

Minutes
McLean County Unit District No. 5
BOARD OF EDUCATION
Regular Session
August 13, 2008

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois met in regular session on August 13, 2008 at approximately 4:04 p.m. at the District Office, 1809 W. Hovey Avenue, Normal, Illinois.

Roll Call

Members present: Gail Ann Briggs, Wendy Cannell, Scott Lay (entered at 4:58 p.m.), Meta Mickens-Baker (entered at 4:11 p.m.), Mark Pritchett, John Puzauskas, and President Jay Reece. Members absent: None.

Closed Session

At approximately 4:04 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" specified as follows:

- Section 2(c)(1) The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel,
- 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,
- Section 2(c)(2) Collective negotiating matters with employees or their representatives or deliberations concerning salary schedules for one or more classes of employees,
- Section 2(c)(5) The purchase or lease of real property for use by McLean County Unit District No. 5, and
- Section 2(c)(21) Discussion of minutes of meetings lawfully closed.

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

Recess ~ Special Presentation by PMA Financial Network, Inc.

Also present: Superintendent Gary Niehaus, Assistant Superintendent of Operations and Human Resources John Pye, Assistant Superintendent of Curriculum and Instruction Jim Braksick, Clerk of the Board Donna Evans, Chief Financial Officer James Gillmeister, Director of Operations Joe Adelman, Dayna Brown, Chuck Scott, Steve Watts, Mike Williams, Jim Fitzpatrick of WJBC, Phyllis Coulter of *The Pantagraph*, Steve Robinson of the *Normalite*, Chuck Bartlett, Beth Sennett, Steve Schulz, Paul Schulz, Dawn Green, Sandy Wilson, Kristi Schall, Charlie and Kathie Crabtree, Jon Butler, Kenny Lee, Sally Wells, Chris Koos, Adam Nielsen, Paul Russell, Gene Jontry, Paul Brown, Kevin Callis, Neil Finlen, Jim Fruin, and others, including: former members of Boards of Education: Dave Ashbrook, Hank Falb, Ben Gildersleeve, Jan Hood, Bob Hopkins, Harriet O'Daffer, and Bill Semlak.

At approximately 5:10 p.m., Board members, District staff, and community members attended a reception and Financial Planning Program presented by Scott Smith, PMA Financial Network, Inc. (Attachment #1) Smith's presentation included but was not limited to the following:

- Data obtained from five years of audited financial reports and 2008 year-end fund balances
- Sources of revenue ~ levy 65%; general State aid 15%; other State sources (9%); other local sources (8%), and Federal aid 3%
- Local revenue ~ analysis of equalized assessed valuation (EAV) and percent of change
- General State aid factored on enrollment and average daily attendance
- Actual and projected State aid revenue
- District expenditure assumptions ~ related to salaries and health insurance
- Expenditures by operating funds ~ Educational, Operations and Maintenance, IMRF, Working Cash, and Transportation Funds
- Aggregate fund balances
- Tax anticipated warrants

Return to Public Session

At 6:14 p.m., Briggs moved, Puzauskas seconded, to come out of closed session and return to public session. Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

Pledge of Allegiance

The Pledge of Allegiance was recited.

Good News Report

- Unit 5 Bus Driver ~ Charlie Crabtree

Public Comments

There were no public comments.

Action

Approve Notice of Public Hearing on the Tentative 2008-2009 Budget

Gillmeister reported that a copy of the tentative 2008-2009 budget will be available for public viewing at the District Office. The notice will be posted for 30 days prior to the hearing. The hearing is scheduled for September 24, 2008. (Attachment #2) Cannell moved, Lay seconded, to approve the notice of public hearing on the tentative budget for fiscal year beginning July 1, 2008 as presented. Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

Resolution Authorizing Execution of Closing Documents

Niehaus provided an update on the exchange of properties at Ireland Grove and Hershey Road. This resolution will authorize the execution of deeds, real estate tax declarations and supporting documentation necessary to implement the exchange agreement. (Attachment #3) Briggs moved, Mickens-Baker seconded, to approve the Resolution Authorizing the Execution of Closing Documents as recommended. Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

Approve Extension of Contract for Special Education Department Consultant

Niehaus reported that Dr. Margie Jobe was employed under contract last October to assist the District with a special education program review. Within the next few months, Dr. Jobe will provide the Board with a complete report and review of the CARES and speech programs. Niehaus noted that Jobe will use additional time this year meeting with principals and staff throughout the District. She will also look at the District's permanent record keeping procedures. (Attachment #4) Mickens-Baker moved, Briggs seconded, to approve the contract agreement with Dr. Margie Jobe as Special Education Department Consultant for the District as recommended. Board members expressed support of the District's use of outside consultants. Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

