

**Community Unit School District #4
Regular Meeting of the Board of Education
Unity High School Band Room
December 20, 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
 - 3.2.1 Presentation by Gene Mackey (Ameresco)
 - 3.3 Correspondence
 - 3.3.1 Family of Rose Marie Woodworth Neustadt
 - 3.3.2 First Bankers Trust
 - 3.3.3 Casino Night
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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 November 15, 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 (approve superintendent to hire two part-time kitchen personnel)
 - 5.2 Approve the Resolution for the 2017 Tax Levy

- 5.3 Approve the submission of the Limitation of Administrative Costs Waiver Application to the Illinois Board of Education for Consideration and Action by the General Assembly
 - 5.4 Approve language on fundraising
 - 5.5 Approve the administration to explore coop opportunities for HS softball and MS baseball
 - 5.6 Approve the purchase of 10,000 of diesel fuel
 - 5.7 Approve the disposal of miscellaneous equipment in Ag shop
 - 5.8 Approve the purchase of two commercial grade vacuums for the district
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 - SmartProcure
 - 7.2 Annual HLS summary
 - 7.3 HLS 10 Yr Plan - update of complete/incomplete work
 - 7.4 RIF Joint Committee met - updating Seniority list to include all qualifications for teachers
 - 7.5 Architechnics & Peterson Heating/Cooling update
 - 7.6 Mandatory Lead Testing completed (PDC labs) - results
8. Adjournment
- 8.1 Adjournment
 - 8.2 Special Board Meeting - January 9, 2018, in the Unity High School Band Room - IASB Larry Dirks
 - 8.3 Next Meeting – The next Regular Meeting of the Board of Education will be held on Wednesday January 17, 2018, 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 December 20, 2017**

The Board of Education of Community Unit School District #4 met in regular session on Wednesday, December 20, 2017, in the Unity High School Band Room. The meeting was called to order by President Farmer at 6:00 p.m. Members present were: Arnsman, Duesterhaus, Duke, Farmer, Janssen and Miller. No Principals were present. Superintendent Riddle was present. Five visitors were present.

MOTION: Miller “to approve agenda items as presented.” SECOND: Janssen ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Janssen and Miller. Motion carried.	Agenda Items
MOTION: Janssen “to move to closed session at 7:00 p.m.” SECOND: Duke ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Janssen and Miller. Motion carried.	Closed Session
MOTION: Miller “to return to open session at 7:10.” SECOND: Duke ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Janssen and Miller. Motion carried.	Open Session
MOTION: Duesterhaus “to approve minutes of the December 20, 2017 closed session.” SECOND: Duke ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Janssen and Miller. Motion carried.	Closed Session Minutes
MOTION: Miller “to approve of the Consent Agenda items.” SECOND: Janssen ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Janssen and Miller. Motion carried.	Consent Agenda
MOTION: Janssen “to approve Superintendent to take action on closed session items.” SECOND: Duke ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Janssen and Miller. Motion carried.	Approve action on closed session items
MOTION: Miller “to approve 2018 Tax Levy Resolution as presented.” SECOND: Duke ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Janssen and Miller. Motion carried.	2018 Tax Levy Resolution
MOTION: Janssen “to approve submission of the Limitation of Administration Costs Waiver Application.” SECOND: Duke ACTION: Roll Call Vote: Aye – Arnsman, Connoyer, Duesterhaus, Duke, Farmer, and Miller. Motion carried.	Limitation of Administration Costs Waiver Application
MOTION: Duke “to approve Language change of Policy for Fundraising Events.” SECOND: Miller ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Janssen and Miller. Motion carried.	Language change of Policy for Fundraising Events
MOTION: Janssen “to approve purchase of 10,000 gallons of Diesel Fuel from	Purchase of Diesel

<p>Neil Oil Co.” SECOND: Duesterhaus ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Janssen and Miller. Motion carried.</p>	<p>Fuel</p>
<p>MOTION: Janssen “to approve the disposal of misc. items in the Ag Shop.” SECOND: Duke ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Janssen and Miller. Motion carried.</p>	<p>Disposal of misc. items</p>
<p>MOTION: Duke “to approve the purchase of two vacuums – commercial grade for the District as presented.” SECOND: Miller ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Janssen and Miller. Motion carried.</p>	<p>Purchase two vacuums</p>
<p>MOTION: Miller “to adjourn.” SECOND: Duke ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Janssen and Miller. Motion carried.</p>	<p>Adjourn</p>
<p>Next meeting will be a Regular Board Meeting, Wednesday, January 17, 2018 at 6:00 p.m. in the Unity High School Band Room.</p>	
<p>President _____ Secretary _____</p>	<p>January 17, 2018</p>

