

**Minutes**  
**McLean County Unit District No. 5**  
**BOARD OF EDUCATION**  
**Regular Session**  
**February 24, 2010**

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois met in regular session on February 10, 2010 at 6:01 p.m. at Sugar Creek Elementary School, 200 N. Towanda Avenue, Normal, Illinois.

**Roll Call**

Members present: Gail Ann Briggs, Wendy Maulson (entered at 6:05 p.m.), Scott Lay, Mark Pritchett, John Puzauskas, Jay Reece, and President Meta Mickens-Baker. Members absent: None.

**Closed Session**

At 6:01 p.m., Briggs moved, Puzauskas 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, and
- Section 2(c)(21) Discussion of minutes of meetings lawfully closed.

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

At approximately 6:30 p.m. the Board exited closed session. Board members, administrators, and community members toured Sugar Creek Elementary School to view the recent renovations to the school.

At 7:01 p.m., Briggs moved, Reece seconded, to come out of closed session and return to public session.

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

Also present: Superintendent Gary Niehaus, Assistant Superintendent of Human Resources John Pye, Assistant Superintendent of Human Resources Nate Cunningham, Interim Chief Financial Officer/Treasurer Martin Getty, Assistant Superintendent of Curriculum and Instruction Jim Braksick, Clerk of the Board Donna Evans, Timothy Bogar, Chris Eder, Steve Robinson of the *Normalite*, Phyllis Coulter of *The Pantagraph*, Vickie Mahrt, Brennan Wiggs of WJBC, NCWHS Principal Tom Eder, Jeff Monahan, Craig Montgomery, Carl Gainer, Vicki Gainer, Mark Jolicouer, David Henebry, Dave Johnson, Teri Wilson, NCHS Principal Jeanette Nuckolls, Don Whitman, Ed Canton, Stan Walczynski, Connie Gentry, Sandra Puzauskas, Bill Leggett, Justine Caywood, Brittany Blue, Chris King, Monique Hall, Monica Brown, Leslie Wieke, Kathleen Lorenz, Herb Reichelt, Kathy Britnell, Gary Hill, Scott Peters, Sallie Swartzkopf, Sandy Wilson, Sheldon Aaron, Lori Stevens, and others.

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Focus on Students and Good News Reports**

- NCHS teacher Don Whitman ~ HOI 19 Kids Count One Class at a Time Grant winner
- NCWHS Teacher Teri Wilson ~ 2009-2010 Illinois Family and Consumer Sciences Teacher of the Year
- Normal Rotary ~ Donation of coats for Unit 5 Students

NCHS teacher Josh Masterman was not present at the meeting. Nuckolls requested that Masterman should be recognized at a future meeting for his participation in the Springfield Public Schools All-City Music Festival.

**Public Comments**

Bill Leggett, Normal IL ~ Sugar Creek Elementary School PTO

Representatives from LZT Architects, Inc., Perkins + Will, Turner Construction Company, and Unit 5 were recognized for their contributions toward the construction work and renovations at Sugar Creek Elementary School.

## Report

### Teens United for McLean County Born Learning Trail Project

Timothy Bogar and Sheldon Aaron, NCHS students, provided information on the Teens United for McLean County and the Born Learning Trail Project. (Attachment #1) The organization works in conjunction with United Way of McLean County. The committee concentration is on promoting students participation in hands-on experience with community projects. The latest project, the Born Learning Trail, will involve an organized 5K race at 9:00 a.m. on Saturday, April 24 at Tipton Park in Bloomington.

## Action

### Approve Resolution for Superintendent's Contract

Puzauskas and Lay provided information on Niehaus' evaluation and contract. Discussion included but was not limited to the following:

- History of search and employment of Superintendent Niehaus
- Evaluation of Niehaus' accomplishments in the District
- Contract length
- Salary and performance measurement
- Recent salary increases for Unit 5 employee groups
- Comparison of other central Illinois superintendent salaries to Unit 5
- Evaluation surveys were sent to all Unit 5 employees and the Board of Education
- Financial circumstances of the District and relation to increase in salaries

Lay moved, Reece seconded, to approve the resolution authorizing the execution of the Superintendent's Employment Contract to be effective July 1, 2010. (Attachment #2) Roll call: Ayes: Briggs, Lay, Maulson, Puzauskas, Reece, Mickens-Baker. Nays: Pritchett. **Motion carried.**

## Consent Agenda

Niehaus reviewed and recommended approval of the Consent Agenda.

### Approval of Minutes

- February 8, 2010 Closed Session
- February 8, 2010 Special Session

### Payment of Bills

### Approve Financial Reports

- Treasurer's Report - January (Attachment #3)
- State of Expenditures - January (Attachment #4)
- Investment Update (Attachment #5)
  - General District Funds
  - Construction Bonds Proceeds

### Adoption of Board Policies and Administrative Procedures (Attachment #6)

Policies (amended)

- Policy 5.35 Compliance with the Fair Labor Standards Act
- Policy 5.50 Drug- and Alcohol-Free Workplace
- Policy 5.70 Religious Holidays
- Policy 5.80 Court Duty
- Policy 5.150 Personnel Records
- Policy 5.185 Family and Medical Leave
- Policy 5.190 Teacher Qualifications
- Policy 5.200 Terms and Conditions of Employment and Dismissal
- Policy 5.240 Suspension
- Policy 5.260 Student Teachers
- Policy 5.285 Drug and Alcohol Testing For School Bus and Commercial Vehicle Drivers
- Policy 6.80 Teaching About Controversial Issues
- Policy 6.100 Using Animals in the Educational Program
- Policy 6.140 Education of Homeless Children
- Policy 6.150 Home and Hospital Instruction

