

MINUTES
McLean County Unit District No. 5
BOARD OF EDUCATION
Regular Session
June 8, 2005

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois, met in regular session on June 8, 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, Martin O'Connor, 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 to consider the employment and compensation of specific individuals, collective negotiating matters, and review of closed session minutes. Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, 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, O'Connor 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, Executive Director of Secondary Education Bruce Boswell, Chief Financial Officer/Treasurer Tod Altenburg, Prescher, Meghan Leiseberg, Chuck Bartlett, Beth Sennett, Troy Sennett, John Wyssman, Dawn Green, Katie Read, Carey Reed, Dave Hawkinson, Beth Noble, Dee Biggs, Karen Bland, Brenda Carter, David Underkoffler, Vickie Mahrt, Tess Losada, and others.
- 4.0 Pledge of Allegiance** The Pledge of Allegiance was recited.
- 5.0 Public Hearing to Discuss the Transfer of Money** A public hearing was held to discuss the transfer of money from the Transportation Fund to the Operations and Maintenance Fund in accordance with 105 ILCS 5/17-2A. Altenburg commented that anytime a school district wishes to do a permanent transfer of money from one operating fund to another, a public hearing must be held with notice of the hearing published in a local newspaper. He reported that notice of this hearing was published in *The Pantagraph* on May 27, 2005. Altenburg stated that a transfer of \$2,000,000 from the Transportation Fund to the Operations and Maintenance Fund was proposed. He reviewed the effect of the proposed transfer on the funds' ending balances. (Attachment #1) President Lay indicated that fund-to-fund transfers were required to be completed by the end of the fiscal year. No one in the audience addressed the Board regarding the proposed transfer. In addition, no written comments were provided.
- 6.0 Focus on Students/ Good News Reports** The following were recognized:
- Focus on Students
- CJHS 7th Grade Team Quest Teams
 - Tess Losada, CJHS Student
- Good News Reports
- Corn Belt Energy Cooperative Capital Credits Refund to Unit 5

7.0 Public Comments None.

8.0 Action

8.1 Adopt Resolution Authorizing the Transfer of Money From the Transportation Fund to the Operations and Maintenance Fund

Altenburg recommended the Board's approval of the Resolution Authorizing the Transfer of Money From the Transportation Fund to the Operations and Maintenance Fund. Puzauskas moved, Reece seconded, to adopt the Resolution Authorizing the Transfer of \$2,000,000 from the Transportation Fund to the Operations and Maintenance Fund. (Attachment #2) Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

8.2 Approve Health Insurance Plan Options and Benefit Changes for 2005-2006

Altenburg reported that the District's Insurance Committee met on May 19 and 23 and reached consensus regarding a recommendation on group health insurance plan options and benefit changes for the 2005-2006 school year. He indicated that employees would be able to select from three options the one that best meets his/her or family situation. He Altenburg highlighted the three proposed options and benefit changes. David Underkoffler from Clemens and Associates remarked that federal guidelines were followed in setting up the Health Savings Account option. Mickens-Baker moved, Briggs seconded, to approve health insurance plan options and benefit changes for 2005-2006 as recommended. (Attachment #3) Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.** Altenburg commented that insurance information would be sent to the District's employees, and informational meetings would be held on June 15 at NCWHS and June 23 at Kingsley Junior High School at 10 a.m. and 6 p.m.

8.3 Approve 2004-2005 Negotiated Contract Between the Unit 5 Board of Education and Unit Five Teaching Assistants Association (UFTAA)

Pye recommended the Board's approval of the 2004-2005 Negotiated Contract Between the Board and UFTAA. He remarked that he felt the contract was a positive agreement for both parties. Puzauskas moved, Briggs seconded, to approve the 2004-2005 Negotiated Contract Between the Unit 5 Board of Education and Unit Five Teaching Assistants Association. (Attachment #4) Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

8.4 Approve Curriculum Revision Task Forces for 2005-2006

Braksick presented the proposed curriculum revision task forces for the coming school year. While not an expansive list, he indicated that work needed to be done to re-establish the District's curriculum/textbook revision rotation schedule. Braksick informed the Board that two task forces approved last year, the elementary science textbook task force and elementary report card task force, would continue their work during the coming school year. Reece moved, Mickens-Baker seconded, to approve the curriculum revision task forces for 2005-2006 as presented. (Attachment #4) Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.** Briggs suggested changing the title of the annual hearing held in February to Curriculum Adoption Hearing.

