

**Minutes**  
**McLean County Unit District No. 5**  
**BOARD OF EDUCATION**  
**Regular Session**  
**January 31, 2007**

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois met in regular session on January 31, 2007 at 5:15 p.m. at the District Office, 1809 W. Hovey Avenue, Normal, Illinois.

**1.0 Roll Call**

Members present: Gail Ann Briggs, Meta Mickens-Baker, Martin O'Connor (exited at 9:12 p.m.), John Puzauskas, Jay Reece, Steve Whittington, and Board President Scott Lay. Members absent: None.

**2.0 Closed Session**

Briggs moved, Puzauskas seconded, to adjourn to closed session to:

- discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District according to Section 2(c)(1) of the Open Meetings Act, and
- review closed session minutes according to Section 2(c)(21) of the Open Meetings Act.

Roll call: Ayes: Briggs, Mickens-Baker, 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: Superintendent Alan Chapman, Assistant Superintendent of Operations and Human Resources John Pye, Assistant Superintendent of Curriculum/Instruction Jim Braksick, Chief Financial Officer/Treasurer Tod Altenburg, Clerk of the Board Donna Evans, Michele Steinbacher from *The Pantagraph*, Charles Bartlett, Meghan Leiseberg, Mark Pritchett, Vickie Mahrt, Tom Eder, Jason Klokkenga, Brian Taylor, Pam Kuchenmeister, Erica Kuchenmeister, Christina Montgomery, Maggie Leja, Brenna Crist, Andrew Matthews, Ben Matthews, Wendy Cannell, Tim Arnold, Michael Gourley, Mark Jolicoeur, David Henebry, and others.

**4.0 Pledge of Allegiance**

The Pledge of Allegiance was recited.

**5.0 Public Comments**

None.

**6.0 Focus On Students/Good News Reports**

- NCWHS Teacher ~ Jason Klokkenga
- NCHS Teacher ~ Jeff Christoopherson
- NCHS Focus on Students ~ Tosha Childs

**7.0 Action**

**7.1 Cancel the March 28, 2007 Regular Board Meeting**

Reece moved, Mickens-Baker seconded to cancel the March 28, 2007 regular board meeting. Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**

**8.0 Consent Agenda**

Chapman noted that the January 17, 2007 closed session minutes should be removed from the Consent Agenda because the minutes had not been reviewed by the Board. Chapman reviewed items on the Consent Agenda and recommended its approval as amended. Briggs moved, Mickens-Baker seconded, to approve the Consent Agenda with the deletion of the January 17, 2007 closed session minutes.

## 8.1 Approval of Minutes

- January 17, 2007 Regular Meeting
- January 18, 2007 Special Meeting

## 8.2 Other

- ### 8.2.1 NCHS Request for Overnight Trip ~ Speech Team (Attachment #1)

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

### Motion carried.

## 9.0 **Reports/Discussion**

### 9.1 Architect's Report

Mark Jolicoeur and David Henebry presented a report detailing the architecture and engineering fee study. (Attachment #2) Items presented included but were not limited to the following:

- Associated costs for the design fees and work if pre-referendum expenditures are approved
- Explanation of the phases used by architects and engineers include: schematic design, design development, and contract documentation
- Components that are not replicable for each and every building site
- Presentation includes all potential expenses and should not be considered as a final contract of fees
- Fees and cost allowances were provided for budgeting purposes
- Final fees will be determined upon final definition of each component
- Illustration of the three proposed building combinations and their components
- Explanation of the workshop process ~ series of workshops on trends in education and the workforce and how those items are shaping education and educational facilities
- Benefit of workshop process is putting together a broader mix of constituencies to understand what is happening educationally and using funding in an effective way
- Allowances for items such as surveys, specialty consultants, soils testing, and other expenses (i.e. printing costs for bid documents)
- Architect's recommendation that the bid process start after a successful referendum not before
- Pre-referendum services allow time to make adjustments and reduces the number of change orders
- Each time a design or building phase is completed, there is more certainty of actual project cost
- Importance of not compressing the time allowed for decisions so that design work is not rushed
- Payout of District funds ~ FY07 and/or FY08 ~ open for discussion
- Local workforce and bidding process
- Use of construction manager and/or general contractor
- Pros and cons of pre-referendum expenditures (Attachment #3)
- Consideration of existing school designs (Attachment #4)
- Request for more information from the underwriters regarding referendum monies and possible interest earned by putting that money out for bonds while architectural design work is finalized
- Associated timeline if pre-referendum expenditures for design fees are approved (Attachment #5)

### 9.2 Projected Pre-Referendum Decision-Making Timeline

Chapman discussed the projected pre-referendum decision-making timeline. (Attachment #6) He indicated that the architects will be back on February 14 to provide additional information and this information may lead to a recommendation to approve expenditures for pre-referendum expenses. Chapman provided a detailed list of issues to be determined and the projected date for each.

### 9.3 Projected Portable Classroom Needs 2007-2014

Chapman provided an analysis of projected portable classroom needs from 2007-2014. (Attachment #7) He noted the need for two portable classrooms for the 2007-2008 school year and that a decision should be made regarding this sometime during the month of February. The report also included estimated costs in terms of installation fees and annual leasing.

