

**Minutes**  
**McLean County Unit District No. 5**  
**BOARD OF EDUCATION**  
**Regular Session**  
**April 28, 2010**

The Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois met in regular session on April 28, 2010 at 5:35 p.m. at the District Office, 1809 W. Hovey Avenue, Normal, Illinois.

**Roll Call**

Members present: Gail Ann Briggs, Scott Lay, Wendy Maulson (entered at 5:36 p.m.), Mark Pritchett, John Puzauskas, Jay Reece, and Board President Meta Mickens-Baker. Members absent: None.

**Closed Session**

At 5:35 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)(1) The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel,
- Section 2(c)(2) Collective negotiating matters between the public body and its 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 probably or 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 5:46 p.m., Briggs moved, Reece seconded, to come out of closed session and return to public session.

Roll call: Ayes: Briggs, Lay, Maulson, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried**

Also present: Superintendent Gary Niehaus, Assistant Superintendent of Human Resources Nate Cunningham, Interim Chief Financial Officer/Treasurer Martin Getty, Clerk of the Board Donna Evans, and attorneys for the District Dennis Triggs and Curt Richardson.

**Action From Closed Session**

Briggs moved, Lay seconded, to approve Resolution Authorizing Notice to Remedy to tenured teacher as recommended. (Attachment #1) Roll call: Ayes: Briggs, Lay, Maulson, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried**

**Return to Closed Session**

At 5:47 p.m. Briggs moved, Pritchett seconded, to return to closed session. Roll call: Ayes: Briggs, Lay, Maulson, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried**

**Return to Public Session**

At 7:06 p.m., Briggs moved, Puzauskas seconded, to come out of closed session and return to public session. Roll call: Ayes: Briggs, Lay, Maulson, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried**

Also present: Superintendent Gary Niehaus, Assistant Superintendent of Human Resources Nate Cunningham, Interim Chief Financial Officer/Treasurer Martin Getty, Assistant Superintendent of Curriculum and Instruction Jim Braksick, Director of Operations Joe Adelman, Clerk of the Board Donna Evans, Jeanette Nuckolls, Dayna Brown, Phyllis Coulter of *The Pantagraph*, Vickie Mahrt, Shelly Erickson, Steve Robinson of the *Normalite*, Erik Bush, Jeff Monahan, Chris Donnan, Jeremy Haley, Wes Caldwell, Beth Smith, Jeff Appel, Jerry James, Brian Cupples, Mike Trask, Hope Wheeler, Helen Barrick and Carla Paschal of Clifton Gunderson, Representative Dan Brady, and others.

**Focus on Students and Good News Reports**

- NCHS Worldwide Youth in Science and Engineering (WYSE) Academic Challenge Team ~ NCHS students ~ Sarah Block, Blake Cecil, Aaron Frank, Raj Kadiyala, Tarush Khurana, Greg Schwarz, Esha Wang, Jordan Fischer, Krishna Kallakuri, and Helen Zhang, and NCHS sponsor Dr. Jon Scott.
- Parkside Elementary School 5<sup>th</sup> grade class and teacher Kathleen O'Connell ~ Project Unify, Youth Athletes Program and Word to End the Word Campaign

### **Public Comments**

There were no public comments.

### **Organization of the Board**

#### Appointment of Temporary Chair

Pritchett moved, Puzauskas seconded, to appoint Superintendent Niehaus as temporary chair. Roll call: Ayes: Briggs, Lay, Maulson, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

#### Election of Board President

Niehaus called for nominations for Board President. Puzauskas nominated Mickens-Baker. Nominations were closed. Puzauskas moved, Briggs seconded, to elect Meta Mickens-Baker as Board President. Roll call: Ayes: Briggs, Lay, Maulson, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

#### Election of Board Vice President

Mickens-Baker called for nominations for Board Vice President. Briggs nominated Puzauskas. Nominations were closed. Briggs moved, Reece seconded, to elect John Puzauskas as Board Vice President. Roll call: Ayes: Briggs, Lay, Maulson, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

#### Election of Board Secretary

Mickens-Baker called for nominations for Board Secretary. Lay nominated Briggs. Nominations were closed. Lay moved, Maulson seconded, to elect Gail Ann Briggs as Board Secretary. Roll call: Ayes: Briggs, Lay, Maulson, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

Mickens-Baker declared that the Unit 5 Board of Education was officially organized and ready to consider matters which may come before it.

