

Community Unit School District #4
Regular Meeting of the Board of Education
Unity High School Band Room
November 15, 2017 - 6:00 p.m.

1. Call To Order
 2. Approval of Agenda
 3. Public Participation – Visitor and Comments (3 min. limit)
 - 3.1 Special Recognition
 - 3.2 Visitors
 - 3.3 Correspondence
-

Closed Session – *The Board will enter Closed Session to discuss: (1) The appointment, compensation, discipline, performance, or dismissal of specific employees of the public body (5 ILCS 120/2(c)(1), collective negotiations (5 ILCS 120/2(c)(2), purchase of property (5 ILCS 120/2(c)(5) sale of property (5 ILCS 120/2(c)(6), student discipline (5 ILCS 120/2(c)(9), pending litigation (5 ILCS 120/2(c)(11). The Board will re-enter Open Session upon concluding Closed Session discussions or at 7:00 p.m., whichever is earlier. An additional Closed Session may be necessary if all discussions are not concluded prior to returning to Open Session.*

4. Consent Agenda
 - 4.1 Approve October 18, 2017 Board Meeting Minutes
 - 4.2 Approve Bills and Activity Fund Reports
 - 4.3 Approve Bills Payable
 - 4.4 Approve Fund Balances
 - 4.5 Approve End of Month Report for Previous Month
5. Action Items
 - 5.1 Approve any matter discussed in Executive Session as necessary, and limited to those matters authorized for discussion in Executive Session by motion of the Board (approval of recommendation of Supt. regarding student discipline)
 - 5.2 Approve Trap Shooting Team - Jim Furhman presenting
 - 5.3 Approve options for Tax Levy
 - 5.4 Approve advertising for physical education position
 - 5.5 Approve installation of speakers in gym/cafeteria/hallway
 - 5.6 Approve back-up power for phone system

- 5.7 Approve night custodian
- 5.8 Approve Maternity Leave request
- 5.9 Approve date/time/location for hearing on waiver of the administrative expenditure limitation established in Section 17-1.5 of the school code
- 5.10 Approve language on fundraising

- 6. Administrative and Committee Reports
 - 6.1 Principal Reports
 - 6.2 Business Manager Report (Financial Dashboard)
 - 6.3 Superintendent Report
 - 6.4 Building and Grounds Committee
 - 6.5 Curriculum Committee
 - 6.6 Finance Committee
 - 6.7 Policy Committee
 - 6.8 Technology Committee
 - 6.9 Transportation Committee

- 7. Information Items
 - 7.1 FOIA Requests - Illinois CPA Society
 - 7.2 Elem. Addition plans (2013 study)
 - 7.3 School District map
 - 7.4 Joint Conference Nov. 17-19 (Supt attending)
 - 7.5 Gas leak & Code violations repaired
 - 7.6 Ameresco presentation Dec. BOE mtg - Gene Mackey
 - 7.7 Mandatory Lead Testing completed (PDC labs) - results pending
 - 7.8 ROE Full Compliance Audit / Visit Jan. 22, 2017
 - 7.9 Health-Life-Safety review completed - results pending

- 8. Adjournment
 - 8.1 Adjournment
 - 8.2 Next Meeting – The next Regular Meeting of the Board of Education will be held on Wednesday December 20, 2017, in the Unity High School Band Room at 6:00 p.m.

**Minutes of Regular Meeting of the
Community Unit School District #4 Board of Education
Adams and Hancock Counties, Illinois
Held on Wednesday November 15, 2017**

The Board of Education of Community Unit School District #4 met in regular session on Wednesday, November 15, 2017, in the Unity High Band Room. The meeting was called to order by President Farmer at 6:00 p.m. Members present were: Duesterhaus, Duke, Farmer, Fleer, Janssen (arrived at 6:02 p.m.) and Miller (arrived at 6:52 p.m.). Principals Dorethy and Ellerman were present. Superintendent Riddle was present. Two visitors were present.

