

# Community Unit School District #4

## Regular Meeting of the Board of Education

Unity High School Band Room

November 17, 2021 – 6:00 p.m.

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1. Call To Order - Pledge of Allegiance
  2. Approval of Agenda
  3. Public Participation – Visitor and Comments (3 min. limit)
    - 3.1 Special Recognition
    - 3.2 Visitors
    - 3.3 Correspondence
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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 volunteer of the District.; B) collective negotiating matters between the School District and its employees or their representatives, or deliberation 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 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) attorney/client privilege; 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 October 20, 2021 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 Curriculum, Assessment and Technology Director
  - 5.5 Superintendent Report
  - 5.6 Building and Grounds Committee
  - 5.7 Curriculum Committee
  - 5.8 Finance Committee
  - 5.9 Policy Committee
  - 5.10 Technology Committee
  - 5.11 Transportation Committee
  - 5.12 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 the Tax Levy (2021) Proposal
- 6.3 Consider and take action on on the Elementary School Improvement Plan
- 6.4 Consider and take action on on the Middle School Improvement Plan
- 6.5 Consider and take action on an Application for Waiver or Modification of State Board Rules and/or School Code Mandates to renew waiver of district requirement to pay non-residential tuition with respect to dependents who are residing with full-time employees of the school district.
- 6.6 Consider and take action on bus bids
- 6.7 Consider and take action on current guidance for mitigation strategies

**7. Information Items**

- 7.1 Strategic Plan Review - Goal Area: Success for Every Student
- 7.2 Staff meetings

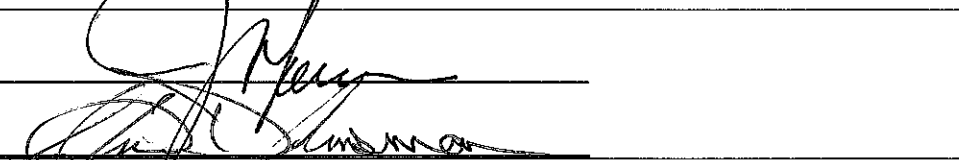
**8. Adjournment**

- 8.1 Adjournment
- 8.2 Next Meeting – The next Regular Meeting of the Board of Education will be held on Wednesday, December 15, 2021, 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 November 17, 2021**

The Board of Education of Community Unit School District #4 met in regular session on Wednesday, November 17, 2021, 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, Duke, Farmer, Fler, Humke, Janssen, and Shaffer. Administrators Arnsman, Klusmeyer and Sheffler were present. Superintendent Riddle via Zoom was present. No visitors were present.

<b>MOTION:</b> Janssen “to approve agenda items as presented.” <b>SECOND:</b> Humke <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duke, Farmer, Fler, Humke, Janssen and Shaffer. <b>Motion carried.</b>	<b>Agenda Items</b>
<b>MOTION:</b> Duke “to move to closed session at 6:10 p.m.” <b>SECOND:</b> Janssen <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duke, Farmer, Fler, Humke, Janssen and Shaffer. <b>Motion carried.</b>	<b>Closed Session</b>
<b>MOTION:</b> Janssen “to return to open session at 6:43 p.m.” <b>SECOND:</b> Shaffer <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duke, Farmer, Fler, Humke, Janssen and Shaffer. <b>Motion carried.</b>	<b>Open Session</b>
<b>MOTION:</b> Fler “to approve minutes of the November 17, 2021 closed session.” <b>SECOND:</b> Humke <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duke, Farmer, Fler, Humke, Janssen and Shaffer. <b>Motion carried.</b>	<b>Closed Session Minutes</b>
<b>MOTION:</b> Fler “to approve of the Consent Agenda items.” <b>SECOND:</b> Duke <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duke, Farmer, Fler, Humke, Janssen and Shaffer. <b>Motion carried.</b>	<b>Consent Agenda</b>
<b>MOTION:</b> Duke “to approve to hire Crystal Pratt – kitchen help.” <b>SECOND:</b> Janssen <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duke, Farmer, Fler, Humke, Janssen and Shaffer. <b>Motion carried.</b>	<b>Approve to hire Crystal Pratt</b>
<b>MOTION:</b> Duke “to approve Tax Levy of \$4.68 as presented proposal 2021.” <b>SECOND:</b> Fler <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duke, Farmer, Fler, Humke, Janssen and Shaffer. <b>Motion carried.</b>	<b>Approve Tax Levy</b>
<b>MOTION:</b> Janssen “to approve School Improvement Plan - Elementary Plan as presented.” <b>SECOND:</b> Duke <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duke, Farmer, Fler, Humke, Janssen and Shaffer. <b>Motion carried.</b>	<b>Approve School Improvement Plan Elementary</b>
<b>MOTION:</b> Duke “to approve School Improvement Plan – Middle School Plan as presented.” <b>SECOND:</b> Fler <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duke, Farmer, Fler, Humke, Janssen and Shaffer. <b>Motion carried.</b>	<b>Approve School Improvement Plan Middle School</b>
<b>MOTION:</b> Fler “to approve Application for Waiver or Modification of State	<b>Approve application</b>

