

**Minutes**  
**McLean County Unit District No. 5**  
**BOARD OF EDUCATION**  
**Regular Session**  
**November 29, 2006**

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois met in regular session on November 29, 2006 at 6:00 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, 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
- the purchase or lease of real property for the use of the District according to Section 2(c)(5) of the Open Meetings Act.

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 and Human Resources John Pye, and Clerk of the Board Donna Evans.

**3.0 Return to Public Session**

At 7:08 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, Evans, Michele Steinbacher from *The Pantagraph*, Charles Bartlett, Meghan Leiseberg, Ben Matthews, David Henebry, Mark Jolicoeur, Kevin Heid, Tom Peffer, Jeanette Nuckolls, Mark Pritchett, Mary Ahillen, Kathy Whitney, Deb Cochran, Debbie Brown, Tom Eder, Sue Lakin, John Bierbaum, Marty Tarmann, Bernadette Chiaro, Andy Turner, Hud Venerable, Omar Clayton, Sam Smith, Marcus King, Nick Price, Cornwell Caldwell, George Galindo, Jeremy Fahling, Tammy Fahling, Neal Shah, Otis Evans, Tom Burns, Elizabeth Burns, 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**

6.1 NCWS and PJHS Good News ~ 8<sup>th</sup> to 9<sup>th</sup> Transition Task Force

6.2 NCHS Focus On Students ~ 2006 IHSA Class 6A State Football Champions

**7.0 Action**

**7.1 Adopt Proposed Board Policy Revisions**

Briggs presented and highlighted 27 Board policy revisions and additions. She also noted that the Board policy revisions and two new Board policies have been posted on the District website for public viewing since their 1<sup>st</sup> reading on November 8. Briggs indicated that Board Policy 5.30 - Hiring Process and Criteria is under further review and will be scheduled for approval at a future meeting. Briggs moved, Puzauskas seconded, to adopt the revision of Board policies and addition of two Board policies as proposed.

- Board Policy 2.10 District Governance
- Board Policy 2.20 Powers and Duties of the Board
- Board Policy 2.50 Board Member Term of Office
- Board Policy 2.80 Board Member Oath and Conduct
- Board Policy 2.110 Qualifications, Term, and Duties of Board Officers
- Board Policy 2.130 Board-Superintendent Relationship
- Board Policy 2.140 Communications To and From the Board
- Board Policy 2.150 Committees
- Board Policy 2.200 Types of Board Meetings
- Board Policy 2.210 Organizational Board Meetings
- Board Policy 2.220 Board Meeting Procedures
- Board Policy 2.240 Board Policy Development
- Board Policy 3.10 Goals and Objectives
- Board Policy 3.40 Superintendent
- Board Policy 3.60 Administrative Responsibilities of the Principals
- Board Policy 4.170 Safety
- Board Policy 5.50 Drug- and Alcohol-Free Workplace
- Board Policy 5.70 Religious Holidays
- Board Policy 5.80 Court Duty
- Board Policy 5.90 Abused and Neglected Child Reporting
- Board Policy 5.100 Staff Development Program
- Board Policy 5.170 Copyright
- Board Policy 5.185 Family and Medical Leave
- Board Policy 5.230 Maintaining Student Discipline
- Board Policy 6.235 Acceptable Use of District Instructional Technology
- Board Policy 7.135 Surveillance of Facilities and Grounds (new)
- Board Policy 7.300 Co-Curricular Athletics (new)

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

#### 7.2 Action From Closed Session

Pye recommended the Board's approval of two motions discussed in closed session prior to the public session.

- Accept Resignation of Debra Lewis, Glenn Elementary School Principal  
 Reece moved, Puzauskas seconded, to accept the resignation of Debra Lewis, Glenn Elementary School principal, effective January 8, 2007 as recommended. Roll call: Ayes: Briggs, Mickens-Baker, O'Connor, Puzauskas, Reece, Whittington, Lay. Nays: None. **Motion carried.**
- Appointment of Elizabeth Burns, Interim Principal for Glenn Elementary School  
 Puzauskas moved, Briggs seconded, to approve the appointment of Elizabeth Burns as Interim Principal at Glenn Elementary School, effective December 11, 2006 for the remainder of the 2006-2007 school year. 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. Mickens-Baker moved, Puzauskas seconded, to approve the Consent Agenda as presented.

