

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  
March 14, 2011 within the Boundaries of Said District

Regular Meeting

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

**Board Members Present**

Kristine Chalifoux, Sue Grey, Stig Lanesskog, Scott MacAdam, Greg Novak, David Tomlinson

**Board Members Absent**

Tom Lockman

**Staff Members Present**

Superintendent Arthur Culver, Deputy Superintendent Dorland Norris, Assistant Superintendent Beth Shepperd, Assistant Superintendent Judy Wiegand, Chief Financial Officer Gene Logas

**Approval of Agenda**

Member MacAdam moved, with a second by Member Novak, to approve the agenda. The motion carried on voice vote. Consent Agenda item – Network Upgrades for Garden Hills, Stratton, Carrie Busey, Early childhood, Academic Academy & Franklin Middle School – Wireless Access Points & Controller; Network Switches (E-Rate 2011-2012) was pulled from consideration.

**Executive Session**

Member Novak moved, with a second by Member Grey, 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 Negotiations 120/2(c)(2). The motion carried on roll call. Ayes 7. Nays 0.

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

Member Lockman joined Closed Session at 5:34 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

**Public Comment**

Cindy Adamek expressed appreciation to Franklin Middle School staff for ensuring the safety of a student with problems getting around due to an illness.

Billie Theide inquired about the search process for a principal for Stratton Elementary.

## Reports

### AA/EEO Audit & Report (Exhibit “A”)

Assistant Superintendent Beth Shepperd provided a brief overview of the audit of Champaign Unit 4’s AA/EEO records. The Director of Achievement and Pupil Services is responsible for the establishment and implementation of the audit and reporting system for Affirmative Action. The Assistant Superintendent for Human Resources/Community Relations shall review the system on an annual basis and provide a written report to the Superintendent.

The annual audit includes:

1. an audit and report of current records on applicants, national labor statistics, employee selection, work force composition compared to relevant labor market, hires, and building-level distribution of work force.
2. a listing of names of a standing committee (composed of members of both bargaining units, parents, administrators, and community members) which reviews the records and makes recommendations to the Superintendent.

Recommendations will be incorporated into the Human Resources recruiting plan as appropriate.

## Action Agenda

### Proposed Budget Cuts & Revenue Enhancements for 2011/2012

Member MacAdam moved, with a second by Member Novak, to approve the proposed 2011/2012 revenue enhancements/budget cuts, excluding the line item allowing each high school to cut staffing by \$37,500. The motion carried on roll call. Ayes 7. Nays 0.

CFO Gene Logas shared the proposed revenue enhancements/budget cuts for the 2011/2012 school year. Administration presented its initial proposed revenue enhancements and budget cuts at the January 24th, February 14th, and February 28<sup>th</sup> Board meetings. A special meeting was also held on February 22nd to obtain community input. The stated goal of administration is to cut approximately \$2 million out of next year’s budget.

<b>Proposed Revenue Enhancements/Cuts for 2011/2012</b>	<b>Savings</b>
<b>Revenue Enhancements</b>	
Eliminate sophomore open lunch	\$ 50,000
Increase summer school rates	\$ 14,000
<b>Soft Cuts (not personnel cuts)</b>	
Added energy savings (new gas contract will save \$50,000 annually)	\$100,000
Cut community relations budget (print)	\$ 8,000
Due to increased ED staffing at high school, costs at alternative schools can be reduced	\$ 50,000
Pool bus stops	\$ 38,280
Cut building budgets (10%)	\$154, 193
Transfer interest from Fund 61	\$200,000
Increase deferred maintenance in Fund 61	\$150,000
<b>Subtotal – Revenue Enhancement/Soft Cuts</b>	<b>\$764,473</b>
<b>Payroll Cuts – Hard Cuts</b>	
Reduce amount paid to student workers	\$ 43,000
Reduce nursing hours (not services)	\$ 12,000
Eliminate choral accompanists at high schools	\$ 42,000
Reduce days worked (food service)	\$ 17,000

