

**Minutes**  
**McLean County Unit District No. 5**  
**BOARD OF EDUCATION**  
**Regular Session**  
**December 13, 2006**

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois met in regular session on December 13, 2006 at 5:03 p.m. at the District Office, 1809 W. Hovey Avenue, Normal, Illinois.

**1.0 Roll Call**

Members present: Gail Ann Briggs, Meta Mickens-Baker, Martin O'Connor (entered at 5:06 p.m. and exited at 9:15 p.m.), John Puzauskas, Jay Reece, Steve Whittington, and Board President Scott Lay.  
Members absent: None.

**2.0 Closed Session**

Briggs moved, Mickens-Baker seconded, to adjourn to closed session to discuss:

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District according to Section 2(c)(1) of the Open Meetings Act and
- Semi-annual review of closed session minutes according to Section 2(c)(21) of the Open Meetings Act.

Roll call: Ayes: Briggs, Mickens-Baker, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

Also present: Superintendent Dr. Alan Chapman, Assistant Superintendent of Operations and Human Resources John Pye, Clerk of the Board Donna Evans, Chief Financial Officer/Treasurer Tod Altenburg, and Tom Peffer of Gorenz and Associates, Ltd.

**3.0 Return to Public Session**

At 7:08 p.m., Briggs moved, Mickens-Baker seconded, to come out of closed session and return to public session. Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

Also present: Chapman, Pye, Assistant Superintendent of Curriculum/Instruction Jim Braksick, Altenburg, Evans, Charles Bartlett, Dawn Green, Jeanette Nuckolls, Mark Pritchett, Meghan Leiseberg, Tom Henebry, Mark Jolicoeur, Scott Peters, Don Weber, Scott Smith, Vlad Dragosavljevic, Vickie Mahrt, Cathe Carter, Danita Johnson, Anne Libert, Keily Freeman, and others.

**4.0 Pledge of Allegiance**

The Pledge of Allegiance was recited.

**5.0 Public Comments**

Representative Dan Brady addressed the Board regarding the Disabilities in Education Act.

**6.0 Public Hearing on Proposed Tax Levy for Year 2006**

Altenburg reported that the total proposed property taxes to be levied for 2006 would be \$68,100,407.

Altenburg stated that the notice for this hearing had been officially posted and appeared in the December 2 issue of the Pantagraph. (Attachment #1) Altenburg also noted that the public hearing on the proposed tax levy for the year 2006 this evening will meet the requirements of the Truth and Taxation Law. There were no questions from the audience regarding the proposed levy. The hearing officially ended at 7:25 p.m.

**7.0 Focus on Students/Good News Reports**

7.1 NCHS Good News ~ Who's Who Among American Teachers

7.2 NCHS Focus on Students ~ ACT Academic Distinction Award

**8.0 Action**

8.1 Adopt Certificate of Tax Levy for Year 2006

Altenburg recommended the adoption of the Certificate of Tax Levy for Year 2006. Puzauskas moved, Reece seconded, to adopt the Certificate of Tax Levy for the Year 2006 as presented. (Attachment #2) Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

8.2 **Approve Notice of Public Hearing on the Amended 2006-2007 Budget**

Altenburg presented the proposed amendments for the 2006-2007 budget. (Attachment #3) The proposed amendments are scheduled for approval at the January 17 meeting. Reece moved, Mickens-Baker seconded, to approve the Notice of Public Hearing on the Amended 2006-2007 Budget as presented. (Attachment #4) Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

8.3 **Approve Proposed Secondary Course Description Book and Course Changes for 2007-2008**

Green highlighted the recommendations for changes to the Secondary Course Description Book. (Attachment #5) Recommendations included the following:

- Due to the proposed legislative change requiring increased time that a student must hold a permit before getting their license, the District will be moving more of the classroom portion of Driver's Education to the freshman year
- Addition of a Commercial Art II class
- Addition of a Lifestyle Management class to the PE and Family and Consumer Science curriculums
- Personal Investment and Finance class to meet the Consumer Education requirement
- 2011 graduates will not have the optional class choice
- Advanced Placement courses for 2009 graduates and beyond will be weighted
- Starting with the 2011 graduates, students will be ranked based on total number of points given for grades received and number of courses taken
- The valedictorian will be the person with the highest number of points and the salutatorian will be the person with the second highest number of points

Mickens-Baker moved, Briggs seconded, to approve the proposed Secondary Course Description Book and course changes for the 2007-2008 school year as presented. Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

8.4 **Action From Closed Session**

8.4.1 **Semi-Annual Review of Closed Session Minutes**

Briggs moved, Mickens-Baker seconded, to open to the public closed session minutes as discussed in closed session. Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

**9.0 Consent Agenda**

Chapman reviewed the Consent Agenda and recommended its approval. Puzauskas moved, Reece seconded, to approve the Consent Agenda as presented.

