

**Community Unit School District #4  
Regular Meeting of the Board of Education  
Unity High School Band Room  
February 28, 2018 – 6:00 p.m.**

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- 1. Call To Order**
  - 2. Approval of Agenda**
  - 3. Public Participation – Visitor and Comments (3 min. limit)**
    - 3.1 Special Recognition
      - 3.1.1 Student of the Month - Hallie McKenna
    - 3.2 Visitors
      - 3.2.1 Alese Speckhart - Dublin, London, & Paris trip proposal
    - 3.3 Correspondence
      - 3.3.1 United Way Invitation
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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), Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property (105 ILCS 120/2(c)(8), 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.*

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- 4. Consent Agenda**
  - 4.1 Approve January 9, 17 and February 7, 2018 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. Administrative and Committee Reports**
  - 5.1 Principal Reports
  - 5.2 Business Manager Report (Financial Dashboard)
  - 5.3 Superintendent Report
  - 5.4 Building and Grounds Committee
  - 5.5 Curriculum Committee
  - 5.6 Finance Committee
  - 5.7 Policy Committee
  - 5.8 Technology Committee
  - 5.9 Transportation Committee

**6. Action Items**

- 6.1 Proposed painting of the HS and the MS gym funded by Friends of Unit 4
- 6.2 QNS proposal for technology services/equipment
- 6.3 Proposed 2018-19 School Calendar
- 6.4 Adams Fiber Internet Service Agreement
- 6.5 Special Board Meeting March 7, 2018

**7. Information Items**

- 7.1 FOIA Requests
- 7.2 Exploration of MS Gym Concession upgrades
- 7.3 Use of Facilities
- 7.4 Ameresco facility review will present at March meeting
- 7.5 Two Rivers Division Meeting - Thursday, March 8, 2018
- 7.6 Sign Economic Interest forms if you have not (Available at mtg)
- 7.7 Prioritization of Goals Strategic Planning
- 7.8 Updated website to include Employment Application and Board Member Training (required Policy 2:120)
- 7.9 Certificate of Status of Exempt Property
- 7.10 IASB 2018 Constitution and Position Statements
- 7.11 Celebration of Success Through Honor & Foundation Golf Outing 6.1.18
- 7.12 Bond discussion

**8. Adjournment**

- 8.1 Adjournment
- 8.2 Next Meeting - The next Regular Meeting of the Board of Education will be held on Wednesday March 21, 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 Wednesday February 28, 2018**

The Board of Education of Community Unit School District #4 met in regular session on Wednesday, February 28, 2018, 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 arrived at 6:05 p.m., Duke, Farmer, Fler, and Janssen. Principals Dorethy, Klusmeyer, and Ellerman were present. Superintendent Riddle was present. Five visitors were present.

<b>MOTION:</b> Fler "to approve agenda items as presented." <b>SECOND:</b> Duke <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duke, Farmer, Fler, and Janssen. <b>Motion carried.</b>	<b>Agenda Items</b>
<b>MOTION:</b> Duke "to move to closed session at 6:09 p.m." <b>SECOND:</b> Janssen <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, and Janssen. <b>Motion carried.</b>	<b>Closed Session</b>
<b>MOTION:</b> Janssen "to return to open session at 7:05 p.m." <b>SECOND:</b> Fler <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, and Janssen. <b>Motion carried.</b>	<b>Open Session</b>
<b>MOTION:</b> Janssen "to approve minutes of the February 28, 2018 closed session." <b>SECOND:</b> Fler <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, and Janssen. <b>Motion carried.</b>	<b>Closed Session Minutes</b>
<b>MOTION:</b> Fler "to approve of the Consent Agenda items." <b>SECOND:</b> Janssen <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, and Janssen. <b>Motion carried.</b>	<b>Consent Agenda</b>
<b>MOTION:</b> Duke "to approve painting of the HS and MS gyms by Friends of Unit 4." <b>SECOND:</b> Janssen <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, and Janssen. <b>Motion carried.</b>	<b>Approve painting HS/MS gyms</b>
<b>MOTION:</b> Duesterhaus "to approve QNS proposal for technology services/equipment." <b>SECOND:</b> Fler <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, and Fler. Nay – Janssen <b>Motion carried.</b>	<b>Approve QNS services/equipment</b>
<b>MOTION:</b> Janssen "to approve 2018-2019 School Calendar as proposed." <b>SECOND:</b> Farmer <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Connoyer, Duesterhaus, Duke, Farmer, Fler, and Janssen. <b>Motion carried.</b>	<b>Approve 2017-2018 School Calendar</b>
<b>MOTION:</b> Fler "to approve Adams Fiber Internet Service Agreement as proposed." <b>SECOND:</b> Duesterhaus <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, and Janssen. <b>Motion carried.</b>	<b>Approve Adams Fiber Internet Service</b>

