

Minutes
McLean County Unit District No. 5
BOARD OF EDUCATION
Regular Session
August 12, 2009

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois met in regular session on August 12, 2009 at 6:02 p.m. at the District Office, 1809 W. Hovey Avenue, Normal, Illinois.

Roll Call

Members present: Gail Ann Briggs, Wendy Cannell (entered at 6:05 p.m.), Scott Lay, Mark Pritchett, John Puzauskas, Jay Reece (entered at 6:10 p.m.), and President Meta Mickens-Baker. Members absent: None.

Closed Session

At 6:02 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)(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,
- 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.

Roll call: Ayes: Briggs, Lay, Pritchett, Puzauskas, Mickens-Baker. Nays: None. **Motion carried**

Return to Public Session

At 7:00 p.m., Briggs moved, Pritchett seconded, to come out of closed session and return to public session.

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

Also present: Superintendent Gary Niehaus, Assistant Superintendent of Human Resources John Pye, Assistant Superintendent of Human Resources Nate Cunningham, Assistant Superintendent of Curriculum and Instruction Jim Braksick, Chief Financial Officer/Treasurer James Gillmeister, Director of Operations Joe Adelman, Clerk of the Board Donna Evans, Dayna Brown, Phyllis Coulter of *The Pantagraph*, Steve Robinson of the *Normalite*, Jon Butler, Richard Ach of Turner Construction, Carol Frericks, Tom Eder, Jeanette Nuckolls, Curt Richardson, Sandy Wilson, Lisa Kiefer, Tim Kiefer, Jill Frazier, Julie Gordon, Kim Yates, Sue Sparrow, Jennifer Arreola, Victor Arreola, Tammy Halter, Kevin Heid, Sheryl Soukup, Judy Jiles, Paulette Cocco, Melissa Fasig, Leanne Adcock, Karen Showalter, Debbie Davis, Suzanne Guttschow, Terri Heid, Todd Sweet, Stacy Sweet, Carol Torrens, Chuck Blystone, David Rubin, Jerry James, and others.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Public Comments

- Karen Showalter, Towanda IL ~ Topic: School bus stops
- Sheryl Soukup, Normal IL ~ Topic: Redistricting boundaries
- Tim Kiefer, Normal IL ~ Topic: Redistricting boundaries
- Judy Jiles, Normal IL ~ Topic: Impact of redistricting on students
- Paulette Cocco, Normal IL ~ Topic: Impact of redistricting on Oakdale students
- Melissa Fasig, Normal IL ~ Topic: Redistricting boundaries
- Lisa Kiefer, Normal IL ~ Topic: Impact of redistricting on students
- Leanne Adcock, Bloomington IL ~ Topic: Redistricting boundaries
- Tammy Halter, Normal IL ~ Topic: Redistricting boundaries
- Sue Sparrow on behalf of Debbie Davis, Normal IL ~ Topic: Redistricting boundaries
- Suzanne Guttschow, Normal IL ~ Topic: Redistricting boundaries

Action

Approve Notice of Public Hearing on the 2009-2010 Budget

Gillmeister reported that the Notice of Public Hearing will be posted 30 days prior to the September 23 hearing. Copies of the budget will be available for review as of August 21. (Attachment #1)

Briggs moved, Puzauskas seconded, to approve the Notice of Public Hearing on the budget for fiscal year beginning July 1, 2009 as presented. Roll call: Ayes: Briggs, Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

Approve Resolution to Designate Interest Accumulated During Fiscal Year and All Prior Fiscal Years

Gillmeister provided an explanation on the resolution to designate interest accumulated during the current fiscal year and prior years. (Attachment #2) This will be brought to the Board on a yearly basis. Cannell moved, Pritchett seconded, to approve the resolution designating that interest accumulated during fiscal year ended June 30, 2010 and all prior fiscal years shall continue to be considered interest in accordance with Title 23 of the Illinois Administrative Code 100.500 (a-4). Gillmeister reported that the resolution will allow the District to identify balances within funds as interest earnings which may be transferred to another fund on an as needed basis. It was noted that the resolution does include interest received in the Site and Construction Fund, but does not include any interest accumulated in the IMRF Fund. Roll call: Ayes: Briggs, Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

Approve Resolution Authorizing the Loan of Funds from the Working Cash Fund to Other Funds as Allowed by Statute

Gillmeister provided a summary on the resolution to authorize the loan of funds from the working cash fund to other funds. (Attachment #3) Reece moved, Briggs seconded, to approve the resolution authorizing the loan of funds from the Working Cash Fund to other funds as presented. Roll call: Ayes: Briggs, Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

Approve Personnel Salaries and Benefits for 2009-2010 for Specific Classes of Employees

Pye recommended the Board's approval of the salary revisions for specific classes of employees as discussed in closed session. Puzauskas moved, Lay seconded, to approve personnel salaries and benefits for 2009-2010 for specific classes of employees as recommended:

- Technology
- OT/PT
- OTA/PTA
- Medical Personnel
- Title I Support
- Transportation Exempt
- Custodial/Maintenance Exempt
- Food Service
- EOP Exempt
- Substitutes
- Classified SAMS

Roll call: Ayes: Briggs, Cannell, Lay, Puzauskas, Reece, Mickens-Baker. Abstain: Pritchett. Nays: None.

