

**Minutes**  
**McLean County Unit District No. 5**  
**BOARD OF EDUCATION**  
**Regular Session**  
**June 13, 2007**

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois met in regular session on June 13, 2007 at approximately 6:30 p.m. at the District Office, 1809 W. Hovey Avenue, Normal, Illinois.

**1.0 Roll Call**

Members present: Gail Ann Briggs, Wendy Cannell, Scott Lay, Meta Mickens-Baker, Mark Pritchett, and Board President Jay Reece. Members absent: John Puzauskas.

**2.0 Election of Board Secretary Pro-Tem**

Reece called for nominations for secretary pro-tem. Lay nominated Briggs for Board secretary pro-tem. Lay moved, Pritchett seconded, to elect Briggs as Board secretary pro-tem. Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Reece. Nays: None. **Motion carried.**

**3.0 Closed Session**

At approximately 6:32 p.m., Briggs moved, Pritchett seconded, to adjourn to closed session to discuss the following matters according to the exceptions provided in the "Open Meetings Act" and specified as follows:

- Section 2(c)(2) Deliberations concerning salary schedules for one or more classes of employees.

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

The closed session was exited at approximately 6:57 p.m.

**4.0 Return to Public Session**

At 7:02 p.m., Briggs moved, Mickens-Baker seconded, to come out of closed session and return to public session. Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Reece. Nays: None. **Motion carried.**

Also present: Superintendent Alan Chapman, Assistant Superintendent of Operations and Human Resources John Pye, Clerk of the Board Donna Evans, Chief Financial Officer/Treasurer Tod Altenburg, Director of Secondary Education Dawn Green, James Gillmeister (Chief Financial Officer as of July 1, 2007), Chuck Bartlett, Michele Steinbacher of *The Pantagraph*, Brian Taylor, Loren Baele, Kathie Chapman, Ben Matthews, Kenny Lee, Meghan Leiseberg, Donna Lutkehaus, Steve Robinson of the *Normalite*, and others.

**5.0 Pledge of Allegiance**

The Pledge of Allegiance was recited.

**6.0 Public Hearings**

**6.1 Public Hearing to Discuss the Transfer of Money From the Transportation Fund to the Operations and Maintenance Fund in Accordance with the Illinois School Code (105ILCS 5/17-2A)**

Altenburg explained that the process for transferring monies requires a public hearing to solicit input. He noted that the public notice for the hearing appeared June 1, 2007 in *The Pantagraph*. The purpose of the hearing is to discuss the transfer of money from the Transportation Fund to the Operations and Maintenance Fund. Altenburg provided additional data including beginning balances, budgeted revenues and a history of transfer of funds. (Attachment #1) There were no comments from the public.

**6.2 Public Hearing to Seek the Renewal of a Waiver to Alter the Language of the Illinois School Code (ILCS 5/27-23)**

Green noted that the purpose of the hearing is to seek a renewal of a waiver that alters the language of the school code regarding the Drivers Education fees. The waiver will allow the District to increase the amount of fees charged for Drivers Education not to exceed \$300. There were no comments from the public.

6.3 Public Hearing to Discuss the Modification of the Illinois School Code (ILCS 5/24-2) Seeking a Waiver on State Mandated School Holidays

Braksick stated that the purpose of the hearing is to discuss the District's request for an Illinois School Code waiver regarding State Mandated School Holidays. Braksick noted that, if approved, this waiver will be for the 2008-2009 school year. There were no comments from the public.

**7.0 Focus on Students/Good News Reports**

- Good News ~ John Pye "*Coach Jim Collie Vocational Service Award*"

**8.0 Public Comments**

Chuck Bartlett, Normal ~ Thanks and appreciation to the Board of Education and administration.

**9.0 Action**

9.1 Adopt Resolution Authorizing the Transfer of Money From the Transportation Fund to the Operations and Maintenance Fund

Mickens-Baker moved, Lay seconded, to adopt the Resolution authorizing the transfer of \$2,6000,000 from the Transportation Fund to the Operations and Maintenance Fund. (Attachment #2) Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Reece. Nays: None. **Motion carried.**

9.2 Approve District's Application for Waiver or Modification of Language of the Illinois School Code ILCS 5/27-23

Lay moved, Cannell seconded, to approve the District's application for waiver or modification of language concerning Illinois School Code ILCS 5/27-23, Illinois Administrative Code, Chapter 1, Section 252.30 from "not exceed \$50" to "not to exceed \$300". (Attachment #3) Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Reece. Nays: None. **Motion carried.**

9.3 Approve the District's Application for Waiver or Modification of Illinois School Code ILCS 5/24-2 on State Mandated Holidays

Pritchett moved, Mickens-Baker seconded, to approve the District's application for waiver or modification of Illinois School Code ILCS 5/24-2 on State Mandated Holidays as presented. (Attachment #4) Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Reece. Nays: None. **Motion carried.**

9.4 Approve Resolution for Three-Year Lease/Purchase Agreement for Computers and Wireless Equipment with Commerce Bank

Baele reported on the Technology Department's recommendation to approve a three-year lease/purchase agreement for Dell computers and wireless equipment with Commerce Bank. (Attachment #5) It was noted that the District investigated financing arrangements with three institutions. Implementation if approved could begin as early as June 14 for completion prior to the beginning of school. Lay moved, Pritchett seconded, to approve the Resolution for three-year purchase agreement for computers and wireless equipment with Commerce Bank as presented. (Attachment #6) Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Reece. Nays: None. **Motion carried.**

