

Minutes
McLean County Unit District No. 5
BOARD OF EDUCATION
Special Session
September 19, 2007

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois met in special session on September 19, 2007 at approximately 5:10 p.m. at the District Office, 1809 W. Hovey Avenue, Normal, Illinois.

1.0 Roll Call

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

Also present: Superintendent Gary Niehaus, Assistant Superintendent of Operations and Human Resources John Pye, Assistant Superintendent of Curriculum and Instruction Jim Braksick, Clerk of the Board Donna Evans, Chief Financial Officer James Gillmeister, T.J. Wilson, Dennis Triggs, Meghan Leiseberg, Phyllis Coulter of *The Pantagraph*, Donna Lutkehaus, WMBD TV channel 31 representatives, and others.

2.0 Pledge of Allegiance

The Pledge of Allegiance was recited.

3.0 Public Comments

There were no public comments.

4.0 Report and Discussion

4.1 Receive Recommendation Concerning the Policies and Practices of the District Relating to the Hiring and Supervision of Employees

T.J. Wilson, attorney for Miller, Tracy, Braun, Funk and Miller, LTD. was retained by the Board of Education to perform an independent review of policies and practices of the District relating to the hiring and supervision of employees. Wilson provided a summary of his recommendations and noted that his overall opinion of Unit 5 is very positive. Items discussed included but were not limited to the following:

- Board Policy No. 5.30 General Personnel – Hiring Process and Criteria
- Overall opinion of Unit 5
- Quality of staff
- Unit 5 teacher mentoring program ~ very successful
- Evaluation of teachers and non-certified employees
- Non-renewal of non-tenured teachers in relation to their job performance
- Hiring practices of the District including applications, background checks, and interview schedules
- Need for Administrative Intern Program and Assistant Principals at the elementary level
- Need for building level handbooks for all employees
- Need to revise and update job descriptions for all employee groups
- Need for inservice to assist building administrators with the interview process
- Need for increased resources devoted to diversity recruitment
- Need for an administrator and staff solely devoted to human resources

Niehaus noted that the administrative team will research and discuss Wilson's report and bring a recommendation to the Board at a future meeting.

10.0 Announcements/Comments

- Reece announced that the Citizens Advisory Council will meet this evening at 7:00 pm. at NCWHS.
- Niehaus announced that Ben Matthews, UFEA representative to the IEA has accepted a position as Uniserv Director for the Illinois Education Association replacing Amelia Finch.

11.0 Adjournment

The meeting was adjourned at 6:28 p.m.

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

ATTEST:

John Puzauskas, Board of Education Secretary

Approved Date: October 10, 2007