

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

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois met in regular session on December 9, 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, 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)(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, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried**

**Return to Public Session**

At 7:08 p.m., Briggs moved, Puzauskas 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, Interim Chief Financial Officer/Treasurer Martin Getty, Assistant Superintendent of Curriculum and Instruction Jim Braksick, Clerk of the Board Donna Evans, Director of Literacy and RtI Carol Frericks, Stan Walczynski and Richard Ach of Turner Construction, Jeff Monahan, Director of Technology Loren Baele, Kathy O'Connell, Director of Special Education Chuck Hartseil, Assistant Director of Special Education Michelle Lamboley, Ken Lee, Carrie Chapman, Neil Finlen of Farnsworth Group, Jim Fitzpatrick of WJBC, Steve Robinson of the *Normalite*, Phyllis Coulter of *The Pantagraph*, Vickie Mahrt, Ben Matthews, Sandy Wilson, Nancy Braun, Ashley Lafayette, Julie Payne of the Baby Fold, Lori Stevens, Ericka Helgason, Joe Carey, Jerry Thomas, Brian Adams, Steve Moore, and others.

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Focus on Students and Good News Reports**

- Ashley Lafayette ~ PJHS student
- Lindsay Gendron ~ NCHS student
- Nancy Braun, Carrie Chapman, Kathy O'Connell ~ Special Education Department staff
- YouthBuild of McLean County Students (for assistance to Baby Fold) ~ Sheldon Bussell, Mel Davis, Woodrow Forrest, Freddie Gleghorn, Melissa Hendricks, Rebecca Long, Levi Manley, Chap Harp, Kristi Robbins, Thomas Shelbourne, Lorenzo Simms, Jolene Somlar, and VonShawn Tolliver

**Public Comments**

There were no public comments.

**Public Hearing on the Proposed Tax Levy for Year 2009**

Getty reported that the total proposed property taxes to be levied for 2009 is \$79,358,161. There were no comments from the public regarding the hearing.

## Report

### Construction Update and Security System Upgrade

Richard Ach reported on construction projects for Evans Jr. High, Sugar Creek, Cedar Ridge, and Benjamin elementary schools. (Attachment #1)

Discussion included but was not limited to the following:

- Sugar Creek Elementary School
  - Interior masonry, facebrick, and the main entrance have been completed.
  - Casework has been delivered.
  - Have incurred problems with floor finishes.
  - Moisture in gym area and corridors.
- Cedar Ridge Elementary School
  - Roofing membrane installed.
  - Interior masonry is 90% completed.
  - Duct work is being completed.
  - Site has incurred 43 weather delay days.
- Benjamin Elementary School
  - Masonry bearing walls in classroom wing are being installed.
  - Roofing work is ongoing.
  - Site has incurred 50 weather delay days.
- Evans Jr. High School
  - Gym has been enclosed.
  - Facebrick installed in north classroom wing.
  - North parking lot concrete complete.
  - Deck has been installed.
  - Installation of steel will begin next week.
  - Site has incurred 59 weather delay days.

Niehaus noted that due to the estimated cost of construction acceleration for EJHS, the Facilities Review Committee has made a decision to proceed with the original plan to open the school in the fall of 2011.

## Action

### Accept Bids for Security Systems Upgrade

Walczynski presented information and recommendations for the following bids. (Attachment #2)

- Red Hawk Security Systems, Ink. ~ Bid package #1 for low voltage systems

Briggs moved, Lay seconded, to approve award of bid package #1 low voltage systems for Unit 5 security systems upgrade to Red Hawk Security Systems, Inc. with a base award amount of \$3,375,000.00 as recommended. Roll call: Ayes: Briggs, Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried**

- William Masters, Inc. ~ Bid package #2 for electrical

Reece moved, Pritchett seconded, to approve award of bid package #2 electrical for Unit 5 security systems upgrade to Williams Masters, Inc. with a base award amount of \$85,000 as recommended. Roll call: Ayes: Briggs, Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried**

- Alpha Controls & Services, Inc. ~ Bid package #3 temperature control monitoring systems

Lay moved, Cannell seconded, to approve award of bid package #3 temperature control monitoring system for Unit 5 security systems upgrade to Alpha Controls & Services, Inc. for a base award amount of \$383,350.00 as recommended. Roll call: Ayes: Briggs, Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried**

### Accept Proposal for Voice Over Internet Protocol (VoIP) System Upgrade

Baele reported that KJWW and Unit 5 technology staff had reviewed proposals for the VoIP systems upgrade for all District facilities. (Attachment #3) It was their recommendation that the upgrade be awarded to Planet Ed Technologies Inc. Puzauskas moved, Pritchett seconded, to accept the proposal for the Voice Over Internet Protocol (VoIP) system upgrade and to award the upgrade to Planet Ed Technologies Inc. with a base award amount of \$1,445,698.00 as recommended. Roll call: Ayes: Briggs,

Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.** It was noted that the system installation will begin in January 2010 for a completion date of September 2010.

