

# Community Unit School District #4

Regular Meeting of the Board of Education  
Unity High School Library  
April 20, 2016 at 6:00 p.m.

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## AGENDA

1. **CALL TO ORDER**
  2. **APPROVAL OF AGENDA ITEMS**
  3. **APPROVAL OF PAST MEETING MINUTES**
    1. March 16, 2016
    2. March 29, 2016
    3. March 31, 2016
    4. April 6, 2016
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**CLOSED SESSION\*** *The Board will re-enter open session upon concluding closed session discussions or at 6:30 p.m., whichever is earlier.*

4. **PUBLIC PARTICIPATION - visitors and comments**
  1. Special Recognition
  2. Visitors
  3. Correspondence
5. **FINANCIAL REPORT**
  1. Approval of Bills and Activity Fund Reports
  2. Interfund Loans
  3. Fund Status
  4. State Finance Update
  5. Health Insurance Update
6. **ACTION ITEMS**
  1. Personnel
  2. 16-17 Bids for Products and Services: Bakery Products
  3. 16-17 Bids for Products and Services: Dairy Products
  4. 16-17 Bids for Products and Services: Pest Control Services
  5. 16-17 Bids for Products and Services: Financial Audit Services
  6. 16-17 Grant Applications
  7. Application for Non-Resident Tuition Waiver for Full-Time Employees
  8. Mower Trade In
  9. Annual Technology Lease/Purchase
  10. Credit Recovery Summer School
  11. Approve Certified Staff for Tenure
  12. Finalize Principal Contracts
7. **INFORMATIONAL ITEMS**
  1. School Fees
  2. Principal Reports
  3. Superintendent Report
  4. Committee Reports
  5. Superintendent Search Discussion
8. **ADJOURNMENT**

**Next Meeting:**

Regular meeting is currently scheduled for Wednesday, May 18 at 6:00 p.m. in the UHS Library.

*\*A closed session may be held pursuant to the Illinois Open Meetings Act.*

**Minutes of Regular Meeting of the  
Community Unit School District #4 Board of Education  
Adams and Hancock Counties, Illinois  
Held on April 20, 2016**

The Board of Education of Community Unit School District #4 met in regular session on Wednesday, April 20, 2016, in the Unity High School Library. The meeting was called to order by President Arnsman at 6:00 p.m. Members present were: Arnsman, Connoyer, Duesterhaus, Duke, Farmer, Fler, and Miller. Principals Dorethy, Klusmeyer, and Ellerman were present. Superintendent Kurz was present. Five visitors were present.