Eliminate several coaching positions	\$ 8,500
Reduce overtime (administrative assistants) by 33%	\$ 31,693
Eliminate 40 building leaders PK-5 differentials	\$101,419
Reduce 1 teacher at Dr. Howard due to staffing	\$ 50,000
Allow each middle school to cut staffing by \$25,000	\$ 75,000
Reduce 1 Mellon Center administrator	\$ 70,000
Reduce 3 Mellon Center coordinator positions	\$183,733
<b>Subtotal – Payroll Cuts/Hard Cuts</b>	<b>\$634,345</b>
<b>Total Revenue Enhancements &amp; Cuts</b>	<b>\$1,398,818</b>

#### Proposed 2011/2012 Payroll Cuts – Hard Cuts (High Schools)

Member Lockman moved, with a second by Member Chalifoux, to approve the staffing cuts in the amount of \$37,500 at each high school for total of \$75,000. This \$75,000 cut will be added to the total revenue/enhancements and cuts that were approved for the 2011/2012 school year. The motion carried on roll call. Ayes 6. Nays 0. Abstained 1. Member Tomlinson abstained.

#### Semi-Annual Review of Closed Session Minutes

It was the Board's decision that the Closed Session Minutes remain closed.

#### **Consent Agenda**

Member Grey moved, with a second by Member MacAdam, to approve the Consent Agenda excluding the B.T. Washington Technology Equipment, District Telephone Contracts – Phone System for BTW & Garden Hills (E-Rate 2011/2012). The motion carried on roll call. Ayes 7. Nays 0.

The Board of Education approved the following Consent Agenda items:

#### Grow Your Own Program

The Board of Education approved the \$9,000 overage in cost to ensure that the Grow Your Own program participants meet their graduation deadlines. The annual allocation is \$20,000. The cost for the three participants during the 2010-2011 school year is \$29,000. The increase in cost is due to participation in the accelerated PACE (Professional Adult Comprehensive Education) program sponsored through Millikin University.

In fall 2003, the Board of Education approved the “Grow Your Own” program to encourage current Educational Support Personnel to obtain teaching certification to address shortage areas. Upon completion of certification, Grow Your Own participants fill one of the District's identified shortage areas and remain employed with the District for a minimum of three years in exchange for payment of tuition and books. The identified shortage areas are bilingual education, special education, higher level math or science, and African-American teachers.

A selection committee comprised of administration, CFT, and CESP representatives drafted the eligibility requirements, application process, and participation guidelines for the program. A selection process was designed that included an application similar to the one completed by a teacher candidate, and a selection committee comprised of representatives from the CFT, CESP, and the District administration was formed. The District agreed to supply funding for tuition and books up to \$20,000 annually for the program. The District also agreed to work with Parkland College and area universities to utilize counseling services and financial aid for participants.

Currently there are two African-American females and one African-American male participating in the program. Four participants have completed the program and are teaching in Unit 4 schools. They are Tammie Windom, African-American female cross-categorical teacher at Carrie Busey elementary; Alex Ramirez, Latino male industrial arts teacher at Central High School; Katia Gray, African-American female second grade teacher at Westview elementary; and Gwenetta Posey, African-American female fifth grade teacher at Dr. Howard Elementary.

The GYO application process was opened again in March 2006 to fill three slots made available through resignations and graduation. Three candidates were chosen through the screening process from a pool of six applicants. The ethnicities and genders of the three new applicants are two African-American females and one African-American male.

The three new GYO participants entered the program with more than 60 credit hours toward teacher certification. In September 2006, a partnership between Millikin University and the Champaign Unit 4 Human Resources Department was established to create a cohort at Parkland University for GYO participants. Through this Professional Adult Comprehensive Education Program (PACE), participants are put on an accelerated track to certification.

- The African-American male participant is on track to graduate in December 2011 with a degree in elementary education and an endorsement in social science.
- One African-American female is on track to graduate in May 2012 with a degree in elementary education with an endorsement in Math.
- The third participant is seeking early childhood certification.

#### Change Orders at Garden Hills Elementary

The Board of Education approved the change orders at Garden Hills totaling \$265,512. At this time, it is necessary for the Board of Education to approve the following change orders through January 2011. The project contingency on this project remains at \$563,000.

