6. Nays 0.

The last districtwide strategic planning process in Unit 4 was conducted in 2008. In the interim, there have been needs assessments completed for various departments and District functions...
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but it is time for an updated strategic plan that will provide guidance and direction for the entire District. The Board of Education and administration want significant and representative community engagement in the planning process so the new strategic plan takes into account the viewpoints of Unit 4’s various stakeholder groups.

Board policy states that requests for proposals will be solicited when items are expected to exceed a total of $25,000. A strategic planning RFP was issued on July 16, 2019 and posted on the District’s website the same day. Formal notification of the RFP was published in the News-Gazette on July 20, 2019. The deadline for submissions of proposals was July 30, 2019.

Bids were received from five companies and were opened on July 31, 2019. Copies of all proposals were shared with Board Members and the members of the Superintendent’s Cabinet. Based on feedback received, the five proposals were narrowed to three finalist firms:

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<tr>
<th>Company</th>
<th>Cost</th>
<th>Notes</th>
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<tr>
<td>The Calsoyas Group</td>
<td>$85,000</td>
<td>All-inclusive cost for the project. During the contracting phase, we collaboratively outline a list of milestones and deliverables that serve as a basis for predetermined monthly invoice amounts.</td>
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<tr>
<td>FourPoint Education Partners</td>
<td>$94,900</td>
<td>Includes all costs related to personnel, travel, incidental expenses, and overhead. FourPoint is willing to negotiate on the final budget.</td>
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<tr>
<td>UNICOM•ARC/DLS</td>
<td>$59,520</td>
<td>Covers all professional time we will devote to the project including writing, time in meetings and on the phone, and time in transit. Does not cover the cost of the survey, graphic design, printing, print or electronic advertising, postage, video production, website design, postings and architecture, travel expenses or other out-of-pocket costs.</td>
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The above three firms were interviewed on August 30, 2019 by a team that included two Board Members, the Superintendent, and the members of the Superintendent’s Executive Team. The interview team was impressed by the qualifications and proposals of all three firms but there was consensus that the proposal submitted by FourPoint Education Partners most closely matched the District’s requirements. Reference checks were conducted on September 4, 2019. Favorable feedback was received from Hartford Public Schools, Alexandria City Schools and Omaha Public Schools, all of which had engaged the firm for strategic planning facilitation in recent years. The District will utilize existing staff to provide internal support for the external facilitator.

Administration recommended that the bid for the Champaign Unit 4 strategic planning facilitation be awarded to FourPoint Education Partners.

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

The following Consent Agenda items were approved:

Centennial High School Bid Release #1 – Pool Chemical Room Exhaust Fans: Mark Roessler
In November 2016, District voters approved a facilities referendum to undertake facility improvement projects at several District facilities. On March 11, 2019, the Board of Education approved the award of seventeen (17) construction contracts, including an associated
amendment for O’Shea Builders for Bid Release #1. This change would be to the HVAC/Mechanical contract from that bid release and, while not part of the pool contract, it is related to the pool renovations. During standard construction inspections, it was noted by the Authority Having Jurisdiction (Illinois Department of Public Health - IDPH) that the new chemical storage rooms in the pool mechanical space would need to have ventilation to the exterior of the building. The Architect did not originally show any ventilation for these rooms based on their understanding of the code. The IDPH does not technically have regulations for chemical storage rooms, but the Inspector feels that, considering the existing layout (in a basement of a school), that this ventilation would be advisable. Therefore, we are looking to include this work based on the Inspector’s concern. Expenses for this scope of work will come from the Owner’s Contingency within the approved GMP contract with O’Shea Builders.

Administration recommended approval of the Pool Chemical Room Exhaust Contingency Draw for Centennial High School Bid Release #1 for the amount of seventy thousand four hundred seventy nine dollars ($70,479).

International Prep Academy – Programming Agreement with BLDD: Elizabeth Stegmaier
In November 2016, District voters approved a facilities referendum to undertake facility improvement projects at several District facilities. A renovation and addition to the International Prep Academy is one of the projects. To best determine the specific scope of the IPA project and consider how additional funds might be used at IPA, if they are to be available, administration recommended the Board enter into an Agreement with BLDD Architects for programming services related to the International Prep Academy project. The Board shall pay BLDD Architects $33,000 as specified in the Agreement.

Administration recommended Board approval of the Agreement with BLDD.

