

**Community Unit School District #4**  
**Regular Meeting of the Board of Education**  
**Unity High School Band Room**  
**July 18, 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
  - 3.2 Visitors
    - 3.2.1 Isaac Miller and Tony C rane - Architechnics, Inc.
    - 3.2.2 Jamie Ellerbrock - survey of staff
  - 3.3 Correspondence
    - 3.3.1

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

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- 4. Consent Agenda**
  - 4.1 Approve June 27, 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 Semi-Annual Review of Closed Session Minutes
- 6.4 Resolution establishing Prevailing Wage rate
- 6.5 Lease agreement with Salem Lutheran Church

**7. Information Items**

- 7.1 FOIA Requests
- 7.2 Preliminary Summative Designation for schools
- 7.3 Business Outreach Program - Titan, Inc.
- 7.4 Bus Driver Handbook

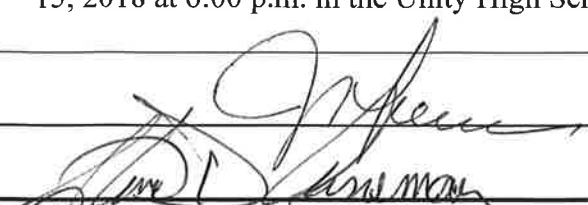

**8. Adjournment**

- 8.1 Adjournment
- 8.2 Next Meeting - The next Regular Meeting of the Board of Education will be held on Wednesday August 15, 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 July 18, 2018**

The Board of Education of Community Unit School District #4 met in regular session on Wednesday, July 18, 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, and Janssen (left at 6:45 p.m.). No Principals were present. Superintendent Riddle was present. Three visitors were present.

<b>MOTION:</b> Janssen “to approve agenda items as presented.” <b>SECOND:</b> Duke <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, and Janssen. <b>Motion carried.</b>	<b>Agenda Items</b>
<b>MOTION:</b> Duke “to move to closed session at 6:32 p.m.” <b>SECOND:</b> Duesterhaus <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, and Janssen. <b>Motion carried.</b>	<b>Closed Session</b>
<b>MOTION:</b> Duke “to return to open session at 6:53 p.m.” <b>SECOND:</b> Duesterhaus <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, and Janssen. <b>Motion carried.</b>	<b>Open Session</b>
<b>MOTION:</b> Duesterhaus “to approve minutes of the July 18, 2018 6:32 p.m. closed session.” <b>SECOND:</b> Duke <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, and Janssen. <b>Motion carried.</b>	<b>Closed Session Minutes</b>
<b>MOTION:</b> Duke “to approve of the Consent Agenda items.” <b>SECOND:</b> Duesterhaus <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, and Janssen. <b>Motion carried.</b>	<b>Consent Agenda</b>
<b>MOTION:</b> Duesterhaus “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.” <b>SECOND:</b> Duke <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, and Janssen. <b>Motion carried.</b>	<b>Approve any matter discussed in Exec Session as necessary</b>
<b>MOTION:</b> Duke “to approve Semi-Annual Review of Closed Session Minutes.” <b>SECOND:</b> Duesterhaus <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, and Janssen. <b>Motion carried.</b>	<b>Approve Semi-Annual Review of Closed Session Minutes</b>
<b>MOTION:</b> Duesterhaus “to approve resolution establishing Prevailing Wage Rate.” <b>SECOND:</b> Duke <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, and Janssen. <b>Motion carried.</b>	<b>Approve resolution establishing Prevailing Wage Rate</b>
<b>MOTION:</b> Duke “to approve lease agreement with Salem Lutheran Church as presented for 1 year.” <b>SECOND:</b> Duesterhaus <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, and	<b>Approve lease agreement</b>

