

Minutes
McLean County Unit District No. 5
BOARD OF EDUCATION
Regular Session
August 10, 2011

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois met in regular session on August 10, 2011 p.m. at 6:34 p.m. the District Office, 1809 W. Hovey Avenue, Normal, Illinois.

Roll Call

Members present: Gail Ann Briggs, Wendy Maulson (entered at 6:35 p.m.), Mark Pritchett, Jay Reece, Mike Trask, and President John Puzauskas. Members absent: Meta Mickens-Baker.

Closed Session

At 6:34 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 of the public body,
- Section 2(c)(2) Collective negotiating matters between the public body and its employees or their representatives,
- Section 2(c)(11) Litigation, when an action against, affecting or on behalf of the 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 2(c)(21) Discussion of minutes of meetings lawfully closed under this Act.

Roll call: Ayes: Briggs, Pritchett, Reece, Trask, Puzauskas. Nays: None. **Motion carried.**

Return to Public Session

At 7:07 p.m., Briggs moved, Trask seconded, to come out of closed session and return to public session.

Roll call: Ayes: Briggs, Maulson, 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, Dayna Brown, Thomas McCarthy, Patrick McCarthy, Michelle Mantel of WJBC, Sandy Wilson, Steve Robinson of the *Normalite*, and others.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Public Comments

There were no public comments.

Actions

Approve 2011-2012 Salaries for District Substitutes and Specific Classes of Employees

Cunningham presented the 2011-2012 schedule of pay rates for substitutes, homebound teachers, and noon-hour supervisors as follows: (Attachment #1)

- Certified teacher substitutes
- Teaching assistant substitutes
- Custodial/maintenance substitutes
- Educational office personnel substitutes
- Food service substitutes
- Homebound teachers
- Noon-hour supervisors

Pritchett moved, Reece seconded, to approve the 2011-2012 salaries for District substitutes and for specific groups of employees as presented. Roll call: Ayes: Briggs, Maulson, Pritchett, Reece, Trask, Puzauskas.

Nays: None. **Motion carried**

Authorize Treasurer to Execute Lease Purchase Schedule to Master Lease Agreement with Dell Financial Services L.L.C.

Bush presented information on the three-year lease with Dell Financial Services. (Attachment #2) He noted the agreement will be for approximately 100 Dell laptop and desktop units. Pritchett moved, Briggs seconded, to authorize Unit 5 Treasurer Erik Bush to execute the Lease Purchase Schedule No. 810-4405635-507 to Master Lease Agreement No. 4405635 with Dell Financial Services L.L.C. as presented. Roll call: Ayes: Briggs, Maulson, Pritchett, Reece, Trask, Puzauskas. Nays: None. **Motion carried.**

Consent Agenda

Niehaus reviewed and recommended approval of the Consent Agenda.

Approval of Minutes

- June 8, 2011 Closed Session
- June 8, 2011 Regular Session
- June 22, 2011 Regular Session

Personnel Matters (Attachment #3)

Payment of Bills and Payrolls (Attachment # 4)

- July 27, 2011
- August 3, 2011
- August 10, 2011

Financial Reports (Attachment #5)

- Treasurer's Report
- Statement of Expenditures
- Statement of Revenues
- Investments Report

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

- Policy 1.10 District Legal Status
- Policy 1.20 District organization, Operations, and Cooperative Agreements
- Policy 2.10 District Governance
- Policy 3.10 Goals and Objectives
- Policy 4.30 Revenue and Investments
- Policy 5.40 Communicable Disease and Chronic Infectious Disease
- Policy 5.50 Drug- and Alcohol-Free Workplace
- Policy 6.110 Programs for Students at Risk of Academic Failure and-or Dropping Out of School and Graduation Incentives Programs
- Policy 6.140 Education of Homeless Children
- Administrative Procedure 4.80-AP1 Checklist for Internal Controls
- Administrative Procedure 5.40-AP1 Communicable Disease and Chronic Infectious Disease
- Administrative Procedure 5.100-AP1 Staff Development Program
- Administrative Procedure 6.120 Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities
- Administrative Procedure 7.40-AP1 Placement of Nonpublic School Students Transferring into the District
- Administrative Procedure 8.90-AP1 Inflatables
- Exhibit 3.30-E1 Organizational Chart for Administration
- Exhibit 4.45-E1 Letter Requesting Payment of Fees
- Exhibit 4.170-E3 Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses
- Exhibit 7.15-E3 Consent to Record Conversation
- Exhibit 7.340-E2 Using a Photograph or Video Recording of a Student
- Exhibit 8.90-E1 Inflatable Request Form

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

Reports

Audit 2010-2011 and Budget Update 2011-2012

Bush reported on the status of the 2010-2011 financial audit. Auditors with Clifton Gunderson LLP began preliminary field testing in June. Bush also noted that Board members and Niehaus had been interviewed regarding District management issues. Auditors will continue comprehensive testing through next week. Review of the auditors' federal program findings should be available in draft form by mid-September.

