

Minutes
McLean County Unit District No. 5
BOARD OF EDUCATION
Regular Session
July 14, 2010

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois met in regular session on July 14, 2010 at 7:00 p.m. at the District Office, 1809 W. Hovey Avenue, Normal, Illinois.

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, Michelle Mantel of WJBC, Vickie Mahrt, Carol Frericks, Steve Robinson of the *Normalite*, Assistant to the Superintendent Dayna Brown, Susann Marcum, Craig Montgomery, Jeff Monahan, Richard Ach of Turner Construction Company, and others.

Public Comments

There were no public comments.

Action

Adopt the Resolution Authorizing Interfund Loans from the Working Cash Fund to Other Funds
Briggs moved, Puzauskas seconded, to adopt 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. (Attachment #1) Roll call: Ayes: Briggs, Maulson, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

Consent Agenda

Policy 4.10 Fiscal and Business Management was removed from the consent agenda for further discussion. Niehaus reviewed and recommended approval of the Consent Agenda.

Approval of Minutes

- June 9, 2010 Regular Session

Personnel Matters (Attachment #2)

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

Payment of Bills and Payrolls (Summary Attachment #3)

- June 15 – July 13, 2010
- July 14, 2010

Financial Reports (Attachment #4)

- Treasurer's Report ~ May
- Statement of Expenditures ~ May
- Investment Update ~ General District Funds
- Investment Update ~ Construction Bonds Proceeds

Notice of Appointment of Erik Bush as Authorized Agent for the Illinois Municipal Retirement Fund (IMRF)

Board Policies, and Exhibit (Attachment #4)

- Policy 1.20 District Organization, Operations, and Cooperative Agreements
- Policy 4.60 Purchases and Contracts
- Policy 4.110 Transportation
- Policy 7.250 Student Support Services
- Exhibit 7.15-E1 Notification to Parents of Family Privacy Rights

Annual Request for Athletic Department Overnight Trips 2010-2011 (Attachment #5)

Health/Life Safety Amendment for KJHS Water Heater Repair (Attachment #6)

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

Reports

Wellness Committee Annual Summary

School nurse Susann Marcum and Assistant to the Superintendent Dayna Brown reported on Wellness in Unit 5. (Attachment #7) Discussion included but was not limited to the following:

- Obesity has increased in Illinois by 32% between the years 2003 to 2007
- District goals for wellness
- Association between physical activity and academic performance
- USDA guidelines for breakfast and lunch programs
- Breakfast program has been added at all three junior high schools
- Nutrition education
- Family fitness nights

Construction Update

Richard Ach presented a monthly update and aerial photographs of the District's current construction projects. (Attachment #8) It was noted that as of July 1, Cedar Ridge Elementary School was officially turned over to Unit 5. The punch list for Benjamin Elementary School is scheduled to be completed within the next few weeks and the building should be turned over to Unit 5 before August 1. Monahan reported that furniture has been delivered to the new and renovated schools.

End of Year Financial Information and Preliminary Budget Report

Bush presented a summary on the 2009-2010 End of the Year Financial Report and the Preliminary Budget Report for 2010-2011. (Attachment #9) Discussion included but was not limited to the following:

- Summary of 2009-2010 amended budget including actual revenues and expenses in all funds
- Actual cost breakdown for instruction, administrations, busing, curriculum, etc.
- Personnel costs comparisons from 2009-2010 to current year
- Preliminary figures in Education, Operations and Maintenance and Transportation Funds for FY 2011
- Local, state, and federal revenue estimates for FY 2011 should be completed by July
- Impact of State budget cuts and the Illinois State Board of Education's budget
- Unit 5 staff will continue discussions with ISBE on educational budget items
- Reduction of District-wide staffing is at 10%
- Budget process will include meeting with District administrators regarding facility, curriculum and staffing needs
- District will continue to look at additional revenue sources such as the bond and interest and working cash funds
- 2010-2011 Budget will be presented to the Board for approval in September after a required thirty day public viewing

Staff Numbers 2010-2011

Cunningham reported on the District's current staff numbers including a breakdown of each facility by employee type. (Attachment #10) He noted that personnel numbers for FY 2011 have been reduced by 175 employees. Reductions will also include the elimination of hiring certified teaching assistants for classrooms with a higher than average student population. Cunningham stated that based on curriculum needs, the District will need to hire approximately 15 additional staff for 2010-2011. He also noted that not all of these positions will require a full time employee.

