

**Community Unit School District #4
Regular Meeting of the Board of Education
Unity High School Band Room
June 27, 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
 - 3.2 Visitors
 - 3.2.1
 - 3.3 Correspondence
 - 3.3.1 Kelly Tallcott

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 May 21 and June 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
 - 5.6 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 Personnel List
- 6.3 PSIC Property Casualty & Workers' Compensation Programs
- 6.4 Pest Control bid for 2018-19 school year
- 6.5 Annual Audit be completed
- 6.6 MS/HS Handbook changes
- 6.7 Fee Schedule for 2018-19
- 6.8 Adams County Fairground Trap Shoot Team contract
- 6.9 Regular and Special Meetings of Board of Education 2018-2019 Schedule
- 6.10 Title Program going to a Schoolwide Plan at Elementary
- 6.11 Teacher Substitute Pay 2018-19

7. Information Items

- 7.1 FOIA Requests
- 7.2 Architectnics review of ECE facility
- 7.3 First Bankers Trust Company Donation

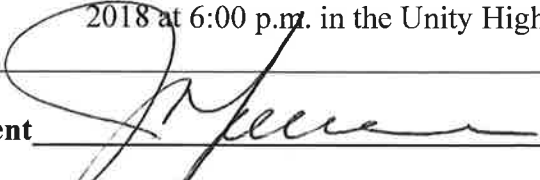
8. Adjournment

- 8.1 Adjournment
- 8.2 Next Meeting – The next Regular Meeting of the Board of Education will be held on Wednesday July 18, 2018, in the Unity High School Band Room at 6:00 p.m.

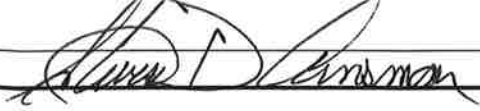
**Minutes of Regular Meeting of the
Community Unit School District #4 Board of Education
Adams and Hancock Counties, Illinois
Held on Wednesday June 26, 2018
27**

The Board of Education of Community Unit School District #4 met in regular session on Wednesday, ***, in the Unity High School Library. The meeting was called to order by President Farmer at 6:00 p.m. Members present were: Arnsman, Duesterhaus, Duke, Farmer, Fleer, Janssen and Miller. Principals Mr. Dorethy, Mr. Ellerman and Mr. Klusmeyer were present. Superintendent Riddle was present. No visitors were present.

MOTION: Miller “to approve agenda items as presented.” SECOND: Janssen ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer, Janssen, and Miller. Motion carried.	Agenda Items
MOTION: Miller “to move to closed session at 6:04 p.m.” SECOND: Duke ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer, Janssen, and Miller. Motion carried.	Closed Session
MOTION: Janssen “to return to open session at 6:13 p.m.” SECOND: Duke ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer, Janssen, and Miller. Motion carried.	Open Session
MOTION: Miller “to approve minutes of the June 27, 2018 closed session.” SECOND: Janssen ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer, Janssen, and Miller. Motion carried.	Closed Session Minutes
MOTION: Fleer “to approve of the Consent Agenda items.” SECOND: Duke ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer, Janssen, and Miller. Motion carried.	Consent Agenda
MOTION: Miller “to approve any matter discussed in Executive Session as necessary and limited to those matters authorized for discussion in Exec. Session by motion of board.” SECOND: Duke ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer, Janssen, and Miller. Motion carried.	Approve any matter discussed in Exec Session as necessary
MOTION: Janssen “to approve PSIC Property Casualty & Work Comp proposal.” SECOND: Fleer ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer, Janssen, and Miller. Motion carried.	Approve PSIC proposal
MOTION: Miller “to approve O’ Donnell’s Pest Control bid for 2018-19 school year as presented.” SECOND: Janssen ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer, Janssen, and Miller. Motion carried.	Approve Pest Control
Annual Audit – Gray-Hunter-Stein – No action needed	
MOTION: Janssen “to approve MS/HS Handbook changes as presented with RTI program to be a Pilot program and evaluated at the end of 1 st	Approved MS/HS Handbook changes to