9.5 Action From Closed Session

Pye recommended the Board's approval of one motion discussed in closed session prior to the public session. Briggs moved, Mickens-Baker seconded, to approve the personnel salaries and benefits for 2007-2008 for the specific classes of employees as discussed in closed session and listed below:

- Technology
- Occupational/Physical Therapists
- Occupational/Physical Therapist Assistants
- Medical Personnel
- Title I Support
- Transportation Exempt
- Custodial/Maintenance Exempt
- Food Service
- Administration

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

**10.0 Consent Agenda**

Chapman withdrew the May 23, 2007 closed session minutes from consideration for approval on the Consent Agenda. Chapman reviewed the Consent Agenda as amended. Mickens-Baker moved, Briggs seconded, to approve the Consent Agenda as amended.

10.1 Approval of Minutes

- May 23, 2007 Regular Session

10.2 Personnel Matters (Attachment #7)

- 10.2.1 Staffing Needs
- 10.2.2 Resignations/Retirements/Terminations
- 10.2.3 Employment
- 10.2.4 Contract Revisions
- 10.2.5 Leave Requests

10.3 Payment of Bills and Payrolls

- 10.3.1 Bill Listing
- 10.3.2 Payroll Report
- 10.3.3 Statement of Expenditures by Operating Fund Summary (Attachment #8)

10.4 Treasurer's Report ~ May 2007 (Attachment #9)

10.5 Other

- 10.5.1 Designate Commerce Bank as the Depository for All District Funds
- 10.5.2 Approve Resolution to Establish Credit Card Accounts with Commerce Bank (Attachment #10)
- 10.5.3 Appoint Donna Evans as Clerk of the Board for the Period July 1, 2007 to June 30, 2008.
- 10.5.4 Adopt Resolution Stating Prevailing Rate of Wages (Attachment #11)
- 10.5.5 Accept Bids (Attachment #12)
  - Gasoline/Diesel Fuel
  - Paint/Paint Supplies
  - Pest Control
  - Refuse Collection
  - Mops/Brush Supplies
  - Custodial/Maintenance Supplies
  - Paper/Tissue/Towel Supplies
  - Cafeteria Trays

Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Reece. Nays: None. **Motion carried.**  
Ken Lee was recognized for his appointment as Associate Principal at Parkside Jr. High School effective July 1, 2007.

## 11.0 Reports/Discussion

11.1 Architectural Services Executive Committee Update

Chapman reported on the committee's progress. The next conference call is scheduled for June 20. Details on the workshop and programming phase are being discussed and the committee has identified the types of individuals that will be added to the committee. The workshop phase is tentatively scheduled to begin at the beginning of the school year and conclude in late October.

11.2 Department Reports

Braksick provided information about the 2006-2007 Annual Report from the District's building chairs. (Attachment #13) He noted that this report provides the Board with a variety of information on curriculum activities.

11.3 Professional Development Report

Donna Lutkehaus reported on the professional development opportunities for Unit 5 staff. (Attachment #14)

11.4 Enrollment Report and Comparison Figures Pye provided the Enrollment and Comparison Figures as of May 31. He noted that there will be a need for an additional 5<sup>th</sup> grade kindergarten section for Grove Elementary. (Attachment #15)

11.5 Freedom of Information Requests

Chapman reported that two written requests for public information accessible under the Freedom of Information Act were received and processed. (Attachment #16)

11.6 Board Representative Reports

- Unit 5 / Local Government Committee ~ Mickens-Baker reported that the committee met on June 5. Discussion included but was not limited to the following topics:
  - Committee composition ~ District 87 will attend meetings on an as needed basis

- Overview of Town of Normal TIF Districts
- Sidewalk snow removal
- Task Force on Prevention of Teen Violence.
- 2007/2008 Committee Officers ~ Adam Nielsen (Chair) and Scott Lay (Vice-Chair)

The next committee meeting is scheduled for Tuesday, September 4.

- Consortium for Educational Change Committee ~ Mickens-Baker reported that on June 11 the CEC held a seminar titled “Change the Systems Thinking”. The next committee meeting is scheduled for June 25 at 6:00 p.m. The CEC Team will meet on June 26 from 1:00 p.m. – 4:00 p.m. Topics scheduled for discussion will include the role of the CEC team. Mickens-Baker also noted that the group has extended to include community members and additional administrators and teaching staff.
- Beyond the Books Educational Foundation Board of Directors ~ Briggs reported that the next meeting will be June 14.

#### **12.0 Announcements**

- Pritchett commented that he had attended the State Softball Tournament finals on Sunday, June 10.
- Braksick noted that the high school principals are investigating a new location for future graduation ceremonies.
- Briggs announced that she and Cannell will be attending the IASB Workshops June 14 – 16.
- Recognition and expressions of appreciation were given to Chapman on his retirement and Altenburg on his move to Lombard, Illinois.
- Chapman and Altenburg thanked the Board of Education, Unit 5 administration, staff and family for their support.

#### **13.0 Adjournment**

The meeting was adjourned at 8:25 p.m.

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**Jay Reece, Board of Education President  
Community Unit School District No. 5  
McLean and Woodford Counties, Illinois**

**ATTEST:**

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**Gail Ann Briggs, Board of Education Secretary Pro-Tem**

**Approved Date: July 11, 2007**