<p><b>SECOND:</b> Shaffer <b>ACTION:</b></p>	<p>Board Rules and/or School Code Mandates. Renewal waiver of district reg. to pay non-residential tuition.” <b>Roll Call Vote:</b> Aye – Arnsman, Duke, Farmer, Fler, Humke, Janssen and Shaffer. <b>Motion carried.</b></p>	<p><b>for waiver</b></p>
<p><b>MOTION:</b> <b>SECOND:</b> <b>ACTION:</b></p>	<p><b>Janssen</b> “to approve bus bids as presented Midwest Bus Sales.” <b>Humke</b> <b>Roll Call Vote:</b> Aye – Arnsman, Duke, Farmer, Fler, Humke, Janssen and Shaffer. <b>Motion carried.</b></p>	<p><b>Approve bus bids</b></p>
<p><b>MOTION:</b> <b>SECOND:</b> <b>ACTION:</b></p>	<p><b>Janssen</b> “to adjourn at 8:00 p.m.” <b>Humke</b> <b>Roll Call Vote:</b> Aye – Arnsman, Duke, Farmer, Fler, Humke, Janssen and Shaffer. <b>Motion carried.</b></p>	<p><b>Adjourn</b></p>
<p>Next meeting will be a Regular Board Meeting, December 14, 2021 at 6:00 p.m. in the Unity High School Band Room.</p>		
<p><b>President</b> <b>Secretary</b></p>		<p><b>December 14, 2021</b></p>

# Community Unit School District #4

## Regular Meeting of the Board of Education

### Unity High School Band Room

November 17, 2021 – 6:00 p.m.

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**1. Call To Order - Pledge of Allegiance**

BOE members Arnsman - Duke - Farmer - Flee- Humke - Janssen - Shaffer  
Supt. Riddle Admins Arnsman-Sheffler Bus. Mngr. Whelan  
C.A.T. Coordinator - Klusmeyer Spec. Ed Coordinator - Stegner

**2. Approval of Agenda** Motion: Janssen 2nd: Humke Vote: 7-0

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

**3.1 Special Recognition**

3.1.1 *To recognize the outstanding efforts of the nearly 6,000 elected school board members throughout the state, November 15 of each year is designated as "School Board Members Day" in Illinois. Thank you to our School Board members for all their work and their "vision" that is leading our district in Building Excellence.*

**3.2 Visitors**

3.2.1 3 community members attended

**3.3 Correspondence**

3.3.1 *Email shared with board concerning mandates*

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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 schedule 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) attorney/client privilege; 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* **Motion: Duke 2<sup>nd</sup> Janssen Enter 6:10 pm Exit 6:43**

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**4. Consent Agenda** Motion: Flee 2nd: Duke Vote: 7-0 approved

4.1 Approve October 20, 2021 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

Mr. Arnsman began sharing that the HS and MS participated well in the Halloween activities this year. The students really enjoyed participating. Both volleyball and football had good seasons and played well in the post season but fell short losing to very good teams and were not able to move on further into the playoffs. Mr. Ansmans explained a new program to recognize student athletes which was created by the coaches. There will be both a male and female athlete of the month. Check out Mustang Country to see this month's selections. Mrs. Sheffler echoed the excitement and participation in Halloween activities at the elementary school. She also shared how successful the recent Book Fair went and how pleased her staff was in being able to add more selections to their classroom libraries. Due to the recent number of illnesses at the elementary (and across the district) the guidelines for student illness and returning to school were sent home as well as posted on the district website.

