

Manteno Community Unit School District No. 5  
Regular Meeting of the Board of Education  
Tuesday, August 12, 2014 – 6:30 p.m.  
High School Library

- Open Session The meeting was held in the library of the Manteno High School and was called to order by President Stauffenberg at 6:30 p.m.
- Roll Call The following members answered to roll call: G. Dodge, E. Hofmeister, P. Mallaney, L. Murray, M. Nelson, and M. Stauffenberg – six (6). Absent: Preston – one (1).
- Also present: Supt. Harrod, K. Meyer, R. Schnitzler, K. Flanigan, R. Haines, D. Conrad, N. Short, C. Majerski, M. Glenn, J. Emerson, A. Furbee, T. Steele, C. Creek, J. Finkelstein, T. Weber, J. DePoister, N. Kaufman, and Clerk Fortin - eighteen (18).
- Visitors: K. Prendergast, Maureen Fournier, K. Emerson, C. Quigley, K. Trumble and Karen Haave of Cornerstone Media reporter – six (6).
- Pledge of Allegiance President Stauffenberg led everyone in the Pledge of Allegiance.
- Public Hearing For Proposal To Sell District Bonds in the Amount of \$15,000,000 Moved by Nelson, seconded by Dodge to open a public hearing for the proposal to sell bonds of the District in the amount of \$15,000,000 for the purpose of paying claims against the District. Ayes: Nelson, Dodge, Hofmeister, Mallaney, Murray, and Stauffenberg – six (6). Motion carried. Public hearing opened at 6:31 p.m.
- There were no comments by the public.  
President Stauffenberg commented that this was no new money. It is similar to refinancing your home mortgage.  
There were no staff comments.
- Moved by Mallaney, seconded by Murray to close the hearing for the proposal to sell bonds of the District in the amount of \$15,000,000 for the purpose of paying claims against the District. Ayes: Mallaney, Murray, Dodge, Hofmeister, Nelson, and Stauffenberg – six (6). Nays – none (0). Motion carried. The hearing closed at 6:32 p.m.
- Public Hearings/ Petitions/ Comments Maureen Fournier presented the Middle School Physical Education Department with the Blue Ribbon Award and was very impressed with everything offered to our students. There was a self-evaluation completed, which had to evaluate curriculum instruction, building facilities, medical and safety issues, as well as finance and administration information. Those present to accept the award included Kevin Prendergast, Cindy Quigley, and Kristie Trumble. Congratulations to our Middle School Physical Education Department on their hard work to achieve this award.
- A PTO representative was unavailable for a report this evening.
- Reports of Committees **Building Committee** – There was no meeting last month.
- Finance Committee** – Chairman Mallaney reported the committee met this evening and discussed the following:
- State Revenue
  - Primary School demolition update

- Contracts
- Printer Maintenance at \$250/month
- Master Service Agreement
- Pitney Bowes lease for \$99/month
- Early Childhood and Elementary Pitney Bowes Lease \$45/month
- Fuel Bid – Heritage Farms
- Milk Bid – Cloverleaf
- Bread bid – Earth Grains
- Heath Care Reform – Contract consulting services pending Jack Canna’s review
- Defined STEM Subscriptions
- Chromebooks accidental damage coverage
- Tentative budget to be placed on display for approval in September
- Approve retro commissioning program
  - Member Nelson wanted to make sure this did not create additional work for the Maintenance Dept. It was assured the Director of Maintenance was in agreement to move forward.

**Curriculum, Instruction, and Assessment Committee** – Cathy Creek, Director of Curriculum and Assessment, reported the new team leaders have been selected and will be part of the CIA Committee, which will meet the second Tuesday of every month. The administrative team has been quite busy hiring new high quality teachers.

**Technology Committee** – Tom Steele reported the following:

- The Technology Department was busier this summer than expected.
- 125 teacher computers were replaced
- Existing Chromebooks were refurbished
- Ready to go for “Opening Day”
- Thanked the technology interns who helped this summer
- Thanked Dan and Stephanie as well for all of their hard work
- E-rate services are being reduced
- Eliminating POTTs lines
- \$4,320 was received from old technology which was sent to be refurbished
- CMS/ICN – Legal counsel will approve final document
- Document Imaging – Maintenance Agreement
- Martin Whalen will supply toner this year with a potential savings of \$3,500
- Two year warranty for Chromebook coverage (includes actual extended warranty and will cover any wear and tear)

