
 **Community Unit School District #4**   
**Special/Regular Meeting of the Board of Education**  
**Unity High School Band Room**  
**September 21, 2022 – 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 FY22 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
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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*

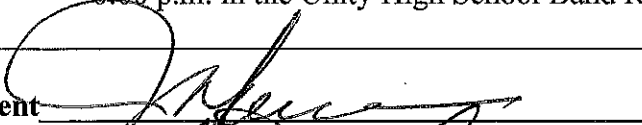
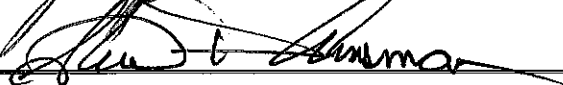
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5. **Consent Agenda**
  - 5.1 Approve August 14 and 17, 2022 Board Meeting Minutes
  - 5.2 Approve Bills and Activity Fund Reports
  - 5.3 Approve Bills Payable
  - 5.4 Approve Fund Balances
  - 5.5 Approve End of Month Report for Previous Month
6. **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 FY22 School District Budget
  - 7.3 Consider and take action on the Intergovernmental Agreement for SIPC
  - 7.4 Consider and take action on approval of renewing eLearning Days
  - 7.5 Consider and take action on the authorized inter-fund repayment from the Transportation Fund to the Building Fund in the amount of \$265,000
  - 7.6 Consider and take action on a resolution regarding the submission of a public question regarding residency requirements for board members.
8. **Information Items**
9. **Adjournment**
  - 9.1 Adjournment
  - 9.2 Next Meeting – The next Regular Meeting of the Board of Education will be held on Wednesday, October 21, 2022 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 21, 2022**

The Board of Education of Community Unit School District #4 met in regular session on Wednesday September 21, 2022, 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, Janssen, and Shaffer. Administrators Arnsman, Klusmeyer and Sheffler were present. Superintendent Riddle was present. visitors were present.

<b>MOTION:</b> Duke “to approve agenda items as presented.” <b>SECOND:</b> Janssen <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> Janssen “to move to closed session at 6:05 p.m.” <b>SECOND:</b> Duke <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duke, Farmer, Fler, Janssen and Shaffer. <b>Motion carried.</b>	<b>Closed Session</b>
<b>MOTION:</b> Fler “to return to open session at 6:18 p.m.” <b>SECOND:</b> Janssen <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duke, Farmer, Fler, Janssen and Shaffer. <b>Motion carried.</b>	<b>Open Session</b>
<b>MOTION:</b> Janssen “to approve minutes of the September 21, 2022 closed session.” <b>SECOND:</b> Duke <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duke, Farmer, Fler, Janssen and Shaffer. <b>Motion carried.</b>	<b>Closed Session Minutes</b>
<b>MOTION:</b> Janssen “to approve of the Consent Agenda items.” <b>SECOND:</b> Fler <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duke, Farmer, Fler, Janssen and Shaffer. <b>Motion carried.</b>	<b>Consent Agenda</b>
<b>MOTION:</b> Shaffer “to approve Cody Rosson as custodian.” <b>SECOND:</b> Janssen <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duke, Farmer, Fler, Janssen and Shaffer. <b>Motion carried.</b>	<b>Approve Custodian</b>
<b>MOTION:</b> Shaffer “to approve Gabe Cramsey as custodian.” <b>SECOND:</b> Duke <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duke, Farmer, Fler, Janssen and Shaffer. <b>Motion carried.</b>	<b>Approve Custodian</b>
<b>MOTION:</b> Duke “to approve Cornelius McDaniel as a volunteer football coach” <b>SECOND:</b> Fler <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duke, and Fler Nay – Farmer, Janssen and Shaffer. <b>Motion defeated.</b>	<b>Approve</b>
<b>MOTION:</b> Shaffer “to approve Sara Cook as a Volunteer High School Volleyball coach.” <b>SECOND:</b> Janssen <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duke, Farmer, Fler, Janssen and Shaffer. <b>Motion carried.</b>	<b>Approve – Volunteer Volleyball Coach</b>
<b>MOTION:</b> Fler “to approve FY23 Budget.” <b>SECOND:</b> Janssen	<b>Approve Budget</b>

