

MINUTES
McLean County Unit District No. 5
BOARD OF EDUCATION
Regular Session
August 11, 2004

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois, met in regular session on August 11, 2004, 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, Tom Ellsworth, Scott Lay, Martin O'Connor (entered at 6:05 p.m.), Steve Whittington, and Board President Rick Percy. Members absent: Meta Mickens-Baker.
- 2.0 Closed Session** Briggs moved, Lay seconded, to adjourn to closed session to consider the employment and compensation of specific employees, collective negotiating matters, a student discipline matter, interim superintendent evaluation, superintendent contract, and review of closed session minutes. Roll call: Ayes: Briggs, Ellsworth, Lay, Whittington, Percy. Nays: None. **Motion carried.**
- Also present: Interim 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, Lay seconded, to come out of closed session and return to public session. Roll call: Ayes: Briggs, Ellsworth, Lay, O'Connor, Whittington, Percy. 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, Linda Chizmar, Julia Basting, John Puzauskas, Rich Schroeder, and others.
- 4.0 Pledge of Allegiance** The Pledge of Allegiance was recited.
- 5.0 Public Comments** None.
- 6.0 Action**
- 6.1 Action From Closed Session
President Percy informed the public that the Board had formally evaluated Interim Superintendent Chapman and was extremely pleased with his performance during the first six months of his contract. He remarked that Chapman's title would change from Interim Superintendent to Superintendent; his new contract would be for a three-year period (July 1, 2004 to June 30, 2007); and his salary would remain at \$120,000 for this school year, \$130,000 in the second year, and \$144,000 in the third year. Briggs moved, O'Connor seconded, to approve the contract for the Superintendent. (Attachment #1) Roll call: Ayes: Briggs, Ellsworth, Lay, O'Connor, Whittington, Percy. Nays: None. **Motion carried.** Chapman thanked the Board for the vote of confidence and indicated it had been an interesting ride since his appointment in December 2003. He commented that he felt he had been able to accomplish good things for the District with the assistance of a tremendous team of people. Chapman added that he looked forward to the challenge and appreciated the opportunity to serve and help the District continue to be successful.
- 6.2 Approve Notice of Public Hearing on the Budget
Altenburg reported that the District's proposed budget for 2004-2005 would be placed on public display for 30 days beginning tomorrow. He recommended approval of the Notice of Public Hearing on the Budget that will be published in the local newspaper. Altenburg noted that the Public Hearing would take place on September 22, 2004 at 7:00 p.m. at the

District Office. Lay moved, Ellsworth seconded, to approve the Notice of Public Hearing on the Budget as presented. (Attachment #2) Roll call: Ayes: Briggs, Ellsworth, Lay, O'Connor, Whittington, Percy. Nays: None. **Motion carried.**

6.3 Adopt Unit 5 Mission Statement, Strategic Plan, and Strategic Plan Communication Schedule

Chapman presented for board approval the proposed Unit 5 Mission Statement, Strategic Plan and schedule for making the plan broadly known, which he stated were the final products of a process that began in April 2004 with a number of strategic planning sessions. He noted the involvement of many in the development process and expressed appreciation to Dr. Don Kachur for serving as a facilitator of the process. Following board approval, Chapman indicated specific goals related to the various objectives would be pursued. Whittington moved, Lay seconded, to adopt the Unit 5 Mission Statement, Strategic Plan, and Strategic Plan Communication Schedule as presented. (Attachment #3) Roll call: Ayes: Briggs, Ellsworth, Lay, O'Connor, Whittington, Percy. Nays: None. **Motion carried.**

7.0 **Consent Agenda**

Chapman reviewed the Consent Agenda for Board approval. Five upcoming retirements of long-time personnel were noted. Ellsworth moved, Lay seconded, to approve the Consent Agenda as presented.

7.1 Approval of the Minutes

- July 14, 2004 Regular Meeting

7.2 Personnel Matters (Attachment #4)

7.3 Payment of Bills and Payrolls (Attachment #5)

7.4 Treasurer's Report (Attachment #6)

7.5 Donation

- Donation of exterior sign for the District Office
- Donation from the Autism Society of McLean County to help support the Autism Summer Camp – total \$1,000

7.6 Other

- NCHS and NCWHS athletic trips for 2004-2005 (Attachment #7)
- Adopted Board Policy revisions:
 - Board Policy 4.10 (Attachment #8)
 - Board Policy 4.20 (Deleted - Attachment #9)
 - Board Policy 4.50 (Attachment #10)
 - Board Policy 4.60 (Attachment #11)
 - Board Policy 4.110 (Attachment #12)
 - Board Policy 4.150 (Attachment #13)
 - Board Policy 5.260 (Attachment #14)
- Request from The Special Olympics of Illinois to use the NCWHS and KJHS Gymnasiums for the 2005 Special Olympics Illinois State Basketball Tournament on Saturday, March 19 and Sunday, March 20, 2005
- Request from American Youth Basketball Tour to use the NCHS and NCWHS Gymnasiums from Sunday, July 17, 2005 through Sunday, July 24, 2005
- Corporate Resolution for Credit Card (Attachment #15)

