

# Regular Meeting of the Board of Education

Wednesday, January 8, 2020 6:00 PM

Junior High Room #145, 100 East Martin Street, Edinburg, Illinois 62531

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVAL OF AGENDA**

**IV. RECOGNITION OF VISITOR/PUBLIC COMMENT OF AGENDA  
ITEMS**

**V. CONSENT AGENDA**

1. Board Minutes - December 11, 2019
2. Executive Session Minutes - December 11, 2019
3. December 2019 Activity Account
4. Payment of January 1, 2020 - January 8, 2020  
Vendor Bills per Board Report

**VI. ADMINISTRATIVE AND COMMITTEE REPORTS**

1. Correspondence
2. FOIA Request
  - A. No FOIA requests made
  3. Committee Reports
  4. Administration Reports
    - A. Superintendent Report
    - B. Principal Report
    - C. Athletic Director Report

**VII. EXECUTIVE SESSION**

**VIII. OLD BUSINESS**

1. Approve School Maintenance Project Grant  
Application
2. Final Reading, Updated Board Policies

**IX. NEW BUSINESS**

1. Consider approving updated board policies as  
presented
2. Approval for destruction of Executive Session  
audio recordings older than 18 months (prior to  
July 2018)
3. Consider approving the Personnel Report

**X. OTHER ITEMS**

**XI. ADJOURN**

**Edinburg Community Unit School District Number Four**  
**Board Of Education**  
**Regular Board Meeting**  
**Wednesday, December 11 , 2019**  
**6:00 PM**

THE EDINBURG COMMUNITY UNIT SCHOOL DISTRICT #4 met in Regular Session on Wednesday, December 11, 2019 at 6:07 pm in ECUSD Board Room.

**ROLL CALL**

LEFEVER	present
LEADY	present
HUNSLEY	present
MORELAND	present
PEACOCK	absent
BECK	present
SWINGER	present

**III. APPROVAL OF AGENDA**

MOTION by HUNSLEY and seconded by MORELAND to approve the agenda Motion carries (6/0)

**IV. RECOGNITION OF VISITORS:**

Rich Hooper presented the Annual Financial Report and explained the report and went through the findings on the report and different ideas to correct those findings in the future

**Approval of Minutes**

Regular Board Minutes – November 13, 2019

Executive Board Minutes – November 13, 2019

**Acceptance of Financial Reports**

Payment of December 1, 2019 through December 10, 2019 Vendor Bills in the amount of \$61,729.08

November , 2019 Activity Account in The Amount of \$69,953.18

MOTION by LEADY and seconded by BECK to Approve consent agenda Motion carries (6/0)

**VI. ADMINISTRATION AND COMMITTEE REPORTS**

- A. Correspondence – None at this time
- B. FOIA Request – None at this time.
- C. Committee Reports – Building committee met this month to discuss needed improvements throughout the building.
- D. Administrative Reports

Superintendent Report: A State maintenance grant opened on Monday. This is a \$50,000 matching grant. This grant would reimburse us up to \$50,000 for a project that we decide upon.

Mr Theilen noted that several members of the board and himself attended the Triple I Conference in Chicago and he felt it was very beneficial. He would highly recommend at some point in the future the board should attend as a whole.

Mr. Theilen then discussed the AFR and different checks and balances that we have put into place since the audit.

Principal's Report: The Christmas program will be held on December 19, 2019 at 6:00 pm and Christmas break is from December 23-January 6th.

Athletic Director - HS Boys Basketball is off to a 1-4 start. They will play in the Waverly Holiday Tournament .

We will host the Lee Baker Fresh/Soph Basketball Tournament on February 15, 17, 19 and 22nd. This will be the 40th year of the Tournament

JH Girls Volleyball - Practice started on 12/2/19. We have 31 girls out for the team this year. They will open their season at New Berlin on 1/8/2019 . host the 8th grade tournament on January 15, 16 and 18th.

