

Community Unit School District #4
Regular Meeting of the Board of Education
Unity High School Band Room
May 21, 2018 – 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
 - 3.1.1 Student of the Month - Brianne Shaffer
 - 3.2 Visitors
 - 3.2.1
 - 3.3 Correspondence
 - 3.3.1

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.*

- 4. Consent Agenda**
 - 4.1 Approve April 18 and May 2, 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
 - 5.5.1 FBLA club
 - 5.6 Finance Committee
 - 5.7 Policy Committee
 - 5.8 Technology Committee
 - 5.9 Transportation Committee

6. Action Items

- 6.1 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.
- 6.2 Approve dairy bid for 2018-19 school year
- 6.3 Approve bakery bid for 2018-19 school year
- 6.4 Approve Pest Control bid for 2018-19 school year
- 6.5 Approve additional student help for summer work in all buildings
- 6.6 Approve Football Cheerleading Coach
- 6.7 Approve the first reading of Policy Manual, and waive the second reading. The policy will read as recommended by the Policy Committee and will now become the official policy of the district as of May 21, 2018.

7. Information Items

- 7.1 FOIA Requests
- 7.2 ECE facility needs designated as a facility of use for district by ROE
- 7.3 Review process for securing an architect or performance contractor

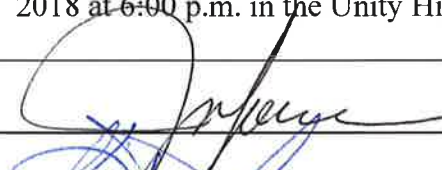

8. Adjournment

- 8.1 Adjournment
- 8.2 Next Meeting – The next Regular Meeting of the Board of Education will be held on Wednesday June 27, 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 Monday May 21, 2018**

The Board of Education of Community Unit School District #4 met in regular session on Wednesday, May 21, 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, Duke, Farmer, Fleer and Janssen. Principals Mr. Dorethy, Mr. Ellerman and Mr. Klusmeyer were present. Superintendent Riddle was present. Three visitors were present.

MOTION: Duesterhaus “to approve agenda items as presented.” SECOND: Janssen ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer and Janssen. Motion carried.	Agenda Items
MOTION: Fleer “to move to 1 st closed session at 6:01 p.m.” SECOND: Duke ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer and Janssen. Motion carried.	1st Closed Session
MOTION: Duke “to return to open session at 6:09 p.m.” SECOND: Janssen ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer and Janssen. Motion carried.	Open Session
MOTION: Fleer “to approve minutes of the May 21, 2018 1 st closed session.” SECOND: Duesterhaus ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer and Janssen. Motion carried.	1st Closed Session Minutes
MOTION: Janssen “to approve of the Consent Agenda items with additions, \$17,000 additional bills paid to add to financials.” SECOND: Duke ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer and Janssen. Motion carried.	Consent Agenda with additions
Board directed Superintendent to start looking into starting an FBLA Chapter for 2018-2019 school year.”	Direct Superintendent to look into an FBLA Chapter
MOTION: Duke “to approve any matter discussed in executive session and limited to those matters.” SECOND: Fleer ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer and Janssen. Motion carried.	Approve any matter discussed in executive session
MOTION: Fleer “to approve Dairy Bid from Prairie Farms 2018-2019 school year.” SECOND: Duke ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer and Janssen. Motion carried.	Approve Dairy Bid
MOTION: Duesterhaus “to approve Bakery Bid from Kohl Wholesale 2018-2019 school year.” SECOND: Janssen ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer	Approve Bakery Bid