<b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duke, Farmer, Fler, Janssen and Shaffer. <b>Motion carried.</b>	
<b>MOTION:</b> Duke “to approve Intergovernmental Agreement for SIPC.” <b>SECOND:</b> Shaffer <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duke, Farmer, Fler, Janssen and Shaffer. <b>Motion carried.</b>	<b>Approve Intergovernmental Agreement</b>
<b>MOTION:</b> Janssen “to approve renewing E-Learning Days.” <b>SECOND:</b> Fler <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duke, Farmer, Fler, Janssen and Shaffer. <b>Motion carried.</b>	<b>Approve renewing E-Learning Days</b>
<b>MOTION:</b> Janssen “to approve interfund repayment from Transportation fund to building Fund 265,000.” <b>SECOND:</b> Shaffer <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duke, Farmer, Fler, Janssen and Shaffer. <b>Motion carried.</b>	<b>Approve interfund repayment</b>
<b>MOTION:</b> Shaffer “to adjourn at 7:43 p.m.” <b>SECOND:</b> Fler <b>ACTION:</b> Roll Call Vote: Aye – Arnsman, Duke, Farmer, Fler, Janssen and Shaffer. <b>Motion carried.</b>	<b>Adjourn</b>
Next meeting will be a Regular Board Meeting, October 19, 2022 at 6:00 p.m. in the Unity High School Band Room.	
<b>President</b> 	<b>October 19, 2022</b>
<b>Secretary</b> 	

# Community Unit School District #4

## Special/Regular Meeting of the Board of Education

Unity High School Band Room

September 21, 2022 - 6:00 p.m.

Public Budget Hearing 5:45 p.m.

1. **Call To Order - Pledge of Allegiance**  
BOE members Arnsmann - Duke - Farmer - Fleer - Janssen - Humke (absent) - Shaffer  
Supt. Riddle Admins Arnsmann Bus. Mngr. Whelan  
C.A.T. Coordinator - Klusmeyer Spec. Ed Coordinator - Stegner
2. **Public Budget Hearing (5:45 PM)**
  - 2.1 **FY23 School District Budget**  
*The budget includes the updating of doors and windows in the MS/HS, security upgrades, parking lot resurfacing, camera upgrades, asbestos removal, HVAC repair and replacement, science labs, flooring (architect needed), Curriculum, student software programming, furniture. The district has done well in building financial stability.*
  - 2.2 **Public Comments no public comment**
3. **Approval of Agenda** Motion:Duke 2nd: Janssen Vote: 6-0 approved
4. **Public Participation – Visitor and Comments (3 min. limit)**
  - 4.1 **Special Recognition** Mr. Arnsmann and Mrs. Sheffler introduced some of the new staff to the board: Kraig Hiland - HS English, Char Smith - MS History, Beatrice Blomgren - Spanish, Roni Wingerter - 3rd grade, Kobi McCallister - 4th grade, and Stefanie Moulton - PreK
  - 4.2 **Visitors** 8 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; 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 6:05 pm RE-ENTER OPEN 6:18 pm

**Approve Closed Session Minutes** Motion: Janssen 2nd: Duke Vote: 6-0 approved

5. **Consent Agenda** Motion: Janssen 2nd: Fleer Vote: 6-0 approved
  - 5.1 Approve August 14 and 17, 2022 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**  
*Mrs. Sheffler was very pleased with the Trucks and Taco night the PTO put on. The event was very successful and well attended. They ran out of tacos and know next year to plan for more. The elementary has 19 new students which is up from recent years. They have reinstated the morning*

assemblies and this has helped with starting off the day for all the students. The elementary will be joining in the Homecoming fun with different activities and dress up days.

Mr. Arnsman stated this was the first "normal" year for him as an administrator after going through the pandemic. He is learning some of the normalcy has its challenges but is glad we are past the pandemic. Mr. Arnsman commented that activities are well underway mentioning specifically football, volleyball, and FFA. He also shared that the students are excited for the Homecoming activities and parade. Stay tuned to the Mustang Country facebook page for more information.

## 6.2 Business Manager Report

Mrs. Whelan shared during the budget hearing the district has done very well. Working with Supt. Riddle over the past few years we have been able to move the district into a financially stable position in which we are able to do more for our students and staff.

## 6.3 Special Education Coordinator

Mrs. Stegner shared the MS has as part of their Power Lunch hour an intervention cycle which also includes exploratory classes for students. This has been well received by the students.

## 6.4 Curriculum, Assessment and Technology Director

Mr. Klusmeyer indicated that the MAP testing was completed this week except for makeups which should be completed fairly soon. We are anticipating the IAR results at the end of October.

## 6.5 Superintendent Report

Supt Riddle updated the board that our enrollment is slightly up from last year with 11 more students. The elementary school has 262 K-4 students and 36 PreK students. The middle school has 185 students in 5th-8th grades. The high school has 182 students. I have attached the historical enrollment data for you to view our trends. As you can see we have not recovered from the peak in 2019 when we were at 674 students.