7th and 8th grade Girls Basketball team made it to the final game of regionals both teams lost by only 2 points

## **-VII. EXECUTIVE SESSION**

- Motion was made by MORELAND and seconded by LEADY to adjourn to Executive Session at 7:13PM. Motion carries (6/0)
- Motion was made BY MORELAND and seconded by HUNSLEY to return to Open Session at 8:27 PM. Motion carries (6/0)

## **VIII. OLD BUSINESS**

## **IX. NEW BUSINESS**

- Motion was made by HUNSLEY and seconded by MORELAND to approve the 2020 Tax Levy. Motion Carries (6/0)
- Motion was made by HUNSLEY and seconded by LEADY to approve of the FY19 Financial Report. Motion Carries (6/0)
- Motion was made by BECK and seconded by LEADY to approve the Limitation of Administrative Costs Report. Motion Carries (6/0)
- Motion was made by HUNSLEY and seconded by LEADY to approve increasing our current pay rate of \$85.00 for substitute teachers to \$100.00. Motion Carries (6/0)
- Motion was made by HUNSLEY and seconded by SWINGER to approve the FY20 School Improvement Plan . Motion Carries (6/0)
- Motion was made by MORELAND and seconded by LEFEVER to approve the first reading as presented on the agenda.. Motion Carries (6/0)

MOTION by LEFEVER and seconded by LEADY to adjourn at 8:39 pm. Carried by acclamation. (6/0)

**By Order of:**

**Mr. Adam Swinger  
Presidents, Board of Education  
Edinburg Community Unit School  
District #4**

\_\_\_\_\_  
SECRETARY OF THE BOARD

\_\_\_\_\_  
PRESIDENT OF THE BOARD

\_\_\_\_\_(DATE)

# Cash Receipt Edit List

Printed: 01/03/2020 3:45:23PM

EDINBURG CUSD 4 - Activity Accounting

Receipt Date: 12/1/2019 to 12/31/2019

Page 1 of 2

Deposit Check # R53 JAG P83017 Description Amount Type Detail Account Number ASU Outside

Line	Date	Account	Description	Amount	Type	Detail	Account	ASU	Outside
121	12/9/19	00014	T Shirt Sales	28.50	CA	12 1700			Cash
			<b>Total</b>	<b>\$28.50</b>					
1210	12/9/19	00014	FFA Fundraiser	3,869.00	CA	12 1900			Cash
			<b>Total</b>	<b>\$3,869.00</b>					
1211	12/9/19	00014	JH Volleyball - Fundraiser	4,218.00	CA	12 4200			Cash
			<b>Total</b>	<b>\$4,218.00</b>					
1212	12/9/19	00014	Homecoming Dinner	1,142.00	CA	12 2018			Cash
			<b>Total</b>	<b>\$1,142.00</b>					
1213	12/9/19	00014	JR. Class Concessions	345.00	CA	12 2019			Cash
			<b>Total</b>	<b>\$345.00</b>					
1214	12/9/19	00014	Candy Gram Sales	204.00	CA	12 3600			Cash
			<b>Total</b>	<b>\$204.00</b>					
1215	12/9/19	00014	Christmas Sweet Shop Sales	172.25	CA	12 1370			Cash
			<b>Total</b>	<b>\$172.25</b>					
122	12/9/19	00014	T Shirt Sales	48.00	CA	12 1700			Cash
			<b>Total</b>	<b>\$48.00</b>					
123	12/9/19	00014	FFA Fundraiser	530.00	CA	12 1900			Cash
			<b>Total</b>	<b>\$530.00</b>					
124	12/9/19	00014	Yearbook Sales	561.50	CA	12 3600			Cash
			<b>Total</b>	<b>\$561.50</b>					
125	12/9/19	0	JR. Class Concessions	621.00	CA	12 2019			Cash
			<b>Total</b>	<b>\$621.00</b>					
126	12/9/19	00014	Donation from Cory Craig	2,265.00	CA	12 3950			Cash
			<b>Total</b>	<b>\$2,265.00</b>					
127	12/9/19	00014	HS Boys Basketball - Fundraiser	360.00	CA	12 4000			Cash
			<b>Total</b>	<b>\$360.00</b>					
128	12/9/19	00014	Interstate Studios	486.69	CA	12 1250			Cash
			<b>Total</b>	<b>\$486.69</b>					
129	12/9/19	00014	Homecoming Ticket Sales	403.00	CA	12 1700			Cash
			<b>Total</b>	<b>\$403.00</b>					
			<b>Total Entry Date 12/30/19</b>	<b>\$15,253.94</b>					