### **Action**

#### Selection of Day, Hour and Place for Board Meetings

Briggs moved, Pritchett seconded, to set the second and fourth Wednesdays of the month as the official board meeting days, with meetings to begin at 7:00 p.m., and the official meeting place to be the District Office, 1809 West Hovey Avenue, Normal, Illinois. Roll call: Ayes: Briggs, Lay, Maulson, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

### **Reports**

#### Enrollment Projections

Niehaus reported on projected enrollment through 2018. (Attachment #2) Niehaus noted that the numbers show growth and by 2014-2015 there will be a need for an additional elementary school site. By 2015 enrollment is expected to be at approximately 16,000 students. Discussion also included the increase in middle school and high school enrollment. Figures reported will assist the District with planning for future construction and the budgeting process.

#### 3<sup>rd</sup> Quarter Budget Report

Getty presented a summary on all District funds showing results of the 3<sup>rd</sup> quarter review. (Attachment #3) He reported on the current budget and the projected ending balances. The summary is the basis for the development of the tentative amended budget scheduled for approval at tonight's meeting. Discussion included but was not limited to the following:

- Lower Equalized Assessed Valuation (EAV) resulting in lower than expected revenue from the December 2009 levy
- Lower EAV will affect the FY 2009-2010 and FY 2010-2011 budgets
- Projected revenues and expenditures in all funds
- Projecting salary and benefit costs by placement of expenditures in appropriate line items

- Level funding and Governor's budget
- Proposed budget reductions for FY 2010-2011
- Use of furlough days for employee groups not covered by contract
- Additional reductions in teaching staff at all levels
- Freeze in salaries for all employee groups

Representative Dan Brady addressed the Board about the current state of affairs in Springfield. He reported that it is anticipated that the State legislature will conclude business for the year within the next few weeks. Brady noted that it was one of his priorities to ensure that schools receive any payments from the State that have already been vouchered. Brady also discussed the possibility of a six-month State budget. It was the consensus of the Board to plan for a special budget work session sometime late in May.

## Action

### Approve Tentative Amended Budget for Fiscal Year 2009-2010

Getty presented the tentative amended budget for 2009-2010. (Attachment #4) Maulson moved, Pritchett seconded, to approve the tentative amended budget for fiscal year 2009-2010 as presented. Roll call:

Ayes: Briggs, Lay, Maulson, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

### Approve Notice of Public Hearing on the Amended Budget for Fiscal Year 2009-2010

Getty reported that the public hearing on the amended budget is scheduled for June 9. (Attachment #5)

Briggs moved, Pritchett seconded, to approve the notice of public hearing on the amended budget for fiscal year 2009-2010 as presented. Roll call: Ayes: Briggs, Lay, Maulson, Pritchett, Puzauskas, Reece,

Mickens-Baker. Nays: None. **Motion carried.**

### Approve Audit Services Provider for Community Unit School District No. 5 McLean and Woodford Counties and Mackinaw Valley Special Education Association

Getty reported ten audit firms in Illinois and Iowa were sent the Request for Proposal for auditing services. The District received proposals from Gorenz and Associates and Clifton Gunderson. Hope Wheeler, Helen Barrick and Carla Paschal of Clifton Gunderson provided a summary of the audit services their firm will provide. (Attachment #6) Lay moved, Pritchett seconded, to approve the agreement with Clifton Gunderson LLP as audit services provider for Community Unit School District No. 5 McLean and Woodford Counties, Illinois and Mackinaw Valley Special Education Association for fiscal years ending June 30, 2010, 2011, and 2012 as recommended. Roll call: Ayes: Briggs, Lay, Maulson, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

