

# Community Unit School District #4

Meeting of the Board of Education

~~Unity High School Band Room~~

Via Zoom

March 18, 2020 - 6:00 p.m.

23

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1. **Call To Order**  
Arnsman -Duesterhaus - Duke - Farmer Fler - Janssen  
Supt. Riddle Admins Dorethy-Ellerman-Klusmeyer Bus. Mngr. Whelan
  2. **Approval of Agenda**
  3. **Public Participation** – Visitor and Comments (3 min. limit)
    - 3.1 Special Recognition
      - 3.1.1 Rylie Whitehead - Student of the Month
    - 3.2 Visitors
      - 3.2.1 Jessica Humke
    - 3.3 Correspondence
      - 3.3.1

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**Closed Session** – The Board will enter Closed Session to discuss: A) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors, or specific volunteers of the School District or legal counsel for the District, including hearing testimony on complaint lodged against an employee, a specific individual who serves as an independent contractor, or a volunteer of the District; B) collective negotiating matters between the School District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees; C) the purchase or lease of real property for the use of the District; D) the setting of a price for sale or lease of property owned by the District; E) the sale or purchase of securities, investments, or investment contracts; F) emergency security procedures; G) student disciplinary cases; H) the placement of individual students in special education programs and other matters relating to individual students; I) pending, probable, or imminent litigation; J) evaluation of attorney; K) approval of certain closed session minutes for distribution to the public; or other matters appropriate for a closed meeting pursuant to the Open Meetings Act. An additional Closed Session may be necessary if all discussions are not concluded prior to returning to Open Session.

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4. **Consent Agenda**
  - 4.1 Approve March 4, 2020 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 Special Education Coordinator
  - 5.4 Superintendent Report
  - 5.5 Building and Grounds Committee
  - 5.6 Curriculum Committee
  - 5.7 Finance Committee
  - 5.8 Policy Committee
  - 5.9 Technology Committee

- 5.10 Transportation Committee
- 5.11 Public Relations 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 and/or Personnel List
- 6.2 Consider and take action on Contract Renewal for First-Year Non-Tenured Teachers
- 6.3 Consider and take action on Contract Renewal for Second-Year Non-Tenured Teachers
- 6.4 Consider and take action on Contract Renewal for Third-Year Non-Tenured Teachers
- 6.5 Consider and take action on Contract Renewal for Fourth-Year Non-Tenured Teachers
- 6.6 Consider and take action on Resolution regarding the non-renewal of certain Professional Educator Licensed Personnel
- 6.7 Consider and take action on filling board member vacancy
- 6.8 Consider and take action on Energy Project Proposal
- 6.9 Consider and take action on elementary project concerning building questions and grade level transition
- 6.10 Consider and take action on construction Change Orders

**7. Information Items**

- 7.1 Update on COVID-19 district actions

**8. Adjournment**

- 8.1 Adjournment
- 8.2 Next Meeting – The next Regular Meeting of the Board of Education will be held on Wednesday, April 15, 2020, in the Unity High School Band Room at 6:00 p.m.

# Community Unit School District #4

## Meeting of the Board of Education Zoom Online Mtg due to COVID-19 Shelter at Home Mandate March 23, 2020 – 6:00 p.m.

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1. **Call To Order**  
Arnsman -Duesterhaus - Duke - Farmer Fler - Janssen  
Supt. Riddle Admins Dorethy-Ellerman-Klusmeyer Bus. Mngr. Whelan
2. **Approval of Agenda** Motion: Janssen 2nd: Duke Vote: 6-0 Approved  
With additions: Continued Construction at Elementary; Emergency Extended Powers to Superintendent; Diesel Fuel Bid; Contracted Speech continuation through Teletherapy; Asbestos removal during closure
3. **Public Participation** - Visitor and Comments (3 min. limit)
  - 3.1 Special Recognition
    - 3.1.1 Rylie Whitehead (daughter of James and Shannon Whitehead)- Student of the Month
  - 3.2 Visitors
    - 3.2.1
  - 3.3 Correspondence
    - 3.3.1

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**Closed Session** - The Board will enter Closed Session to discuss: A) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors, or specific volunteers of the School District or legal counsel for the District, including hearing testimony on complaint lodged against an employee, a specific individual who serves, as an independent contractor, or a volunteer of the District; B) collective negotiating matters between the School District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees; C) the purchase or lease of real property for the use of the District; D) the setting of a price for sale or lease of property owned by the District; E) the sale or purchase of securities, investments, or investment contracts; F) emergency security procedures; G) student disciplinary cases; H) the placement of individual students in special education programs and other matters relating to individual students; I) pending, probable, or imminent litigation; J) evaluation of attorney; K) approval of certain closed session minutes for distribution to the public; or other matters appropriate for a closed meeting pursuant to the Open Meetings Act. An additional Closed Session may be necessary if all discussions are not concluded prior to returning to Open Session.