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| <b>MOTION:</b> Fler “to approve agenda items as presented with proposed construction of a batting cage.”   | <b>Agenda Items</b>  |
| <b>SECOND:</b> Farmer  |  |
| <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Connoyer, Duesterhaus, Duke, Farmer, Fler, and Miller. <b>Motion carried.</b>                        |  |
| <b>MOTION:</b> Farmer “to approve minutes of March 16, 2016, March 29, 2016, March 31, 2016, April 6, 2016, and April 12, 2016 as read.”           | <b>March 16, 2016<br/>March 29, 2016<br/>March 31, 2016<br/>April 6, 2016 and<br/>April 12, 2016 Minutes</b> |
| <b>SECOND:</b> Connoyer  |  |
| <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Connoyer, Duesterhaus, Duke, Farmer, Fler, and Miller. <b>Motion carried.</b>                        |  |
| <b>MOTION:</b> Duesterhaus “to move to closed session.”  | <b>Closed Session</b>  |
| <b>SECOND:</b> Duke  |  |
| <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Connoyer, Duesterhaus, Duke, Farmer, Fler, and Miller. <b>Motion carried.</b>                        |  |
| <b>MOTION:</b> Connoyer “to return to open session.”   | <b>Open Session</b>  |
| <b>SECOND:</b> Duke  |  |
| <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Connoyer, Duesterhaus, Duke, Farmer, Fler, and Miller. <b>Motion carried.</b>                        |  |
| <b>MOTION:</b> Duke “to approve minutes of the April 20, 2016 closed session.”   | <b>Closed Session Minutes</b>  |
| <b>SECOND:</b> Connoyer  |  |
| <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Connoyer, Duesterhaus, Duke, Farmer, Fler, and Miller. <b>Motion carried.</b>                        |  |
| <b>MOTION:</b> Duesterhaus “to approve resignation of Kelly Baker as UHS basketball cheerleading sponsor effective March 31, 2016.”                | <b>Kelly Baker<br/>Resignation</b>   |
| <b>SECOND:</b> Fler  |  |
| <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Connoyer, Duesterhaus, Duke, Farmer, Fler, and Miller. <b>Motion carried.</b>                        |  |
| <b>Board Member Duesterhaus stepped out of meeting.</b>  |  |
| <b>MOTION:</b> Duke “to approve resignation of Bobbette Keefe as UMS student council sponsor effective at the end of the 2016-2017 contract year.” | <b>Bobbette Keefe<br/>Student Council<br/>Resignation</b>  |
| <b>SECOND:</b> Farmer  |  |
| <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Connoyer, Duke, Farmer, Fler, and Miller. <b>Motion carried.</b>                                     |  |
| <b>MOTION:</b> Farmer “to approve Tod Robbins as bus driver for CUSD #4 upon completion of qualifications, credentials, and background check.”     | <b>Employ Tod Robbins<br/>as Bus Driver</b>  |
| <b>SECOND:</b> Duke  |  |
| <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Connoyer, Duke, Farmer, Fler, and Miller. <b>Motion carried.</b>                                     |  |
| <b>Board Member Duesterhaus returned to meeting.</b>   |  |

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| <p><b>MOTION:</b> Farmer “to approve Shelby Maas as class sponsor for the Class of 2018 effective at the start of the 2016-2017 contract year.”</p> <p><b>SECOND:</b> Connoyer</p> <p><b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Connoyer, Duesterhaus, Duke, Farmer, Fler, and Miller. <b>Motion carried.</b></p>   | <p><b>Shelby Maas<br/>Class of 2018 Sponsor</b></p>                            |