- Policy 6.210 Instructional Materials
- Policy 6.255 Assemblies and Ceremonies
- Policy 6.270 Guidance and Counseling Program

#### Administrative Procedures (new)

- Administrative Procedure 5.35-AP2 Employee Records Required by the Fair Labor Standards Act
- Administrative Procedure 5.35-AP3 Compensable Work Time for Non-Exempt Employees Under the FLSA
- Administrative Procedure 5.120-AP2 Employee Conduct Standards
- Administrative Procedure 5.150-AP1 Personnel Records
- Administrative Procedure 5.185-AP1 Resource Guide for Family and Medical Leave
- Administrative Procedure 5.190-AP1 Plan to Ensure That all Teachers Who Teach Core Academic Subjects are Highly Qualified
- Administrative Procedure 5.240-AP1 Suspensions
- Administrative Procedure 5.250-AP1 School Visitation Leave
- Administrative Procedure 5.285-AP1 Drug And Alcohol Testing for School Bus and Commercial Vehicle Drivers
- Administrative Procedure 6.100-AP1 Dissection of Animals
- Administrative Procedure 6.140-AP1 Education of Homeless Children Exhibits (new)
- Exhibit 6.60-E1 Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes
- Exhibit 6.100-E1 Guidelines and Application for Using Animals in School Facilities

#### Approve Requests for Overnight Trips (Attachment #7)

- NCHS Student Council to attend the Illinois Association of Student Councils Annual Convention
- NCHS Chorus and Orchestra classes trip to San Antonio, Texas
- NCHS students to attend the Capitol Forum in Springfield, Illinois

#### Approve Summer School Schedule (Attachment #8)

#### Approve Benjamin Elementary School Mascot (Attachment #9)

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

## Reports

### Report on Professional Learning Communities

Eder and Nuckolls reported on a Professional Learning Communities proposal to be considered for approval by the Board at a future meeting. (Attachment #10) Information discussed included but was not limited to the following:

- Definition of Professional Learning Communities
- Emphasis on learning is the fundamental purpose
- Improvement of student learning and effectiveness
- More support for new teachers
- Equity in educational opportunities for all students
- Concept endorsed by educational, teaching, and professional organizations
- Voluntary interventions and mandatory procedures
- Commitment that no child is left behind

The proposal for 2010-2011 would include sixteen late-start days at both high schools. The start time would be 8:00 a.m. and classes on these days would run 45 minutes.

### Finance Committee Budget Updates

Niehaus and Getty provided an update on the proposed budget reductions for school year 2010-2011 and also updates on the Education Fund budget for fiscal years 2010 and 2011. (Attachment # 11) Information discussed included proposed cuts in central office administration, educational personnel at the elementary, junior high and high school levels, textbooks and materials, supplies, and District-wide programs.

### 1<sup>st</sup> Reading of Board Policies, Administrative Procedures and Exhibits

Briggs presented the following policies, administrative procedures, and exhibits for first reading: (Attachment #12)  
Policy (deleted)

- Policy 6.90 Kindergarten
- Policy (new)
- Policy 6.30 Organization of Instruction
- Policies (amended)
- Policy 5.280 Duties and Qualifications
  - Policy 5.300 Schedules and Employment Year
  - Policy 6.15 School Accountability
  - Policy 6.17 State and Federal Grant Compliances
  - Policy 6.145 Migrant Students
  - Policy 6.160 English Language Learners
  - Policy 6.170 Title I Programs
  - Policy 6.180 Extended Instructional Programs
  - Policy 6.190 Co-Curricular Activities
  - Policy 6.230 Library Media Program
  - Policy 6.260 Suggestions or Objections to Curriculum, Instructional Materials, and Programs
  - Policy 6.280 Grading and Promotion
  - Policy 7.15 Student and Family Privacy Rights
  - Policy 7.60 Residence
- Exhibit (new)
- Exhibit 6.260-E1 Curriculum Objection

Board Representative Committee Meeting Reports

- Facilities Review Committee ~ The committee will meet Friday, February 26.
- Community Connections Committee ~ The committee met on February 19. Discussion included the PTO leadership lunch meeting for March 18, Staff Appreciation and Recognition Program for May 13, and publication of the next *Unit 5 Pride*.
- Beyond the Books Educational Foundation Board of Directors ~ Grant applications continue to come in. The foundation's fundraising event will be held at the Marriott on March 11.
- Board Policy Review Committee ~ The committee will meet on Thursday, February 25.
- District Core Team ~ The team had previously requested feedback on the District's mission statement. Any comments or suggestions can be directed to Mickens-Baker or Reece.
- Illinois Association of School Boards ~ The IASB Corn Belt Conference meeting will be held on March 4 in Olympia.
- Strategic Planning and Finance Committee ~ The committee met Wednesday, February 17. Information discussed was shared at this evening's meeting. Getty anticipates having a Request for Proposal for Audit Services Provider presented for approval at the next Board meeting.

**Announcements/Comments**

- The NCHS mock trial team will participate in the State competition on March 13
- The NCWHS Jazz Band Concert will be held on March 12.

**Adjournment**

The meeting was adjourned at 9:30 p.m.

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**Meta Mickens-Baker, 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  
Approved Date: March 10, 2010**