	and Janssen. Motion carried.	
MOTION:	Fleer “to approve additional student summer help with custodial help, up to three students for 5hrs per day.”	Approve to hire student summer help
SECOND:	Duke	
ACTION:	Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer and Janssen. Motion carried.	
MOTION:	Duesterhaus “to approve Haley Magby as HS Football Cheerleading Sponsor.”	Approve Haley Magby as HS FB Cheer Sponsor
SECOND:	Duke	
ACTION:	Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer and Janssen. Motion carried.	
MOTION:	Janssen “to approve First reading of Policy Manual as presented.”	Approve first reading of Policy Manual
SECOND:	Duke	
ACTION:	Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer and Janssen. Motion carried.	
MOTION:	Duesterhaus “to approve to waive the 2 nd reading of the Policy Manual, it becomes effective May 21, 2018.”	Approve to waive 2nd reading of Policy Manual
SECOND:	Fleer	
ACTION:	Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer and Janssen. Motion carried.	
MOTION:	Fleer “to move to 2 nd closed session at 8:16 p.m.”	2nd Closed Session
SECOND:	Duke	
ACTION:	Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer and Janssen. Motion carried.	
MOTION:	Duesterhaus “to return to open session at 8:49 p.m.”	Open Session
SECOND:	Janssen	
ACTION:	Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer and Janssen. Motion carried.	
MOTION:	Fleer “to approve minutes of May 21, 2018 2 nd closed session.”	Approve minutes of 2nd Closed Session
SECOND:	Janssen	
ACTION:	Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer and Janssen. Motion carried.	
MOTION:	Fleer “to adjourn.”	Adjourn
SECOND:	Janssen	
ACTION:	Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer and Janssen. Motion carried.	
	Next meeting will be a Special Board Meeting, Wednesday, June 6, 2018 at 6:00 p.m. in the Unity High School Band Room.	
President		June 6, 2018
Secretary		

Community Unit School District #4
Regular Meeting of the Board of Education
Unity High School Band Room
May 21, 2018 – 6:00 p.m.

1. Call To Order

Present: Steve Arnsman - Peggy Duesterhaus - Julie Duke - Jim Farmer - Danielle Fleeer - Louis Janssen (absent Cory Miller)
Supt. Scott Riddle - Principals Bill Dorethy - Seth Klusmeyer - Jerry Ellerman
Bus. Manager Gina Whelan

2. Approval of Agenda (Approved 6-0)

Continuation of May 16, 2018 meeting. Supt. Riddle shared that the board was technically able to conduct the meeting on May 16, 2018 based upon 5 ILCS 120/2.02 et seq. and 105 ILCS 5/10-16. "Failure to post on its website the required notice of meeting or agenda does not invalidate any meeting or any actions taken at the meeting."

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

3.1 Special Recognition

3.1.1 Student of the Month - Brianne Shaffer - daughter of Craig & Missy Shaffer

3.2 Visitors

3.2.1 3 visitors

3.3 Correspondence

3.3.1

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. An additional Closed Session may be necessary if all discussions are not concluded prior to returning to Open Session.*

Entered 6:01 PM Returned 6:09 Entered 8:16 PM Returned

4. Consent Agenda (Approved 6-0)

- 4.1 Approve April 18 and May 2, 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

HS principal Dorethy shared graduation went well. We have our 4x800m boys track relay competing at the IHSA State meet this week. We wish them luck.

MS principal Klusmeyer shared Curriculum Night was well attended. Mr. Klusmeyer also complimented the MS state track competitors for their efforts. Elem. principal Ellerman shared the Bicycle Rodeo went very well. We were able to give away two donated bikes this year. The students will be taking their field trips and having their field days in the remaining days of school.

5.2 Business Manager Report (Financial Dashboard)

Mrs. Whelan shared the district continues to operate within its budget and has been able to remain positive in all funds this year including the Education and Transportation Funds, which are carrying a negative balance.

5.3 Superintendent Report

Supt Riddle complimented our students and staff for many recent activities and events.. Baseball and softball both are having very competitive seasons and will be entering post-season this week. Our track teams have done well with the middle school sending quite a few students to IESA State Track with Kyra Carothers finishing 3rd and Ashlynn Arnsman 5th in high jump. The 7th grade 4x200m relay of Carothers, Arnsman, Barry and Knox finished 8th receiving medals. Our other athletes competed well also.

In addition we have had our Dare Graduation, Curriculum Night, Ag Banquet, Prom, the MS/HS choir concert and MS/HS band concert.

Supt Riddle attended a workshop provided by Ameren of Illinois on energy savings for our district. It is similar to what Ameresco had indicated with some of the areas we could look at for potential savings. There are some rebates and incentives for improving our energy savings. Supt Riddle will be exploring this more and may have Ameren conduct a free energy consultation of our facility.

