

MINUTES
McLean County Unit District No. 5
BOARD OF EDUCATION
Regular Session
April 26, 2006

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois, met in regular session on April 26, 2006, at approximately 6:30 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 (entered at 6:35 p.m.), John Puzauskas, Jay Reece, Steve Whittington, and Board President Scott Lay. Members absent: None.

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

2.0 Closed Session At 6:30 p.m., Briggs moved, Reece seconded, to adjourn to closed session for the purpose of review of closed session minutes and to review closed session minutes and to consider the employment/compensation of specific employees, and collective negotiating matters. Roll call: Ayes: Briggs, Mickens-Baker, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

3.0 Return to Public Session At approximately 7:00 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, Meghan Leiseberg, Evans, Wil Ward, Michelle Glatt, Bridget Caldwell, Tim Green, Scott Peters, Vickie Mahrt, Randy Middleton, Jane Moore, John Rittenhouse, Kristi Weaver, Dawn Green, Chuck Bartlett, Donna Lutkehaus, Rhonda Klockenga, Kevin Heinke of WJBC, Michelle Steinbacher of The Pantagraph, 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 Focus on Students Reports

- Wil Ward, CJHS student
- CJHS 8th grade girls volleyball team

5.2 Good News Reports

- Michelle Glatt, CJHS media specialist, and Bridget Caldwell, Sugar Creek teacher

6.0 Public Comments None.

7.0 Reports/Discussion **7.1 Presentation on Self-Funded Worker's Compensation Insurance Program**
Pye reported that he and Altenburg has been charged with investigating self-funded Worker's Compensation programs that might be available to Unit 5. He noted that Jane Moore of Van Gundy Insurance Agency had assisted with the investigation and development of specifics for proposals, which Moore sent to potential service providers. Pye informed the Board that proposals were received from four entities. Following review of the proposals and presentations by two of the entities to the Strategic Planning/Finance Committee, Pye stated that it was recommended that CCMSEI representatives be invited to present information to the Board regarding their program,

company, and how they might be able to serve Unit 5's Worker's Compensation needs. Moore introduced two representatives from CCMSI, John Rittenhouse, senior vice-president, and Kristi Weaver, account manager, who presented an overview on the company's experience, staff experience, local clients, Illinois education clients, out-of-state clients, client services, the company's Loss Control proposed plan of action for Unit 5, and claim funding options. Whittington remarked that the Strategic Planning/Finance Committee was the most impressed by CCMSI's presentation and proposed plan of action for the District. In response to a board member question about the company's expectations for loss control and reducing Unit 5's premiums, Rittenhouse responded that costs should come down with claims management and a safety program. It was noted that the District has already made strides toward reducing accidents and losses. In regard to Worker's Compensation losses in the District, Pye reported losses to be \$1.1 million in 2003-2004, \$266,000 in 2004-2005, and \$162,000 as of April 2006.

8.0 Action

8.1 Accept Bids

- Ground Source (Geothermal) Heating Systems for Glenn and Oakdale Elementary Schools

Randy Middleton of Middleton Associates, Inc. recommended the Board's acceptance of two low bids from Mid Illinois Mechanical Inc. in the amounts of \$490,000 for Glenn Elementary and \$859,000 for Oakdale Elementary for ground source heating systems. Middleton informed the Board that the bids exceeded his estimates, but he felt the bids were within an acceptable range and were driven in part by the short timeframe in which the projects must be accomplished. He also felt the low bidder was one of the best contractors for the projects. O'Connor moved, Puzauskas seconded, to accept the bid for ground source heating systems at Glenn and Oakdale Elementary Schools as recommended. (Attachment #1) Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.** In response to a board member question about how soon the projects would begin, Middleton stated they would be started as soon as possible. He added that he had no reason to believe the projects could not be accomplished during the summer months.

- NCWHS Paving Work

In regard to the recommended low bid from McLean County Asphalt in the amount of \$356,014 for paving work at NCWHS, Middleton informed the Board that the bid was less than his estimate. He noted that in his estimate he had allowed for a two-pass system of paving, but later changed his mind and bid another system which he felt would serve the District better for a longer period of time. He noted this change was made with the approval of the District's supervisor of maintenance services. Mickens-Baker moved, Reece seconded, to accept the bid for paving work at NCWHS as recommended. (Attachment #2) Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

Given the variances in project estimates, Lay encouraged Middleton to monitor the contractors and manage costs as closely as possible. A desire for more accurate estimates in the future was expressed.