**Approve Resolution for Levying Taxes and Authorizing Certificate of Tax Levy for the Year 2009**

Getty provided a copy of the Resolution for Levying Taxes for the Year 2009 and recommended the Board's approval of the resolution. (Attachment #4) Pritchett moved, Puzauskas seconded, to approve the resolution levying taxes for Community Unit School District No.5 McLean and Woodford Counties, Illinois and authorizing the filing of Certificate of Tax levy for the following direct annual taxes for the year 2009: corporate and special purpose property taxes in the sum of \$79,358.161 and debt service and public building commission lease property taxes in the sum of \$16,436,152 as presented. Roll call: Ayes: Briggs, Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

**Approve Notice of Publication for Adopted Tax Levy for Year 2009**

Getty recommended the Board's approval of the public notice for the adopted tax levy. (Attachment #5) Cannell moved, Briggs seconded, to approve the notice of publication for the adopted tax levy for year 2009 as presented. Roll call: Ayes: Briggs, Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

**Adopt Resolution Authorizing the Issuance of Tax Anticipated Warrants**

Getty reported on the resolution to authorize a line of credit with Commerce Bank. (Attachment #6) He noted that the amount of credit will be up to \$11 million. The line of credit will be utilized as needed for cash flow purposes prior to the receipt of monies due to the District from the 2009 levy. Briggs moved, Reece seconded, to adopt the resolution authorizing issuance of tax anticipation warrants, notes, bonds or other obligations in anticipation of the collection of taxes levied for the year 2009, by the Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois, for educational purposes, and in connection therewith, the establishment of a line of credit of \$11,000,000 with Commerce Bank. Roll call: Ayes: Briggs, Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

**Adopt Resolution Authorizing Donation of Property Owned by McLean County Unit District No. 5 for use by the State of Illinois Department of Transportation**

Finlen reported on the District's donation of land to the Illinois Department of Transportation. (Attachment #7) The right-of-way dedication will be on the south side of Route 150 at the entrance to Evans Jr. High School. The dedication of land will allow for the widening of 150 to allow for the entrance to take place. Finlen also commented on the bus and traffic flows, speed limit in the area, traffic lights and turn lanes into the school. Lay moved, Briggs seconded, to adopt the resolution authorizing the donation of described property to-wit on FAU Route 6406 (US 150), County of McLean, Parcel No. 5DD0014, owned by McLean County Unit District No. 5 to the State of Illinois for use by the Department of Transportation for highway purposes as presented. Roll call: Ayes: Briggs, Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

**Authorize Superintendent Niehaus to sign Memorandum of Understanding for ISBE's Reform Program "Race To the Top"**

Niehaus provided information to the Board regarding ISBE's application for "Race to the Top" monies. The application would require that Unit 5 submit a memorandum of understanding to ISBE by January 19, 2010 as an endorsement of Unit 5's participation. Cannell moved, Puzauskas seconded, to grant Superintendent Niehaus the authority to sign a Memorandum of Understanding with support of the Board of Education and UFEA for application to participate in the Illinois State Board of Education's reform program "Race to the Top" as recommended. Roll call: Ayes: Briggs, Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

**Action from Closed Session ~ Student Disciplinary Matter**

It was the consensus of the Board to remove this item from the agenda. Any discussion or Board action if needed will be rescheduled.

**Consent Agenda**

Niehaus reviewed the Consent Agenda.

**Personnel Matters (Attachment #8)**

- Resignations/Retirements/Terminations

- Employment
- Contract Revisions
- Leave Requests

Payment of Bills and Payrolls (Attachment #9)

Approve Financial Reports (Attachment #9A)

- Treasurer's Report ~ October
- Statement of Expenditures ~ October
- Investment Update

Approval of Minutes

- October 28, 2009 Closed Session
- October 28, 2009 Public Session
- November 3, 2009 Special Session
- November 11, 2009 Closed Session
- November 11, 2009 Public Session

Adoption of Board Policies and Administrative Procedures (Attachment #10)

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

Approve request for donation by Fox Creek Elementary School PTO for Memorial Flower Garden (Attachment #11)

Approve appointment and contract agreement with Martin Getty as Interim Chief Financial Officer and Treasurer for the District

Approve appointment of I.M.R.F. authorized agent ~ Martin Getty, Unit 5 Interim Chief Financial Officer/Treasurer

Approve ISBE School Improvement Plans for NCWHS and Pepper Ridge Elementary School (Attachment #12)

Approve Resolution authorizing Jim Braksick, Assistant Superintendent of Curriculum/Instruction to obtain credit card account with Commerce Bank for use on the District's behalf (Attachment #13)

Pritchett moved, Puzauskas seconded, to approve the Consent Agenda as amended. Roll call: Ayes: Briggs, Cannell, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.** It was noted that further school improvement plan discussion will be scheduled for the February 10 Board meeting. Board members also congratulated the Benjamin Elementary School staff. Pye provided information on the process for hiring the new staff and noted that approximately 70 current Unit 5 staff had applied for a transfer to the new school. The Human Resources department will begin the process of hiring staff for the positions opened due to the transfers.