Janssen. <b>Motion carried.</b>		
<b>MOTION:</b>	Duesterhaus "to adjourn."	<b>Adjourn</b>
<b>SECOND:</b>	Duke	
<b>ACTION:</b>	<b>Roll Call Vote:</b> Aye – Arnsman, Duesterhaus, Duke, Farmer, and Janssen. <b>Motion carried.</b>	
Next meeting will be a Regular Board Meeting, Wednesday, August 15, 2018 at 6:00 p.m. in the Unity High School Band Room.		
<b>President</b>		<b>August 15, 2018</b>
<b>Secretary</b>		

**Community Unit School District #4**  
**Regular Meeting of the Board of Education**  
**Unity High School Band Room**  
**July 18, 2018 - 6:00 p.m.**

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**1. Call To Order**

*Attending: Arnsmann - Duesterhaus - Duke - Farmer - Janssen (left at 6:45) -  
Supt. Riddle - Bus. Mgr. Whelan*  
*Absent: Fleer - Miller*

**2. Approval of Agenda (Approved 5-0)**

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

3.1 Special Recognition

3.1.1 none

3.2 Visitors

3.2.1 *Isaac Miller and Tony Crane - Architechnics, Inc.*

*Mr. Miller shared with the board a comparison of architectural service versus that of performance contractors. He indicated his company had a long history with the district providing over 20 projects and through 3 cycles of the HLS reviews.*

*Mr. Miller and Mr. Crane then described the bid process and how the architectural firm works for the district during this process. They then elaborated on the pros and cons of using an architectural firm versus a performance contractor.*

3.2.2 *Jamie Ellerbrock - survey of staff*

*Ms. Ellerbrock shared the Zion Church was looking as part of their community outreach to assist the district in areas of need. To this end they were asking to survey parents during registration. Ms. Ellerbrock shared they new the need for separation of church and state but felt the program was not religious based but more service based and welcomed all who wanted to participate by volunteering to contact them. The Board was interested in the possibility and directed Ms. Ellerbrock or someone from the outreach program to contact Supt. Riddle as a follow up.*

3.3 Correspondence

3.3.1 none

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

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**4. Consent Agenda (Approved 4-0)**

- 4.1 Approve June 27, 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)  
*Bus. Mgr. Gina Whelan shared the district finished better than expected this fiscal year commenting the decisions made previously by the Board and the financial oversight this year has resulted in a positive outlook on district finances.*
- 5.3 Superintendent Report  
*Supt. Scott Riddle shared with the Board the principals will be interviewing next week for custodians. He went on to say he had been working on the details for the part-time guidance counselor and social worker positions so they will be ready at the beginning of school.*  
*Supt. Riddle indicated the maintenance crew had nearly completed all waxing of the district facilities this past month and were now transitioning into completing maintenance items. He complimented their work this summer.*  
*Part of Supt. Riddle's summer plans included meeting with different departments in the district to gain feedback and to see how better they could be served by him and the district office. The first department he met with was the building secretaries. He was very pleased with the feedback they shared. The goal is to meet twice a year with each department.*  
*Supt. Riddle stated to the Board as part of the Strategic Planning they had completed he wanted to meet with some of the board committees. He would be reaching out to them to set up meetings.*
- 5.4 Building and Grounds Committee - *setting a meeting to discuss 5-Year Plan*
- 5.5 Curriculum Committee
- 5.6 Finance Committee - *setting a meeting to discuss budget and 5-Year Plan*
- 5.7 Policy Committee
- 5.8 Technology Committee
- 5.9 Transportation Committee - *setting a meeting to discuss purchase of Dr. Ed vehicle*

**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 4-0)**

6.2 Personnel List **(Approved 4-0)**

*The Board approves hiring the following individuals based upon proper certification and background check being submitted and verified:*

*Sign Language Interpreter Para Pro - Jodeen Campbell*

*Bus Driver - Kelly Jo Hummell*

*Sub Bus Driver - Don Martz*

*Recognition of resignations:*

*Cook - Michelle Howell*

*Bus Driver - Ruth Janssen*

6.3 Semi-Annual Review of Closed Session Minutes **(Approved 4-0)**

*The Board accepts the Semi-Annual Review of Closed Session Minutes. Closed Session will remain confidential to protect the public interest or the privacy of an individual, including: (1) student disciplinary cases or other matters relating to an individual student, and (2) personnel files and employees' and Board members' personal information.*

