

Board of Education Meeting Agenda

Wednesday, October 14, 2009

Closed Session 6:00 p.m. Public Session 7:00 p.m.

Location: District Office, 1809 W. Hovey Ave., Normal, Illinois

1.0 ROLL CALL (Clerk of the Board)

2.0 CALL FOR MOTION TO ADJOURN TO CLOSED SESSION (Meta Mickens-Baker)

Recommended Motion: Move 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)(1) The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel,
- Section 2(c)(2) Collective negotiating matters with employees or their representative 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,
- 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, and
- Section 2(c)(21) Discussion of minutes of meetings lawfully closed.

3.0 RETURN TO PUBLIC SESSION (Please turn all cell phones off or to silence mode)

Recommended motion: Move to come out of closed session and return to public session.

4.0 PLEDGE OF ALLEGIANCE (Meta Mickens-Baker)

5.0 FOCUS ON STUDENTS AND GOOD NEWS REPORTS (Meta Mickens-Baker)

5.1 IASB Master Board Member Awards Program (Gary Niehaus)

- Gail Ann Briggs
- Meta Mickens-Baker
- Mark Pritchett
- John Puzauskas

5.2 Pepper Ridge Elementary School staff member ~ Kim Page (Meta Mickens-Baker)

6.0 PUBLIC COMMENTS

Persons addressing the Board should be guided and constrained by Board Policy 2.230 found in the "Welcome to Your Unit 5 Board of Education Meeting" brochure available by the sign-in sheet at board meetings. Following Public Comments, those who desire to leave should feel free to do so.

Invitation to the public to remain for the business portion of the meeting or to depart.

7.0 ACTION

7.1 Approve lease agreement for additional school buses (Jim Gillmeister/Joe Adelman)

Recommended motion: Move to approve the lease agreement with Midwest Transit Equipment, Inc. for four additional school buses as recommended.

8.0 CONSENT AGENDA (Gary Niehaus)

Items under the Consent Agenda are considered to be routine in nature and will be enacted by one motion. If a board member so requests, any item will be removed from the Consent Agenda and considered as the first item after action on the Consent Agenda.

8.1 Personnel matters

- Resignations/Retirements/Terminations
- Employment
- Contract Revisions
- Leave Requests

8.2 Payment of bills and payrolls

8.3 Approval of minutes

- August 26, 2009 Closed Session
- August 26, 2009 Public Session
- September 9, 2009 Closed Session
- September 9, 2009 Public Session
- September 16, 2009 Closed Session
- September 16, 2009 Public Session

8.4 Adopt Board policies, administrative procedures and exhibits

Policies (amended)

- Policy 2.260 Uniform Grievance Procedure
- Policy 4.170 Safety
- Policy 7.30 Student Assignment and Intra-District Transfer

Administrative procedures (new)

- Administrative Procedure 2.260-AP1 Guidelines for Investigating Complaints and Allegations of Misconduct
- Administrative Procedure 2.260-AP2 Nondiscrimination Coordinator and Complaint Manager
- Administrative Procedure 4.45-AP1 Insufficient Fund Checks
- Administrative Procedure 4.70-AP1 Resource Conservation
- Administrative Procedure 4.170-AP2 Criminal Offender Notification Laws
- Administrative Procedure 4.170-AP3 School Bus Safety Rules

8.5 Approve requests for overnight trips

- NCWHS baseball tournament

8.6 Approve contract with Aileen Blomgren for development of Skyward administrative handbook

8.7 Designate October 26 – 30, 2009 as *Red Ribbon Week*

8.8 Approve requests for donations

- Glenn Elementary School ~ Laptops for 5th grade
- Grove Elementary School PTO ~ Playground shelter

8.9 Accept re-bid with Carter Paper and Packaging, Inc. for custodial paper supplies

- Memo
- Bids
- RFP

8.10 Approve notification of contract non-renewal with Accurate Biometrics for District fingerprinting services

8.11 Approve renewal of service agreement with PMA Financial Network for their Financial Planning Program

- Five-year financial analysis and projections
- What-if analysis
- Presentations to the Board and Strategic Planning and Finance Committee

Recommended Motion: Move to approve the Consent Agenda as presented.