MOTION: Duke “to approve agenda items as presented.” SECOND: Duesterhaus ACTION: Roll Call Vote: Aye – Duesterhaus, Duke, Farmer and Fleer. Motion carried.	Agenda Items
MOTION: Duke “to move to closed session at 6:05 p.m.” SECOND: Duesterhaus ACTION: Roll Call Vote: Aye – Duesterhaus, Duke, Farmer, Fleer and Janssen. Motion carried.	Closed Session
MOTION: Janssen “to return to open session at 6:10 p.m.” SECOND: Duke ACTION: Roll Call Vote: Aye – Duesterhaus, Duke, Farmer, Fleer and Janssen. Motion carried.	Open Session
MOTION: Duesterhaus “to approve minutes of the November 15, 2017 closed session.” SECOND: Janssen ACTION: Roll Call Vote: Aye – Duesterhaus, Duke, Farmer, Fleer and Janssen. Motion carried.	Closed Session Minutes
MOTION: Janssen “to approve of the Consent Agenda items.” SECOND: Duke ACTION: Roll Call Vote: Aye – Duesterhaus, Duke, Farmer, Fleer and Janssen. Motion carried.	Consent Agenda
MOTION: Duesterhaus “to approve the recommendation of the Superintendent regarding student discipline.” SECOND: Janssen ACTION: Roll Call Vote: Aye – Duesterhaus, Duke, Farmer, Fleer and Janssen. Motion carried.	Approve recommendation for student discipline
MOTION: Janssen “to approve the establishment of school sponsored trap shooting program contingent on obtaining funding.” SECOND: Duke ACTION: Roll Call Vote: Aye – Duesterhaus, Duke, Farmer, Fleer and Janssen. Motion carried.	Approve Trap Shooting Program
MOTION: Janssen “to approve Option two as a tentative tax levy proposal.” SECOND: Duesterhaus ACTION: Roll Call Vote: Aye – Duesterhaus, Duke, Farmer, Fleer and Janssen. Motion carried.	Approve tentative tax levy
MOTION: Duke “to approve advertising for K-12 P.E. Teacher.” SECOND: Janssen ACTION: Roll Call Vote: Aye – Duke, Farmer, Fleer and Janssen. Nay – Duesterhaus. Motion carried.	Approve advertising for P.E. Teacher

MOTION: Janssen “to approve installation of speakers in gyms and hallway up to \$592.00 plus labor.” SECOND: Duke ACTION: Roll Call Vote: Aye – Duesterhaus, Duke, Farmer, Fler, Janssen and Miller. Motion carried.	Approve installation of speakers
MOTION: Duesterhaus “to approve back-up power for phone system at \$920.00 plus labor.” SECOND: Janssen ACTION: Roll Call Vote: Aye – Duesterhaus, Duke, Farmer, Fler, Janssen and Miller. Motion carried.	Approve phone system back-up
MOTION: Duesterhaus “to approve the hire of night custodian Thomas Dalton.” SECOND: Duke ACTION: Roll Call Vote: Aye – Duesterhaus, Duke, Farmer, Fler, Janssen and Miller. Motion carried.	Approve night custodian Thomas Dalton
MOTION: Duke “to approve maternity leave for Lori Eger.” SECOND: Duesterhaus ACTION: Roll Call Vote: Aye – Duesterhaus, Duke, Farmer, Fler, Janssen and Miller. Motion carried.	Approve maternity leave
MOTION: Duesterhaus “to approve hearing of administrative expenditure limitation on December 20 th , 2017 at 5:55 p.m. in the Band Room.” SECOND: Janssen ACTION: Roll Call Vote: Aye – Duesterhaus, Duke, Farmer, Fler, Janssen and Miller. Motion carried.	Approve hearing of administrative expenditure
MOTION: Duke “to adjourn.” SECOND: Janssen ACTION: Roll Call Vote: Aye – Duesterhaus, Duke, Farmer, Fler, Janssen and Miller. Motion carried.	Adjourn
Next meeting will be a Regular Board Meeting, Wednesday, December 20, 2017 at 6:00 p.m. in the Unity High School Band Room.	
President _____ Secretary _____	December 20, 2017

Community Unit School District #4
Regular Meeting of the Board of Education
Unity High School Band Room
November 15, 2017 - 6:00 p.m.

1. Call To Order

*Present Jim Farmer - Danielle Fler - Julie Duke - Peggy Duesterhaus
Supt. Scott Riddle - Principals Bill Dorethy & Jerry Ellerman and
Business Manager Gina Whelan*

Absent Steve Arnsman

Arrived late Louis Janssen @ 6:05 and Cory Miller @ 6:50

2. Approval of Agenda

3. Public Participation – Visitor and Comments (3 min. limit)

3.1 Special Recognition

- *Thank you to Jason Connoyer for base coating in MS/HS*
- *Thank you to Mark Sill for rapid response to gas leak issue*
- *Thank you to Crystal Heming-Shelli Howell-Lisa Robbins for their flexibility during the gas outage*
- *Supt. Riddle thanks Kathy Hoener and Amy Shirey for a wonderful Veterans' Day program which was attended by 100 veterans!*
- *Supt. Riddle presented a Certificate of Service to all the CUSD #4 Board members for School Board Member Day 2017. He expressed his thanks for the service and time each of them gives to the district. He also recognized their leadership in directing the policies which have continued to move the district forward.*
- *Students of the Month*
 - *Taylor Klusmeyer - Sept.*
 - *Amanda Schrader - Oct.*
 - *Olivia Kaufman - Nov.*