# Cash Receipt Edit List

Printed: 01/03/2020 3:45:23PM

EDINBURG CUSD 4 - Activity Accounting

Page 4 of 4  
Receipt Date: 12/1/2019 to 12/31/2019

Account	Date	Ref	Trans	Debit	Credit	Amount	Type	Account Number	Sub	Override	Project	Fund
1216	12/9/19	00015	Interest		6.39	6.39	CA	12	2250			Cash
<b>Total</b>					<u>\$6.39</u>							
<b>Total Entry Date 1/3/20</b>					<u>\$6.39</u>							

**Total Receipts** \$15,260.33

# Bills Payable List

Printed: 01/03/2020 3:44:23PM  
 EDINBURG CUSD 4 - Activity Accounting  
 Expense on Date: 12/1/2019 to 12/31/2019

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
<b>JOSTENS</b>						
		Yearbooks		121819	1,643.00	1-4-3600
					<u>\$1,643.00</u>	
<b>LAUREN COLONIUS</b>						
		2nd Payment of scholarship		121819	500.00	1-9-3950
					<u>\$500.00</u>	
<b>PRIMO DESIGNS</b>						
		Void Homecoming Shirts		121819	625.00	4-4-1700
		Void Parents Homecoming Shirts		121819	680.50	4-4-1700
		Void Yearbooks		121819	1,643.00	1-4-3600
		Void Homecoming Shirts		9352	(625.00)	4-4-1700
		Void Parents Homecoming Shirts		9352	(680.50)	4-4-1700
		Void Yearbooks		9352	(1,643.00)	1-4-3600
		Student Homecoming Shirts		121819	625.00	4-4-1700
		Parents Homecoming Shirts		121819	680.50	4-4-1700
					<u>\$1,305.50</u>	
<b>REFRESHMENT SERVICES PEPSI</b>						
		Concessions		121819	178.78	4-3-2019
					<u>\$178.78</u>	
<b>RONS PRODUCE</b>						
		JR. Class Concessions		123019	201.50	4-3-2019
		JR. Class Concessions		123019	245.50	4-3-2019
					<u>\$447.00</u>	
<b>SHOW ME DOUGH FUNDRAISING</b>						
		Fundraiser		122019	2,584.20	3-2-4200-2
					<u>\$2,584.20</u>	
<b>Report Total</b>					<u><u>\$6,658.48</u></u>	

# Bills Payable List

Printed: 01/03/2020 2:18:23PM  
 EDINBURG CUSD 4  
 Expense on Date: 12/12/2019 to 1/31/2020