Resolution Regarding Approval of Change Orders: Elizabeth Stegmaier
The School District is undertaking a significant amount of work related to the 2016 Referendum Projects and the 2019 Capital Improvement and Maintenance Repair Plan. It is the nature of construction projects that unforeseen circumstances arise necessitating in certain circumstances that the School District approve change orders. It would be in the best interest of the School District to authorize the Superintendent and Director of Capital Projects and Planning to approve change orders, so that the 2016 Referendum and 2019 Capital Projects be completed in a timely manner to minimize interruption to educational programs and services to students.

Administration recommended Board approval of the Resolution regarding Change Orders.

Resolution Authorizing Disposal of District Personal Property: Paul Douglas
The Illinois School Code requires Board of Education approval of the disposition of District property. The District has identified such personal property which is no longer 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 disposal of personal property identified in the resolution.

Human Resource Changes: Ken Kleber
The Human Resource Changes were approved as presented.
Administrator & Teacher Salaries Reporting: Ken Kleber
The Illinois School Code [105 ILCS 5/10-20.47 and 5/34-18.38] requires school districts to 1) report administrator and teacher salary and benefits to the Illinois State Board of Education (ISBE) by October 1 of each year, and 2) present the information at a school board meeting before posting on the website of the district. The law states:

Administrator and teacher salary and benefits; report. The Board shall report to the State Board of Education, on or before October 1 of each year, the base salary and benefits of the general superintendent of schools or chief executive officer and all administrators and teachers employed by the school district. For the purposes of this Section, “benefits” includes without limitation vacation days, sick days, bonuses, annuities, and retirement enhancements.

Prior to this annual reporting to the State Board of Education, the information must be presented at a regular board meeting, subject to applicable notice requirements, and then posted on the Internet website of the school district, if any.

To comply with the law, the District used the Employment Information System (EIS), which is provided by ISBE. The report that was provided to the Board and created by EIS does not include certain categories of employees (Instructional Coaches, School Counselors, Social Workers, Non-Licensed Administrators, et al) in accordance with ISBE guidelines. This document will be placed on the District’s website and uploaded to ISBE as required.

Please note that under the Open Meetings Act (5 ILCS 120/7.3), the District is also required to post on its website a current year report of the total compensation package for each employee having a total compensation package that exceeds $75,000 per year within six business days after approval of its budget. If the Board approves the budget later this month, the District will comply with this posting requirement as well.

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

Minutes of August 12, 2019
The Minutes were approved as presented.

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

Lead4life Program: Angela Ward
Lead4life is a company designed to help students develop leadership and life skills from elementary through high school. Using the four pillars of Choices, Dream, Drive and Team, Lead4life teaches students the power of a dream, the necessity of a life plan, how to set goals, and create a personal road map for future successes. Lead4life instructs students in character building, developing a purpose, creating an identity, and understanding that they have a place in this world. Through mentoring and modeling, students learn how focus and determination can lead to academic achievement. Lead4life stresses the importance of relationships with teachers, adults, as well as peers; allowing students to recognize those who benefit and those who hinder their life’s plans. Students develop a “pay it forward” mentality, giving back to the community and mentoring to younger peers.

Lead4life’s philosophy is grounded by giving, teaching, conducting workshops, bridging gaps, and providing support for the students they serve. This is all done to help better students’ lives and strengthen the overall school community.
Lead4life will provide staffing of one (1) Lead4Life Staff member at each site daily for a maximum of six (6) hours per day. Financial implications: $50,000 ($25,000 Title II grant, $25,000 District funds). Assessment will be provided by Student/Parent feedback, Staff input, and data from grades, discipline and attendance.

Administration recommended that the Board of Education approve the submitted proposal for Lead4life to formally partner with Unit 4 Middle Schools.

Approval of Professional Services Agreement – METIS ASSOCIATES: Peter Foertsch
As part of the efforts to best support the Magnet programming at Franklin, Garden Hills, and Stratton, the District is engaging in professional consultants with proven experience in the work. Consistent with this effort, the District intends to engage METIS ASSOCIATES under the attached Service Agreement. The costs associated with the services provided under this Agreement will be paid from the Magnet Grant.

Administration recommended that the Board of Education approve the Service Agreement with METIS ASSOCIATES.

Adjournment
There being no further business, Member Shannon moved, with a second by Member Vazquez to adjourn the meeting at 8:52 p.m. The motion carried on voice vote. Ayes 6. Nays 0.

Board Approved: October 15, 2019