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

8.0 **Reports/Discussion**

8.1 Preliminary Budget, 2004-2005

Altenburg presented the tentative budget for the 2004-2005 school year. Until the time of its adoption on September 22, he indicated it would continue to be modified and fine tuned especially in relation to enrollment, staffing, and salaries/benefits. He reported Educational Fund expenses to be estimated at approximately \$61.3 million and revenues to be about \$61.8 million. A positive fund balance of approximately \$500,000 is anticipated for June 30, 2004. Total operating expenditures are estimated to be \$77.5 million, with revenues estimated at \$75.2 million. Total estimated expenditures for all

funds were reported to be \$95.6 million and revenues to be \$91.5 million. Chapman complimented Altenburg on his work on the budget since his employment on July 1 and felt improvements would continue to be made prior to adoption of the budget in September. It was requested that board members be provided before the budget hearing with a summary page detailing by fund the proposed revenue and expenditures, including a comparison to the prior year's revenue and expenditures. In response to a board member's question about when the financial audit would be conducted, Altenburg indicated it would take place during the last week of August.

8.2 Board Representative Report

IASB Corn Belt Division (Ellsworth) – Ellsworth reported the Illinois Association of School Boards' Resolutions Committee met last Friday in Oakbrook, Illinois. He reported that of the 18 resolutions presented, only 6 were approved to be presented to the Delegate Assembly at the IASB Convention this November. Ellsworth commented on several of the approved resolutions, including the Committee's support of S.B. 750 which he indicated, if passed, would raise the state income tax from 3 to 5 percent, increase the foundation level for education by \$1,000, reduce property taxes, etc. In response to a board member's question about whether any of the resolutions not approved would be appealed, he indicated he did not know at this time.

McLean County Regional Planning Commission (Lay) – Lay reported the commission met last Wednesday and received a presentation on various developments which led to a discussion on the role of the commission and it becoming involved in presenting informational meetings to the County Board and local municipalities, with the hope of involving the public in planning issues.

Strategic Planning and Finance Committee (Lay/Whittington) – Lay reported that he and Chapman would testify at the Senate Education Committee hearing on school funding that will be held on August 17 at the Interstate Center in Bloomington.

Whittington thanked all who were involved in the Strategic Planning process. He also thanked Chapman for allowing him time to speak with Unit 5 administrators regarding the Strategic Plan during a recent Administrative Council meeting.

Community Connections Committee (Briggs/Mickens-Baker) – Briggs reported that the Community Connections Committee would meet on August 24 at 4:30 p.m. at the District Office. She indicated the committee would focus on the Community Connection items included in the District's Strategic Plan.

Board Policy Review Committee (Briggs) – Briggs reported the committee's review of board policies to be ongoing.

8.3 Freedom of Information Request

Chapman reported the receipt and processing of a request from a former employee for a copy of a document reflecting her resignation in 2003.

8.4 1st Reading: Proposed Board Policy Revisions

- Board Policy 4.90
- Board Policy 4.170
- Board Policy 6.65
- Board Policy 6.90
- Board Policy 7.250

Briggs reviewed five board policy revisions proposed for adoption on August 25. She requested any board member input on the policies prior to the agenda preparation for the 25th.

9.0 Announcements

Announcements made at the meeting:

- Briggs noted that a planning meeting with the officers of the Unit 5 Citizens Advisory Council (CAC) would be held on August 12 at 7:00 p.m. at the District Office. In addition, she reported an orientation for new members of the CAC would be held on August 18 at 7:00 p.m. at the District Office.
- O'Connor commented that he heard from several building principals on how they appreciated the presentation by Whittington on the Strategic Plan. He also made positive comments regarding Chapman's performance during his first six months and encouraged him to continue his efforts during his extended contract. O'Connor added that the Board appreciated what he had accomplished to date and looked forward to working with him in the future. Other board members echoed his comments and also expressed appreciation to the administrative team.
- Chapman commented that he was committed to continuing his efforts and looked forward to working with the Board and District.
- Briggs commented on the significant decisions made at this meeting. She thanked the Strategic Planning/Finance Committee (Lay and Whittington), the Superintendent Evaluation Committee (Whittington and Percy), and Chapman for accepting the position of Superintendent and the tasks to be accomplished.

10.0 Adjournment

The meeting was adjourned at 7:30 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