

Minutes
McLean County Unit District No. 5
BOARD OF EDUCATION
Regular Session
September 24, 2008

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois met in regular session on September 24, 2008 at approximately 7:02 p.m. at the District Office, 1809 W. Hovey Avenue, Normal, Illinois.

Roll Call

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

Also present: Superintendent Gary Niehaus, Assistant Superintendent of Human Resources John Pye, Assistant Superintendent of Curriculum and Instruction Jim Braksick, Chief Financial Officer James Gillmeister, Director of Operations Joe Adelman, Clerk of the Board Donna Evans, Assistant to the Superintendent Dayna Brown, Jim Fitzpatrick of WJBC, Chuck Bartlett, Phyllis Coulter of *The Pantagraph*, Katie Albritton, Jean Kupper-Smith, Donna Rollins, Julie Laudeman, Renae Huff, Lisa O'Dell, Betsy Stout, Rita Brutlag, Tracy Hitchins, Kathryn Gossard, Ed Heineman, Stephanie Schroeder, Tim Strader, Angie Funfar, Kathy Britnell, James Taylor, Emily Miller, Rebecca Johnson, Tammy Hansen, Gina Bianchi, Vickie Mahrt, Amy O'Donoghue, Tracy Freeman, Vicki Kafer, Cathy Unsbee, Jonathon Butler, Boy Scout Troop #91, Bernie Green, Gerry Green, Beth Smith, Dawn Green, Jami Sinnett, Susan Schafer, Bill Wetzel, Don Adams, Steve Robinson of the *Normalite*, and others.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Good News Report

- Colene Hoose Elementary School teacher, Leisa Barbour, and students, Sean Kennedy and Alexys Ogorek ~ Patriots Day Program

Public Comments

Val Leichtenberg, Hudson ~ Topic: Unit 5 insurance contributions and benefits
Vickie Mahrt, Normal ~ Topic: Unit 5 insurance contributions and benefits

Public Hearing

A public hearing was held on the proposed 2008-2009 budget for Community Unit School District No. 5 McLean and Woodford Counties, Illinois and Mackinaw Valley Special Education Association.

Gillmeister noted that legal notification of the hearing was posted in *The Pantagraph* and the budget was available for public review as of August 14, 2008. Gillmeister discussed revisions made to the budget.

(Attachment #1) Items discussed included but were not limited to the following:

- A breakdown by funds was provided for budget increases and decreases in expenses and revenues
- Additional grant funds related to special education
- Decrease in revenues related to the lease levy, anticipated tuition revenues, and modifications for food service
- Increase in expenses primarily in the area of special education
- Over budgeted in teachers' salaries
- ISBE requirements and new state accounting procedures
- State restructure of bond and interest fund – now termed as debt service fund
- Reduction of lease levy funds which were moved to debt service fund
- Revenues by sources (i.e. property taxes, local taxes, state and federal funding)
- Breakdown of expenses by object (i.e. salaries, supplies, benefits, services)
- Projected end of the year fund balances
- Full time employees 2007-2008 and current 2008-2009

There were no public comments regarding this hearing on the 2008-2009 budget.

Action

Approve Naming Commerce Bank as Treasurer for the District

Gillmeister reported on the audit finding recommendation to separate the duties of the Chief Financial Officer and Treasurer for the District. Gillmeister recommended appointing Commerce Bank as the Treasurer for the District for the purpose of reporting and reconciliation services. Discussion included the need for an explanation of duties and statutory responsibilities for Commerce Bank. Board members requested a copy of the agreement and terms with Commerce Bank to be provided at the October 8 meeting. Niehaus read the Resolution Appointing Commerce Bank as Treasurer for Bank Reconciliation Services. (Attachment #2) Cannell moved, Briggs seconded, to approve naming Commerce Bank as Treasurer for Community Unit School District No. 5 McLean and Woodford Counties, Illinois as recommended. Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

