

Minutes
McLean County Unit District No. 5
BOARD OF EDUCATION
Regular Session
October 28, 2009

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois met in regular session on October 28, 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, Scott Lay, Mark Pritchett, John Puzauskas, Jay Reece, and President Meta Mickens-Baker. Members absent: None.

Closed Session

At 6:02 p.m., Briggs moved, Puzauskas 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)(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, Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried**

Return to Public Session

At 7:02 p.m., Briggs moved, Puzauskas seconded, to come out of closed session and return to public session. Roll call: Ayes: Briggs, Cannell, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. Abstain: Lay. **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, Laura O'Donnell, Julia Schoonover, Amy McFarland, Director of Literacy and RtI Carol Frericks, Karrah Jensen, Sandy Wilson, and others.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Public Comments

There were no public comments.

Report

Tom Peffer of Gorenz and Associates reported on the financial audits for the year ended June 30, 2009. (Attachment #1) Discussion items presented included but were not limited to the following:

- Total fund equity
- Net equity in the operating funds
- Budget process – comparing actual revenue to budgeted revenues
- Financial profile score – financial review
- Delay in taxes received in prior year
- Revenue and expenditures in the Special Education co-op – separate audit report
- Timing issues affecting District fund balances - reclassification of Tort Fund, 2008 levy advance taxes, and 2008 State/Federal grant payments
- Source percentages for operating revenue
- District policy on maintaining cash reserves
- General State aid – last five aid payments were stimulus money (Federal source)

- Shortfalls in categoricals
- Excess of cash expenditures over revenue - without advanced taxes or without Tort is 4.5 million
- District has revamped chart of accounts and realigned what is charged to proper accounts
- History of revenue sources (local, State, and Federal) 2004 through 2009
- Disbursement analysis by object for District operational funds (salaries and benefits, purchased services, supplies and materials, capital outlay and tuition/other objects)
- Average daily attendance comparison from 1996 to 2009
- Comparison of operating expenses per pupil
- Comparison of tax rates from 1996 to 2009
- Operating fund balances

Niehaus and Gillmeister addressed questions from Board members. Discussion included but was not limited to the following:

- Need for better controls and review of fund balances on a monthly basis
- Budget process and figures should be provided to appropriate departments for accountability
- Expanding the Finance Department reports to the Board
- State payments past due to the District
- Variance reporting
- Amendments to the budget
- Use of Illini Data dashboard to view key financial information
- Auditors report – quarterly reports or yearly

Any additional questions and suggestions should be forwarded to the Strategic Planning and Finance Committee.

Action

Accept Financial Audit Report for McLean County Unit District No. 5

Gillmeister recommended the Board's acceptance of the financial audit report for the year ended June 30, 2009. (Attachment #2) Briggs moved, Pritchett seconded, to accept the financial audit report for Unit 5 as presented. Roll call: Ayes: Briggs, Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

Accept Financial Audit Report for Mackinaw Valley Special Education Association

Gillmeister recommended the Board's acceptance of the financial audit report for the year ended June 30, 2009. (Attachment #3) Pritchett moved, Cannell seconded, to accept the financial audit report for Mackinaw Valley Education Association as presented. Roll call: Ayes: Briggs, Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

Consent Agenda

Niehaus reviewed and recommended approval of the Consent Agenda.

Payment of Bills (Attachment #4)

Financial Reports

- Treasurer's Report ~ September (Attachment #5)
- Statement of Expenditures ~ September (Attachment #6)
- Investment Update (Attachment #7)

Approve of Minutes

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

Adoption of Board Policies (Attachment#8)

Policies (amended)

- Policy 4.10 Fiscal and Business Management
- 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

Administrative Procedures (new)

- 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
- 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

Exhibits (new)

- 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

Adopt Proclamation Designating November 15-21 as American Education Week and the month of November as Unit 5 Education Month (Attachment #9)

Approve renewal agreement with SchoolReach (Attachment #10)

Approve request for donation

- Prairieland Elementary School ~ new concrete pads for bike racks and benches from Stark Excavating (Attachment #11)

Approve requests for overnight trips (Attachment #12)

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

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

Reports

Unit 5 Summer School Review

Karrah Jensen and Julia Schoonover presented a summary of the Unit 5 Summer School 2009 program. (Attachment #13) The program was housed at Parkside Jr. High School and Parkside and Brigham elementary schools from July 6 through July 30. Discussion included daily attendance, the breakfast program, Autism Camp, and the ELL program. It was also noted that the SharePoint system allowed for easy access to student records.