Approve Selection of Third Party Administrator for District's 403(B) Plan

Gillmeister provided information regarding the selection of the third party administrator for the District's 403(B) Plan. He noted that the IRS has issued new regulations, effective January 1, 2009, that place new requirements on school districts that offer 403(B) plans. It was suggested that the District charge the participating employees the monthly fee which is similar to what is done in the majority of 401(K) plans. Gillmeister noted that since this is a voluntary and supplemental plan to TRS or IMRF, it would be appropriate that the monthly fee should be the responsibility of the participants. Gillmeister recommended that the District select Gatekeeper as its vendor for 403(B) plan 3rd party administrative services. (Attachment #5) Pritchett moved, Puzauskas seconded, to approve Gatekeeper Administration & Consulting, LLC as the third party administrator of the District's 403(B) plan as recommended. Gillmeister reported that there is a one time fee to the District of \$1800 and an optional \$4000 audit fee. He noted that part of the IRS regulations require a universal availability and communications program to inform staff of the program. Gatekeeper will provide this communication tool and will meet with new staff on an ongoing basis. Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

Approve Contract with GIS Cropper and McKibben Demographic Research for Consulting, Mapping, and Demographic Analysis

Niehaus provided information about GIS Cropper and McKibben Demographic Research and how this program will assist the District with redistricting. He noted this tool and demographic study will give the

District projections for the next five years. Niehaus noted that the first step will be for Cropper and McKibben to use the District Skyward system, official boundaries, and county and city planners to put together the initial demographic study. If approved by the Board, the second step would be for Cropper and McKibben to complete a redistricting study for the District. Niehaus noted that there will be a need in the near future for a Board of Education retreat to begin the discussion regarding redistricting. (Attachment #6) Lay moved, Pritchett seconded, to approve the contract with GIS Cropper and McKibben Demographic Research for consulting, mapping, and demographic analysis as recommended. Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

Action From Closed Session

Approve Negotiated Contract with Transportation Department Employees

Pye presented information on contract negotiations with the transportation department employees. He noted the agreement is for three years. (Attachment #7) Puzauskas moved, Briggs seconded, to approve the negotiated contract with the meet and Confer Committee of Transportation Department Employees for fiscal years 2008-2009, 2009-2010, and 2010-2011 as recommended. Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

Approve Salary Rates for District Substitutes, Noon-Hour Supervisors, and Homebound Teachers

Pye reported that salary rates for the District substitutes are coordinated and comparable with rates for Bloomington District 87. (Attachment #8) Pritchett moved, Puzauskas seconded, to approve salary rates for District substitutes, noon-hour supervisors, and homebound teachers effective July 1, 2008 as recommended. Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

Consent Agenda

Niehaus reviewed and recommended approval of the Consent Agenda. Special recognition was given to new employees: Darrin Cooper ~ Associate Principal at Parkside Jr. High School, Sandy Wilson ~ Director of Secondary Education, and Dianne Fazio ~ Budget and Financial Analyst for the District.

Personnel Matters (Attachment # 9)

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

Payment of Bills and Payroll (Summary #10)

Statement of Expenditures (Attachment #11)

Treasurer's Report ~ June 2008 (Attachment #12)

Approval of Minutes

- June 11, 2008 Closed Session
- June 11, 2008 Regular Session
- June 18, 2008 Special Session
- July 9, 2008 Closed Session
- July 9, 2008 Regular Session

Other

- Request for approval of Athletic Department Overnight Trips for 2008-2009 (NCHS and NCWHS) (Attachment #13)
- Move August 27, 2008 Board of Education meeting to Glenn Elementary School
- Approve final agreement with Farnsworth Group for engineering services for south middle school utility lines and roadway (Attachment #14)
- Approve agreement with RevTrak for credit card electronic processing for food service payments (Attachment #15)
- Request for donation approval ~ NCHS Class of 2008 – landscaping of bus lanes
- Request for donation approval ~ NCHS Alumni and Class of 2008 – two park benches

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

Reports/Discussion

Discussion ~ School Administration Manager (SAM)

Niehaus provided an update on the School Administration Manager program. Staff named to the new SAM positions includes:

- Monica Brigham at Parkside Jr. High School
- LaNell Greenberg at Parkside Elementary School (1/2 time)
- Sharla Ajayi at Normal Community High School
- Julia Schoonover at Pepper Ridge Elementary School
- Robin Munson at Colene Hoose Elementary School

