

Community Unit School District #4

Regular Meeting of the Board of Education

Unity High School Band Room

June 28, 2023 – 6:00 p.m.

1. Call To Order - Pledge of Allegiance
2. Swearing in of appointed board members
3. Approval of Agenda
4. Public Participation – Visitor and Comments (3 min. limit)
 - 4.1 Special Recognition
 - 4.2 Visitors - Catherine Nenebry - Dir. for Central & Western IL AHA
 - 4.3 Correspondence

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) 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 ENTER CLOSED _____ RE-ENTER OPEN _____

5. Consent Agenda

- 5.1 Approve May 17th, 24th, 31st, 2023 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
- 6.3 Special Education Coordinator
- 6.4 Curriculum, Assessment and Technology Director
- 6.5 Superintendent Report
- 6.6 Board Committee Reports

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 and/or Personnel List
- 7.2 First Reading of Press Policy Updates
- 7.3 Consider and take action on approval of Consolidated District Plan
- 7.4 Consider and take action on Semi-Annual Review of Closed Session Minutes
- 7.5 Consider and take action on PSIC renewal (Property & Casualty Ins)
- 7.6 Consider and take action on Board of Education SY 2023-24 meeting schedule
- 7.7 Consider and take action on the fee schedule for SY 2023-24

8. Information Items

- 8.1 Summer work update


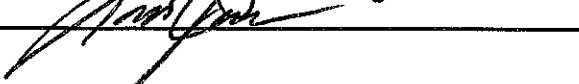
9. Adjournment

- 9.1 Adjournment
- 9.2 Next Meeting – The next Regular Meeting of the Board of Education will be held on Wednesday, July 19, 2023 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 June 28, 2023**

The Board of Education of Community Unit School District #4 met in regular session on Wednesday June 28, 2023, in the Unity High School Band Room. The meeting was called to order by President Shaffer at 6:00 p.m. Members present were: Arnsman, Fleer, Garmer, Janssen, McClelland, Rolando and Shaffer. Administrators Arnsman, Klusmeyer and Sheffler were present. Superintendent Riddle was present. Two visitors were present.

	Swearing in of appointed board members – Matt Garmer and Eric McClelland	
MOTION:	Janssen “to approve agenda items as presented.”	Agenda Items
SECOND:	Rolando	
ACTION:	Roll Call Vote: Aye – Arnsman, Fleer, Janssen, Shaffer, Rolando, Garmer and McClelland. Motion carried.	
MOTION:	Fleer “to approve of the Consent Agenda items.”	Consent Agenda
SECOND:	Rolando	
ACTION:	Roll Call Vote: Aye – Arnsman, Fleer, Janssen, Shaffer, Rolando, Garmer and McClelland. Motion carried.	
MOTION:	Janssen “to approve Consolidated District Plan.”	Approve Consolidated District Plan
SECOND:	Fleer	
ACTION:	Roll Call Vote: Aye – Arnsman, Fleer, Janssen, Shaffer, Rolando, Garmer and McClelland. Motion carried.	
MOTION:	Rolando “to approve semi-annual review of closed session minutes.”	Approve review of closed session minutes
SECOND:	Janssen	
ACTION:	Roll Call Vote: Aye – Arnsman, Fleer, Janssen, Shaffer, Rolando, Garmer and McClelland. Motion carried.	
MOTION:	Janssen “to approve PSIC renewal (Property & Casualty Ins).”	Approve PSIC renewal
SECOND:	McClelland	
ACTION:	Roll Call Vote: Aye – Arnsman, Fleer, Janssen, Shaffer, Rolando, Garmer and McClelland. Motion carried.	
MOTION:	Rolando “to approve Board of Education SY 2023-24 meeting schedule.”	Approve 23-24 meeting schedule
SECOND:	Janssen	
ACTION:	Roll Call Vote: Aye – Arnsman, Fleer, Janssen, Shaffer, Rolando, Garmer and McClelland. Motion carried.	
MOTION:	Rolando “to approve Fees schedule for SY 2023-24, increase milk \$.30 -\$.35, breakfast remains the same.”	Approve fee schedule
SECOND:	Janssen	
ACTION:	Roll Call Vote: Aye – Arnsman, Fleer, Janssen, Shaffer, Rolando, Garmer and McClelland. Motion carried.	
MOTION:	Rolando “to move to closed session at 7:01 p.m.”	Closed Session
SECOND:	Fleer	
ACTION:	Roll Call Vote: Aye – Arnsman, Fleer, Janssen, Shaffer, Rolando, Garmer and McClelland. Motion carried.	
MOTION:	Janssen “to return to open session at 7:42 p.m.”	Open Session
SECOND:	Rolando	
ACTION:	Roll Call Vote: Aye – Arnsman, Fleer, Janssen, Shaffer, Rolando, Garmer and McClelland. Motion carried.	

