

**MINUTES**  
**McLean County Unit District No. 5**  
**BOARD OF EDUCATION**  
**Regular Session**  
**May 10, 2006**

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois, met in regular session on May 10, 2006, 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, 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/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 6:00 p.m., Briggs moved, Mickens-Baker seconded, to adjourn to closed session for the purpose of review of closed session minutes and to consider the employment/compensation of specific employees, collective negotiating matters, and real property matters. Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, 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, Evans, Meghan Leiseberg, Chuck Bartlett, Cathy Greene, Linda Chizmar, Julie Payne, Will McCauley, Sandy Slingsby, Vickie Mahrt, Ben Matthews, Cory Tello, Richard Spencer, Gayla Betts, Karen Schowalter, Dan Green, Michelle Steinbacher from The Pantagraph, Kevin Heinkes from WJBC, Jane Moore, 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 Reports
- Beyond the Books Educational Foundation 2006-2007 Unit 5 Grant Recipients – Elementary Schools (Attachment #1)
- 6.0 Public Comments** None.
- 7.0 Action**
- 7.1 Action From Closed Session  
Briggs moved, Mickens-Baker seconded, to approve the addition of an assistant principal position at each high school. Briggs remarked that the information provided by the Administration regarding the need for these positions at NCHS and NCWHS was overwhelming. Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**
- 7.2 Approve Change to Self-Funded Worker's Compensation Insurance Program and Third Party Administrator  
Pye remarked that a change to a self-funded Worker's Compensation insurance program for the District was explored as a cost saving measure. Pye introduced Jane Moore of Van Gundy Agency Insurance and acknowledged her help with the exploration process.

He indicated Moore had assisted with development of a proposal that was sent to potential third-party administrators of a self-funded program. It was reported that four firms had submitted proposals: Cambridge, CCMSI, RIMCO, and Underwriters Safety and Claims. Pye reviewed the process undertaken to select a vendor and recommended CCMSI as the third-party administrator of a modified self-funded Worker's Compensation insurance program for the District. With a change to this type of program, Pye stated that an initial savings of \$100,000 would be realized. Also with this change and implementation of a safety program, he felt safer environments would be provided for staff and students. Puzauskas moved, Reece seconded, to approve the change to a self-funded Worker's Compensation insurance program for the District, with CCMSI as the third-party administrator of the program, effective July 1, 2006. (Attachment #2) Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

### 7.3 Approve Notice of Public Hearing on Amended Budget

Altenburg provided board members with a Tentative Amended Budget for 2005-2006 and stated that the two most notable reasons for the amendment were necessary expenditures in the Life Safety Fund and additional revenue of \$1.3 million in the Operations and Maintenance Fund received from the Town of Normal for School Land Dedication fees. He indicated additional revenue had also been received throughout the school year for rental of facilities. Altenburg reported that the proposed amended budget would go on public display on May 11, and a required public hearing on the proposed amended budget would be held on June 14 at 7:00 p.m. at the District Office. Action to approve the amended budget will also occur on the 14<sup>th</sup>. Mickens-Baker moved, Briggs seconded, to approve the Notice of Public Hearing on the Amended Budget. (Attachment #3) Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

### 7.4 Adopt Resolution Designating Hazardous Busing

Pye recommended the Board's approval of the Resolution designating hazardous busing areas in the District. He indicated there had been no change in these areas since the last school year. Reece moved, Puzauskas seconded, to adopt the Resolution Designating Hazardous Busing Areas as presented. (Attachment #4) Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

### 7.5 Set Date for Legislative Forum

Chapman reported he had been working with Superintendent Nielsen of Bloomington District #87 to organize and plan for a meeting of the Boards of Education of Unit 5 and District 87 and state legislators representing the Districts to have a dialogue on legislative issues related to public education. He remarked that tentative commitments to attend a proposed legislative forum on May 31 had been received from the four legislators. Chapman suggested a format whereby the legislators would present prepared statements to the Boards followed by the sharing of information by the Boards and Administrators with the legislators. The meeting will conclude with questions and open discussion. Mickens-Baker moved, Briggs seconded, to set the date of Wednesday, May 31, 2006 at 7:00 p.m. at the Farm Bureau Auditorium for a Legislative Forum to include the Boards of Education of Unit 5 and District 87 and state legislators. Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

## 8.0 Consent Agenda

Chapman reviewed the Consent Agenda and recommended its approval. He highlighted the declarations of retirement in 2009 by 16 certified personnel, as permitted by the District's negotiated contract with the Unit Five Education Association; the retirements this year of 4 certified and educational support personnel, and the re-employment of staff for the coming school year. Puzauskas moved, Reece seconded, to approve the Consent Agenda as presented.

### 8.1 Approval of the Minutes

- April 26, 2006 Regular Meeting

### 8.2 Personnel Matters (Attachment #5)

- 8.3 Payment of Bills and Payrolls (Attachment #6)
- 8.4 Treasurer's Report – April 2006 (Attachment #7)
- 8.5 Other
  - NCWHS request to host a wrestling camp on June 5-8, 2006 from 6:00-8:00 p.m.

