

**Minutes**  
**McLean County Unit District No. 5**  
**BOARD OF EDUCATION**  
**Regular Session**  
**July 8, 2009**

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois met in regular session on July 8, 2009 at 6:03 p.m. at the District Office, 1809 W. Hovey Avenue, Normal, Illinois.

**Roll Call**

Members present: Gail Ann Briggs, Wendy Cannell, Scott Lay, Mark Pritchett, John Puzauskas, Jay Reece, and President Meta Mickens-Baker. Members absent: None.

**Closed Session**

At 6:03 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)(2) Collective negotiating matters with employees or their representative or deliberations concerning salary schedules for one or more classes of employees,
- 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, Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried**

**Return to Public Session**

At 7:02 p.m., Briggs moved, Reece seconded, to come out of closed session and return to public session.

Roll call: Ayes: Briggs, Cannell, Lay, 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, 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, Phyllis Coulter of *The Pantagraph*, Steve Robinson of the *Normalite*, Jon Butler, Richard Ach of Turner Construction, Carol Frericks, Julia Turner of CTS, Jeff Monahan, Randy Middleton of Middleton Associates, Wes Caldwell, Mike Clark, and others.

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Public Comments**

There were no public comments.

**Action**

**Accept Bid for Repair and Resurface of NCWHS Athletic Track**

Randy Middle of Middleton Associates, Inc. presented information and a recommendation for the following contractor for construction work for Normal Community West High School: (Attachment #1)

- Track Surfaces Co. ~ Base Bid Award: \$67,000.00

Pritchett moved, Cannell seconded, to accept the bid for repair and resurface of NCWHS athletic track as recommended. Roll call: Ayes: Briggs, Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

**Approve Purchase for Security Cameras for Unit 5 Buses**

Gillmeister reported that transportation staff has identified a number of issues with transportation units and security monitoring. It was recommended to use the Gatekeeper system to update the District bus equipment. (Attachment #2) Briggs moved, Reece seconded, to approve purchase of the Gatekeeper system

for security cameras for Unit 5 buses as recommended. Roll call: Ayes: Briggs, Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

#### Approve Contributions to the Insurance Fund

Gillmeister provided an explanation on the Board contributions for UFEA and UFSPA members, the HSA contributions, and the employee dependent premium contribution rates. (Attachment #3). Puzauskas moved, Pritchett seconded, to approve the medical insurance Board contributions per UFEA and UFSPA member, HSA contribution, and employee dependent premium contribution rates effective July 1, 2009 as recommended. Roll call: Ayes: Briggs, Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

#### Approve Personnel Salaries and Benefits for 2009-2010 for Certified and Non-Certified Administrators

Pye recommended the Board's approval of the salary revisions for District administrators as discussed in closed session. (Attachment #4) Cannell moved, Reece seconded, to approve personnel salaries and benefits for 2009-2010 for specific classes of employees as recommended:

- Certified and non-certified administrators.

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

### **Consent Agenda**

Niehaus reviewed and recommended approval of the Consent Agenda. Special recognition was given to Mike Clark the new Associate Principal at PJHS and Carol Frericks the new Director of Literacy and RtI.

#### Personnel Matters (Attachment #5)

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

#### Payment of Bills and Payroll (Attachment #6)

#### Financial Reports

- Treasurer's Report (May) (Attachment #7)
- Statement of Expenditures by Operating Fund (May) (Attachment #8)
- Investment Update (Attachment #9)

#### Other

- Adopt Board Policies, Administrative Procedures, and Exhibits (Attachment #10)
  - Policy 8.10 Connection with the Community
  - Policy 8.20 Community Use of School Facilities
  - Policy 8.25 Advertising and Distributing Materials in Schools Provided by Non-School Related Entities
  - Policy 8.30 Visitors to and Conduct on School Property
  - Policy 8.40 Spectator Conduct at School Events
  - Administrative Procedure 8.20-API Community Use of School Facilities
  - Administrative Procedure 8.30-API Definition of Child Sex Offender
  - Exhibit 8.20-E1 Application and Procedures for Use of School Facilities
  - Exhibit 8.25-E1 Request for Flyer Approval
  - Exhibit 8.30-E1 Letter to Parent Regarding Visits to School by Child Sex Offenders
  - Exhibit 8.30-E2 Child Sex Offender's Request for Permission to Visit School Property
- Appoint Mark Pritchett as delegate and Gail Ann Briggs as alternate to the IASB Delegate Assembly
- Approve Request for Donation ~ NCWHS football complex landscape memorial (Attachment #11)
- Approve Request for Overnight Trips ~ NCWHS Athletic Events (Attachment #12)

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

### **Reports**

#### **Report**

#### Construction Update

Richard Ach of Turner Construction Company presented a summary of District construction projects. (Attachment #13) Aerial photographs were provided. Discussion included but was not limited to the following:

- Sugar Creek Elementary School

- Summer phase demolition has been completed
- Renovations started June 3 for masonry and roof replacement
- Bus lane grading and mass grading is almost complete
- Parking lot will be made of concrete rather than asphalt
- Heat pumps have been installed in each classroom
- Painting has been started in the kitchen and office areas
- Gym slab has been poured
- Cedar Ridge Elementary School
  - Geothermal well drilling completed
  - Gymnasium walls nearly completed
  - Plumbing and electrical work has begun
  - Parking lot insulation has been started
- Benjamin Creek Elementary School
  - Boulevard construction adjacent to the school is underway
  - Foundation walls are framed
  - Geothermal fields have been started
- Evans Jr. High School
  - Soil testing underway
  - Layer of glacial till below the surface will require contractors to use lime stabilization to solve problem
  - Discussion of drainage plans will continue

#### Human Resources Initiatives and Progress Report

Julia Turner of Custom Training Services (CTS) and John Pye presented a summary of changes to the District's Human Resources Department. (Attachment #14) Discussion included but was not limited to the following:

- TJ Wilson assessment in 2007 resulted in a study of District's procedures and policies
- Updated employee handbooks
- Training of conflict resolution with the transportation department
- Expanded diversified recruiting
- Administrators will be involved in recruiting process
- Updated job descriptions
- Restructure of District Office and additional staff for Human Resources Department
- Personnel audit
- Established online application process
- Addition of School Administration Managers (SAMS)
- Customer service training
- Administrative training
- Addition of Ventures for Excellence screening process for new applicants
- Updated lane change procedures for administrative assistant personnel

#### 1<sup>st</sup> Reading Board Policies

Briggs presented the following policies for 1st Reading: (Attachment #15)

- Policy 2.165 Protection from Suit and Liability Insurance (formerly Hold Harmless)
- Policy 4.140 Waiver of Student Fees
- Policy 5.130 Responsibilities Concerning Internal Information
- Policy 5.160 Release of Information
- Policy 5.170 Copyright
- Administrative Procedure 5.130-AP1 Email Retention
- Administrative Procedure 5.170-AP3 Instructional Materials and Computer Programs Developed Within the Scope of Employment
- Administrative Procedure 8.25-AP1 Advertising and Distributing Materials in School Provided by Non-School Related Entities
- Exhibit 4.140-E1 Application for Fee Waiver
- Exhibit 4.140-E2 Response to Application for Fee Waiver, Appeal, and Response to Appeal
- Exhibit 8.30-AP3 Informing Parents About Offender Community Notification Laws

#### Board Representative Committee Meeting Reports

- Board Policy Review Committee ~ The next committee meeting will be held on August 4. Board members should notify committee members of any comments or questions to the policies presented for 1<sup>st</sup> reading and scheduled for approval on August 12.
- Redistricting Committee ~ It was noted that the District received over 500 responses after the public forum meetings held June 16 and 17. The committee will meet on July 14 and July 22. There will be a public forum held on August 10, 7:00 p.m. at NCHS. The final presentation will go before the Board on August 12.
- Beyond the Books Educational Foundation Board of Directors ~ The annual meeting of the Board of Directors was held on June 11. The Board accepted the recommendation of the Coordinating Committee to award grants without assignment of dollars per district. It was also noted that the foundation will have its own website and will be linked with Unit 5 and District 87.
- IASB Corn Belt Division ~ The next meeting is scheduled for October 8, 6:00 p.m. at Ridgeview. Board members should supply leadership and development reports to IASB by July 31.
- Community Connections Committee ~ Briggs provided a written summary of the June 26 committee meeting. The next meeting is scheduled for August 7 at 10:00 a.m. It was noted that orientation for new CAC members is tentatively scheduled for September 2 at the District Office.
- Facilities Review Committee ~ The committee and Board members completed a tour of Cedar Ridge and Sugar Creek Elementary School construction sites on June 26. The next meeting is scheduled for Friday, July 10. The topic of discussion will include soil testing.
- Mackinaw Valley Special Education Association Council ~ The next meeting is scheduled for September.
- District Core Team ~ The committee will host a training meeting July 30 -31<sup>st</sup>.

#### **Announcements/Comments**

- Niehaus and Mickens-Baker will meet with *The Pantagraph* editorial board on July 15 at 10:30 a.m.
- Thank you was given to everyone who represented Unit 5 at the Towanda 4<sup>th</sup> of July parade.
- Black Greek and social organizations presented scholarships to students in June.
- Minority Academic Achievement recognition ceremony was recently hosted by Illinois Wesleyan University.
- The July 22 Board of Education meeting has been cancelled.
- The Great Life Foundation Banquet will be held on July 9. Adelman will represent Unit 5
- Cannell will participate in the Make a Wish foundation fundraiser on Saturday, July 11.
- The District received notification from Representative Dan Brady that a \$300,000 grant will be awarded for Unit 5 playground equipment.
- Adelman noted that 30 new bus drivers are currently being trained.
- Adelman reported the summer school breakfast program had started under the direction of Pat Powers, Food Service Director.

#### **Adjournment**

The meeting was adjourned at 8:46 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:**