MOTION: Janssen "to approve minutes of the June 28, 2023 closed session." SECOND: Rolando ACTION: Roll Call Vote: Aye – Arnsmann, Fleer, Janssen, Shaffer, Rolando, Garmer and Rolando. Motion carried.	Closed Session Minutes
MOTION: Janssen "to approve personnel list as presented." SECOND: Fleer ACTION: Roll Call Vote: Aye – Arnsmann, Fleer, Humke, Janssen, Shaffer, Rolando, Garmer and McClelland. Motion carried.	Approve personnel list
MOTION: Rolando "to approve to explore stipend paid positions 2-3 positions." SECOND: McClelland ACTION: Roll Call Vote: Aye – Arnsmann, Fleer, Janssen, Shaffer, Rolando, Garmer and McClelland. Motion carried.	Approve to explore stipend paid positions
MOTION: Janssen "to adjourn at 7:45 p.m." SECOND: Rolando ACTION: Roll Call Vote: Aye – Arnsmann, Fleer, Janssen, Shaffer, Rolando, Garmer and McClelland. Motion carried.	Adjourn
<p style="text-align: center;">Next meeting will be a Regular Board Meeting, July 19, 2023 at 6:00 p.m. in the Unity High School Band Room.</p>	
President  Secretary 	July 19, 2023

Community Unit School District #4

Regular Meeting of the Board of Education

Unity High School Band Room

June 28, 2023 – 6:00 p.m.

1. **Call To Order - Pledge of Allegiance**
BOE members Arnsman - Fleer - Garmer - Janssen - McClelland - Rolando - Shaffer
Supt. Riddle Admins Arnsman-Sheffler Bus. Mngr. Whelan
C.A.T. Coordinator - Klusmeyer
2. **Swearing in of appointed board members**
BOE members appointed to two year terms: Matt Garmer and Eric McClelland were sworn in and welcomed.
3. **Approval of Agenda** Motion: Janssen 2nd: Rolando Vote: 7-0 approved
4. **Public Participation – Visitor and Comments (3 min. limit)**
 - 4.1 Special Recognition
 - 4.2 Visitors - Catherine Nenebry - Dir. for Central & Western IL AHA spoke to the board and expressed the thanks of the American Heart Association for the continued support from Unity Elementary in their fundraising efforts through Jump Rope for Heart. Elementary principal, Mrs. Sheffler accepted a certificate of appreciation from the AHA. Mrs. Sheffler gave kudos to Mrs. Eger, PE teacher, for her passion and work in making the program successful.
 - 4.3 Correspondence

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) 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 ENTER CLOSED 7:01 pm RE-ENTER OPEN 7:42 pm*

Approve Closed Session Minutes Motion: Janssen 2nd: Rolando Vote: 7-0 approved

5. **Consent Agenda** Motion: Fleer 2nd: Rolando Vote: 7-0 approved
 - 5.1 Approve May 17th, 24th, 31st, 2023 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
Mr. Arnsman began by letting the board know that summer school was ending this week after going all through the month of June. Those that attended were successful in

completing the requirements for either moving on to the next grade level at MS or completing credits at the HS level. Mr. Arnsman said he has been working with his middle school staff on a House System for the coming school year. They hope to have things set when school begins. He also mentioned that he has been interviewing to hire for the last couple of open positions he has.

Mrs. Sheffler was frustrated after working very hard that we as a district had submitted our Early Childhood Grant on time, even early and now the state has extended the grant for another two weeks. The PreK is full and we have 16 on our waiting list. Mrs. Sheffler also shared that Supt. Riddle has been working with Bob Venvertloh on the playground layout and it has been staked out behind the elementary school. Bob V has contacted Mike Woodworth about helping with the ground work and tiling for drainage. We are also hoping to work with the Friends of Unit 4 for the installation of the new playground pieces. More information will be coming soon.

6.2 Business Manager Report

We are ending the year fiscally sound and performing well. We have grants that we are finishing out prior to July 1. Mrs. Whelan said we were able to retain our auditor for next year which is fortunate because most schools have lost their auditors.

6.3 Curriculum, Assessment and Technology Director

Mr. Klusmeyer stated they are completing required state reports including the attendance report. He has also been assisting Mr. Arnsman with scheduling for next year as well.

6.4 Superintendent Report

The summer time is one of the busiest times for us Supt. stated and this summer has proven to be no different. As a leadership team we have been working on updating our Crisis Plan to make it more user friendly for our staff. The annual review of the template for the district is complete and we are now working on the staff items such as Classroom Crisis Flipcharts, Barricade Buckets (Each bucket would contain food, water, blankets, lighting and communication items, and sanitation supplies), Go bags or Ready bags (backpacks with student info, rosters, etc.), and updating our communication devices.

