

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

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois met in regular session on March 9, 2011 at 6:02 p.m. at the District Office, 1809 W. Hovey Avenue, Normal, Illinois.

**Roll Call**

Members present: Gail Ann Briggs, Scott Lay (exited at 8:53 p.m.), Wendy Maulson (exited at 8:30 p.m.), Mark Pritchett, John Puzauskas, Jay Reece, and President Meta Mickens-Baker. Members absent: None.

**Closed Session**

At 6:02 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" and specified as follows:

- Section 2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees,
- Section 2(c)(2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees,
- Section 2(c)(11) Litigation when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, and
- Section (c)(21) Discussion of minutes of meetings lawfully closed.

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

**Return to Public Session**

At 7:06 p.m., Briggs moved, Pritchett seconded, to come out of closed session and return to public session.

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

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, Michelle Mantel of WJBC, Vickie Mahrt, Amy O'Donoghue, Dan Dixon, Becky Ferrara, Debra Terven, Michelle Schneiderheinze, Mary Ahlers, Crystal Bian, Greg Debo, Beth Debo, Chuck Hartseil, Pamm Ambrose, Alexie Downey, Sandy Wilson, Phyllis Coulter of *The Pantagraph*, Tom Eder, Kylie Higgins, Stacy Feek, Jennifer Kelly, Scott Smith of PMA Network, Inc., Carol Frericks, Jordan Debo, Zachary Bian, Steve Robinson of the *Normalite*, Jeanette Nuckolls, Jeff Monahan, and others.

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Focus on Students and Good News Reports**

- NCHS National Merit Scholarship Finalists Zachary Bian, Blake Cecil, and Taylor Paulken
- NCWHS National Merit Scholarship Finalist Jordan Debo

**Public Comments**

- Antoinette Bohanan, Normal IL ~ Unit 5 Special Education program
- Deb Terven, Normal IL ~ Insurance and health benefits
- Michelle Schneiderheinze, Normal IL ~ Unit 5 Special Education program

**Action**

Approve Resolution Authorizing Issuance of \$12.5 million Tax Anticipation Warrants

Scott Smith of PMA Network, Inc. provided information on the process to obtain tax anticipation warrants for fiscal year 2010 – 2011. (Attachment #1) Smith noted that the District submitted a Request for Qualifications and had discussions with four local banks. The tax anticipation warrant will be obtained by direct deposit with a closing date set for March 15, 2011. Smith noted that the rate the District settled on was .73% with J.P. Morgan Chase Bank for a four month term. Maulson moved, Lay seconded, to authorize the Resolution providing for the issue of \$12.5 million Tax Anticipation Warrants by the Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois, for educational purposes as presented. Roll call: Ayes: Briggs, Lay, Maulson, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

**Approve Financial Advisory Agreement with PMA Securities, Inc. for the Issuance of Education Fund 2010 Tax Anticipated Warrants**

Bush reported that the agreement will authorize PMA to proceed with their services to secure the tax anticipated warrants. (Attachment #2) Lay moved, Pritchett seconded, to approve the Financial Advisory Agreement between Community Unit School District No. 5, McLean and Woodford Counties, Illinois, and PMA Securities, Inc. for the issuance of Education Fund 2010 Tax Anticipated Warrants as presented. Roll call: Ayes: Briggs, Lay, Maulson, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

**Accept Bid for KJHS Partial Reroofing and Eugene Field Special Services Center Reroofing Project**

Jeff Monahan presented information on the KJHS and Field roofing projects. He noted the District had received three bids. (Attachment #3) Puzauskas moved, Briggs seconded, to award the bid for Kingsley Jr. High School partial reroofing and alternate R-1 for Eugene Field Special Services reroofing projects to Union Roofing Co., Inc., for a total bid amount of \$824,660.00 as presented. Niehaus noted that the project is part of the District's 5- year schedule for the use of life safety funds. 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**

- February 23, 2011 Closed Session
- February 23, 2011 Regular Session
- February 28, 2011 Closed Session
- February 28, 2011 Special Session

**Personnel Matters (Attachment #4)**

- Resignations/Terminations/Retirements
- Employment
- Contract Revisions
- Leave Requests
- Resolution of Non-Renewal for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Year Non-Tenured Certified Staff
- Resolution Authorizing Honorable Dismissal of Part-Time Non-Tenured Certified Staff
- Resolution Authorizing Honorable Dismissal of Educational Support Personnel Regular Education Teaching Assistants
- Resolution Authorizing Honorable Dismissal of Educational Support Personnel Special Education Teaching Assistants
- Resolution Authorizing Honorable Dismissal of Certified Staff