<p>SEMI-ANNUAL MEETING SECOND: Miller ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. Motion carried.</p>	<p>Semester.”</p>	<p>RTI program</p>
<p>MOTION: Fler “to approve Fee schedule for 2018-19 as presented.” SECOND: Duesterhaus ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. Motion carried.</p>	<p>“to approve Fee schedule for 2018-19 as presented.”</p>	<p>Approve fee schedule for 2018-2019</p>
<p>MOTION: Duke “to approve Adams County Fairground Trap Shoot Team contract.” SECOND: Janssen ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. Motion carried.</p>	<p>“to approve Adams County Fairground Trap Shoot Team contract.”</p>	<p>Approve Trap Shoot contract</p>
<p>MOTION: Duesterhaus “to approve Board of Ed meeting schedule for 2018-19 amend May mtg from 15 to 22 and November mtg from 21 to 14.” SECOND: Janssen ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. Motion carried.</p>	<p>“to approve Board of Ed meeting schedule for 2018-19 amend May mtg from 15 to 22 and November mtg from 21 to 14.”</p>	<p>Approve amendment of meeting schedule</p>
<p>MOTION: Miller “to approve Title Program going to a School wide Plan at the Elementary.” SECOND: Duke ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. Motion carried.</p>	<p>“to approve Title Program going to a School wide Plan at the Elementary.”</p>	<p>Approve Title Program going UE School wide</p>
<p>MOTION: Janssen “to approve Teacher Sub pay 2018-2019 from \$77/day to \$90 day 1-5 days, 6-20 days \$108 per day.” SECOND: Duke ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. Motion carried.</p>	<p>“to approve Teacher Sub pay 2018-2019 from \$77/day to \$90 day 1-5 days, 6-20 days \$108 per day.”</p>	<p>Approve Sub pay</p>
<p>MOTION: Farmer “to move to closed session at 7:07p.m.” SECOND: Arnsman ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. Motion carried.</p>	<p>“to move to closed session at 7:07p.m.”</p>	<p>Closed Session II</p>
<p>MOTION: Duesterhaus “to return to open session at 8:37 p.m.” SECOND: Janssen ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. Motion carried.</p>	<p>“to return to open session at 8:37 p.m.”</p>	<p>Open Session</p>
<p>MOTION: Janssen “to approve minutes of June 27, 2018 closed session II minutes.” SECOND: Duke ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. Motion carried.</p>	<p>“to approve minutes of June 27, 2018 closed session II minutes.”</p>	<p>Closed Session II minutes</p>
<p>MOTION: Duke “to adjourn.” SECOND: Miller ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. Motion carried.</p>	<p>“to adjourn.”</p>	<p>Adjourn</p>
<p>Next meeting will be a Regular Board Meeting, Wednesday, July 18, 2018 at 6:00 p.m. in the Unity High School Band Room.</p>		
<p>President </p>		<p>July 18, 2018</p>

Secretary

A handwritten signature in black ink, appearing to read "Lynn L. Anderson", is written over a horizontal line that extends across the page.

Community Unit School District #4
Regular Meeting of the Board of Education
Unity High School Band Room
June 27, 2018 – 6:00 p.m.

1. Call To Order

All board members present as well as Supt. Riddle, Principals Dorethy, Ellerman, Klusmeyer and Bus. Man. Whelan

2. Approval of Agenda (Approved 7-0)

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

3.1 Special Recognition

3.1.1 *Supt. Riddle thanked the union for meeting this past week and working with the district in finding a solution for providing the services of a part-time guidance counselor and social worker.*

3.2 Visitors

3.2.1 *None present*

3.3 Correspondence

3.3.1 *Kelly Tallcott - A very nice Thank You card to Supt. Riddle and the Board for the opportunity to work for Unity and for the rocking chair.*

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

4. Consent Agenda (Approved 7-0)

4.1 Approve May 21 and June 6, 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 - *none this month*

5.2 Business Manager Report (Financial Dashboard)

Mrs. Whelan reported that we were 91% through the fiscal year and had only expended 84% of revenue. We are performing better than predicted.

5.3 Superintendent Report

Supt Riddle shared the Middle School Gym had been completed and the lockers were in the process of being painted. He also indicated he is exploring options

for a better district website. The current website is not attractive and is not as user friendly as it could be. It needs updating as well.

Supt. Riddle referred to his written report emphasizing the Annual Progress Report. It is a list of some of the major accomplishments this past school year for the district. (see below)

Annual Progress Report 2017-2018

- Strategic Plan completed
- Policy Manual updated completely
- Full Compliance Review with ROE completed
- New Math Curriculum
- Painting of MS & HS School...elementary next summer
- Addition of ECE facility as "Facility of Use" for district
- Balanced budget...better than anticipated
- Professional Development for staff - Poverty Training / Curriculum Mapping / Strategies for EL students
- Formation of Site-Based Decision Making through District Leadership and Building Leadership Teams
- Fundraising Procedure refined
- MVP (Mentor-Volunteer) Program
- Exploration of an After-School Program
- Purchase of New Multi-Purpose buses for district
- Future Business Leaders of America club approved

There were many other accomplishments at the building levels as well.