### 5.2 Business Manager Report (Financial Dashboard)

Mrs. Whelan stated we are 33% through the school year and we have expended 31% of our revenue which puts us right on track financially. Year to date, we have received approximately 70% of our revenue. A positive note also shared by Mrs. Whelan was our Transportation fund was doing better in part to the increase in our depreciation values for our buses now that we have begun to realize the value of the purchasing rotation implemented, which began when Supt. Riddle came. She did reiterate the State is still not funding at 100% for the Transportation fund.

### 5.3 Special Education Coordinator

Mrs. Stegner informed the board she has been assisting with the Integrated Multi-Tiered System of Support (IMTSS) implementation with Mr. Klusmeyer.

### 5.4 Curriculum, Assessment and Technology Director

Mr. Klusmeyer explained the Integrated Multi-Tiered System of Support (IMTSS) is a behavioral and academic system of support. He and Mrs. Stegner are working with the staff in implementing the program. He also let the board know the School Improvement Plan for each the elementary and the MS have been developed and should be approved at this meeting. Each building has to submit a plan based on their designations. Finally, he stated he has been in the HS mathematics classrooms working with the staff on best practices to enhance instructional methodology.

### 5.5 Superintendent Report

*Current Covid numbers*

*Last year at this time we had 11 staff positives and 11 student positives*

*Currently we have:*

Covid absences (pos)			Exposures		
Elem	7	21 (total)	Elem	3	14(total)
MS	1	7	MS	5	8
HS	1	11	HS	1	1
Staff	4	14	Staff	0	2

*We have had multiple absences due to other illness including stomach flu and strep throat. This has put a strain on the staff and I appreciate everyone helping out when they can and thanked them.*

We have been working on the HVAC issues. The unit in the kindergarten room has been fixed for winter but most likely will be replaced in the spring if we can get one. The unit in the 5<sup>th</sup> grade wing is being fixed tomorrow as the parts finally arrived.

Supt Riddle met with Klingners and discussed the HVAC and possible alternatives. They had their HVAC person come out to study our system to give us potential fixes or changes. We also discussed the science labs and with the boards approval will rebid them in hopes of getting better results than last time.

Supt Riddle shared we have had issues with the boilers after winterizing the cooling tower. We had Vincent and Sill in to get one boiler running, but not to full capacity. They have ordered a part to get the other boiler running but like everything else it will take time to get the parts in. They highly suggest replacing them before next winter.

Premier Climate will be repairing the unit in the 5<sup>th</sup> grade wing this Thursday. We were waiting months on parts for this unit also and the parts came in this week.

Mr. Zeitler, Maintenance Director, purchased reflective tarps to put onto the tower coil to retain heat. They reflect heat and will help insulate the coil during the winter months. It will hopefully save us money since experts are saying the cost of natural gas is going to spike over the winter months.

We have also purchased room signs for all classrooms and offices. The reason for this was to help police get to rooms faster in emergency situations. They also will give a professional appeal to the school. We have heard many compliments from teachers already on how nice they look.

Our teachers worked with Pat Durley, retired regional supt. on the student growth portion of their evaluation process in developing Type III Student Learning Objectives (SLOs) assessments this past Friday. We also had a SEL activity for team building and morale booster where teams of teachers had a photo scavenger hunt centered around district information and history. The top three teams won prizes ranging from Amazon gift cards, a free class period, or a free jeans day. The participants really seemed to enjoy it.

Supt Riddle thanked Kathy Hoener and Frank Cash as well as all the others who helped to make the Veterans Day assembly a success. There were many attendees and all had a very enjoyable time.

#### 5.6 Building and Grounds Committee

The committee met and discussed the HVAC system and are exploring possible solutions.

#### 5.7 Curriculum Committee

#### 5.8 Finance Committee

The committee met and reviewed the tax levy for recommendation to the full board.

