



## **URBANA SCHOOL DISTRICT #116**

**BOARD OF EDUCATION**

**BUSINESS MEETING MINUTES**

**JEAN F. BURKHOLDER**

**ADMINISTRATIVE SERVICE CENTER**

205 North Race St. Urbana, IL 61801

Tuesday, June 16, 2009

7:30 p.m.

[www.usd116.org](http://www.usd116.org)

*Our mission is the Urbana School District #116, through the active engagement of the community, is to provide a quality education by vigorously fostering high expectations for individual growth within a nurturing and just environment, enabling each student to become a self-sufficient, productive, caring, and responsible member of a changing world society.*

Mr. John H. Dimit, President  
Ms. Benita Rollins-Gay, Vice-President  
Ms. Ruth Ann Fisher, Secretary  
Ms. Brenda Carter, Member  
Ms. Elaine Gehrmann, Member  
Ms. Peggy Patten, Member  
Mr. Steve Summers, Member  
Dr. Preston L. Williams, Jr., Superintendent  
Ms. Lori Johnson, Board Secretary

### **1.0 CALL TO ORDER**

**President Dimit called the meeting to order at 7.30 p.m.**

### **2.0 ROLL CALL**

**Present:** John H. Dimit, President  
Benita Rollins-Gay, Vice-President  
Ruth Ann Fisher, Secretary  
Brenda Carter, Secretary Pro Tem  
Elaine Gehrmann, Member  
Peggy Patten, Member  
Steve Summers, Member

**Also Present:** Preston L. Williams, Jr., Superintendent  
Donald Owen, Asst Superintendent of Curriculum & Instruction  
Gayle Jeffries, Asst Superintendent of Human Resources  
Susan Baker-Ory, Asst Superintendent of Special Services  
Carol Baker, Director of Business  
Ota Dossett, Director of Facilities and Grounds

### **3.0 ADDITIONS, CORRECTIONS AND MODIFICATIONS OF AGENDA**

#### **4.0 CITIZENS STATEMENTS**

President Dimit recognized and thanked Jason Liggett for running the camera for the Board of Education. Jason will continue until a replacement can be found.

Carletta Donaldson, 406 East Brookens, complimented the board members and superintendent for a great school year. She also suggested that the board modify public comment rules to allow members of the public to speak during discussion of an agenda item.

Pam Shallenberger, President of Urbana Education Association, spoke to the board calling for action to replace Washington Early Childhood School as the building continues to deteriorate.

#### **5.0 CALL FOR EXECUTIVE MEETING/SESSION (AFTER CURRENT MEETING)**

#### **6.0 APPROVAL OF AGENDA**

*Vice-President Rollins-Gay moved to approve the agenda as presented, seconded by Secretary Fisher. Motion passed.*

#### **7.0 COMMENDATIONS/RECOGNITIONS**

The following are staff received a SPLASH Grant through Champaign Urbana Schools Foundation: **Leal:** Christina Mitchaner, Diane Goodwine, Linda Zimmerman, Katheryn Plotner, Kerrie Huizingua, Yvonne Vitosky; **Thomas Paine:** April Hixson, Melissa Reder; **Urbana High School:** Junli Wei; and from **Yankee Ridge:** Melinda Lundberg.

#### **8.0 SPECIAL RESOLUTIONS**

#### **9.0 COMMUNICATIONS**

#### **10.0 REPORTS/DISCUSSION**

##### **10.01 District Monitoring Update**

Don Owen, Assistant Superintendent of Curriculum and Instruction updated the Board of Education on the District Monitoring Team's status.

##### **10.02 Parent & Latino Parent Liaison Position Update**

Janice Mitchell, Parent Liaison, and Lucia Maldonado, Latino Parent Liaison, presented the board with an update on their positions. Vice-President Rollins-Gay complimented the two for their efforts. Member Gehrman asked Janice Mitchell if she has enough time and resources to work with parent involvement and Janice said yes. Member Carter wanted to make sure that all summer volunteers are being screened. Assistant Superintendent for Human Resources, Gayle Jeffries, reported that all summer volunteers are subject to finger-printing and background checks.

### **10.03 Facilities: Board Discussion**

Board discussed the recent Facilities Committee Report.