#### 8.1 Personnel Matters

8.1.1 Staffing Needs ~ Addition of one special education teaching position

#### 8.2 Other

- 8.2.1 NCHS Request for Overnight Trip ~ Marching Band Trip to Florida (Attachment #1)
- 8.2.2 NCHS Request for Overnight Trip ~ Girls' Basketball Trip to UIUC Camp (Attachment #2)
- 8.2.3 NCWHS Request for Overnight Trip ~ FFA Leadership Conference (Attachment #3)

#### 8.3 Approval of Minutes

- 8.3.1 September 27, 2006 ~ Closed Meeting
- 8.3.2 October 19, 2006 ~ Closed Meeting

- 8.3.3 November 6, 2006 ~ Closed Meeting
- 8.3.4 November 8, 2006 ~ Regular Meeting
- 8.3.5 November 20, 2006 ~ Closed Meeting
- 8.3.6 November 20, 2006 ~ Special Meeting

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

**Motion carried.**

**9.0 Reports/Discussion**

9.1 Study Circles Report

Briggs provided information to the Board regarding the formation of the Study Circles committee. Briggs noted that a summary of the Study Circles report had been distributed for public viewing and that the complete report will be available on the District website. (Attachment #4) Carla van Dongen, Unit 5 community member who served as Study Circles Committee Chair, presented a summary of the Study Circles which included but was not limited to the following:

- Study Circle concept ~ to bring together small groups of diverse backgrounds for discussion of topics concerning the District
- Study Circles discussion groups were called “Smart Talk – *Educating for a Growing Community*”
- Thirty-five community members involved
- Professional facilitators were hired to facilitate the groups
- Study Circle organizers were not involved in the discussion groups
- Groups met for four two-hour sessions
- Broad topic of discussion was “What does Unit 5 value in the educational system?”
- Core themes that came out of the discussion groups included the impact of communication, District growth, student achievement specifically regarding minorities, hiring and maintaining high quality staff and methods for using community resources
- Evaluation of Study Circles process

9.2 Gorenz & Associates 2006 Audit Report

Tom Peffer provided a summary of the 2006 Audit Report. (Attachment #5) Information presented included but was not limited to the following:

- According to conformance with regulatory requirements, the District reports on a cash basis
- Regarding general fixed assets, the District received a clean opinion
- Internal controls and compliance with major federal programs
- Gorenz & Associates agree with the District methods and format for reporting to ISBE
- Analysis of fund equity in relation to District operating funds
- Explanation of District receipt of advance tax
- Budget process for the District comparing actual revenue and expenditures to budgeted revenue and expenditures
- State financial profile score ~ standard calculation to compare all school districts regarding financial strengths and weaknesses
- Recap of Mackinaw Valley Special Education District
- Schedule of cash revenue received and cash expenditures disbursed by operational funds
- Average daily attendance and comparative cost per pupil
- Operational fund balance reserves ~ suggestion to have four to five months available

9.3 LZT/Perkins and Will Architect's Report

Mark Jolicoeur and David Henebry presented a report on their observations and findings over the past eight weeks. (Attachment #6) Information provided included but was not limited to:

- Observations of District facilities and meeting weekly via conference calls
- Demographic information, past studies, and review of existing facilities were used to put together various options for consideration
- Explanation of increase in cost of building materials
- Development of number of students used for elementary scenario was based on information provided by the administrative team
- Unit 5 programs and how they are supporting the specific classroom needs as well as the specials (i.e. special education, art, music, PE, dining, etc.)
- Breakdown of components for elementary, middle and high school scenarios including new buildings and/or additions to existing facilities

- Breakdown of square footage per student at each level and building
- Inclusion of new data center in the projection figures
- Land acquisition and allowances
- Explanation of soft costs ~ testing services, surveys, geotechnical services, furniture, technology
- Using student population projections for consideration when compiling various combinations of additional facilities and improvement to existing facilities
- Redistricting timeline
- Renovations of current elementary schools and the use of Life Safety funds
- Recognizing data center as an infrastructural need due to inadequacies at current facility
- Comments from Board members to look at additional combinations of buildings using elementary school size at 600 and/or 450 rather than 300
- Report has been prepared and is available regarding renovation costs broken down for each building

There was a short recess at approximately 9:00 p.m.

