

**Minutes**  
**McLean County Unit District No. 5**  
**BOARD OF EDUCATION**  
**Regular Session**  
**January 26, 2011**

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois held a public reception on January 26, 2011 at 6:30 p.m. at the District Office, 1809 W. Hovey Avenue, Normal, Illinois. Immediately following the reception, the Board of Education met in regular session at 7:00 p.m.

**Roll Call**

Members present: Gail Ann Briggs, Wendy Maulson, Mark Pritchett, John Puzauskas, Jay Reece, and President Meta Mickens-Baker. Members absent: Scott Lay.

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, Director of Secondary Education Sandy Wilson, Dayna Brown, Mike Trask, Karen Bohl, April Schermann, Tom Eder, Rebecca Franks, Erin Sanders, Jeanette Nuckolls, Representative Dan Brady, Michelle Mantel of WJBC, Vicki Kafer, Melissa Smith, Ben Luginbuhl, April Schermann, Traci Freitag, Brandy Hedrick, Vickie Mahrt, Blair Broker, Nicole Gallier, Pat Zimmerman, Lynette Mehall, Dianne Fazio, Corey Ostling, Carol Frericks, Phyllis Coulter of *The Pantagraph*, Laura Thomas, Steve Robinson of the *Normalite*, Elizabeth Beckman, and others.

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Focus on Students and Good News Reports**

- IESA Girls State Champions ~ KJHS 7<sup>th</sup> grade students Emma Brown, Nia Gilbert, Emily Hamm, Raven Hughes, Bailey Larsen, Julie Lemke, Kali Maier, Corinne Monroe, Amber Nanni, Caley Oltman, Kendall Sosa, Chante Stonewall, Claire Weber, Rachel Zimmerman, Head Coach Blair Broker and Assistant Coach Corey Ostling
- NCWS and NCHS English Department teachers Remy Garard and Nicole Maurer
- National Board Certified Teachers Elizabeth Beckman, Karen Bohl, Tracey Boyer, Stacy Brobston, Rebecca Franks, Traci Freitag, Nicole Gallier, Brandy Hedrick, Vicki Kafer, Melissa Smith, Benjamin Luginbuhl, Erin Sander, April Schermann, Kevin Suess, and Laura Thomas

**Public Comments**

Representative Dan Brady ~ Recognition of National Board Certified Teachers

**Action**

Authorize the Superintendent to Establish Unit 5 Foundation

Niehaus reported on the proposal to establish a Unit 5 Foundation. (Attachment #1) The Foundation would be a not-for-profit organization with a 501(c)(3) status. Niehaus noted that the Foundation would also include a Board of Directors, officers, committee members, and by-laws. Briggs moved, Pritchett seconded, to authorize the Superintendent to begin the process for establishing a Unit 5 Foundation as a legal entity and revenue source. Niehaus reported that a working committee would be established and would include Board of Education members, administrators, parents, alumni and community representatives. Early donations on behalf of the foundation are encouraged and will help with the initial planning until the foundation was officially established. Roll call: Ayes: Briggs, Maulson, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

Authorize the Superintendent to Issue Final Payment to Clifton-Gunderson, LLP for Auditing Services

Bush reported that Clifton-Gunderson had requested consideration for an audit fee adjustment to compensate for time spent above the hours budgeted for customary and routine work done for Unit 5 for the 2009-2010 audit. (Attachment #2) Maulson moved, Reece seconded, to authorize the Superintendent to issue a final payment of \$18,427.50 to Clifton-Gunderson, LLP for services provided for the Fiscal Year 2009-2010 audit. It was noted that based on the audit findings previously presented, it was the consensus of the Strategic Planning and Finance Committee that an adjustment for an additional payment would be

appropriate. Bush stated that the adjustment would be considered for this year only. Roll call: Ayes: Briggs, Maulson, Puzauskas, Reece, Mickens-Baker. Nays: Pritchett. **Motion carried.**

## **Consent Agenda**

It was the consensus of the Board to remove the item authorizing the renewal agreement with U.S. Cellular Coliseum for the high school graduation ceremonies from the Consent Agenda for further discussion and action. Niehaus reviewed and recommended approval of the amended Consent Agenda.

### Approval of Minutes

- December 13, 2010 Closed Session
- December 13, 2010 Special Session
- December 20, 2010 Closed Session
- December 20, 2010 Special Session

### Payment of Bills and Payrolls (Attachment #3)

- January 26, 2011

### Financial Reports (Attachment #4)

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

### Requests for Approval for Overnight Trips (Attachments #5)

- PJHS State Wrestling Tournament March 11-12, 2011 in DeKalb, IL
- PJHS State Student Council Convention April 15-16, 2011 in Springfield, IL
- NCHS Winter Guard Circuit Championships March 12-13 in St. John, IN; March 26-27 in Frankfort, IL; and April 2-3 in Laporte, IN
- KJHS IESA State Wrestling Tournament March 11-12 in DeKalb, IL

