

**Community Unit School District #4**  
**Regular Meeting of the Board of Education**  
**Unity High School Band Room**  
**September 19, 2018 - 6:00 p.m.**  
**Public Budget Hearing 5:45 PM**

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1. **Call To Order**
2. **Approval of Agenda**
3. **Public Budget Hearing (5:45 PM)**
  - 3.1 Presentation on FY19 School District Budget
  - 3.2 Public Comments on FY19 School District Budget
4. **Public Participation – Visitor and Comments (3 min. limit)**
  - 4.1 Special Recognition
    - 4.1.1 PJ Hildebrand - Student of the Month
  - 4.2 Visitors
    - 4.2.1 Brent Zanger
  - 4.3 Correspondence
    - 4.3.1 Family of Jerry Gunn

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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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5. **Consent Agenda**
  - 5.1 Approve August 15, 2018 Board Meeting Minutes
  - 5.2 Approve Bills and Activity Fund Reports
  - 5.3 Approve Bills Payable
  - 5.4 Approve Fund Balances
  - 5.5 Approve End of Month Report for Previous Month
6. **Administrative and Committee Reports**
  - 6.1 Principal Reports
  - 6.2 Business Manager Report (Financial Dashboard)
  - 6.3 Superintendent Report
  - 6.4 Building and Grounds Committee
  - 6.5 Curriculum Committee
  - 6.6 Finance Committee

- 6.7 Policy Committee
- 6.8 Technology Committee
- 6.9 Transportation Committee

**7. Action Items**

- 7.1 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.
- 7.2 Personnel List
- 7.3 FY19 School District Budget
- 7.4 Resolution to Repay Interfund Loans
- 7.5 Resolution to Reissue Interfund Loan
- 7.6 Resolution Authorizing Sale of Personal Property
- 7.7 Superintendent Contract
- 7.8 Principal Evaluation Tool
- 7.9 Architect Proposal
- 7.10 Graduation May 19, 2019
- 7.11 Diesel Fuel Bid
- 7.12 Transitions 2018-19 Contract
- 7.13 Head Lice Policy
- 7.14 Heat Index Policy

**8. Information Items**

- 8.1 FOIA Requests - HBO & SmartProcure
- 8.2 Key Dates for School Board Candidates
- 8.3 Joint Annual Conference - Nov. 16-18

**9. Adjournment**



- 9.1 Adjournment
- 9.2 Next Meeting - The next Regular Meeting of the Board of Education will be held on Wednesday October 17, 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 September 19, 2018**

The Board of Education of Community Unit School District #4 met in regular session on Wednesday, September 19, 2018, in the Unity High School Library. The meeting was called to order by President Farmer at 5:45 p.m. Members present were: Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen and Miller (arrived at 5:57 p.m.). Principals Mr. Dorethy, Mr. Klusmeyer and Mr. Ellerman were present. Superintendent Riddle was present. One visitor was 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, Fler and Janssen. <b>Motion carried.</b>	<b>Agenda Items</b>
Budget Hearing at 5:45 p.m.	<b>Budget Hearing</b>
Close Budget Hearing 6:08 p.m.	<b>Close Budget Hearing</b>
<b>MOTION:</b> Miller “to move to closed session at 6:45 p.m.” <b>SECOND:</b> Janssen <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. <b>Motion carried.</b>	<b>Closed Session</b>
<b>MOTION:</b> Fler “to return to open session at 6:56 p.m.” <b>SECOND:</b> Janssen <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. <b>Motion carried.</b>	<b>Open Session</b>
<b>MOTION:</b> Janssen “to approve minutes of the 9-19-18 closed session.” <b>SECOND:</b> Duesterhaus <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. <b>Motion carried.</b>	<b>Closed Session Minutes</b>
<b>MOTION:</b> Duesterhaus “to approve of the Consent Agenda items.” <b>SECOND:</b> Duke <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. <b>Motion carried.</b>	<b>Consent Agenda</b>
<b>MOTION:</b> Janssen “to approve personnel matters discussed in closed session.” <b>SECOND:</b> Miller <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. <b>Motion carried.</b>	<b>Approve personnel matters from closed session</b>
<b>MOTION:</b> Duke “to approve fiscal school year budget 2018-2019 as presented.” <b>SECOND:</b> Janssen <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. <b>Motion carried.</b>	<b>Approve 18-19 Fiscal School Year Budget</b>
<b>MOTION:</b> Duke “to approve resolution education to working cash \$40,000 and transportation to working cash \$165,000.” <b>SECOND:</b> Duesterhaus	<b>Approve working cash</b>

