

MINUTES
McLean County Unit District No. 5
BOARD OF EDUCATION
Regular Session
July 13, 2005

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois, met in regular session on July 13, 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, Martin O'Connor, John Puzauskas, Jay Reece, Steve Whittington, and Board President Scott Lay. Members absent: None.
- 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, pending litigation, and review of closed session minutes. Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. 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, Mickens-Baker 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, Attorney Robert Fleming, Retired Unit 5 Superintendent George Evans, Former Unit 5 Interim Superintendent and Current Regional Superintendent Larry Daghe, Former Board Members: Dave Ashbrook, Roland Block, Mary Caisley, Tom Ellsworth, Bob Hopkins, Jack Jenkins, Jerry Martoglio, Rick Percy, Bill Semlak; Michelle Steinbacher from The Pantagraph, Jenn Beck, Randy Middleton, James Shaw, Jen Shaw, Rich Schroeder, Vickie Mahrt, Ben Matthews, Pat Powers, and others.
- 4.0 Pledge of Allegiance** The Pledge of Allegiance was recited.
- 5.0 Recognition of Attorney Robert Fleming** Retiring Attorney Robert Fleming, long-time general legal counsel to the Unit 5 Board of Education, was recognized for his service to the District and Board. Briggs presented a historical review of Fleming's 42 years of service that began in 1963. She noted that he had worked with 50 of 67 board members, 20 of 28 board presidents, and 8 of 10 superintendents. Briggs remarked that Fleming had, over the years, provided expertise to the Board and District on site acquisition, property purchase, bond sales and referenda, contracts, annexations/detachments, building renovations and bidding, and intergovernmental agreements. In addition, she noted that Fleming had worked with a total of 10 bond referenda and 5 tax rate referenda and had always provided the Board with good advice and wise counsel.
- Former and current board members and superintendents made positive comments regarding Fleming and his many years of loyal and dedicated service. Fleming remarked that he accepted their comments "with all humility and, by the same token, accepted them on behalf of present and past board members." He commented that he felt the general public did not realize the time that board members put in and their devotion to the job they do. Fleming complimented the Board, during his 42 years, for doing a fine job for

Unit 5. President Lay presented Fleming, on behalf of the Board of Education, with a token gift in appreciation of his long-time service to Unit 5. Lay thanked the former board members and superintendents present for attending Fleming's recognition.

6.0 Public Comments

None.

7.0 Action

7.1 Certify the Need for Fire Prevention and Safety Funds for Fairview Elementary School

Randy Middleton of Middleton Associates, Inc. reported the need for Fire Prevention and Safety Funds in the estimated amount of \$40,020 for the purpose of relocating the office at Fairview Elementary School from the center of the building to the western extremity adjacent to the visitor parking lot and street. Middleton commented that relocation of the school office was recommended for security purposes. It was noted that an initial phase of the work was already started. Briggs moved, Mickens-Baker seconded, to certify the need for Fire Prevention and Safety Funds for Fairview Elementary School as presented. (Attachment #1) Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

7.2 Accept Bids

• Bus Parking Lot Extension at Transportation Center

Pye recommended the Board's acceptance of the bid from Rowe Construction in the amount of \$145,550.20 to extend the bus parking lot at the Transportation Center, in order to accommodate the District's bus fleet. Mickens-Baker moved, Reece seconded, to accept the bid for the bus parking lot extension at the Transportation Center as recommended. (Attachment #2) With the extension, it was noted that there would be 5 to 10 additional spaces after accommodation of the current fleet, and the extension should be completed prior to the start of the 2005-2006 school year. Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

• Soda

Pat Powers, director of food service, reviewed the soda bid for NCHS and NCWHS and recommended the Board's acceptance of the bid from Coca Cola based on the unit price of the products offered. Her review of the bid included summarization of pricing information based on the volume used at both high schools and 5-year projections of revenue and expenses for both Coke and Pepsi based on 2004 usage and expected price increases. Puzauskas moved, O'Connor seconded, to accept the soda bid as recommended. (Attachment #3) Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