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

## 9.0 Reports/Discussion

### 9.1 Reading Improvement Program Report

Linda Chizmar, director of instructional support, reported on reading improvement pre and post test information for kindergarten, first and second grade students, as identified in the District's Title I grant application. Chizmar reported that the nationally normed Illinois Snapshot of Early Literacy test was administered to Title I students in grades K-2. Pre and post test results indicated these students achieved "target" reading scores. Summaries of the test results for each grade level were provided to board members. Chizmar remarked that she hoped the Title I students' achievements would also be reflected in their ISAT scores. She recognized the efforts of the District's reading specialists and parent coordinators in working with Title I students and their families.

Cory Tello, director of special education-instruction, reported on gains in reading achievement from the spring 2005 to spring 2006 made by students receiving instructional LD services for reading/language arts. The promising results reported were for elementary, middle, and high school students with the most severe learning disabilities, language disabilities and/or attention deficits. Tello reported test scores indicate these students are achieving significantly better than national outcomes. She also shared information with the Board regarding LD services, IDEA federal dollars, early intervention, and response to intervention.

### 9.2 Group Health Insurance Plan Update

Altenburg reported on the District's Insurance Committee's recommendation to increase the group health insurance premiums by 6.9 percent for the coming school year. All three health insurance plans (Buy-Up, Base, and HSA) would be increased. He indicated the committee did not propose any plan changes or benefit modifications, and deductibles, prescription drug benefits, etc. would remain the same for 2006-2007. With approval of a 6.9 percent increase in premiums, Altenburg stated that the health insurance program should end the next school year with an estimated modest reserve of about \$740,000. It was noted that the recommendation to increase group health insurance premiums will be an action item at the May 24 board meeting.

### 9.3 IRS Tax Lien Report

Chapman reported on an IRS tax lien against Unit 5 that was filed on March 28, 2006 due to the IRS having questions about the timeliness of the District's payment of payroll taxes during the first quarter of 2005. He informed the Board of when the District was first notified by the IRS of the issue, Unit 5's communications with the IRS, steps taken to resolve the matter, and measures being implemented to improve verification of all tax payments and dates paid. Chapman indicated the District paid the amount in question to avoid further accumulation of interest charges and would pursue a formal appeal and request for reimbursement of the amount in question, as Unit 5 believes it authorized tax payments at the time of each payroll. It was noted that the tax lien had been removed. It was suggested that the District seek the services of legal and/or accounting firms that specialize in IRS appeal cases.

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

*Community Connections Committee (Mickens-Baker/Briggs)* – Mickens-Baker informed the Board that the committee would next meet on May 23, 2006 at 4:30 p.m. at the District Office.

*Unit 5/Local Government Committee (Mickens-Baker/Reece)* – Mickens-Baker reported that the next meeting of the committee would be on June 6, 2006. She asked board members to let her know of any suggested agenda items.

*Facilities Review Committee (O'Connor/Reece)* – Reece reported the committee met and discussed proposed landscaping improvements to the NCWHS baseball field. In addition, he indicated several other matters were discussed and tabled until the next meeting.

*Board Policy Review Committee (Briggs)* – Briggs informed the Board that several proposed policy revisions would be presented for first reading at the May 24 board meeting.

*Beyond the Books Educational Foundation (Briggs)* – Briggs indicated that a second Good News Report would be presented at the May 24 board meeting regarding Unit 5 secondary school grant recipients for the coming school year.

#### 9.5 Enrollment Update

- Enrollment – April 28, 2006
- Enrollment Comparison – 4/05 to 4/06

Pye updated the Board on enrollment data for the month of April. He noted the reporting of enrollment for the additional Early Childhood Education class at Fox Creek Elementary School and reported average elementary class size to be holding steady at 22.9. Pye indicated the total enrollment had slightly declined since the previous month to 11,747. It was noted that the enrollment had grown by 4.19 percent since April 2005. Pye also provided the Board with kindergarten pre-registration data for May 2006, as well as a comparison of this year's data to last year's. Pye indicated he and Braksick would be meeting soon to review open attendance areas. Plans are to notify new families in those areas of 2006-2007 school assignments for their children by the end of May.

#### **10.0 Appointment of Board Representatives**

President Lay presented his appointments of board representatives to councils/committees/commissions/boards for 2006-2007. (Attachment #8)

#### **11.0 Announcements**

Announcements made at the meeting:

- Chapman expressed gratitude to the board members who were able to attend the 2006 Staff Appreciation and Recognition Program held on May 8. He commented that he had personally received a number of positive comments from honorees regarding the event.
- Briggs remarked that she attended the I.C.E. appreciation banquet for employers of students involved in the program and made positive comments regarding the event.
- Briggs indicated she had also participated in a number of presentations regarding the Beyond the Books Educational Foundation.
- Briggs commented that she felt staff members were appreciative of the school visits made by the Superintendent, UFEA President, and board representatives during the noon hour.
- President Lay extended congratulations and good luck to Mickens-Baker for being nominated for a Women of Distinction award.

#### **12.0 Adjournment**

The meeting was adjourned at 8:25 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 J. Mickens-Baker, Board of Education Secretary  
Approved: \_\_\_\_\_

(Date)