Motion carried.

Consent Agenda

Niehaus reviewed and recommended approval of the Consent Agenda.

Personnel Matters (Attachment #4)

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

Payment of Bills and Payroll (Attachment #5)

Financial Reports

- Investment Update (Attachment #6)

Other

- Adopt Board Policies, Procedures, and Exhibits (Attachment #7)

- Policy 2.165 Protection from Suit and Liability Insurance (formerly Hold Harmless)
- Policy 4.140 Waiver of Student Fees
- Policy 5.130 Responsibilities Concerning Internal Information
- Policy 5.160 Release of Information
- Policy 5.170 Copyright
- Administrative Procedure 5.130-AP1 Email Retention
- Administrative Procedure 5.170-AP3 Instructional Materials and Computer Programs Developed Within the Scope of Employment
- Administrative Procedure 8.25-AP1 Advertising and Distributing Materials in School Provided by Non-School Related Entities
- Exhibit 4.140-E1 Application for Fee Waiver
- Exhibit 4.140-E2 Response to Application for Fee Waiver, Appeal, and Response to Appeal
- Exhibit 8.30-E3 Informing Parents About Offender Community Notification Laws
- Approve Format Changes for Board Procedures and Exhibits (Attachment #8)
 - Administrative Procedure 1.20-AP1 Checklist for Handling Intergovernmental Agreement Requests
 - Administrative Procedure 2.170-AP1 Qualification Based Selection
 - Administrative Procedure 2.200-AP1 Types of School Board Meetings
 - Administrative Procedure 2.250-AP1 Access To and Copying of District Public Records
 - Administrative Procedure 2.250-AP2 Protocols for Record Preservation and Development of Retention Schedules
 - Administrative Procedure 3.30-AP1 Organizational Chart
 - Administrative Procedure 3.70-AP1 Succession Plan
 - Exhibit 2.20-E1 Waiver and Modification Request Process
 - Exhibit 2.80-E1 Board Member Code of Conduct
 - Exhibit 2.120-E1 Guidelines for Serving as a Mentor to a New Board Member
 - Exhibit 2.125-E1 Board Member Expense Voucher
 - Exhibit 2.240-E1 *PRESS* Issue Updates
 - Exhibit 2.250-E1 Written Request for District Records
 - Exhibit 2.250-E2 Response to Request for District Record Inspection
 - Exhibit 2.250-E3 Inspection Report for District Records
- Approve Request for Overnight Trips ~ NCHS Athletic Events (Attachment #9)
- Approve Request for Donation ~ NCHS Class of 1953 (Attachment #10)
- Approve Extension of Contract for Consulting Services with Margie Jobe
- Approve Letters of Agreement for Consulting Services with Custom Training Services for Human Resources and Operations Departments

Briggs moved, Cannell seconded, to approve the Consent Agenda as presented. Roll call: Ayes: Briggs, Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.** Niehaus noted that Brooke Merker was named as the new Assistant Principal at Normal Community High School.

Reports

Redistricting Project for 2010 ~ A Presentation of Recommendations to the School Board

Matt Cropper of Cropper GIS provided information on the Redistricting Project for 2010. (Attachment #11) Discussion included but was not limited to the following:

- Planned construction driving the need for redistricting: two new elementary schools for 2010-2011, expansion of Sugar Creek Elementary School, and new junior high for 2011-2012
- Community based attendance boundary study to meet five principles: (1) balanced enrollment, (2) neighborhood schools, (3) minimize costs and reasonable travel, (4) attendance boundaries to recognize growth, and (5) stability in attendance areas
- Total comments received from forums, emails, and web survey were 2,060
- Reasons for support and/or concerns for recommended options for elementary, junior high and high school boundaries
- Current enrollment, race distribution, and percentage for qualified free and reduced elementary students
- Recommended elementary boundaries summary broken down by race and percent of free and reduced elementary students
- Elementary to junior high school and junior high to high school feeder patterns
- Comparison of students living within current high school boundary compared to recommended high school boundary

- Need for a thorough transition plan prior to 2010-2011 implementation of new District boundaries
It was a consensus that another Redistricting Committee meeting be scheduled to receive further community input for evaluation prior to the August 26 Board meeting. A meeting date will be announced.

