

# Community Unit School District #4

Regular Meeting of the Board of Education

Unity High School Band Room

September 20, 2023 – 6:00 p.m.

Public Budget Hearing 5:45 p.m.

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1. Call To Order - Pledge of Allegiance
  2. Public Budget Hearing (5:45 PM)
    - 2.1 FY23 School District Budget
    - 2.2 Public Comments
  3. Approval of Agenda
  4. Public Participation – Visitor and Comments (3 min. limit)
    - 4.1 Special Recognition
    - 4.2 Visitors
    - 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, if pending, probable, or imminent litigation, I) 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.

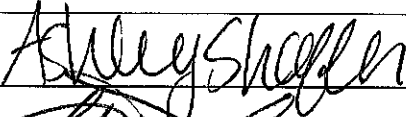

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5. **Consent Agenda**
  - 5.1 Approve August 16, 2023 Board Meeting Minutes
  - 5.2 Approve Bills and Activity Fund Reports
  - 5.3 Approve Bills Payable
  - 5.4 Approve Fund Balances
  - 5.5 Approve End of Month Report for Previous Month
6. **Administrative 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 Consider and take action on the FY24 school district budget
  - 7.3 Consider and take action on senior trip
  - 7.4 Consider and take action on grounds upkeep
  - 7.5 Consider and take action on MS gym floor
  - 7.6 Consider and take action on proposal for non-residential broadband
  - 7.7 Consider and take action on the transition to Mitsubishi HVAC system
  - 7.8 Consider and take action on route alterations
8. **Information Items**
  - 8.1 Tax appeal in excess of \$100,000.
9. **Adjournment**
  - 9.1 Adjournment
  - 9.2 Next Meeting – The next Regular Meeting of the Board of Education will be held on Wednesday, October 18, 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 Wednesday September 20, 2023**

The Board of Education of Community Unit School District #4 met in regular session on Wednesday September 20, 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. Ten visitors were present.

<b>MOTION:</b> Janssen “to approve agenda items as presented.” <b>SECOND:</b> Rolando <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Fleer, Janssen, Shaffer, Rolando, Garmer and McClelland. <b>Motion carried.</b>	<b>Agenda Items</b>
<b>MOTION:</b> Janssen “to approve of the Consent Agenda items.” <b>SECOND:</b> Rolando <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Fleer, Janssen, Shaffer, Rolando, Garmer and McClelland. <b>Motion carried.</b>	<b>Consent Agenda</b>
<b>MOTION:</b> Rolando “to approve staff hiring’s as per list.” <b>SECOND:</b> Janssen <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Fleer, Janssen, Shaffer, Rolando, Garmer and McClelland. <b>Motion carried.</b>	<b>Approve staff hiring’s</b>
<b>MOTION:</b> Fleer “to approve FY24 school budget as presented.” <b>SECOND:</b> Garmer <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Fleer, Janssen, Shaffer, Rolando, Garmer and McClelland. <b>Motion carried.</b>	<b>Approve FY24 school budget</b>
<b>MOTION:</b> Janssen “to approve Senior Trip as presented with the board adding \$750.00 to support the trip.” <b>SECOND:</b> McClelland <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Fleer, Janssen, Shaffer, Rolando, Garmer and McClelland. <b>Motion carried.</b>	<b>Approve Senior Trip</b>
<b>MOTION:</b> Janssen “to approve outsourcing mowing the grounds and snow removal.” <b>SECOND:</b> Rolando <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Fleer, Janssen, Shaffer, Rolando, Garmer and McClelland. <b>Motion carried.</b>	<b>Approve outsourcing mowing and snow removal</b>
<b>MOTION:</b> Janssen “to approve repair MS gym floor that was damaged at cost of \$69,000.” <b>SECOND:</b> Shaffer <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Fleer, Janssen, Shaffer, Rolando, Garmer and McClelland. <b>Motion carried.</b>	<b>Approve repairing MS Gym Floor</b>
<b>MOTION:</b> Fleer “to approve non-residential broadband from Adams.” <b>SECOND:</b> Shaffer <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Fleer, Janssen, Shaffer, Rolando, Garmer and McClelland. <b>Motion carried.</b>	<b>Approve non-residential broadband</b>
<b>MOTION:</b> Rolando “to approve transition to Mitsubishi HVAC system.” <b>SECOND:</b> Janssen <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Fleer, Janssen, Shaffer, Rolando, Garmer and McClelland. <b>Motion carried.</b>	<b>Approve Mitsubishi HVAC system</b>

