

**MINUTES**  
**McLean County Unit District No. 5**  
**BOARD OF EDUCATION**  
**Regular Session**  
**April 13, 2005**

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois, met in regular session on April 13, 2005, at approximately 5:30 p.m. at the District Office, 1809 West Hovey Avenue, Normal, Illinois.

**1.0 Roll Call** Members present: Gail Ann Briggs, Tom Ellsworth, Scott Lay, Meta Mickens-Baker, Martin O'Connor, Steve Whittington, and Board President Rick Percy. Members absent: None.

**2.0 Closed Session** Briggs moved, Ellsworth seconded, to adjourn to closed session to consider a student discipline matter, the employment, compensation, and discipline of specific employees, collective negotiating matters, pending litigation, and semi-annual review/review of closed session minutes. Roll call: Ayes: Briggs, Ellsworth, Lay, Mickens-Baker, O'Connor, Whittington, Percy. Nays: None. **Motion carried.**

Also present: Superintendent Dr. Alan Chapman, Assistant Superintendent of Operations/Human Resources John Pye, Executive Director of Secondary Education Bruce Boswell, and Clerk of the Board Cindy Prescher.

**3.0 Return to Public Session** At approximately 7:00 p.m., Briggs moved, Lay seconded, to come out of closed session and return to public session. Roll call: Ayes: Briggs, Ellsworth, Lay, Mickens-Baker, O'Connor, Whittington, Percy. Nays: None. **Motion carried.**

Also present: Chapman, Pye, Assistant Superintendent of Curriculum/Instruction Jim Braksick, Boswell, Chief Financial Officer/Treasurer Tod Altenburg, Prescher, newly elected board members John Puzauskas and Jay Reece, Meghan Leiseberg, Chuck Bartlett, Julia Basting, Cathy Greene, Nicole Papesh, Linda Chizmar, Meghan White, Jette Coward, Joe Stepniewski, Jodi Leary, Lynette Mehall, Doug Hoselton, Neil Janssen, Alday Patten, Laura Litton, Meghan Gembara, Karen O'Dea, Shannon Erickson, Ben Matthews, Sue Cain, Dan Carpenter, Karen Bland, Dee Biggs, Ilene Green, Jerry James, Brenda Carter, Randy Middleton, Michelle Mollet, Carol Kerrick, Jacob Hanson, Aaron Frank, Jodi Sherman, Herb Reichelt, and others.

**4.0 Pledge of Allegiance** The Pledge of Allegiance was recited.

**5.0 Focus on Students/  
Good News Reports** The following were recognized:  
Focus on Students

- Jacob Hanson, KJHS Student
- Aaron Frank, KJHS Student
- Hayden Ringer, KJHS Student

**6.0 Public Comments** None.

**7.0 Reports/Discussion** 7.1 Report on Citizens Advisory Council (CAC) Study Projects

- Referenda
- Technology

Herb Reichelt, CAC Secretary, and Jodi Sherman, CAC President presented two CAC study reports, Referenda and Technology, for formal review. Reichelt remarked that the Referenda report assessed the feasibility of future referenda in the Educational, Operations & Maintenance, and Site and Construction Funds. It was reported that the

Technology report addressed three areas: (1) utilizing technology to monitor pre-reading skills district wide, (2) providing technological parity to all students and staff members and incorporating technology in the classroom, and (3) researching and recommending a solution for information technology support assistance throughout the District. President Percy expressed appreciation to the CAC officers for their services to the CAC this year.

## 8.0 Action

### 8.1 Accept CAC Study Project Reports

Chapman recommended the Board's acceptance of the two CAC reports. He also expressed appreciation to the two study committees that prepared the reports. Mickens-Baker moved, Ellsworth seconded, to accept the CAC Study Project Reports on Referenda and Technology, with appreciation to the CAC. (Attachments #1 & #2) Roll call: Ayes: Briggs, Ellsworth, Lay, Mickens-Baker, O'Connor, Whittington, Percy. Nays: None. **Motion carried.** In response to a question about the next steps in the process, Chapman remarked that the reports would be applied to the District's Strategic Plan, with appropriate administrators assigned to evaluate the recommendations included in the reports and information to come to the Board at a future meeting.

### 8.2 Action on Bid for Life Safety Roof Work

Randy Middleton of Middleton and Associates presented the recommended bid for Life Safety roof work at Glenn and Fairview Elementary Schools. He indicated that Acme Roofing and Sheet Metal Co. had requested that their low bid be rejected and their bid bond returned, as they made a significant cost error on the bid. Chapman recommended rejection of Acme's bid. President Percy explained that Unit 5 has allowed companies in the past to withdraw their bid when an error was made.

