

Minutes
McLean County Unit District No. 5
BOARD OF EDUCATION
Regular Session
February 10, 2010

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois met in regular session on February 10, 2010 at 6:02 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 Maulson.

Closed Session

At 6:02 p.m., Briggs moved, Reece 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, Reece, Mickens-Baker. Nays: None. **Motion carried**

Return to Public Session

At 7:14 p.m., Briggs moved, Pritchett 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, Interim Chief Financial Officer/Treasurer Martin Getty, Assistant Superintendent of Curriculum and Instruction Jim Braksick, Clerk of the Board Donna Evans, Carol Frericks, Richard Ach of Turner Construction, Jeff Monahan, Steve Robinson of the *Normalite*, Phyllis Coulter of *The Pantagraph*, Vickie Mahrt, Brennan Wiggs of WJBC, Julia Schoonover, Principal of Pepper Ridge Elementary School Sarah Edwards, Principal of Normal Community West High School Tom Eder, Associate Principal of Normal Community West High School David Johnson, Vickie Mahrt, Craig Montgomery, Sandy Wilson, Angie Funfar, Megan Harris, Sarah Egge, Mike Trask, Lauren Schander, Jen Shaw, Director of Human Resources Dawn Green, Lori Stevens, and others.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Public Comments

There were no public comments.

Consent Agenda

Niehaus reviewed the Consent Agenda. It was the consensus of the Board to remove Item 7.10 Approve Resolution naming the firm of Miller, Hall, & Triggs LLC Attorneys at Law as Hearing officer for all Student Suspension and Expulsion Review Hearings for further discussion and action.

Approval of Minutes

- January 27, 2010 Closed Session
- January 27, 2010 Public Session

Payment of Bills and Payrolls (Attachment #1)

Personnel Matters (Attachment #2)

- Resignations/Retirements/Terminations
- Employment

- Contract Revisions
- Leave Requests

Adoption of Board Policies and Administrative Procedures (Attachment #3)

Policy (Deleted)

- Policy 8.85 Community Resource Persons and Volunteers

Ethics Ordinance

Policies (amended)

- Policy 2.220 Board Meeting Procedures
- Policy 2.230 Public Comments at Board Meetings and Petitions to the Board
- Policy 4.90 Activity Funds
- Policy 8.80 Gifts to the District
- Policy 8.95 Parental Involvement
- Policy 8.100 Relations with Other Organizations and Agencies
- Policy 8.110 Public Concerns

Administrative Procedure (new)

- Administrative Procedure 8.110-AP1 Procedure for Resolving Concerns

Exhibits (new)

- Exhibit 4.90-E1 Request for Establishment of Student Activity Fund
- Exhibit 4.90-E2 Request for Dissolution of Student Activity Fund
- Exhibit 4.90-E3 Request for Establishment of School Convenience Account
- Exhibit 4.90-E4 Request for Dissolution of School Convenience Account
- Exhibit 8.110-E1 Concern Resolution Form

Approve 2010 – 2011 Unit 5 School Calendar (Attachment #4)

Approve Curriculum Revisions and Textbooks and Materials for 2010-2011 (Attachment #5)

Approve Request for Dissolution of Student Activity Fund Accounts

- NCHS Ag Club
- NCHS Alumni Bricks
- NCHS Building Fund
- NCHS Class of 1995
- NCHS Class of 1996
- NCHS Class of 1999
- NCHS Class of 2000
- NCHS Class of 2003
- NCHS Class of 2004
- NCHS Class of 2005
- NCHS Class of 2006
- NCHS Class of 2007
- NCHS Concessions
- NCHS Contest Soccer
- NCHS G-Golf Tournament
- NCHS Girls BB Tournament
- NCHS Haley Memorial
- NCHS Meijer
- NCHS Men's Basketball
- NCHS RC Club
- NCHS Regional Soccer
- NCHS Road Runners
- NCHS Route 66
- NCHS SADD
- NCHS Track Meet
- NCHS Varsity Gold
- NCHS Verizon
- NCHS Volleyball Tournament

Approve Requests for Donations (Attachment #6)

