

Minutes
McLean County Unit District No. 5
BOARD OF EDUCATION
Regular Session
January 12, 2011

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois met in regular session on January 12, 2011 at 5:30 p.m. at the District Office, 1809 W. Hovey Avenue, Normal, Illinois.

Roll Call

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

Also present: Superintendent Gary Niehaus, Assistant Superintendent of Human Resources Nate Cunningham, Assistant Superintendent of Curriculum and Instruction Jim Braksick, Business Manager/Treasurer Erik Bush, Director of Operations Joe Adelman, Clerk of the Board Donna Evans, Dayna Brown, Mike Trask, Vickie Mahrt, Patti Patty-G'Sell, Sandy Wilson, Curt Richardson, Jeff Monahan, Phyllis Coulter of *The Pantagraph*, Steve Robinson of the *Normalite*, and others.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Public Comments

Patti Patty-G'Sell Bloomington, IL ~ Assignment of School Administration Manager at Cedar Ridge Elementary School

Action

Approve Corporate Resolution to Obtain Commercial Card Accounts with Commerce Bank, N.A.

Bush provided information on the proposed switch from the District's current practice of writing checks for each vendor transaction to the use of an automated accounts payable system. (Attachment #1) Lay moved, Briggs seconded, to approve the Corporate Resolution to Obtain Commercial Card Accounts and enter into Commercial Card Agreement between Community Unit School District No. 5 McLean and Woodford Counties, Illinois and Commerce Bank, N.A. as presented. It was noted that the Finance Committee has reviewed the proposal. The new system would streamline accounts payable, allow for more flexibility, and put in place a process for system review and controls. Roll call: Ayes: Briggs, Lay, Maulson, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

In Conjunction with Proposed Series 2011 Refunding of Series 205 Bonds, Consider Resolution to Reserve the Right to Substitute Purchase General Obligations with General Obligation of the State of Illinois

Bush provided an explanation of the proposed purchase of general obligations bonds of the State. He noted that adopting the resolution will not commit the Board or Unit 5 to any action. The resolution this evening is required to reserve the right to execute an agreement if the Board chooses to do so in the future. Briggs moved, Pritchett seconded to approve the resolution authorizing and directing the execution of an Escrow Agreement in connection with the issue of General Obligation Taxable School Refunding Bonds, Series 2010, of Community Unit School District No. 5, McLean and Woodford Counties, Illinois as presented. (Attachment #2) Roll call: Ayes: Briggs, Lay, Maulson, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

Consent Agenda

Niehaus reviewed and recommended approval of the Consent Agenda as presented.

Approval of Minutes

- December 8, 2010 Closed Session
- December 8, 2010 Public Session

Personnel Matters (Attachment #3)

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

Payment of Bills and Payrolls (Attachment #4)

- December 16, 2010
- January 12, 2011

Financial Reports (Attachment #5)

- Treasurer's Report
- Statement of Expenditures
- Investments Update

Approve agreement with Vickie Slagell to serve as School Administration Manager (SAM) at Cedar Ridge Elementary School effective December 7, 2010 through June 30, 2011

Approve contract with James Stonecipher as Interim Director of Transportation effective January 5, 2011 through June 30, 2011

Approve ISBE School Energy Efficiency Project Grant (Attachment #6)

Approve Certification of Need for Fire Prevention and Safety Funds for KJHS (Attachment #7)

Approve Request for Donation (Attachment #8)

- First United Methodist Church monetary donation for the purchase of books for Unit 5 school libraries

Requests for Approval for Overnight Trips (Attachment #9)

- PJHS and KJHS State Wrestling Tournament March 11-12, 2011 in DeKalb, IL
- PJHS Student Council State Convention April 15-16, 2011 in Springfield, IL
- NCWHS and NCHS band, choir, and orchestra participation at the Illinois Music Educators Association State Convention January 27-28, 2011
- NCWHS Jazz Band Contest at NIU on February 4-5, 2011
- NCWHS Winter Guard contest for March 26-27, 2011
- NCWHS Winter Guard contest for April 1-3, 2011
- NCHS Dance Team National Competition February 4-7, 2011 in Orlando, FL

Approve Board Policies, Administrative Procedures, and Exhibits (Attachment #10)