<p><b>MOTION:</b> Shaffer “to approve Reasonable accommodations for children to be transported home in the event of an unexpected change as long as the bus is not at capacity.”</p> <p><b>SECOND:</b> McClelland</p> <p><b>ACTION:</b> Roll Call Vote: Aye – Fler, Janssen, Shaffer, Rolando, Garmer and McClelland. Nay – Arnsman. <b>Motion carried.</b></p>	<p><b>Approve Bussing change</b></p>
<p><b>MOTION:</b> Rolando “to adjourn at 8:01 p.m.”</p> <p><b>SECOND:</b> Janssen</p> <p><b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Fler, Janssen, Shaffer, Rolando, Garmer and McClelland. <b>Motion carried.</b></p>	<p><b>Adjourn</b></p>
<p>Next meeting will be a Regular Board Meeting, October 18, 2023 at 6:00 p.m. in the Unity High School Band Room.</p>	
<p>President <u></u></p> <p>Secretary <u></u></p> <p style="text-align: right;"><b>October 18, 2023</b></p>	

# Community Unit School District #4

## Regular Meeting of the Board of Education

Unity High School Band Room

September 20, 2023 – 6:00 p.m.

Public Budget Hearing 5:45 p.m.

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1. **Call To Order - Pledge of Allegiance**  
BOE members Arnsman - Fler - Garmer - Janssen - McClelland - Rolando - Shaffer  
Supt. Riddle Admins Arnsman-Sheffler Bus. Mngr. Whelan  
C.A.T. Coordinator - Klusmeyer
2. **Public Budget Hearing (5:45 PM)**
  - 2.1 FY23 School District Budget  
*The board discussed this last month and no additional changes were made.*
  - 2.2 Public Comments  
*No public questions or comments were made.*
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  
Mrs. Sheffler and Mr. Arnsman introduced and welcomed new staff to the district
  - 4.2 Visitors  
6 visitors attended. Mrs. Bruening made suggestions for the current website.
  - 4.3 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 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*

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5. **Consent Agenda** Motion: Janssen 2nd: Rolando Vote: 7-0 approved
  - 5.1 Approve August 16, 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 was pleased to inform the board that the school year has gotten off to a good start. He praised Mr. Voth for his work so far this year and was very pleased to have the additional support. The MS House system is working well with the first competition this Friday. HS has Homecoming Week next week with many activities and dress up days planned. The Homecoming game is Friday night against Triopia. Mr. Arnsman then shared with the board possible incentive ideas for attendance/academic performance for the high school.

Mrs. Sheffler echoed Mr. Arnsman's sentiments about a nice start to the school year. She shared with the board that staff had been surveyed for professional development needs and preferences and let them know we are using their input in putting together our staff PD calendar for the year. The PTO is putting on the Trucks and Tacos night this week and everyone is invited. We have seen progress on the

playground installation with tile work and rock being brought in. As part of the Homecoming activities for the elementary school the FFA is hosting a Petting Zoo for the students.

**6.2 Business Manager Report**

The budget is set and each fund balance was shared publicly. Our online payment system (eFunds) has had a nice kickoff with over 50 families using it already and more each day.

**6.3 Curriculum, Assessment and Technology Director**

SIS information has been uploaded and MAP testing should be completed this week.

**6.4 Superintendent Report**

We reached out to Klingner's about drafting the RFP for the window replacement project and are waiting on them to create the language necessary for publication for bids. I have also reached out to them about the film they had mentioned to apply to the glass we have throughout the district as an additional barrier.

We have ordered and received the border for the playground area. We also have had the rock delivered and drain tiles so that Mike Woodworth may proceed with his excavation work.

Mrs. Sheffler, Mr. Arnsmann and Supt. Riddle attended a crisis incident and reunification workshop hosted by our ROE which presented the iloveguys foundation research based Standard Response Protocols. We will be sharing the information with our staff Friday during our SIP activities with the staff. This is part of one of our goals this year to update and share our crisis protocols to make it easier and more clear for both students and staff and this template does just that.

