

**MINUTES**  
**McLean County Unit District No. 5**  
**BOARD OF EDUCATION**  
**Regular Session**  
**September 8, 2004**

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois, met in regular session on September 8, 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, Meta Mickens-Baker, Martin O'Connor (entered at 6:05 p.m.), 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 the employment and compensation of specific employees, collective negotiating matters, and review of closed session minutes. Roll call: Ayes: Briggs, Ellsworth, Lay, Mickens-Baker, Whittington, Percy. 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 7:06 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, Executive Director of Secondary Education Bruce Boswell, Chief Financial Officer/Treasurer Tod Altenburg, Prescher, Meghan Leiseberg, Rebecca Loda from The Pantagraph, Kevin Heinkes from WJBC, Patricia Houston, Linda Chizmar, John Chizmar, Barb McLaughlin-Olson, Karen Zook, Julie Basting, John Puzauskas, Sr. Brigitta Naswumya, and others.

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

**5.0 Public Comments** The following addressed the Board:

	<u>Topic</u>
• Barb McLaughlin-Olson, 7 Buckingham Ct., Bloomington	Busing

**6.0 Action**

6.1 Action From Closed Session  
Chapman recommended approval of the proposed action from closed session item. Lay moved, Ellsworth seconded, to grant the request as described in closed session for the employee discussed in closed session, based on the individual's projected retirement in June 2006. Roll call: Ayes: Briggs, Ellsworth, Lay, Mickens-Baker, O'Connor, Whittington, Percy. Nays: None. **Motion carried.**

6.2 Approve Unit 5 Citizens Advisory Council Study Topics, 2004-2005  
Leiseberg presented four topics proposed for study by the Unit 5 Citizens Advisory Council during the 2004-2005 school year. She remarked that the study topics were designed to reflect the Unit 5 Strategic Plan orientation for the current school year and included two short-term studies (Communications and Revenue Enhancement / Expenditure Reductions) that would be completed by January 19 and two long-term studies (Technology and Referenda) that would be completed by March 16. Leiseberg added that the District was excited about using the expertise and input of the CAC membership to assist it in striving toward Plan goals. In response to a board member question, it was indicated that about 20 CAC members would serve on each of the 4

study committees. Leiseberg indicated there would be opportunities throughout the year for CAC members to assist with additional projects as well. It was suggested that CAC members be provided with a sample study report format. Chapman noted that the CAC study topics were developed in close cooperation with the CAC leadership and the Community Connections Committee. Ellsworth moved, Mickens-Baker seconded, to approve the 2004-2005 study topics for the Unit 5 Citizens Advisory Council as proposed. (Attachment #1) Roll call: Ayes: Briggs, Ellsworth, Lay, Mickens-Baker, O'Connor, Whittington, Percy. Nays: None. **Motion carried.**

## 7.0 Consent Agenda

Chapman reviewed the Consent Agenda and recommended its approval. He highlighted the upcoming retirement of one long-time employee and the proposed administrative procedure and exhibit for Board Policy 8.25 concerning the distribution of information from community sources in the schools. O'Connor requested that Board Policy 4.30 (Item 7.6.1 Adopt Board Policy Revisions) be removed from the Consent Agenda for separate consideration. Concerning the Pom Pon overnight trip request, Chapman remarked that it was not a required trip. Mickens-Baker moved, Briggs seconded, to approve the Consent Agenda as presented (excluding Board Policy 4.30).

### 7.1 Approval of the Minutes

- August 25, 2004 Regular Meeting

### 7.2 Personnel Matters (Attachment #2)

### 7.3 Payment of Bills and Payrolls (Attachment #3)

### 7.4 Treasurer's Report (Attachment #4)

### 7.5 Overnight Trips

- KJHS Pom Pon Squad request to participate in the Universal Dance Association National Championship Pom Pon Competition in Orlando, Florida on February 4-7, 2005

### 7.6 Other

- Adopted Board Policy revisions:
  - Board Policy 1.20 (Attachment #5)
  - Board Policy 1.30 (Attachment #6)
- Adopt Administrative Procedure 8.25 and Exhibit-1 (Attachment #7)