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
<b>ACE HARDWARE</b>						
		Building Supplies		10820	9.15	20-2540-410-1
					<u>\$9.15</u>	
<b>ARAMARK UNIFORM SERVICES</b>						
		Mops, rugs and towels		10820	78.54	20-2540-410-1
		Mops, rugs and towels		10820	78.54	20-2540-410-1
		Mops, rugs and towels		10820	78.54	20-2540-410-1
					<u>\$235.62</u>	
<b>BEN THEILEN</b>						
		reimburse for office furniture from store closing		10820	1,000.00	10-2640-410-1
					<u>\$1,000.00</u>	
<b>BUREAU OF EDUCATION &amp; RESEAR</b>						
		Title 1003A PROFESSIONAL DEV		10820	0.00	10-2213-314-1
					<u>\$0.00</u>	
<b>CAREY DISPOSAL SERVICE</b>						
		Bldg. Sanitation Services		10820	225.00	20-2540-321-1
					<u>\$225.00</u>	
<b>CHRIS THOMAS</b>						
		Mileage to food show		10820	160.08	10-2560-332-1
		Reimburse for Aldi Supply		10820	9.90	10-2560-410-1
					<u>\$169.98</u>	
<b>CHRISTIAN COUNTY FS</b>						
		LP Tank Lease		10820	75.00	40-2550-464-1
		Transp. - Diesel/Gasoline		10820	755.70	40-2550-464-1
					<u>\$830.70</u>	
<b>CONSOLIDATED COMMUNCTIONS</b>						
		Bldg Telephone		10820	618.77	20-2540-340-1
		Bldg Telephone		10820	118.79	20-2540-340-1
					<u>\$737.56</u>	
<b>DEB AMOS</b>						
		Reimburse for DOT Physical		10820	100.00	40-2550-323-1
					<u>\$100.00</u>	
<b>ENGIE RESOURCES</b>						
		Bldg Electric		10820	65.44	20-2540-466-1
		Bldg Electric		10820	3,931.17	20-2540-466-1
					<u>\$3,996.61</u>	
<b>GARDNER L-M GLASS INC</b>						
		new lock set and installation		10820	234.50	20-2540-323-1
					<u>\$234.50</u>	
<b>HENSON ROBINSON CO</b>						
		fixed outside corner above leak area		10820	322.00	20-2540-323-1
		Boiler start up and checkout		10820	1,918.16	20-2540-323-1
					<u>\$2,240.16</u>	
<b>HERRIN, LTD</b>						
		Buccaneer Plus		10820	45.65	20-2540-410-1

# Bills Payable List

Printed: 01/03/2020 2:18:23PM

EDINBURG CUSD 4

Expense on Date: 12/12/2019 to 1/31/2020

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$45.65</u>	
<b>IASB</b>		Press Plus		10820	500.00	10-2310-440-1
					<u>\$500.00</u>	
<b>ILLINOIS AYERS OIL CO.</b>		Transp. - Diesel/Gasoline		10820	32.75	40-2550-464-1
		Transp. - Diesel/Gasoline		10820	27.96	40-2550-464-1
		Transp. - Diesel/Gasoline		10820	28.26	40-2550-464-1
		Transp. - Diesel/Gasoline		10820	32.42	40-2550-464-1
		Transp. - Diesel/Gasoline		10820	26.81	40-2550-464-1
		Transp. - Diesel/Gasoline		10820	26.76	40-2550-464-1
		Transp. - Diesel/Gasoline		10820	40.62	40-2550-464-1
		Transp. - Diesel/Gasoline		10820	34.77	40-2550-464-1
		Bus Fuel		10820	200.00	40-2550-464-1
		Transp. - Diesel/Gasoline		10820	23.16	40-2550-464-1
					<u>\$473.51</u>	
<b>JEFF HUFFINES</b>		Mileage for picking up supplies		10820	22.00	20-2540-332-1
					<u>\$22.00</u>	
<b>KOHL WHOLESALE</b>		Food Supplies		10820	853.09	10-2560-410-1
		Food Supplies		10820	954.16	10-2560-410-1
					<u>\$1,807.25</u>	
<b>LIVELY, MATHIAS &amp; HOOPER</b>		BD District Audit		10820	12,625.00	10-2310-317-1
					<u>\$12,625.00</u>	
<b>LLSC EDUCATION</b>		School Messenger		10820	147.25	10-1111-410-3
		School Messenger		10820	506.17	10-1110-410-2
		School Messenger		10820	268.89	10-1110-410-2
					<u>\$920.31</u>	
<b>MID-STATE SPEC EDUCATION</b>		Salaries , benefits and materials		10820	2,349.28	10-1912-670-1
					<u>\$2,349.28</u>	
<b>MID-WEST TRUCKERS ASSOC</b>		Annual Random Drug Testing		10820	66.75	40-2550-411-1
					<u>\$66.75</u>	
<b>MILLER TRACY BRAUN FUNK</b>		District Legal Services		10820	437.50	80-2364-318-1
					<u>\$437.50</u>	
<b>PEARSON EDUCATION</b>		Aimsweb complete renewal		10820	305.50	10-1110-314-1
					<u>\$305.50</u>	
<b>PRAIRIE FARMS DAIRY INC</b>		Milk		10820	114.41	10-2560-410-1
		Milk		10820	87.03	10-2560-410-1