Tylere Husted and I met and discussed some items the Sports Boosters brought up at their last meeting. They are wanting to know what the district is willing to spend on a new baseball sign. The cost is anywhere from \$10.5K to \$27K. They also would like to move the sign for better viewing which would entail electrical work and the moving of the posts. Our B&G committee will meet to discuss this. In addition they are wanting to replace the old baseball shed with a new one and have it open onto the field rather than facing outside. We are discussing placement so as not to have to do any fence work.

They are going to fund the new shed.

The MS scoreboard was tipped over while being moved and will need to be replaced. The MS activity fund has plenty of funds to cover this replacement.

Brinkman's has been contacted directly by us to get a quote on installation of a sink in the MS concession stand.

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

*Emily Heemeyer - elementary teacher (PT)*

*Bob Keltz - volunteer football coach*

*Wendy Miller - 7th grade girls bball coach*

*Whitney Peters - JV girls basketball*

*Luke Maynard - Asst. MS baseball coach resignation*

**7.2 Consider and take action on the FY24 school district budget as presented**

Motion: Fleer 2nd: Garmer Vote: 7-0 approved

*The tentative budget was presented last month by Bus. Manager Gina Whelan and Supt. Riddle. It included the projected revenues and expenses. The current fund balances for all funds were shared. As part of the discussion various grants were discussed and potential uses for the funds ranging from professional development for staff, curriculum for students, positive culture and staff appreciation, etc. It also included discussions of future projects for security, windows, doors, parking lot resurfacing, and flooring in the kitchen.*

**7.3 Consider and take action on senior trip and \$750 board donation**

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

*The senior sponsors and class officers shared their plans to go to Gatlinburg, TN for their senior trip. The cost per senior is approximately \$1654.00.*

**7.4 Consider and take action on grounds upkeep by outsourcing mowing the grounds and snow removal**

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

*The B&G committee met and discussed the grounds upkeep and maintenance. The proposed move to outsourcing the grounds maintenance was suggested for mowing. The board also discussed outsourcing the snow removal. There are some concerns with being able to find a company that would be able to complete the removal of snow prior to staff and students arriving. There was also discussion on purchasing a tractor with a blade versus a snow machine.*

**7.5 Consider and take action on MS gym floor repairing damaged area**

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

The B&G committee met and discussed the MS gym floor damage and the temporary repair. During the school year when the floor is actively being used the approach most often used is to do a temporary repair and then fix it during the summer. The insurance company was contacted and they were in agreement. They had suggested the use of Stalker Flooring based upon their reputation and availability. They have put in the temporary floor and will complete the final floor fix in the summer. We are waiting for the claim adjuster's decision on what will be covered but the initial response was the repair would be covered.

The board requested checking to see if the floor could be repaired before summer. Supt. Riddle will check on this and let them know.

**7.6 Consider and take action on proposal for non-residential broadband**

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

The only bid received for our broadband provider for fiber internet was from Adams TelSystems, Inc. The cost using eRate would be \$60/month for elementary and \$450/month for the MS/HS. This includes free internet for the football field and the connection line between campuses allowing for only one server for the district.

**7.7 Consider and take action on the transition to Mitsubishi HVAC system**

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

The B&G committee recommended moving to the Mitsubishi units as well as trying to sell the two classroom Diakin units we waited for over 1 ½ years for to arrive. We were able to sell the two units. The B&G recommended moving forward so as not to be stuck with the units and to transition to the Mitsubishi system. The board also recommended purchasing additional units to have on hand as we transition to the new system so we do not get into a situation like we have been waiting on units to arrive.

**7.8 Consider and take action on route alterations to approve Reasonable accommodations for children to be transported home in the event of an unexpected change as long as the bus is not at capacity**

Motion: Shaffer 2nd: McClelland Vote: 6-1 approved (Arnsman-opposed)

The board discussed the challenges faced by the district with such a change. The board felt they wanted to try and accommodate the request brought to them. They will allow reasonable accommodations for children to be transported home on their bus in the event of an unexpected change as long as the bus is not at capacity. The parent must notify the building secretary by 1 pm on regular days (9:30 am on 11:30 am dismissal days and noon on 2 pm dismissal days) by email and receive a confirmation from the secretary to allow the request. This does not allow for changes other than transporting back to their home.

**8. Information Items**

8.1 Tax appeal in excess of \$100,000 by Triple S Enterprises.

**9. Adjournment**

9.1 Adjournment 8:01 PM

9.2 Next Meeting – The next Regular Meeting of the Board of Education will be held on Wednesday, October 18, 2023 at 6:00 p.m.