Bush stated that budget construction for this fiscal year is ongoing and noted that as soon as enrollment and personnel numbers are stabilized, he will provide a more complete report. The 2011-2012 proposed budget is scheduled to go before the Board at the August 24 meeting and will be available for public viewing beginning August 25. The 2011-2012 Budget Hearing will be held on September 28. Bush stated that the proposed budget will be a very conservative and balanced budget and will not take into consideration revenue due to the District from late state payments.

Enrollment Update

Cunningham reported on preliminary enrollment figures. He noted that numbers for kindergarten were at approximately 1100. Total students at the elementary level are 6,089 and 3,100 for the middle schools. High school figures were not yet available. Cunningham also reported that attendance exceptions were completed and information will be sent out to parents within the next few days.

1st Reading Board Policies, Administrative Procedures, and Exhibits

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

- Policy 5.130 Responsibilities Concerning Internal Information
- Policy 7.275 Orders to Forgo Life-Sustaining Treatment
- Policy 7.300 Co-Curricular Athletics
- Administrative Procedure 6.30-AP1 Kindergarten Program
- Exhibit 4.170-E4 Letter to Parents Regarding Student Safety
- Exhibit 5.130-E1 Acknowledgement Concerning Internal and Confidential Information
- Exhibit 7.300-E1 Agreement to Participate in Co-Curricular Athletic Activities
- Exhibit 7.300-E2 Concussion Information

Board Representative Committee Meeting Reports

- Board Policy Review Committee ~ The committee is scheduled to meet on Monday, August 15. Discussion will include wellness and co-curricular policies and procedures.
- Beyond the Books Educational Foundation ~ Briggs reported that there were nine Beyond the Box applications. Readers will meet on Wednesday, August 17. Directors will meet on Monday, August 22 in a retreat and to take action regarding the Beyond the Box grant award.
- Community Connections Committee ~ The committee met with Citizens Advisory Council officers on Monday, August 1. Discussion included CAC study topics for 2011-2012. The study topics will be presented to the Board for approval at a later date.
- Unit 5 Foundation Board of Directors ~ The foundation representatives met on Monday, August 1. Those present at the meeting included Gail Ann Briggs, Gary Niehaus, Dayna Brown, Julia Turner and Thomas Ochs. Attorney for the District Curt Richardson will review the proposed bylaws. The foundation will solicit persons interested in serving on the Board of Directors. An informational meeting will be scheduled in late September.
- Wellness Committee ~ Briggs reported that the committee continues to work on goals, committee restructure, and responsibilities.
- McLean County Regional Planning Commission ~ The commission met on Wednesday, August 3. Reece reported that there were no new land developments in McLean County. Discussion included the new county geographic information system (GIS) and encouraged Board members and administration to review the information the system is capable of providing on growth and population within the District as well as the county.
- District Core Team ~ The committee held its first meeting of the year on Tuesday, August 9. Discussion included review of the District student satisfaction survey. Perry Soldwedel of the Consortium for Educational Change will present a report at the September 28 regular meeting. The committee will meet again in October.
- Facilities Review Committee ~ The committee met in July. Discussion included the completion of the summer projects. The next meeting is scheduled to meet on Friday, August 26.
- Strategic Planning and Finance Committee ~ The next committee meeting is scheduled for Friday, August 19.

Announcements/Comments

- Niehaus reported that the Transportation Department had representatives on hand at junior high and high school registration to answer questions on bus routes, etc. Special Education and Early Learning Program bus routes were scheduled to be competed today. Bus drivers have been

recently trained and will be the first employee group to participate in the Skyward payroll program using a personal access code to log in and out daily.

- The Back to School party is scheduled for Thursday, August 11 at the U.S. Cellular Coliseum.
- Institute Days are scheduled for Tuesday, August 16, and Wednesday, August 17. Board members were invited to attend the welcome program on August 16 beginning at NCWHS at 8:00 a.m. and NCHS at 10:15 a.m.

Adjournment

The meeting was adjourned at 7:46 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: September 14, 2011**