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

Concerning the proposed revision of Board Policy 4.30, O'Connor suggested the policy be further reviewed in relation to line and staff responsibilities. He felt the financial responsibilities indicated in the policy fell more to the chief financial officer/treasurer rather than the Superintendent. Briggs indicated the Policy Review Committee felt the Superintendent was the person actually accountable to the Board, but would not have a problem with the suggestion. Chapman suggested referring the policy back to the committee and postponing action until a future meeting. Briggs moved, Lay seconded, to postpone second reading and action on Board Policy 4.30 until the September 22, 2004 regular board meeting. Roll call: Ayes: Briggs, Ellsworth, Lay, Mickens-Baker, O'Connor, Whittington, Percy. Nays: None. **Motion carried.**

## 8.0 Reports/Discussion

### 8.1 Board Representative Report

Community Connections Committee (Briggs, Mickens-Baker) – Mickens-Baker reported that the first Citizens Advisory Council meeting of the school year would be held on September 14 at 7:00 p.m. at Kingsley Jr. High School. She remarked that in addition to study topic assignments a new president would be elected to fill the vacancy created by her appointment to the Board of Education. Mickens-Baker added that the Community Connections Committee would meet on September 13 to discuss open town meetings. She requested input on possible locations and topic ideas (in addition to the Strategic Plan) to be discussed at the meetings.

Mackinaw Valley Special Education Association Council (Ellsworth/O'Connor) – Ellsworth reported that the Council would meet on September 15 at 11:30 a.m. at the

Eugene Field Special Services Center. It was noted that President Percy would attend the meeting for Ellsworth.

McLean County Regional Planning Commission (Lay) – Lay reported the Commission did not have a meeting in September due to the Labor Day holiday.

Beyond the Books Education Foundation (Briggs) – Briggs reported the Foundation Board of Directors would hold its first meeting of the school year on September 9 at 7:30 a.m. at District 87. She informed board members that they would receive fundraising and other activities information after that meeting. Briggs remarked that updated Foundation information would also be included on the District's website.

Strategic Plan/Finance Committee (Whittington/Lay) – Whittington thanked board members and Cabinet members to undertaking the school presentations on the District's Strategic Plan. He also thanked building principals for providing time for the presentations to staff members.

#### 8.2 Enrollment Update

Pye updated the Board on the District's current enrollment. He reported sixth day enrollment (9/1/04) to be 11,237. He reviewed classrooms added, dropped, and under/over range. The number of teaching assistants placed at each elementary school was also reported. Pye indicated at-risk students remained to be included in enrollment figures, as those students would just start school next Monday. A comparison of the current enrollment to the September 30 enrollment of last year was also presented. Overall growth was reported to be 302 students or 2.76 percent.

### **9.0 Announcements**

Announcements made at the meeting:

- Altenburg commented that he enjoyed presenting on the Strategic Plan at Northpoint School this a.m. He added that he continued to be impressed with everyone's efforts throughout the school district and felt the school year was off to a good start.
- Boswell also made positive comments about the school year being off to a good start.
- Pye indicated busing continued to move ahead and was making progress each day.
- Briggs announced that she attended a "Brown Bag" session regarding strategic planning sponsored by the McLean County Chamber of Commerce. She indicated she would be glad to share the information she received at the session, if desired.
- In relation to student enrollment/class size, Lay complimented the administrative team for accomplishing fiscal objectives in a manner that is friendly to education. He noted that even though 39 class sections were reduced, the District-wide average class size increased by about 1 student per room.
- Chapman announced that an informal breakfast meeting with the mayors of Carlock, Hudson, and Towanda and available board and cabinet members would be held on September 14 at 7:00 a.m. at the District Office.
- Chapman thanked Mrs. McLaughlin-Olson for her positive comments made during the Public Comments portion of the meeting. He added that while there were some busing problems at the beginning of the school year, the District had been able to resolve the issues quickly and efficiently.
- Ellsworth announced that the IASB Corn Belt Division Semi-Annual Conference and Dinner meeting would be held on October 5 at Cissna Park, Illinois. He noted that a summary report from the Resolutions Committee would be presented at the meeting.
- Mickens-Baker announced that The Coalition for School Funding Reform would hold a town meeting on September 23 at NCWHS at 7:00 p.m. She reported that speakers would be Dr. Ralph Martire and State Superintendent of Schools Dr. Robert Schiller.

**10.0 Adjournment**

The meeting was adjourned at 7:35 p.m.

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

ATTEST:

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Martin L. O'Connor, Board of Education Secretary