| <p><b>MOTION:</b> Farmer “to approve Shannon Whitehead as UHS basketball cheerleading sponsor for the 2016-2017 contract year, upon completion of qualifications, credentials, and background check.”</p> <p><b>SECOND:</b> Connoyer</p> <p><b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Connoyer, Duesterhaus, Duke, Farmer, Fler, and Miller. <b>Motion carried.</b></p> | <p><b>Shannon Whitehead<br/>UHS Cheerleading<br/>Sponsor</b></p>               |
| <p><b>MOTION:</b> Farmer “to approve Kearstin Sill as UMS Cheerleading Sponsor for the 2016-2017 contract year, upon completion of qualifications, credentials, and background check.”</p> <p><b>SECOND:</b> Connoyer</p> <p><b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Connoyer, Duke, Fler, and Miller. Abstain – Duesterhaus. <b>Motion carried.</b></p>              | <p><b>Kearstin Sill<br/>UMS Cheerleading<br/>Sponsor</b></p>                   |
| <p><b>MOTION:</b> Farmer “to approve Misstia Shoop as UHS football cheerleading sponsor for the 2016-2017 contract year, upon completion of qualifications, credentials, and background check.”</p> <p><b>SECOND:</b> Connoyer</p> <p><b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Connoyer, Duesterhaus, Duke, Fler, and Miller. <b>Motion carried.</b></p>               | <p><b>Misstia Shoop<br/>UHS Football<br/>Cheerleading Sponsor</b></p>          |
| <p><b>MOTION:</b> Farmer “to approve tenure for Kevin Buckert, Melissa Maynard, Ross Voss, and Joy Zanger.”</p> <p><b>SECOND:</b> Connoyer</p> <p><b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Connoyer, Duesterhaus, Duke, Farmer, Fler, and Miller. <b>Motion carried.</b></p>   | <p><b>Buckert, M. Maynard,<br/>Voss, and J. Zanger<br/>Tenure</b></p>          |
| <p><b>MOTION:</b> Connoyer “to approve donation for football and baseball entrance improvements.”</p> <p><b>SECOND:</b> Duke</p> <p><b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Connoyer, Duesterhaus, Duke, Farmer, Fler, and Miller. <b>Motion carried.</b></p>   | <p><b>Donation for football<br/>and baseball entrance<br/>improvements</b></p> |
| <p><b>MOTION:</b> Farmer “to approve bills and activity fund reports as presented.”</p> <p><b>SECOND:</b> Fler</p> <p><b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Connoyer, Duesterhaus, Duke, Farmer, Fler, and Miller. <b>Motion carried.</b></p>   | <p><b>Bills and Activity Fund<br/>Reports</b></p>                              |
| <p><b>MOTION:</b> Duke “to approve authorization of Superintendent to seek bids for bakery products for 2016-2017 school year.”</p> <p><b>SECOND:</b> Fler</p> <p><b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Connoyer, Duesterhaus, and Duke, Farmer, Fler, and Miller. <b>Motion carried.</b></p>   | <p><b>Bakery Products Bids</b></p>   |
| <p><b>MOTION:</b> Duke “to approve authorization of Superintendent to seek bids for dairy products for the 2016-2017 school year.”</p> <p><b>SECOND:</b> Fler</p> <p><b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Connoyer, Duesterhaus, Duke, Farmer, Fler, and Miller. <b>Motion carried.</b></p>  | <p><b>Dairy Products Bids</b></p>  |
| <p><b>MOTION:</b> Duke “to approve authorization of Superintendent to seek bids for pest control services for 2016-2017 school year.”</p> <p><b>SECOND:</b> Fler</p> <p><b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Connoyer, Duesterhaus, Duke, Farmer, Fler, and Miller. <b>Motion carried.</b></p>   | <p><b>Pest Control Bids</b></p>  |