Consent  
Agenda

Moved by Dodge, seconded by Nelson to approve the following items:

A. Minutes

- Regular Board meeting of June 24, 2014
- Executive Session of June 24, 2014

B. Financial Reports

- Summary of Cash/Investment/Fund Balances Report
- M-T-D/Y-T-D Revenue/Expenditure Summary Reports
- Cost Analysis – Education; Cost Analysis – O & M

- Revenue Report
- Expenditure Report
- O & M Gas and Electric Expenditure Report
- Food Service Report
- Payroll Extras Report
- Imprest Check Report
- Accounts Payable Report
- ISDLAF Report
- Activity Account Reports
- Additional Accounts Payable

C. Adoption of Executive Session Minutes Resolution (to keep the closed session minutes contained on Schedule “A” of meetings held between January 28, 2014 thru June 24, 2014 closed and to keep Schedule “B” of those meetings closed and confidential and to destroy the recorded closed session minutes of meetings prior to December 18, 2014.)

D. Approve Olivet Nazarene Student Teaching/Field Experience Agreement for the 2014-2015 school year.

E. Approve Out of State Trip for the Robotic Team members to travel to Sedalia, Missouri, along with their sponsor.

F. Approve the anticipated self-funded Cross Country participation at the Middle School (provided parent agrees to the terms and guidelines, including self-funding the program and securing a faculty sponsor). The administration will survey student interest and report to the Board on whether Cross Country should be added as a school sport for the 2015-2016 school year.

G. Resignations

- Amanda Pennington – Family and Consumer Science Teacher/ FACS Club Sponsor
- Mary Coker – Middle School Fifth Grade teacher effective immediately
- Janet Austiff – Middle School Language Arts teacher effective immediately
- Jennifer Thiesen – Paraprofessional effective immediately
- Lisa LaFevre – Paraprofessional effective immediately (have verbal, waiting for written)
- Kristine Couch – Paraprofessional effective immediately
- Mary Lou Joubert – Paraprofessional effective immediately
- Jordan Stroud – Paraprofessional effective immediately
- Erick Hoyer – Paraprofessional effective immediately (have verbal, waiting for written)
- Stephanie Chaplinski – Paraprofessional effective immediately (have verbal, waiting for written)
- Valerie Nugent – Middle School Administrative Assistant effective immediately
- Reida Dobi – Three hour food service employee effective immediately
- Pam Fetherling – Six hour food service employee effective July 20, 2014
- Kim Tracy – Six and ½ hour food service employee (have verbal, waiting for written)
- Jane Minnich – High School Paraprofessional effective immediately

- Matthew Kleszynski – Summer Tech Intern effective at the end of the summer break
- Savannah Guerrero – Summer Tech Intern effective at the end of the summer break
- Sarah Davis – Summer Tech Intern effective at the end of the summer break
- Andrew Welsh – High School Paraprofessional effective immediately
- Emily Wolsko – Paraprofessional and Yearbook Sponsor effective immediately
- Ashley Byers – Paraprofessional effective immediately

H. FMLA Requests

- Sue Liss – Intermittent leave from the beginning of the school year
- Charity Miller – Intermittent leave beginning July 15, 2014

I. Employments for the 2014-2015 School Year

- Erin Ruff – Special Education Staffing Coordinator effective August 1, 2014
- Katelyn Posing – 8<sup>th</sup> Grade Language Arts/Social Studies teacher (7/14/14)
- Justin Meyers – High School Math teacher/Floating Sub and Chess Club Sponsor (7/21/14)
- Sarah Milen – Elementary School Special Education Teacher (7/23/14)
- Taylor Pierce – 5<sup>th</sup> Grade Teacher (7/28/14)
- Tracy Mrozek – FMLA Long-term Substitute for 7<sup>th</sup> grade Math position first semester
- John Edwards – In School Suspension Supervisor
- Dawn Drexler – High School Junior Varsity Academic Team Sponsor
- Dan Sobodas – Varsity Academic Team Sponsor
- Katelyn Posing – Middle School Softball “B” level coach – 60%
- Krista Carlile – Middle School Softball “B” level coach – 40%
- Nina Zalewski – High School Assistant Volleyball Sponsor
- Patrick Mellin – High School Golf Coach
- Reida Dobi – Food Service Substitute
- Barbara Rocznik – Substitute Bus Driver and Substitute Bus Assistant
- Cassandra Chaplinski – Substitute Nurse
- Melissa Denoyer – Long term Substitute for FMLA First Grade Teacher from the beginning of the school year until January 5, 2015
- Julie Dupuis – Substitute Nurse
- Chuck Parsons – Substitute Psychologist for FMLA leave from beginning of school year until October 27, 2014
- Marlana Wooten – Substitute Bus Aide
- Erica Lehnus – Special Olympics Sponsor
- Lauren Kenealy – District Office Summer Assistant paid at the same rate as the Technology Assistants
- Sara Davis – District Office Summer Assistant paid at the same rate as the Technology Assistants (for up to total of ten days between both young ladies)
- Cara Field – Recall as a Paraprofessional
- Kim Tracy – Substitute Food Service
- Carla Wenzel – 8<sup>th</sup> Grade Middle School Volleyball Coach

