

Minutes
McLean County Unit District No. 5
BOARD OF EDUCATION
Regular Session
June 8, 2011

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois met in regular session on June 8, 2011 at 6:32 p.m. the District Office, 1809 W. Hovey Avenue, Normal, Illinois.

Roll Call

Members present: Gail Ann Briggs, Wendy Maulson, Meta Mickens-Baker, Mark Pritchett, Jay Reece (entered at 6:33 p.m.), Mike Trask, and President John Puzauskas. Members absent: None

Closed Session

At 6:32 p.m., Briggs moved, Trask 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)(2) Collective negotiating matters between the public body and its employees or their representatives and
- Section 2(c)(21) Discussion of minutes of meetings lawfully closed under this act.

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

Return to Public Session

At 7:05 p.m., Briggs moved, Maulson seconded, to come out of closed session and return to public session.

Roll call: Ayes: Briggs, Maulson, Mickens-Baker, Pritchett, Reece, Trask, Puzauskas. 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, Sandy Wilson, Dayna Brown, Phyllis Coulter of *The Pantagraph*, Matt Baker, Alendra Davingman, Michelle Mantel of WJBC, Abhi Valivarthi, Sandra Puzauskas, Dennis Rich, Sam Schaffer, Ethan Schuller, Steve Robinson of the Normalite, Hunter Watts, Tim Green, Mary Puzauskas, Mackenzie Gallagher, Julie Shaffer, Vicki Mahrt, and others.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Focus on Students and Good News Reports

- CJHS Team Quest ~ Keerthi Amballa, Matt Baker, Alexandra Davingman, Madison Dong, Lexi Kathwaji, Lambert Li, Carolyn Peters, Dennis Rich, Sam Schaffer, Ethan Schuller, Emily Schuster, Elizabeth Smith, Josh Springwood, Abhi Valivarthi, Hunter Watts, and Cindy Zhang
- PJHS 8th Grade Girls Track State Finalists ~ Mackenzie Gallagher and Mary Puzauskas

Public Comments

There were no public comments.

Actions

Approve Bid for ADA Remodeling Work at CJHS

Adelman provided bid information regarding construction work at Chiddix Jr. High School. (Attachment #1) Bids were received from J. Spencer Construction, LLC, Anderson Building Services, Horan Construction, Felmley-Dickerson Co., and Bishop Brothers, Inc. It was the recommendation of the Facilities Review Committee to award the bid to J. Spencer Construction, LLC. Pritchett moved, Trask seconded, to award the bid for ADA remodeling work at Chiddix Jr. High School to J. Spencer Construction, LLC for a base bid amount of \$143,870.00 as recommended. Roll call: Ayes: Briggs, Maulson, Mickens-Baker, Pritchett, Reece, Trask, Puzauskas. Nays: None. **Motion carried**

Adopt Resolution Designating Interest Earned for Fiscal Year 2010-2011

Bush noted that the Resolution to Designate Interest Earned is part of a yearly administrative procedure allowing the District to take into account monies received from interest earned and in accordance with the Illinois School Code transfer those monies to District accounts for the upcoming fiscal year. It was reported that the Finance Committee had reviewed this item and recommended adoption of the resolution. Maulson moved, Reece seconded, to adopt the Resolution designating that interest earned during the fiscal year ended June 30, 2011 and all prior fiscal years shall continue to be considered interest in accordance with Title 23 of the Illinois Administrative Code 100.500 (a-4) as presented. (Attachment #2) Bush reported that the total dollar amount available is approximately \$460,000. Roll call: Ayes: Briggs, Maulson, Mickens-Baker, Pritchett, Reece, Trask, Puzauskas. Nays: None. **Motion carried**

Approve Resolution Authorizing Interfund Loans from the Working Cash Fund to Other Funds

Bush reported that the Resolution Authorizing Interfund Loans is an administrative procedure to allow for the transfer of funds for income received from the working cash levy to cover cash flow needs of other District funds. (Attachment #3) It was mentioned the Finance Committee recommended adoption of the resolution. Pritchett moved, Trask seconded, to adopt the Resolution Authorizing Interfund Loans from the Working Cash Fund to Other Funds as permitted under Illinois School code (105 ILCS 5.20-5) as presented. Roll call: Ayes: Briggs, Maulson, Mickens-Baker, Pritchett, Reece, Trask, Puzauskas. Nays: None. **Motion carried**

Establish Position of Assistant Business Manager

Bush provided information regarding the establishment of the position of Assistant Business Manager. (Attachment #4) The Assistant Business Manager will work with the Business Manager in all areas related to the District's financial matters. Responsibilities will include assisting with the accounting procedures and controls in all facilities and ensuring that the District's accounting systems comply with laws and regulations. The Finance Committee has discussed and recommends establishing the position. Maulson moved, Mickens-Baker seconded, to establish the position of Assistant Business Manager to McLean County Unit District No. 5 effective July 1, 2011 as recommended. Roll call: Ayes: Briggs, Maulson, Mickens-Baker, Pritchett, Reece, Trask, Puzauskas. Nays: None. **Motion carried**