Approve Change to District Auto Insurance Policy

Gillmeister reported on the changes in automobile insurance policies for the District. Bushue Human Resources, Inc. and State Farm Insurance underwriters provided a proposal for recommended changes. (Attachment #3) The proposed changes would go into effect on October 1, 2008 and continue through the policy year end, June 30, 2009. Adelman commented on the tracking of automobile claims. He noted in previous years, all claims were submitted. A new procedure has been implemented on how District claims are reported and recorded. Pritchett moved, Lay seconded, to approve the recommended change in the District's auto insurance policy to go into effect immediately for the current plan year July 1, 2008 through June 30, 2009 as recommended. Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

Approve Client Service Agreement with CCMSI

Niehaus reported on the contract with Cannon Cochran Management Services, Inc. that has been in place for two years. (Attachment #4) This contract appoints CCMSI as the third party administrator for the District's self-funded insurance program and will be effective as of July 1, 2008. Niehaus noted that Joe Adelman will oversee the District's Safety Committee. Adelman noted that the committee will also include community representative for the purpose of using their expertise on various issues. Briggs moved, Mickens-Baker seconded, to approve the service agreement between McLean County Unit District No. 5 and Cannon Cochran Management Services, Inc. as third party administrator for the District's self-funded insurance program as recommended. Board members requested an up-to-date report on claims for 2007-2008 year end. It was noted District employees are now directed to Healthpoint for services and treatment assessment. This was one recommendation from CCMSI. Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

Adopt 2008-2009 Budget Resolution

Gillmeister presented the 2008-2009 Budget Resolutions for McLean County Unit District No. 5 and Mackinaw Valley Special Education Association. (Attachment #5 and 6) Mickens-Baker moved, Lay seconded, to adopt the 2008-2009 Budget Resolutions for Community Unit School District No. 5 McLean and Woodford Counties, Illinois and Mackinaw Valley Special Education Association as presented. There was no roll call vote taken.

Briggs moved, Lay seconded, to amend the motion to remove consideration of Mackinaw Valley Special Education Association. Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

A roll call vote was taken on the motion as amended. Roll call: Ayes: Briggs, Cannell, Lay, Mickens-Baker, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

Mickens-Baker moved, Puzauskas seconded, to adopt the 2008-2009 Budget Resolution for Mackinaw Valley Special Education Association as presented. 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.

Payment of Bills

Statement of Expenditures (Attachment #7)

Treasurer's Report ~ August 2008 (Attachment #8)

Other

- Approve ISBE Annual Application for Recognition of Schools (Attachment #9)
- Cancel November 26, 2008 Regular Board of Education meeting
- Appoint Board secretary's designee(s) to receive nominating petitions for school board candidates for the April 7, 2009 consolidated election
 - Donna Evans
 - Michele Lemek
- Approve Notice of Filing Period for the April 7, 2009 School Board Election (Attachment #10)
- Request for Donation Approval ~ Towanda PTO Landscaping (Attachment #11)
- Request for Overnight Trip Approval ~ NCWHS Adventure Club (Attachment #12)

Pritchett moved, Cannell 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

Summer School

Karrah Jensen and Darrin Cooper reported on the 2008 summer school program. (Attachment #13) Jensen was director of the program at Parkside Elementary School and Cooper at Parkside Jr. High School. Information provided included but was not limited to the following:

- Breakdown of numbers for each facility ~ students and teachers by department
- Transportation
- Breakfast program and average per day at each facility
- Food drive sponsored by students and teachers in the program – this was featured in the *Unit 5 Pride* publication
- Use of Sharepoint for special education documents
- Need for tracking progress for summer school students using SAT 10 scores
- Request for improvement included working with student attendance and Skyward during the summer months
- Concerns expressed over budgeting funds for future programs and availability of grant funding
- Need for set curriculum for the summer school program
- Tracking of special education students in relation to AYP
- Suggestions for improvements in operations can be addressed to Joe Adelman

Professional Learning Communities

Braksick reported on Professional Learning Communities (PLC) and goals for Unit 5. (Attachment #14) Braksick noted that administrators will be part of each building team and all faculty members will participate in the program within the next three years. Concentration areas will include Response to Intervention, standards and assessment and content area reading. PLC will be available during the regular school day so that all staff will be able to participate. Braksick reported that positions for facilitators will be posted and selected in October. The selection of the PLC is being done by each building principal and the initial meeting will be held in late November or early December. Braksick noted that there will be a final evaluation at the end of the year.