Stark Excavating	\$14,804-to modify anchoring of new building to existing, add foundation blockouts, add step down to footing to accommodate grade at dining patio and remove additional trees
	\$48,031-to remove and dispose of unsuitable soil under foundations and install new structural fill to support foundations
	\$29,590-to remove and dispose of unsuitable soil under bus parking lot and install new structural fill to support bus parking lot
Stone City Ironworks	\$7,358-for joist modifications and to add folding partition support
Associated Constructors	\$21,215-to extend block walls and soffit for partition pockets, add operable shades at gymnasium, add blocking for Tremco roofing and change break metal to metal panels at corners

	\$43,736-to add stage drapery and rigging equipment (\$50,000 allowance)
Reliable Plumbing & Heating	\$12,479-to add three geothermal borings and all associated work
Xtreme Mechanical	\$16,035-to modify storm location, sizes and connections
Coleman Electrical	\$19,584-to add temporary lights on west side of existing building, modify electrical requirements due to manufacturer data errors, add electrical for bleachers and add electric for motorized roller shades at gym, lobby, media center
PKD	\$52,680 (paid out of General Conditions for underground conduits)
Grand Total	<u>\$265,512</u>

#### Change Orders at B.T. Washington Elementary

The Board of Education approved the change orders at B T Washington totaling -\$12,402. The project contingency on this project remains at \$1.2 million.

Stone City Ironworks	\$4,708-to provide value engineering items
East Moline Glass	<u>-\$17,110</u> -a credit for value engineering items
Total	<u>-\$12,402</u>

#### B.T. Washington Communication Cabling Contract

The Board of Education approved the change orders to the original February 8, 2010 contract with Champaign Telephone Company as outlined for \$113,260.22. Funding for this expenditure will be from the project budget.

Board policy states that requests for proposals will be solicited when items are expected to exceed a total of \$10,000. As part of the request for purchase process, requests for proposals were advertised on the District's website and in the News-Gazette. Formal requests were transmitted to twelve vendors for different technology systems as part of the 2010-11 E-Rate application. Bids were opened on January 28, 2010 and the District received proposals from two vendors for the Communication Cabling portion of the RFP. Champaign Telephone Company submitted a bid of \$97,811.92 and H&M Networks submitted a bid of \$130,046.23. The Champaign Telephone Company contract also included a clause with a discount of \$28,785.05, if the District purchases a Toshiba Voice over IP (VOIP) Telephone solution for Booker T. Washington and Garden Hills Elementary. On February 8, 2010, the Board of Education approved a contract with Champaign Telephone Company for Communication Cabling at Booker T. Washington Elementary.

Communication Cabling is required for completion of the Booker T. Washington construction project this spring.

The updated contract is \$113,260.22. The contract change orders to the original contract are:

- Additional cabling requirements for door access and other building security systems (materials costs are higher with code requirements for Plenum cable at BTW)
- Contract language as requested by District staff and legal representation

The contract still maintains the clause for the \$28,785.05 discount for the Toshiba VOIP, which would bring the total cost of the Booker T. Washington Communication Cabling contract to \$84,475.17

B.T. Washington Technology Equipment, District Telephone Contracts – Phone System for BTW & Garden Hills (E-Rate 2011/2012)

The Board of Education approved the contracts as presented, excluding the extension of the fiber optic circuits AT&T contract.

The Information Technology Department completed a competitive bid RFP for technology equipment for Booker T. Washington Elementary necessary for the wired network, wireless network, voice over IP phone system, and data center needs (Uninterruptible Power Supply and Core Network Switch). These items were applied for E-Rate reimbursement in 2010-11 but denied funding due to changes in E-Rate contract posting requirements to which District staff were unaware. This RFP also requests bid for expired contracts with local and long distance telephone service.

The District published the required E-rate form and posted a competitive bid on January 3<sup>rd</sup>, 2011. Sealed bids were opened February 7<sup>th</sup>, 2011 and recommendations for contract will be brought to the board of Education for approval March 14<sup>th</sup>. The District received bids from eight different vendors, which are currently being evaluated by District Information Technology staff and an E-Rate consultant hired for compliance and audit assistance.