Lay moved, Briggs seconded, to reject the bid from Acme Roofing and Sheet Metal Co. for Life Safety roof work at Glenn and Fairview Elementary Schools and return their bid bond. (Attachment #3) Roll call: Ayes: Briggs, Ellsworth, Lay, Mickens-Baker, O'Connor, Whittington, Percy. Nays: None. **Motion carried.**

Briggs moved, Ellsworth seconded, to accept the bid from Union Roofing for Life Safety roof work at Glenn and Fairview Elementary Schools as recommended. (Attachment #4) It was noted that rebidding of this project was explored, but due to rising crude oil prices it was estimated that costs could escalate 20 to 25 percent. Roll call: Ayes: Briggs, Ellsworth, Lay, Mickens-Baker, O'Connor, Whittington, Percy. Nays: None. **Motion carried.**

### 8.3 Action From Closed Session

Lay moved, O'Connor seconded, to expel the student discussed in closed session, effective April 13, 2005 through April 13, 2007. Roll call: Ayes: Briggs, Ellsworth, Lay, Mickens-Baker, O'Connor, Whittington, Percy. Nays: None. **Motion carried.**

Ellsworth moved, Mickens-Baker seconded, to assign the expelled student to a placement in the SAVE (Safe-Academic-Vocational-Education) Program. Roll call: Ayes: Briggs, Ellsworth, Lay, Mickens-Baker, O'Connor, Whittington, Percy. Nays: None. **Motion carried.**

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

O'Connor moved, Briggs seconded, to appoint Tim Green as principal of Chiddix Junior High School, effective July 1, 2005. Roll call: Ayes: Briggs, Ellsworth, Lay, Mickens-Baker, O'Connor, Whittington, Percy. Nays: None. **Motion carried.** Pye introduced Green and highlighted his educational background and experience. Green indicated he was honored by the opportunity to serve the District in his new position.

Lay moved, Mickens-Baker seconded, to approve the four-year negotiated contract between the Unit 5 Board of Education and Laborers' Local 362 for the District's custodial and maintenance personnel. (Attachment #5) Roll call: Ayes: Briggs,

Ellsworth, Lay, Mickens-Baker, O'Connor, Whittington, Percy. Nays: None. **Motion carried.**

8.4 **Accept Proposal for Security Cameras for NCHS and NCWHS**

Boswell presented a proposal from Thompson Electronics Co. for interior/exterior security cameras to be added at the District's two high schools. He reported that the Thompson system at NCWHS would be upgraded by 19 cameras, and 22 Thompson cameras would be added at NCHS. Boswell remarked that the cost of these improvements would be paid through the ADA School Safety and Block Grant. Ellsworth moved, Mickens-Baker seconded, to accept the proposal for security cameras for NCHS and NCWHS as recommended. (Attachment #6) It was noted that camera warranties would be for one year, and outside cameras would be heated. Roll call: Ayes: Briggs, Ellsworth, Lay, Mickens-Baker, O'Connor, Whittington, Percy. Nays: None. **Motion carried.**

8.5 **Adopt Proposed Board Policy Revisions**

- Policy 4.140 Waiver of Student Fees - Revision
- Policy 5.220 Certified Personnel – Substitute Teachers - Revision
- Policy 7.50 School Admissions and Student Transfers To and From Non-District Schools - Revision
- Policy 7.200 Suspension Procedures – Revision
- Policy 8.30 Visitors To and Conduct on School Property – Revision
- Policy 8.50 Visitors to the Schools – Deletion
- Policy 8.60 Exclusive Bargaining Representative Agent - New

Briggs presented five board policy revisions for adoption, one for deletion, and one new policy. She highlighted the proposed changes and stated that she had received only one correction to the proposed revisions since their first reading at the last regular board meeting. Briggs moved, Lay seconded, to adopt the revisions of Board Policies 4.140, 5.220, 7.50, 7.200, and 8.30; the deletion of 8.50; and the addition of Policy 8.60 as proposed. (Attachment #7) Roll call: Ayes: Briggs, Ellsworth, Lay, Mickens-Baker, O'Connor, Whittington, Percy. Nays: None. **Motion carried.**

8.6 **Adopt Staff Appreciation Proclamation**

President Percy read and then moved, Ellsworth seconded, to adopt the Staff Appreciation Proclamation as presented. (Attachment #8) Roll call: Ayes: Briggs, Ellsworth, Lay, Mickens-Baker, O'Connor, Whittington, Percy. Nays: None. **Motion carried.**

8.7 **Set Date of April 20, 2005 for Special Board Meeting to Canvass/Certify Election Results, Seat New Board Members, and Organize the New Board**

