

**MINUTES**  
**McLean County Unit District No. 5**  
**BOARD OF EDUCATION**  
**Regular Session**  
**May 25, 2005**

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois, met in regular session on May 25, 2005, at approximately 6:00 p.m. at the District Office, 1809 West Hovey Avenue, Normal, Illinois.

- 1.0 Roll Call** Members present: Gail Ann Briggs, Meta Mickens-Baker, John Puzauskas, Jay Reece, Steve Whittington, and Board President Scott Lay. Members absent: Martin O'Connor.
- 2.0 Closed Session** Briggs moved, Reece seconded, to adjourn to closed session to consider the employment, and compensation of specific employees and legal counsel, collective negotiating matters, and review of closed session minutes. Roll call: Ayes: Briggs, Mickens-Baker, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**
- Also present: Superintendent Dr. Alan Chapman, Assistant Superintendent of Operations/Human Resources John Pye, and Clerk of the Board Cindy Prescher.
- 3.0 Return to Public Session** At approximately 7:05 p.m., Briggs moved, Puzauskas seconded, to come out of closed session and return to public session. Roll call: Ayes: Briggs, Mickens-Baker, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**
- Also present: Chapman, Pye, Assistant Superintendent of Curriculum/Instruction Jim Braksick, Executive Director of Secondary Education Bruce Boswell, Chief Financial Officer/Treasurer Tod Altenburg, Prescher, Meghan Leiseberg, Cathy Greene, Donna Lutkehaus, Randy Middleton, Chuck Bartlett, Shelley Arns, Holly Tindall, Rexie Lanier, Julie Nourie, Lynette Mehall, Rick Mehall, Carolyn Thompson, Sheri Olson, Camille Taylor, Barb McClarty, Andrea Knapp, Michelle Steinbacher from The Pantagraph, Tim Nave, Bill Gardner, Tom Jenkins, Ken Lee, and others.
- 4.0 Pledge of Allegiance** The Pledge of Allegiance was recited.
- 5.0 Public Hearing to Determine Need For Paving Work At NCWHS** A public hearing was held to determine the need to undertake repairs to the pavement of school bus turnarounds, student drop-off areas and parking areas at Normal Community West High School. Randy Middleton of Middleton Associates Incorporated presented an overview of the needed paving work proposed for three areas at Normal Community West High School. He remarked that the pavement surface at the high school had deteriorated faster than expected. While the surface has been kept safe for use, the costly repairs have increased expenses in the Operations and Maintenance budget. He recommended resurfacing of the three areas utilizing Life Safety Funds. In response to a board member question regarding the premature failure of the surface, Middleton indicated the exact reason for the deterioration was not really known. He estimated that the proposed paving work should last about 20 years. No one in the audience addressed the Board regarding the proposed work. In addition, no written comments were provided.
- 6.0 Focus on Students/ Good News Reports** The following were recognized:  
Good News Reports
- Amy Yokley, Hoose School Teacher
  - Unit 5 Young Readers' Book Award Program

- Unit 5 2005-2006 Beyond the Books Educational Foundation Grant Award Winners – Secondary Schools (Attachment #1)
- Susan Hospelhorn, Northpoint School Teacher; Pat Kaczynski, Glenn School Teacher, and Tom Shackley, CJHS Teacher
- Jeff Monahan, Supervisor of Maintenance Services

## 7.0 Public Comments

The following addressed the Board:

	<u>Topic</u>
Camille Taylor	Skyward Proposal

## 8.0 Action

### 8.1 Adopt Resolution Regarding Paving Work to be Funded by Life Safety Levies

Randy Middleton of Middleton Associates presented the proposed Resolution Regarding Paving Work to be Funded by Life Safety Levies. He stated that the process for using Life Safety funds for paving work was new and requires approval of the Illinois State Board of Education. Middleton indicated that the estimated \$294,720 project, if approved by the state, would be done in the summer of 2006. Briggs moved, Puzauskas seconded, to adopt the Resolution Regarding Paving Work to be Funded by Life Safety Levies as presented. (Attachment #2) Roll call: Ayes: Briggs, Mickens-Baker, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

### 8.2 Certify the Need for Life Safety Funds

Reece moved, Mickens-Baker seconded, to certify the need for Life Safety Funds for paving work to be done at NCWHS. (Attachment #3) Roll call: Ayes: Briggs, Mickens-Baker, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

### 8.3 Action From Closed Session

Briggs moved, Reece seconded, to approve Attorney Frank Miles to perform legal services for the Board of Education as discussed in closed session, due to the retirement of long-term attorney, Robert Fleming. President Lay commented that Fleming would be recognized for his many years of service to Unit 5 at the July 13 board meeting. Roll call: Ayes: Briggs, Mickens-Baker, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