Booker T. Washington falls into the category of a 90% reimbursement rate school. Several of the items listed in the bid would be reimbursed at a cost of \$.10 per \$1 cost to the district, or \$10,000 per \$100,000. Funding by E-rate for these types of equipment are linked directly to available funding, and start at a 90% reimbursement rate and trends down as funds remain. The District sits in a likely position to receive reimbursement for the following items:

- Network switches for Booker T. Washington to connect computers, wireless network, voice over IP phones, building lighting and other energy management systems, and security systems
- Wireless access points for Booker T. Washington
- Phone system for Booker T. Washington and Garden Hills. Includes hardware to support existing phone system at Maintenance Center, Transportation Center, Family Information Center, and future expansion to other campus locations. Phone System equipment at BTW (excluding phones) eligible at 90%. Garden Hills phone system is mostly ineligible handset devices and hence no E-rate application filed.
- Core Data Center Switch for connecting all data center servers, storage, and Booker T. Washington switches (must be cost allocated for E-Rate due to providing services to other schools)
- Uninterruptible Power Supply (UPS) for all data center and phone equipment. The UPS provides continuous uptime due to power fluctuations or outages. The data center will

also have a natural-gas powered generator for extended outages. (must be cost allocated for E-Rate due to providing services to other schools)

- Local and Long Distance Telephone Service - combination of PRI Circuit lines for shared Voice over IP phone service and Centrex lines for existing analog phone service.
- Extend contract for Nextel cellular phones used by Information Technology, Maintenance, and Attendance. Average monthly cost of billing for each department will decrease by \$100/month through Will County, IL contract available to all government agencies.

Contracts for the Local and Long Distance telephone will decrease current month to month services as the District migrates from Centrex lines to converged PRI circuits. Funding for local and long distance services is unchanged. Contract for Centrex service is with AT&T, with monthly services decreasing from \$5,786.28/month to \$4,312.88/month. The District will be gradually reducing the number of Centrex circuits during the migration to voice over IP. Voice over IP phones using PRI phone service will be located at Booker T. Washington, Garden Hills, Maintenance, Transportation, and Family Information Center. The PRI contract is awards to Champaign Telephone Company at \$838.00/month.

Nextel services for cellular will decrease on monthly basis. Charts reflecting decrease for Information Technology, Maintenance, and Attendance provided. No contract required as rate decrease will occur automatically.

The following are expenditures (and E-Rate eligible reimbursements) for Booker T. Washington and Garden Hills Technology and Telephone Systems. Funding for these items is covered in Fund 61.

- Network Switches at Booker T. Washington. Contract awarded to Sentinel Technologies. Cost of \$64,832.00 (with E-Rate eligibility of \$58,348.80)
- Core Data Center Switch at Booker T. Washington. Contract awarded to Sentinel Technologies. Cost of \$113,650.90 (with E-Rate eligibility of \$30,000.00)
- Uninterruptible Power Supply for Data Center at Booker T. Washington. Contract awarded to Champaign Telephone Company. Cost of \$67,478 (with E-Rate eligibility of \$20,000.00)
- Wireless Access Points at Booker T. Washington. Contract awarded to Sentinel Technologies. Cost of \$24,771.00 (with E-Rate reimbursement of \$22,293.90)
- Phone System at Booker T. Washington. Contract awarded to Champaign Telephone Company. Cost of \$60,425.35 (with E-Rate reimbursement of \$30,593.05)
- Phone System at Garden Hills. Contract awarded to Champaign Telephone Company. Cost of \$25,869.75. Not E-Rate Eligible.

Total estimated Fund 61 expenditures are \$357,027.00 (with total E-Rate reimbursement estimated at \$163,236.75). Difference is \$193,790.25.

Contracts for Communication Cabling & Paging Systems at Garden Hills; Paging & Clock System at BTW

The Board of Education approved the contracts with Champaign Telephone Company for bids of \$55,368.35 (GH Communication Cabling), \$28,821.33 (GH Paging System), and \$64,629.49 (BTW Paging and Clock System). Funding for this expenditure will be from the project budget.

The District conducted a competitive bidding process for Communication Cabling at Booker T. Washington Elementary. Two vendors bid that project, and the lowest bidder was Champaign Telephone Company. In preparation for the Communication Cabling and Paging Systems at Garden Hills Elementary as well as the Paging and Clock System at Booker T. Washington, the Information Technology Department prefers consistency with cabling installation and identification, and recommended the District consider awarding this contract to Champaign Telephone Company.

**105 ILCS 5/10-20.21 para. vii Contracts** allows exception to contract law in several categories including “(vii) purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services.” In consultation with Attorney Brian Braun, he believed that **105 ILCS 5/10-20.21 para. vii** granted the District the ability to accept a contract offer from Champaign Telephone Company.