Chapman recommended setting the date of April 20 for a special board meeting to canvass/certify the April 5 election results, seat new board members, and organize the Board, as final election results from the election authorities would not be available until on or after April 19. He noted that the canvass/certification and organization must be accomplished by April 26 which is the day prior to the next regular board meeting. Lay moved, Briggs seconded, to set the date of April 20, 2005 for a special board meeting to be held at 5:30 p.m. at the District Office to canvass and certify the April 5 election results, seat new board members, and organize the new Board. Roll call: Ayes: Briggs, Ellsworth, Lay, Mickens-Baker, O'Connor, Whittington, Percy. Nays: None. **Motion carried.**

**9.0 Consent Agenda**

Chapman reviewed the Consent Agenda and recommended its approval. He noted the upcoming retirements of two educational support personnel, Mary Zanardi and Rick Prescher. Briggs moved, Lay seconded, to approve the Consent Agenda as presented.

9.1 **Approval of the Minutes**

- March 9, 2005 Regular Meeting
- March 16, 2005 Special Meeting
- March 30, 2005 Special Meeting

- 9.2 Personnel Matters (Attachment #9)
- 9.3 Payment of Bills and Payrolls (Attachment #10)
- 9.4 Treasurer's Report (Attachment #11)
- 9.5 Overnight Trips
  - NCWHS overnight trip request for 8 students and sponsor to attend the State Student Council Convention in Chicago, Illinois on May 5-7, 2005
  - CJHS overnight trip request for 8 students and sponsor to attend the TeamQuest Midwest Finals Competition in Chester, Illinois on April 27-28, 2005
- 9.6 Donations
  - NCHS permission to accept the donation of an AED and training for six people from Dr. Bob Braastad, Mrs. Linda Braastad, Dr. Kathy Bohn, and Dr. Tom Nielson – total: \$1,300
- 9.7 Other
  - Designated May 27, 2005 as the last day of school for 2004-2005
  - Normal Parks and Recreation Department request for Sunday use of facilities at NCWHS during the summer of 2005
  - Summer 2005 Wildcat Swim Camp (Attachment #12)

Roll call: Ayes: Briggs, Ellsworth, Lay, Mickens-Baker, O'Connor, Whittington, Percy.  
 Nays: None. **Motion carried.**

## 10.0 Reports/Discussion

### 10.1 Board Representative Reports

Community Connections Committee (Mickens-Baker/Briggs) – Mickens-Baker reported that the Committee met on March 28 and reaffirmed priorities set for the school year and prepared for the April 11 Community Conversation meeting. She indicated that approximately 17 Unit 5 administrators and board members and 15 public attendees were at the meeting. The next meeting of the Community Connections Committee will be held on April 21 at 4:00 p.m. at the District Office.

Facilities Committee (O'Connor) – O'Connor reported that the Committee met recently at NCWHS and agreed to enlarge a baseball dugout at the school. He remarked that dugouts would also be put in for the Girls' Softball program at NCHS, the Boys' Baseball field at NCHS, and a Soccer sign would be added at NCWHS.

McLean County Regional Planning Commission (Lay) – Lay noted the availability of the comprehensive long-range transportation plan for the County for the period 2005-2030. He reported that over the next 25 years, the area's public transit system is expected to expand by three times what it is today. Lay commented that as a result of the District's request, a spreadsheet has been received which details all potential developments in the County (Ninety percent are in Unit 5.).

Beyond the Books Educational Foundation (BTBEF) (Briggs) – Briggs reported that the Foundation would meet tomorrow morning at the Unit 5 District Office to finalize the recommendations of the Project Committee for the awarding of \$26,000 in grants. She indicated that the announcement of grant recipients would be made at a later date.

Area Vocational Center (AVC) (Whittington) – Whittington reported that the AVC Administrative Council would meet next week. He cited a recent article that appeared in *The Pantagraph* concerning vocational education and the AVC.

### 10.2 Bilingual Report

Linda Chizmar, director of instructional support, updated the Board on Brigham Elementary School's Bilingual self-contained program. She reported that the Hispanic population at Brigham had grown from 7 to over 30 percent in the past five years. While a limited Bilingual program has always been provided at Brigham, due to growth in the Hispanic population the program is being changed to a self-contained program. She commended Brigham's administration and staff for involving parents in the school's Bilingual Parent Advisory Council and for other efforts put forth at the school to facilitate

the Bilingual program. Chizmar emphasized that the self-contained program was transitional. Once the students become fluent in their native language and learn literacy, reading and writing skills in their native language, it is hoped that within three years they will return to general education classrooms. Chizmar reported that the program will have a Bilingual Home and School Liaison who would serve in a district-wide capacity channeling information between the District and families of English language learners. Further, she reported that grant monies would be used to purchase a service that would translate many of the District's documents into many different languages. It was indicated that new ACCESS testing demanded by the state would be implemented next year for ELL students.

