

**MINUTES**  
**McLean County Unit District No. 5**  
**BOARD OF EDUCATION**  
**Regular Session**  
**November 9, 2005**

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois, met in regular session on November 9, 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 Vice President Martin O'Connor. Members absent: Board President Scott Lay.

Board Vice President Martin O'Connor assumed presiding duties in the absence of Board President Lay.

**2.0 Closed Session** Briggs moved, Reece seconded, to adjourn to closed session to consider the employment and compensation of specific individuals, collective negotiating matters, real property matters, and review of closed session minutes. Roll call: Ayes: Briggs, Mickens-Baker, Puzauskas, Reece, Whittington, O'Connor. 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, Reece seconded, to come out of closed session and return to public session. Roll call: Ayes: Briggs, Mickens-Baker, Puzauskas, Reece, Whittington, O'Connor. Nays: None. **Motion carried.**

Also present: Chapman, Pye, Assistant Superintendent of Curriculum/Instruction Jim Braksick, Chief Financial Officer/Treasurer Tod Altenburg, Prescher, Meghan Leiseberg, Chuck Bartlett, Cathy Greene, Linda Chizmar, Grethe Armstrong, Teresa Blakeney, Cregg Miyat, Jerry James, Joellen Glass, Tony Mers, Kevin Huizenga, Dawn Green, Jeff Gastel, Jeanette Nuckolls, Camille Taylor, Tony Ferrara, Marlys Bennington, Teresa Hogan, Vicki Kennedy, Terry Birsa, Michele Becker, Mitzi Woody, Terri Schmidt, Carly Dennis, Diana Coombs, Libby Binion, Rich Schroeder, Michele Lemek, Ben Matthews, Vickie Mahrt, Randy Middleton, Jeff Monahan, Chuck Hartseil, Rhonda Baer, Katie Hudson, LaNell Greenberg, and others.

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

**5.0 Focus on Students/  
Good News Reports** The following were recognized:

- 5.1 Good News Report
- Camille Taylor, NCHS Counselor
  - Dr. Jeanette Nuckolls, NCHS Principal

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

• LaNell Greenberg, Normal, Illinois	<u>Topic</u> ISAT Scores
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**7.0 Reports/Discussion** 7.1 Preliminary Tax Levy Report  
Altenburg reported on the proposed tax levy for FY2005. He reviewed trends in the District's equalized assessed values (EAV), the 2005 estimated tax rates and extensions, a comparison of the 2005 estimated levy to the 2004 levy and tax rates, the estimated impact of the change in assessed values on the real estate tax rates and tax levy extension, tax rate limitations and ten-year tax collection schedule, the 2005 proposed levy and

resolution for the estimated amount necessary to be levied for the year 2005, and the proposed notice to be published regarding the proposed levy and public hearing on the levy scheduled for December 14 at 7:00 p.m. at the District Office. Altenburg reported that the estimated total property taxes to be levied for 2005 are \$74,062,277, which represents a 9.59 percent increase over the previous year. The estimated 2005 EAV was reported to be \$1,667,496.230 for the statutory levies and \$1,607,406,276 for the as needed levies. The estimated 2005 tax rate is \$4.47764, which is approximately 3 cents less than the 2004 tax rate. Altenburg stated that the decrease is primarily due to the proposed levies for the IMRF and Tort Immunity Funds remaining the same as levied for 2004.

## 8.0 Action

8.1 Adopt Resolution for Estimated Amount Necessary to be Levied for the Year 2005  
Puzauskas moved, Mickens-Baker seconded, to adopt the Resolution for the Estimated Amount Necessary to be Levied for the Year 2005 as presented. (Attachment #1) Roll call: Ayes: Briggs, Mickens-Baker, Puzauskas, Reece, Whittington, O'Connor. Nays: None. **Motion carried.**

8.2 Approve Proposed Secondary Course Description Book and Course Changes for 2006-2007

Dawn Green, director of secondary education, reported on the proposed changes for the 2006-2007 Course Description Book. Primary changes involve mathematics (due to changes in minimum state graduation requirements), Advanced Placement Social Studies, and Science Research (proposed to become a full-year course). Recommendations for curriculum content modifications and support materials scheduled for the Board's consideration in February 2006 include the areas of art, business, foreign language, and science. Braksick remarked that the District's board policy on graduation requirements was also being reviewed for revision. In response to a board member question regarding the proposed change from the independent study approach in Advanced Placement Social Studies, Green responded that feedback from students and teachers indicated they favored a change to the classes being more teacher directed. Mickens-Baker moved, Briggs seconded, to approve the proposed secondary Course Description Book and course changes for 2006-2007 as presented. (Attachment #2) Roll call: Ayes: Briggs, Mickens-Baker, Puzauskas, Reece, Whittington, O'Connor. Nays: None. **Motion carried.**