The bill of materials and costs for all three projects were reviewed by the District Technology Design Consultant (RCDD) from Sentinel Technologies for compliance with District design and fair market value for cost. The RCDD confirmed design compliance and fair market pricing.

Contract – Windows at Westview, Bottenfield, Kenwood & Robeson (Alternate #2)

The Board of Education approved Alternate #2 for louver blinds in all four schools at a cost of \$70,924. The cost will be paid from Fund 60. On February 28, 2011, the Board approved the contract with Control Technology & Solutions for new windows at Westview, Bottenfield, Kenwood and Robeson. In addition, the Board accepted Alternate #1 (infill wall at Robeson). Administration recommended Alternate #2 (horizontal louver blinds at all four schools).

IASA/IASB Joint Resolution (Exhibit “B”)

The Board of Education approved the adoption of the IASA/IASB Joint Resolution as presented. Governor Quinn has proposed the creation of a School Administration Consolidation Commission charged with producing an action plan to mandatorily streamline and consolidate Illinois school districts. Representative Robert Rita has introduced HB 1886 proposing to dissolve all school districts in Illinois and then re-establish them as county school districts.

The Illinois Association of School Administrators (IASA) and the Illinois Association of School Boards (IASB) have authorized Position Statements relating to this topic. IASA’s Position Statement states that they shall seek, encourage and support efforts for school district reorganizations in all forms to include a requirement that before such reorganization is deemed passed, a majority vote of voters in each of the affected districts is necessary. IASB’s Position Statement states that they strongly oppose proposals for mandatory district consolidations and that any school district reorganization must be approved by a majority vote of the districts affected and that no arbitrary pupil enrollment or geographical component be used to force consolidation.

Bid – Centennial High School Track Recoating; Warehouse – Custodial Supplies (Exhibit “C”)

The Board of Education awarded the bid to Midwest Track Builders for recoating the Centennial High School Track Recoating in the amount of \$42,997.00, and approval of the Custodial Supply bids totaling \$24,008.88.

Board Policy states that bids will be solicited when items are expected to exceed a total of \$10,000.

Requests were sent to vendors, posted on the district’s website and advertised in the News-Gazette for the Track Recoating at Centennial High School. Three bids were received and opened on January 4, 2011. The lowest bid was from Midwest Track Builders for \$42,997.00.

Requests were sent to 50 vendors, posted on the district’s website and advertised in the News-Gazette for the custodial supply bid. Twenty-two bids were received and opened on February 8, 2011. Administration recommended the custodial supplies be awarded item-by-item to the lowest qualified bidder totaling \$24,008.88.

The \$42,997.00 cost for the recoating of the track at Centennial High School will be paid from Fund 61 in the 2010-11 school year. The total costs for the custodial supply bids are \$24,008.88. Last year’s bid totaled \$25,042.98.

Minutes – November 29, 2010, December 17, 2010 & February 14, 2011 Board Meetings

The Board of Education approved the minutes as presented.

Bills & Treasurer’s Report (Exhibit “D”)

The Board of Education approved the bills and treasurer’s report as presented.

Human Resource Changes (Exhibit “E”)

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

Extension of Fiber Optic Circuits AT&T Contract (E-Rate 2011/2012)

Member MacAdam moved, with a second by Member Lanesskog, to approve the extension of the fiber optic circuits AT&T contract. The motion carried on roll call. Ayes 6. Nays 1. Member Lockman voted Nay.

Human Resource Changes- Administrative Paid Leave (Exhibit “F”)

Member Lockman moved, with a second by Member Grey, to approve administrative paid leave for employee #170543 beginning March 15, 2011 through the end of the 2010/2011 school year, and for employee #172794 through April 11, 2011. The motion carried on roll call. Ayes 7. Nays 0.

**Executive Session**

Member Novak moved, with a second by Member Grey, 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 7:08 p.m.

**Open Session**

The Board convened into *Open Session* at 8:00 p.m.

**Adjournment**

There being no further business, Member Grey moved, with a second by Member Lanesskog, to adjourn the meeting at 8:00 p.m. The motion carried on voice vote.

*Board Approved: April 11, 2011*