- Policy 1.10 District Legal Status
- Policy 1.20 District Organization, Operations, and Cooperative Agreements
- Policy 2.10 District Governance
- Policy 2.20 Powers and Duties of the Board
- Policy 2.40 Board Member Qualifications
- Policy 2.50 Board Member Term of Office
- Policy 2.60 Board Member Removal From Office
- Policy 2.100 Board Member Conflict of Interest
- Policy 2.105 Ethics and Gift Ban
- Policy 2.110 Qualifications, Term, and Duties of Board Officers
- Policy 2.125 Board Member Expenses
- Policy 2.130 Board-Superintendent Relationship
- Policy 2.140 Communications To and From the Board
- Policy 2.155 Risk Management Program
- Policy 2.160 Board Attorney
- Policy 2.165 Protection from Suit and Liability Insurance
- Policy 2.170 Procurement of Architectural Engineering and Land Surveying Services
- Policy 2.190 Mailing Lists for Receiving Board Material
- Policy 2.200 Types of Board Meetings
- Policy 2.220 Board Meeting Procedures
- Policy 2.230 Public Comments at Board Meetings and Petitions to the Board
- Policy 2.240 Board Policy Development
- Policy 2.250 Access to District's Public Records
- Policy 2.260 Uniform Grievance Procedure
- 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 3.70 Succession of Authority
- Policy 4.10 Fiscal and Business Management
- Policy 4.80 Accounting and Audits
- Policy 4.150 Facility Management and Building Programs

- Policy 4.170 Safety
- Policy 5.10 Equal Employment Opportunity and Minority Recruitment
- Policy 5.30 Hiring Process and Criteria
- Policy 5.90 Abused and Neglected Child Reporting
- Policy 5.120 Ethics
- Policy 5.185 Family and Medical Leave
- Policy 5.220 Substitute Teachers
- Policy 5.260 Student Teachers
- Administrative Procedure 1.20-AP1 Checklist for Handling Intergovernmental Agreement Requests
- Administrative Procedure 2.155-AP1 Process of Managing Risk
- Administrative Procedure 2.155-AP2 Responsibility for Administration and Implementation of the Risk Management Program
- Administrative Procedure 2.170-AP1 Qualification Based Selection
- Administrative Procedure 2.200-AP1 Types of School Board Meetings
- Administrative Procedure 2.250-AP1 Access To and Copying of District Public Records
- Administrative Procedure 2.250-AP2 Protocols for Record Preservation and Development of Retention Schedules
- 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 3.30-AP1 Organizational Chart
- Administrative Procedure 3.70-AP1 Succession Plan
- Administrative Procedure 4.170-AP2 Criminal Offender Notification Laws
- Administrative Procedure 4.170-AP6 Plan for Responding to a Medical Emergency at a Physical Fitness Facility
- Administrative Procedure 5.10-AP1 Workplace Accommodations for Nursing Mothers
- Administrative Procedure 5.30-AP1 Interview Questions
- Administrative Procedure 5.30-AP2 Investigations
- Administrative Procedure 5.120-AP1 Statement of Economic Interests for Employees
- Administrative Procedure 5.220-AP1 Substitute Teachers
- Administrative Procedure 7.20-AP1 Harassment of Students Prohibited
- Exhibit 2.20-E1 Waiver and Modification Request Process
- Exhibit 2.70-E1 Checklist for Filling Board Vacancy by Appointment
- Exhibit 2.80-E1 Board Member Code of Conduct
- Exhibit 2.120-E1 Guidelines for Serving as a Mentor to a New Board Member
- Exhibit 2.125-E1 Board Member Travel Expense Voucher
- Exhibit 2.140-E1 Guidance for Board Member Communications, Including Email Use
- Exhibit 2.155-E1 Selected Techniques to Control Risk
- Exhibit 2.155-E2 Financial Support of the Risk Management Program
- Exhibit 2.155-E3 Report of Recommended Compensation Allocations Pursuant for the Tort Immunity Levy
- Exhibit 2.240-E1 PRESS Issue Updates
- Exhibit 2.250-E1 Written Request for District Public Records
- Exhibit 2.250-E2 Immediately Available Public Records
- Exhibit 7.30-E1 Attendance Exception Request Form

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

Reports

Construction Update

Jeff Monahan provided an update on projects at George L. Evans Jr. High School. There will be a public tour of the school from 1:00 p.m. to 3:00 p.m. on Sunday, March 13.