Establish Position of Attorney for the District

Niehaus reported on the need and recommended establishing the position of Attorney for the District. Functions of the position will include working with all departments providing legal advice and handling concerns and issues as needed. It was noted that the District will continue to use the services of private law firms specific to areas of expertise. Administrators are currently working with Miller, Hall, and Triggs, LLC to establish a job description for the new position. Briggs moved, Reece seconded, to establish the position of Attorney for the District for McLean County Unit District No. 5 effective July 1, 2011 as recommended. Roll call: Ayes: Briggs, Maulson, Mickens-Baker, Pritchett, Reece, Trask, Puzauskas. Nays: None. **Motion carried**

Consent Agenda

Niehaus reviewed and recommended approval of the Consent Agenda.

Approval of Minutes

- April 27, 2011 Closed Session
- April 27, 2011 Regular Session
- May 11, 2011 Closed Session
- May 11, 2011 Regular Session
- May 23, 2011 Closed Session
- May 23, 2011 Special Session

Personnel Matters (Attachment #5)

Payment of Bills and Payrolls (Attachment #6)

- June 8, 2011

Approve Board of Education Meeting Schedule for 2011-2012 (Attachment #7)

Approve Bid Items (Attachment #8)

- Food Service Trays
- Bread
- Custodial Items: Cleaning supplies, 30-gallon trash can lines, 45-gallon trash can liners, 1-ply bath tissues, 2-ply bath tissues, and paper towels

Appoint Business Manager Erik Bush as Treasurer for the District for the period July 1, 2011 to June 30, 2012

Appoint Donna Evans as Clerk of the Board for the period July 1, 2011 to June 30, 2012
Title 1 School-Wide Program Plans for 2011-2012 School Year

- Cedar Ridge Elementary School
- Fairview Elementary School
- Fox Creek Elementary School
- Oakdale Elementary School
- Pepper Ridge Elementary School

Resolution Stating Prevailing Rate of Wage (Attachment #9)

Requests for Donation (Attachment #10)

- KJHS Landscaping

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

Reports

Enrollment Update

Cunningham presented end of the year enrollment figures. (Attachment #10) Total enrollment as of the last day of school, June 3, 2011, was 13,029.

1st Reading Board Policies, Administrative Procedures, and Exhibits

Briggs presented the following policies, administrative procedures, and exhibits for 1st reading:

- Policy 4.160 Environmental Quality of Buildings and Grounds
- Policy 7.15 Student and Family Privacy Rights
- Policy 7.200 Communicable Disease and Chronic Infectious Disease
- Policy 7.340 Student Records
- Administrative Procedure 4.160-AP1 Environmental Quality of Buildings and Grounds
- Administrative Procedure 7.280-AP1 Managing Students with Communicable Disease or Infectious Disease
- Administrative Procedure 7.340-AP1 Student Records
- Exhibit 7.15-E1 Notification to Parents of Family Privacy Rights
- Exhibit 4.160-E1 Pest Management Notification
- Exhibit 7.340-E1 Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records

Board Representative Committee Meeting Reports

- Facilities Review Committee ~ The committee met on Friday, May 28. Discussion included donation items and the NCWHS scoreboard. The next meeting is scheduled for Friday, June 24.
- Board Policy Review Committee ~ The next committee meeting is scheduled for Monday, June 13.
- Beyond the Books Educational Foundation ~ The annual meeting of the Foundation is scheduled for Thursday, June 9. It was noted that Vicki Mahrt will serve on the Board of Directors as a non-voting Advisory Member for the next year. Meetings during 2011-2012 will be held at the Unit 5 District Office.
- Illinois Association of School Boards ~ Briggs noted that resolutions to the delegate assembly will be due within the next few weeks. Discussion also included the Board's attendance at the November IASB/IASA/IASBO Joint Annual Conference. It was noted that Dayna Brown and Tom Laxton were selected to provide a panel presentation on the District's Promise Council.

Announcements/Comments

- Adelman reported that summer building improvement projects had begun. He also noted that custodial staff was in the process of moving teachers' materials to Evans Jr. High School.
- Comments were made regarding the success of the May 28 graduation ceremonies for both high schools.
- Graduation ceremonies for YouthBuild McLean County were held on Tuesday, June 7 at Heartland Community College.
- Niehaus reported that this fall the IT department will review and consider establishing a pilot program on the topic of paperless Board meetings and use of laptop computers at meetings.
- Trask reported that he had recently participated in the Illinois Children's Miracle Network Telethon benefiting the Children's Hospital in Peoria.

- Bush announced that he had received a \$1000 scholarship from the Illinois Association of Business Officials to attend the national convention in September.

Adjournment

The meeting was adjourned at 7:59 p.m.

**John Puzauskas, Board of Education President
Community Unit School District No. 5
McLean and Woodford Counties, Illinois**

ATTEST:

**Mark Pritchett, Board of Education Secretary
Approved Date**