

MANTENO COMMUNITY UNIT SCHOOL DISTRICT NO. 5  
 Retreat of the Board of Education  
 Saturday, January 12, 2008 – 8:00 a.m.  
 High School Library

Open Meeting      The meeting was held in the library of the Manteno High School Library, and was called to order by President Stauffenberg at 8:00 a.m.

Roll Call            The following members answered to roll call:

G. Dodge      P. Mallaney    G. Preston      J. Toepper  
 M. Stauffenberg – five (5).    Absent: S. Martin and M. Nelson – Two (2).

Also present: Supt. Russert, K. Meyer, P. Russert, D. Conrad, R. Schnitzler, S. Clark, J. Palicki, A. Furbee, T. Steele, C. Carter, J. Ruland, R. Kemp, J. DePoister and Clerk Fortin – fourteen (14). Visitors: K. Frame - one visitor.

Pledge of Allegiance      President Stauffenberg led everyone in the Pledge of Allegiance.

Approve Change Orders      Moved by Preston, seconded by Dodge to approve the construction change orders as presented:

<b>School/ Change Order #</b>	<b>Vendor - Description</b>	<b>Amount</b>
MS+HS/ KAM-5	KAM Services – Additional asbestos removal needed at both schools.	\$4,225.00
HS/ 4E-2	Frank Cooney – Notch bases of science cabinets for Ron’s Plumbing. We have already taken an equal credit from Ron’s Plumbing (see change order 8-6).	\$1,000.00
HS/ 4C-9	Vissering – Reimburse Terry Vaughn for clean-up work, this is a credit.	(\$591.30)
HS/ 4C-7	Vissering – Reimburse Larson Equipment for half of the material and labor for the installation of plastic laminate inside the trophy cases. This is a credit.	(\$725.00)
HS/ 4C-8	Vissering – Reimburse Ruder for repairing cut electrical in second gym. This is a credit.	(\$894.95)
MS+HS/ 4L-1	Illini Supply – Credit for MS gym lockers to have padlocks instead of inset dial locks.	(\$6,644.90)
HS/ 10-16	Ruder Electric – Reimbursement from Vissering for repairing cut electrical in second gym.	\$894.95
HS/ 10-19	Ruder Electric – Deduct for bells listed on change order 10-12. This is a credit.	(\$1,751.00)
HS/ 10-12	Ruder Electric – Electrical wiring to gas solenoid valves, additional data drops in the office, additional	

	remote fire alarm enunciator, and three receptacles in room 185.	\$13,370.44
HS/ 13-3	Tile Works & More – deduct for not sealing the concrete in the mezzanine in the stand alone gym.	(\$900.00)

Ayes: Preston, Dodge, Mallaney, Toepper and Stauffenberg – five (5). Nays – none – (0). Motion carried.

Approve Accounts Payable Moved by Toepper, seconded by Dodge to approve the accounts payable as presented. Ayes: Toepper, Dodge, Mallaney, Preston and Stauffenberg – five (5). Nays – none (0). Motion carried.

Approve Sunday Cheer Comp. Moved by Mallaney, seconded by Preston to approve the Sunday Competitive Cheer Competitions as presented. Ayes: Mallaney, Preston, Dodge, Toepper and Stauffenberg – five (5). Nays – none (0). Motion carried.

Requests for 2008-2009 Staffing Primary School  
 1 primary grade teacher (keep class sizes < 23 per contract).  
 0.5 P.E. teacher (state compliance)  
 Resource teacher at the PS full time (currently shared with the middle school to meet student needs and implement RtI).  
 • Recommendations based on contingencies:  
 • Based on number of classes, increased time or staff for current part-time/shared staff for Art and Music may be needed.  
 • If registration necessitates more than one additional classroom, the mobiles will have to be “reactivated.”

#### Elementary School

1 – Grade Level Teacher  
 Additional Time for Music and Art  
 1 - Special Education Teacher  
 .5 – EC/Pre-K Teacher  
 2 – Teacher Assistants

#### High School

1 Programming Teacher  
 ½ Additional Art Teacher

1 Special Education Teacher as Freshman Communications and English 9 will be Co-Taught classes in 08 – 09  
 1 Transition Coordinator

Allow 5 more students to attend the Career Center. Currently allow 65 students; this would increase to 70 students.

At the present time we are only sending 63 students to the career center and even though the cap would be 70 we could well register less than 70 at the career center.

Middle School

1.0 FTE for classroom teachers  
1.0 FTE for language arts rotation  
0.6 FTE for special education  
~ 0.5 FTE for district music \*  
1.0 FTE for guidance counselor  
1.0 FTE for building secretary

There is also a request due to the number of athletes trying out for baseball and softball to create a "B" team for each program. This would require two additional coaches.