9.1 **Approval of Minutes**

- July 16, 2003 Closed Meeting
- August 13, 2003 Closed Meeting
- August 27, 2003 Closed Meeting
- September 10, 2003 Closed Meeting
- September 24, 2003 Closed Meeting
- October 8, 2003 Closed Meeting
- October 22, 2003 Closed Meeting
- November 12, 2003 Closed Meeting
- November 25, 2003 Closed Meeting (5:30 p.m.)
- November 25, 2003 Closed Meeting (7:15 p.m.)
- December 9, 2003 Closed Meeting
- December 10, 2003 Closed Meeting
- December 17, 2003 Closed Meeting
- January 14, 2004 Closed Meeting
- January 28, 2004 Closed Meeting
- February 11, 2004 Closed Meeting

- February 25, 2004 Closed Meeting
- March 10, 2004 Closed Meeting
- March 31, 2004 Closed Meeting
- April 13, 2004 Closed Meeting
- April 14, 2004 Closed Meeting
- April 28, 2004 Closed Meeting
- May 12, 2004 Closed Meeting
- May 26, 2004 Closed Meeting
- June 23, 2004 Closed Meeting
- June 9, 2004 Closed Meeting
- July 14, 2004 Closed Meeting
- August 11, 2004 Closed Meeting
- August 25, 2004 Closed Meeting
- September 8, 2004 Closed Meeting
- September 22, 2004 Closed Meeting
- October 13, 2004 Closed Meeting
- October 27, 2004 Closed Meeting
- November 10, 2004 Closed Meeting
- December 8, 2004 Closed Meeting
- January 12, 2005 Closed Meeting
- January 26, 2005 Closed Meeting
- February 9, 2005 Closed Meeting
- February 23, 2005 Closed Meeting
- March 9, 2005 Closed Meeting (6:30 p.m.)
- March 9, 2005 Closed Meeting (8:15 p.m.)
- March 30, 2005 Closed Meeting
- April 12, 2005 Closed Meeting
- April 13, 2005 Closed Meeting
- April 27, 2005 Closed Meeting
- May 5, 2005 Closed Meeting
- May 11, 2005 Closed Meeting
- May 25, 2005 Closed Meeting
- June 1, 2005 Closed Meeting
- June 8, 2005 Closed Meeting
- June 8, 2005 Closed Meeting
- July 13, 2005 Closed Meeting
- August 10, 2005 Closed Meeting
- August 24, 2005 Closed Meeting
- September 14, 2005 Closed Meeting
- September 28, 2005 Closed Meeting
- October 3, 2005 Closed Meeting
- October 12, 2005 Closed Meeting
- November 9, 2005 Closed Meeting
- December 14, 2005 Closed Meeting
- January 11, 2006 Closed Meeting
- January 25, 2006 Closed Meeting
- January 25, 2006 Closed Meeting
- February 8, 2006 Closed Meeting
- March 8, 2006 Closed Meeting
- March 22, 2006 Closed Meeting
- April 5, 2006 Closed Meeting
- April 12, 2006 Closed Meeting
- April 26, 2006 Closed Meeting
- May 10, 2006 Closed Meeting
- May 24, 2006 Closed Meeting
- June 1, 2006 Closed Meeting

- June 14, 2006 Closed Meeting (6:00 p.m.)
- November 29, 2006 Closed Meeting

9.2 Personnel Matters (Attachment #6)

Staffing Needs

- FTE 1.0 ECE Teacher
- FTE .5 Speech and Language Pathologist
- FTE 1.0 Special Education Teaching Assistant

9.3 Payment of Bills and Payrolls Summary (Attachment #7)

9.4 Statement of Expenditures by Operating Fund (Attachment #8)

9.5 Treasurer's Report (Attachment #9)

Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None.

**Motion carried.**

**10.0 Reports/Discussion**

10.1 Projected Enrollment by School 2007-2015

Chapman provided a report on projected enrollment by school for 2007 – 2015. (Attachment #10) Chapman highlighted several items on the report. He noted that the elementary school projections are greatly influenced by projected kindergarten enrollments. As the projections translate forward, especially at the elementary school, the numbers become problematic right away. The report reflects that the middle and high school numbers are more accurate because they are based on actual students currently in the District. In reference to the discussion of a possible addition to Normal Community High School, it was noted that NCHS is projected to have a reduction in enrollment for the next two years with several years of moderate growth after that. Chapman indicated that this growth might be handled with something less than a permanent addition to the school, such as portable classrooms. The growth at Normal Community West High School is projected to not reach the 1800 mark until 2013. After discussion with the architects, it was determined that the District will not continue to consider a permanent addition at NCHS among the building construction options that are currently being investigated.