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4. **Consent Agenda** Motion: Duesterhaus 2nd: Fler Vote: 6-0 Approved
  - 4.1 Approve March 4, 2020 Board Meeting Minutes
  - 4.2 Approve Bills and Activity Fund Reports
  - 4.3 Approve Bills Payable
  - 4.4 Approve Fund Balances
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5. **Administrative and Committee Reports**
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  - 5.6 Curriculum Committee

- 5.7 Finance Committee
- 5.8 Policy Committee
- 5.9 Technology Committee
- 5.10 Transportation Committee
- 5.11 Public Relations 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 and/or Personnel List  
**Motion: Duke 2nd: Janssen Vote: 6-0 Approved**  
 The board approved the Personnel List which included employing Amanda Vogel as HS Mathematics teacher for the remainder of this school year, hiring Russell Markey as a custodian, Craig Burwinkel as volunteer softball assistant coach, and Tammy Pilkington and Matina McClelland as the 2024 Class Sponsors. The board also recognized the resignation of Josh Anzman as a Health/PE teacher and HS Girls Basketball Assistant as he is the new HS/MS Administrator for the 2020-21 school year. They also accepted the resignation of the part-time special education positions of Melissa Maynard and Laura Ohnemus at the end of this school year as they will be going to full-time positions beginning of the 2020-21 school year.
- 6.2 Consider and take action on Contract Renewal for First-Year Non-Tenured Teachers  
**Motion: Janssen 2nd: Fler Vote: 6-0 Approved**  
 Second-year probationary status granted to Angie Altenhein, Kalinda Humke, Matina McClelland, Tony Grawe, Tylere Husted (based on coursework completion) and Amanda Vogel and their teaching contract renewed for the 2020-21 school year.
- 6.3 Consider and take action on Contract Renewal for Second-Year Non-Tenured Teachers  
**Motion: Duesterhaus 2nd: Duke Vote: 6-0 Approved**  
 Third-year probationary status granted to Kaci Beal, Emily Heemeyer, and Tyler McAllister and their teaching contract renewed for the 2020-21 school year.
- 6.4 Consider and take action on Contract Renewal for Third-Year Non-Tenured Teachers  
**Motion: Duke 2nd: Janssen Vote: 6-0 Approved**  
 Fourth-year probationary status granted to Mercedee Russell, Brandy Zanger, Grace Crowcroft and Conner McLaughlin and their teaching contract renewed for the 2020-21 school year.
- 6.5 Consider and take action on Contract Renewal for Fourth-Year Non-Tenured Teachers  
**Motion: Duesterhaus 2nd: Duke Vote: 6-0 Approved**  
 Tenure granted to Jill Venvertloh and her teaching contract renewed for the 2020-21 school year..
- 6.6 Consider and take action on Resolution regarding the non-renewal of certain Professional Educator Licensed Personnel  
**Motion: Duke 2nd: Fler Vote: 6-0 Approved**  
 Notice of non-renewal for the 2020-21 school year which would be effective at the end of the 2019-20 school year was approved for Joy Snellgrove.
- 6.7 Consider and take action on filling board member vacancy  
**Motion: Janssen 2nd: Duesterhaus Vote: 6-0 Approved**  
 The board appointed Jessica Humke to replace the vacant board member spot from the Township 2 North Range 9 West location which was required based on the interpretation of the board attorney and county clerk. There were other interested candidates but they did not meet the necessary residential requirements needed. Mrs. Humke will fill the spot until the April 2021 election.