#### 10.3 1<sup>st</sup> Reading: Athletic Code Revision

Boswell presented the revised Athletic Code for first reading and highlighted the proposed revisions. He reported that a committee met to clarify issues pertaining to the Code. Boswell remarked that suggestions for revising the Code had also been received from board members. Board members asked questions and received responses regarding the probationary period, dismissal from a team, and unauthorized possession or use of medication or over-the-counter chemical substances. The revised Code will be scheduled for approval on April 27.

#### 10.4 Report on Busing Needs for 2005-2006

Pye reported on busing needs for 2005-2006. He indicated that regular education routes had been developed for the coming school year and passed on to building principals to review and make suggestions. Pye stated that the routes adhere to the goals established during the last transportation review and change. He remarked that special education routes remain to be finalized. It was reported that a proposal was being prepared to present to the Board later in the month for additional bus needs for 2005-2006 based on reduced ride/wait times and providing full instructional programming for all students. Pye noted that consideration is being given to providing wheelchair buses to adequately lift motorized chairs. Concerning bus driver staffing, Pye stated that this continues to be a challenge. He noted that some alternative approaches to advertising for and attracting drivers were under consideration. A request was made for a comparison of routes from this school year to the next school year for consideration in budgeting.

#### 10.5 Report on Online Application System (OAL)

Pye provided information to the Board regarding the General ASP Online Application System being considered to assist with the annual processing of thousands of certified and classified applications for employment. He stated that a more efficient and effective system was desired for processing applications and emphasized that the OAL system was applicant-friendly and would provide administrators with immediate access to applicant information. Also, Pye stated that upon completion of their applications, applicants would receive confirmation that their applications have been received and are in the system. It was reported that administrator reaction to this type of system has been positive, and the Technology Department has met with the system's manager to be sure it could be easily incorporated with the District's system. Annual cost of the web-based system was reported to be \$2,000.

#### 10.6 Enrollment Update

- Enrollment – March 31, 2005
- Enrollment Comparison – 3/05 3 2/04

Pye reported student enrollment as of March 31 to be 11,330. He noted that there had been no significant change since last month's report, and growth continues to hold steady at 2.5 percent. It was noted that class size also remains steady. Pye reported that Kindergarten registration figures would be reviewed after May 4 and taken into consideration in regard to staffing, open attendance areas, and attendance exceptions. He remarked that the goal would be to inform Kindergarten parents by the end of May or first of June of what school their child would attend next year. Mail-in registration packets will be sent out at the end of the school year and will be received during the summer. Pye indicated that mail-in registration figures would be closely monitored.

**11.0 Announcements**

Announcements made at the meeting:

- Braksick commended Linda Chizmar for the expertise and leadership she has provided to the Bilingual program.
- Boswell announced that AEDs were currently being installed throughout the District. He noted that approximately 80 employees would receive AED training on April 18.
- Whittington commented that he recently attended the League of Women Voters’ meeting on their annual observer report. At that meeting, he indicated he received two good ideas for the District. One was to offer an open format prior to regular board meetings for individuals to informally dialogue with board members. The second suggestion was for Unit 5 to share its concerns regarding growth with the Zoning Board of Appeals.
- Whittington expressed appreciation to President Percy and Ellsworth for their many years of service to Unit 5 as board members.
- Briggs commented that President Percy and Dr. Ellsworth’s contributions during their combined 25 years of service were significant and that their legacy to the District was keeping “Children First.” Other board members concurred or desired to reserve their comments until their recognition at the April 27 regular board meeting.
- Chapman noted that newly elected board members would be seated at a special board meeting on April 20 and welcomed at the April 27 regular board meeting.
- Mickens-Baker commented that she recently attended the NCHS Wind Ensemble Concert which she felt was an excellent performance. She also recently visited Hoose School and thanked Principal Ed Heineman for a tour of the facility and for providing the opportunity for her to meet staff and students.
- Mickens-Baker announced that she would be giving a presentation to the NCWHS staff during the April 18 School Improvement Day on “How Wide is Your Network?”
- Mickens-Baker commented that she recently received an announcement regarding the MAPS Program (Mentoring and Providing Scholarships). She indicated that the Program and other African-American organizations will hopefully be recognizing recipients of these scholarships on Saturday, June 11, 2005 from 2:00-4:00 p.m. at Mt. Pisgah Baptist Church Fellowship Hall.
- President Percy thanked board members for their nice comments.

**12.0 Adjournment**

The meeting was adjourned at 8:27 p.m.

---

Richard B. Percy, Board of Education President  
 Community Unit School District No. 5  
 McLean and Woodford Counties, Illinois

ATTEST:

---

Martin L. O’Connor, Board of Education Secretary

Approved: \_\_\_\_\_  
 (Date)