#### 5.9 Policy Committee

#### 5.10 Technology Committee

#### 5.11 Transportation Committee

#### 5.12 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:7-0

Hire Crystal Pratt - kitchen staff

6.2 Consider and take action on the Tax Levy (2021) Proposal

Motion: Duke 2nd: Fleeer Vote: 7-0

*The Finance Committee discussed options for the tax levy and the recommendation is to approve again the level at \$4.68 which is the current rate. The rate would remain the same only with an adjustment in allocations in the IMRF and Soc Sec with a slight decrease to these funds and increase in the Tort fund in lieu of litigation and legal fees. Again, this would keep the rate the same as the previous year.*

6.3 Consider and take action on the Elementary School Improvement Plan

Motion: Janssen 2nd: Duke Vote: 7-0

*This plan is required due to the designation which the Elementary School received of Underperforming for the white population. The Elementary School has been working on a corrective action plan but no change in designation has been made during the pandemic years.*

6.4 Consider and take action on the Middle School Improvement Plan

Motion: Duke 2<sup>nd</sup> Fleeer Vote: 7-0

*This plan is required due to the designation which the Middle School received of Underperforming for their special education sub group. Since that time the MS has moved into the Commendable designation but they are still required to annually submit a plan.*

6.5 Consider and take action on an Application for Waiver or Modification of State Board Rules and/or School Code Mandates to renew waiver of district requirement to pay non-residential tuition with respect to dependents who are residing with full-time employees of the school district.

Motion: Fleeer 2nd: Shaffer Vote: 7-0 approved

*The district has had a waiver for this incentive for staff previously. This enables the district to reapply for this waiver to continue to offer this to our full-time employees. We currently have 11 staff members who take advantage of this and bring 12 students with them to attend our district.*

*The hearing had 3 individuals in attendance. The number speaking in favor was zero (0) and the number speaking against was zero (0). No public comments were made and no written comments were received.*

6.6 Consider and take action on bus bids

Motion: Janssen 2nd: Humke Vote: 7-0 approved

*The recommendation from Rob Simmons, our Transportation Director, is to approve the Midwest Bus Sales bid. The final cost after trade-in is \$178,000. We are now getting more for our trade-ins as well as the amount of depreciation can be deducted since they are not as old.*

6.7 Consider and take action on current guidance for mitigation strategies

No motion just a recommendation from the board.

*Last year at this time we had a total of 11 student positive cases and 11 staff positive cases. This year we have had 39 student positive cases and 14 staff positive cases with the majority of these coming in the past two to three weeks. We are still not seeing spread within the district though as the cases are coming from reported exposures outside of school. We will continue our mitigation strategies as recommended by our Board of Education to the administration and staff. The "Test to Stay" option will be available to students and staff on a voluntary basis (parent*



permission for students required). If you have questions about the Test to Stay option, please contact one of our school nurses.

## **7. Information Items**

### **7.1 Strategic Plan Review - Goal Area: Success for Every Student**

*Supt. Riddle shared the steps that have been taken to improve student success as part of our 5-Year Strategic Plan. These include a:*  
*Curriculum/Assessment/Technology Coordinator*  
*Special Education Coordinator*  
*Full-time Guidance Counselor*  
*Summer School (MS-HS)*  
*Summer Jump Start Program at Elem*  
*Additional HS offerings*  
*Additional extracurricular offerings*  
*Adoption of new CKLA program for ELA*  
*Adoption of NWEA Map to enhance local assessment and instruction*  
*ECE Program increased number serving*  
*Integrated Multi-Tiered System of Support*

### **7.2 Staff meetings**

*The board discussed formats to provide an avenue for communication outside of formal board meetings for staff. The board reiterated their main function was setting policy and the day-to-day operations were the role of the administration and did not want this to be viewed as over-stepping the chain of command. They suggested looking at a couple of ways for this to happen and be most productive and constructive for all involved. They tasked the administration with working out a plan from the suggestions the board shared and review it at the next board meeting. The goal is to begin this during the second semester.*

## **8. Adjournment**

**8.1 Adjournment 8:00 pm**

**8.2 Next Meeting – The next Regular Meeting of the Board of Education will be held on Tuesday, December 14, 2021, in the Unity High School Band Room at 6:00 p.m.**