9.0 REPORTS AND DISCUSSION

9.1 Update on construction projects (Richard Ach/Jeff Monahan)

9.2 Energy Education Program (Bruce Boswell)

- 48-month energy conservation/savings progress
- Monthly top five sites by percentage saved
- Active sites ranked by use per floor area
- Cost savings summary August 1, 2005 – July 31, 2009
- Total savings by energy type
- Energy CAP (Cost Avoidance Program)

9.3 Enrollment (John Pye)

- Enrollment data
- Comparison report
- Sections summary

9.4 Freedom of Information Request (Gary Niehaus)

- Allred Floor Service Company, Morton IL

9.5 1st Reading Board policies, administrative procedures, and exhibits (Gail Ann Briggs)

Amended Policies - Section 4 ~ Operations

- Policy 4.10 Fiscal and Business Management

Amended Policies - Section 5 ~ Personnel

- Policy 5.10 General ~ Equal Employment Opportunity and Minority Recruitment
- Policy 5.20 General ~ Sexual Harassment
- Policy 5.40 General ~ Communicable and Chronic Infectious Disease
- Policy 5.60 General ~ Expenses
- Policy 5.180 General ~ Temporary Illness or Temporary Incapacity
- Policy 5.220 Professional ~ Substitute Teachers

NEW Policy - Section 4 ~ Operations

- Policy 4.20 Fund Balances

NEW Administrative Procedures - Section 4 ~ Operations

- Administrative Procedure 4.60-AP1 Purchases
- Administrative Procedure 4.60-AP2 Third Party Non-Instructional Contracts
- Administrative Procedure 4.80-AP1 Checklist for Internal Controls
- Administrative Procedure 4.120-AP1 Food Services
- Administrative Procedure 4.140-AP1 Fines, Fees, and Charges - Waiver of Student Fees
- Administrative Procedure 4.160-AP1 Hazardous and Infectious Materials
- Administrative Procedure 4.170-AP1 Comprehensive Safety and Crisis Program
- Administrative Procedure 4.170-AP4 Emergency Preparedness Response to Homeland Security Codes
- Administrative Procedure 4.170-AP5 Unsafe School Choice Option
- Administrative Procedure 4.180-AP1 School Action Steps for Pandemic Influenza
- Administrative Procedure 4.180-AP2 Pandemic Influenza Surveillance and Reporting

NEW Administrative Procedures - Section 5 ~ Personnel

- Administrative Procedure 5.10-AP1 General ~ Workplace Accommodations for Nursing Mothers
- Administrative Procedure 5.20-AP1 General ~ Sample Questions for Conducting the Internal Sexual Harassment in the Workplace Investigation
- Administrative Procedure 5.30-AP1 General ~ Job Interviews
- Administrative Procedure 5.30-AP2 General ~ Investigations
- Administrative Procedure 5.60-AP1 General ~ Expenses
- Administrative Procedure 5.220-AP1 Professional ~ Substitute Teachers

NEW Exhibits - Section 4 ~ Operations

- Exhibit 4.50-E1 School District Payment Order
- Exhibit 4.170-AP6,E2 Automatic External Defibrillator Incident Report
- Exhibit 4.170-E1 Accident or Injury Form
- Exhibit 4.170-E2 Memo to Staff Members Regarding Contacts by Media About a Crisis
- Exhibit 4.170-E5 Annual School Safety Review
- Exhibit 4.170-E6 Informing Parents About Offender Community Notification Laws

9.6 Board representative committee meeting reports (Board Members)

10.0 ANNOUNCEMENTS

11.0 ADJOURNMENT