## Reports

Special Education Department Update

Hartseil and Lamboley presented information on inclusive educational opportunities for students with disabilities. (Attachment #14) Information discussed included but was not limited to the following:

- Overall philosophy is to maximize education, return students to their home schools, follow same attendance patterns as other students, and centralize instruction for early childhood education.
- Two Early Childhood centers will be housed at Brigham and Sugar Creek elementary schools.
- Maintain current services at CJHS and PJHS with planned services at EJHS.
- Coordination of services for both high schools.
- Instructional sites for 2010-2011.
- Categories of disabilities.

#### Update on Reading Recovery Program

Fericks presented a power point update on the Reading Recovery program. (Attachment #15) Discussion items included but were not limited to the following:

- Illinois Response to Intervention principles
- Professional development on problem solving
- Assessment analysis for at-risk students
- On-site literacy expertise
- Growth in reading levels and writing vocabulary

Pepper Ridge teachers Lori Stevens and Ericka Helgason also provided information on their participation in the program. Testimonials and comments from other teachers were read.

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

##### Policies (Amended)

- Policy 2.100 Board Member Conflict of Interest
- Policy 2.105 Ethics and Gift Ban
- Policy 2.140 Communications To and From the Board

##### Exhibits (New)

- Exhibit 2.70-E1 Checklist for Filling Board Vacancies by Appointment
- Exhibit 2.140-E1 Guidance for Board Member Communications, Including Email Use

#### Ventures in Excellence Process

Cunningham reported on the District's Ventures in Excellence process. (Attachment #16) A committee of District office administrators and principals investigated hiring practices. It was their recommendation to use the Ventures for Excellence program to train administrators in best practices for selection of employees.

#### School Library Grant Report

Braksick provided information on the School Library Grants Program. (Attachment #17) He noted that this is a yearly grant and generates approximately \$10,000 for school libraries.

#### Enrollment Update

Pye reported on District enrollment and the attendance exception process for high school students. (Attachment #18) He noted that the District had received 223 requests for high school attendance exceptions. Requests are currently being reviewed. Notification letters will be sent to parents prior to the winter break. Total enrollment as of November 30 is 12,947.

#### Transportation Report

Niehaus provided an update on the Transportation Department's new call center. He noted that the center averages between 75 to 80 calls daily. Peak times are early morning between 6:30 a.m. to 9:00 a.m., lunch time between 11:00 a.m. and 12:30 p.m., and afternoon between 2:30 p.m. to 4:00 p.m. Niehaus also reported that office staff will receive training on the new web-based call center ticket. The new procedures have provided additional customer services and allowed for administrators to follow through on transportation issues. Niehaus also noted that the District is in the process of interviewing and hiring staff for several open positions in management.

#### Strategic Planning and Finance Committee Report

Niehaus reported that the Finance Committee met on December 8. Items discussed included but were not limited to the following:

- October 27, 2009 audit report showed actual expenditures exceeded budgeted expenditures in 2008-2009.

- A temporary hold has been placed on all expenditures in the District.
  - Operations and Maintenance Fund and Education Fund analysis process.
  - Review of salary and benefits for 2008-2009.
  - Accounts payable process will be brought up to date.
  - The 2009-2010 budget will be rebuilt.
  - Present an amended budget in May 2010.
  - Expenditures not always paid in the year incurred.
  - Loan of funds to Mackinaw Valley Special Education Association.
- Niehaus noted that an update will be provide to the Board at the January 13 meeting.

#### Illinois Freedom of Information Act Request

The District received and processed one request for information. (Attachment #19)

- Caroline E. Borden ~ Hinshaw & Culbertson LLP, Peoria IL

#### Board Representative Committee Meeting Reports

- Mackinaw Valley Special Education Association Council ~ The council met on November 18. Discussion included the consideration by El Paso School District to opt out of membership in the Mackinaw Valley Special Education Association.
- District Core Team ~ The team met on December 3. Discussion included principles of the team, technology initiatives, and the District mission statement. The next meeting is scheduled for February 3.
- Illinois Association of School Boards ~ Mickens-Baker, Briggs, Lay, Pritchett, and Puzauskas attended the IASB Annual Conference in Chicago on November 19 through November 22.
- Board Policy Review Committee ~ The committee has established regular meetings for 9:00 a.m. on the Thursday following each regularly scheduled Board meeting.
- Community Connections Committee ~ The committee will meet on Friday, December 11.
- Beyond the Books Educational Foundation Board of Directors ~ The foundation's coordinating committee will meet on Thursday, December 10.
- Facilities Review Committee ~ The committee is scheduled to meet on Friday, December 11.

#### **Announcements/Comments**

- The PJHS girls' basketball team will compete in the State Tournament on December 10 at Parkside Jr. High School.
- NAACP's educational panel is currently working on collaboration among groups that offer educational programs to students. The panel will meet on January 15.
- Niehaus reported that Hudson mayor and City Council recently toured Hudson Elementary School.

#### **Adjournment**

The meeting was adjourned at 10:39 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: January 13, 2010**