

Minutes
McLean County Unit District No. 5
BOARD OF EDUCATION
Regular Session
September 22, 2010

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois met in regular session on September 22, 2010 at 7:02 p.m. at the District Office, 1809 W. Hovey Avenue, Normal, Illinois.

Roll Call

Members present: Gail Ann Briggs, Scott Lay, Wendy Maulson, Mark Pritchett, John Puzauskas, Jay Reece, and President Meta Mickens-Baker. Members absent: None.

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, Vickie Mahrt, Steve Robinson of the *Normalite*, Phyllis Coulter of *The Pantagraph*, Michelle Mantel of WJBC, Mike Trask, Bruce Weldy, Jennifer Hickman, NCHS Associate Principal David Bollmann, Assistant to the Superintendent Dayna Brown, and others.

Focus on Students and Good News Reports

- NCHS Student Blake Cecil ~ ACT Perfect Score

Public Comments

There were no public comments.

Report

Citizens Advisory Council Study Topics 2010-2011

Brown provided a brief summary of the study topics the Citizens Advisory Council will work on this year. She noted that this year the council will study one general topic on college and career readiness to ensure that after high school graduation students are prepared for either employment or college. Subcommittees will include early childhood, elementary, junior high, and high school.

Public Hearing

Public Hearing on the 2010-2011 Budgets for McLean County Unit District No. 5 and Mackinaw Valley Special Education Association

A public hearing was held on the proposed 2010-2011 budgets for Community Unit School District No. 5 McLean and Woodford Counties, Illinois and Mackinaw Valley Special Education Association. Bush reported that the recommended Unit 5 budget for fiscal year 2010-2011 amounts to \$167,306,543.00. He noted that no material changes had occurred since the preliminary budget was presented at the August 11 meeting. Discussion included a summary of revenue and expenditures for each fund. There were no public comments regarding the budget.

Action

Approve Citizens Advisory Council Study Topic 2010-2011

Pritchett moved, Briggs seconded, to approve the Citizens Advisory Council Study Topics for 2010-2011 as presented. (Attachment #1) Roll call: Ayes: Briggs, Lay, Maulson, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

Adopt 2010-2011 Budget for McLean County Unit District No. 5

Briggs moved, Pritchett seconded, to adopt the Budget Resolution for Community Unit School District No. 5, McLean and Woodford Counties, Illinois for the fiscal year beginning July 1, 2010 and ending June 30, 2011 as presented. (Attachment #2) Roll call: Ayes: Briggs, Lay, Maulson, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

Adopt 2010-2011 Budget for Mackinaw Valley Special Education Association

Lay moved, Maulson seconded, to adopt the Budget Resolution for Mackinaw Valley Special Education Association for the fiscal year beginning July 1, 2010 and ending June 30, 2011 as presented. (Attachment

#3) 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.

Approval of Minutes

- August 25, 2010 Closed Session
- September 8, 2010 Regular Session

Payment of Bills and Payrolls (Summary Attachment #4)

- September 22, 2010

Financial Reports (Attachment #5)

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

Requests for Overnight Trips (Attachment #6)

- NCWHS FFA National Convention in Indianapolis October 20-21, 2010
- NCWHS FCCLA Leadership Training in Springfield October 3-4, 2010

Approve ISBE Annual Application for Recognition of Schools (Attachment #7)

Approve Request for Establishment of School Convenience Account for NCWHS (Attachment #8)

Board Policies, Administrative Procedures, and Exhibits (Attachment #9)

- Policy 2.20 Powers and Duties of the Board
- Policy 2.100 Board Member Conflict of Interest
- Policy 2.110 Qualifications, Term, and Duties of Board Officers
- Policy 3.40 Superintendent
- Policy 4.50 Payment Procedures
- Policy 4.110 Transportation
- Policy 4.160 Environmental Quality for Buildings and Grounds
- Policy 5.190 Teacher Qualifications
- Policy 6.20 School Year Calendar and Day
- Policy 6.50 School Wellness
- Policy 6.60 Curriculum Content
- Policy 8.25 Advertising and Distributing Materials in Schools Provided by Non-School Related Entities
- Administrative Procedure 4.60-AP1 Purchases
- Administrative Procedure 4.110-AP2 Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments
- Administrative Procedure 6.60-AP1 Comprehensive Health Education Program
- Administrative Procedure 8.25-AP1 Advertising and Distributing Materials in School Provided by Non-School Related Entities
- 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 8.25-E1 Request for Flyer Approval