Construction Update

Richard Ach and Jeff Monahan presented a summary of District construction projects. (Attachment #12)
Aerial photographs were provided. Discussion included but was not limited to the following:

- Sugar Creek Elementary School
 - Classrooms painted
 - Final cleaning scheduled to start August 10
 - Concrete floor slabs are 95% completed
 - Bus lanes are underway
 - Parking lot should be completed by August 6
 - Regional Office of Education and Health Department inspections are scheduled for Friday, August 14
- Cedar Ridge Elementary School
 - Masonry is underway in classroom wings
 - Steel and deck installation and concrete floors are started for the gymnasium
 - Twenty-nine weather delay days
- Benjamin Creek Elementary School
 - Footings and foundation walls are 75% completed
 - Geothermal well drilling is 75% completed
 - Thirty-six weather delay days
- Evans Jr. High School
 - Building pad is 100% completed
 - Underground plumbing has been started
 - Masonry work started on Monday, August 10
 - Roadway around site parameter will be completed August 11
 - Forty-two weather delay days
 - Importance of having the roof in place prior to winter
- Other Facilities
 - Carlock, Fairview and Hudson elementary schools renovated classrooms are done except for a few small details
 - Hudson playground and the new roof in the IMC are completed
 - Students at Hudson will use the public library until the school library is finished
 - Northpoint cul-de-sac addition will help improve traffic and security issues at the school
 - Colene Hoose Elementary School's geothermal work has been completed

Freedom of Information Request

Niehaus reported that the District had received and processed one request for information. (Attachment #13)

- Dane Simpson of Midwest Region Foundation for Fair Contracting, Inc. Peoria, IL

Data Structured Cabling for New Building Construction and Additions

Niehaus reported on the installation of data cabling for the District's three new schools and Sugar Creek Elementary School. The proposal submitted by Zeller Digital Innovations includes labor, material, tools, and equipment required for the execution related to furnishing and installing a structured cabling system to support applications for voice, data, security, wireless devices, speakers, and AV classroom technology. Action on the proposal is scheduled for the August 26 Board meeting.

Transportation Update

Joe Adelman and Wes Caldwell provided an update on District transportation improvements. Discussion included but was not limited to the following:

- Camera installation ~ all buses will have three security cameras
- Stop arm cameras will take pictures of any drivers who violate the bus regulations
- Camera recordings will have low-light capabilities allowing for better quality videos
- Information obtained from surveillance cameras will be sent directly to building administrators
- New student transport procedures including student access cards with photo ID and seating charts
- Addition of GPS/GIS tracking systems

- Formation of parent transportation committee
- Zonar system will check tires, lights, bus routes, and monitor drivers and maintenance issues
- Monthly review of safety records

Board Representative Committee Meeting Reports

- District Core Team ~ The committee and District administrators attended a Smart Schools training session on July 30 -31st.
- Facilities Review Committee ~ The committee will meet Friday, August 14 to tour Sugar Creek and Fairview elementary schools. It was noted that Board members may contact Jeff Monahan to schedule a visit to any of the construction sites.
- Board Policy Review Committee ~ Briggs reported that Board members and administrators were given flash drives with copies of Section 4 policies, administrative procedures, and exhibits for review and comments.
- Strategic Planning and Finance Committee ~ The next meeting will be held on Friday, August 21.
- Beyond the Books Educational Foundation Board of Directors ~ Briggs reported that there was an orientation was held for new members on July 23 and a retreat to develop plans for the upcoming year is scheduled for August 25.
- Community Connections Committee ~ Briggs provided a written summary of the August 7 committee meeting. (Attachment #14)
- Mackinaw Valley Special Education Association Council ~ The next meeting is scheduled for September.

Announcements/Comments

- Braksick announced that the opening day institute will be on Monday, August 17. Board members and administrators will welcome staff at 8:00 a.m. at NCHS, 11:00 a.m. at KJHS, and 1:00 p.m. at NCWHS. Lunch will be provided for all employees. The schedule is posted to the District website.
- Pye noted that a former Unit 5 teacher David Nelson had passed away after a lengthy illness.
- The “Back-To-School” event was held on August 11 at ISU Horton Field House.
- The luncheon for the Professional Development School will be held at Eugene Field Special Services Center on Thursday, August 13.
- Mickens-Baker announced that she will be doing a promotional spot on WXRJ regarding the District’s new immunization policy. She will also be discussing tips for success in school.

Adjournment

The meeting was adjourned at 10:07 p.m.

**Meta Mickens-Baker, Board of Education President
Community Unit School District No. 5
McLean and Woodford Counties, Illinois**

ATTEST:

**Gail Ann Briggs, Board of Education Secretary
Approved Date: September 9, 2009**