We are nearing the end of our fiscal year and looking at any remaining projects or needs to be completed during this school year. We have been able to complete different projects utilizing different grants, donations and district funds. Supt. Riddle gave a special thank you to the Unit Four Foundation and the Friends of Unit 4 for their continued support of our students and school. Both of these organizations have greatly impacted what we are able to provide for our students. Other organizations have contributed as well and are appreciated. The Finance Committee will be meeting to look at developing the 5 year plan for our district to align with the Building and Grounds Facilities plan.

During the course of this year we have discovered many things which had not been done or not updated in many years. A couple of the projects Supt. Riddle will be working on in the upcoming summer months will be creating an employee handbook and updating our crisis manual. In addition with the onset of ESSA there will be many required changes and mandates we will be completing.

5.4 Building and Grounds Committee

5.5 Curriculum Committee

5.5.1 FBLA club - Mrs. Pilkington met with the committee and Supt. Riddle to explore the possibility of organizing an FBLA group next school year.

The committee recommended this for our students. The board directed Supt. Riddle to meet with the union to establish a group.

5.6 Finance Committee

- 5.7 Policy Committee
- 5.8 Technology Committee
- 5.9 Transportation Committee

6. Action Items

- 6.1 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. **(Approved 6-0)**
- 6.2 Approve dairy bid for 2018-19 school year
*Two bids were received: Kohl and Prairie Farms
Prairie Farms was approved. (Approved 6-0)*
- 6.3 Approve bakery bid for 2018-19 school year
*Two bids were received: Kohl and Lewis Bakeries
Comparison of the bids show Kohl having the lower bid and Kohl's was approved. (Approved 6-0)*
- 6.4 Approve Pest Control bid for 2018-19 school year **(No action taken)**
The board requested Supt. Riddle to look at possible alternatives or speak with our current pest control company to seek better results.
- 6.5 Approve additional student help for summer work in all buildings **(Approved 6-0)**
The board approved the hiring of summer student help. The number will be determined on need up to three students as decided by Mr. Dorethy.
- 6.6 Approve Football Cheerleading Coach **(Approved 6-0)**
Approve Halie Magby as recommended by Bill Dorethy
- 6.7 Approve the first reading of Policy Manual, **(Approved 6-0)** and... waive the second reading. The policy will read as recommended by the Policy Committee and will now become the official policy of the district as of May 21, 2018. **(Approved 6-0)**

7. Information Items

- 7.1 FOIA Requests -none at this time
- 7.2 ECE facility needs designated as a facility of use for district by ROE
During the investigation of use of the church facility for the possible overflow if our kindergarten class dramatically increases it was discovered that we have not had the church designated as a facility of use for our district. It was initially reviewed but has subsequently not been inspected as it was never added for our district. We currently rent space and house our ECE program in the church basement and have been very pleased with the facility and the willingness of the church to allow us to rent and use it.. This must be completed to allow our district the ability to continue to use the rented space. Supt. Riddle will be in contact with the district architects to conduct the necessary work for designating the space for district use.
- 7.3 Review process for securing an architect or performance contractor
Supt. Riddle reviewed the process for securing an architect and/or a performance contractor with the board.

- 7.4 **Summer Food Program**
Supt. Riddle shared with the board the Summer Food Program available to all those 18 and under provided by QPS. This is a required free annual program for summer time. More information is available on the school web site.
- 7.5 **Graduation - May 20, 2018 @ 2 PM** in the HS gym
- 7.6 **District Breakfast and Recognition of Employees - May 25, 2018 @ 8:30 AM** in the HS cafeteria

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Entered 7:31 PM Returned 8:16 PM

8. Adjournment

- 8.1 **Adjournment**
- 8.2 **Special Board meeting scheduled for June 6, 2016** in the Unity High School Band Room at 6:00 p.m.
- 8.3 **Next Meeting** – The next Regular Meeting of the Board of Education will be held on Wednesday June 27, 2018, in the Unity High School Band Room at 6:00 p.m.