Illinois State Board of Education School Report Card

Braksick presented a report on the No Child Left Behind – Student Report Card. (Attachment #14)

Discussion included but was not limited to the following information:

- Overall result – 83.1% of all students met state learning standards
- Elementary and middle school results of ISAT testing
- Prairie State Exam (PSAE) results for 11th grade students
- Adequate yearly progress (AYP) data broken down by subgroups and school
- Initiatives and programs for academic improvement
- Parent involvement

- Professional development
- District Core Team tasks for 2009-2010 include Smart Goal training and Illini Data tool
- Transition to high school and freshmen mentoring program
- District tuition-based summer school program

Unit 5 Literacy and RtI Program Update

Carol Frericks provided an overview of the District's literacy initiative. (Attachment #15) She noted the core team mission includes four initiatives. Those initiatives include literacy, response to intervention, assessment, and technology. Discussion included Smart Goal plans, grade level action plans and problem solving, and development of a strategic plan scorecard.

1st Reading of Board Policies, Administrative Procedures and Exhibits

Policies (amended)

- 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

Policies (new)

- Policy 4.55 Use of Credit and Procurement Cards

Administrative Procedure (amended)

- Administrative Procedure 4.75-AP1 Energy Conservation Guidelines

Administrative Procedures (new)

- 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

Board Representative Committee Meeting Reports

- Facilities Review Committee ~ Pritchett noted that committee discussion includes current construction and renovations and upcoming summer renovations.
- Community Connections Committee ~ The committee met on October 16. Discussion included the annual Staff Appreciation program and the walking program. It was noted that the walking program has been very successful.
- Three-Tiered Busing Committee ~ The committee met on October 21. Discussion included looking at where the District is at currently and gathering data to make improvements if needed. It is anticipated that the committee will reconvene in January 2010.
- IASB Corn Belt Division ~ Pritchett will represent Unit 5 at the delegate assembly at the IASB Fall Conference in November. Board members were asked to provide comments and suggestions to Pritchett before the November 11 Board meeting.
- Board Policy Review Committee ~ The committee will meet on Thursday, October 29. Briggs will provide Board members with information regarding Policy 6.310 Credit for Alternate Courses and Programs and Core Substitutions for 1st Reading on November 3. Adoption will be scheduled for the November 11 regular Board meeting.
- Beyond the Books Educational Foundation ~ Briggs reported that the Foundation is extending the length of time for grant applications.
- Strategic Planning and Finance Committee ~ The committee met on Tuesday, October 27. Discussion included policy relating to fund balances, the audit reports, and PMA projections.
- Wellness Committee ~ The committee met on Tuesday, October 27. Discussion included cross curricular instruction for PE and health and the Wellness newsletter. A new member of the committee is Heather Young, Director of Community Programming at the Discovery Museum.

Announcements/Comments

- Board members commented on the success of this year's Parent/Teacher Conferences. It was noted that students participated in the conferences at the junior high level.
- Board members recently attended the Music Department's Hauntcert program.
- The NCHS and NCWHS annual spaghetti supper will be held on Monday, November 2.

- Niehaus reported that on November 4 a summit on drop-out prevention will be held at ISU Bone Student Center.
- On November 5 the Economic Development Council will host a Community Leaders Breakfast. Pepper Ridge Elementary School will be recognized by Alma Powell as a Promise Council school at the event.
- There will be a Board of Education retreat on November 3 at 5:00 p.m.
- Dayna Brown was recognized for her part in the District's United Way campaign.
- Board members attended a community event at Bloomington High School on October 16. The program included information on some of District 87's successful programs.
- The recent NAACP forum included discussion on how various groups can better coordinate their programs with what's happening in the schools and with the needs of students.
- The PTO officer's meeting was held at the District office on October 20.

Adjournment

The meeting was adjourned at 9:46 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: December 9, 2009**