

**McLean County Unit District No. 5**

# **Board of Education Meeting Agenda**

**Wednesday, October 28, 2009**

**Closed Session 6:00 p.m. Public Session 7:00 p.m.**

**Location: District Office, 1809 W. Hovey Ave., Normal, Illinois**

**1.0 ROLL CALL** (Clerk of the Board)

**2.0 CALL FOR MOTION TO ADJOURN TO CLOSED SESSION** (Meta Mickens-Baker)

Recommended Motion: Move 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 with employees or their representative or deliberations concerning salary schedules for one or more classes of employees,
- Section 2(c)(11) Litigation against, affecting or on behalf of McLean County Unit District No. 5 which has been filed and is pending before a court or administrative tribunal, or is probable or is imminent, and
- Section 2(c)(21) Discussion of minutes of meetings lawfully closed.

**3.0 RETURN TO PUBLIC SESSION** (Please turn all cell phones off or to silence mode)

Recommended motion: Move to come out of closed session and return to public session.

**4.0 PLEDGE OF ALLEGIANCE** (Meta Mickens-Baker)

**5.0 PUBLIC COMMENTS**

Persons addressing the Board should be guided and constrained by Board Policy 2.230 found in the "Welcome to Your Unit 5 Board of Education Meeting" brochure available by the sign-in sheet at board meetings. Following Public Comments, those who desire to leave should feel free to do so.

**Invitation to the public to remain for the business portion of the meeting or to depart.**

**6.0 REPORT**

**6.1 FINANCIAL AUDIT REPORT** (Jim Gillmeister/Tom Pfeffer, Gorenz and Associates)

**7.0 ACTION ITEMS**

**7.1 ACCEPT FINANCIAL AUDIT REPORT** (Jim Gillmeister/Tom Pfeffer of Gorenz and Associates)

Recommended motion: Move to accept the financial audit report as presented.

**8.0 CONSENT AGENDA** (Gary Niehaus)

Items under the Consent Agenda are considered to be routine in nature and will be enacted by one motion. If a board member so requests, any item will be removed from the Consent Agenda and considered as the first item after action on the Consent Agenda.

**8.1 Payment of bills**

**8.2 Financial reports**

- Treasurer's report ~ September
- Statement of expenditures ~ September
- Investment update

**8.3 Approval of minutes**

- September 23, 2009 Closed Session
- September 23, 2009 Public Session
- October 14, 2009 Closed Session
- October 14, 2009 Public Session

#### **8.4 Adopt Board policies, administrative procedures, and exhibits**

##### **Amended Policies - Section 4 ~ Operations**

- Policy 4.10 Fiscal and Business Management

##### **Amended Policies - Section 5 ~ Personnel**

- Policy 5.10 Equal Employment Opportunity and Minority Recruitment
- Policy 5.20 Sexual Harassment
- Policy 5.40 Communicable and Chronic Infectious Disease
- Policy 5.60 Expenses
- Policy 5.180 Temporary Illness or Temporary Incapacity
- Policy 5.220 Substitute Teachers

##### **New Administrative Procedures - Section 4 ~ Operations**

- Administrative Procedure 4.60-AP1 Purchases
- Administrative Procedure 4.60-AP2 Third Party Non-Instructional Contracts
- Administrative Procedure 4.80-AP1 Checklist for Internal Controls
- Administrative Procedure 4.120-AP1 Food Services
- Administrative Procedure 4.140-AP1 Fines, Fees, and Charges - Waiver of Student Fees
- Administrative Procedure 4.160-AP1 Hazardous and Infectious Materials
- Administrative Procedure 4.170-AP1 Comprehensive Safety and Crisis Program
- Administrative Procedure 4.170-AP4 Emergency Preparedness Response to Homeland Security Codes
- Administrative Procedure 4.170-AP5 Unsafe School Choice Option
- Administrative Procedure 4.180-AP1 School Action Steps for Pandemic Influenza
- Administrative Procedure 4.180-AP2 Pandemic Influenza Surveillance and Reporting

##### **New Administrative Procedures - Section 5 ~ Personnel**

- Administrative Procedure 5.10-AP1 Workplace Accommodations for Nursing Mothers
- Administrative Procedure 5.20-AP1 Sample Questions for Conducting the Internal Sexual Harassment in the Workplace Investigation
- Administrative Procedure 5.30-AP1 Job Interviews
- Administrative Procedure 5.30-AP2 Investigations
- Administrative Procedure 5.60-AP1 Expenses
- Administrative Procedure 5.220-AP1 Substitute Teachers

##### **New Exhibits - Section 4 ~ Operations**

- Exhibit 4.50-E1 School District Payment Order
- Exhibit 4.170-AP6, E2 Automatic External Defibrillator Incident Report
- Exhibit 4.170-E1 Accident or Injury Form
- Exhibit 4.170-E2 Memo to Staff Members Regarding Contacts by Media About a Crisis
- Exhibit 4.170-E5 Annual School Safety Review
- Exhibit 4.170-E6 Informing Parents About Offender Community Notification Laws

#### **8.5 Adopt Proclamation Designating November 15 - 21 as American Education Week and the month of November as Unit 5 Education Month**

#### **8.6 Approve renewal agreement with SchoolReach**

#### **8.7 Approve requests for donations**

- Prairieland Elementary School/Stark Excavating for concrete pads for bike racks and benches

#### **8.8 Approve requests for overnight trips**

- NCWHS Wind Ensemble to perform at the November 22, 2009 LUDA Conference
- NCWHS Wind Ensemble to participate in the June International Music Festival in Los Angeles

Recommended Motion: Move to approve the Consent Agenda as presented.

### **9.0 REPORTS AND DISCUSSION**

#### **9.1 Unit 5 Summer School Review (Brianetta Hoosier, Karrah Jensen, Julia Schoonover)**

- 9.2 **Illinois State Board of Education School Report Card** (Jim Braksick)
- 9.3 **Unit 5 Literacy and Rtl Program Update** (Carol Frericks)
- 9.4 **1<sup>st</sup> Reading Board policies, administrative procedures, and exhibits** (Gail Ann Briggs)

**Amended Policies - Section 4 ~ Operations**

- Policy 4.30 Revenue and Investments
- Policy 4.50 Payment Procedures
- Policy 4.80 Accounting and Audits
- Policy 4.90 Activity Funds
- Policy 4.100 Insurance Management
- Policy 4.150 Facility Management and Building Programs

**New Policy - Section 4 ~ Operations**

- Policy 4.55 Use of Credit and Procurement Cards

**Amended Administrative Procedure - Section 4 ~ Operations**

- Administrative Procedure 4.75-AP1 Energy Conservation Guidelines

**New Administrative Procedures - Section 5 ~ Personnel**

- Administrative Procedure 5.120-AP1 Statement of Economic Interests for Employees
- Administrative Procedure 5.170-AP1 Copyright Compliance
- Administrative Procedure 5.170-AP2 Seeking Permission to Copy or Use Copyrighted Works

- 9.5 **Board representative committee meeting reports** (Board Members)

**10.0 ANNOUNCEMENTS**

**11.0 ADJOURNMENT**