

**Minutes**  
**McLean County Unit District No. 5**  
**BOARD OF EDUCATION**  
**Regular Session**  
**February 9, 2011**

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois attended a public presentation on February 9, 2011 at 6:30 p.m. at the District Office, 1809 W. Hovey Avenue, Normal, Illinois. Immediately following the presentation, the Board of Education met in regular session at 7:00 p.m.

**Roll Call**

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

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, Ben Smith, Sarah Moravec, Michelle Mantel of WJBC, Vickie Mahrt, Sandy Wilson, Dave Johnson, Phyllis Coulter of *The Pantagraph*, Nick Shafer, Douglas A. Smith, Danny Blass, Amy Blass, Colin Pershick, Monica Pershick, Kim Burke, Tyler Becker, Caleb Augspurger, Chris Little, Loren Baele, Tom Eder, Steve Robinson of the *Normalite*, Susan Schafer, Kristen Kotesa, Marcy German, Lauren Patin, Don Patin, Kris Koliher, Laurel Schulz, Bryce Basting, Duncan Mathews, Lilly Brooks, Kathy Brooks, Jessica Tung, Parker Spears, Pete Stremming, Karen Bohl, Kristen Mahanan, Linda Young, and others.

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Public Comments**

- NCWHS students Ben Smith and Nick Shafer ~ Advanced placement classes for 2011-2012
- NCWHS student Sarah Moravec addressed the Board on behalf of Joseph Moravec, former NCWHS student ~ Advanced placement classes for 2011-2012

**Consent Agenda**

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

Approval of Minutes

- January 12, 2011 Closed Session
- January 12, 2011 Public Session
- January 26, 2011 Public Session

Personnel Matters (Attachment #1)

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

Payment of Bills and Payrolls (Attachment #2)

- January 26, 2011
- February 9, 2011

Approve Letter of Understanding for Use of Video Cameras in Unit 5 Facilities (Attachment #3)

Adopt 2011-2012 School Calendar (Attachment #4)

Approve Eagles as Name of Mascot for George L. Evans Jr. High School

Requests for Approval for Overnight Trips (Attachment #5)

- NCHS Speech Tournament February 11-12, 2011 in Braidwood IL
- NCWHS Winter Guard Competition March 24-26, 2011 in Springfield, IL

Approve Request for Establishment of School Convenience Account for Colene Hoose Elementary School

Approve Board Policies, Administrative Procedures, and Exhibits (Attachment #6)

- 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

Approve Regular Review of Existing Board Policies, Administrative Procedures, and Exhibits

- Policy 4.30 Revenue and Investments
- Policy 4.40 Incurring Debt
- Policy 4.45 Insufficient Fund Checks
- Policy 4.50 Payment Procedures
- Policy 4.55 Use of Credit and Procurement Cards
- Policy 4.60 Purchases and Contracts
- Policy 4.70 Resource Conservation
- Policy 4.75 Energy Management Conservation
- Policy 4.90 Activity Funds
- Policy 4.110 Transportation
- Policy 4.120 Food Services
- Policy 4.130 Free and Reduced-Price Food Services
- Policy 4.140 Waiver of Student Fees
- Policy 4.180 Pandemic Preparedness
- Policy 7.20 Harassment of Students Prohibited
- Policy 7.30 Student Assignment and Intra-District Transfer
- Policy 7.50 School Admissions and Student Transfers To and From Non-District Schools
- Policy 7.70 Attendance and Truancy
- Policy 7.180 Preventing Bullying, Intimidation, and Harassment
- Policy 7.190 Student Discipline
- Policy 7.200 Suspension Procedures
- Administrative Procedure 4.45-AP1 Insufficient Fund Checks
- Administrative Procedure 4.55-AP1 Controls for the Use of District Credit and Procurement Cards
- Administrative Procedure 4.60-AP2 Third Party Non-Instructional Contracts
- Administrative Procedure 4.75-AP1 Energy Conservation Guidelines
- Administrative Procedure 4.110-AP1 School Bus Post-Accident Checklist
- Administrative Procedure 4.110-AP2 Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspections; Bus Driving Comments
- Administrative Procedure 4.120-AP1 Food Services
- Administrative Procedure 4.140-AP1 Fines, Fees, and Charges ~ Waiver of Student Fees
- Administrative Procedure 7.50-AP1 Student Admissions and Transfers To and From Non-District Schools
- Administrative Procedure 7.150-AP1 Agency and Police Interviews
- Exhibit 4.45-E1 Letter Requesting Payment of Fees
- Exhibit 4.55-E1 Cardholder's Statement Affirming Familiarity with Requirements for Using District and-or Procurement Cards
- Exhibit 4.90-E1 Request for Establishment of Student Activity Fund
- Exhibit 4.90-E2 Request for Dissolution of Student Activity Fund
- Exhibit 4.90-E3 Request for Establishment of School Convenience Account
- Exhibit 4.90-E4 Request for Dissolution of School Convenience Account
- Exhibit 4.140-E1 Application for Fee Waiver

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

**Reports**

Construction Update

Jeff Monahan presented highlights of District construction projects including Evans Jr. High School, Cedar Ridge and Benjamin elementary schools. A public open house will be held at Evans Jr. High School from 1:00 p.m. to 3:00 p.m. on Sunday, March 13.

Discussion on Issuance of a Tax Anticipated Promissory Note

Bush reported that Unit 5 and PMA Financial Network are currently preparing a resolution authorizing the issuance of a tax anticipated warrant or line of credit. He noted that the District had approved a similar resolution in April of 2010. It is estimated that the line of credit will be for \$12 million and will be structured for repayment in July 2011. The resolution will be scheduled for Board approval at the February 23 meeting.

#### Unit 5 Wellness Committee Update

Brown provided an update on recent committee activities. The committee has established a District-wide initiative called *U5 Let's Move* to promote wellness activities for students, staff, and parents. It was also noted that the committee will review policy on the use of treats in classroom settings.

#### Enrollment Update

Cunningham reported on enrollment data as of January 31. (Attachment #7) Current enrollment was reported at 13,078.

#### Freedom of Information Requests

Niehaus reported that the District had received and processed two requests for information. (Attachment #8)

- Midwest Region Foundation for Fair Contracting, Inc. Peoria, IL regarding A. S. Sumerlan, Inc.
- Midwest Region Foundation for Fair Contracting, Inc. Peoria, IL regarding Illini Supply, Inc.

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

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

- Policy 7.300 Co-Curricular Athletics
- Administrative Procedure 4.60-AP1 Purchases
- Administrative Procedure 4.70-AP1 Resource Conservation
- Exhibit 4.60-E1 Notice to Contractors

#### Board Representative Committee Meeting Reports

- Board Policy Review Committee ~ The next meeting is scheduled for Tuesday, February 15.
- McLean County Regional Planning Commission ~ The February 2 meeting was cancelled due to inclement weather. The next meeting is scheduled for Wednesday, March 2.
- Strategic Planning and Finance Committee ~ The committee is scheduled to meet at 2:00 p.m. on Friday, February 18.

#### **Announcements/Comments**

- Board members and administration expressed appreciation to the custodial/maintenance crews regarding snow removal and maintaining safe access to District facilities.
- Dayna Brown, Gail Ann Briggs, Julia Turner, and Tom Ochs recently attended the INSPRA conference in Downers Grove, IL. Topics of discussion included information on the formation of a foundation, including software for maintaining financial records, hiring a foundation executive director, and resources for fundraising.

#### **Adjournment**

The meeting was adjourned at 7:38 p.m.

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**John Puzauskas, Acting 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: February 23, 2011**