

Minutes
McLean County Unit District No. 5
BOARD OF EDUCATION
Regular Session
October 11, 2006

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois met in regular session on October 11, 2006 at 6:02 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 6:35 p.m. and exited at 8:52 p.m.), John Puzauskas, Jay Reece, Steve Whittington, and Board President Scott Lay.
Members absent: None.

2.0 Closed Session

Briggs moved, Puzauskas seconded, to adjourn to closed session for the review of closed session minutes, to discuss employment and compensation of specific individuals and to review pending litigation. 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, and Clerk of the Board Donna Evans.

3.0 Return to Public Session

At 7:06 p.m., Briggs moved, Puzauskas 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, Chief Financial Officer/Treasurer Tod Altenburg, Evans, Michele Steinbacher from *The Pantagraph*, Charles Bartlett, Meghan Leiseberg, Donna Lutkehaus, Ben Matthews, Mark Robinson, David Henebry, Mark Jolicoeur, Tade Layden, Susan Layden, Joyce Smiley, Julia Schoonover, Sally Cummins, Eric Kuchenmeister, Pam Kuchenmeister, Erica Kuchenmeister, Hanna Kuchenmeister, Timothy Flynn, Mark Pritchett, Cathy Weiss, Tim Arnold, Cameo Williams, Loren Baele, and others.

4.0 Pledge of Allegiance

The Pledge of Allegiance was recited.

5.0 Public Comments

None.

6.0 Focus on Students/Good News Reports

- 6.1 Fox Creek Good New Report ~ ISBE 1005 Academic Improvement School
- 6.2 NCWHS Focus On Students ~ Holocaust Memorial Foundation Essay winner, Erica Kuchenmeister

7.0 Action

7.1 Action From Closed Session

Briggs moved, Mickens-Baker seconded, to approve the addition of a security monitor at Normal Community West High School, Normal Community High School, Chiddix Jr. High School, Kingsley Jr. High School, and Parkside Jr. High School. Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

7.2 Change the Date for the November 22 Regular Board Meeting to November 29, 2006

Reece moved, Mickens-Baker seconded, to change the date for the November 22 regular board meeting to November 29, 2006. Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

7.3 Cancel the December 27, 2006 Regular Board Meeting

Reece moved, Mickens-Baker seconded, to cancel the December 27, 2006 regular board meeting. Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None.

Motion carried.

7.4 Change the Dates for the January 10 and January 24, 2007 Regular Board Meetings to January 17 and January 31, 2007.

Puzauskas moved, Briggs seconded, to change the dates for the January 10 and January 24, 2007 regular board meetings to January 17 and January 31, 2007. Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

8.0 Consent Agenda

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

8.1 Approval of Minutes

8.1.1 September 20, 2006 ~ Closed Meeting

8.1.2 September 20, 2006 ~ Special Meeting ~ Superintendent Search

8.1.3 September 27, 2006 ~ Regular Meeting

8.2 Personnel Matters (Attachment #1)

8.3 Payment of Bills and Payrolls Summary (Attachment #2)

8.4 Statement of Expenditures by Operating Fund (Attachment #3)

8.5 Treasurer's Report (Attachment #4)

8.6 Other

8.6.1 Designate Red Ribbon Week for October 22 – October 28, 2006 (Attachment #5)

8.6.2 Fairview Request for Donation Approval ~ School Identification Sign from Lowe's Toolbox for Education (PTO Today, Inc.) (Attachment #6)

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

Motion carried.

9.0 Reports/Discussion

9.1 One Year Energy Education Initiative Progress Report

Bruce Boswell, Director of the District's Energy Education and Management Program, introduced Timothy Flynn consultant for Energy Education, Inc. Boswell provided Board members with a detailed 12-month report on the District Energy Education and Management Program from August 2005 through July 2006. (Attachment # 7) Boswell provided a description of Energy CAP (Energy Cost Avoidance Program) which is the software that the District uses to track energy billing and usage for its facilities. Boswell indicated that this software enables tracking of cost and consumption of all District utilities meter-by-meter. Unit 5's first year cost avoidance was 24.15% or \$915,025.76. Also provided was an explanation of overall District savings broken down by energy type including diesel, electricity, natural gas, and water. Boswell reported on specific data related to the 27 active sites including the percentages of cost avoidance at each facility and a breakdown of cost per floor area.

9.2 Architect's Report

Pye reported that he, Jeff Monahan, the architect of record David Henebry of LZT Associates, Inc. and Mark Jolicoeur from the firm of Perkins and Will recently toured approximately two-thirds of the Unit 5 facilities. Henebry and Jolicoeur shared information about themselves, their firm and company backgrounds. Also discussed were their observations and impressions from their initial tour of building facilities. Henebry and Jolicoeur indicated that they plan to present additional updates at several upcoming Board meetings with a December 13 timeline to provide the District with a recommendation for a master plan.