**Community Unit School District #4
Regular Meeting of the Board of Education
Unity High School Band Room
December 20, 2017 – 6:00 p.m.**

1. Call To Order
All members were present except Danielle Flear
2. Approval of Agenda
The agenda was approved as presented
3. Public Participation – Visitor and Comments (3 min. limit)
 - 3.1 Special Recognition
 - 3.1.1 Supt. Riddle thanked the Unity Elementary staff for their teamwork and effort this week as they dealt with illness and absences.
 - 3.1.2 Erica Cramm was recognized as the Student of the Month. She is the daughter of Craig and Jennifer Cramm.
 - 3.2 Visitors
 - 3.2.1 Presentation by Gene Mackey (Ameresco)
Mr. Mackey presented to the Board on Performance Contracting as an option to review the current status of the facilities and grounds in conjunction with long range planning the Board is beginning.
 - 3.3 Correspondence
 - 3.3.1 Family of Rose Marie Woodworth Neustadt
 - 3.3.2 First Bankers Trust
 - 3.3.3 Casino Night - thank you for support

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 **(Approved 6-0)**
 - 4.1 Approve November 15, 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 (approve superintendent to hire two part-time kitchen personnel)
(Approved 6-0)

Supt. Riddle shared that Mr. Klusmeyer and the interview committee are still accepting applications and will begin interviews the week of Dec. 18 once these are completed we will offer two part-time positions rather than one full time position. This will provide more flexibility in scheduling and sharing of staff when necessary as well as be more economical for the district by saving the cost of benefits of a full time position.

5.2 Approve the Resolution for the 2017 Tax Levy **(Approved 6-01)**

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

School Board members reviewed options for the 2017 Tax Levy at the November School Board meeting. Option #2 was the preferred option. A brief summary of its features are summarized below:

- Based on an estimated EAV of \$73,949,694 (due to lack of true estimate from Hancock County Clerk)
- Based on rate of (\$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 is not required

After official Board approval, the tax levy must be submitted to the County Clerk' office(s) by the final Tuesday in December (12.26.17)

5.3 Approve the submission of the Limitation of Administrative Costs Waiver Application to the Illinois Board of Education for Consideration and Action by the General Assembly **(Approved 6-0)**

The requirement was caused by exceeding by 5% the total administrative costs for the District when you went from part-time interim superintendents to a full-time superintendent.

All waiver applications are submitted to the Illinois State Board of Education for initial approval before they are sent to the General Assembly for consideration and final approval during the Spring (2018) Session.

All of the timelines have been met. Notices have been posted, and the required individuals have been notified. The Board packet contains copies of the following correspondence - all of which are part of the waiver application process:

- Notice of Public Hearing - posted on school website November 20, 2017
- Legal Notice of Public Hearing - published in newspaper December 6, 2017
- Letter to Senator Jil Tracy
- Letter to Representative Randy Frese
- Letter to Brent Zanger, Teachers Association President
- Application for Limitation of Administrative Cost Waiver

A Public Hearing was conducted prior to the beginning of the December 20, 2017 School Board Meeting. The purpose of the public hearing was to receive public comments and testimonials from teachers, parents, and community regarding the Limitation of Administrative Costs Waiver Application.

All public comments and/or correspondence received will be included with the application materials that will be sent to the Illinois State Board of Education. Materials sent must be postmarked by January 12, 2018.

5.4 Approve language on fundraising events **(Approved 6-0)**

Addition of the following language to Policy 8:20 as well as to our facility/use agreement.

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

The first reading was done at the November Board meeting. This language was recommended by the district attorney.

5.5 Approve the administration to explore coop opportunities for HS softball and MS baseball **(Approved 6-0)**

The numbers for both the HS softball team (which is this spring) and MS baseball (which is next fall) are not enough to sustain teams. Two nearby schools have been suggested for exploring a co-op for these sports, Payson and Southeastern. The Administrative Team and Athletic Director will approach both and determine the best fit for our district. The deadline to apply for co-op status for spring is Feb. 1 with the IHSA. Prior to that the West Central Conference as well as both school boards would need to approve the co-op. Board member Cory Miller requested the number of incoming junior high players for the next year. Questions were also posed as to where games would be played and who would coach and pay for coaching. All of these questions will be part of the discussions with the other schools.

5.6 Approve the purchase of 10,000 of diesel fuel **(Approved 6-0)**

We are in need of replenishing our diesel fuel supply. The attached bid from Neil Oil is for \$25,781.40 which is at a rate of \$2.35.

5.7 Approve the disposal of miscellaneous equipment in Ag shop **(Approved 6-0)**

We have miscellaneous equipment and junk in the Ag shop. We have provided the staff with the opportunity to go through all of the equipment and select any they want/need for their classrooms. The remaining will be disposed of by our custodial/maintenance staff.

