

**Minutes**  
**McLean County Unit District No. 5**  
**BOARD OF EDUCATION**  
**Regular Session**  
**November 11, 2009**

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois met in regular session on November 11, 2009 at 5:02 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 7:34 p.m.), Mark Pritchett, John Puzauskas, Jay Reece, and President Meta Mickens-Baker (entered at 7:00 p.m.). Members absent: None.

**Closed Session**

At 5:02 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)(9) Student disciplinary cases,
- 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, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried**

Also present: Superintendent Gary Niehaus, Assistant Superintendent of Human Resources John Pye, Assistant Superintendent of Human Resources Nate Cunningham, Chief Financial Officer/Treasurer Jim Gillmeister (entered at 6:11 p.m.), Clerk of the Board Donna Evans, attorney for the District Dennis Triggs (entered at 5:40 p.m.), and attorney for the District Curt Richardson.

**Return to Public Session**

At 5:22 p.m., Briggs moved, Reece seconded, to come out of closed session and return to public session.

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

**Action from Closed Session**

Pritchett moved, Cannell seconded, to find student #13000187 engaged in gross disobedience or misconduct under Section 10-22.6 of the School Code by possessing and selling an illegal drug, controlled substance, or cannabis on school grounds and engaging in an activity that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, all in violation of Board Policy 7.190. Roll call: Ayes: Briggs, Cannell, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

**Return to Closed Session**

At 5:24 p.m., Briggs moved, Reece seconded, to return to closed session. Roll call: Ayes: Briggs, Cannell, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

**Return to Public Session**

At 5:41 p.m., Briggs moved, Cannell seconded, to come out of closed session and return to public session.

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

**Action from Closed Session**

Pritchett moved, Briggs seconded, to expel student #13000187 from McLean County Unit School District No. 5 effective immediately and continuing for the remainder of the 2009-2010 school year and the 2010-2011 school year. Roll call: Ayes: Briggs, Cannell, Pritchett, Puzauskas, Reece. Nays: None. **Motion carried.**

### **Return to Closed Session**

At 5:50 p.m., Briggs moved, Pritchett seconded, to return to closed session. Roll call: Ayes: Briggs, Cannell, Pritchett, Puzauskas, Reece. 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, 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, 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*, Jim Fitzpatrick of WJBC, Tim Green, Tom Eder, Richard Ach of Turner Construction, Brandon Churchill, Shelby Bays, Vickie Mahrt, Ben Matthews, Carol Frericks, Paula Birsa, Sam Birsa, Kim Barman, Bobbie Jo Smith, Mike Trask, Kindra Proctor, and others.

### **Pledge of Allegiance**

The Pledge of Allegiance was recited.

### **Focus on Students and Good News Reports**

- White House Celebration of Music ~ CJHS student Shelby Bays and NCWHS students Sam Birsa and Brandon Churchill
- Illinois School Board Member's Day

In honor of Veterans Day, Board members recognized those veterans present at the meeting. It was noted that a number of Unit 5 schools held special programs and class discussion to recognize and honor U.S. veterans.

### **Public Comments**

There were no public comments.

### **Report**

#### **Preliminary Tax Levy Report**

Gillmeister reported on the 2008 levy for budget years 2009 and 2010. (Attachment #1) Information discussed included but was not limited to the following:

- Timeline for tax levy including hearing, adoption, and filing dates.
- Property taxes shown in percentages of District total revenues.
- Comparison of revenue from property taxes from 1996 through 2009.
- Levy is dollar amount needed in 2010 from property taxes.
- Estimates based on equalized assessed value (EAV).
- At 4.58% EAV growth rate, overall tax rate increases from \$4.58932 to \$4.71363.
- Unit 5 has averaged a 99.75% collection rate on tax extension.
- Funds having maximum rates include Education, Operations and Maintenance, Special Education, Life Health Safety, Transportation, and Working Cash.
- IMRF, Tort, and Social Security have no statutory maximum rates. Amounts are established by the Board annually.
- Levy extension is amount billed to taxpayers.
- History of equalized assessed valuation from 1982 to 2008.
- Real estate taxes and estimated assessed valuation.

### **Action**

#### **Adopt Resolution for Estimated Amount Necessary to be Levied for the Year 2009**

Gillmeister presented the resolution for the estimated amount necessary to be levied for the year 2009.(Attachment #2) The estimated total property taxes to be levied for 2009 are \$95,794,314. Cannell moved, Puzauskas seconded, to adopt the resolution for estimated amount necessary to be levied for the year 2009 as presented. Roll call: Ayes: Briggs, Cannell, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

Lay entered the meeting at 7:34 p.m..

Approve date and notice of publication for Truth in Taxation Hearing

Gillmeister provided a copy of the public notice for the December 9, 2009 hearing. (Attachment #3)  
Pritchett moved, Reece seconded, to set the date of December 9, 2009, 7:00 p.m. at the Unit 5 District Office, 1809 W. Hovey Avenue, Normal for a public hearing to approve a proposed property tax levy increase. Roll call: Ayes: Briggs, Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None.

**Motion carried.**

Approve negotiated contract between the Unit 5 Board of Education and Unit Five Education Association

Niehaus provided a summary of negotiations and the two-year agreement with UFEA (Attachment #4)  
Reece moved, Lay seconded, to approve the negotiated contract between the Unit5 Board of Education and the Unit Five Education Association. Roll call: Ayes: Briggs, Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

### **Consent Agenda**

Niehaus reviewed the Consent Agenda. It was the consensus of the Board to remove item 9.5 "Approve destruction of audio recordings of closed session meetings dates November 1, 2007 through March 31, 2008".