5.4 Building and Grounds Committee

- The B&G committee met June 25, 2018. At the meeting the following was discussed:
- Job description for Maintenance Director (Supt. Riddle will provide for committee to review)
- Exploration of energy savings for district through Ameren or QFB
- Update on the ECE building
- Discussion on the use of an architectural firm or performance contractor
- Invite Architectnics to speak at July BOE meeting

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 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 Personnel List (Approved 7-0)

These were submitted and recommended by Mr. Dorethy, Mr. Ellerman and Mr. Klusmeyer. The following were approved based upon proper certification and background check:

Personnel List

High School English: Grace Crowcroft

Elementary teacher: Emily Heemeyer

Head Baseball Coach: Tyler McAllister

Middle School Baseball Coach: Tyler McAllister

Middle School Girls Basketball Coach: Brent Zanger

FBLA Sponsor: Tammy Pilkington

Drama Club Co-Sponsors: Megan Gabriel and Joy Zanger

Volunteer Coach Cross Country - Frank Cash

Volunteer Asst. Boys Basketball - Cory Miller Jr.

Resignations: Assistant Football Coach Josh Arnsman

Maternity Leave granted: Carley Arnsman

- 6.3 PSIC Property Casualty & Workers' Compensation Programs
(Approved 7-0)
Enclosed you will find the quotes for our Property and Casualty as well as Workers' Compensation Programs. The renewal reflects a savings in the premium in the amount of a 0.10% decrease. The PSIC Members voted for the Pool to purchase Violent Malicious Acts coverage with a \$3,000,000 Limit.
- 6.4 Pest Control bid for 2018-19 school year **(Approved 7-0)**
O'Donnells Pest Control was approved
- 6.5 Annual Audit **(no approval needed in third year of 3-contract)**
Gray-Hunter-Stenn LLP annual audit
- 6.6 MS/HS Handbook changes **(Approved 5-2 with Julie Duke and Danielle Fleer opposing)**

Changes to the 18-19 Student Handbook

- 4. College courses offering dual credit courses at both the college and high school level. These courses can be taken at JWCC, QU or WIU. Please see Mr. Dorethy for more details. Page 16 of Handbook.
- 5. College Classes taken in the summer will not count toward your GPA or graduation requirements prior to your Senior year.

Extra-Curricular Event Rules

School authorities/staff/police may randomly test for alcohol any person attending an extra-curricular event. UHS students are subject to school discipline and arrest if they test positive. Those underage that are not UHS students and test positive are subject to exclusion from the event and will be arrested.

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Attendance at school dances

- 10. Guests may not be over the age of 20 years of age or younger than 9th grade to attend a high school dance.

11. Guests must provide a copy/picture ID to gain approval to attend the dance and purchase a ticket.

Fail list.

If a student is on the fail list, then their computer will be placed in the restricted range until the next time the fail list is ran.

RTI If a student is not on the fail list then they would not have to be at school until 8:30am. However if they are ever tardy then they will lose that privilege for the remainder of the quarter. **(This will be piloted for the first semester and evaluated and a decision will be made to continue for the second semester)**

Study hall will be again at the end of the day.

Add residency and military from policy manual (7:60) to handbook for compliance

- 6.7 Fee Schedule for 2018-19 **(Approved 7-0)**
No increase recommended from 2017-18
- 6.8 Adams County Fairground Trap Shoot Team contract **(Approved 7-0)**
School attorney reviewed and recommended minor changes
- 6.9 Regular and Special Meetings of Board of Education 2018-2019 Schedule **(Approved 7-0)** *Available on the district web site*
- 6.10 Title Program going to a Schoolwide Plan at Elementary **(Approved 7-0)**
A Title I, Part A schoolwide program is a comprehensive reform strategy designed to upgrade the entire educational program in a Title I school with a poverty percentage of 40% or more in order to improve the achievement of the lowest-achieving students. Currently our elementary has 41% poverty percentage. We would be switching from a Target Assistance approach to the schoolwide plan which would provide greater flexibility for use at the elementary.
- 6.11 Teacher Substitute Pay 2018-19 **(Approved 7-0)**
The rate was increased to \$90 per day for substitute teachers to match the area schools.

7. Information Items

- 7.1 FOIA Requests
- 7.2 Architechnics, Inc. reviewed the ECE classroom site in the Salem Lutheran Church basement for designation as a Facility of Use and completed the necessary paperwork for submission to the ROE. The district will need to install additional heat detectors and carbon monoxide detectors as part of the approval process. The church board has agreed to this.
- 7.3 We received our donation from First Bankers Trust Company for our Spirit Card Program in the amount of \$5000. We are very pleased and thankful for the continued support we receive from our community and from First Bankers Trust Company.

8. Adjournment

8.1 Adjournment

8.2 Next Meeting – The next Regular Meeting of the Board of Education will be held on Wednesday July 18, 2018, in the Unity High School Band Room at 6:00 p.m.