Freedom of Information

Niehaus reported that the District had received and processed one request for information. (Attachment #15)

- Ben Colaiaco, Pittsburg PA

Discussion ~ Stringtown Lakes, LLC Special Use Application

William Wetzel and Don Adams provided information and addressed concerns regarding the proposed Stringtown Lakes Natural Resources Extraction Facility. (Attachment #16)

Discussion included but was not limited to the following:

- Community interest groups formed for Fox Creek and Pepper Ridge subdivisions

- Special use permit for the proposed subdivision will expire in five years
- There will be no asphalt production at this site
- Site improvements include construction of a berm, temporary structures and access driveway
- Application has followed regulations under the zoning ordinances
- Future public hearings will be held
- A written agreement will be established with the District for special occasions occurring at Fox Creek Elementary School that is not compatible with the operations at the extraction site
- Explanation of process for extracting gravel in relation to distance from Fox Creek Elementary School
- Gated asphalt access road in and out of extraction site
- Mechanical conveyors will not be a noise issue
- Wet operations and stockpiles will result in no dust problems
- Trucks driving in and out of the site will be the only real concern with dust
- Possibility of completing scientific research on the issue of dust
- Invitation to Board members to visit similar site in Heyworth
- Site will be regularly inspected by the Environmental Protection Agency
- Incentive to develop property in the area due to sanitary, sewer, water, and school access
- Extraction will take place year-round based on demand for gravel
- A copy of scientific noise studies already completed will be provided to Board members

Board Representative Committee Meeting Reports

- Board Policy Review Committee ~ The committee met on September 18. The next meeting is scheduled for October 2. Board Policy 7.100 ~ *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students* will be scheduled for first reading at the October 8 meeting with implementation set for the 2009-1010 school year. It was also noted that the committee will follow up with more information on the procedures for naming the new schools. This will come before the Board for adoption. Niehaus suggested that naming the new middle school should be consistent with the District's other schools (KJHS, CJHS, PJHS).
- Mackinaw Valley Special Education Association Council ~ Cannell and Pritchett attending the council meeting on September 17. It was noted that there is a new District-wide IEP form being used.
- Facilities Review Committee ~ Pritchett noted that at the October 8 meeting there will be a performance-based contract presentation.
- Community Connection Committee ~ There will be a Parent Organizations' luncheon on September 29 at the IEA office. All Board members were invited to attend.

Announcements/Comments

- Board members and administrators attended the September 17 Citizens Advisory Council meeting. It was noted that the meeting was very well attended.
- Board members attended the ISBE budget meeting held at NCHS on September 16. Presentations included information on Board certified teachers.
- Pritchett was recently recognized as a recipient of the *20 Under 40* award.
- Congratulations were offered to the NCHS and NCWHS for their recent band contest performances.
- The NAACP Banquet will be held on October 23 to celebrate their 90th anniversary. The banquet will be held at the Park Hotel and Conference Center.
- Niehaus reported that Braksick and Director of Secondary Education Sandy Wilson have met with consultants regarding middle school scheduling. More information will be provided as soon as the report is completed.
- The Racial Justice Conference will be held on November 13, 14, and 15th.
- Board members requested that materials be provided to them in a timelier manner for review prior to upcoming meetings.
- New teacher information binders were distributed to Board members from the HR department.
- Transportation has completed CPR training and have received yellow safety vests. The department is also preparing standard operating procedures letters to be translated in Spanish. Adelman continues to recruit for drivers and monitors.
- Food service – Adelman noted that service for breakfast is up approximately 22%. Lunch is up 3.5%. Adelman and Food Service Director Pat Powers will travel to Glenview schools to observe operations.
- Adelman reported that the District's Custodial Supervisor, Craig Montgomery, will begin working a split shift to provide continued supervision.

- Adelman reported that the first round of bids for the power contracts have begun and should be completed by the end of October.

Adjournment

The meeting was adjourned at 10:10 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: November 12, 2008**