<b>MOTION:</b> Duesterhaus "to adjourn." <b>SECOND:</b> Janssen <b>ACTION:</b> <b>Roll Call Vote:</b> Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, and Janssen. <b>Motion carried.</b>	<b>Adjourn</b>
<p style="text-align: center;">Next meeting will be a Regular Board Meeting, Wednesday, March 7, 2018 at 6:00 p.m. in the Unity High School Band Room.</p>	
<b>President</b> _____ <b>Secretary</b> _____	<b>March 7, 2018</b>

**Community Unit School District #4  
Regular Meeting of the Board of Education  
Unity High School Band Room  
February 28, 2018 - 6:00 p.m.**

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1. **Call To Order**  
*All present except Cory Miller*
2. **Approval of Agenda**  
*Approved as presented*
3. **Public Participation – Visitor and Comments (3 min. limit)**
  - 3.1 Special Recognition
    - 3.1.1 Student of the Month - Hallie McKenna
  - 3.2 Visitors
    - 3.2.1 Alese Speckhart - Dublin, London, & Paris trip proposal. Permission was granted for dispersal of information and meeting with parents for a July 2019 trip. Looking for a minimum of 6 students.
    - 3.2.2 Shelby Maas & Amy Shirey - Senior Class trip to Louisville, KY was discussed. It would be a 4 day and 3 night trip. Tentative approval was given and will be formally done at March 7, 2108 meeting. It is approx. \$550.00/student. Chaperones include Don Martz and Martin Nall. About 30 students are going.
  - 3.3 Correspondence
    - 3.3.1 United Way Invitation

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*Enter at 6:09 pm and returned at 7:05 pm*

**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), Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property (105 ILCS 120/2(c)(8), 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.*

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4. **Consent Agenda** (Approved 6-0)
  - 4.1 Approve January 9, 17 and February 7, 2018 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. **Administrative and Committee Reports**
  - 5.1 Principal Reports  
*Elem and MS have possible retention of students. Parents have been communicated with by staff. Currently the Kindergarten is looking at possibly*

*having 33 students. More will be known after the April 7 Kindergarten Roundup.*

*At the high school Mr. Dorethy commented on the successful FFA week culminated by an appreciation breakfast for the staff. He also shared there will be a Donkey Basketball Game 6:30 PM March 6, 2018 with a meal before the game at 5:00 PM hosted by the Unity After Prom Committee. He also highlighted there will be a Blood Drive sponsored by the Unity Student Council March 21, 2018 from 12:00 pm until 6:00 pm.*

5.2 Business Manager Report (Financial Dashboard)

*We have received approximately 80% of our revenue and have expended about 58% which is on track with where we should be. We did just receive from the State \$255,000 of FY17 monies this year. The State still owes us a little over \$81,000.*

5.3 Superintendent Report

*As part of our School Improvement Days we are providing professional development for our staff. This past month we had two ESL teachers work with our staff on Practical Strategies and Best Practices for English Language Learners. These staff earned CPDUs for this workshop we hosted. It was also a need they had identified. In the coming months we will be looking at Working with Students from Poverty through our ROE and a Poverty Simulation hosted by the University of Illinois Extension.*

*We have been working at solidifying our Volunteer/Mentor Program with the help of Janelle Farmer and the Friends of Unit 4. They have been developing a list of volunteers to bring to the district which would have a description of the volunteer's expertise and preferred grade level to help out. We will be meeting in the next week or so to move this forward. We have actually had a couple already start working with our staff/students. If you know of anyone interested please contact Janelle or the District Office.*

*The administrators have been working in obtaining different math curriculum for our staff to review and provide feedback on looking towards selecting and updating for next school year. This area was identified by the building principals as a deficit area that needed updating.*

*Supt. Riddle then shared with the board about a recent meeting he held with different club/organization and parent group leaders. All who attended felt it was a very productive meeting allowing all to voice their organizations role in relation to the school district. Supt. Riddle explained the Board was in the process of developing a Strategic Plan for the district and he wanted to make sure everyone had a clear picture of their relationship with each of the groups. Supt. Riddle thanked them for all they do and have done for our students/district and said the school would not be able to provide what they do for their students without the assistance they all have provided. He also shared he would like for them to meet periodically to stay abreast of current happenings at the school.*