J. Team Leaders for the 2014-2015 School Year

- Kindergarten – Kristen Wise
- 1<sup>st</sup> Grade – Danielle Cronk

- 2<sup>nd</sup> Grade – Lindsay Lukas
- 3<sup>rd</sup> Grade – Jaime Munsterman
- 4<sup>th</sup> Grade – Kim Kent
- 5<sup>th</sup> Grade – Chantal Palmer
- 6<sup>th</sup> Grade – Tim VanSwol
- 7<sup>th</sup> Grade – Tracy Simmonds
- 8<sup>th</sup> Grade – Nichole Whitten
- ES Special Education/Support Staff – Leslie Guerin
- MS Special Education/Support Staff – Jennifer Carroll
- HS Special Education/Support Staff – Meagan Crandall
- ES Related Arts – Sue Liss
- MS Related Arts – Kristie Trumble
- HS English/Language Reading – Ashley Porter
- HS Social Science – Jim Giacchino
- HS Science – Alyse Morefield
- HS Mathematics – Doug Wenzel
- HS Vocational/PE/Health/Fine Arts – Lori Weedon

K. Employment Transfers for 2014-2015

- Sarah Settles – 2<sup>nd</sup> Grade Resource Teacher to First Grade Teacher
- Carla Wenzel – Intervention Specialist
- Kristina Lengel – Intervention Specialist

L. Employment for 2014-2015 Pending Successful Completion of Paperwork

- Jonathan Petyko – Middle School Special Education Teacher (7/2/14)
- Jessica Souto – Elementary School Special Education Teacher (7/15/14)
- Vincent DeVivo– High School Physics Teacher (8/5/2014)
- Rebecca Agent – First Grade Teacher (8/7/14 #1)
- Michon Dersien – High School Family and Consumer Science Teacher and FACS Sponsor - (8/7/14 #2)
- Henry Bertrand – High School Asst. Football Coach (1/2 of a stipend)
- Jose Munoz – Grounds/Maintenance Assistant (8/12/14)
- Meghann Carlile - Full time Teacher Substitute (until her Speech Pathologist licensure has been issued)
- Lindsay Fetherling – Strawson FMLA coverage from 8/18/14 thru 1/5/15
- Jeanette Heppe – Paraprofessional (8/8/14)
- Kim Keane – Paraprofessional (8/8/14)
- Tabitha Williams – Paraprofessional (8/12/14)
- Suzette Ashby – Three Hour Food Service Employee
- Cynthia Zajdzinski – Three Hour Food Service Employee
- Julie Breazeale – Six and Half Hour Food Service Employee
- Vicki Rogers – Six Hour Food Service Employee
- Kelly Bohne – Paraprofessional (8/12/14)

M. Music Stipends

- High School Band – Dan Tripp
- High School Chorus – Sean Hoffmann
- High School Show Choir – Sean Hoffmann

- High School Show Choir Accompanist – Karen Parkison
- Middle School Band – Jennifer Grill
- Middle School Chorus – Sean Hoffmann
- Middle School Show Choir – Brenna See
- Show Choir Combo Director – TBA
- 5<sup>th</sup> Grade Band – Dan Tripp
- High School Play – Brit Norris
- Terri Baldwin – Grand Paws Accompanist

N. Authorization for Superintendent to Hire

- Multiple Paraprofessionals
- Multiple Extra-Curricular Positions
- FMLA Substitute For Amy Shinabarger – 8/18/14 thru 9/8/14
- Food Service Personnel

Ayes: Mallaney, Murray, Dodge, Hofmeister, Nelson, and Stauffenberg – six (6). Nays – none (0). Motion carried.

