

Minutes
McLean County Unit District No. 5
BOARD OF EDUCATION
Regular Session
September 9, 2009

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois met in regular session on September 9, 2009 at 6:10 p.m. at the District Office, 1809 W. Hovey Avenue, Normal, Illinois.

Roll Call

Members present: Gail Ann Briggs, Scott Lay, Mark Pritchett, John Puzauskas, Jay Reece, and President Meta Mickens-Baker. Members absent: Wendy Cannell.

Closed Session

At 6:10 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)(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, Reece, Mickens-Baker. Nays: None. **Motion carried**

Return to Public Session

At 7:09 p.m., Briggs moved, Puzauskas seconded, to come out of closed session and return to public session. Roll call: Ayes: Briggs, 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, Richard Ach of Turner Construction, Assistant to the Superintendent Dayna Brown, Phyllis Coulter of *The Pantagraph*, Steve Robinson of the *Normalite*, Jon Butler, Neil Finlen of Farnsworth Group, Director of Food Services Pat Powers, Logan Guttschow, Suzanne Guttschow, Jerry James, Sandra Puzauskas, and others.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Public Comments

The following people addressed the Board:

- Suzanne Guttschow, Normal, IL ~ Attendance exceptions
- Logan Guttschow, Chiddix Jr. High School student ~ Attendance exceptions

Action

Approve Resolution in Support of a Tax Increment Financing District

Gillmeister reported that the Town of Normal will vote on a new proposed tax increment financing district. The location of the redevelopment plan and proposed TIF district is One Normal Plaza. Gillmeister recommended the Board's approval of the resolution in support of the TIF. (Attachment #1) Puzauskas moved, Pritchett seconded, to approve the Resolution for a Tax Increment Financing District in support of the establishment of the One Normal Plaza redevelopment plan and area as presented. Roll call: Ayes: Briggs, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

Accept Bid for Improvements to Route 150 Entrance to Evans Jr. High School

Finlen reported that the District had received two bids for the improvements to route 150 entrance to George L. Evans Jr. High School. (Attachment #2) The project will include traffic signals and a right and left turn lane at the site. It was his recommendation to award the contract to Rowe Construction for a bid amount of \$655,900.51. Briggs moved, Lay seconded, to accept the bid for improvements to Route 150 as recommended. Roll call: Ayes: Briggs, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.** It was also noted that acceptance of the bid is contingent upon the completion of permits from the Illinois Department of Transportation.

Consent Agenda

Niehaus reviewed and recommended approval of the Consent Agenda.

Personnel Matters (Attachment #3)

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

Payment of Bills and Payrolls (Attachment #4)

Approval of Minutes

- August 12, 2009 Closed Session
- August 12, 2009 Public Session

Other

- Approve Illinois Commemorative School Holiday *September 11 Day of Remembrance*
 - Approve agreement for consulting services with Stacy Mitchum for District Literacy Assessment
- Reece moved, Pritchett seconded, to approve the Consent Agenda as presented. Roll call: Ayes: Briggs, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

Reports

Construction Update

Richard Ach and Jeff Monahan presented a summary of District construction projects. (Attachment #5) Aerial photographs were provided.

Unit 5 Breakfast Program

Pat Powers reported on the food service employee training program, pilot breakfast programs at KJHS and PJHS, and renovations to PJHS, Sugar Creek and Northpoint Elementary schools' kitchens. (Attachment #6)

Attendance Exception Procedures for 2010-2011

Pye and Cunningham provided a summary of the proposed attendance exception guidelines. (Attachment #7) Guidelines were created to allow opportunities for students impacted by redistricting to request an attendance exception at the elementary, junior high, and high school levels. Questions and concerns should be directed to Pye and Cunningham. The Board is scheduled to approve the procedures for attendance exceptions at the September 23 meeting.

Enrollment Report and Comparison Report

Pye reported on the preliminary enrollment figures as of August 31, 2009. (Attachment #8) Current enrollment is at 12,874. Pye also noted kindergarten, 1st, and 2nd grade class enrollment are each over 1,000 students.

1st Reading Board Policies

Briggs presented the following policies and procedures for 1st reading. These will be scheduled for Board approval at the September 23 meeting. (Attachment #9)

Policies (amended)

- Policy 4.45 Insufficient Fund Checks
- Policy 4.60 Purchases and Contracts
- Policy 4.70 Resource Conservation
- Policy 4.75 Energy Management Conservation
- Policy 4.110 Transportation
- Policy 4.130 Free and Reduced-Price Food Services

- Policy 4.155 Naming or Renaming of Facilities and School and District Symbols
- Policy 4.160 Hazardous and Infectious Materials

Policies (new)

- Policy 4.180 Pandemic Preparedness

Administrative Procedures (new)

- Administrative Procedure 4.55-AP1 Controls for the Use of District Credit and Procurement Cards
- Administrative Procedure 4.110-AP1 School Bus Post-Accident Checklist
- Administrative Procedure 4.110-AP2 Post-Trip Inspection and Erratic Driving Reports

Exhibits (new)

- Exhibit 4.45-E1 Letter Requesting Payment of Fees
- Exhibit 4.55-E1 Cardholder's Statement Affirming Familiarity with Requirements for Using District Credit and/or Procurement Cards
- Exhibit 4.55-E2 Telephone/Fax/Internet Credit Card Purchase Pre-Approval

CAC Study Topics 2009-2010

Brown provided an overview of the Citizens Advisory Council study topic for the upcoming school year. (Attachment #10) Topics include:

- Information Sharing ~ Facebook, Twitter, Cyberbullying, Sexting, Cellphones, etc.
- Dropouts
- Going "Green"
- Literacy
- Best Practices ~ Parent Organizations
- Co-curricular Activities and Elementary Students

Freedom of Information Requests

Gillmeister reported that the District had received and processed two requests for information. (Attachment #11)

- John R. Wall ~ Online Data Services
- David Morrison ~ Illinois Campaign for Public Reform

Board Representative Committee Meeting Reports

- Strategic Planning and Finance Committee ~ The committee will meet prior to the September 23 meeting.
- McLean County Regional Planning Commission ~ Reece reported that the commission met last week. Discussion did not involve Unit 5 topics.
- Unit 5/Local Government Committee ~ The committee met on August 31. Discussion included an update on projects in conjunction with the Town of Normal. Reece will provide Board members information about the interventionist specialist and the success of that program.
- Beyond the Books Educational Foundation Board of Directors ~ The next meeting is scheduled for Thursday, September 10.
- IASB Corn Belt Division ~ The next meeting will be held at Ridgeview CUSD 19, Colfax on October 8 at 6:00 p.m.
- Facilities Review Committee ~ The committee met on August 28. Discussion included Brigham Elementary School. The next meeting is scheduled for Friday, September 11.
- Community Connections Committee ~ The next meeting is scheduled for Friday, September 18.
- Mackinaw Valley Special Education Association Council ~ The next meeting is scheduled for September 16.

Announcements/Comments

- The Citizens Advisory Council new member orientation was held on September 2. The first regular meeting is scheduled for September 16 at Carlock Elementary School.
- Board members attended the re-opening of the Unity Center held on September 1.
- It was announced that publication of community flyers and information is available through the District's RSS feed.

Adjournment

The meeting was adjourned at 9:02 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: October 14, 2009**