Special Education

1.0 FTE RTI Coordinator/Specialist  
0.25 FTE Social Worker  
1.0 FTE School Psychologist Intern

District Needs

Part-time (120 day) Project Specialist to assist the Supt. on critical projects  
1 additional maintenance assistant who will supervise night time custodians and perform maintenance tasks  
2 – Lunchroom supervisors for Elementary & Middle School cafeterias and recess  
1 additional leased bus  
1 additional route driver  
Purchase ONE used bus to replace one of the old ones we own (1994, 1997, 1997) not to exceed \$67,000.  
(1) ½ FTE Clerical/SMS specialist (\$13,500) - Technology  
Possibly full-time shared with Maintenance  
(2) ¼ FTE tech interns (\$9,000) HS or College to work after school, weekends, holidays, and summer as needed  
(2) ¼ FTE tech interns (\$9,000)  
Bring Dan Christ to 1 FTE from 4/5 (\$10,500)

Misc. Technology Projects:

Web hosting/video streaming service - \$3,000/yr  
Upgrade/Supplement Content Filtering - \$10,000  
Upgrade HS video editing lab - \$6,000  
Upgrade to Windows 2008 - \$10,000  
Skyward Crystal Reports/District Wide Access - \$15,000  
Technology testing environment (may also be used for HS tech. classes) - \$15,000  
Additional Promethean boards for PS & ES - \$10,000  
Automated TV equipment for board meetings - \$15,000  
Additional computer lab (possibly wireless) at High School - \$35,000

Approve  
Positions  
For  
2008-2009

Moved by Preston, seconded by Dodge to instruct Supt. Dawn Russert to fill the numerous positions as presented (to include staffing a “B” team for both softball and baseball at the Middle School level):

<b>Position</b>	<b>Est. Salary</b>
Teacher	\$ 31,177.23
PE Teacher 0.5 FTE	\$ 16,500.00
Teacher	\$ 31,177.23
Spec. Ed. Teacher 1.25 FTE	\$ 51,177.23
Spec. Ed. Aid	\$ 22,000.00
5th Grade Teacher	\$ 31,177.23
Related Arts Teacher Writing	\$ 33,824.61
Guidance* (10 months)	\$ 42,224.73
Secretary (MS/Tech)	\$ 17,112.00
Spec. Ed. Teachers 0.5 FTE Co-teacher	\$ 17,790.89
Computer Science Teacher	\$ 38,740.98
Life Skills/Post HS Trans/Scheduling	\$ 32,059.11
Spec. Ed. 1.0 FTE	\$ 32,059.11
Summer Sec. Days	\$ 1,000.00
School Psychologist Intern	\$ 10,000.00
RTI Coordinator/Specialist or Psych	\$ 45,000.00
Social Worker FTE 0.25 FTE	\$ 9,750.00
PreK/EC 0.5 FTE	\$ 15,588.62
PreK/EC Aide 1.0 FTE	\$ 22,000.00
Music 0.5 FTE	\$ 15,588.62
Art Teacher 0.65 FTE	\$ 21,432.25
Nurse Secretary for 50 days	\$ 3,562.50
Maintenance Asst/Cust Floater (Afternoons)	
2- 0.25 FTE Tech Interns	\$ 9,000.00
Increase D. Christ to 1 FTE from 4/5	\$ 10,500.00
Spec. Project Coordinator or Asst. Supt.	\$ 42,000.00
<b>TOTAL NEW EXPENSES</b>	<b>\$ 602,442.33</b>
Increase Due to Salary Schedules	\$ 338,351.28
<b>Total Increase Expenses</b>	<b>\$ 940,793.61</b>
Levy	\$ 696,318.00
Increase in Spec. Ed. Reimbursement	\$ 46,000.00
General State Aid Increase/Decrease	\$ 288,004.00
<b>TOTAL REVENUE</b>	<b>\$ 1,030,322.00</b>
<b>UNDER/(OVER) BUDGET</b>	<b>\$ 89,528.39</b>

Ayes: Preston, Dodge, Mallaney, Toepper and Stauffenberg – five (5). Nays – none (0). Motion carried.

The Board took at break at 10:00 and returned at 10:13 a.m.