9.3 Technology Report

Loren Baele provided a detailed Technology Report regarding the accomplishments and obstacles that the department has encountered over the past few months. (Attachment #8) Items discussed included, but were not limited to, the following topics:

- 2006-2008 Technology Plan approval by the state effective June 27, 2006 ~ The first year implementation of the technology plan will be addressed in detail to the Board at the June session in accordance with the Unit 5 Strategic Plan.
- Fiber Optics Project
- Network Monitoring and IT Audit
- Skyward Database and Clean-Up Operations

- Skyward Food Service Update ~ The three junior high schools and Normal Community West High School lunch programs are currently running Skyward food service. NCHS will implement the program on October 19.
 - Breakdown and description of purchases June 2005 - July 2006
 - Employee Access ~ Tentatively scheduled for a November 1 start date
 - Skyward Gradebook Program
- 9.4 1st Reading: Proposed Board Policy Revisions
- Board Policy 5.10 General Personnel – Equal Employment Opportunity and Minority Recruitment
 - Board Policy 5.20 General Personnel – Sexual Harassment
 - Board Policy 5.60 General Personnel – Expenses
 - Board Policy 5.185 General Personnel – Family and Medical Leave
 - Board Policy 5.190 Professional Personnel – Teacher Qualifications
 - Board Policy 5.285 Educational Support Personnel – Drug and Alcohol Testing For School Bus and Commercial Vehicle Drivers
 - Board Policy 6.190 Co-Curricular Activities
 - Board Policy 6.255 Assemblies and Ceremonies
 - Board Policy 6.260 Objections to Curriculum, Instructional Materials, and Programs
 - Board Policy 6.270 Guidance and Counseling Program
- Briggs presented ten board policies for revision. She highlighted and commented on the proposed changes. Any comments and/or suggestions should be addressed to Briggs. The policies will be scheduled for 2nd reading and approval at the October 25, 2006 meeting.
- 9.5 Enrollment Update and Comparison Figures
- Pye presented the latest enrollment report and comparison figures as of September 30, 2006. (Attachment #9) Total enrollment was reported at 12,143 with a class average of 22.1 at the elementary level. Pye noted that the September 30 enrollment figures will be used for future reports and activities.
- 9.6 Enrollment Projections 2007 – 2015
- Chapman presented a report based on the actual enrollment figures for September 30, 2006 and projections through the year 2015. (Attachment #10) The total enrollment figure for September 30 was 12,143 which is a 3.71% increase from last year. Chapman provided averages for the past ten, five and three year ranges. He also noted comparisons regarding projections from one year ago to actual figures for September 30, 2006. Chapman indicated that the net comparison was 81 more students than what was projected one year ago. Looking ahead for the next five years, Chapman stated that expected growth should range between 3.04% to 3.71% for an average of 3.51%.
- 9.7 Enrollment and Classroom Needs Projections K-5 2007-2014
- Chapman presented a report indicating actual elementary classroom needs figures from 2005-2006 and 2006-2007 and projected figures of classroom needs from 2007-2008 through 2014-2015. (Attachment #11) Also discussed was the need for special education classrooms in buildings that don't have available room for these classes. Chapman noted that the report also shows anticipated growth comparisons at 1%, 2% and 4% levels.
- 9.8 Enrollment Projections Middle and High School 2007-2015
- Chapman presented a report demonstrating actual enrollment figures by grades and projections through 2015 at the middle and high school level.(Attachment #12) Chapman noted that the figures represent the total enrollment figures and that the District will need to look more closely at the balance in numbers among each of the schools.
- 9.9 Board Representatives Reports
- Consortium for Educational Change ~ Whittington reported that the CEC met October 11 in preparation for the Critical Friends visit scheduled October 25 – October 27. The committee will present an oral report on Friday, October 27, 11:30 a.m. at the District Office.
 - Study Circles ~ Briggs reported that each of the three Study Circles groups have concluded their four scheduled meetings. Briggs also indicated that more information will be available after the committee report is finalized.
 - McLean County Regional Planning Commission ~ Lay announced that the commission is planning a second informational series program forum during the months of February or March.

10.0 Announcements made included the following:

- Braksick announced that the Grading Systems Procedures Task Force met on October 11. Dawn Green will have a preliminary report for the Board at the October 25 meeting.

- Briggs reported that the Chamber of Commerce “Go Back to School” events held at NCHS on Thursday, October 5 at 6:30 a.m. and NCWHS on Wednesday, October 11 at 6:30 a.m. were very well attended.
- Briggs reported that she had attended the Crisis Drill held at NCWHS on the morning of October 6. The community disaster council coordinated the event with the high school and various local agencies. Puzauskas also commented on the positive feedback he had received regarding the drill.
- Lay noted that an open community forum will be held on Tuesday, October 17 at 6:30 p.m. at Kingsley Jr. High School with *School Exec Connect* regarding the Superintendent search process.
- Lay announced that this week is Normal Community High School’s homecoming week.
- Lay reported that the next regular Board meeting will be held on October 25 at Colene Hoose Elementary School.

11.0 Adjournment

The meeting was adjourned at 9:05 p.m.

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

ATTEST:

Meta Mickens-Baker, Board of Education Secretary

Approved Date: November 8, 2006