8.5 Adopt 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 received only a few questions regarding the proposed policies since their first reading at the last board meeting. She also highlighted the introductory paragraph included in Policy 5.200. Briggs moved, Puzauskas seconded, to adopt the revisions of Board Policies 5.200, 5.260, 5.270, 5.290, 5.310, and 6.310 and the addition of Policy 4.75 as proposed. (Attachment #5) Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

8.6 Adopt Administrative Procedure 4.75-AP

- 4.75-AP Guidelines for Energy Conservation and Building Management – New

Boswell informed the Board that the proposed guidelines would provide procedures for the District in relation to its agreement with Energy Education Inc. He remarked that all employees would be involved in energy conservation. In response to a board member question regarding exterior lighting, Boswell indicated that some exterior lighting was for security purposes and stated that timers for exterior lighting were reset as needed. O'Connor moved, Reece seconded, to adopt Administrative Procedure 4.75-AP as proposed. (Attachment #6) 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. Pye recommended the appointment of Mike Clark as assistant principal at Normal Community High School and reviewed his experience and qualifications for the position. In addition, he reviewed proposed staffing needs for the coming school year. Pye stated that some enrollments at Hoose Elementary, Grove Elementary, Northpoint Elementary, and Sugar Creek Elementary Schools would continue to be monitored and could require additional staff at a later date. Reece moved, Puzauskas seconded, to approve the Consent Agenda as presented.

9.1 Approval of the Minutes

- May 25, 2005 Regular Meeting
- June 1, 2005 Special Meeting

9.2 Personnel Matters (Attachment #7)

9.3 Payment of Bills and Payrolls (Attachment #8)

9.4 Treasurer's Report – May 2005 (Attachment #9)

9.5 Other

- Designate Commerce Bank as the depository for all District funds
- Appoint Tod Altenburg as Treasurer for the period July 1, 2005 to June 30, 2005
- Appoint Cynthia Prescher as Clerk of the Board for the period July 1, 2005 to June 30, 2005
- Adopt Resolution Stating Prevailing Rate of Wages (Attachment #9)
- Accept Bids
 - Gasoline/Diesel Fuel (Attachment #10)
 - Custodial Supplies (Attachment #11)
 - Bread (Attachment #12)
 - Milk/Milk Products (Attachment #13)
 - Cafeteria Trays (Attachment #14)
- Approve Sr. High Student-Parent Handbook changes for 2005-2006 (Attachment #15)

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

10.0 Reports/Discussion

10.1 Board Representative Reports

Community Connections Committee (Briggs/Mickens-Baker) – Briggs reported that the committee met on June 6 and discussed the planning of some open meetings at several elementary schools during the coming school year to be facilitated by CAC members and

Patron Club officers, with several schools invited to each of the public meetings. She noted that there would also be an opportunity to provide input through the District's website. The goal of the open meetings is to learn perceptions of the community and continue open dialogue. Briggs also solicited suggested CAC study topics from board members prior to the July 13 board meeting. In regard to "Community Conversation" meetings held during the school year, Briggs reported that the committee recommended holding two board meetings at schools on the fourth Wednesday in October and February to provide another opportunity for continued dialogue with the public.

Mickens-Baker highlighted recent additions to the District's website: (1) links to Good News and Focus on Students reports, (2) planned expansion of Unit 5 Connect to include links to individual schools by fall, (3) the solicitation of input on board member information as discussed at the June 1 board retreat, and (4) discussion with the webmaster about website access issues and format. She also reported that the committee was soliciting Key Communicator names with email addresses and would like to move forward with a communication audit as recommended by a CAC study, with assistance of a professional on the CAC. Mickens-Baker noted that two interns were assisting in the District Office this summer. In regard to non-English speaking/English language learners communications initiatives, she reported that these included a bilingual program at Brigham Elementary School and discussions with the Indian community on educational expectations in Unit 5. The next meeting of the Community Connections meeting will be held on July 15.

