

**Minutes**  
**McLean County Unit District No. 5**  
**BOARD OF EDUCATION**  
**Regular Session**  
**March 11, 2009**

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois met in regular session on March 11, 2009 at approximately 6:02 p.m. at the District Office, 1809 W. Hovey Avenue, Normal, Illinois.

**Roll Call**

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

**Closed Session**

At approximately 6:02 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" specified as follows:

- Section 2(c)(1) The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel,
- Section 2(c)(11) Litigation against, affecting or on behalf of McLean County Unit District No. 5 which has been filed and is pending before a court or administrative tribunal, or is probable or is imminent,
- Section 2(c)(2) Collective negotiating matters with employees or their representatives or deliberations concerning salary schedules for one or more classes of employees,
- Section 2(c)(5) The purchase or lease of real property for use by McLean County Unit District No. 5., and
- Section 2(c)(21) Discussion of minutes of meetings lawfully closed.

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

**Return to Public Session**

At 7:03 p.m., Briggs moved, Puzauskas seconded, to come out of closed session and return to public session. Roll call: Ayes: Briggs, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

Also present: Superintendent Gary Niehaus, Assistant Superintendent of Human Resources John Pye, Assistant Superintendent of Curriculum and Instruction Jim Braksick, Chief Financial Officer James Gillmeister, Director of Operations Joe Adelman, Clerk of the Board Donna Evans, Dayna Brown, Jim Fitzpatrick of WJBC, Tom Eder, Aidan Rich, Randy Middleton of Middleton Associates, Inc., Chuck Bartlett, Andy Turner, Carmen Bergmann, Phyllis Coulter of *The Pantagraph*, John Lutes, Gary Hill, Bruce Weldy, Tim Arnold, Ed Heineman, Mark Robinson, Laura Rich, Dan Rich, Alex Rich, Dan Lamboley, Dawn Green, Pam Zimmerman, Neil Finlen of Farnsworth Group, Project Manager for Turner Construction Company Richard Ach, Jeff Monahan, Steve Bushue of Bushue Human Resources, Inc., and others.

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Focus on Students and Good News Reports**

- 2008 Illinois State Board of Education Honor Roll
  - Fox Creek Elementary School
  - Grove Elementary School
  - Northpoint Elementary School
  - Prairieland Elementary School
- Glenn Elementary School DEAP Students ~ Christian Baker, Sapphire Campbell, Sam DeCillis, Jack Kestian, Nathan Morissette, Aidan Rich, Selena Wade
- Unit 5 Technology Department ~ Loren Baele, Debbie Bennett, Michael Caldwell, Brian Gerike, Rita Gyires, David Harris, Chris Kozik, Jason Mays, Matt Meins, Melissa Rinehart, David Shuck

- Illinois Violence Prevention Association “Rachel’s Challenge” Grant ~ NCWHS Students Vanessa Almanza, Kendra Fletcher, Ruth Kenney, Kendra Kenney
- State Swimming Tournament ~ NCHA Student Jacob Hanson

### Public Comments

There were no public comments.

### Action

#### Approve Bids for Ground Source Heating System – All Interior/Building Exterior Mechanical, Electrical, and General Work for Colene Hoose Elementary School

Middleton provided information on the bid process for the ground source heating system at Colene Hoose Elementary School. He noted that five bids were received. (Attachment #1) It was his recommendation to award the bid to John Service and Sales, Inc. for a base bid amount of \$795,000.00 and alternate bid amount of \$55,000.00 for a total bid amount of \$850,000.00. Pritchett moved, Lay seconded, to approve the bids for ground source heating system, all interior and building exterior, mechanical, electrical, and general work for Colene Hoose Elementary School as recommended. Roll call: Ayes: Briggs, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

#### Approve Bids for Renovations at Carlock Elementary School

Middleton provided information on the bid process for the renovations at Carlock Elementary School. He noted that seven bids were received. (Attachment #2) It was his recommendation to award the bid to Tarter Construction, LLC for the base amount of \$245,000. Pritchett moved, Mickens-Baker seconded, to approve the bids for building renovations at Carlock Elementary School as recommended. Roll call: Ayes: Briggs, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

#### Approve Agreement with Ventures for Excellence for Teacher Candidates Screening Program

Pye reported on the Ventures for Excellence program to be used for screening new teaching candidates. (Attachment #3) He noted the program will assist District administrators in the interviewing and selection process. This program will also help in the professional development of new staff. If approved by the Board, Pye reported that administrators will begin training on April 30. The cost to implement the program would be \$58,488. Briggs moved, Mickens-Baker seconded, to approve the contract agreement with Ventures for Excellence and McLean County Unit District No. 5 for teacher candidate screening program as recommended. Roll call: Ayes: Briggs, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

#### Accept Bids for Construction Work at Sugar Creek Elementary School

Ach presented information and recommendations for the following contractors for construction work for Sugar Creek Elementary School: (Attachment #4)