The Board of Education then had extensive discussion about the recent Facilities Committee Report. Member Carter expressed the strong desire to have something happen “now” and have a new Early Childhood School building. Member Summers also supported the opinion for a new Early Childhood School, but he also said the district needs to be responsible in spending funds. Member Gehrman stated that she wanted to get more demographic data. President Dimit stated that the district needs to have a strategy mapped out and ready to implement this fall.

### **11.0 ACTION ITEMS (Consent)**

**Vice-President Rollins-Gay, moved to approve the following consent action items, seconded by Secretary Fisher. On a roll call vote, all members present voted “aye.” Motion passed.**

#### **11.01 Minutes**

May 19, 2009, Business Meeting  
June 2, 2009, Study Session

#### **11.02 May Bills/Checks**

Education Fund Bills	\$1,661,710.03
Operations & Maintenance Fund Bills	\$ 171,923.88
Bond & Interest Fund Bills	\$ 574.75
Transportation Fund Bills	\$ 203,370.13
Ill Municipal Retirement Fund	\$ 68,984.26
Capital Project 2009 Fund	\$ 34,939.12
Construction Fund Bills (w/c)	\$ 154,373.78
Fire Prevention & Safety Bonds	\$ 0.00
Fire Prevention & Safety (Levy)	\$ 7,146.82
Payroll	\$2,589,446.24
Adult Education	\$ 165,019.31

#### **11.03 Interfund Loans**

Approval was requested to repay as many of the interfund loans as possible to the Working Cash fund, prior to the end of the fiscal year (6/30/09).

##### Permanent Transfer

Approval was requested to transfer interest as of June 30, 2009. This is a permanent transfer of funds. Amount of transfers will be in the actual amounts of interest earned through June 30, 2009. Interest earned in the Working Cash and Bond and Interest Funds will be permanently transferred to the Education Fund, which the Board of Education deems to be the fund most in need of such interest (105ILCS 5/10-22.44).

**11.04 Personnel Items**

Approval of various personnel items were requested.

**11.05 Approval of the June and July Bills for Payment**

Approval was requested, in advance, for the June and July bills payable. Copies of these bills will be included with the August board agenda materials.

**11.06 Prevailing Wage Resolution**

Each year, the Illinois Department of Labor issues prevailing labor wage rates for Champaign County. By state law, the district must adopt a resolution indicating that the district will abide by these rates for construction projects and/or other work done in the Urbana Schools.

**11.07 Approval of Revised Extra-Curricular Code**

Dr. Laura Taylor, UHS Principal, requested approval of a revised Extra-Curricular Conduct Code.

**11.08 Termination of the Excessive Excused Absence District Policy at UHS**

Dr. Laura Taylor, UHS Principal, requested approval to terminate the Excessive Excused Absence District Policy at UHS.

**11.09 Approval of Revised Internet Acceptable Use and Employee Technology Use Agreement**

Christopher Fuller, Director of Instructional Technology, requested approval of various revised policies and procedures.

**11.10 Approval of Workload Plan for Special Education Teachers**

Susan Baker-Ory, Assistant Superintendent of Special Services requested approval of the *Workload Plan for Special Education* teachers. This plan is required by the IDEA Regulations.

**11.11 2009-2010 Title I School Wide/School Improvement Plans (Elementary)**

Jennifer Frerichs, Director of Title I Services, requested approval of the 2009-2010 Elementary School Wide Plans.

**11.12 Renewal of District Property, Liability, and Workers Comp Excess Insurance Rates**

Carol Baker, Director of Business, recommended renewal of District Property and Liability Insurance Rates through Indiana Insurance. Also, recommended, excess workers compensation coverage with Safety National Casualty Corp.

**11.13 Resolution Declaring Intent to Retain Interest Earnings as Interest and Not to Accumulate as Principal**

Carol Baker, Director of Business, requested approval of required resolution.

**11.14 Pre-School Head Start Program**

Crystal Vowels, Principal, Washington Early Childhood, requested approval of the Collaboration Services Agreement between the Early Childhood/Head Start Program

## 12.0 ACTION ITEMS (Individual)

### 12.01 Gifts

Thomas and Teresa Kinsel, Urbana, donated a 32" Mitsubishi Color TV to Urbana High School Library. This donation was valued at \$600.

Albert Newew, Germany, donated \$250 to Urbana High School, to use towards educational support.

Carl and Elsa Gunter, Urbana, donated \$250 to Leal Elementary School. This donation was put in the Leal Office Trust Account. They also donated \$150 to Urbana Middle School, for educational support.