Report ~ Three-Tier Busing

Niehaus stated that the goal of the District's transportation plan is to transport all students in a safe and effective manner and noted that implementing a three-tier transportation system would help accomplish this. Niehaus provided additional information on the costs, benefits and challenges to the program. (Attachment #15)

Wind Turbine Study Grant Application

Niehaus reported on the application for a wind turbine feasibility study for Unit 5. The study would evaluate certain criteria to determine the potential for installing wind turbine generators at several school sites. (Attachment #16)

Board Representative Committee Meeting Reports

- Facilities Review Committee ~ Pritchett reported that the committee continues to meet on a regular basis .
- Community Connections Committee ~ Briggs/Pritchett reported that the committee will meet with the CAC officers on August 14. CAC orientation for new members is September 3 and the first CAC meeting will be September 17. A discussion point of the next Community Connections Committee will be the naming of new schools. The next committee meeting is scheduled for Friday, September 5.
- Beyond The Books Educational Foundation Board of Directors ~ Briggs noted that there is an executive coordinating committee meeting scheduled for August 15. The first regular meeting of the year will be held September 11 at District 87. Sandy Wilson will serve as the Unit 5 administrative representative and Jan Meadows as the teacher representative; both are advisory positions.
- Board Policy Review Committee ~ Briggs noted that the committee will meet and review policies within the next few weeks.
- District Continuous Improvement Team ~ Mickens-Baker and Cannell reported that at the last meeting discussion included professional learning communities, response to intervention, standards and assessment, professional development, and the positive collaboration between Board members, administrators, and teachers.
- McLean County Regional Planning Commission ~ Reece noted that Commission met last week. Discussion included the Ireland Grove property.
- Architectural Services Executive Committee ~ Puzauskas reported that the committee continues to meet on an ongoing basis. Discussion includes additions to Sugar Creek and renovations of existing facilities as well as final designs for the new schools.
- Strategic Planning and Finance Committee ~ The committee met Monday, August 11 to discuss the contract with Gatekeeper Administration & Consulting, LLC as the District's third party administrator for 403(B) plans.

Announcements/Comments

- Congratulations were offered to Dayna Brown and Michele Lemek for the first publication of the Unit 5 Pride.
- Lay reported that he and Niehaus met with McLean County Board chairman Matt Sorensen and the County administrator John Zeunik two weeks ago. Discussion included new land development and the collection and distribution of property tax monies.
- Adelman reported that improvements at the transportation facility are ongoing. Staff has met and received additional training. He also reported additional bus drivers had been hired and staff continues to prepare for the start of school.
- Adelman noted that there was a picnic held for custodial/maintenance staff.
- Pye provided an update on enrollment. Registration at the high schools will be completed by Friday, August 15. Elementary schools registered students on Thursday, August 7. Pye noted that he had

granted 80 out of 116 attendance requests. More information will be provided at the next meeting as students continue to register.

- Niehaus reported that GPS systems have been installed in all Unit 5 buses.
- Geothermal projects have been completed at Brigham and Carlock Elementary Schools.
- Congratulations and appreciation was expressed to Jeff Monahan for an outstanding job as the District's new Construction Coordinator. The custodial and maintenance staff was also thanked for their work over the summer.
- Glenn Elementary School will host a playground dedication program on Friday, August 29.
- Congratulations were offered to Mark Pritchett for receiving *The Pantagraph's* "20 Under 40" award.
- The "Open the School Year in Prayer" was held Tuesday, August 12.
- Briggs reported that she had attended the PDS luncheon on August 12 at Field Special Services Center. She noted that there are currently 23 mentors and 23 interns serving Unit 5. Gloria Jameson will be the District's PDS site coordinator.
- Opening institute activities are scheduled for August 19 at both high schools. Board members were invited to attend. Teachers will be back in the buildings on Monday, August 18.
- Braksick reported that ISAT tests are being rescored. Results will be presented when completed.
- Braksick reported on a recent meeting with building principals on the topic of the middle school schedule as it relates to language arts. He and Sandy Wilson, Director of Secondary Education, will continue to develop a District plan.
- The new teacher induction program was held on August 13 at NCWHS.
- Board members expressed their appreciation for the 60th Birthday Celebration and reception held this evening.

Adjournment

The meeting was adjourned at 8:01 p.m.

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

ATTEST:

**John Puzauskas, Board of Education Secretary
Approved Date: September 10, 2008**