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| <p><b>MOTION:</b> Duke “to approve authorization of Superintendent to seek bids for audit services for 2016-2017 school year.”</p> <p><b>SECOND:</b> Farmer</p> <p><b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Connoyer, Duesterhaus, Duke, Farmer, Fler, and Miller. <b>Motion carried.</b></p>              | <b>Audit Services Bids</b>                                  |
| <p><b>MOTION:</b> Fler “to approve authorization of Superintendent to seek grant applications for 2016-2017 school year.”</p> <p><b>SECOND:</b> Duesterhaus</p> <p><b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Connoyer, Duesterhaus, Duke, Farmer, Fler, and Miller. <b>Motion carried.</b></p>              | <b>Grant Applications</b>                                   |
| <p><b>MOTION:</b> Fler “to approve application for non-resident tuition waiver for full time employees.”</p> <p><b>SECOND:</b> Connoyer</p> <p><b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Connoyer, Duesterhaus, Duke, Farmer, Fler, and Miller. <b>Motion carried.</b></p>                                  | <b>Non-Resident Tuition Waivers for Full-Time Employees</b> |
| <p><b>MOTION:</b> Farmer “to approve trade of Exmark mower for new mower.”</p> <p><b>SECOND:</b> Arnsman</p> <p><b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duesterhaus, Duke, and Farmer. Nay – Connoyer, Fler, and Miller. <b>Motion carried.</b></p>   | <b>Mower trade</b>  |
| <p><b>MOTION:</b> Duesterhaus “to approve buying 60 Macbook Pros through QNS and 100 Chromebooks also through QNS on a three year lease.”</p> <p><b>SECOND:</b> Connoyer</p> <p><b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Connoyer, Duesterhaus, Duke, Farmer, Fler, and Miller. <b>Motion carried.</b></p> | <b>Macbook Pros and Chromebooks</b>                         |
| <p><b>MOTION:</b> Fler “to approve holding of another session of summer school as we did last year with the same parameters.”</p> <p><b>SECOND:</b> Duesterhaus</p> <p><b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Connoyer, Duesterhaus, Duke, Farmer, Fler, and Miller. <b>Motion carried.</b></p>          | <b>Summer School</b>  |
| <p><b>MOTION:</b> Connoyer “to approve upholding the administration’s decision on the student appeal.”</p> <p><b>SECOND:</b> Fler</p> <p><b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Connoyer, Duesterhaus, Duke, Farmer, Fler, and Miller. <b>Motion carried.</b></p>  | <b>Student Appeal</b>                                       |
| <p><b>MOTION:</b> Farmer “to approve allowing the donation for a new batting cage at the baseball field.”</p> <p><b>SECOND:</b> Duesterhaus</p> <p><b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Connoyer, Duesterhaus, Duke, Farmer, Fler, and Miller. <b>Motion carried.</b></p>                              | <b>Batting Cage Donation</b>                                |
| <p><b>MOTION:</b> Duesterhaus “to approve changing the May meeting from the 18<sup>th</sup> to the 17<sup>th</sup>.”</p> <p><b>SECOND:</b> Connoyer</p> <p><b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Connoyer, Duesterhaus, Duke, Farmer, Fler, and Miller. <b>Motion carried.</b></p>                      | <b>May Board Meeting Change</b>                             |
| <p><b>MOTION:</b> Duesterhaus “to approve the donation of a tree at Unity Elementary School from the Kindergarten parent group.”</p> <p><b>SECOND:</b> Fler</p> <p><b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Connoyer, Duesterhaus, Duke, Farmer, Fler, and Miller. <b>Motion carried.</b></p>              | <b>Tree Donation</b>  |
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| <b>MOTION:</b> Connoyer “to approve the donations to repair or replace the backstop at Unity Elementary School.”<br><b>SECOND:</b> Duesterhaus<br><b>ACTION:</b> <b>Roll Call Vote:</b> Aye – Arnsman, Connoyer, Duesterhaus, Duke, Farmer, Fler, and Miller. <b>Motion carried.</b>           | <b>Backstop Donation</b>      |
| <b>MOTION:</b> Fler “to move to closed session.”<br><b>SECOND:</b> Connoyer<br><b>ACTION:</b> <b>Roll Call Vote:</b> Aye – Arnsman, Connoyer, Duesterhaus, Duke, Farmer, Fler, and Miller. <b>Motion carried.</b>  | <b>Closed Session</b>         |
| <b>MOTION:</b> Duke “to move to open session.”<br><b>SECOND:</b> Farmer<br><b>ACTION:</b> <b>Roll Call Vote:</b> Aye – Arnsman, Connoyer, Duesterhaus, Duke, Farmer, Fler, and Miller. <b>Motion carried.</b>  | <b>Open Session</b>           |
| <b>MOTION:</b> Connoyer “to approve the April 20, 2016 closed session minutes.”<br><b>SECOND:</b> Duke<br><b>ACTION:</b> <b>Roll Call Vote:</b> Aye – Arnsman, Connoyer, Duesterhaus, Duke, Farmer, Fler, and Miller. <b>Motion carried</b>  | <b>Closed Session Minutes</b> |
| <b>MOTION:</b> Duke “to adjourn to Regular Board Meeting, Wednesday, May 17, 2016 at 6:00 p.m. in the Unity High School Library.”<br><b>SECOND:</b> Fler<br><b>ACTION:</b> <b>Roll Call Vote:</b> Aye – Arnsman, Connoyer, Duesterhaus, Duke, Farmer, Fler, and Miller. <b>Motion carried.</b> | <b>Adjourn</b>                |
| <b>President</b> _____<br><b>Secretary</b> _____   | <b>May 17, 2016</b>           |