- 6.8 Consider and take action on Energy Project Proposal  
**Motion: Janssen 2nd: Flear Vote: 6-0 Approved**  
 The board approved a proposal by QFB Energy for replacement and enhancement of the districts lighting with new LED lighting and fixtures. There will not be any capital outlay for the project as the cost will be recouped from the energy savings in kilowatt costs each month. Once the cost has been paid over five years the district is projected to save over \$2000/month. The board also recommended exploring a maintenance agreement for the existing HVAC system to help with its performance and lifespan.
- 6.9 Consider and take action on elementary project concerning building questions and grade level transition  
**Motion: Duesterhaus 2nd: Janssen Vote: 6-0 Approved concrete coloring and staining**  
**Motion: Flear 2nd Arnsman Vote: 6-0 Approved 5th grade remaining at UMS for 20-21 SY**  
 The board first approved the concrete coloring and stain for the entryway. The neutral pewter coloring for the hallways and classrooms will make for long-lasting and easily maintained floors.  
 In preparation for moving into the new addition the Board considered what would be best for our students as we transition to our new elementary campus. The PreK and one of our kindergarten classrooms will move from their current location in the Lutheran Church to the existing elementary building. Our second, third, and fourth grades will move into the new addition once it is completed. Our current fourth grade is located on the middle school campus and instead of moving them back to the elementary they will remain at the middle school as 5<sup>th</sup> graders and not cause them to move twice. This will ease the transition and the following year the 5<sup>th</sup> grade would be located on the elementary campus. The goal is to make all the moving parts for the transition cause the least disruption for our students as possible and do things right.
- 6.10 Consider and take action on construction Change Orders  
**Motion: Duke 2nd: Janssen Vote: 6-0 Approved**  
 Brinkman Plumbing requested a change to wall hung flush mount fixtures. This reduces the number of drillings in concrete (no cost) . Klingner submitted a staking fee for plumbing redesign. The cost was \$510.40.
- 6.11 Consider and take action on continued construction during closure  
**Motion: Duke 2nd: Duesterhaus Vote: 6-0 Approved**  
 ISBE has requested boards approve continued construction with the understanding the contractor would ensure social distancing protocols be followed as well as proper hand sanitizers are available for workers.
- 6.12 Approve Extended powers to be granted to the superintendent during emergency COVID-19 Pandemic  
**Motion: Duke 2nd: Janssen Vote: 6-0 Approved**  
 Authorizes the superintendent to act as a liaison for the School District to ensure the health and safety of students, staff, and the community. It also authorizes the board to adopt, revise, and temporarily suspend board policies in response to the pandemic as needed.
- 6.13 Approve Contracted Speech Therapists to use teletherapy to maintain services  
**Motion: Duke 2nd: Janssen Vote: 6-0 Approved**  
 Authorized the district to continue payment for contracted services of the speech therapists using teletherapy (with parental approval) to deliver services.
- 6.14 Approve Diesel Fuel bid  
**Motion: Duke 2nd: Janssen Vote: 6-0 Approved**  
 Approved 10,000 refill of diesel fuel to maintain needed supply.

6.15 Approve Asbestos Removal during closure when no one is present

**Motion: Duke 2nd: Janssen Vote: 6-0 Approved**

Approved the low bid for asbestos removal as well as allowing the removal of phase I of the asbestos during the school closure while no students or staff are present.

## **7. Information Items**

7.1 Update on COVID-19 district actions

Board President Jim Farmer complimented Supt. Riddle and the principals for their leadership, communication and work through the school closure. The leadership team has been putting in many hours during this time. Supt. Riddle shared with the board how the staff has been enhancing the online learning experience mentioning the new Elementary Facebook page as well as some individual staff utilizing interactive platforms to connect with their students. Superintendent Riddle expressed the importance of maintaining relationships with students to foster the continued learning needed during this closure. We have seen teachers reading to students, musical lessons, science experiments, and many more engaging activities. It is exciting to see how the potential for the district's eLearning format has grown during this challenging time. He did also stress that during this extended closure his "Less is More" philosophy. He instructed the staff to really look at the skills our students need and try to deliver them in small chunks so as not to overwhelm the students and families. There is already enough stress due to COVID-19 and we do not want to add more to our families.

## **8. Adjournment**

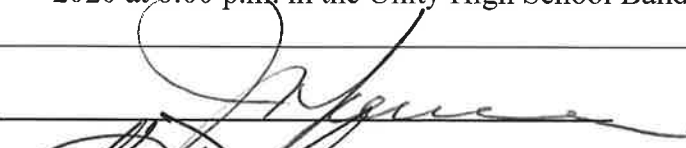

8.1 Adjournment

8.2 Next Meeting – The next Regular Meeting of the Board of Education will be held on Wednesday, April 15, 2020, via Zoom 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 March 23, 2020**

