

Community Unit School District #4
Regular Meeting of the Board of Education
Unity High School Band Room
August 15, 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

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.*

4. **Consent Agenda**
 - 4.1 Approve July 18, 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
 - 5.4.1 Report and recommendations from Aug 8 mtg
 - 5.5 Curriculum Committee
 - 5.6 Finance Committee
 - 5.6.1 Report and recommendations from Aug 7 mtg
 - 5.7 Policy Committee
 - 5.8 Technology Committee
 - 5.9 Transportation Committee

5.9.1 Report and recommendations from Aug 8 mtg

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 Set a Public Budget Hearing for September 19, 2018 @ 5:45 PM in the UHS Band Room
- 6.4 Approve Lease agreement with Salem Lutheran Church
- 6.5 Approve and define the purpose and allocations of activity funds and convenience funds.
- 6.6 Approve Elementary and Middle School Principal Salaries

7. Information Items

- 7.1 FOIA Requests
- 7.2 Celebration of Success Through Honor - Unit 4 in the Military Nov. 10
- 7.3 Business Outreach Program - Titan, Inc.
- 7.4 Joint Annual Conference - Nov. 16-18

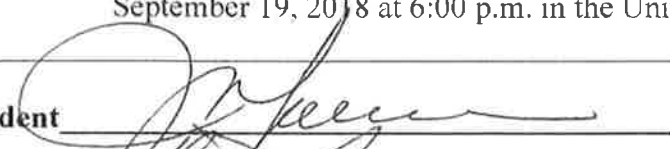
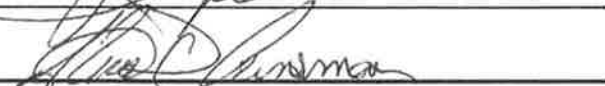
8. Adjournment

- 8.1 Adjournment
- 8.2 Next Meeting - The next Regular Meeting of the Board of Education will be held on Wednesday September 19, 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 August 15, 2018**

The Board of Education of Community Unit School District #4 met in regular session on Wednesday, August 15, 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 (arrived @ 6:09 p.m.), Farmer, Flear, Janssen and Miller. Principals Mr. Dorethy, Mr. Klusmeyer and Mr. Ellerman were present. Superintendent Riddle was present. One visitor was present.

MOTION: Miller “to approve agenda items as presented.” SECOND: Janssen ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Farmer, Flear, Janssen, and Miller. Motion carried.	Agenda Items
MOTION: Miller “to move to closed session at 6:03 p.m.” SECOND: Duesterhaus ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Farmer, Flear, Janssen, and Miller. Motion carried.	Closed Session
MOTION: Flear “to return to open session at 6:14 p.m.” SECOND: Janssen ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Flear, Janssen, and Miller. Motion carried.	Open Session
MOTION: Duesterhaus “to approve minutes of the August 15, 2018 closed session.” SECOND: Miller ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Flear, Janssen, and Miller. Motion carried.	Closed Session Minutes
MOTION: Janssen “to approve of the Consent Agenda items.” SECOND: Flear ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Flear, Janssen, and Miller. Motion carried.	Consent Agenda
MOTION: Janssen “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: Duesterhaus ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Flear, Janssen, and Miller. Motion carried.	Approve any matter discussed in Exec Session as necessary
MOTION: Flear “to approve the Public Budget Hearing for September 19, 2018 @ 5:45 p.m. in the UHS Band Room” SECOND: Miller ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Flear, Janssen, and Miller. Motion carried.	Approve the Public Budget Hearing
MOTION: Flear “to approve the lease agreement with Salem Lutheran Church.” SECOND: Miller ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Flear, Janssen, and Miller. Motion carried.	Approve the lease agreement with Salem Lutheran
MOTION: Miller “to approve and define the purpose and allocations of activity funds and convenience funds – administration decide.” SECOND: Duke	Approve and define allocations of activity funds

ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. Motion carried.	
MOTION: Duesterhaus “to approve salary increases to Mr. Ellerman and Mr. Klusmeyer as presented.” SECOND: Duke ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. Motion carried.	Approve salary increases
MOTION: Duesterhaus “to adjourn.” SECOND: Fler ACTION: Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. Motion carried.	Adjourn
<p style="text-align: center;">Next meeting will be a Regular Board Meeting, Wednesday, September 19, 2018 at 6:00 p.m. in the Unity High School Band Room.</p>	
President  Secretary 	<p style="text-align: right;">September 19, 2018</p>

Community Unit School District #4
Regular Meeting of the Board of Education
Unity High School Band Room
August 15, 2018 - 6:00 p.m.