8.2 Approve Amendments to Certifications of Need for Fire Prevention and Safety Funds

Middleton recommended the Board's approval of amendments to Certifications of Need for Fire Prevention and Safety Funds to provide for the shifting of funds for four Life Safety projects, as decided upon following discussion with the Regional Office of Education and Illinois State Board of Education. He noted that the projects could still proceed without waiting for approval of the amendments. O'Connor moved, Puzauskas seconded, to approve amendments to the Certifications of Need for Fire Prevention and Safety Funds for KJHS, NCWHS, Glenn and Oakdale Elementary Schools as presented. (Attachment #3) Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

8.3 Approve Student Fees, Student Insurance, and School Lunch Prices for 2006-2007
Altenburg presented the proposed student fees, student insurance and school lunch prices for the coming school year. He informed the Board that no changes were recommended in student fees or school lunch prices for 2006-2007. Altenburg reviewed the proposed increases in student insurance and remarked that not many students purchase the insurance, which is optional. O'Connor moved, Reece seconded, to approve student fees, student insurance, and school lunch prices for 2006-2007 as recommended. (Attachment #4) Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

8.4 Adopt Proposed Board Policy Revisions

- Policy 5.230 Maintaining Student Discipline
- Policy 7.240 Conduct Code for Participants in Co-Curricular Activities

Briggs reviewed the proposed revisions to Policies 5.230 and 7.240 and noted one change to Policy 5.230 since its first reading at the previous regular board meeting. Briggs moved, Mickens-Baker seconded, to adopt the revisions to Board Policies 5.230 and 7.240 as proposed. (Attachment #5) 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. Briggs moved, Reece seconded, to approve the Consent Agenda as presented.

9.1 Approval of the Minutes

- April 12, 2006 Regular Meeting
- April 19, 2006 Special Meeting

9.2 Overnight Trips

- NCWHS request for 35 Orchestra students to attend a performance of the St. Louis Symphony and visit Six Flags on April 29-30, 2006

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

10.0 Reports/Discussion

10.1 Reports on Councils/Committees/Commissions/Boards

Strategic Planning Finance Committee (Puzauskas/Whittington) – Puzauskas noted that the committee had met regarding the self-funded Worker's Compensation program reported on earlier in the meeting. Whittington added that the committee had also discussed bond issues.

Community Connections Committee (Briggs/Mickens-Baker) – Briggs reported a District team of six individuals (Briggs, Chapman, Mickens-Baker, Sharla Ajayi, James Shaw, and Carla Vandongan) participated in a Study Circles workshop on April 22 in Lombard, Illinois.

Achievement Gap Task Force – Lay reported he, Chapman, Vickie Mahrt (UFEA President), and Dr. Jeanette Nuckolls (NCHS Principal) attended a recent meeting of the task force. He reported the group was moving forward and further information would be forthcoming in the future.

10.2 April 19, 2006 Work Session Topics - Carryover

- Role and Responsibilities of Board Members
- Expectations and Recommendations for Administrators

Board members and administrators discussed two topics carried over from the April 19 work session agenda—role and responsibilities of board members and expectations/recommendations for administrators. Chapman remarked that board members had suggested discussion on how board members and administrators could do their jobs better and help each other to collectively be as successful as possible. Board members and administrators offered the following:

- In regard to proposals, it was suggested that board members let the Administration know in advance of any specific information they might need prior to board action.

- What is the Board's role in regard to personnel recommendations made by the Administration? Is the Board's role one of acknowledging the Administration's recommendation? If not, then the Board for consideration prior to board action might need more detailed explanation of recommendations.
- It was pointed out that by law the Board must approve the hiring of personnel in order for checks to be issued. Recommendations for employment are the purview of the Superintendent. Where the Board needs to be more involved is in considering whether to increase the number of staff.
- Is there a specific template the Board would like the Administration to utilize in considering a change that would impact the District; i.e., year-round school and three-tiered transportation. What are the Board's expectations in terms of stakeholder involvement and input into the change process?
- Identify the problem and determine the process for evaluating the problem to reach a solution. Stakeholders should be included in the evaluation process and given the opportunity for input. It's helpful for board members to know all the options that have been considered and their pros/cons when responding to inquiries from the community and in considering recommendations.
- I suggest the following in considering proposals: reasons for the proposal, its impact on the District, the nuts and bolts of a decision, methodology used to speak to the community, cost of the change, advantages/disadvantages, alternatives, and final recommendation.
- It was suggested board members be provided with a timeline for major proposals.
- An appropriate time to plot out what major initiatives might be considered during a school year might be during the Strategic Plan review.
- The Administration sought clarification of "major initiative."
- It was suggested that sometimes the public determines whether something is a "major initiative." The Board should give better direction to the Administration regarding the level of detail expected when requesting reports and recommendations. The level of detail in more recent reports has improved.
- It was suggested the Board have pre-knowledge of what might be forthcoming, so that a determination can be made about whether other things; i.e., parent meetings need to happen.
- It's important for board members to know the historical perspective related to issues.
- This has been good discussion. It's always difficult to separate the appropriate role of the Board and Administration and how those roles merge. The Administration is interested in doing the best possible job to help the Board do its job.
- Because I have been on the Board for a length of time, I know how easy it is for the Board to micromanage. The Board needs to give clear direction to the Administration regarding areas for board involvement and areas the Administration should handle.

11.0 Announcements

Announcements made at the meeting:

- Pye acknowledged that it was Administrative Professionals Day and recognized the services of the educational office personnel to the District.
- Lay announced that the Staff Appreciation Program and Dinner would be held on May 8, 2006. He noted that other end-of-year activities would also be occurring during the month.

12.0 Adjournment

The meeting was adjourned at 8:30 p.m.

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

ATTEST:

Meta J. Mickens-Baker, Board of Education Secretary

Approved: _____
(Date)