Briggs moved, Reece seconded, to approve the Consent Agenda as presented. Briggs mentioned that Board Policy 2.240 states "Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant" and that these have only minimal changes that do not warrant discussion. Roll call: Ayes: Briggs, Lay, Maulson, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

Reports

Energy Education Program

Boswell reported on the District's energy conservation program. (Attachment #10) Discussion included but was not limited to the following:

- Summary of cumulative cost savings and progress
- Affect of enrollment increases
- Energy Star recognition

- Total active site utility costs comparison 2004-2005 through 2009-2010 school year

1st Reading of Unit 5 Risk Management Program

Bush provided information on new Board policy regarding risk management. The risk management program will assist with minimizing risk of liability and loss resulting from general operations of the District. Administrative procedures will be implemented to assist with the process of identifying and managing risk. Bush noted a committee of administrators will provide recommendations to the Board and monies generated by the Tort Levy will be used for expenses to support the program.

Freedom of Information Requests

Niehaus reported that the District had received and processed two requests for information (Attachment #11)

- Illinois Campaign for Political Reform ~ Chicago, IL
- Larry Levery, Illinois Department of Labor ~ Washington, IL

1st Reading Board Policies, Administrative Procedures, and Exhibits

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

- Policy 2.155 Risk Management Program
- Administrative Procedure 2.155-AP1 Process of Managing Risk
- Administrative Procedure 2.155-AP2 Responsibility for Administration and Implementation of the Risk Management Program
- Exhibit 2.155-E1 Selected Techniques to Control Risk
- Exhibit 2.155-E2 Financial Support of the Risk Management Program
- Exhibit 2.155-E3 Report of Recommended Compensation Allocations Pursuant for the Tort Immunity Levy

Board Representative Committee Meeting Reports

- Beyond the Books Educational Foundation ~ Briggs reported that the readers for the Beyond the Box grant met Tuesday, September 21. The grant winner will be announced next week at a press conference.
- Illinois Association of School Boards ~ The Corn Belt division meeting will be held on Thursday, October 14 at Indian Creek Country Club in Fairbury.
- Mackinaw Valley Special Education Association Council ~ The council met on Wednesday, September 15. Topics discussed included the program for hearing impaired students in Unit 5 schools.
- Board Policy Review Committee ~ The committee meeting scheduled for Thursday, September 23 has been rescheduled for Thursday, September 30.
- Community Connections Committee ~ The next committee meeting is Friday, October 1.
- District Core Team ~ The committee is scheduled to meet on Tuesday, October 12.
- Facilities Review Committee ~ The committee is scheduled to meet on Friday, September 24. Discussion will include the security upgrades throughout the District.
- Strategic Planning and Finance Committee ~ The committee met on Friday, September 17. Discussion included the timeline for the budget process and the recent audit. Bush reported the audit will be completed within the next month and the final report should be presented to the Board at the October 27 meeting.

Announcements/Comments

- The dedication ceremonies for Benjamin and Cedar Ridge Elementary Schools were held on Sunday, September 19.
- NCWHS homecoming activities will be Friday, September 24 and Saturday, September 25.
- The District community walking program is scheduled to start on Monday, October 4 at NCHS.
- NCHS homecoming parade is scheduled for Friday, October 15.
- The first late-start day was successfully completed on Wednesday, September 15. The next one is scheduled for Wednesday, September 29.
- The 100 Black Men's Gala will be held on Friday, September 24 at the Marriott Hotel and Conference Center.

Adjournment

The meeting was adjourned at 7:56 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: October 13, 2010**