6.4 Resolution establishing Prevailing Wage rate **(Approved 4-0)**

*To the extent and as required by the Illinois Prevailing Wage Act, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in construction of public works coming under the jurisdiction of the Board of Education is hereby ascertained to be the same as the prevailing wages for construction work in the Adams County and Hancock County area as determined by the Department of Labor of the State of Illinois of the current year, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the Board of Education. The definition of any terms appearing in this Resolution which are also used in the aforesaid Act shall be the same as in said Act.*

6.5 Lease agreement with Salem Lutheran Church **(Approved 4-0)**

*The Board approved continuing the same contract as the previous year. The district and the Board appreciates the church and the relationship they have allowing the renting of the needed facilities.*

**7. Information Items**

7.1 FOIA Requests - none

7.2 Preliminary Summative Designation for schools

*In June, the Illinois State Board of Education (ISBE) identified our middle school to receive targeted supports to accelerate our academic progress and to sharpen our focus on the well-being of the whole child. We welcome this opportunity to build on the great work of our teachers and staff and look forward to including parents, families, and community partners in our efforts.*

*We at CUSD 4 hold high expectations for all students, and the state holds all schools to the same high standards. For the first time ever, the state's funding and accountability systems recognize that different schools in different communities need different supports to reach those same outcomes – just as each individual child needs different tools and encouragement to succeed.*

*The state's support and accountability system now includes a summative designation, an overall description of a school's service to students based on multiple factors and compared to other schools in the state. The summative designation allows the state to direct additional supports to the schools that historically have not received what they need to thrive. All schools in Illinois will qualify for one of four summative designations: Exemplary, Commendable, Underperforming or Lowest Performing School. These designations will be done by building in each district.*

*Our middle school has a preliminary summative designation of Underperforming, which means we have the highest priority for customized supports and additional resources to provide more opportunities and greater holistic support for your child. This qualifies the district to apply for a supplemental grant to provide funding to assist in the improvement process.*

*This designation is preliminary, based on our English language arts and math state test scores and English language proficiency. This designation was determined because one or more student subgroups performed at or below the "all students" group in the lowest performing 5% of schools statewide. Our designation may change in October when all schools receive a final designation based on additional factors, such as academic growth and chronic absenteeism.*

*We are committed at CUSD 4 to continuous improvement and to providing the supports for every child to succeed. I deeply believe we have the capacity to help all our children thrive. I am excited for the future. This designation means we have extra resources and assistance from the state to **explore** new opportunities for students and to support our ongoing successes.*

7.3 Business Outreach Program - Titan, Inc.

*Supt. Riddle is beginning an outreach program with local businesses to partner with to offer better opportunities for our high school students to gain training and work experience that could be beneficial to both the students and local companies upon high school graduation. As a district we are constantly striving to find innovative, cost effective ways to provide our students learning opportunities that will help them to be successful post high school, and also to fill much needed jobs in our local workforce. Specifically, we know that companies are struggling to find qualified employees, and if we can work together to create a pipeline from the companies to our students, perhaps we can develop beneficial programming within our school, and even entice some of these students to stay local after graduation. School Board member Danielle Fleer facilitated an introduction with Titan, Inc. and Supt. Riddle along with High School Principal Bill Dorethy, will be meeting with Titan executives in August in the hopes of beginning a working relationship with Titan.*



- 7.4 Bus Driver Handbook  
*Supt. Riddle shared the beginnings of a Bus Driver Handbook to be used by our drivers. He will be completing this with the assistance of Transportation Director, Rob Simmons as well as administrative input from his building principals.*

**8. Adjournment**

- 8.1 Adjournment
- 8.2 Next Meeting – The next Regular Meeting of the Board of Education will be held on Wednesday August 15, 2018, in the Unity High School Band Room at 6:00 p.m.