- Stone City Ironworks, Inc. Bid Package #2 for structural and miscellaneous steel. Bid award: \$284,562.00
  - Otto Baum Company, Inc. Bid Package #3 for masonry. Bid Award: \$959,440.00
  - Union Roofing Co., Inc. Bid Package #4 for roofing. Bid Award: \$582,400.00
  - East Moline Glass Bid Package #5 for glass and glazing. Bid Award: \$221,000.00
- Pritchett moved, Briggs seconded, to approve Bid Package #2 for structural and miscellaneous steel, Bid Package #3 for masonry, Bid Package #4 for roofing, and Bid Package #5 for glass and glazing for construction project at Sugar Creek Elementary School as recommended. Roll call: Ayes: Briggs, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

#### Accept Bids for Construction Work at Cedar Ridge Elementary School

Ach presented information and recommendations for the following contractors for construction work for Cedar Ridge Elementary School: (Attachment #5)

- Area Erectors, Inc. Bid Package #2 for structural and miscellaneous steel. Bid award: \$748,500.00
- Summit Masonry Bid Package #3 for masonry. Bid Award: \$1,696,000.00
- Union Roofing Co., Inc. Bid Package #4 for roofing. Bid Award: \$387,587.00
- Kelly Glass Bid Package #5 for glass and glazing. Bid Award: \$527,720.00
- Pipeworks Bid Package #11 for plumbing. Bid Award \$690,000.00

Briggs moved, Lay seconded, to approve Bid Package #2 for structural and miscellaneous steel, Bid Package #3 for masonry, Bid Package #4 for roofing, Bid Package #5 for glass and glazing, and Bid Package #11 for plumbing for construction project at Cedar Ridge Elementary school site as recommended. Roll call: Ayes: Briggs, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

#### Accept Bids for Construction Work at Benjamin Elementary School

Ach presented information and recommendations for the following contractors for construction work for Benjamin Elementary School: (Attachment #6)

- Stone City Ironworks, Inc. Bid Package #2 for structural and miscellaneous steel. Bid award: \$695,293.00
- Summit Masonry Bid Package #3 for masonry. Bid Award: \$1,864,000.00
- Union Roofing Co., Inc. Bid Package #4 for roofing. Bid Award: \$459,800.00
- Kelly Glass Bid Package #5 for glass and glazing. Bid Award: \$555,220.00
- Pipeworks Bid Package #11 for plumbing. Bid Award \$679,000.00

Puzauskas moved, Pritchett seconded, to approve Bid Package #2 for structural and miscellaneous steel, bid package #3 for masonry, Bid Package #4 for roofing, Bid Package #5 for glass and glazing, and Bid Package #11 for plumbing for construction project at Benjamin Elementary school site as recommended.

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

#### Reject Bids for Construction Work at Benjamin Elementary School

Niehaus and Ach provided information regarding the rejection of the following bids for construction work for Benjamin Elementary School:

- Bid Package #12 for fire protection
- Bid Package #13 for heating, ventilation, air conditioning, and temperature controls
- Bid Package #14 for electrical

Briggs moved, Mickens-Baker seconded, to reject Bid Package #12 for fire protection, Bid Package #13 for heating, ventilation, air conditioning, and temperature controls, and Bid Package #14 for electrical for construction project at Benjamin Elementary School site as recommended. It was noted that these items will be published for re-bid within the next week or two and will be presented to the Board for approval at the April meeting. Roll call: Ayes: Briggs, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None.

**Motion carried.**

#### Approve Bids for Morrissey Drive Trunk Sanitary Sewer System for Evans Jr. High School Construction Site

Finlen presented information and recommended awarding the bid to Stark Excavating, Inc. for the sanitary sewer system for Evans Jr. High School site. (Attachment #7) The total base bid plus alternate B using clay pipe was \$616,986.25. Lay moved, Briggs seconded, to approve bid for Morrissey Drive trunk sanitary sewer for Evans Jr. High School construction site as recommended. Roll call: Ayes: Briggs, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

### **Consent Agenda**

Niehaus reviewed and recommended approval of the Consent Agenda.

#### Personnel Matters (Attachment #8)

- Resignations/Retirements/Terminations
- Releases ~ Temporary Contracts
- Non-Renewals
  - Resolution of Non-Renewal for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Year Non-Tenured Teachers
  - Resolution Authorizing Honorable Dismissal of ESP Regular Education Teaching Assistants
  - Resolution Authorizing Honorable Dismissal of ESP Special Education Teaching Assistants
- Employment
- Contract Revisions
- Leave Requests

#### Payment of Bills and Payroll (Attachment #9)

#### Approval of Minutes

- January 28, 2009 Closed Session
- January 28, 2009 Public Session
- February 7, 2009 Closed Session

- February 7, 2009 Public Session
- February 11, 2009 Closed Session
- February 11, 2009 Public Session
- February 25, 2009 Closed Session
- February 25, 2009 Public Session

