

**Minutes**  
**McLean County Unit District No. 5**  
**BOARD OF EDUCATION**  
**Regular Session**  
**June 14, 2006**

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois met in regular session on June 14, 2006 at 6:00 p.m. at the District Office, 1809 W. Hovey Avenue, Normal, Illinois.

**1.0 Roll Call**

Members present: Gail Ann Briggs, Meta Mickens-Baker (entered at 6:02 p.m.), Martin O'Connor, John Puzauskas, Jay Reece, Steve Whittington, and Board President Scott Lay. Members absent: None.

Also present: Superintendent Dr. Alan Chapman, Assistant Superintendent of Operations and Human Resources John Pye, Clerk of the Board Cynthia Prescher, and Donna Evans (Clerk of the Board as of July 1, 2006).

**2.0 Closed Session**

Briggs moved, Puzauskas seconded, to adjourn to closed session for the review of closed session minutes and to discuss a student discipline matter, collective negotiating matters, pending litigation and the employment and compensation of specific individuals. Roll call: Ayes: Briggs, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

**3.0 Return to Public Session**

At 7:08 p.m., Briggs moved, Puzauskas 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, Chief Financial Officer/Treasurer Tod Altenburg, Prescher, Evans, Meghan Leiseberg, Chuck Bartlett, Laura O'Donnell, Dennis Larson, Dave Johnson, Janice Jobe, Val Leichtenberg, Karen Bland, Kenneth Berglund, Vickie Mahrt, Richard Spencer, and others.

**4.0 Pledge of Allegiance**

The Pledge of Allegiance was recited.

**5.0 Public Hearing on the Amended Budget for 2005-2006**

Altenburg stated that the amended 2005-2006 budget has been available for public review since May 11. The process for amending the budget requires a public hearing to solicit input. Altenburg provided an updated budget on the State budget form with highlights of what changes had occurred. No one in the audience addressed the Board regarding the proposed amended budget. The public hearing officially ended at approximately 7:30 p.m.

**6.0 Public Comments**

Kenneth Berglund of Danvers, Illinois, addressed the Board of Education regarding the transportation salary schedule.

**7.0 Action**

**7.1 Adopt Amended 2005-2006 Budget Resolution**

Altenburg recommended the Board's adoption of the 2005-2006 Budget Resolution as proposed. Reece moved, Puzauskas seconded, to adopt the amended 2005-2006 Budget Resolution as presented. Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

**7.2 Action from Closed Session**

**7.2.1 Administrative Appointments**

Pye advised the Board of Administration's recommendation of Dennis Larson to serve as assistant principal at Normal Community High School and Laura O'Donnell to serve as assistant principal at Normal Community West High School. Briggs moved, O'Connor seconded, to appoint Dennis Larson as assistant

principal at NCHS and Laura O'Donnell as assistant principal at NCWHS effective July 1, 2006. Pye gave a brief biography of Larson's and O'Donnell's background in education. Larson and O'Donnell expressed their appreciation to the Board for approving the addition of these positions at both high schools for the 2006-2007 year. Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

#### 7.2.2 Food Service Meet and Confer

Pye stated that there had been an agreement reached between Administration and the Unit 5 Meet and Confer Committee of Food Service Department Employees regarding salaries and benefits for 2006-2007. It was Pye's recommendation to the Board to approve the food service salaries and benefits for 2006-2007. Mickens-Baker moved, Reece seconded, to approve food service personnel salaries and benefits for 2006-2007. Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

#### 7.3 Approve the 2005-2006 through 2007-2008 Negotiated Contract Between the Unit 5 Board of Education and Meet and Confer Committee of Transportation Department

Pye indicated that the transportation group has traditionally been a meet and confer committee and this is the first process where a negotiation team was involved in the contract process. It was the recommendation from Administration that the Board approve the negotiated contract. (Attachment #2) Reece moved, Puzauskas seconded, to approve the 2005-2006 through 2007-2008 negotiated contract between the Unit 5 Board of Education and Meet and Confer Committee of Transportation Department Employees as presented. In response to a question, Pye stated that the contract was ratified by a 2 to 1 vote margin. Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