### Requests for Establishment of Student Activity and/or Convenience Fund Accounts

- CJHS: Benson Classroom
- NCHS: English Club, Grants/English Department

### Approve Certification of Need for Fire Prevention and Safety Funds (Attachment #6)

- Pepper Ridge Elementary School
- Sugar Creek Elementary School

### Approve Board Policies, Administrative Procedures, and Exhibits (Attachment #7)

- 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 Organizational Board Meetings
- Policy 3.60 Administrative Responsibility of the Building Principal
- Policy 5.165 Access to Electronic Networks
- Policy 7.285 Food Allergy Management Program
- Policy 8.25 Advertising and Distributing Materials in Schools Provided by Non-School Related Entities
- Policy 8.80 Gifts to the District
- Policy 8.100 Relations with Other Organizations and Agencies
- Policy 8.110 Public Concerns
- Administrative Procedure 5.165-AP1 Acceptable Use of Electronic Networks
- Administrative Procedure 5.165-AP2 Web Publishing Guidelines
- Administrative Procedure 7.285-AP1 Food Allergy Management Program Implementation
- Administrative Procedure 8.20-AP1 Community Use of School Facilities
- Administrative Procedure 8.25-AP1 Advertising and Distributing Materials in School Provided by Non-School Related Entities
- Administrative Procedure 8.30-AP1 Definition of Child Sex Offender
- Administrative Procedure 8.110-AP1 Procedure for Resolving Concerns
- 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

- 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
- Exhibit 8.30-E3 Informing Parents About Offender Community Notification Laws
- Exhibit 8.110-E1 Concern Resolution Form

Deleted Board Policy

- Policy 8.40 Spectator Conduct at School Events

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

**Action**

Authorize Renewal Agreement with U.S. Cellular Coliseum for High School Graduation Ceremonies (Attachment #8)

Puzauskas moved, Pritchett seconded, to approve the renewal agreement with U.S. Cellular Coliseum for the 2011 high school graduation ceremonies. Roll call: Ayes: Briggs, Maulson, Pritchett, Puzauskas, Mickens-Baker. Nays: None. Abstain: Reece. **Motion carried.**

**Reports**

6-Month Budget Review

Bush discussed the 6-month budget review. (Attachment #9) Information included an analysis of the original budget as adopted and the estimated year end budget based on a six-month trend. Discussion included a breakdown of expenses and revenues for District funds including Education, Operations and Maintenance, Transportation and Capital Projects.

PMA Initial Projections and Budget Calendar for 2011-2012

Bush reported on the 2011-2012 budget calendar and financial projections from PMA Financial Network. (Attachment #10) Information included revenue and expenditure projection through fiscal year 2016. Bush noted that budget meetings with principals and directors are ongoing. Discussion will include enrollment, staffing needs, equipment needs and building improvement requests.

2009-2010 Financial Statement

The June 30, 2010 Financial Statement for McLean County Unit District No. 5 was presented to the Board and will be posted for public viewing on the District's website at [www.unit5.org](http://www.unit5.org).

ACT Trends

Wilson provided information on ACT trend data for Normal Community High School and Normal Community West High School. (Attachment #11) Wilson also reported on the District's current and future plans to help ensure a guaranteed and viable curriculum. Discussion included current curriculum practices being implemented by the English and math departments.

1<sup>st</sup> Reading of 2011-2012 School Calendar

Braksick presented the 2011-2012 School Calendar for 1<sup>st</sup> reading and discussion. (Attachment #12) Braksick noted that the NCWHS homecoming for 2011-2012 will be on October 14 not October 7 as originally printed. The final calendar will be presented to the Board at the February 9 meeting.

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

Briggs presented the following policies for first reading:

- Policy 8.10 Connection with the Community
- Policy 8.20 Community Use of School Facilities
- Policy 8.30 Visitors to and Conduct on School Property
- Policy 8.70 Accommodating Individuals with Disabilities
- Policy 8.95 parent-Guardian Involvement
- Policy 8.105 Citizens Advisory Council

Board Representative Committee Meeting Reports

- Mackinaw Valley Special Education Association Council ~ Maulson noted that Clifton Gunderson, the District's auditing firm, had made a recommendation to the Finance Committee as

part of the audit that the District investigate the dissolution of the Mackinaw Valley Special Education Association cooperative with Unit 5 schools. The council continues to review and discuss the dissolution. Topics of discussion include the placement of students currently enrolled in Unit 5 schools.

- Community Connections Committee ~ The committee met on Friday, January 21. Discussion included the District website, the March 18 Citizens Advisory Council meeting, and the PTO Leadership luncheon to be held on March 8 at Evans Jr. High School. It was noted that the District's technology department is currently working on a program that will allow staff, students, parents, and community members to pinpoint the school a student should attend by entering an address into a new search program.
- District Core Team ~ The team will meet on February 8.

#### **Announcements/Comments**

- Niehaus reported that the faculty and staff for Evans Jr. High School met at the school with Principal Laura O'Donnell and Associate Principal Jim Broach. It was also noted that athletic schedules are in place, equipment has been ordered, and an online survey for students will help in the selection of the school mascot. The mascot will be adopted at the February 9 Board meeting.
- Former Unit 5 graduate and NASA engineer, Jeff Fitch, will speak on Friday evening regarding the NASA Challenger space shuttle disaster. The event will be held at Heartland Community Center.

#### **Adjournment**

The meeting was adjourned at 9:58 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**