8.3 Action From Closed Session

Chapman recommended approval of one action item from closed session. Briggs moved, Puzauskas seconded, to approve 2005-2006 salaries/benefits for exempt educational office personnel as discussed in closed session. (Attachment #3) Roll call: Ayes: Briggs, Mickens-Baker, Puzauskas, Reece, Whittington, O'Connor. Nays: None. **Motion carried.**

## 9.0 Consent Agenda

Chapman reviewed the Consent Agenda and recommended its approval. He highlighted the staffing needs request for a .4 FTE ESL teacher at Kingsley Junior High School and 1.0 FTE security monitors at each of the District's high schools. Chapman remarked that the security monitor positions would be funded through a school safety grant that was recently approved by the Illinois State Board of Education. In addition, he recognized the retirement in 2008 of a long-term certified teacher. Puzauskas moved, Reece seconded, to approve the Consent Agenda as presented.

9.1 Approval of the Minutes

- October 26, 2005 Regular Meeting

9.2 Personnel Matters (Attachment #4)

9.3 Payment of Bills and Payrolls (Attachment #5)

9.4 Treasurer's Report – October 2005 (Attachment #6)

#### 9.5 Other

- NCHS Marching Band permission to use the NCHS gyms, pools, cafeteria, and connecting hallways for the Annual Band Picnic on Sunday, November 20, 2005
- Approve Filing of School Library Grant

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

### 10.0 Reports/Discussion

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

Beyond the Books Educational Foundation (Briggs) – Briggs reported the following:

- The Foundation board will meet on November 10, so the next report will be in December.

Community Connections Committee (Briggs/Mickens-Baker) – Briggs reported the following:

- The Community Connections Committee is scheduled to meet on November 30 at 4:30 p.m. at the District Office.

Board Policy Review Committee (Briggs) – Briggs reported the following:

- A number of board policies will be presented for first reading at the December 14 board meeting.

#### 10.2 Enrollment Update

- Enrollment – October 31, 2005
- Enrollment Comparison – 10/31/05 to 10/29/04

Pye reported student enrollment to be 11,718 as of October 31. He reported that two sections would be added to the Early Childhood program next month at Fox Creek Elementary School. In addition, he indicated that a teaching assistant had been added for 1st grade at Oakdale Elementary School due to an increase in enrollment that has exceeded the established range. It was noted that the elementary level class average in the District remains at 22.8. Overall, the October student enrollment increased 2.97 percent when compared to the October 2004 enrollment.

#### 10.3 IASB Delegate Assembly Resolutions

Mickens-Baker reported the receipt of proposed resolutions to be voted upon by the delegate assembly at the IASB conference that will be held in Chicago in November. Board members did not have any concerns regarding the recommendations made by the IASB Resolutions Committee.

#### 10.4 Update on Skyward Implementation

Braksick updated the Board on implementation of the Skyward financial and student management software. (Attachment #7) He gave a PowerPoint presentation to demonstrate the Family Access feature of the program, which has been implemented at Parkside Junior High School (PJHS). Braksick remarked that PJHS was selected first due to the desire of Parkside parents to view their food service accounts for their children. It was reported that Family Access would become available to parents at other Unit 5 schools after winter break. While Skyward Gradebook is not yet available to parents, Braksick stated it was available to all teachers, with implementation progressing much quicker than anticipated. He remarked that expansion of the Skyward Food Service program to other schools in the District would not occur until the beginning of next year.

#### 10.5 Facilities Report

Chapman and cabinet members presented a facilities report (not a recommendation) for Board discussion. (Attachment #8) He noted that the presented information may or may not lead to future recommendations. In regard to short- and long-term options presented, Chapman stated that short term would be one year and long term would be more than one year. He invited board member questions and discussion regarding the report. The report

addressed possible renovations at Brigham, Carlock, Fairview, Glenn, Hudson and Oakdale Elementary Schools for heating, air-conditioning, etc.; enrollment and classroom space projections; and growth options. Short- and long-term growth options presented included program relocation, adjustments to open attendance areas, additions to Grove Elementary School, use of portable classrooms at CJHS and PJHS, development of an Early Childhood Education Center, additions to existing facilities, new buildings, a fourth middle school, an addition to NCHS, land purchase for a third high school, use of a portable classroom at the Adaptive Learning Program (ALP) facility, and replacement of the ALP facility. The following information and comments were offered:

- Possible Facility Renovations
  - In regard to heating/air-conditioning at Brigham, Carlock, Fairview, Glenn, Hudson and Oakdale Elementary Schools, three options have been explored: (1) geothermal, (2) two-pipe heating/cooling, and (3) a direct expansion system. Randy Middleton of Middleton and Associates, Inc. and Jeff Monahan, Unit 5 supervisor of maintenance services, explained the three options. Middleton commented that while the initial cost of the geothermal system was higher, he felt the system would pay for itself in no time, and essentially the air-conditioning aspect would cost a minimal amount.
  - Middleton recommended the geothermal system for the six schools, even though the initial cost would be higher. In installing the geothermal system, he noted that it would be necessary to find a well driller who could accommodate the District's installation timeline. Interior work would be minimal, but outside areas surrounding the school buildings would basically be construction zones for one year (grass would need to be replaced).
  - Other school districts that have installed geothermal systems are Olympia S.D. and Macomb S.D.
  - Estimated operating costs for the options take into consideration the current conditions of the six elementary schools.
  - Modest additional savings could be realized from the replacement of windows in the six schools.
  - The electrical systems currently in place in the six schools could accommodate the geothermal system.
  - With the geothermal system, it is estimated that two wells per classroom would be needed. More would be needed for larger areas such as gyms.
  - Altenburg suggested the systems be installed at only two schools per year for financial and construction reasons.
  - Life Safety funds could be pursued to pay for 100 percent of the geothermal systems at the six schools. Life Safety funds would cover only a portion of the cost of the other two options.
  - Life Safety funds are primarily utilized in the District to pay for new roofs, lighting upgrades, maintenance of exterior brick walls, replacement of doors and windows, etc.
  - Middleton felt classroom sizes at the six schools were close to current state standards. He also felt the buildings were not obsolete and, structurally, were in good condition. The size of non-classroom spaces within those buildings was also thought to be appropriate. The only exception would be at Carlock School, as the original four classrooms in the 1938 building are quite small.
  - If geothermal would be installed over a three-year period, approximately 5 percent per year would need to be included in the cost estimate to allow for price increases over the three-year installation period.
  - Illinois Clean Energy Foundation was suggested as a possible grant source to assist with the geothermal project costs.
  - Temporary window air-conditioning units (one 15,000 BTU, 120V unit per classroom) could be used at the other four schools until completion of the geothermal project over three years.

- Enrollment and Classroom Space Projections
  - The District's estimated enrollment growth rate ranges from 2.55 to 3.13 percent.
  - The District's enrollment is projected to grow to 14,270 by 2012.
  - Actual elementary enrollment exceeded the 2002 projections by 96 in 2004 and by 190 in 2005. Our current projections suggest that the 2002 projections will be exceeded by 784 in 2010 and by 860 in 2011.
  - Enrollment and classroom needs projections suggest the District will exceed its available space at the elementary level in 2007, if an average class size of about 23 students is maintained.
  - In 2008, the middle school enrollment is estimated to exceed the capacity of the District's three middle schools.
  - The current enrollment at Chiddix Junior High School is within 19 students of its capacity, and Parkside Junior High School's enrollment is 12 students greater than its capacity.
  - Available space at the District's high schools is projected through 2011, at which time the estimated capacity of the two high schools will be exceeded.
  - Normal Community High School currently has 100 more students than Normal Community West High School.
  - While the District's classrooms might be able to accommodate more students, Braksick cautioned that one of the reasons the District is looking at declining test scores is due to increased class sizes over the past several years. He urged that the District has not only economic decisions to consider, but also educational ones.
  - Inclusion or mainstreaming of special education students into the regular classroom also impacts class size.
  
- Growth Options
 

Chapman suggested that some short-term options might need to be acted upon by the Board as early as December 2005.

*Elementary School – Short Term*

- The Citizens Advisory Council is also studying growth options.
- The open attendance area concept has worked well in Unit 5. More growth has come from the eastside of the District than the westside. Grove, Northpoint, and Towanda Elementary have been the schools primarily used for open attendance area placements. Hoose School has been used for open attendance area placements on a limited basis. One option would be to relocate the ESL program (about 100 students) at Sugar Creek to Oakdale or Oakdale and Brigham. This would free up space at Sugar Creek so it too could be used for open attendance area placements.
- Adjustments to elementary open attendance areas OAA1 (Grove, Northpoint, and Towanda Schools) and OAA4 (Glenn and Brigham Schools) were suggested as possible options to allow for increased flexibility to balance class sizes. It was suggested to expand OAA1 to include Hoose and Sugar Creek Schools and to expand OAA4 to include Hoose School.
- As Grove Elementary is one of the District's fastest growing schools, adding onto the school was suggested as an option. It was noted that construction of an additional pod onto the school could be started in March and be ready for the start of school in August. The estimated cost for one pod is \$1.2 million. Several pod options were presented for Grove. Money to pay for the pod could come from remaining monies in the Site and Construction Fund. Chapman added that monies for the addition could also be utilized from the Town of Normal's School Land Ordinance Fund, which has approximately \$1.1 million available for use at a school building located within the Town of Normal.