**Payment of Bills and Payrolls (Attachment #5)**

- March 9, 2011

**Approve High School Summer Athletic Camps (Attachment #6)**

**Approve Request for Donation for NCWHS and PJHS Concession Stand (Attachment #7)**

**Authorize Use of Fire Prevention and Safety Funds (Attachment #8)**

- NCWHS ~ inline water circulation pump
- Kern Street Transportation Facility ~ vehicle lifts and hydraulic control valves
- CJHS ~ water meter and distribution piping

Briggs moved, Reece seconded, to approve the Consent Agenda as presented. Roll call: Ayes: Briggs, Lay, Maulson, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.** Niehaus congratulated Carol Frericks on her appointment as Superintendent of Western County Unit School District No. 12. Her resignation from Unit 5 will be effective June 30, 2011.

## Reports

### Construction Update

Jeff Monahan reported on the status of current construction projects. He noted that staff is currently preparing for the public open house which is scheduled for Sunday, March 13 at Evans Jr. High School.

### Enrollment Update

Cunningham reported on enrollment data for February. (Attachment # 9) Current enrollment was reported at 13,051.

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

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

- Policy 2.140 Communication To and From the Board
- Policy 2.250 Access to District's Public Records
- Policy 3.50 Administrative Personnel Other Than the Superintendent
- Policy 3.60 Administrative Responsibility of the Building Principal
- Policy 4.15 Identity Protection
- Administrative Procedure 2.250-AP1 Access To and Copying of District Public Records
- Administrative Procedure 4.15-AP1 Protecting the Privacy of Social Security Numbers
- Exhibit 2.20-E1 Waiver and Modification Request Process
- Exhibit 2.240-E1 PRESS Updates
- Exhibit 4.15-E1 Letter to Employees Regarding Protecting the Privacy of Social Security Numbers
- Exhibit 4.15-E2 Statement of Purpose for Collecting Social Security Numbers
- Exhibit 4.15-E3 Statement for Employee Manual or District Website Describing the District's Purpose for Collecting Social Security Numbers

Briggs noted that included in the first reading are new policies, administrative procedures, and exhibits related to recently enacted legislation for maintaining privacy of social security numbers. Board comments should be directed to Briggs by March 18.

### Freedom of Information Requests

Niehaus reported that the District had received and processed two requests for information. (Attachment # 10)

- Illinois Department of Labor ~ A.S. Sumerlan, Inc.
- Illinois Department of Labor ~ Illini Supply, Inc.

### Board Representative Committee Meeting Reports

- Beyond the Books Educational Foundation ~ The next meeting is scheduled for Thursday, March 10. It was noted that grant applications are due on Thursday, March 31.
- Illinois Association of School Boards ~ The Corn Belt division spring dinner meeting was held at Sugar Creek Elementary School on Thursday, March 3. Compliments were given to the Sugar Creek, food service and music department staff for their help in putting together a successful program.
- Board Policy Review Committee ~ The committee will be scheduling a meeting with administrative team members in the near future.
- Community Connections Committee ~ The committee is scheduled to meet on Friday, March 11.
- The Meet and Greet schedule has been sent to Board members to sign up for school visitations.
- Wellness Committee ~ The committee is scheduled to meet on Tuesday, April 5.
- District Core Team ~ The committee is scheduled to meet on Tuesday, April 12.
- Facilities Review Committee ~ The February 25 meeting that was cancelled has been rescheduled for Friday, March 11.

## Announcements/Comments

- It was announced that NCHS recently competed in the State Mock Trial tournament.
- The NCWHS, KJHS, and PJHS jazz concert will be held at 6:00 p.m. on Friday, March 11 at NCWHS.
- There will be a public open house at Evans Jr. High School on Sunday, March 13 from 1:00 p.m. to 3:00 p.m.

- Braksick reported that District ISAT testing will be completed at the end of the week and sent to the Illinois State Board of Education on Wednesday, March 16.
- Kindergarten registration will be held on Tuesday, March 15<sup>th</sup>.

**Return to Closed Session**

At 8:01 p.m. Briggs moved, Pritchett seconded, to return to closed session. Roll call: Ayes: Briggs, Lay, Maulson, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried**

**Return to Public Session**

At 9:30 p.m., the Board exited closed session.

**Adjournment**

The meeting was adjourned at 9:30 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: April 13, 2011**