Superintendent Evaluation Committee (Whittington/Reece) – Whittington reported that the Board would meet in a second closed session at this meeting to evaluate the Superintendent.

Strategic Planning/Finance Committee (Puzauskas/Whittington) – Puzauskas reported that a strategic planning review session facilitated by Dr. Chapman was held on June 6. Individuals involved in the development of the plan last year participated in the thorough review of plan accomplishments during 2004-2005. He stated that areas of concentration for the next five years were also discussed. Chapman remarked that a summary report of the meeting would be prepared and distributed, in addition to a draft of the revised plan.

Board/Cabinet Retreat – Concerning the Board/Cabinet retreat held on June 1, President Lay expressed appreciation to the Board and Cabinet members for their participation, input, and dialogue at the retreat. He indicated that he and Chapman would prepare actionable items from the discussion that would be addressed during the coming school year.

10.2 1st Reading: Proposed Board Policy Revisions/Deletion

- Policy 4.130 Free and Reduced-Price Food Services – *Revision*
- Policy 4.170 Safety – *Revision*
- Policy 7.190 Student Discipline – *Revision*
- Policy 7.320 Non-School Sponsored Activities – *Deletion*
- Policy 8.25 Advertising and Distributing Materials in Schools Provided by Non-School Related Entities – *Revision*

Briggs reported that she had provided to board members, the Cabinet, and union representatives an explanation of the proposed policy revisions and deletion. She reviewed the same information for the public at the meeting. (Attachment #16) Lay asked board members to submit any input they may have to Briggs, prior to adoption of the proposed revisions/deletion on July 13.

10.3 1st Reading: Proposed Administrative Procedure Revision

- 8.25-AP Guidelines for Distribution and Posting of Flyers and Promotional Materials in Unit 5 Facilities
- 8.25-E1 Request for Flyer Approval

Briggs remarked that the proposed revision of Administrative Procedure 8.25-AP was due to the proposed revision of Board Policy 8.25.

10.4 Department Reports

Boswell highlighted the end-of-year reports submitted by the following departments: agriculture, art, business, driver education, English/language arts, family and consumer sciences, foreign language, math, music, physical education, science, social studies, special education (operations and instruction), and technology. (Attachment #17) Briggs commented that this type of information was related to a suggestion made at the recent Board/Cabinet retreat—that the Board devote more time to curriculum matters and have more curriculum-related discussions at board meetings. She also pointed out that the Beyond the Books Educational Foundation was frequently mentioned in department reports. Briggs indicated that she failed to mention during Board Representative Reports that the Beyond the Books Educational Foundation annual meeting would be held tomorrow morning, at which time new officers and directors would be elected for the next school year. Mickens-Baker emphasized the importance of reporting the District's accomplishments and quality programs to the public. Lay shared his concern about the one-year delay in beginning a task force for textbook adoption purposes at the secondary level in science.

10.5 Enrollment Update

- Enrollment – May 2005
- Enrollment Comparison – 5/05 to 5/04

Pye reported student enrollment as of May 27 to be 11,336. He noted that only two elementary schools had less enrollment than in the previous school year. At the secondary level, he reported a slight decline in enrollment at the middle schools and an increase in enrollment at the high schools. Pye informed the Board that the district-wide average class size was 22.7. He also felt the District was no longer experiencing huge swings in class size across the District, partly due to the implementation of open attendance areas. A comparison of the District's enrollment in May 2005 to that of May 2004 indicated total enrollment growth of 2.74 percent.

11.0 Announcements

Announcements made at the meeting:

- Board members and Cabinet members expressed their appreciation to Boswell for his 30+ years of service to Unit 5 and wished him the best in his retirement and new position.
- Boswell made positive comments regarding the Board, the administrative team, and his time in the District. He expressed thanks for his opportunity to serve Unit 5 and stated that he looked forward to his new position.

12.0 Closed Session

At approximately 8:35 p.m., Briggs moved, Mickens-Baker seconded, to adjourn to closed session for the purpose of evaluating the Superintendent. Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

13.0 Return to Public Session

At approximately 9:35 p.m., Briggs moved, Reece 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.**

14.0 Adjournment

The meeting was adjourned at 9:35 p.m.

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

ATTEST:

Steve Whittington, Board of Education Secretary

Approved: _____
(Date)