#### 7.4 Approve the 2005-2006 through 2006-2007 Negotiated Contract Between the Unit 5 Board of Education and Unit Five Support Professionals Association

Pye stated that the process for this group was different this year than it has been in the past. UFSPA is a newly formed group within the District consisting of teaching assistants and educational office personnel. Pye stated it was a long negotiating period but he felt that in his opinion this was in the best interest of both parties. Pye expressed his appreciation to the UFSPA bargaining committee, Altenburg, Puzauskas, and Briggs for their participation in the negotiation process. Pye stated it was Administration's recommendation that the Board approve the contract. (Attachment #3) Briggs moved, Puzauskas seconded, to approve the 2005-2006 through 2006-2007 negotiated contract between the Unit 5 Board of Education and Unit Five Support Professionals Association as presented. Board members expressed their thanks for the attention to detail regarding the contract and appreciation to the bargaining committee. Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

#### 7.5 Adopt Proposed Board Policy Revisions

7.5.1 Policy 6.100 Using Animals in the Educational Program

7.5.2 Policy 6.180 Extended Instructional Programs

7.5.3 Policy 6.190 Co-Curricular Activities

7.5.4 Policy 6.300 Graduation Requirements

7.5.5 Policy 6.320 High School Credit for Proficiency

Briggs presented five policy revisions for adoption by the Board. She indicated there had been no changes since their first reading. (Attachment #4) Briggs moved, Mickens-Baker seconded, to adopt the revisions of Board Policies 6.100, 6.180, 6.190, 6.300 and 6.320 as proposed. Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

#### 7.6 Accept Bid for the Purchase of Activity Buses

Pye requested the Board's approval to purchase two additional activity buses to be used for before and after school extracurricular and athletic activities and also for the District's special education programs during the school day. (Attachment #5) Mickens-Baker moved, Reece seconded, to accept the bid for the purchase of activity buses as recommended. In answer to a question, Pye stated that the District will have a total of four activity buses. Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

### 8.0 **Consent Agenda**

Chapman offered an amendment to the Consent Agenda. The approval of the minutes for the June 10, 2006 special session will be removed from the Consent Agenda and brought to the Board at a subsequent

meeting. Chapman recommended the approval of the Consent Agenda as amended. Puzauskas moved, Briggs seconded, to approve the Consent Agenda as amended.

#### 8.1 Approval of Minutes

- 8.1.1 May 24, 2006 Regular Meeting
- 8.1.2 May 31, 2006 Special Meeting
- 8.1.3 June 1, 2006 Special Meeting
- 8.1.4 June 3, 2006 Special Meeting

#### 8.2 Personnel Matters (Attachment #6)

#### 8.3 Payment of Bills and Payrolls (Attachment #7)

#### 8.4 Treasurer's Report ~ May 2006 (Attachment #8)

#### 8.5 Donations

- 8.5.1 Towanda school request to accept a donation of playground equipment from Towanda PTO
- 8.5.2 Carlock school request to accept a donation of playground equipment from Carlock Parent-Teacher Club

#### 8.6 Other

- 8.6.1 Designate Commerce Bank as the depository for all District funds
- 8.6.2 Appoint Tod Altenburg as Treasurer for the period July 1, 2006 to June 30, 2007
- 8.6.3 Appoint Donna Evans as Clerk of the Board for the period July 1, 2006 to June 30, 2007
- 8.6.4 Adopt Resolution Stating Prevailing Rate of Wage (Attachment #9)
- 8.6.5 Accept bids (Attachment #10)
  - Cafeteria trays
  - Gasoline/diesel fuel
  - Custodial supplies
- 8.6.6 Approve middle school Student-Parent Handbook changes for 2006-2007 (Attachment #11)
- 8.6.7 Approve request from KJHS for use of the football field on Sunday, June 25, 2006 for the Army National Guard's Military Police Battalion Ceremony