Unit Office  
Report

Supt. Harrod commented on the following:

Thanked the custodial staff, administrative assistants, District Office staff and the administrators for their hard work this summer

- Open House information this week:
  - Middle School Wednesday 5:00 (5<sup>th</sup> grade) and 6:00 – 8:00 p.m. (6<sup>th</sup> thru 8<sup>th</sup>)
  - Elementary School – Thursday 6:00 – 8:00 p.m.
  - High School – Thursday 6:00 – 8:00 p.m.
- Opening Day – Back to School – Monday, August 18, 2014
- Good News:
  - Congratulations to Lindsay Kociolek, HS Guidance Counselor, who received an award and will be recognized at Governor’s State University for being nominated by a student who thought Lindsay has made a difference in her life.
  - Congratulations to the girls soccer team for being recognized by IHSA for achieving a 3.66 total cumulative team grade point average during the 2013-2014 season. This qualifies the team for an IHSA Team Academic Achievement Award.
  - Congratulations to Kori Johnson, HS Senior who has excelled in volleyball on the national level. Kori recently finished fifth at the 2014 AAU National Championships with her Ultimate Volleyball Club girls’ 17-Gold team.

Old Business

Approve Master Service Agmt. With CMS/ICN New Business  
Moved by Dodge, seconded by Mallaney, to approve the “Community Anchor Institution Service Agreement for CMS Fiber Builds” with Illinois Century Network as presented.  
Ayes: Dodge, Mallaney, Hofmeister, Murray, Nelson, and Stauffenberg – six (6).  
Nays – none (0). Motion carried.

Approve Moved by Nelson, seconded by Hofmeister to approve the placement of the 2014-2015

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2014-2015 Tentative Budget on display in the District Office for 30 days as presented.  
Tentative Ayes: Nelson, Hofmeister, Dodge, Mallaney, Murray, and Stauffenberg – six (6).  
Budget for Nays – none (0). Motion carried.  
Display

Approve Ag Moved by Nelson, seconded by Dodge to approve the Agriculture Instructor/FFA  
Instructor Advisor to attend the IAVAT Conference in Nashville, Tennessee from November  
FFA Advisor 19<sup>th</sup> thru 22<sup>nd</sup> as presented. Ayes: Nelson, Dodge, Hofmeister, Mallaney, Murray, and  
To Attend Stauffenberg – six (6). Nays – none (0). Motion carried.  
IAVAT  
Conference

Approve Moved by Dodge, seconded by Hofmeister to approve the amended 2014-2015 school  
2014-2015 calendar as presented. Voice vote: All ayes – six (6). Nays – none (0).  
Amended Motion carried.  
School  
Calendar

Approve Moved by Nelson, seconded by Mallaney to approve the Printer Maintenance/  
Printer Agreement with Martin Whalen Office Solutions (MWOS) for a period of one year  
Maintenance in the amount of \$250.00 a month plus a “pay-per-click” fee as presented.  
Supply Ayes: Nelson, Mallaney, Dodge, Hofmeister, Murray, and Stauffenberg – six (6).  
Agmt. Nays – none (0). Motion carried.

Award Moved by Hofmeister, seconded by Dodge to award the fuel bid to the lowest  
Fuel bidder Heritage FS for the 2014-2015 school year. Ayes: Hofmeister, Dodge,  
Bid Mallaney, Murray, Nelson, and Stauffenberg – six (6). Nays – none (0).  
Motion carried.

Approve Moved by Mallaney, seconded by Murray to approve Earthgrains Baking Company  
District as the bread provider for the 2014-2015 school year as presented.  
Bread Ayes: Mallaney, Murray, Dodge, Hofmeister, Nelson, and Stauffenberg – six (6).  
Provider Nays – none (0). Motion carried.

Approve Moved by Dodge, seconded by Nelson to approve Cloverleaf Farms Distributors, Inc.  
District as the milk provider for the 2014-2015 school year as presented. Ayes: Dodge, Nelson,  
Milk Hofmeister, Mallaney, Murray, and Stauffenberg – six (6). Nays – none (0).  
Provider Motion carried.