<b>ACTION:</b>	<b>Roll Call Vote:</b> Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. <b>Motion carried.</b>	
<b>MOTION:</b>	<b>Fler</b> “to approve Inter-fund Loan Working Cash to transportation \$165,000.”	<b>Approve Inter-fund loan to transportation</b>
<b>SECOND:</b>	<b>Miller</b>	
<b>ACTION:</b>	<b>Roll Call Vote:</b> Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. <b>Motion carried.</b>	
<b>MOTION:</b>	<b>Fler</b> “to approve Resolution to Authorize sale of personal property.”	<b>Approve resolution to authorize sale of personal property</b>
<b>SECOND:</b>	<b>Duke</b>	
<b>ACTION:</b>	<b>Roll Call Vote:</b> Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. <b>Motion carried.</b>	
<b>MOTION:</b>	<b>Miller</b> “to approve Principal evaluation tool as presented.”	<b>Approve Principal evaluation tool</b>
<b>SECOND:</b>	<b>Duke</b>	
<b>ACTION:</b>	<b>Roll Call Vote:</b> Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. <b>Motion carried.</b>	
<b>MOTION:</b>	<b>Fler</b> “to approve Architect Proposal as presented.”	<b>Approve Architect proposal</b>
<b>SECOND:</b>	<b>Janssen</b>	
<b>ACTION:</b>	<b>Roll Call Vote:</b> Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. <b>Motion carried.</b>	
<b>MOTION:</b>	<b>Duke</b> “to approve Graduation date Sunday May 19, 2019.”	<b>Approve Graduation date Sunday May 19, 2019</b>
<b>SECOND:</b>	<b>Miller</b>	
<b>ACTION:</b>	<b>Roll Call Vote:</b> Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. <b>Motion carried.</b>	
<b>MOTION:</b>	<b>Janssen</b> “to approve Diesel Fuel Bid as presented from Neil Oil Co.”	<b>Approve Diesel Fuel Bid</b>
<b>SECOND:</b>	<b>Miller</b>	
<b>ACTION:</b>	<b>Roll Call Vote:</b> Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. <b>Motion carried.</b>	
<b>MOTION:</b>	<b>Miller</b> “to approve to amend architect proposal motion to be delivered by the 2 <sup>nd</sup> Wednesday in November.”	<b>Approve to amend architect proposal</b>
<b>SECOND:</b>	<b>Janssen</b>	
<b>ACTION:</b>	<b>Roll Call Vote:</b> Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. <b>Motion carried.</b>	
<b>MOTION:</b>	<b>Miller</b> “to approve Transitions 2018-2019 contract.”	<b>Approve Transitions 18-19 Contract</b>
<b>SECOND:</b>	<b>Duesterhaus</b>	
<b>ACTION:</b>	<b>Roll Call Vote:</b> Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. <b>Motion carried.</b>	
<b>MOTION:</b>	<b>Fler</b> “to approve Head Lice Policy as presented.”	<b>Approve Head Lice Policy</b>
<b>SECOND:</b>	<b>Duesterhaus</b>	
<b>ACTION:</b>	<b>Roll Call Vote:</b> Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. <b>Motion carried.</b>	
<b>MOTION:</b>	<b>Duesterhaus</b> “to approve Heat Index Policy as presented.”	<b>Approve Heat Index Policy</b>
<b>SECOND:</b>	<b>Fler</b>	
<b>ACTION:</b>	<b>Roll Call Vote:</b> Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. <b>Motion carried.</b>	
<b>MOTION:</b>	<b>Miller</b> “to move to closed session II at 7:30 p.m.”	<b>Closed Session II</b>
<b>SECOND:</b>	<b>Janssen</b>	
<b>ACTION:</b>	<b>Roll Call Vote:</b> Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. <b>Motion carried.</b>	
<b>MOTION:</b>	<b>Duke</b> “to move to open session at 8:12 p.m.”	<b>Open Session</b>
<b>SECOND:</b>	<b>Janssen</b>	
<b>ACTION:</b>	<b>Roll Call Vote:</b> Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler,	