We have a SIP Day this Friday afternoon. We will be doing our Active Shooter presentation with the Adams County Sheriff's Dept. It is not an actual simulation, but rather a presentation on what to do. The staff will also be working on their Student Learning Objectives for the Student Growth goals as part of the evaluations. The elementary will also have time to work collaboratively on the Bridges math curriculum.

We have added one additional driver, Gary Shupe. He is doing wonderfully. We have one other driver who is retesting this week. There are also two other drivers almost through their training. They are wanting to help with extracurriculars. We have reached out to two additional applicants and are waiting on responses from them. Our goal is to fill out our route drivers and also to have subs in the event we have drivers needing time off. The struggle is the same other companies and schools are seeing with all the federal and state requirements which make obtaining a drivers license for bussing such a complicated and lengthy process.

We are speaking with local mechanics about servicing our buses for routine maintenance. We have a newer fleet and most repairs are minor. Major issues would be under warranty.

The Transportation Committee listened to a presentation on Transfinder, a routing software. We are looking to purchase it in hopes of having a concrete set of maps and routes so we may easily share with drivers. This helps when subs are used or when new drivers come on board. It will also help with making more efficient routes.

Our new staff are working out very well from all accounts. Supt. Riddle has been into their classrooms as well as the other administrators and they are pleased with what they are seeing. Each of the new staff have a mentor that is checking in on them and providing guidance as needed.

Supt. Riddle shared information on the School Report Card that ISBE releases which designates how schools are performing. These accountability factors are changing and we could see differences in some districts' performance levels.

## 6.6 Board Committee Reports

The Curriculum Committee met with staff and administrators to discuss some concerns with the implementation of the new Bridges math curriculum. Some staff felt the training provided by the publisher was not beneficial and desired more training. Mrs. Sheffler indicated that more training would be provided and time for implementation would not be as immediate as planned to allow for better utilization of the program.

The Transportation Committee met with drivers and discussed the shortage of drivers affecting the district as well as other districts. The committee and drivers devised an approach to transport students until the time when we had a full crew of drivers. They also discussed the use of routing software to help with mapping and information for drivers.

The Finance Committee met and discussed the budget and the use of ESSER funding. They also discussed some long-term projects for the district. The transportation department and possible configurations for completing logistics, maintenance, and warranty work was discussed.

## 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  
*To Hire based on a proper background check and qualifications.*  
*Custodians*  
Cody Rossen Motion: Shaffer 2nd: Janssen Vote: 6-0 approved  
*Volunteers:*  
Cody McDaniel - FB coach Motion: Duke 2nd: Fleeer Vote: 3-3 not approved (Farmer-Janssen-Shaffer not approving)  
Sara Cook - VB coach Motion: Shaffer 2nd: Janssen Vote: 6-0 approved  
*Recognize resignation of:*  
Bob Jarvis - custodian
- 7.2 Consider and take action on the FY23 School District Budget  
Motion: Fleeer 2nd: Janssen Vote: 6-0 approved  
*The tentative budget was presented last month by Bus. Manager Gina Whelan and Supt. Riddle. It included the projected revenues and expenses. As part of the discussion the ARP ESSERIII grant was discussed and potential uses for the funds ranging from professional development for staff, enhanced curriculum for student learning loss, to HVAC upgrades/replacement. 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 the Intergovernmental Agreement for SIPC  
Motion: Duke 2nd: Shaffer Vote: 6-0 approved  
*The SIPC (Schools of Illinois Public Cooperative) allows our district better purchasing power and an alternative to using some more expensive vendors. It combines districts as well as bidding capacity to enable some products at a better price.*
- 7.4 Consider and take action on approval of renewing eLearning Days  
Motion: Janssen 2nd: Fleeer Vote: 6-0 approved  
*The previous meeting we had our required hearing and provided for public comment. The comments were positive, allowing for a set end date of the school year and providing for continuous learning with minimal interruptions.*
- 7.5 Consider and take action on the authorized inter-fund repayment from the Transportation Fund to the Building Fund in the amount of \$265,000.  
Motion: Janssen 2nd Shaffer: Vote: 6-0 approved  
*This is a required repayment of the inter-fund loan that we issued previously. The Transportation Fund is doing well at this time.*
- 7.6 Consider and take action on a resolution regarding the submission of a public question regarding residency requirements for board members. .  
*This was requested for discussion and potential action. The process requires placing a question on the ballot for consideration by the community. The question would be for the April 2023 ballot per statutory requirement. No action was taken.*

## 8. Information Items

*Reminder that petitions are available for school board candidates*

## 9. Adjournment

- 9.1 Adjournment
- 9.2 Next Meeting – The next Regular Meeting of the Board of Education will be held on Wednesday, October 21, 2022 at 6:00 p.m.