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

**Motion carried.**

### 9.0 **Reports/Discussion**

#### 9.1 Reports on Councils/Committees/Commissions/Boards

- Facilities Review Committee ~ Puzauskas discussed the committee's recent meeting of June 6 and provided updates on the geothermal projects that are ongoing at the elementary schools, the Grove addition, and the portable air conditioners that are scheduled to be added to the elementary schools. Puzauskas stated that all three of these projects are on schedule. O'Connor also added that the committee had approved a request from Verizon to place a communication tower on the KJHS property. He also indicated there was a delay on the addition of the donated playground equipment at Carlock Elementary School due to concerns with the location of the septic system.
- Strategic Planning and Finance Committee ~ Whittington thanked participants for their work on June 3 and June 10.
- Unit 5/Local Government Committee ~ Mickens-Baker discussed the committee meeting held on June 6. Topics of that meeting included but were not limited to the following:
  - Study Circles update
  - Cooperative facilities programs with the Town of Normal regarding adjacent playgrounds to Unit 5 schools
  - Installation of round basketball courts at Prairieland Elementary School
  - Addition of playground equipment to Sugar Creek Elementary School
  - Before and After School Programs
  - School Resource Officer Program
- Beyond the Books Educational Foundation ~ Briggs provided a summary of the June 8 annual meeting. Topics included:
  - Election of officers ~ President Alex Horvath; Vice President Julie Payne, Secretary Kelli Appel, and Treasurer Steve Wallace
  - Election of Vickie Mahrt ~ Teacher Advisory Representative for Unit 5
  - Recognition of Unit 5's retiring director and administrator ~ Sandy Slingsby and Cathy Greene
  - Welcomed new Unit 5 administrator ~ Donna Lutkehaus
  - Audit for 2005

- Board retreat planned for August
- 2006 -2007 meetings hosted by District 87
- Board Policy Review Committee ~ Briggs reported that a new policy on ‘School Wellness’ will be submitted at the July 12 meeting for first reading.
- Community Connections ~ Briggs stated that items discussed at the June 13 meeting included but were not limited to:
  - Communication Plan implementation of goals
  - CAC calendar
  - Policy review and procedure for naming District facilities
- Study Circles ~ Briggs stated the committee had developed plans for an orientation to be held Tuesday, June 27. She reported that Study Circles are planned to begin with a training workshop for facilitators, followed by a pilot Circle of facilitators in August. A diverse group of community members will be encouraged to participate in Study Circles in September. The committee is requesting names of people who might want to become involved. The planning committee includes Co-chairs Carla Vandongen and Sharla Brown-Ajayi, the Community Connections Committee and principal James Shaw.
- McLean County Regional Planning Commission ~ Lay announced that the Bloomington Council approved the agreement to proceed with the Cedar Ridge development.

#### 9.2 Curriculum Initiatives 2006-2007

Braksick reported on the District’s initiatives and task forces assigned. (Attachment #12) Information on the following issues was presented:

- High School Grading System Task Force
- Project Lead the Way
- Computerized Elementary Report Cards Task Force
- District Assessment Plan including SAT 10 and ISAT testing
- No Child Left Behind and average yearly progress
- Response to intervention model in determining special education eligibility
- Curriculum mapping utilizing technology
- Addressing the need for additional language arts minutes at the middle school

#### 9.3 Department Reports

Braksick provided the Board with copies of the District’s Department Reports and expressed appreciation to the building chairs and teaching staff.

#### 9.4 Enrollment Update

- Enrollment ~ May 31, 2006
- Comparison Report ~ May 2005 to May 2006

Pye reported student enrollment of 11,722 as of May 31. He remarked that the average elementary class size remains at 23. Pye also stated that all kindergarten parents residing in the open attendance areas have been advised of their student’s placement for the 2006-2007 school year.

### 10.0 **Announcements**

- Clerk of the Board Cynthia Prescher was recognized by Chapman and the Board of Education for her 34 years of distinguished service to the Unit 5 community.

### 11.0 **Closed Session**

At 8:20 p.m. Briggs moved, Mickens-Baker seconded, to adjourn to closed session to discuss the Superintendent’s Contract. Roll call: Ayes: Briggs, Mickens-Baker, O’Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

### 12.0 **Return to Public Session**

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.**

**13.0 Adjournment**

The meeting was adjourned at 9:35 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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**Meta Mickens-Baker, Board of Education Secretary**

**Approved Date:** \_\_\_\_\_