	Janssen, and Miller. <b>Motion carried.</b>	
<b>MOTION:</b>	<b>Duesterhaus</b> “to approve minutes of the 9-19-18 closed session II.”	<b>Closed Session II Minutes</b>
<b>SECOND:</b>	<b>Duke</b>	
<b>ACTION:</b>	<b>Roll Call Vote:</b> Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. <b>Motion carried.</b>	
<b>MOTION:</b>	<b>Miller</b> “to approve matters discussed in closed session II.”	<b>Approve closed session II minutes</b>
<b>SECOND:</b>	<b>Janssen</b>	
<b>ACTION:</b>	<b>Roll Call Vote:</b> Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. <b>Motion carried.</b>	
<b>MOTION:</b>	<b>Farmer</b> “to adjourn.”	<b>Adjourn</b>
<b>SECOND:</b>	<b>Arnsman</b>	
<b>ACTION:</b>	<b>Roll Call Vote:</b> Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, Janssen, and Miller. <b>Motion carried.</b>	
Next meeting will be a Regular Board Meeting, Wednesday, October 17, 2018 at 6:00 p.m. in the Unity High School Band Room.		
<b>President</b>		<b>October 17, 2018</b>
<b>Secretary</b>		

**Community Unit School District #4**  
**Regular Meeting of the Board of Education**  
**Unity High School Band Room**  
**September 19, 2018 - 6:00 p.m.**  
**Public Budget Hearing 5:45 PM**

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**1. Call To Order**

Board members present: Arnsman, Duesterhaus, Duke, Farmer, Fleeer, Janssen, Miller (arrived 5:57 PM)

Admins: Supt. Riddle, Principals Dorethy, Ellerman, Klusmeyer and Bus. Mng. Whelan

**2. Approval of Agenda (Approved 6-0)**

**3. Public Budget Hearing (5:45 PM)**

3.1 Presentation on FY19 School District Budget  
*Supt. Riddle presented on the FY19. He addressed the specific budget details; including, total projected expenditures, total projected revenues, fund balances, and comparisons to the previous year. At the conclusion of his comments, members of the public were given an opportunity to comment.*

3.2 Public Comments on FY19 School District Budget  
*No comments were made.*

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

4.1 Special Recognition

4.1.1 PJ Hildebrand (son of Phil and Lori Hildebrand) - Student of the Month. PJ is involved in many different activities ranging from football, basketball, baseball, to FFA PJ is planning on attending college and studying Biological Engineering.

4.2 Visitors

4.2.1 Brent Zanger - spoke to the board concerning the crowded conditions in the elementary school.

4.3 Correspondence

4.3.1 Family of Jerry Gunn (thank you)

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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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**5. Consent Agenda (Approved 7-0)**

- 5.1 Approve August 15, 2018 Board Meeting Minutes
- 5.2 Approve Bills and Activity Fund Reports
- 5.3 Approve Bills Payable
- 5.4 Approve Fund Balances
- 5.5 Approve End of Month Report for Previous Month

**6. Administrative and Committee Reports**

6.1 Principal Reports

Principal Ellerman shared the elementary was up 23 students from last year at this time. Space continues to be a concern.

Principal Klusmeyer gave an update on the middle school sports teams and the Character Champion conference some of the student-athletes attended.

Principal Dorethy also shared some of the high school student-athletes attended the Character Champion conference. He also stated we have 37 students enrolled in 15 different JWCC dual credit courses.

6.2 Business Manager Report (Financial Dashboard)

Bus. Mngr shared we would have a positive balanced budget for the first time in many years based upon the projections.

6.3 Superintendent Report

Supt. Riddle spoke of a more targeted social media approach to reach the district's constituents. He would like the district to use Facebook for older parents and general community members, Twitter and Pinterest for staff, Instagram for younger parents, and Snapchat and YouTube for students. Obviously, using a variety of social media sources will increase the likelihood that the district message will meet its intended targets.