• Digital Cameras

Pye recommended the Board's acceptance of a bid from Supreme Radio Communications, Inc. in the amount of \$14,502.80 for 10 digital cameras, as part of a yearly replacement program that will enable the District to improve safety and security on its school buses. In response to board member questions, it was reported that all but about 20 of the District's buses have cameras that operate in a continuous loop that can be pulled for review of student or driver issues on the bus. Briggs moved, Reece seconded, to accept the bid for digital cameras as recommended. (Attachment #4) Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

7.3 Adopt Revised Strategic Plan

Chapman reported that the individuals who participated in the development of the Unit 5 Strategic Plan met on June 6 to examine the Plan adopted last August and identified changes necessary to make the Plan relevant for the next five years in the District. Following Board approval of the revised Plan, Chapman stated that specific action plans would be developed that relate to each of the objectives in the revised Plan. They would be implemented for the next school year. Chapman added that Plan progress would continue to be reported several times during the school year. Puzauskas moved,

Mickens-Baker seconded, to adopt the revised Strategic Plan as presented. (Attachment #5) Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

7.4 Adopt Proposed Board Policy Revisions/Deletion

- Policy 4.130 Free and Reduced-Price Food Services – Revision
- Policy 4.170 Safety – Revision
- Policy 7.190 Student Discipline – Revision
- Policy 7.320 Non-School Sponsored Activities – Deletion
- Policy 8.25 Advertising and Distributing Materials in Schools Provided by Non-School Related Entities – Revision

Briggs reported that she had not received any questions regarding the proposed policies since their first reading at the last board meeting. Briggs moved, Reece seconded, to adopt the revisions of Board Policies 4.130, 4.170, 7.190, and 8.25 and the deletion of Policy 7.320 as proposed. (Attachment #6) Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

7.5 Adopt Proposed Revision of Administrative Procedure 8.25-AP and 8.25-E1

- 8.25-AP Guidelines for Distribution and Posting of Flyers and Promotional Materials in Unit 5 Facilities – Revision

Chapman recommended adoption of the proposed revision of Administrative Procedure 8.25-AP and 8.25-E1 in order to keep the procedure and exhibit consistent with the revision of Board Policy 8.25. With this revision, he indicated an attempt was made to make the language clearer and more understandable by potential requestors. In addition, a stronger basis for granting or denying requests was included. Mickens-Baker moved, Puzauskas seconded, to adopt the revision of Administrative Procedure 8.25-AP and 8.25-E1 as proposed. (Attachment #7) 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 early retirements of 14 teachers over the next several years and the retirement of Sondra Knobloch, administrative assistant at Parkside Elementary School for many years. It was also pointed out that Andy Turner was recommended to fill the athletic director vacancy at Normal Community High School. Reece moved, Puzauskas seconded, to approve the Consent Agenda as presented.

8.1 Approval of the Minutes

- June 6, 2005 Special Meeting
- June 8, 2005 Regular Meeting

8.2 Personnel Matters (Attachment #8)

8.3 Payment of Bills and Payrolls (Attachment #9)

8.4 Treasurer's Report – June 2005 (Attachment #10)

8.5 Other

- Approve Meta Mickens-Baker as delegate and John Puzauskas as alternate for the IASB Delegate Assembly in November 2005
- KJHS request for Sunday use of facility on August 14, 2005 for the McLean County Diversity Group Spaghetti Dinner

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

9.0 Reports/Discussion

9.1 Board Representative Reports

Reece reported that he, Mickens-Baker, and Puzauskas recently attended workshops for newly-elected board members sponsored by the Illinois Association of School Boards. He remarked that he, Mickens-Baker, and Puzauskas attended a session on the basics of school law and finance, and Puzauskas also attended a session on the basics of school board governance. Reece felt the session he attended was well presented and very informative.

Beyond the Books Educational Foundation (Briggs) – Briggs reported that the annual meeting of the Beyond the Books Educational Foundation was held on June 9. She noted that Foundation officers for 2005-2006 would be as follows: Willie McCauley – President, Alex Horvath – Vice President, Neil Finlen – Secretary, Steve Wallace – Treasurer. Briggs remarked that Unit 5 would host the bi-monthly meetings of the Foundation during the 2005-2006 school year.

Board Policy Review Committee (Briggs) – Briggs reported that the committee continues to meet regularly for the ongoing review of policies. She indicated that another issue was due any time from the Illinois Association of School Board PRESS service to which the District subscribes and regularly receives suggested policy update information. Briggs also announced that a Board Policy Index would soon be posted to the District's website to facilitate the topical finding of policy information.