The Board of Education of Community Unit School District #4 met in regular session on Wednesday, March 23, 2020, Via Zoom. The meeting was called to order by President Farmer at 6:00 p.m. Members present were: Arnsman, Duesterhaus, Duke, Farmer, Fler, and Janssen. Principals Dorethy, Klusmeyer and Ellerman were present. Superintendent Riddle was present. No 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, Fler, and Janssen. <b>Motion carried.</b>	<b>Agenda Items</b>
<b>MOTION:</b> Duesterhaus “to approve of the Consent Agenda items.” <b>SECOND:</b> Fler <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, and Janssen. <b>Motion carried.</b>	<b>Consent Agenda</b>
<b>MOTION:</b> Duke “to approve personnel items as presented, including Craig Burwinkel as Asst. Softball Coach - volunteer.” <b>SECOND:</b> Janssen <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, and Janssen. <b>Motion carried.</b>	<b>Approve personnel items and Burwinkel as asst. softball</b>
<b>MOTION:</b> Janssen “to approve First year non tenured contract renewal as presented.” <b>SECOND:</b> Fler <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, and Janssen. <b>Motion carried.</b>	<b>Approve 1<sup>st</sup> year non tenured contract renewal</b>
<b>MOTION:</b> Duesterhaus “to approve Second year non tenured contract renewal 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>Approve 2<sup>nd</sup> year non tenured contract renewal</b>
<b>MOTION:</b> Duke “to approve Third year non tenured contract renewal 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 3<sup>rd</sup> year non tenured contract renewal</b>
<b>MOTION:</b> Duesterhaus “to approve Tenure granted to Jill Venverloth.” <b>SECOND:</b> Duke <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, and Janssen. <b>Motion carried.</b>	<b>Approve tenure granted to Jill Venverloth</b>
<b>MOTION:</b> Duke “to approve Joy Snellgrove non renewal.” <b>SECOND:</b> Fler <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, and Janssen. <b>Motion carried.</b>	<b>Approve Joy Snellgrove non renewal</b>
<b>MOTION:</b> Janssen “to approve Jessica Humke to fill vacant board seat.” <b>SECOND:</b> Duesterhaus <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, Farmer, Fler, and Janssen. <b>Motion carried.</b>	<b>Approve Jessica Humke to fill vacant board seat</b>

<b>MOTION:</b> Janssen “to approve energy project proposal as presented.” <b>SECOND:</b> Fleer <b>ACTION:</b> <b>Roll Call Vote:</b> Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer, and Janssen. <b>Motion carried.</b>	<b>Approve energy project proposal</b>
<b>MOTION:</b> Duesterhaus “to approve paint schemes as presented for elementary projects.” <b>SECOND:</b> Janssen <b>ACTION:</b> <b>Roll Call Vote:</b> Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer, and Janssen. <b>Motion carried.</b>	<b>Approve paint schemes</b>
<b>MOTION:</b> Duke “to approve construction change order with Brinkman’s Plumbing.” <b>SECOND:</b> Fleer <b>ACTION:</b> <b>Roll Call Vote:</b> Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer, and Janssen. <b>Motion carried.</b>	<b>Approve construction change order with Brinkman’s Plumbing</b>
<b>MOTION:</b> Duke “to approve continued construction at the elementary.” <b>SECOND:</b> Duesterhaus <b>ACTION:</b> <b>Roll Call Vote:</b> Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer, and Janssen. <b>Motion carried.</b>	<b>Approve continued construction at the elementary</b>
<b>MOTION:</b> Duke “to approve extended powers granted to the Superintendent by BOE with the COVID-19 status.” <b>SECOND:</b> Fleer <b>ACTION:</b> <b>Roll Call Vote:</b> Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer, and Janssen. <b>Motion carried.</b>	<b>Approve extended powers granted to the Superintendent</b>
<b>MOTION:</b> Duke “to approve Speech Therapist.” <b>SECOND:</b> Fleer <b>ACTION:</b> <b>Roll Call Vote:</b> Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer, and Janssen. <b>Motion carried.</b>	<b>Approve Speech Therapist</b>
<b>MOTION:</b> Duesterhaus “to approve diesel fuel bid as presented.” <b>SECOND:</b> Janssen <b>ACTION:</b> <b>Roll Call Vote:</b> Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer, and Janssen. <b>Motion carried.</b>	<b>Approve diesel fuel bid as presented</b>
<b>MOTION:</b> Duke “to approve asbestos removal bid of \$17,000 as presented.” <b>SECOND:</b> Duesterhaus <b>ACTION:</b> <b>Roll Call Vote:</b> Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer, and Janssen. <b>Motion carried.</b>	<b>Approve asbestos removal</b>
<b>MOTION:</b> Fleer “to approve 5 <sup>th</sup> grade remaining at UMS for 20-21 school year.” <b>SECOND:</b> Arnsman <b>ACTION:</b> <b>Roll Call Vote:</b> Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer, and Janssen. <b>Motion carried.</b>	<b>Approve 5<sup>th</sup> grade remaining at UMS for 20-21 SY</b>
<b>MOTION:</b> Janssen “to adjourn at 7:49 p.m.” <b>SECOND:</b> Duesterhaus <b>ACTION:</b> <b>Roll Call Vote:</b> Aye – Arnsman, Duesterhaus, Duke, Farmer, Fleer, and Janssen. <b>Motion carried.</b>	<b>Adjourn</b>
Next meeting will be a Regular Board Meeting, Wednesday, April 15, 2020 at 6:00 p.m. in the Unity High School Band Room.	
<b>President</b>  <b>Secretary</b> 	<b>April 15, 2020</b>