# Bills Payable List

Printed: 01/03/2020 2:18:23PM

EDINBURG CUSD 4

Expense on Date: 12/12/2019 to 1/31/2020

Vendor Name					
P.O. Number	Description	Override	Batch #	Amount	State Account Number
				<u>\$201.44</u>	
<b>ROCTE</b>					
	FY20 Local Match		10820	168.55	10-1400-410-1
				<u>\$168.55</u>	
<b>RONS PRODUCE</b>					
	Food Supplies		10820	38.00	10-2560-410-1
	Food Supplies		10820	64.00	10-2560-410-1
				<u>\$102.00</u>	
<b>WAREHAM'S SECURITY</b>					
	Annual function test of alarm system		10820	152.50	20-2540-323-1
				<u>\$152.50</u>	
			<b>Report Total</b>	<u><u>\$29,956.52</u></u>	

# Cash Receipt Edit List

Printed: 01/03/2020 2:15:18PM  
EDINBURG CUSD 4

Receipt No.	Date	Description	Amount	Account	Check No.	Check Date	Classified From
121	12/9/19	20181244 Student Lunches	50.00	CA	12	10.1611.1	Cash
121	12/9/19	20181244 Adult - Lunches	37.65	CA	12	10.1620.01.1	Cash
121	12/9/19	20181244 Athletic - Sport Fees	20.00	CA	12	10.1711.01.1	Cash
121	12/9/19	20181244 Student Fees - HS	20.00	CA	12	10.1720.4	Cash
<b>Total</b>			<b>\$127.65</b>				
1210	12/9/19	20181244 Student Lunches	40.00	CA	12	10.1611.1	Cash
1210	12/9/19	20181244 Adult - Lunches	2.00	CA	12	10.1620.01.1	Cash
<b>Total</b>			<b>\$42.00</b>				
1211	12/9/19	20181244 Student Lunches	215.00	CA	12	10.1611.1	Cash
1211	12/9/19	20181244 Adult - Lunches	10.00	CA	12	10.1620.01.1	Cash
1211	12/9/19	20181244 Student Fees - HS	95.00	CA	12	10.1720.4	Cash
<b>Total</b>			<b>\$320.00</b>				
1212	12/9/19	20181244 Student Lunches	295.00	CA	12	10.1611.1	Cash
1212	12/9/19	20181244 Adult - Lunches	10.00	CA	12	10.1620.01.1	Cash
1212	12/9/19	20181244 Student Fees - Elem	25.00	CA	12	10.1720.2	Cash
<b>Total</b>			<b>\$330.00</b>				
1213	12/9/19	20181244 Student Lunches	275.00	CA	12	10.1611.1	Cash
1213	12/9/19	20181244 Adult - Lunches	90.00	CA	12	10.1620.01.1	Cash
<b>Total</b>			<b>\$365.00</b>				
1214	12/9/19	20181244 Student Lunches	300.00	CA	12	10.1611.1	Cash
1214	12/9/19	20181244 Adult - Lunches	35.00	CA	12	10.1620.01.1	Cash
<b>Total</b>			<b>\$335.00</b>				
1215	12/9/19	20181244 H.S. Basketball	447.00	CA	12	10.1711.1	Cash
<b>Total</b>			<b>\$447.00</b>				
1216	12/9/19	20181244 H.S. Volleyball	201.00	CA	12	10.1711.1	Cash
<b>Total</b>			<b>\$201.00</b>				
1217	12/9/19	20181244 Workmans Comp Equity refund	3,294.00	CA	12	10.1999.01.1	Cash
<b>Total</b>			<b>\$3,294.00</b>				
1218	12/9/19	20181244 Student Lunches	100.00	CA	12	10.1611.1	Cash
<b>Total</b>			<b>\$100.00</b>				
1219	12/9/19	20181244 Student Lunches	105.00	CA	12	10.1611.1	Cash
1219	12/9/19	20181244 Adult - Lunches	70.00	CA	12	10.1620.01.1	Cash
<b>Total</b>			<b>\$175.00</b>				