### 8.4 Approve Technology Implementation Plan

Braksick recommended adoption of the Skyward Student, Financial, and Human Resources Management Systems to enhance the overall management and cost effectiveness of the operations within Unit 5. He noted the process and people involved in reviewing the Skyward systems prior to making the recommendation. Total cost of the three systems was reported to be \$563,989. Braksick reported that 40 days of staff training was built in for the Student Management system and 24 days for the Financial and Human Resources systems. Briggs moved, Reece seconded, to approve the Technology Implementation Plan as recommended. (Attachment #4) Board members were generally supportive of moving ahead with the proposal, but some had questions and concerns about the need for a comprehensive implementation plan, the cost of the proposal, cost savings from implementing the technology, past studies of the technology, staff training, embracement of the change by staff and the community, and technical issues. Braksick remarked that an implementation plan would be quickly developed following approval of the plan. He added that the proposal would not result in less staff, but would allow for greater operational efficiency and cross training. It was felt that approximately \$30,000-\$40,000 in additional hardware would be needed with the proposal. Briggs spoke strongly in favor of the proposal and reported on her visit to District 87 which had implemented Skyward in 1999. She indicated that District 87 technology personnel have offered to assist Unit 5 with its implementation, if desired. Roll call: Ayes: Briggs, Mickens-Baker, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

### 8.5 Adopt Proposed Board Policy Revisions/Deletion/Addition

- Policy 6.250 Community Resource Persons and Volunteers – Deletion
- Policy 7.60 Residence – Revision

- Policy 7.125 Student Discipline Philosophy – New
- Policy 8.85 Community Resource Persons and Volunteers – Revision
- Policy 8.105 Citizens Advisory Council – Revision

Briggs reported that she had received no input or questions regarding the proposed policies. Briggs moved, Mickens-Baker seconded, to adopt the revisions of Board Policies 7.60, 8.85, and 8.105; the deletion of Policy 6.250; and the addition of Policy 7.125 as proposed. (Attachment #5) Roll call: Ayes: Briggs, Mickens-Baker, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

#### 8.6 Set Dates of June 1, 6, and 13 (If Needed), 2005 for Special Board Meetings

Mickens-Baker moved, Puzauskas seconded, to set the date of June 1, 2005 for a board/cabinet retreat to be held at 6:00 p.m. at Heartland Community College and to set the dates of June 6 and 13 (if needed), 2005 at 7:00 p.m. at the District Office for special board meetings to review the Strategic Plan. Roll call: Ayes: Briggs, Mickens-Baker, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

### 9.0 Consent Agenda

Chapman reviewed the Consent Agenda and recommended its approval. Pye introduced Kenneth Lee as the recommended candidate to fill the position of assistant principal at Kingsley Junior High School beginning July 1, 2005. Puzauskas moved, Mickens-Baker seconded, to approve the Consent Agenda as presented.

#### 9.1 Approval of the Minutes

- May 11, 2005 Regular Meeting

#### 9.2 Personnel Matters (Attachment #6)

#### 9.3 Overnight Trips

- NCWHS Drama Department request for overnight trip to Philadelphia, Pennsylvania on June 12-19, 2005 for two qualifying students to participate in the National Forensic League Nationals

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

### 10.0 Reports/Discussion

#### 10.1 Board Representative Reports

Mackinaw Valley Special Education Association Council (Puzauskas/Reece) – Puzauskas reported that the Council met on May 18 and discussed ongoing changes in special education.

Strategic Plan and Finance Committee (Puzauskas/Whittington) – Puzauskas reported that he and Whittington met recently to discuss the Strategic Plan and areas to be discussed at the upcoming Strategic Plan review session scheduled for June 6.

Community Connections Committee (Briggs/Mickens-Baker) – Mickens-Baker remarked that the Committee had not met since the last board meeting, but would be meeting on June 6 at 4:30 p.m. at the District Office.

Superintendent Evaluation Committee (Whittington/Reece) – Whittington reported that the Board would meet on June 8 to evaluate the Superintendent.

#### 10.2 Testing Report

Braksick and Boswell presented the annual report on achievement/ability testing for Grades 1, 2, and 6. He noted that the Naglieri Nonverbal Ability Test was given to first graders, the OLSAT and SAT9 were given to second graders, and the SAT was given to sixth graders. While there has been a downward trend in previous test results, Braksick reported a reversal of that trend in some areas. (Attachment #7) It was noted that the testing data would drive the District's school improvement plan, in addition to local assessments and state testing. Braksick commented that with the Skyward system, staff would be better able to analyze student progress over time.

