

Minutes
McLean County Unit District No. 5
BOARD OF EDUCATION
Regular Session
September 23, 2009

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois met in regular session on September 23, 2009 at 5:09 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 5:09 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)(2) Collective negotiating matters with employees or their representatives 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)(9) Student disciplinary cases.

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, Chief Financial Officer/Treasurer Jim Gillmeister (entered at 5:40 p.m.), Clerk of the Board Donna Evans, attorney for the District Dennis Triggs (entered at 5:50 p.m.), and attorney for the District Curt Richardson.

Return to Public Session

At 5:11 p.m., Briggs moved, Cannell seconded, to come out of closed session and return to public session. Roll call: Ayes: Briggs, Cannell, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. Abstain: Lay. **Motion carried.**

Action from Closed Session

Pritchett moved, Reece seconded, to find student #626454512 engaged in gross disobedience or misconduct under Section 10-22.6 of the School Code by being in possession of a controlled substance and accepting money with the intent to deliver a controlled or illegal substance in violation of the Normal Community West High School Handbook and Board Policy No. 7.190. Roll call: Ayes: Briggs, Cannell, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. Abstain: Lay. **Motion carried.**

Return to Closed Session

At 5:14 p.m., Briggs moved, Pritchett seconded, to return to closed session. Roll call: Ayes: Briggs, Cannell, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. Abstain: Lay. **Motion carried.**

Return to Public Session

At 5:19 p.m., Briggs moved, Puzauskas seconded, to come out of closed session and return to public session. Roll call: Ayes: Briggs, Cannell, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. Present: Lay. **Motion carried.**

Action from Closed Session

Pritchett moved, Puzauskas seconded, to expel student #626454512 from McLean County Unit District No. 5 effective immediately and continuing until September 23, 2011. Roll call: Ayes: Briggs, Cannell, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. Abstain: Lay. **Motion carried.**

Return to Closed Session

At 5:26 p.m., Briggs moved, Reece seconded, to return to closed session. Roll call: Ayes: Briggs, Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

Return to Public Session

At 7:12 p.m., Briggs moved, Pritchett 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/Treasurer 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, Jim Fitzpatrick of WJBC, Laura O'Donnell, Carmen Bergmann, Paula Birsa, Jan Knollenberg, Susann Marcum, Julie May, Jan Murray, Jennifer O'Brien, Susan Schwingle, Kathy Troyer, Jane Tucker, Denise Holmes, Sharon Rosenberg, Amy MacFarland, Mike Trask, and others.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Focus on Students and Good News Reports

- Unit 5 Nurses ~ Paula Birsa, Kelly Cole, Cheryl Corbitt, Ann Hamer, Janice Knollenberg, Susann Marcum, Julie May, Jan Murray, Jennifer O'Brien, Susan Schwingle, Catherine Troyer, Mary Jane Tucker.
- Glenn Elementary School Toshiba's *Boring vs. Normal Competition*

Public Comments

There were no public comments.

Public Hearing

A public hearing was held on the proposed 2009-2010 budget for Community Unit School District No. 5 McLean and Woodford Counties, Illinois and Mackinaw Valley Special Education Association. Gillmeister noted that legal notification of the hearing was posted in *The Pantagraph* and the budget was available for public review in the District Office. Gillmeister provided a summary of the Unit 5 Budget for fiscal year 2010. (Attachment #1) Items discussed included but were not limited to the following:

- Fund balances for 2009 recovered from the decrease seen in fiscal year 2008 which occurred as a result of the late collection of June 2008 taxes.
- Prior to 2009, tort was not accounted for in a separate fund. Tort funds were part of the Education, Operations and Maintenance, and Transportation Funds.
- Fund balances illustrating revenue and expenditures.
- Fund balances as a percent of budgeted expenditures remains close to the target range.
- Sources of District revenues.
- Expenditures broken down by District funds, functions, and objects.
- Breakdown of the largest fund – Education.
- Breakdown of personnel expenses by department.

Report

Pye provided a summary of the proposed attendance exceptions. (Attachment #2)

- Administrative Procedure 7.30-AP1 Attendance Exception
- Administrative Procedure 7.30-AP2 High School Redistricting Attendance Exception
- Exhibit 7.30-E1 Attendance Exception Request Form

Pye reported that the process for elementary students will remain similar to current policy and will be reviewed on a year-to-year basis. Decisions on junior high exceptions will be based on enrollment. Administrative procedures were presented in two parts. Administrative procedure No. 7.30-AP1 will include guidelines for elementary/junior high and high school students. Administrative procedure No. 7.30-AP2 will include exception guidelines for high school students affected by redistricting. Pye noted the time period for requests for attendance exceptions for high school students affected by redistricting will be October 1, 2009 through December 1, 2009. After discussion, it was the consensus of the Board to vote on each administrative procedure and exhibit separately.

Action

Approve Administrative Procedure 7.30-AP1

Briggs moved, Pritchett seconded, to approve Administrative Procedure 7.30-AP1 Attendance Exception as presented. Roll call: Ayes: Briggs, Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None.

Motion carried.

Approve Administrative Procedure 7.30-AP2

Briggs moved, Cannell seconded, to approve Administrative Procedure 7.30-AP2 High School Redistricting Attendance Exception as presented. Roll call: Ayes: Briggs, Cannell, Lay, Pritchett, Puzauskas, Mickens-Baker. Nays: Reece. **Motion carried.**

Approve Exhibit 7.30-E1

It was noted that the school year currently printed on the exhibit will change each year. Briggs moved, Reece seconded, to approve Exhibit 7.30-E1 Attendance Exception Request Form as presented. No vote was taken on this motion.