3.2 Visitors

Jim Fuhrman

Brent Zanger

3.3 Correspondence

Closed Session – The Board will enter Closed Session to discuss: *The appointment, compensation, discipline, performance, or dismissal of specific employees of the public body (5 ILCS 120/2(c)(1), collective negotiations (5 ILCS 120/2(c)(2), purchase of property (5 ILCS 120/2(c)(5) sale of property (5 ILCS 120/2(c)(6), student discipline (5 ILCS 120/2(c)(9), pending litigation (5 ILCS 120/2(c)(11).*

The Board will re-enter Open Session upon concluding Closed Session discussions or at 7:00 p.m., whichever is earlier. An additional Closed Session may be necessary if all discussions are not concluded prior to returning to Open Session.

Entered Closed Session @ 6:05 PM and Re Entered Open Session @ 6:10 PM

4. Consent Agenda **(Approved Consent Agenda 5-0)**
 - 4.1 Approve October 18, 2017 Board Meeting Minutes
 - 4.2 Approve Bills and Activity Fund Reports
 - 4.3 Approve Bills Payable
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 - 4.5 Approve End of Month Report for Previous Month

5. Action Items
 - 5.1 Approve any matter discussed in Executive Session as necessary, and limited to those matters authorized for discussion in Executive Session by motion of the Board **(Approval of recommendation of Supt. regarding student discipline 5-0)**

 - 5.2 Trap Shooting Team - Jim Fuhrman presenting **(Approved establishment of school sponsored trap shooting program contingent on obtaining grant or private funding 5-0)**

Mr. Fuhrman spoke to the board expressing the desire to form a Trap Shooting Team for Unity High School. He has spoken with private donors and is confident he can obtain the necessary funding to put in a trap at the Adams County Fairgrounds. Participants would be required to follow school rules and also they would be required to take a Gun Safety course as part of the team. Questions were posed as to the necessity of owning a gun and Mr. Fuhrman indicated they would have guns for use if necessary. The voluntary coaches would be NRA Certified Shotgun Instructors. Mr. Fuhrman is going to continue to seek out private donations and grants. He will be in contact with Supt. Riddle on the progress of the program.

 - 5.3 Approve options for Tax Levy (2017 Tax Levy Proposals) **(Approved of Option #2)** A comparison of Equalized Assessed Valuation (EAV) amounts for Adams and Hancock Counties is given below in the table. The amounts show the 2016 Actual EAV, the 2017 Estimated EAV, and the increase in EAV for 2017.

<u>County</u>	<u>2016 Actual EAV</u>	<u>2017 Estimated EAV</u>	<u>2017 Increased EAV</u>
Adams	\$68,400,493	\$73,951,886	\$5,551,393
Hancock	\$494,778	\$529,412***	\$34,634
W/overlap	\$68,895,271	\$74,481,298	\$5,586,027

The Finance Committee met on November 7 and discussed the options to propose. The Board considered three options shown below.

Option #1

- Based on an estimated EAV of \$73,949,694 (**due to lack of true estimate from Hancock County)
- Based on same rate as 2015 (\$5.58) increase of \$0.21
- Estimated Tax Extension does exceed 105%
- A Truth in Taxation Hearing would be required

Option #2

- Based on an estimated EAV of \$73,949,694 (**due to lack of true estimate from Hancock County)
- Based on reduced rate (\$5.27) decrease of \$0.10
 - IMRF rate is reduced
 - Social Security rate is reduced
- Estimated Tax Extension does not exceed 105%
- A Truth in Taxation Hearing would not be required

Option #3

- Based on an estimated EAV of \$73,949,694 (**due to lack of true estimate from Hancock County)
- Based on same rate as 2016 (\$5.37) no rate increase
- Estimated Tax Extension does exceed 105%
- A Truth in Taxation Hearing would be required

Supt. Riddle shared the 2015 tax levy was increased due to the looming threat of a tax freeze. Though the tax freeze threat has not been realized it has now reappeared in the Chicago area with possibility of coming downstate with referendum. Last year the tax levy was reduced by \$0.23 to alleviate the needed increase from the prior year.