Enrollment Update

Cunningham reviewed enrollment figures, elementary section ranges and the same day enrollment comparisons. Current enrollment was reported at 13,073. (Attachment #11)

1st Reading Board Policies, Administrative Procedures, and Exhibits

Briggs presented the following policies, administrative procedures, and exhibits for first reading:

- Policy 2.30 School District Elections
- Policy 2.70 Vacancies on the board ~ Filling Vacancies
- Policy 2.80 Board Member Oath and Conduct
- Policy 2.120 Board member Development
- Policy 2.210 Board Member Development
- Policy 2.210 Organizational Board Meetings
- Policy 3.60 Administrative Responsibility of the Building Principals
- Policy 5.165 Access to Electronic Networks
- Policy 7.285 Food Allergy Management Program
- Administrative Procedure 5.165-API Acceptable Use of electronic Networks
- Administrative Procedure 5.165-AP2 Web Publishing Guidelines
- Administrative Procedure 7.285-API Food Allergy Management Program Implementation
- Exhibit 4.50-E1 School District Payment Order
- Exhibit 4.55-E2 Telephone-Fax-Internet Credit Card Purchase Pre-Approval
- Exhibit 5.165-E1 Electronic Authorization for Electronic Networks Access
- Exhibit 5.165-E2 Authorization for electronic Networks Access
- Exhibit 7.285-E1 Food Allergy Awareness

Freedom of Information Requests

Niehaus reported that the District had received and processed three requests for information. (Attachment #12)

- Chicago Voxitatis Inc. High School News Bureau Towson, MD
- Kathy Robinson AFSCME Council 31 Springfield, IL
- Larry Lavery IL Department of Labor Springfield, IL

Board Representative Committee Meeting Reports

- Beyond the Books Educational Foundation Board of Directors ~ Briggs reported that the Beyond the Box \$10,000 grant will be offered again this year. Applications are currently available online for the regular series of grants.
- Illinois Association of School Boards Corn Belt Division ~ The next meeting is scheduled for March 3 at Sugar Creek Elementary School.
- Board Policy Review Committee ~ The committee will meet with administration representatives (A-Team) on Thursday, January 20.
- Community Connections Committee ~ The committee will meet on Friday, January 21.
- Wellness Committee ~ The committee met on Thursday, December 9. Initiatives discussed at the meeting will be presented to the Board in January.
- Facilities Review Committee ~ The committee is scheduled to meet Friday, January 27.
- Mackinaw Valley Special Education Association Council ~ The council will meet on Wednesday, January 19 in El Paso.

Announcements/Comments

- The curriculum and textbook hearing scheduled for January 26 has been cancelled.
- There will be a reception at 6:30 p.m. on Wednesday, January 26 to recognize the National Board Certified Teachers.

Closed Session

At 6:10 p.m., Briggs moved, Pritchett seconded, to adjourn to closed session to discuss the following matter according to the exceptions provided in the "Open Meetings Act" and specified as follows:

- Section 2(c)(9) Student disciplinary matter

Roll call: Ayes: Briggs, Lay, Maulson, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.** Maulson and Reece exited at 6:10 p.m. After a short recess, the Board entered closed session at 6:22 p.m.

Return to Public Session

At 6:51 p.m., Briggs moved, Pritchett seconded, to come out of closed session and return to public session. Roll call: Ayes: Briggs, Lay, Pritchett, Puzauskas, Mickens-Baker. Nays: None. **Motion carried**

Also present: Superintendent Gary Niehaus, Assistant Superintendent of Human Resources Nate Cunningham, Clerk of the Board Donna Evans, and Attorney for the District Curt Richardson.

Action From Closed Session

Pritchett moved, Puzauskas seconded, to find student #925309621 engaged in gross disobedience or misconduct under Section 10-22.6 of the Illinois School Code and the Normal Community High School Student Handbook on Wednesday, January 5, 2011, at NCHS by assaulting Ms. Musson when she kicked Ms. Musson in the abdomen and pulled her hair, a violation of Board Policy 7.190. Roll call: Ayes: Briggs, Lay, Pritchett, Puzauskas, Mickens-Baker. Nays: None. **Motion carried**

Pritchett moved, Lay seconded, to expel student #925309621 from McLean County Unit School District No. 5 effective immediately and continuing for the remainder of the 2010-2011 school year and the entire 2011-2012 school year. Roll call: Ayes: Briggs, Lay, Pritchett, Puzauskas, Mickens-Baker. Nays: None. **Motion carried**

Adjournment

The meeting was adjourned at 6:52 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: February 9, 2011**