1. Call To Order

In attendance were board members: Jim Farmer, Peggy Duesterhaus, Danielle Fleer, Louis Janssen, Steve Arnsman, Cory Miller, and Julie Duke (arrived at 6:10 PM).

Administrators: Supt. Scott D. Riddle, HS Principal Bill Dorethy, MS Principal Seth Klusmeyer, Elem. Principal Jerry Ellerman and Bus. Mngr. Gina Whelan.

2. Approval of Agenda [Approved 6-0]

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

3.1 Special Recognition

3.1.1 New staff members Gina Brunetti (Social Worker) and Grace Crowcraft (HS English and Freshmen Class Sponsor) were introduced and they shared a little about themselves.

3.2 Visitors

3.2.1 Brent Zanger

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

4. Consent Agenda (Approved 7-0)

4.1 Approve July 18, 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

All three principals shared staff was ready for beginning of school tomorrow. We saw an increase in both the elementary and middle school buildings and a slight decrease at the high school.

5.2 Business Manager Report (Financial Dashboard)

Bus. Mngr. Gina Whelan and Supt. Riddle shared the tentative budget for FY19 which will be on display at the District Office for the next 30 days beginning August 16, 2018. After the public inspection period, a Public Budget Hearing will be conducted. The proposed budget will then be presented to the School Board for official approval and adoption at the School Board Meeting on September 19, 2018.

5.3 Superintendent Report

We were able to purchase some gentle used chairs from DOT for most of our staff to replace their worn-out chairs as well as some for our office spaces.

Enrollment numbers for this coming school year are as follows:

	2017-18	2018-19	
Elementary	220	235	***includes ECE program
Middle School	256	257	
High School	208	204	
District	684	696	

***increase of 12 students overall

The summer has been very busy and productive. Some of the highlights from the summer include painting the high school classrooms and hallways, newly painted and installed middle school lockers, painting both the HS and MS gyms, new stair treads in the high school, and assembling the new elementary desks. Supt. Riddle mentioned the great amount of time and effort that Phil Freiburg put in this summer in organizing and making sure that everything was completed. He has done an excellent job coordinating all of the crew as well as the projects. Supt Riddle also wanted to again thank the Friends of Unit 4 for their generous donations which made the painting projects possible.

Supt. Riddle finished his report by thanking the custodial crew for their work over the summer. He also thanked the secretaries and administrative team for their work during registration and preparing for the new school year.

5.4 Building and Grounds Committee

5.4.1 Report and recommendations from Aug 8 mtg

Committee members Janssen and Miller shared the district will be seeking applications for a Maintenance Director. A job description and duties were defined in committee.

The committee also discussed the use of an architect or performance contractor. Some questions were raised by the committee and Supt. Riddle shared responses to their inquiries. He had met with Architechnics and had also spoken with Ameresco. The Board directed Supt. Riddle to determine a cost for a design proposal from the architect and also a Spec Survey from the performance contractor. The Board is considering issuing an RFP depending on the results of Supt. Riddle's inquiries.

As part of the discussion Supt. Riddle shared the district enrollment historical data for the last 8 years revealing the decrease in

enrollment until the last two year where we have a dramatic increase particularly at the elementary level.

Supt. Riddle also shared the feedback from Architechnics on the status of the 10-Year Health Life Safety items. Some have already been completed, but some still need to be finished. One item that is not on the HLS list is the high school science labs. Supt. Riddle believes they may be able to update them with cooperation from the Unit 4 Foundation and existing local funds without impacting the bonding capacity of the district.