#### *Middle School – Short Term*

- Portable classrooms were suggested as temporary solutions (2-4 years) to address the space crunches at Chiddix and Parkside Junior High Schools. Pye noted that there are two existing pads at Chiddix and one existing pad at Parkside from past portable classrooms. He reported that portable classrooms were currently in great demand in the south due to extensive hurricane damage.
- Altenburg reported the annual lease payment for a three-year lease period for one double classroom unit would be \$29,750. The annual lease payment for a five-year lease period for one double classroom unit would be \$23,750.
- It was suggested that the cost of purchasing the portable units be compared to the lease cost.
- A concern was noted about the high percentage of room utilization at Chiddix and Parkside.

#### *Elementary School – Long Term*

- Development of an Early Childhood Education Center was suggested. Options include the conversion of an existing facility, an addition to an existing facility, or a new facility. Pye remarked that these pre-kindergarten programs continue to grow. Additionally, he indicated when space has been needed in a school housing the ECE program, it has often been relocated to another facility. Having an ECE center would allow for consolidation of programming, improved scheduling of area teachers, and improved transportation schedules for young students.
- Additions to four elementary schools were suggested as long-term options:
  - Prairieland – 7 classrooms (1 pod)
  - Sugar Creek – 10 classrooms
  - Parkside – 10-14 classrooms
  - Fox Creek – 7 classrooms (1 pod)
- The Board will need to determine how large it wants elementary schools to be in the District.
- Possible new schools sites suggested were North Bridge, the southwest corner of the NCHS site, and a new east site.
- In response to a question about whether Hoose School, due to the large school site, could be added onto, Pye noted again that the Board would need to determine how large it wants elementary schools to be in Unit 5. An addition to Hoose could result in an enrollment of over 1,000 students. More space than just classrooms would be needed for students with an addition to Hoose.

#### *Middle School – Long Term*

- The construction of a fourth middle school on the Hershey and Ireland Grove Road site was suggested as an option.

#### *High School – Long Term*

- Long-term options suggested at the high school level were an addition to Normal Community High School and the purchase of land for a third high school. It was noted that NCHS was capable of accepting an addition which would increase student enrollment to 2,300. Chapman remarked that Attorney Frank Miles had been asked to gather information on potential property owners willing to sell land that would accommodate a new high school.
- In regard to the Adaptive Learning Program currently housed in a separate facility on the Kingsley Junior High School site, Chapman suggested temporarily using a portable classroom for the program and possibly replacing the existing facility to provide for present and future needs.

Chapman commented that he hoped board members had more questions and discussion on the options presented.

President Pro Tem O'Connor thanked the administration for the information and its efforts put forth to prepare the report. He encouraged board members to offer their input to the administration after considering the information. Chapman asked board members to also offer their priorities, both short and long term, and suggested timelines. He emphasized that any options desired to be in place for the next school year would need to be acted upon very soon.

#### 11.0 Announcements

Announcements made at the meeting:

- Mickens-Baker announced that she was looking forward to teaching choral music at Normal Community High School next week during American Education Week. She indicated other board members had also been invited to teach classes.
- Mickens-Baker noted that she would be teaching "Operation Respect" to the students at Pepper Ridge Elementary School on November 22.
- Mickens-Baker commented that she would be attending the IASB Conference on November 17-20.
- Briggs commented that she had the opportunity to meet with former Unit 5 board members several weeks ago. She reported they had provided valuable insight and information for consideration in regard to communication. Briggs stated that growth information and observations regarding diversity were also discussed with the former board members.
- Briggs remarked that school visits by Dr. Chapman, a board representative, and UFEA representative had been completed for the first semester, but would take place again in the spring.
- Briggs commented that she appreciated the student artwork displayed at the Unit Office.
- Reece announced that second and third grade Prairieland students would present a concert at NCWHS on November 10.
- Reece remarked that he was looking forward to teaching kindergarten at Sugar Creek School next week during American Education Week.
- Reece announced that social services in the county would be showcased on November 16, as part of the McLean County Chamber of Commerce Business After Hours.
- Mickens-Baker commented that she had attended a Parent Expo on November 5 at Pepper Ridge Elementary School. She added that the program was partly sponsored by Unit 5 and was well done.
- O'Connor thanked Middleton and Monahan for attending the board meeting and providing valuable information to the Board.
- O'Connor congratulated the NCHS Girls Volleyball team for being in the state tournament.

#### 12.0 Adjournment

The meeting was adjourned at approximately 9:04 p.m.

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Martin L. O'Connor, Board of Education President Pro Tem  
Community Unit School District No. 5  
McLean and Woodford Counties, Illinois

ATTEST:

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Steve Whittington, Board of Education Secretary

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