Supt. Riddle shared the professional development for Friday's SIP day...Curriculum Mapping and Lesson Planning Template as well as Student Loan Forgiveness and DonorsChoose.org for teaching staff. Spec Ed Director Mrs. Gronewold is working with the para professionals going over the Para Professionals Guide we have recently completed.

Supt. Riddle has been working with Mr. Dorethy on the Maintenance Director position. Utilizing the Maintenance Director we want to focus on some of the preventative issues and routine maintenance items needing completed and have the custodial crew really working at a deep clean for each of the buildings. We have been short-handed since June.

Supt. Riddle has been working on Title I grants with Mr. Ellerman for a SchoolWide approach. We want to be able to utilize our Title I monies for more students rather than just a targeted few.

Mr. Klusmeyer has also been working with Supt. Riddle on some curriculum issues ranging from the new digital curriculum to supports for some of the areas we saw poor performance in our state testing.

- 6.4 Building and Grounds Committee
- 6.5 Curriculum Committee
- 6.6 Finance Committee
- 6.7 Policy Committee
- 6.8 Technology Committee
- 6.9 Transportation Committee

**7. Action Items**

- 7.1 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)**
- 7.2 Personnel List **(Approved 7-0)**
  - High School**
    - Cross Country **Volunteers**
      - Sarah Shriver
  - Middle School**
    - Basketball **Volunteers** (5th & 6th)
      - Lindsey Buehler
      - Kevin Conry
      - Tom Shaffer
  - Support Personnel**
    - Sub Bus Driver**
      - Beulah Muegge
    - Maintenance Director**
      - Phil Freiburg
    - Custodians**
      - Dalton Richards
      - Andy Reardon
    - Social Worker**
      - Gina Brunetti increase to full-time
- 7.3 **FY19 School District Budget (Approved 7-0)**  
*The Finance Committee reviewed the tentative budget in committee in August. The SY19 School District Budget has been available for public inspection for the mandated time.. A Public Budget Hearing was conducted earlier this evening.*  
*After approval by the School Board, the FY19 school district budget will be electronically submitted to the Illinois State Board of Education. A copy of the school district budget will also be sent to the County Clerk's Offices in both Adams County and Hancock County.*
- 7.4 Resolution to Repay Interfund Loans **(Approved 7-0)**  
*The purpose of this action item is to properly align the interfund loans. Any interfund loan made from Working Cash Fund to another fund must be paid back to the WCF as soon as local property tax monies are received. (Basically within one year.)*
- 7.5 Resolution to Reissue Interfund Loan **(Approved 7-0)**  
*Reissuing the interfund loan to the Transportation Fund is necessary*



*to align the interfund loans to properly adjust the interfund loan schedule for the school district.*

- 7.6 Resolution Authorizing Sale of Personal Property **(Approved 7-0)**  
Approved the sale of the 2006 Ford Taurus SE. The vehicle will be sold "As Is." The vehicle will be sold to the highest and best bidder for cash in a public or private sale. The vehicle may be viewed at the school. All bids/offers must be submitted to the district office.
- 7.7 Superintendent Contract **(Approved 7-0)**  
Approved the superintendent salary and contract extension.
- 7.8 Principal Evaluation Tool **(Approved 7-0)**
- 7.9 Architect Proposal **(Approved 7-0)**  
Architechnics, Inc. provided a proposal for Master Planning for \$4800.00. The goal of this master plan process will be to help the board decide what the budget is for proposed projects on the elementary and MS/HS campus.
- 7.10 Graduation May 19, 2019 **(Approved 7-0)**
- 7.11 Diesel Fuel Bid **(Approved 7-0)**
- 7.12 Transitions 2018-19 Contract **(Approved 7-0)**
- 7.13 Head Lice Policy **(Approved 7-0)**  
This policy is best practice and has been updated by our school nurse.
- 7.14 Heat Index Policy **(Approved 7-0)**  
This is the current practice and needed to be adopted in policy.

## **8. Information Items**

- 8.1 FOIA Requests - HBO & SmartProcure
- 8.2 Key Dates for School Board Candidates
- 8.3 Joint Annual Conference - Nov. 16-18

## **9. Adjournment**

- 9.1 Adjournment
- 9.2 Next Meeting – The next Regular Meeting of the Board of Education will be held on Wednesday October 17, 2018, in the Unity High School Band Room at 6:00 p.m.