Final approval and adoption of the 2017 Tax Levy will be placed on the agenda for the December 20 School Board Meeting.

5.4 Approve advertising for K-12 Physical Education Teacher (Approved 4-1 with Duesterhaus opposing)

Mr. Voth will be completing his Driver's Education coursework and transferring to that position next fall. Supt. Riddle expressed the need to begin the search now due to the shortage of teachers in Illinois currently. It is hope the candidate would have their teaching endorsement in Physical Education with additional endorsements in Health or Driver's Education as well. It is also the expectation the individual would coach where needed.

5.5 Approve installation of speakers in gym/cafeteria/hallway (Approved 6-0)

These areas need coverage with the intercom system and this would allow that at a cost of \$592 plus installation. This is a safety concern for communicating with the students and staff. The final installation may be less if some of the speakers are found not to be needed.

5.6 Approve back-up power for phone system (Approved 6-0)

In the event of loss of power this would provide power for a brief time. This would allow the use of the intercom if needed for emergency purposes. The cost would be \$920 plus installation.

5.7 **Approve night custodian (Approved 6-0)**

Thomas Dalton was approved as a night custodian.

5.8 **Approve Maternity Request (Approved 6-0)**

Lori Eger, K-3 Physical Education teacher was approved for leave to begin in May, 2018 with the date TBD.

5.9 **Approve date/time/location for hearing on waiver of the administrative expenditure limitation established in Section 17-1.5 of the School Code. (Approved 6-0)**

The process for a waiver through the General Assembly takes waiving of the School Code. This process requires a hearing separate from the regular BOE meeting. This was scheduled prior to December's regular meeting at 5:55 PM. The requirement was caused by exceeding by 5% the administrative costs for the District when the District went from interim superintendents to a full-time superintendent.

5.10 **Approve language on fundraising (first reading then approval in December)**

"the use of alcohol is prohibited at or on District property or facilities, and at District/school sponsored activities regardless of location.

6. **Administrative and Committee Reports**

6.1 **Principal Reports**

Elem. Principal Jerry Ellerman shared there will be a Father-Daughter Dance Dec. 1. He also shared the elementary has continued to get new students and the first grade is now up to 60 students.

HS Principal Bill Dorethy shared the high school would have 12 students attending the WCC Music program. He also recognized the football players who were selected for conference honors.

6.2 **Business Manager Report (Financial Dashboard)**

Mrs. Whelan shared the new financial dashboard indicating we are currently on pace for each of the funds both in revenue received and expenses to date.

6.3 **Superintendent Report**

Supt. Riddle discussed the ongoing conversations he and other area superintendents were having with their special education cooperative in Quincy. The new EBF model has left some questions as to funding for the coop and determining how this will be done is still being decided by the members of the coop.

6.4 **Building and Grounds Committee**

6.5 **Curriculum Committee**

6.6 **Finance Committee**

The Finance Committee met on Nov. 7 and the proposed tax levy options were discussed and were shared at tonight's meeting.

6.7 Policy Committee

The language for alcohol at school sponsored activities was discussed.

6.8 Technology Committee

6.9 Transportation Committee

7. Information Items

7.1 FOIA Requests - Illinois CPA Society

7.2 Elem. Addition Plans (2013 Study) Plans were shared from the previous study and discussion was over possibly plans for future needs.

7.3 School District Map - On web site now

7.4 Joint Conference Nov. 17-19 (Supt. Riddle attending)

7.5 Gas Leak and Code Violation

Gas was detected by the kitchen help and when investigated by Nicor it was found that we had not only leaks but piping which was not up to code. Gas was shut off and could not be turned on again until it was corrected. Interior pipe was plastic and had to be replaced with metal pipe which was done. This required cutting into the concrete to complete. The MS/HS was without gas for one school day which required an alternative lunch to be made. At no time were students or staff in danger. Supt. Riddle will be investigating how the code violation was allowed to be done by the contractor and subsequent approval by the architects and report back to the Board.

7.6 Ameresco presentation Dec. BOE meeting - Gene Mackey

7.7 Mandatory Lead Testing completed (PDC Labs) - results pending

7.8 ROE Full Compliance Audit/Visit Jan. 22, 2017

7.9 Health-Life-Safety review completed - results pending

8. Adjournment

8.1 Adjournment

8.2 Next Meeting – The next Regular Meeting of the Board of Education will be held on Wednesday December 20, 2017, in the Unity High School Band Room at 6:00 p.m.