9.4 First Midstate Report

Kevin Heid reported on the District's current debt limit and estimated debt limit as of July 1, 2007. Based on the 2005 E.A.V., the District's current bonding capacity is \$94.36 million. (Attachment #7) Information provided included:

- Due to election timelines, it is probable that the District will have new assessed valuations before they could potentially issue any bonds
- Debt limit of approximately \$108 million based on 6.25% growth in assessed evaluation
- Percentage of bond indebtedness is one factor in the ISBE financial profile
- Explanation of 13.8% debt limit ~ Figure applies to all K-12 school districts (i.e. unit, charter, etc.)
- One exception to the 13.8% debt limit includes a high growth exception ~ Unit 5 could qualify for this
- High growth exception - Once bonds are issued, the District would be at limit to issue life safety bonds
- School construction grant program would also allow a district to go over the debt limit
- Breakdown of debt limit that might be available after bonds issued based on the 6.25% E.A.V. ~ More E.A.V. growth will result in more debt limit
- Relation of the tax levy and collection cycle to interest income ~ Recommendation to issue bonds in a series to mitigate the bump in extra interest
- Issuing bonds in a series will also help to provide a dollar cost average

9.5 PMA Five Year Financial Projections Report

Chapman noted that the PMA Five Year Financial Projections Report will be presented at the December 13 meeting.

9.6 PMA Financial Projections Models

Chapman noted that the PMA Financial Models report will be presented at the December 13 meeting.

9.7 Parent/Guardian Survey Results

Chapman provided information on the results of the Parent/Guardian Survey administered October 27 during Parent/Teacher Conferences. (Attachment #8) The survey was used to gauge current parent attitude regarding issues related to growth and the possibilities for addressing growth. The summary reflects input from each school. Little variation was observed in responses submitted by parents of elementary, middle, and high school level students. Survey topics included:

- Increasing elementary class size
- Full-day and half-day kindergarten classes
- Year-round schooling formats
- "Split shift" scheduling

9.8 McLean County Live Births Report

Chapman discussed the District's history of growth in comparison to statistics from McLean County. (Attachment #9) He noted that the figures gathered were county-wide not Unit 5 numbers. Chapman highlighted the fact that each year of increase in births was followed by an increase in kindergarten enrollment five years later. Also noted was the fact that a decline in births was followed by a decline in kindergarten enrollment five years later. Chapman discussed what the kindergarten class

projections might be if the current pattern of births remains the same. Lay noted that this data was analyzed in response to an inquiry at the Unit 5 Intergovernmental meeting on October 30, 2006.

9.9 Consortium for Educational Change System Assessment Report

Pye provided a summary of the Consortium for Educational Change System Assessment Report (Attachment #10) He noted that a detailed report will be discussed at a public forum on Thursday, December 7, 4:30 p.m. at Kingsley Junior High School. The report will also be posted on the District website. The team's "next steps" will be to reflect on and analyze the System Assessment Feedback Report and develop an action plan for continuous improvement.

9.10 Recruitment and Employment Plan

As part of the District Strategic Plan, Pye reported on the District recruitment and employment process. (Attachment #11) Information on the following was presented:

- Recruitment and employment timeline
- Administrative responsibilities
- Interviews, recommendations, and employment procedures
- Recruitment team and strategies
- Job Fair guidelines and prospective schedule
- Interview guidelines

9.11 Board Representative Reports

- Community Connections Committee ~ Mickens-Baker noted that the November 27 meeting was rescheduled for December 4, 4:30 p.m. at the District Office.
- Beyond the Books Educational Foundation Board of Directors ~ Briggs reported that the Foundation Board had recently met and is moving forward regarding several initiatives involving fundraising.

**10.0 Announcements**

- IASB/IASA/IASBO Joint Conference ~ Board members Mickens-Baker, Lay, Briggs, and Whittington attended the conference in November. Mickens-Baker will present the Delegate Assembly report at the December 13 meeting.
- The Unit 5/Local Government Committee ~ The next committee meeting is scheduled for Tuesday, December 5, 12:00 p.m. at the IEA Office, 304 Eldorado, Bloomington.
- Chapman announced that Thursday, November 30 is the joint intergovernmental meeting of the Unit 5 Board and elected officials from the villages of Carlock, Hudson and Towanda. The meeting will be held at Parkside Jr. High School.

**11.0 Adjournment**

The meeting was adjourned at 9:55 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:** December 13, 2006