10.2 Architect's Report

Chapman welcomed Henebry and Jolicoeur of LZT Associates, Inc. and Perkins and Will. Jolicoeur provided additional findings and refinements to the original report given at the November 29 meeting. The summary included a menu establishing the different components and the amount needed for budgeting figures for each. The report also illustrated the logic regarding the dollar per square foot expenses and the incorporation of escalation costs moving to the future. Jolicoeur presented 12 different combinations based on the demographic studies done in the preceding months and the comments from the Board regarding these different components. (Attachment #11) Jolicoeur indicated that two elementary school additions of 600 students were common in all of the three most preferred components. A new middle school and renovations at eight of the existing elementary schools were also included in all three of the preferred combinations. The report provided a projected total budget increase for a 2010 opening using a 7% escalation figure for each of the three combinations presented. Jolicoeur provided a geographical discussion illustrating possible future high school and middle school locations in the southern part of the District and elementary school locations at the Northbridge, Grove at Kickapoo Creek, and Cedar Ridge sites. Timelines for potential projects were based on a 2009 opening. Jolicoeur noted that the summer 2007 elementary school renovations project would need to begin in early January in order to provide design time, bidding, and to make the most of the construction season. Henebry and Jolicoeur addressed additional questions of the Board.

10.3 PMA Five Year Financial Projections Report and Financial Planning Models

Chapman read a statement addressed to the Board of Education, Unit 5 employees, and the Unit 5 community regarding Operating Funds Financial Projections. (Attachment #12) Chapman welcomed Don Weber, Scott Smith and Vlad Dragosavljevic from PMA Financial Network, Inc. Smith presented a report on the Financial Planning Program. (Attachment #13) This report was based on five years of audited annual financial reports for the District and five years of projected reports. Data elements included the current proposed amended budget figures for the 2006-2007 year. Smith noted that two key factors on the revenue side include the equalized assessed valuation growth and the general state aid. Smith also provided a breakdown of expenditures by operating funds and noted that salary and benefits make up the majority of the District's expenditures. The staffing portion is one of the most key

assumptions within the PMA model projections. Information was also provided regarding revenue vs. expenditures analysis and fund balances for each of the operating funds.

10.4 Enrollment Update and Comparison Figures

Pye presented the latest enrollment report and comparison figures as of November 30, 2006. (Attachment #14) The total enrollment figure was 12,172.

10.5 IASB Delegate Assembly

Mickens-Baker provided a report on the IASB Delegate Assembly held on November 18, 2006. She noted that the Assembly voted against the proposed constitutional amendment. Each district will remain represented by one voting delegate. (Attachment #15)

10.6 Board Representatives Reports

- Consortium for Educational Change ~ Whittington thanked KJHS for hosting the public forum discussion of the CEC Report and noted the committee will meet next on January 11 at the District Office.
- Unit 5/Local Government Committee ~ Mickens-Baker reported on the meeting that was held on December 4. Items reported on included:
  - Invitation extended to District 87 and Bloomington city officials to attend the meeting
  - Discussion on alternative approaches to juvenile justice
  - Comments from Normal Police Chief Kent Crutcher regarding the Crisis Drill held at NCWHS
  - Request by three Unit 5 schools for assistance from the Normal Parks and Recreation Department regarding playground equipment
  - Request to provide a copy of the CAC fundraising study to PTA/PTO parent groups
  - Future discussion on the possible collaboration with District 87, City of Bloomington, Unit 5 and Town of Normal regarding shared facilities

The next meeting is scheduled for March 6.

- Community Connections Committee ~ Briggs reported on the committee meeting held on Monday, December 4. Items reported on included:

CAC – The Focus Group Committee report and the alignment comparison with the Study Circles Report

Study Circles - The report presented at the November 29 meeting will be posted on the District website

Community Conversations – A suggestion was made to hold focus groups at the local universities such as ISU, IWU, etc.

Unit 5 e-Link - Potential topics for February 2007 include Skyward employee access, readership survey, CEC and study circles

Cable Programming – No taping scheduled until after Christmas

The next meeting will be held on January 24 at 5:30 p.m. at Northpoint Elementary School.

- Board Policy Review Committee ~ Briggs noted that the committee will review Policy #2.140 Communication To and From the Board in relation to Board Member Use of Electronic Mail.

**11.0 Announcements made included the following:**

- Braksick noted that the District had received \$36,000 from the State Farm Achievement Gap Grant
- The Intergovernmental meeting that was cancelled on November 30 is rescheduled for January 18, 2007, 7:30 a.m. The meeting will be an informal breakfast meeting at the District Office.

**12.0 Adjournment**

The meeting was adjourned at 9:55 p.m.

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**Scott Lay, Board of Education President  
Community Unit School District No. 5  
McLean and Woodford Counties, Illinois**

**ATTEST:**

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**Meta Mickens-Baker, Board of Education Secretary**

**Approved Date:** January 17, 2007