### 9.4 Projected Secondary Enrollment and Building Capacity 2007-2015

Chapman reported on the projected secondary enrollment and building capacity for 2007-2015. (Attachment #8) This report demonstrated how the projected enrollment in the secondary schools compares to the projected capacity taking into consideration the report on portable classroom needs. He noted that in most cases the District is behind in capacity as the enrollment continues to grow but at a pace that is reasonably manageable.

- 9.5 Impact of Increased Elementary Class Size Range  
Chapman provided an explanation on the impact of increased elementary class size ranges. (Attachment #9) He noted that this analysis was based upon the September 30, 2006 actual enrollment.
- 9.6 Additional Elementary Capacity with Increased Class Size Ranges  
Chapman noted that this analysis demonstrates what the additional capacity would be in each of the schools and at every grade level if we were to look at the increased target class size ranges. (Attachment #10) The report also includes the number of additional students that could be served at each school with the increase in class sizes. The purpose of the analysis was to show a variety of different ways to look at the growth and space issue.
- 9.7 Elementary Classroom Needs Projections and Construction Options 2007-2015  
Chapman noted that the difference in this report from previous reports was in this particular case the projected classroom needs was based on a presumption of the District utilizing half-day kindergarten in 2008. (Attachment #11) Chapman discussed full-day and half-day kindergarten demonstrating the difference in how additional construction would serve the District's needs and how long it would last as a comparison between the two scenarios.
- 9.8 Working Cash Fund Projections  
Altenburg provided the working cash fund projections for the next few years looking at expected EAV growth and possible property tax revenues from investments. (Attachment #12) The report also demonstrated what effect any pre-referendum construction programming and design spending would have on the budget for the next several years.
- 9.9 Operating Funds Financial Projections  
Chapman presented the operating funds financial projections based upon current financial data using a number of assumptions. (Attachment #13) Each of the scenarios discussed included the combination using one middle school and three 600-student elementary schools for new construction. Discussion included the reduction on the number of sections and staff needed if the District were to incorporate half-day kindergarten as opposed to full-day kindergarten.
- 9.10 1<sup>st</sup> Reading – Proposed 2007-2008 School Calendar  
Braksick discussed the proposed 2007-2008 calendar. (Attachment #14) He noted that administration had worked with UFEA's calendar committee, the Regional Office of Education, and various area school districts to design the calendar. Braksick recommended the adoption of the proposed calendar at the February 14 meeting.
- 9.11 Report on Change Management  
Pye provided the CAC Change Management Report. (Attachment #15) As a follow-up to this report and the Strategic Plan, the administration was directed to review the report and make specific recommendations and timelines for the implementation. Pye noted that it was concluded that the Consortium for Educational Change System Assessment Report addresses many of the same recommendations from this report. Pye also discussed examples of the recommendations included in the report.
- 9.12 Board Representative Reports
- Community Connections Committee ~ Briggs noted that the committee will be asking the individuals who participated in the study circles orientation held in June and last fall's circles about their interest in serving as participants and/or becoming trained as facilitators for future study circles initiatives. The committee has identified additional areas for publicizing the district activities. Briggs also mentioned that names of potential Key Communicators continue to be solicited. The next meeting is scheduled to be held on February 21 at 5:30 p.m. at Northpoint Elementary School.
  - Discipline and Medication Policy Review Committee ~ Mickens-Baker noted that the committee met January 29. Some topics of discussion included vandalism, threats to students and staff, and sexually aggressive behavior in school.

- Consortium for Educational Change Committee ~ Mickens-Baker noted that the committee's leadership team met January 31.
- Facilities Committee ~ Puzauskas announced that the committee met on January 24. Randy Middleton was present at the meeting to discuss Life Safety issues. There was also a brief presentation on the success of the geothermal projects. It was noted that energy usage has been considerably less due to the projects.
- Unit 5/Local Government Committee ~ Mickens-Baker requested agenda items for the March 6 meeting.

**10.0 Announcements**

- Mickens-Baker reported that the Diversity Fair will be held at Glenn Elementary School on February 14.
- Mickens-Baker and Briggs commented on an exceptional presentation given by Grove Elementary School teacher Ron Schweinberg at a recent program they had both attended.
- Reece reported that he and Chapman had attended the McLean County Compact on January 31.
- Reece reported that he had attended the Prairieland Spelling Bee on January 24.
- Braksick noted that the Textbook/Curriculum Hearing will be held on February 7 at 4:00 p.m.

**11.0 Return to Closed Session**

At 9:38 p.m., Briggs moved, Puzauskas seconded, to adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District according to Section 2(c)(1) of the Open Meetings Act.

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

**12.0 Return to Public Session**

Briggs moved and Reece seconded to come out of closed session and return to public session at approximately 10:34 pm. Roll call: Ayes: Briggs, Mickens-Baker, Puzauskas, Reece, Whittington, and Lay. Nays: None. **Motion carried.**

**14.0 Adjournment**

The meeting was adjourned at 10:34 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:** February 28, 2007