1st Reading Board Policies, Administrative Procedures, and Exhibits

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

- Policy 6.120 Education of Children With Disabilities
- Policy 7.200 Suspension Procedures
- Administrative Procedure 5.40-AP1 Communicable and Chronic Infectious Disease
- Administrative Procedure 6.120-AP1 Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities
- Administrative Procedure 6.120-AP2 Access to Classrooms and Personnel

- Exhibit 4.170-E3 Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses
- Exhibit 6.120-AP1,E1 Notice to Parents/Guardians Regarding Section 504 Rights
- Exhibit 6.120-AP1,E2 Special Education Required Notice and Consent Forms
- Exhibit 6.120-AP2,E1 Request to Access Classroom(s) or Personnel for Special Education Evaluation and-or Observation Purposes

Freedom of Information Requests

Niehaus reported that the District had received and processed one request for information under the Freedom of Information Act 5ILCS 140/1. (Attachment # 11)

- Kathy Robinson, AFSCME Council 31, Springfield IL

Board Representative Committee Meeting Reports

- Board Policy Review Committee ~ The committee is scheduled to meet on Monday, July 19 and Wednesday, July 21. The meeting on July 21 will include the Administrative Team. It was noted that there will be additional discussion with Erik Bush, Business Manager, regarding Policy 4.10 Fiscal and Business Management.
- Beyond the Books Educational Foundation Board of Directors ~ Briggs provided a list of the 2010-2011 grant recipients. The 2010-2011 officers and new Directors were elected at the annual meeting June 10 and include Laurel Straub, President; Peg Kirk, Vice President; Sue Hurliman, Secretary; Blake Mier, Treasurer and Directors Rich Beal, Alan Chapman, R.C. McBride, and Buenola Tyler. Other members of the Board are Kelli Appel, Tim Davis, Angela Null, Kim Olson, Julie Payne, Terri Prenzler, Sally Pyne, Brad Secord, Janet Smith, Heather Young, Mary Yount and Briggs. The single \$10,000 Beyond the Box grant winner will be announced sometime in September.
- Illinois Association of School Boards ~ Discussion included membership dues and conference attendance. It was the consensus of the Board to continue membership with IASB. It was also noted that the Board would not use District funds if attending the annual conference in November.
- Mackinaw Valley Special Education Association Council~ The next meeting is scheduled for July 21, 2010. It was noted that the meeting may be cancelled.
- Community Connections Committee ~ The committee met on Friday, June 25. Discussion included Website development, CAC membership and orientation meeting, PTO leadership luncheon, *Unit 5 Pride*, and IASB Corn Belt conference meetings. Dayna Brown represented Unit 5 at the Sugar Creek Arts Festival to provide general information about registration, immunization, and the new school calendar.
- District Core Team ~ The team will meet on Wednesday, August 4.
- Facilities Review Committee ~ The next committee meeting will be held on July 30. A tour of Cedar Ridge Elementary and Evans Jr. High schools is scheduled for July 19.
- Strategic Planning and Finance Committee ~ The committee met on July 9. Discussion included the report this evening on the District's financial status.
- Wellness Committee ~ The committee will schedule their next meeting in the fall.

Announcements/Comments

- The July 28, 2010 regular Board of Education meeting was cancelled.

Adjournment

The meeting was adjourned at 8:35 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: August 11, 2010**