Champaign-Urbana Elks, Arlen Francis Klein Trust, donated various adaptive equipment to the A.S.S.I.S.T. Program at Prairie Elementary School, valuing \$2,355.

New Free Will Baptist Church, Champaign, donated \$200 to the Evelyn Burnett Underwood Instrumental Music Assistance Program at Urbana Middle School.

***Member Carter moved to accept and approve the above gifts, seconded by Member Gehrman. Motion passed.***

### 12.02 Approval of Emergency Life Safety Funds for Washington Early Childhood

The approval is to replace the roof over the gymnasium for \$38,000 and tuck-point the south exterior wall to stop leaking in south restrooms for \$8,000.

***Member Summers moved to approve item #12.02, seconded by Member Gehrman. On a roll call vote, all members present voted "aye." Motion passed.***

### 12.03 Approval to Develop and Release RFP's and Strategic Plan

Administration requested authorization to develop and release RFP's for the following services: architectural, demographer, utility performance contracting. Also, approval of authorization to develop a strategic plan.

**The board of education split these up by the following:**

#### Demographer

**Board of Education asked *the administration to seek out professional demographic assistance.***

***Member Gehrman moved to approve, seconded by Vice-President Rollins-Gay. On a roll call, all members voted "aye." Motion passed.***

### **Utility Performance Contracting**

**Board of Education asked the administration to seek out proposals from utility performance contractors for all schools in the district.**

***Member Gehrman moved to approve above request, seconded by Member Summers. Motion passed.***

### **Architectural**

**Board of Education asked the administration to seek architectural services for King Elementary and to do an RFP to determine which firm would be brought back to the Board of Education to be identified to do the architectural services for King and also to provide professional advice on any potential energy related grant applications.**

***Member Gehrman move to approve the above request, seconded by Vice-President Rollins-Gay. Motion passed.***

### **Strategic Plan**

**Request to seek a Facilitator to help administration and Board of Education develop a strategic plan.**

***Member Gehrman moved to approve request, seconded by Secretary Fisher. Motion passed.***

## **12.04 Adoption of Tentative Budget for 2009-2010**

The Board of Education has received a tentative budget for 2009-2010 (fiscal year beginning July 1, 2009 and ending June 30, 2010). Carol Baker, Director of Business, made a presentation of the tentative budget.

The following are dates for developing and adopting the 2009-2010 district budget:

June 16, 2009      Adoption of tentative budget. The Board needs a tentative budget adopted prior to June 30 so that we can operate after July 1. Please review the list of budget assumptions included in the front of the budget document.

September 1, 2009      Public Hearing and Board Study Session on 2009-2010 Budget

September 15, 2009      Approval of final 2009-2010 Budget

***Member Carter moved to approve item #12.04, seconded by Vice-President Rollins-Gay. Motion passed.***

**12.05 Adoption of Adult Education Tentative Budget for 2009-2010**

Board approval was requested for the adoption of the Adult Education Tentative Budget for 2009-2010.

*Vice-President Rollins-Gay moved to approve item #12.05, seconded by Secretary Fisher. Motion passed.*

**12.06 CUSF Funding Request**

Champaign Urbana Schools Foundation requested approval of \$15,000 funding for three consecutive years.

*Member Summers moved to approve item #12.06, seconded by Member Patten. On a roll call vote, all members present voted "aye." Motion passed.*

**12.07 Setting of Board Meeting Time and Dates**

The Board of Education set next years meeting dates and start time.

2009-2010 meeting schedule has been set to take place at 7:30 p.m. the first and third Tuesday of every month with the exception of July. However, the first meeting of the 2009-2010 school year will take place August 18, 2009.

*Secretary Fisher moved to approve the above schedule, seconded by Member Summers. Motion passed.*

**13.0 CALL FOR FUTURE SPECIAL/EXECUTIVE MEETINGS**

June 17, 2009, Special Meeting (Student Discipline), 5:30 p.m., Room 30.

**14.0 SUPERINTENDENT'S REPORT**

**15.0 BOARD REPORT**

Member Carter requested that the Board of Education schedule some kind of retreat. Direction was given to Lori to find dates, Preston will take care of the speaker. A Friday evening and all day Saturday will be looked at.

Joint Conference will be November, 2009 and reservations need to be made.

**16.0 ADJOURNMENT**

*President Dimit adjourned the meeting at 10:24 p.m.*

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President

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Secretary