# Cash Receipt Edit List

Printed: 01/03/2020 2:15:47PM  
EDINBURG CUSD 4

Receipt #	Check #	Ref. Date	Ref. Description	Amount	Account	Check #	Check Date	Amount	Account	Balance	Balance Date	Balance	Balance Account
122	12/9/19	20181244	Student Lunches	178.50	CA	12	10.1611.1		Cash				
122	12/9/19	20181244	Adult - Lunches	40.00	CA	12	10.1620.01.1		Cash				
122	12/9/19	20181244	Student Fees - Elem	20.00	CA	12	10.1720.2		Cash				
<b>Total</b>				<b>\$238.50</b>									
123	12/9/19	20181244	Student Lunches	277.05	CA	12	10.1611.1		Cash				
123	12/9/19	20181244	Adult - Lunches	11.00	CA	12	10.1620.01.1		Cash				
123	12/9/19	20181244	Athletic - Sport Fees	30.00	CA	12	10.1711.01.1		Cash				
123	12/9/19	20181244	Student Fees - Elem	114.50	CA	12	10.1720.2		Cash				
123	12/9/19	20181244	Student Fees - JH	20.00	CA	12	10.1720.3		Cash				
123	12/9/19	20181244	Student Fees - HS	30.00	CA	12	10.1720.4		Cash				
123	12/9/19	20181244	Elem - Text Rental	110.00	CA	12	10.1811.2		Cash				
123	12/9/19	20181244	HS - Text Rental	65.00	CA	12	10.1811.4		Cash				
<b>Total</b>				<b>\$657.55</b>									
124	12/9/19	20181244	Student Lunches	54.00	CA	12	10.1611.1		Cash				
<b>Total</b>				<b>\$54.00</b>									
125	12/9/19	20181244	IDEA Part-B Flow Thru - Odd Yr	11,341.32	CA	12	10.4620.41		Cash				
<b>Total</b>				<b>\$11,341.32</b>									
126	12/9/19	20181244	Athletic Admissions	221.85	CA	12	10.1711.1		Cash				
<b>Total</b>				<b>\$221.85</b>									
127	12/9/19	20181244	Student Lunches	135.00	CA	12	10.1611.1		Cash				
127	12/9/19	20181244	Adult - Lunches	60.00	CA	12	10.1620.01.1		Cash				
127	12/9/19	20181244	Student Fees - JH	20.00	CA	12	10.1720.3		Cash				
<b>Total</b>				<b>\$215.00</b>									
128	12/9/19	20181244	IDEA Part-B Flow Thru - Odd Yr	3,780.44	CA	12	10.4620.41		Cash				
128	12/9/19	20181244	Christian Reg Deficit Assessment refund	5,610.53	CA	12	10.1999.01.1		Cash				
128	12/9/19	20181244	Facility Tax	9,886.04	CA	12	60.1983.1		Cash				
<b>Total</b>				<b>\$19,277.01</b>									
129	12/9/19	20181244	Student Lunches	170.00	CA	12	10.1611.1		Cash				
129	12/9/19	20181244	Adult - Lunches	53.20	CA	12	10.1620.01.1		Cash				
<b>Total</b>				<b>\$223.20</b>									
<b>Total Receipt Date 12/9/19</b>				<b>\$37,965.08</b>									
<b>Total Receipts</b>				<b>\$37,965.08</b>									