Approve Moved by Mallaney, seconded by Murray to approve the Pitney Bowes District  
Pitney Office contract for 60 (sixty) months at \$99.00 per month as presented. Ayes:  
Bowes Mallaney, Murray, Dodge, Hofmeister, Nelson, and Stauffenberg – six (6).  
District Nays – none (0). Motion carried.  
Office  
Contract

Approve Moved by Nelson, seconded by Mallaney to approve a 60 (sixty) month

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EC Center & contract at \$45.00 a month with Pitney Bowes for one postage machine for the  
Elementary Early Childhood Center and the Elementary School to share as presented.  
School Ayes: Nelson, Mallaney, Dodge, Hofmeister, Murray, and Stauffenberg – six (6).  
Pitney Bowes Nays – none (0). Motion carried.  
Postage Machine

Approve Moved by Dodge, seconded by Mallaney to approve the Escrow Agreement  
Escrow with NRC Corporation (formerly known as Wallace Paving) to ensure that funds  
Agmt. with are available to cover the cost of correcting any defective work on the athletic  
NRC Corp. surface at the High School track during the subcontractor’s warranty period that ends  
(Wallace on June 13, 2017 as presented. Ayes: Dodge, Mallaney, Hofmeister, Murray, Nelson,  
Paving) and Stauffenberg – six (6). Nays – none (0). Motion carried.

Approve Moved by Mallaney, seconded by Murray to approve participation in the Retro-  
Retro- Commissioning Program for two years as presented. Ayes: Mallaney, Murray,  
Commissioning Dodge, Hofmeister, Nelson, and Stauffenberg – six (6). Nays – none (0). Motion carried.  
Program

Approve Moved by Murray, seconded by Hofmeister to approve purchasing the Defined  
Defined STEM subscription with three building licenses at \$2,495 each, for a total of \$7,485.00  
STEM as presented. Ayes: Murray, Hofmeister, Dodge, Mallaney, Nelson, and  
Subscription Stauffenberg – six (6). Nays – none (0). Motion carried.

Approve Moved by Dodge, seconded by Murray to approve the Chromebook Accidental  
Chromebook Damage Coverage as presented. Ayes: Dodge, Murray, Hofmeister, Mallaney, Nelson,  
Accidental and Stauffenberg. Nays – none (0). Motion carried.  
Damage Cvg.

Approve Moved by Mallaney, seconded by Dodge, to approve the Health Care Reform Consulting  
Health Care Services with Arthur J. Gallagher and Company as presented for \$17,000.00 (one year)  
Reform Ayes: Mallaney, Dodge, Hofmeister, Murray, Nelson, and Stauffenberg – six (6).  
Consulting Nays – none (0). Motion carried.  
Services

Anticipated Future items: Adoption of the 2014-2015 budget & approve School Improvement Plans.  
Future Items

Motion to Moved by Dodge, seconded by Nelson to close open session and enter into  
Enter into executive session for the purpose of the appointment, employment, compensation, discipline,  
Executive performance, or dismissal of specific employees or legal counsel; collective negotiating  
Session matters; presentation of evidence or testimony as authorized by law; purchase, lease, or sale  
of real or publicly owned property; investment contracts, security procedures which may  
include personnel; student disciplinary cases; litigation; issues under the Tort Immunity Act;  
professional ethics or performance; board self-evaluation; selection to fill a public office;  
and/or the discussion of previously closed minutes. Ayes: Dodge, Nelson, Hofmeister,  
Mallaney, Murray, and Stauffenberg – six (6). Nays – none (0). Motion carried. Open  
Session ended at 7:04 p.m.



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Return to Open Session Moved by Hofmeister, seconded by Murray to return to open session at 8:17 p.m.  
Ayes: Hofmeister, Murray, Dodge, Mallaney, Nelson, and Stauffenberg – six (6).  
Nays – none (0). Motion carried.

Approve Resignation Of Tenured Teacher Moved by Hofmeister, seconded by Dodge to approve the resignation of a tenured teacher. Ayes: Hofmeister, Dodge, Mallaney, Murray, Nelson, and Stauffenberg - six (6). Nays – none (0). Motion carried.

Adjourn Meeting Moved by Hofmeister, seconded by Mallaney, to adjourn the meeting at 8:17 p.m.  
Ayes: Hofmeister, Mallaney, Dodge, Murray, Nelson, and Stauffenberg – six (6).  
Nays – none (0). Motion carried.

*\*Mark Stauffenberg*

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Mark Stauffenberg – President

*\*Patrick Mallaney*

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Patrick Mallaney – Secretary

MKS/PM/df

\*Original signatures on file at the District Office