Supt. Riddle complimented the principals as they have been working on preparing for the registration which we moved earlier to help with planning and preparation for the school year. This will give us better numbers for classes. It will also provide more time to set bus routes. This has always been a stressor for everyone.

Our health insurance only increased 16% and our dental and vision saw no increase. This equates to approx. \$4.45/check. This is due to the increase in claims since the pandemic.

There also was an uptick in severe illness/procedures for our group. The increase is still much less than many districts are seeing. We anticipate more savings once we have a full year with the Aetna plan as to this point, we have only had approx. 3 months of savings.

Supt. Riddle shared looking at the future and finances he wants to keep on the board's radar the reduction in funds as the ESSER grants come to an end. We have expended the ESSER I last year, ESSER II this year, and ESSER III will be done in 2024. We have used these funds primarily to supplant current expenditures rather than to supplement knowing the pitfall of such actions. The last couple of years have been good for us in the fact we have seen the ESSER grants, CPPRT increase, and interest rate increases on our fund accounts.

The CPPRT increased almost 3 times the normal amounts which provided almost \$180K more. This was from a reallocation error due to a tax law change which netted \$800 million more towards CPPRT for FY21 and FY22 rather than the personal income tax side of the states estimates. They are going to take the funds out of the FY24 amount to make up for the miss allocation which would be \$1.6 billion less out of a typical \$4.5 billion bucket of CPPRT funds. So, we will see about 1/3 less as a district.

We also have been taking advantage of the higher interest rates. We have made a little over \$50k in interest from our various funds. This will not be something we can count on going forward.

Supt. Riddle explained we are in the process of applying for the Teacher Vacancy Grant. We are one of the districts that are eligible to apply and are hopeful that we will receive a little over \$100,000. There are stipulations on use for these grant funds but we are looking at possible use for a mentoring program, tuition funding for long term subs (with requirements to teach in our district for X number of years), instructional coaching, to name a few ideas. The grant is expected to run for three years.

6.5 Board Committee Reports

Curriculum Committee meeting 6.29.23 and B&G Committee meeting 7.10.23 both at 7:30 am.

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 and/or Personnel List

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

To employ with proper certification and background check:

Brian McAllister - HS asst. baseball coach

Teri Sill - HS secretary

Brad Voth - MS/HS Dean of Students

Recognition of Resignation:

Katie Stegner - Spec. Ed Coordinator

Kim Graham - Elem Secretary

7.2 First Reading of Press Policy Updates

The Policy Committee is reviewing the updates and will provide a recommendation at next month's meeting for the board to consider. Most of the changes are a reflection of the new Faith's Law requirements.

7.3 Consider and take action on approval of Consolidated District Plan

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

The Consolidated District Plan involves unifying many of our current grant goals and requires annual approval of the board to proceed. Each year it is updated based upon previous year information and planning for the coming year.

7.4 Consider and take action on Semi-Annual Review of Closed Session Minutes

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

Closed Session minutes will remain confidential to protect the public interest or the privacy of an individual, including: (1) student disciplinary cases or other matters relating to an individual student, and (2) personnel files and employees' and Board members' personal information.

7.5 Consider and take action on PSIC renewal (Property & Casualty Ins)

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

This is our annual renewal. The increase was only 8.76% which equates to \$9,670.19.

7.6 Consider and take action on Board of Education SY 2023-24 meeting schedule

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

This mirrors our previous schedule.

7.7 Consider and take action on the fee schedule for SY 2023-24

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

Our goal has been to minimize increases in our fee schedule and we have done well but we are at a point where we need to make a minor increase. The board will only raise the milk to \$0.35 per carton.

7.8 Consider and take action on the Special Education Coordinator position

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

The board considered the special education coordinator position after superintendent Riddle shared he had been approached by staff asking to examine the possibility of splitting the duties between buildings and providing existing staff with stipends to complete the duties of the position. The board has agreed to allow Supt. Riddle to explore this as an option and he will be meeting with staff to discuss this further.

8. Information Items

8.1 Summer work update: the HS and MS have had all the classrooms and hallways cleaned and waxed except for those being used for summer school. The elementary has been almost 50% completed as well. The custodial crew has also been working on painting and retouching areas in need of painting. The entryway to the HS gym has been painted our school colors and we have already had compliments on how nice it looks. The maintenance department has also been busy working on finishing the installation of new security locks.

9. Adjournment

9.1 Adjournment 7:45 pm

9.2 Next Meeting – The next Regular Meeting of the Board of Education will be held on Wednesday, July 19, 2023 at 6:00 p.m.