### Approve Resolution/Agreement Authorizing the Issuance of a Tax Anticipated Promissory Note

Getty provided information on the Resolution/Agreement Authorizing the Issuance of a Tax Anticipated Promissory Note. (Attachment #7) He noted that the amount of credit will be up to \$23 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. Pritchett moved, Briggs seconded, to approve the Resolution/Agreement Authorizing Issuance of a Tax Anticipation Promissory Note of Community Unit School District No. 5, McLean and Woodford Counties, Illinois, in a principal amount not to exceed \$23,000,000 and confirming the sale thereof; authorizing the execution and delivery of a line of credit agreement and related documents; and related matters as presented. Roll call: Ayes: Briggs, Lay, Maulson, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

### Approve Financial Advisory Agreement with PMA Securities for the Issuance of a Tax Anticipated Promissory Note

Getty provided information on the agreement with PMA Securities for services to the District in preparation of the issuance of the previously approved Tax Anticipated Promissory Note. (Attachment #8) Briggs moved, Puzauskas seconded, to approve the Financial Advisory Agreement for the issuance of a tax anticipated promissory note with PMA Securities as presented. Roll call: Ayes: Briggs, Lay, Maulson, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

### Authorize Superintendent or Designee to Engage in Energy Contracts

Getty recommended the Board authorize Dr. Niehaus or a designee to enter into a contract for energy services. This authorization would allow the District to enter into a contract when prices are at their lowest. (Attachment #9) Contracts would then be presented to the Board for formal approval. Puzauskas moved, Pritchett seconded, to authorize Superintendent Niehaus or his designee to engage in energy contracts for routine gas and/or electric services and to bring said contracts before the Board for approval at a regularly

scheduled meeting. Roll call: Ayes: Briggs, Lay, Maulson, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

**Accept Bids for Health and Life Safety Renovations at Colene Hoose Elementary School**

Monahan presented information on bids for two projects for renovations at Colene Hoose Elementary School. (Attachment #9) The projects were for installation of an ADA accessible lift and heating, ventilation, and air conditioning work.

Lay moved, Pritchett seconded, to approve the bid for installation of an American with Disabilities Act (ADA) accessible lift at Colene Hoose Elementary School with Lifts of Illinois for the total bid amount of \$13,405.00 as recommended. Roll call: Ayes: Briggs, Lay, Maulson, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

Pritchett moved, Maulson seconded, to approve the bid for heating, ventilation and air conditioning (HVAC) for the renovation and room conversion project at Colene Hoose Elementary School with John's Service and Sales for the total bid amount of \$25,163.00 as recommended. Roll call: Ayes: Briggs, Lay, Maulson, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

**Accept Bids for Renovations at Carlock Elementary School**

Monahan presented information on bids received for renovations at Carlock Elementary School. (Attachment #10) Puzauskas moved, Pritchett seconded, to approve the bid for installation of an American with Disabilities Act (ADA) accessible lift at Carlock Elementary School with Lifts of Illinois for the total bid amount of \$24,498.00 as recommended. Roll call: Ayes: Briggs, Lay, Maulson, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.**

**Approve Business Manager's Employment Contract**

Niehaus provided information on his recommendation to hire Erik Bush as the new Business Manager for the District. Briggs moved, Maulson seconded, to approve the three-year employment contract with Erik Bush as business manager to commence July 1, 2010 as recommended. Roll call: Ayes: Briggs, Lay, Maulson, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.** (Attachment #12) Bush was introduced and addressed the Board. Niehaus and Board members also expressed their appreciation to Martin Getty who has served as Interim Chief Financial Officer.

**Consent Agenda**

Niehaus reviewed and recommended approval of the Consent Agenda.