Other

- Approve Request for Overnight Trip ~ CJHS Team Quest (Attachment #10)
- Adoption of New and Revised Board Policies, Administrative Procedures (Attachment #11)
  - Administrative Procedure 3.30-AP 1 Organizational Chart
  - Administrative Procedure 3.70-AP1 Succession Plan
- Approval of Format Changes to Board Policies (Attachment #12)
  - Policy 3.10 Goals and Objectives
  - Policy 3.30 Chain of Command
  - Policy 3.40 Superintendent
  - Policy 3.50 Administrative Personnel Other Than the Superintendent
  - Policy 3.60 Administrative Responsibilities of the Building Principals
  - Policy 3.70 Succession of Authority
- Approve Request for Sunday Use of Facility ~ NCHS Stagecraft Dance Studio (Attachment #13)
- Approve Working Cash Borrowing Activity Report (Attachment #14)

Briggs moved, Pritchett seconded, to approve the Consent Agenda as recommended. Roll call: Ayes: Briggs, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

**Reports/Discussion**

Screening for Unit 5 Volunteer Programs

Bushue provided information on a screening program for District volunteers. (Attachment #15) The program would include parents and community members who volunteer to work within the District. The screening process would include volunteers for both school day and after-school activities. Bushue noted that a background check would ensure that volunteers have been screened for convicted felonies, sex offenses or other violent crimes. A District task force consisting of administrators, parents, teachers, and administrative assistants will study the implementation process. This program will be presented for Board approval during the month of April.

Enrollment Report and Comparison Report

Pye provided the enrollment report as of February 27, 2009. (Attachment #16) Total enrollment is 12,678. He noted that the elementary class average remains constant at 22.6.

Freedom of Information Requests

Niehaus reported that the District had received and processed two requests for information:

- Illinois Policy Institute, Chicago IL (Attachment #17)
- Susan O'Rourke, Bloomington IL (Attachment #18)

Board Representative Committee Meeting Reports

- Facilities Review Committee ~ Pritchett reported that the committee met on Friday, March 6. Items of discussion included the District's master list of expenditures, ground source system for Colene Hoose Elementary School, and renovations for Carlock Elementary School.
- Mackinaw Valley Special Education Association Council ~ The council is scheduled to meet on March 18.
- Community Connections Committee ~ The committee met on February 27. Items of discussion included but were not limited to the following:
  - Superintendent and Board members "Meet and Greet" schedule at Unit 5 schools
  - *Unit 5 Pride* publication
  - Groundbreaking for the new Unit 5 schools
  - Special recognition for former Board of Education members and George L. Evans Jr. High School set for April 22
  - Staff Appreciation Program will be April 29 at ISU Bone Student Center, 6:00 p.m. social, 6:30 p.m. dinner

The next meeting is scheduled for April 17, 10:00 a.m.

- Beyond the Books Educational Foundation Board of Directors ~ Briggs reported that the deadline has expired for applications to be submitted from educators in Unit 5 and District 87. Applications will be reviewed and ranked by April 1<sup>st</sup>.
- Board Policy Review Committee ~ Briggs noted that the committee had not met since the last Board meeting, but will be continuing its review within the next few months.
- Redistricting Committee ~ Puzauskas and Mickens-Baker attended the first committee meeting. Discussion included an overview of the process and introduction of committee members.
- District Continuous Improvement Team ~ Mickens-Baker reported that the team met on Monday, March 9. Discussion included shared decision making and the creation of a sub-committee to look at District mission statements, visions, and goals. The next meeting is scheduled for April 14.
- McLean County Regional Planning Committee ~ Reece noted that there are no Unit 5 projects currently under discussion.

#### **Announcements/Comments**

- The next Citizens Advisory Council meeting will be held on March 18 at Grove Elementary School.
- Adelman reported that the Transportation Department has recently hired 13 new drivers. Julia Turner, consultant with CTS, is currently working with the department on customer service procedures.
- Food service has been working on setting up the breakfast program at the three junior high schools.
- Adelman reported that District employees in the transportation, custodial maintenance, and food service departments have recently started using time clocks to record work hours.
- Puzauskas will be speaking on-air with WJBC on March 12.
- There will be a special Board meeting scheduled for 5:45 p.m. on March 18 at Grove Elementary School. Construction bid items will be on the public session agenda.
- Board members commented on the excellent Unit 5 spring music concerts.
- Northpoint Elementary School will be celebrating its 20<sup>th</sup> Anniversary next week with an Open House on March 19.
- Braksick reported that most of the District ISAT testing was held last week.
- Braksick reported that the District is currently working on a letter of understanding with UFEA regarding the middle school schedule.

#### **Adjournment**

The meeting was adjourned at 9:00 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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**John Puzauskas, Board of Education Secretary  
Approved Date: April 22, 2009**