5.4 Building and Grounds Committee

5.5 Curriculum Committee

5.6 Finance Committee

5.7 Policy Committee -reviewed Sections 1,2 & 8 next meeting 3.12.18 @ 4:30 PM

5.8 Technology Committee

5.9 Transportation Committee

**6. Action Items**

- 6.1 Proposed painting of the HS and the MS gym funded by Friends of Unit 4 **(Approved 6-0)**  
*This would be a continuation of the painting which was begun this past summer. This would be completed by volunteers again but the gymnasiums would most likely be bid out as the cafeteria was due to the magnitude of the job.*
- 6.2 QNS proposal for technology services/equipment **(Approved 5-1 Janssen opposed)**  
*The proposal contains some optional line items which after discussions with Will Cadwell have been eliminated leaving only the items deemed necessary. This reduces the bid to \$90,727.18 which is a savings in cost from last year.*
- 6.3 Approve 2018-19 School Calendar **(Approved 6-0)**  
*The Calendar Committee met and created two options for the staff to vote on and the recommendation was for proposal number 2. The only change administration has suggested would be to move Parent/Teacher Conferences to two nights each time rather than a split day and night format. Historically the turnout for daytime conferences have been extremely low.*
- 6.4 Approve Adams Fiber Internet Service Agreement **(Approved 6-0)**  
*This is a three-year agreement running from 2018-2020 and would be partially funded by Erate. It is recommended accepting Option 1:1GB service which is \$1500/month.*
- 6.5 Special Board Meeting March 7, 2018  
*A meeting was scheduled for March 7 and the Board has decided to keep it on the schedule to deal with a student issue as well as continue the Strategic Planning Process.*

## 7. Information Items

- 7.1 FOIA Requests - *SmartProcure*
- 7.2 Exploration of MS Gym Concession upgrades  
*Mr. Klusmeyer shared a proposal for this project which would upgrade the area being used for the MS concessions which would include adding a window for sales and sink for water. At this point Sports Boosters along with administration would like to discuss with the architect or Ameresco the possibility of this project and the cost.*
- 7.3 Use of Facilities  
*The use of school facilities came up in our Policy Committee meeting and further clarification is needed from the Board. The main concern is the requirement of "Proof of Insurance." To what extent does the Board want this enforced or be required to enforce? The charging of fees has been fairly well established, but the requirement of insurance has not really been addressed. This opens the district up to liability. Do we need to require proof of insurance? This has not been done previously and we are cognizant of the impact it might have on some that have customarily used the facility. Supt. Riddle and the Board were in agreement the facility is for the community and they would like to explore what current coverage is available through the district's insurance.*
- 7.4 Ameresco facility review will present at March meeting  
*The presentation was rescheduled for March 21 after the Feb. date change.*
- 7.5 Two Rivers Division Meeting - Thursday, March 8, 2018

*It was discussed sending a representative from the board, but the topics being offered were not of interest or relevance for the district at this time. Future meetings may be attended if deemed of interest.*

- 7.6 Sign Economic Interest forms if you have not  
*Those that had not completed were given the forms to complete*
- 7.7 Prioritization of Goals Strategic Planning  
*Prioritization forms will be provided at the meeting. Those present during the goal setting sessions will share vision statements and goals so all members have an understanding and will be able to adequately prioritize the goals. Supt. Riddle walked the board and administrators through the process of prioritization and completing the form. He indicated he would do the scoring and then enter all the data from all those completing the form. He asked they be completed and returned by this Friday so he could work on them over the weekend in preparation of the meeting March 7, 2019.*
- 7.8 Updated website to include Employment Application and Board Member Training (required Policy 2:120)  
*Thank you to Lisa Maas for her work on completing this.*
- 7.9 Certificate of Status of Exempt Property  
*This has not been done in over 3+ years according to the Supervisor of Assessments of Adams County. It has been completed for this year. The question was raised on flood lands in the bottoms which may be reassessed. The district has not received tax monies from these lands for approx. 10 yrs. Supt. Riddle is going to contact the County Assessor to see what information he can get.*
- 7.10 IASB 2018 Constitution and Position Statements  
*These will be available at the meeting for board members.*
- 7.11 Celebration of Success Through Honor & Foundation Golf Outing 6.1.18
- 7.12 Bond discussion
  - 7.12.1 Summary of meetings with Kevin Heid - Stifel & David Pistorius - 1st Midstate - *Each of the meetings were to discuss the \$700,000 of Working Cash bonds that have yet to be issued but were already approved.*
  - 7.12.2 Buying own bonds -  
*At the last board meeting the question was raised concerning the \$700,000 WC bonds we have that we have not issued. Also, it was asked if buying our own bonds was something we could or should do. Supt. Riddle has spoken to multiple people about this. He spoke to Stifel, Bernardi Securities, and our auditors. The consensus from all of them was not to recommend the purchase of your own bonds. As to issuing the available Working Cash bonds, the discussion centered around being able to pay down the negative balances in both the Education and Transportation Funds due to inadequate funding from the State. No decisions were reached but this was to be further discussed at the next meeting.*

## **8. Adjournment**

- 8.1 Adjournment
- 8.2 Special Board Meeting - Wednesday, March 7, 2018 at 6 p.m.



8.3 The next Regular Meeting of the Board of Education will be held on Wednesday, March 21, 2018, in the Unity High School Band Room at 6:00 p.m.