Update on	Buildings:		
Growth	Available classrooms 2008-2009 after construction is complete:		
School Land	<b><u>Building</u></b>	<b><u># Classrooms</u></b>	<b><u># Mobile Rooms</u></b>
& School	Primary	1	2
Facilities	Elementary	2	0
	Middle School	1	2
	High School	11	3

Known and potential subdivisions:

<b><u>Subdivision Name</u></b>	<b><u>Location</u></b>	<b><u># Lots</u></b>
<b>Stone Mill Farms</b>	<b>Bourbonnais</b>	<b>113</b>
<b>Stephens &amp; Hayes</b>	<b>Bourbonnais</b>	<b>244</b>
<b>Diversatech Grove</b>	<b>Diversatech</b>	<b>41</b>
<b>Fairway Oaks</b>	<b>Diversatech</b>	<b>51</b>
<b>Rhapsody Cove</b>	<b>Rockville</b>	<b>107</b>
<b>Sky Hill Manor</b>	<b>Rockville</b>	<b>1</b>
<b>Waters Edge (Centex)</b>	<b>South of South Creek</b>	<b>204</b>
<b>Rosses Point</b>	<b>West of I57</b>	<b>113</b>
<b>Autumn Field</b>	<b>West of I57</b>	<b>380</b>
<b>Brookridge</b>	<b>West of I57</b>	<b>866</b>
<b>Crystal Manor</b>	<b>West of I57</b>	<b>254</b>
<b>Stone Bridge</b>	<b>West of I57</b>	<b>275</b>
<b>Windfield Estates</b>	<b>West of I57</b>	<b>165</b>
<b>NUMBER OF POTENTIAL LOTS SINCE MASTER PLAN</b>		<b>2,814</b>

Discussion regarding priorities for remaining construction interest earnings included:

(3) Master Site Plan	\$65,000
(4) Clocks	20,000
(7) Surveillance	80,000
(6) Pave bus lanes	125,000
(5) Maintenance Garage	300,000
(1) Roof – HS	215,000 – 10 yr. warranty
(2) Roof – MS	138,400 – 10 yr. warranty

The Board prioritized the list individually; the results are indicated in parenthesis above. The recent decision of the additional general state aide for 07-08 was discussed and how it affects the budget. The last two payments are subject to special action by the governor and can not be counted on. (See next page.)

<b>GSA with \$400 increase</b>	\$5,007,559.00	
22 Payments		\$4,590,262.42
<b>Additional Funds</b>		<b>\$324,732.42</b>
24 Payments		\$5,007,559.00
<b>Additional Funds</b>		<b>\$ 742,029.00</b>

An exit survey of those employees was distributed to the Board regarding opinions of staff turnover.

Summer 08  
Projects

**Primary School**

Bathroom floors  
Urinals  
Painting (interior and exterior gutters)  
Speech room needs carpeting  
Repair downspouts

**Elementary School**

Painting in hallways and gym  
Bathroom floor grout-stained  
On demand water heater – lounge  
On demand water heater – nurse  
Install garbage disposal  
Plumbing for washer/dryer (stackable unit)

**Middle School**

Renovate two stairwells into functional offices  
HVAC, Voice/Data, Electrical  
Suspended ceiling (if possible), paint walls, carpeting, intercoms  
Necessary to move support staff out of 109  
Renovate 109

- New paint on walls
- Ceiling looks very bad.....what could be done? Drop ceiling?
- Marker board and bulletin board
- Room space for a special education in 5th grade.

Renovate 716 for student use or office space

- Swap solid steel door for one with a window
- Add voice/data
- Could be used as office space or resource classroom for itinerant special education co-teachers or the new language arts RATS teacher.

(Important but secondary priority)

Marker Board Resurfacing

- Resurface chalkboards with ceramic-on-steel marker board skin  
(continued)

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- Many chalkboards are original to the 1954 building and have deteriorated 1994 Wing

- Mount the LCD projectors

Renovate main office

- Create new entrance so visitors enter the building directly into the office
- Replace cabinets, countertop
- New alignment may require different desks/furniture
- Create workspaces for additional office staff
- Create security zone by adding one interior door and FOB

Exterior Painting

- Exterior flashing to almond
- Exterior stucco on south side and band room
- Restripe parking spaces
- Restripe drop-off lane

Renovate tennis court parking area with new concrete apron and sidewalk on southwest corner, sidewalk on north side (Park Street)

Floor abatement on stage

### **High School**

Painting of arrow/stop in South Parking Lot

Fencing Along North Parking Lot

The Board was asked for any further goals or projects they would like to see accomplished for the administrative team. There were none.

Adjournment Moved by Dodge, seconded by Toepper to adjourn the meeting. Voice vote. All ayes – five (5). Nays – none (0). Motion carried. The meeting ended 12:03 p.m.

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Board President, Mark Stauffenberg

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Board Secretary, Pat Mallaney

MKS/PM/df