Personnel Matters (Attachment #5)

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

Payment of Bills and Payrolls (Attachment #6)

Adoption of Board Policies and Administrative Procedures (Attachment #7)

Policy (new)

- Policy 4.55 Use of Credit and Procurement Cards

Policies (amended)

- Policy 4.50 Payment Procedures
- Policy 4.80 Accounting and Audits
- Policy 4.90 Activity Funds
- Policy 6.310 Credit for Alternative Courses and Programs and Course Substitutions

Administrative Procedure (new)

- Administrative Procedure 4.75-AP1 Energy Conservation Guidelines
- 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

Approve semi-annual review of closed session minutes dated May 1, 2009 through September 30, 2009

Approve Secondary Course Description Book and Course Changes for 2010-2011 (Attachment #8)

Approve request for donation from Bloomington Normal Girls Softball Association (Attachment #9)

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

### **Reports**

Construction Update

Richard Ach reported on construction projects for Evans Jr. High, Sugar Creek, Cedar Ridge, and Benjamin elementary schools. (Attachment #8)

Discussion included but was not limited to the following:

- Sugar Creek Elementary School
  - Roof structure has been installed
  - Temporary heat system is in place
  - Installation of windows should be completed by the end of the week.
  - Building should be completed by the end of December 2009
- Cedar Ridge Elementary School

- Roofing system installed around gymnasium
- Facebrick is currently being installed for gymnasium
- Site has incurred 40 weather delay days
- Benjamin Elementary School
  - Roofing is underway on gymnasium
  - Facebrick completed around cafeteria, kitchen, and administration area
  - Site has incurred 56 weather delay days
- Evans Jr. High School
  - Walls are up to bearing height
  - Gymnasium walls are up
  - Structural steel has been installed in gymnasium
  - Roofing contractor is mobilized
  - Site has incurred 56 weather delay days

Ach also noted that bids are due on November 17 for the Unit 5 security system upgrade.

#### 1<sup>st</sup> Reading of Board Policies, Administrative Procedures and Exhibits

Policies (amended)

- Policy 2.20 Powers and Duties of the Board
- Policy 2.40 Board Member Qualifications
- Policy 2.110 Qualifications, Term, and Duties of Board Officers
- Policy 3.40 Superintendent
- Policy 4.30 Revenue and Investments
- Policy 4.40 Incurring Debt
- Policy 4.100 Insurance Management
- Policy 4.110 Transportation
- Policy 4.140 Waiver of Student Fees

Administrative Procedure (new)

- Administrative Procedure 5.100-AP1 Staff Development Program

Administrative Procedure (amended)

- Administrative Procedure 4.110-AP2 Post-Trip Inspection and Bus Driving Comments

Exhibits (new)

- Exhibit 6.310-E1 Application for Off Campus and Correspondence Courses and Summer School
- Exhibit 6.310-E2 Application for Physical Education Exemption

Exhibit (amended)

- Exhibit 4.140-E1 Application for Fee Waiver

#### Enrollment Update

Pye reported on District enrollment and the attendance exception process for high school students. High school students have until December 1 to make a request for an attendance exception. This procedure relates to only those students affected by the redistricting process. Enrollment as of the end of October was 12,937.

#### Transportation Report

Niehaus provided an update on three-tiered busing, department issues, personnel, the redistricting process, and busing schedules. Discussion included but was not limited to the following:

- Redistricting maps, boundaries, and enrollment sections are established for the 2010-2011 school year
- Currently updating location of District special education classrooms
- Sugar Creek and Benjamin elementary schools will be sites for special education programs
- Transportation department is putting in the new maps to develop routing schedules for next fall
- Two changes – elimination of grandfathering and open attendance procedures
- New Director of Transportation is proposed to be approved at the December 9 meeting
- Issues with communication and customer service
- Need to redirect calls to proper administrator to handle student disciplinary issues

- Need to follow-up with complaints
- Currently working to establish a new call center based at the District office
- Monthly safety meetings are held
- Continued training and refresher courses for drivers and monitors

#### Board Representative Committee Meeting Reports

- Facilities Review Committee ~ The committee will meet Friday, November 13.
- Mackinaw Valley Special Education Association Council ~ The committee will meet on Wednesday, November 18.
- IASB ~ Pritchett will represent Unit 5 at the IASB delegate assembly on November 21. It was the consensus of the Board to approve IASB's recommendations on the resolutions scheduled for a vote.

#### **Announcements/Comments**

- The Citizens Advisory Council will meet on November 18, 7:00 p.m. at KJHS.
- The Economic Development Council held their community leaders breakfast on November 5. It was noted that Alma Powell spoke to the group on America's Promise Council recognizing Pepper Ridge as a Promise Place school. It was noted that YouthBuild McLean County students participated in the presentation. State Farm also held panel discussions on November 5 where Pepper Ridge was again recognized by Powell.
- The NAACP held their annual banquet. The group recognized their centennial celebration at the event. It was also noted that the Harry Hightower Service Award was presented to Melissa Summers, a NCHS student.
- Mickens-Baker reported on her participation in a panel discussion of elected officials on November 7. The event was a multi-cultural leadership program. George Gordon, Judy Markowitz, Karen Schmidt, Representative Dan Brady, and Judge Beth Ropp were also in attendance. Discussion included volunteer opportunities throughout the community.
- Carol Frericks, Director of Literacy and RtI is currently visiting Unit 5 schools as part of the District's new literacy initiative. Board members were invited to attend. Following the observations, the group with have continued discussion with the District Core Team

#### **Return to Closed Session**

At 8:35 p.m., Briggs moved, Pritchett seconded, to return to closed session. Roll call: Ayes: Briggs, Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

#### **Return to Public Session**

At 10:27 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.**

#### **Adjournment**

The meeting was adjourned at 10:27 p.m.

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

**ATTEST:**

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