### 10.3 Progress Report on District Goals, 2003-2005 and Strategic Plan

Chapman presented progress reports on the District Goals, 2003-2005, and the Strategic Plan. (Attachment #8) He noted that the District Goals were in place prior to his becoming Superintendent and that the current progress report would be the last one in relation to the goals. Chapman remarked that this was the second progress report in relation to the Strategic Plan. He added that it would also come into play when the plan is reviewed on June 6 and will be mailed to participants in the plan review tomorrow. Chapman noted the tremendous amount of work by many that went into preparation of the progress reports.

### 10.4 1<sup>st</sup> Reading: Proposed Board Policy Revisions/Addition

- Policy 4.75 Energy Management Conservation – *New*
- Policy 5.200 Professional Personnel – Terms and Conditions of Employment and Dismissal – *Revision*
- Policy 5.260 Professional Personnel – Student Teachers – *Revision*
- Policy 5.270 Educational Support Personnel – Employment At-Will, Compensation and Assignment – *Revision*
- Policy 5.290 Educational Support Personnel – Resignation, Retirement, Termination and Suspension – *Revision*
- Policy 5.310 Educational Support Personnel – Compensatory Time-Off – *Revision*
- Policy 6.310 Credit for Alternative Courses and Programs and Course Substitutions - *Revision*

Briggs reported that she had provided to board members, the Cabinet, and union representatives an explanation of the proposed policy revisions and addition. She reviewed the same information for the public at the meeting. (Attachment #9) In regard to Policy 6.310, Boswell remarked that the proposed revision would allow for best practice in regard to high school students who choose to take a college class and allowing for the class to be counted if it is the student's sixth class taken during the regular school year. Action to approve the proposed policy revisions and addition will take place at the next regular board meeting. Briggs thanked Pye for his review of the various personnel policies proposed for revision. She added that there would be first reading of additional policies proposed for revision at the June 8 board meeting.

### 10.5 1<sup>st</sup> Reading: Proposed Administrative Procedure – 4.75-AP

- 4.75-AP Guidelines for Energy Conservation and Building Management

Boswell reported that the proposed administrative procedure is part of the agreement with Energy Education previously approved by the Board. He stated that the proposed Policy 4.75 and the Administrative Procedure 4.75-AP outline important specifics necessary to conserving energy in the District. It was noted that the primary focus areas would be water, gas, and electricity. Boswell remarked that he would be meeting soon with the District's custodians regarding the proposed policy and procedure on energy management.

## 11.0 Appointments

President Lay appointed board representatives to committees, councils, commissions, and boards. (Attachment #11)

## 12.0 Announcements

Announcements made at the meeting:

- Altenburg commented that he would soon present to the Board a recommendation for the transfer of funds to the Operations and Maintenance Fund.
- Braksick expressed appreciation for the Board's approval of the Skyward proposal and commented that there was a great deal of work to be done to facilitate successful implementation of the plan.
- Boswell remarked that today was the second of three days of required exams for high school students. He added that the reduced schedule for these days continues to go very smoothly.
- Briggs recognized the efforts of Leiseberg and Chapman toward the ongoing review of board policies.

- Briggs commented that she had recently visited several of the District's school and was thankful for the cooler temperature.
- Briggs reminded board members and staff of Graduation scheduled for May 28. She announced that over 300 NCWHS students and over 365 NCHS students would graduate that evening.
- Chapman commented that he had the opportunity this week to host a positive visit to the District by State Superintendent Randy Dunn. He noted that he took Dunn on tours of Northpoint School and NCWHS where he visited a number of classes and spoke with students and staff members. Chapman felt Dunn was favorably impressed with Unit 5's facilities, staff, and students and would share the District's story as he has the opportunity.
- Chapman also thanked the Board for its positive vote on the Skyward proposal. He remarked that he understood the Board's concerns, but was very confident with Braksick and Lutkehaus leading the Skyward implementation, which he felt would be successful.
- Mickens-Baker noted that Glenn School observed its 50<sup>th</sup> anniversary this week. She also made positive comments on the recent article that appeared in *The Pantagraph* regarding Gifted Education in the District.
- Mickens-Baker announced that a Joint Scholarship reception would be held on June 11. Ten African-American organizations will be recognizing scholarship recipients at 10 a.m. at Mt. Pisgah Fellowship Hall.
- Mickens-Baker announced that the Great Plains Life Foundation has asked her to join their 20 Stars for Life 2005.
- Pye commented that the District continues to hire individuals to fill teaching positions for the coming school year. He felt they would be wonderful additions to an already outstanding staff.
- President Lay recognized State Representative Dan Brady who was present for part of the board meeting.
- President Lay expressed appreciation to the District's entire staff and remarked that he felt the District had a tremendous school year.

**13.0 Adjournment**

The meeting was adjourned at 8:50 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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Steve Whittington, Board of Education Secretary

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