Facilities Committee (O'Connor/Reece) – O'Connor reported that the committee met a week ago to discuss several proposed facility improvements, one of which was for soccer at NCHS. He indicated that the committee approved the proposed improvements.

Community Connections Committee (Briggs/Mickens-Baker) – Mickens-Baker reported that the committee had not met since the last board meeting. She highlighted the following meetings to be held during the 2005-2006 school year:

Citizens Advisory Council (CAC) Meetings – 7:00 p.m.

- September 21 at Parkside Junior High School
- October 18 at Hudson Elementary School
- January 18 at Grove Elementary School
- February 15 at Oakdale Elementary School
- March 15 at Brigham Elementary School

Community Connections Committee Planning Meeting with CAC Officers

- July 20 at 7:00 p.m. at the Unit Office

CAC New Member Orientation Meeting

- August 25 at 7:00 p.m. at the Unit Office

Unit 5 Board of Education Meetings to be held at Remote Sites

- October 26 at 7:00 p.m. at Prairieland Elementary School
- February 22 at 7:00 p.m. at Pepper Ridge Elementary School

Focus Group Meetings – 6:30-8:30 p.m.

- November 1 at Brigham Elementary School
- November 2 at Northpoint Elementary School
- November 3 at Fairview Elementary School

Community Connections Committee Meeting

- July 15 at 11:30 a.m. at Panera to discuss CAC study topics for 2005-2006

9.2 1st Reading: Proposed Board Policy Revision and Addition

- Policy 5.190 Professional Personnel – Teacher Qualifications – *Revision*
- Policy 5.240 Professional Personnel – Suspension – *New*

Briggs reported that she had provided to board members, the Cabinet, and union representatives an explanation of the proposed policy revision and addition. She reviewed the same information for the public at the meeting. (Attachment #11) Briggs asked board members to submit any input they may have on these policies to her before August 1. She also pointed out that additional policies would be presented for first reading at the August 10 board meeting.

9.3 Professional Development Report

Cathy Greene, director of elementary education, updated the Board on professional development in Unit 5. (Attachment #12) Greene reported on the purpose of professional development, Illinois State University tuition waivers awarded to Unit 5 teachers, action research taking place within the District, and Professional Development Academy/other opportunities designed to assist staff. She noted that over 600 teachers participated in Professional Development Academy classes during the past school year.

9.4 Preliminary 2005-2006 Budget Report

Tod Altenburg, chief financial officer/treasurer, presented a preliminary report on the District's 2005-2006 Budget. (Attachment #13) Altenburg reported that the Tentative Budget would go on public display following the August 10 board meeting. He updated the Board on the anticipated revenue and expenditures in the Educational, Operations & Maintenance, and Transportation Funds and shared some of the "knowns" and his assumptions used in preparing the budget. Altenburg also reported on supply allocations, improvements/repairs, implementation of Skyward and the Energy Education program, in addition to various challenges in preparing the budget. In response to a question about when final figures from the past school year would be available, Altenburg indicated that unaudited data was available now. He also noted that the District's financial audit would begin on August 22.

9.5 Freedom of Information Request

Chapman reported the receipt and processing and one written request from Laborers' Local 362 for public information accessible under the Freedom of Information Act.

10.0 Announcements

Announcements made at the meeting:

- Chapman announced that he represented the District this morning at the "Saluting Our Heroes" event sponsored by the American Red Cross. He reported that the Don Munson Spirit of McLean County Award was presented at the event to former Unit 5 board member and president, Rick Percy.
- Braksick announced that more specific information regarding the District's Skyward project would be presented to the Board in August. He noted that staff began using the financial portion of the software last week. Braksick complimented Barb Fowler and Kathy McCain for their efforts in working through the first payrolls under the new system.
- Altenburg announced that the second round of health insurance meetings with staff would begin tomorrow at 10:00 a.m. and 6:00 p.m. at NCWHS and again on July 21 at 10:00 a.m. and 6:00 p.m. at KJHS.

11.0 Adjournment

The meeting was adjourned at 8.25 p.m.

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

ATTEST:

Steve Whittington, Board of Education Secretary

Approved: _____
 (Date)