- Northpoint Elementary School ~ High speed digital duplicator
- NCHS ~ Fine art and technical drawing tools and supplies from Howard Davis, former Unit 5 administrator

Designate Dayna Brown, Nate Cunningham, and Donna Evans to act as Freedom of Information Act and Open Meetings Act Officers (Attachment #7)

Approve change of location for the February 24, 2010 Board of Education Meeting to Sugar Creek Elementary School

Approve Request for Overnight Trip (Attachment #8)

- NCWHS ~ Capitol Forum in Springfield

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

Action

Approve Resolution Appointing an Attorney with Miller, Hall, & Triggs, LLC and the Assistant Superintendent of Human Resources as Hearing Officer for all Student Expulsion Hearings

Niehaus reported on the use of a hearing officer for all student expulsion cases. The new procedure will allow the designated hearing officer to review all student suspension review and expulsion cases. A final recommendation from the hearing officer will be brought to the Board for further action. Briggs moved, Puzauskas seconded, to approve the Resolution appointing an attorney with Miller, Hall & Triggs, LLC and the Assistant Superintendent of Human Resources as the Hearing Officer for all student expulsion hearings. (Attachment #9) Roll call: Ayes: Briggs, Lay, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None.

Motion carried.

Reports

School Improvement Plans

Sarah Edwards, Julia Schoonover, and Maureen Backe reported on school improvement and achievement at Pepper Ridge Elementary School. (Attachment #10) Discussion included but was not limited to the following:

- Plan implementation is assessed through the Environmental Scale for Assessing Implementation Levels (ESAIL)
- Use of assessment/data wall to monitor student progress
- Literacy specialists' support to teachers includes Title 1 teachers, interventionists, literacy coaches, and reading recovery leaders
- SAM program has increased opportunities for instructional leadership
- After-school tutoring
- Pepper Ridge Promise Council
- Summer Remediation Program
- Partnership for Comprehensive Literacy (PCL)
- SMART goals planning
- Parent Resource Night
- Student volunteer program

Tom Eder and Dave Johnson reported on school improvement and student achievement at NCWHS. (Attachment #11) Discussion included but was not limited to the following:

- School report card data
- School improvement targets include standards-based curriculum, improve low-income and freshmen student achievement, literacy, math, providing interventions for failing students, and the development and use of Illini Data information
- Collaborative reasoning discussions
- Freshman mentoring program
- Expansion of advanced placement classes
- Improvement in graduation rate and ACT composite scores

Construction Update

Richard Ach reported on construction projects for Evans Jr. High, Sugar Creek, Cedar Ridge, and Benjamin elementary schools. (Attachment #12)

Discussion included but was not limited to the following:

- Sugar Creek Elementary School
 - Multi-purpose room complete
 - Terrazzo floor finishing complete

- Carpet installation underway
- Cedar Ridge Elementary School
 - Drywall complete in administration area
 - Kitchen equipment installation on-going
 - Interior masonry completed on first floor
- Benjamin Elementary School
 - Exterior face brick underway
 - Interior masonry complete in gym
 - Drywall underway in administration area
- Evans Jr. High School
 - Interior masonry underway
 - Gymnasium is temporarily enclosed
 - Kitchen, locker room, and music area underway
 - Site work suspended until Spring

Human Resources, Staffing, and Financial Updates

Niehaus reported on the 2008-2009 budget, enrollment comparisons and staffing levels. (Attachment #13)
Data provided included but was not limited to the following:

- 2008-2009 audit report information
- American Relief and Reinvestment Act (ARRA) federal grant funds provided support for Response to Intervention and Literacy Programs
- Mentoring and Induction Program funds for new teachers was funded by a grant from the Illinois State Board of Education
- School Administration Managers (SAMS) were established by funds from the Wallace Foundation
- Comparison and percentages of certified teachers and administrator staff
- Lack of funding for Early Childhood Education and Pre-K At-Risk student programs
- Lack of funding for the average daily attendance block grant
- Staffing levels comparisons from 2002 to present
- Enrollment increases and percent of change from 2002 to present
- Staff numbers by each department for each facility from 2003 to present
- Need for quarterly budget reports and amendments to the fiscal year budget