# ***Community Unit School District #4***

## ***Board of Education Report***

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**April 20, 2016 – 6:00 p.m. – Unity High School Library**

**Visitors Present – 5**

### **Financial Items**

- Approved payment of bills.
- Approved activity fund reports.
- Discussed current fund status. Expenditures and revenues are on track with estimated FY16 budget.
- Discussed the importance of the state legislative and executive branches passing an FY17 budget for schools.

### **Action Items**

- Approved making requests for bids for bakery products, dairy products, pest control services, and financial audit services.
- Approved application for continuation of Non-Resident Tuition Waiver for Full Time Employees. This allows full-time employees at CUSD 4 who live out of the district to bring their children to the district to attend school tuition free.
- Approved trade in of mower.
- Approved annual technology purchase for the 1:1 program. Chromebooks will be used in grades 4th-8th in 2016-17. MacBooks will be used in grades 9th-12th in 2017-18.
- Approved continuing the credit recovery summer school 4-week session to begin immediately after school is out. The program would cost participating students \$250 that will cover the total cost of the program.
- Accepted donation from Football Parent Group and private donations to enhance entrance to UHS football field and seating area around UHS baseball field.
- Accepted donations of Kindergarten parents to plant a tree at Unity Elementary in memory of Zack Robinson.
- Approved resignation of Kelly Baker as UHS Basketball Cheerleading Sponsor effective March 31, 2016.
- Approved resignation of Bobbette Keefe as UMS Student Council Sponsor effective at the end of the 2015-2016 contract year.
- Approved Tod Robbins as bus driver for CUSD 4 upon completion of qualifications, credentials, and background check.
- Approved Shelby Maas as Class Sponsor for the Class of 2018 effective at the start of the 2016-17 contract year.
- Approved Shannon Whitehead as UHS Basketball Cheerleading Sponsor for 2016-17 contract year background check, licensure, and certification.
- Approved Kearstin Sill as UMS Cheerleading Sponsor for 2016-17 contract year pending background check, licensure, and certification.
- Approved Misstia Shoop as UHS Football Cheerleading Sponsor for 2016-17 contract year pending background check, licensure, and certification.
- Approved Tenure for Kevin Buckert, Melissa Maynard, Ross Voss, and Joy Zanger.

- Approved rescheduling May Board of Education Meeting. The Regular Meeting of the CUSD 4 Board of Education will take place on Tuesday, May 17th at 6:00 p.m. in order to avoid a conflict with Baccalaureate. The Baccalaureate for Unity High School Students will be held on Wednesday, May 18th at 7:00 p.m. at Zion United Church of Christ in Ursa.

#### **Information Items**

- Discussed state requirements that CUSD 4 raise breakfast and lunch prices for the 2016-17 school year. Board indicated no desire to raise additional fees at this time. Fees will be set for next year at the May meeting of the Board of Education.
- Discussed Kindergarten enrollment projections are around 50 students for the fall. Parents of 44 students attended Kindergarten Round Up. If there are children who will be in Kindergarten next year who did not attend the event, parents should call the Unity Elementary office at (217) 936.2512.
- Discussed online ACT and PARCC testing that has been taking place. Unfortunately because of the continuing nature of state assessments there is no valid data trends to be provided over the next couple years. The assessments do give us a glimpse into student learning, but are certainly not the full picture.
- Discussed an increase in dual-credit opportunities through JWCC available at Unity High School next year.
- Discussed the Unit 4 Foundation's upcoming golf outing on June 3, 2016. Also discussed the date change for the next Celebration of Success by the Unit 4 Foundation. It will be held on November 19, 2016. The event will honor the FFA program at Unity High School. Additional information for both these activities can be found at <http://www.cusd4.com/u4-foundation.html>.
- Discussed an addition of community service hours as a graduation requirement. This topic will be taken up again in May.
- Discussed the Adams County Health Department's grant they obtained to go toward a mobile dental clinic for rural pediatric populations.
- Discussed a partnership with First Bankers to issue debit cards with the Unity Mustang logo on them. Each payment made using the Unity Mustang debit card will result in a donation to CUSD 4.

#### **Next Meeting**

- Next regular scheduled Board meeting will be Tuesday, May 17, 2016 at 6:00 p.m. in the UHS Library.