

**Minutes**  
**McLean County Unit District No. 5**  
**BOARD OF EDUCATION**  
**Regular Session**  
**August 24, 2011**

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois met in regular session on August 24, 2011 p.m. at 6:01 p.m. the District Office, 1809 W. Hovey Avenue, Normal, Illinois.

**Roll Call**

Members present: Gail Ann Briggs, Wendy Maulson, Mark Pritchett, Jay Reece, Mike Trask, and President John Puzauskas. Members absent: Meta Mickens-Baker.

**Closed Session**

At 6:01 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)(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, Maulson, Pritchett, Reece, Trask, Puzauskas. Nays: None. **Motion carried.**

**Return to Public Session**

At 7:00 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, Craig Montgomery, Mary Ahlers, Tiffany Brown, Ben Matthews, Dianne Fazio, Val Leichtenberg, Jim Stonecipher, 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 Negotiated Contract with Unit Five Support Professionals Association

Cunningham presented information on negotiations with the Unit Five Support Professionals Association and thanked all involved on the negotiating team. (Attachment #1)

Trask moved, Briggs seconded, to approve the negotiated contract between the Board of Education for Community Unit School District No. 5, McLean and Woodford Counties, Illinois and the Unit Five Support Professionals Association effective July 1, 2011 for fiscal years 2011-2012 and 2012-2013 as presented. Roll call: Ayes: Briggs, Maulson, Pritchett, Reece, Trask, Puzauskas. Nays: None. **Motion carried**

Proposed Budgets for Unit 5 and Mackinaw Valley Special Education Association for Fiscal Year 2011-2012

Bush provided a summary of the budget process. (Attachment #2) Discussion included but was not limited to the following:

- Fiscal year 2010-2011 ended with a balanced budget
- State payments received late in 2010-2011 fiscal year resulted in year-end reserves in the Education and Transportation funds

- Finance Committee has directed that the 2011-2012 budget should be balanced without the assumption the District will receive all state payments
- American Recovery and Reinvestment Act (ARRA) Federal Stimulus funding
- Ongoing process of planning for fiscal support of District educational programs
- Priorities are the District's Literacy and Response to Intervention programs, class sizes, curriculum and professional development
- Development of Risk Management Plan and use of Tort funds
- Decrease in revenue from property taxes
- Small increase in federal aid
- Reduce use of tax anticipated warrants
- Breakdown of each fund balance
- Need for District to build reserve balances
- Need to monitor demographic trends and economic base
- The exit conference for the 2010-2011 financial audit will be scheduled for September
- Grant management issues
- Key to improvement is aligning planning process and working with department directors
- Dissolution of Mackinaw Valley Special Education Association
- Construction fund reserves and renovations to existing facilities

Copies of the proposed budgets can be found on the District website and are also available for viewing at the Unit 5 District Office. The Public Hearing on the 2011-2012 Budget will be held at 7:00 p.m. on September 28, 2011 at the Unit 5 District Office, 1809 W. Hovey Avenue, Normal. The public notice will be posted in the *Normalite* on Thursday, August 25.

Maulson moved, Trask seconded, to accept the Proposed Budget for Community Unit School District No. 5 McLean and Woodford Counties for 2011-2012 as presented. Roll call: Ayes: Briggs, Maulson, Pritchett, Reece, Trask, Puzauskas. Nays: None. **Motion carried.**

Pritchett moved, Trask seconded, to accept the Proposed Budget for Mackinaw Valley Special Education Association for 2011-2012 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

- July 13, 2011 Closed Session
- July 13, 2011 Regular Session

#### Payment of Bills and Payrolls (Attachment #3)

- August 12, 2011
- August 24, 2011

#### Financial Reports (Attachment #4)

- Investments Report

#### Approve 36-Month Advance Lease with Commerce Bank for Capitalized Equipment Purchases (Attachment #5)

#### Accept Recommendation of Transportation Supervisor to Award Quote for Land Mobile Communications Equipment to Buchanan Communications for \$40,609.30 (Attachment #6)

#### Approve Salary and Benefits for Superintendent for 2011-2012 (Attachment #7)

#### Approve Overnight Trip for PJHS Honor Band December 14-15 in Chicago, IL (Attachment #8)

#### Request for Establishment of School Activity Fund for NCHS Spanish Honor Society

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

- 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

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

## **Reports**

### Enrollment Update

Cunningham reported on preliminary enrollment figures as of August 19, the first full day of school. (Attachment #10) Total enrollment is currently 13,192. The Board was reminded that the official enrollment will be as of September 30, 2011.

### Board Representative Committee Meeting Reports

- Strategic Planning and Finance Committee ~ The committee met on Friday, August 19. The financial audit exit conference with representatives from Clifton Gunderson will be scheduled in September.
- Superintendent Evaluation Committee ~ The committee recently met with Niehaus to finalize his salary and benefits for 2011-2012. This was approved as part of the consent agenda.
- Facilities Review Committee ~ The committee is scheduled to meet on Friday, August 26. Discussion will include summer renovations, the NCWHS scoreboard, and portable classrooms.
- Beyond the Books Educational Foundation ~ The foundation held a retreat on Monday, August 22 and took action on the Beyond the Box \$10,000 grant. An announcement of the grant winner will be made at a later date.
- Policy Review Committee ~ The committee met on Monday, August 22. Discussion included revised handbooks for certified and support personnel.

## **Announcements/Comments**

- Gail Ann Briggs will be the delegate and Mike Trask the alternate delegate for the IASB/IASA/IASBO Annual Joint Conference in November.
- On Thursday, August 25, a special event promoting Worldwide Day of Play will be held at the Marriott Hotel and Conference Center.
- Niehaus reported that by the 4<sup>th</sup> day of school, the District had only nine students excluded from attending due to non-compliance with immunization requirements.
- Jim Stonecipher, Director of Transportation, and Craig Montgomery, Supervisor of Custodial Maintenance, were introduced.
- Adelman announced that Kristen Brandt will be the new coordinator of production service for the District.

## **Adjournment**

The meeting was adjourned at 7:48 p.m.

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

**ATTEST:**

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**Mark Pritchett, Board of Education Secretary  
Approved Date: September 14, 2011**