1st Reading of Board Policies, Administrative Procedures and Exhibits

Briggs presented the following policies, administrative procedures, and exhibits for first reading: (Attachment #14)

Policies (amended)

- Policy 5.35 Compliance with the Fair Labor Standards Act
- Policy 5.50 Drug- and Alcohol-Free Workplace
- Policy 5.70 Religious Holidays
- Policy 5.80 Court Duty
- Policy 5.150 Personnel Records
- Policy 5.185 Family and Medical Leave
- Policy 5.190 Teacher Qualifications
- Policy 5.200 Terms and Conditions of Employment and Dismissal
- Policy 5.240 Suspension
- Policy 5.260 Student Teachers
- Policy 5.285 Drug and Alcohol Testing For School Bus and Commercial Vehicle Drivers
- Policy 6.80 Teaching About Controversial Issues
- Policy 6.100 Using Animals in the Educational Program
- Policy 6.140 Education of Homeless Children
- Policy 6.150 Home and Hospital Instruction
- Policy 6.210 Instructional Materials
- Policy 6.255 Assemblies and Ceremonies
- Policy 6.270 Guidance and Counseling Program

Administrative Procedures (new)

- Administrative Procedure 5.35-AP2 Employee Records Required by the Fair Labor Standards Act

- Administrative Procedure 5.35-AP3 Compensable Work Time for Non-Exempt Employees Under the FLSA
- Administrative Procedure 5.120-AP2 Employee Conduct Standards
- Administrative Procedure 5.150-AP1 Personnel Records
- Administrative Procedure 5.185-AP1 Resource Guide for Family and Medical Leave
- Administrative Procedure 5.190-AP1 Plan to Ensure That all Teachers Who Teach Core Academic Subjects are Highly Qualified
- Administrative Procedure 5.240-AP1 Suspensions
- Administrative Procedure 5.250-AP1 School Visitation Leave
- Administrative Procedure 5.285-AP1 Drug And Alcohol Testing for School Bus and Commercial Vehicle Drivers
- Administrative Procedure 6.100-AP1 Dissection of Animals
- Administrative Procedure 6.140-AP1 Education of Homeless Children Exhibits (new)
- Exhibit 6.60-E1 Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes
- Exhibit 6.100-E1 Guidelines and Application for Using Animals in School Facilities

Enrollment Update

Cunningham reported total enrollment as of the end of January 2010 was 12,831. (Attachment #15) He noted that there were 1100 kindergarten students currently enrolled.

Freedom of Information Request

- Dennis Harsh Studio, Bloomington IL (Attachment #16)

Board Representative Committee Meeting Reports

- Board Policy Review Committee ~ The index for the District's Board policies, procedures, and exhibits will be posted to the Unit 5 website this week. The committee will meet February 11.
- Strategic Planning and Finance Committee ~ The committee will meet on February 17.
- McLean County Regional Planning Commission ~ The commission met on February 3.
- District Core Team ~ The committee met on February 3. Discussion included shared decision making, commitment and belief statements, and review of the District's Mission Statement.
- Beyond the Books Educational Foundation Board of Directors ~ Grant applications are available online and information is due by March 31. \$28,000 will be awarded in grants in early May.
- Community Connections Committee ~ The committee will meet on February 19.
- Illinois Association of School Boards ~ There will be a IASB Corn Belt conference meeting on March 4. The meeting will be held in Olympia.

Announcements/Comments

- Freedom of Information Act training is available online at the Illinois Attorney General's website.
- The Boy Scouts of America celebrated their 100th Anniversary on February 8.
- The KIDS Expo will be held on February 13.
- District mock trial teams will compete at the Law and Justice Center on February 12.
- March 1 there will be a debriefing session for individuals who recently toured Stevenson High School as part of the Professional Learning Communities program.
- Students Involved in Technology will host an event at Heartland Community College on February 20.

Adjournment

The meeting was adjourned at 9:56 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: March 10, 2010**