5.8 Approve the purchase of two commercial grade vacuums for the district **(Approved 6-0)**

The district has retail vacuums which are 8-10 years old and do not function well in cleaning the carpets in and around the district. Area Distributors demonstrated two commercial grade vacuums (traditional upright and backpack style) to the administration. It is their recommendation to purchase two (one of each type) for the district.

6. Administrative and Committee Reports

6.1 Principal Reports

The HS Student Council delivered food brought in by the students and staff to the Crossing Food Pantry in Lima. The Student Council also sponsored a local family for Christmas through the "Good News of Christmas" program providing gifts and needed items for the family.

The 6th grade put on a musical reindeer parody of American Idol which was well attended and very entertaining.

The elementary as well had a performance, their annual Christmas program. It was a great job by our new Music Director, Scott Knicl and all of the students!

6.2 Business Manager Report (Financial Dashboard)

6.3 Superintendent Report

Supt. Riddle shared he would be meeting with the local leaders of the clubs and organizations in the community to better define their relationships with the district. He pointed out how vital they all are to the success of providing our students with the best educational experience we can. The purpose is to better clarify the roles of each organization in making that possible.

Supt. Riddle indicated he had been in discussions with Architechnics and Peters Heating and Cooling to resolve the gas pipe code violation issues. He stated the district would be compensated for the cost of the repairs.

Finally, Supt. Riddle shared feedback requested from the Board on areas of strengths and areas of improvement for the district he had determined in his first semester. Supt. Riddle stated one of his priorities when hired was to set short-term and long-term goals with the district. Part of that is the upcoming meeting with Larry Dirks from IASB in January. In anticipation of that, he shared a Strategic Plan (2018-2022) for the district with the following goal areas:

- 1) *IMPLEMENT SOUND FINANCIAL PLANNING AND PRACTICES THAT ENSURE THE FINANCIAL STABILITY OF THE DISTRICT AND THAT SUPPORTS VITAL PROGRAMS, SERVICES, AND EFFECTIVE LEARNING ENVIRONMENTS FOR OUR STUDENTS*
- 2) *PREPARE STUDENTS TO BE ON-TRACK FOR K-12, COLLEGE, CAREER AND LIFE READINESS IN AN ENVIRONMENT OF INNOVATION THAT FEATURES HIGH QUALITY TEACHING AND LEARNING OPPORTUNITIES.*
- 3) *RECRUIT, HIRE, AND RETAIN QUALITY PROFESSIONALS WHO ENGAGE IN COLLABORATIVE PROFESSIONAL DEVELOPMENT AND WHO ARE COMMITTED TO LEARNING AND IMPLEMENTING INNOVATIVE AND RESEARCH-BASED STRATEGIES AIMED AT IMPROVING STUDENT LEARNING*
- 4) *CULTIVATE AND STRENGTHEN INTENTIONAL AND MEANINGFUL PARTNERSHIPS WITH ALL FAMILIES AND COMMUNITY AGENCIES TO SUPPORT ACADEMIC SUCCESS AND HEALTHY DEVELOPMENT OF ALL STUDENTS.*

Supt. Riddle stated the goals each had strategies and action steps to achieve the goals. He stipulated these were goals to consider and that the actual Strategic Plan would be developed by the Board itself and this was a template for them to work from in completing the plan.

6.4 Building and Grounds Committee

6.5 Curriculum Committee

6.6 Finance Committee

6.7 Policy Committee

The Updated Policy Manual has been received and we need to begin scheduling times to review the policies.

6.8 Technology Committee

6.9 Transportation Committee

7. Information Items

7.1 FOIA Requests - SmartProcure

7.2 Annual HLS summary

The Annual Health Life Safety report from the ROE came back with only a few minor issues for the district to address. These have already been seen to by the building principals.

7.3 HLS 10 Yr Plan -

Supt. Riddle reviewed the 10-Year Health Life Safety Report with the Board touching on some facility updates that need to be completed.

7.4 RIF Joint Committee met

Supt. Riddle and President Brent Zanger of the Teachers Union met for the annual RIF Joint Committee meeting. The district does not foresee the need to RIF any positions at this time, but the Seniority List needs to be updated and filled out more completely.

7.5 Architechnics & Peterson Heating/Cooling update (See above)

7.6 Mandatory Lead Testing completed (PDC labs) - results posted online

8. Adjournment

8.1 Adjournment

8.2 **Special Board** Meeting - January 9, 2018, in the Unity High School Band Room at 5 PM - IASB Larry Dirks - Strategic Planning and Goal Setting

8.3 The next **Regular** Meeting of the Board of Education will be held on Wednesday January 17, 2018, in the Unity High School Band Room at 6:00 p.m.