Briggs moved, Pritchett seconded, to amend the motion to include the requirement of a parent signature on the Attendance Exception Request Form. Roll call: Ayes: Briggs, Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

Roll call vote on the motion as amended: Ayes: Briggs, Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

Adopt 2009-2010 Budget Resolution for McLean County Unit District No. 5

Gillmeister presented the 2009-2010 Budget Resolution for McLean County Unit District No. 5 (Attachment #3) It was noted that there was a typographical error in the resolution reading beginning July 1, 2008 and ending June 30, 2009. Gillmeister noted that this error will be corrected to read July 1, 2009 and ending June 30, 2010. Lay moved, Pritchett seconded, to approve the Budget Resolution for Community Unit School District No. 5 McLean and Woodford Counties, Illinois with changes as discussed. Roll call: Ayes: Briggs, Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

Adopt 2009-2010 Budget Resolution for Mackinaw Valley Special Education Association

Gillmeister presented the 2009-2010 Budget Resolution for Mackinaw Valley Special Education Association. Cannell moved, Briggs seconded, to approve the Budget Resolution for Mackinaw Valley Special Education Association as presented. 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.

Payment of Bills (Attachment #4)

Financial Reports

- Treasurer's Report ~ August (Attachment #5)
- Statement of Expenditures ~ August (Attachment #6)
- Investment Update (Attachment #7)

Approve Request for Overnight Trips

- NCWHS Band (Attachment #8)
- NCWHS FFA (Attachment #9)

Approve ISBE Annual Recognition of Schools (Attachment #10)

Approve Lease for P.E. Department's Fitness Equipment for District High Schools (Attachment #11)

Approve Contract Agreement with Luksander, Inc. for Transportation Department Consultant (Attachment #12)

Approve posting of District Administrative Salaries as required by Public Act 94-0434 (Attachment #13)

Adoption of Board Policies (Attachment #14)

Policies (amended)

- Policy 4.45 Insufficient Fund Checks
- Policy 4.60 Purchases and Contracts
- Policy 4.70 Resource Conservation

- Policy 4.75 Energy Management Conservation
- Policy 4.110 Transportation
- Policy 4.130 Free and Reduced-Price Food Services
- Policy 4.155 Naming or Renaming of Facilities and School and District Symbols
- Policy 4.160 Hazardous and Infectious Materials

Policies (new)

- Policy 4.180 Pandemic Preparedness

Administrative Procedures (new)

- Administrative Procedure 4.55-AP1 Controls for the Use of District Credit and Procurement Cards
- Administrative Procedure 4.110-AP1 School Bus Post-Accident Checklist
- Administrative Procedure 4.110-AP2 Post-Trip Inspection and Erratic Driving Reports

Exhibits (new)

- Exhibit 4.45-E1 Letter Requesting Payment of Fees
- Exhibit 4.55-E1 Cardholder's Statement Affirming Familiarity with Requirements for Using District Credit and/or Procurement Cards
- Exhibit 4.55-E2 Telephone/Fax/Internet Credit Card Purchase Pre-Approval

Format Changes

- Exhibit 8.25-E1 Request for Flyer Approval

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

Reports

1st Reading of Board Policies, Administrative Procedures and Exhibits

Policies (amended)

- Policy 2.260 Uniform Grievance Procedure
- Policy 4.150 Facility Management and Building Programs
- 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

Report on Pepper Ridge Elementary School AYP Choice Status

Braksick reported on Pepper Ridge Elementary School's ISAT test scores. (Attachment #15) He noted that the school did not make adequate yearly progress on the ISAT tests for two consecutive years and is therefore required to offer its students alternative school choices. Braksick reported that a parent meeting was held to explain the process, timelines and to answer questions. Options offered to parents were attendance at Brigham, Glenn and Fox Creek elementary schools. Requests needed to be submitted by September 18.

Board Representative Committee Meeting Reports

- Strategic Planning and Finance Committee ~ The committee met on September 21. Discussion included review of District revenue, capital needs and long term budget planning for transportation.
- Facilities Review Committee ~ The committee will meet Friday, September 25. The committee continues discussion on construction and renovations to District facilities.
- Community Connections Committee ~ Briggs provided a written summary of the September 18 committee meeting. (Attachment #16) BOPI will assist with the next edition of Unit 5 Pride

scheduled for distribution the first week in November. The next committee meeting is scheduled for October 16.

- IASB Corn Belt Division ~ The fall conference is scheduled for October 8 at Ridgeview. Board members were asked to notify Donna Evans if they would like to attend.
- Board Policy Review Committee ~ The committee met on Friday, September 18 with administrators to discuss administrative procedures related to sections four and five of the policy manual. Section six is scheduled for review next.
- Mackinaw Valley Special Education Association Council ~ The committee met September 16. Discussion included whether El Paso will be a part of our District special education association.
- District Core Team ~ The next meeting is scheduled for October 7.

Announcements/Comments

- Reece noted that the McLean County Compact meeting held September 23 included a presentation on ISAT and discussion of helping students prepare for applications for financial aid assistance.
- Mickens-Baker, Niehaus, and District 87 Superintendent Bob Nielsen will participate in a panel forum on October 5. The forum is sponsored by the NAACP.
- The Citizens Advisory Council meeting was held at Carlock Elementary School on September 16. Board members, administrators, and council members were given a tour of the recent renovations prior to the meeting.
- Board members were asked to notify Dayna Brown of available times for the upcoming “Meet and Greet” staff visitations at District schools.
- Niehaus invited Board members to tour construction and renovation sites. Anyone interested should contact Jeff Monahan.

Adjournment

The meeting was adjourned at 8:56 p.m.

**Meta Mickens-Baker, Board of Education President
Community Unit School District No. 5
McLean and Woodford Counties, Illinois**

ATTEST:

**Gail Ann Briggs, Board of Education Secretary
Approved Date: October 28, 2009**