5.5 Curriculum Committee

5.6 Finance Committee

5.6.1 Report and recommendations from Aug 7 mtg

The committee met and discussed the tentative budget detailing the minor changes in FY19 from FY18. The probable EBF funding increase was slightly over \$44,000 for this school year.

The committee also discussed personnel additions being driven by needs of the district which include a part-time social worker, a sign language interpreter, maintenance director, and additional elementary staff.

The committee reviewed the potential construction needs and the funding necessary to provide the needed work.

5.7 Policy Committee

5.8 Technology Committee

5.9 Transportation Committee

5.9.1 Report and recommendations from Aug 8 mtg

Committee members Arnsman and Miller recommended the purchase of the new driver's education vehicle based upon bids obtained by Transportation Director Rob Simmons. The board directed the superintendent to go ahead and take the recommendation.

Supt. Riddle shared the new Bus Drivers Handbook stating that all drivers now have a copy and have signed off stating so.

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 7-0)

6.2 Approve Personnel List (Approved 7-0)

High School

HS Extra Curricular

Freshmen Class Sponsor

Grace Crowcroft and Jessica Loos

FB Paid Assistants

Matt Woodworth

Zach Cook

FB Volunteers

Jared Zanger

Brian Rott

Courtland Rigg

Jason Orebaugh
Josh Arnsman
Volleyball Volunteers
Seth Klusmeyer

Elementary

Brenda Shires – aide
Emily Heemeyer - transferring from 2nd grade to kindergarten
Kaci Beal – 2nd grade

Middle School

Crystal Heming - transfer from Cook to aide

MS Extra Curricular

Baseball Volunteers
Brian McAllister

Non-Certified Support Staff

Mary Ohnemus – MS/HS Cook
Rhonda Lightfoot – MS/HS Cook
Kevin Scott – HS Custodian

*** All based upon proper certification & background check

- 6.3 Set a Public Budget Hearing for September 19, 2018 @ 5:45 PM in the UHS Band Room **(Approved 7-0)**
This is the annual budget hearing allowing for public comment.
- 6.4 Approve Lease agreement with Salem Lutheran Church **(Approved 7-0)**
The lease agreement is the same as the previous year (\$4800) with the only change being with the additional student usage we may incur a fee for the increase in water/electric. The B & G Committee recommended approval.
- 6.5 Approve and define the purpose and allocations of activity funds and convenience funds. **(Approved 7-0)**
The board approved the superintendent the authority to dissolve the convenience funds (Athletic T and MS Athletic T) accrued from post-season ticket sales and dispense the funds for any projects deemed appropriate and any remaining balance to be evenly dispersed to all district sporting accounts.
In addition the following language will be adopted as a result of the auditors recommendations: *All Sporting and Convenience accounts (i.e. HS Betterment, MS Betterment, District Betterment, Bsktball B HS, Bsktball B MS, etc.) may be used for general purposes unless the purpose results in an asset for the District. If the purpose results in an asset for the district it must go through the district's general ledger (i.e. basketball purchasing backboards).*
- 6.6 Approve Elementary and Middle School Principal Salaries **(Approved 7-0)**

7. Information Items

- 7.1 FOIA Requests
- 7.2 Celebration of Success Through Honor - Unit 4 in the Military
Nov. 10 save the date

- 7.3 Business Outreach Program - Titan, Inc.
Supt. Riddle met with Titan Intl. this past week along with Mr. Dorethy. The meeting was productive and looks to be a good first step in a partnership between Titan and CUSD #4. Supt. Riddle is looking to establish business partners for the school to help provide opportunities for students in the vocational realm. The hope is both parties will benefit as the business partner will have a pipeline of qualified candidates through the interactions established during the students high school career.
- 7.4 Joint Annual Conference - Nov. 16-18

8. Adjournment

- 8.1 Adjournment
- 8.2 Next Meeting – The next Regular Meeting of the Board of Education will be held on Wednesday September 19, 2018, in the Unity High School Band Room at 6:00 p.m.