**Payment of Bills** (Attachment #13)

**Financial Reports**

- Treasurer's Report (March) (Attachment #14)
- Statement of Expenditures (March) (Attachment #15)
- Investment Update (Attachment #16)

**Adoption of Board Policies and Administrative Procedures** (Attachment #17)

Policies (amended)

- Policy 4.30 Revenue and Investments
- Policy 4.60 Purchases and Contracts
- Policy 4.90 Activity Funds
- Policy 4.170 Safety
- Policy 5.20 Workplace Harassment Prohibited
- Policy 6.300 Graduation Requirements

Administrative Procedure (new)

- Administrative Procedure 6.300-AP1 Posthumous Diploma or Recognition

Exhibit (new)

- Exhibit 6.300-E1 Application for a Diploma for Veterans of WW II, the Korean Conflict, or the Vietnam Conflict

**Approve Renewal Agreement with Watts Copy Systems, Inc.** (Attachment #18)

**Approve Semi-annual Review of Closed Session Minutes**

**Approve Requests for Donations** (Attachment #19)

- KJHS ~ Fence for baseball dugouts
- NCHS ~ Foundation and cap for cornerstone from original Normal Community High School building

Approve Addendum to Superintendent's Contract for FY 2010-2011 (Attachment #20)

Puzauskas moved, Lay seconded, to approve the Consent Agenda as recommended. Roll call: Ayes: Briggs, Lay, Maulson, Pritchett, Puzauskas, Reece, Mickens-Baker. Nays: None. **Motion carried.** It was noted that the addendum to Superintendent Niehaus' contract included a change to freeze his salary for fiscal year 2010-2011. Briggs reported that Administrative Procedure 6.300-AP1 included a clarifying change since the first reading.

**Reports**

Three-tiered Busing Committee Update

Chris Donnan, Jeremy Haley, Wes Caldwell, and Joe Adelman provided a summary of the Transportation Department's current operations and improvements made to the department this school year. (Attachment #21) It was the recommendation of the committee to change the junior high school start time to 7:30 a.m. This would help accommodate late buses to several elementary schools and eliminate the need to purchase additional buses. The Board will consider this change at its May 12 meeting.

Board Representative Committee Meeting Reports

- Facilities Review Committee ~ Pritchett and Puzauskas toured Cedar Ridge Elementary School. It was noted that the transition for occupancy has begun.
- Beyond the Books Educational Foundation Board of Directors ~ Readers will meet Thursday, April 29 to select the winning grants for the 2010-2011 year. The announcement of the winners will be on Thursday, May 6.
- Illinois Association of School Boards ~ The division meeting will be in Fairbury on Wednesday, May 5. IASB has made a request to use one of the District's new elementary schools as the site for a fall or spring meeting for the 2010-2011 year.
- Board Policy Review Committee ~ The committee's scheduled meeting for Thursday, April 29 has been cancelled.
- Community Connections Committee ~ The committee will meet on Friday, May 7. Agenda items will include the Unit 5 *Pride* and the Staff Recognition Program. The Staff Recognition Program is scheduled for Thursday, May 13.

**Announcements/Comments**

- Pritchett will represent Unit 5 at the Children's Miracle Network telethon scheduled for Sunday, June 6.
- Mickens-Baker, Niehaus, and Brown met with *The Pantagraph* Editorial Board on Tuesday, April 20.
- Mickens-Baker attended the Global Youth Service Day held on Friday, April 23. The event was hosted by Illinois State University.
- District 87 will host a retirement celebration for Superintendent Robert Nielsen on Thursday, May 20 from 3:00 p.m. to 6:00 p.m. at Bloomington High School.
- The Unit 5 Professional Development School celebration will be held at Prairieland Elementary School on Friday, May 7. All Board members were invited to attend.

**Adjournment**

The meeting was adjourned at 9:42 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: May 12, 2010**