

MANTENO COMMUNITY UNIT SCHOOL DISTRICT NO. 5

Retreat of the Board of Education
Saturday, January 31, 2009 – 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 S. Martin M. Nelson
G. Preston J. Toepper M. Stauffenberg – seven (7).
- Also present: Supt. Russert, K. Meyer, C. Allers, P. Russert, D. Conrad, R. Schnitzler, S. Clark, J. Palicki, A. Furbee, T. Steele, J. Ruland, R. Kemp, R. Fortin, R.J. Haines, J. DePoister, K. Pine, and Clerk Fortin – seventeen (17).
- Pledge of Allegiance President Stauffenberg led everyone in the Pledge of Allegiance.
- Financial Projections & Analysis Scott Smith of PMA Financial Network, Inc. presented the Board with many scenarios. The FY 2009 budget was displayed with revenues by source with 40% of income by levy, 22% GSA, and 19% with other state revenues, 15% of other local and 4% of federal funding.
- The EAV growth rate and tax rate analysis was compared from 2005 and Estimated thru 2011. Existing EAV (2008 levy) shows a 7.8% growth while Estimating a 3% growth for 2009 and future years. New property growth for the 2008 levy was \$4.9 million, 2009 remains the same at \$4.9 million, while the estimate for the 2010 levy is \$7 million.
- The GSA (General State Aide is factored based on the average daily student attendance. The foundation level is currently \$5,959 per student. For the FY2010 – no increase is assumed. For FY 2011 and future years – it is hoped for a \$150 increase each year. Categorical State funding (special education, early childhood, reading improvement and school safety and educational improvement) is hoped to increase approximately 3% each year.
- District expenditure assumptions – salaries for teachers for FY 2010-2011 is per current contract and FY 2012 through FY 2014 – 3% total increase each year. While other instructional and support staff for FY 2010 through FY 2011 – 4% increases each year and FY 2012 through FY 2014 – 3% increase per year. Health benefits are projected to increase 10% to 14% per year FY 2010 and FY 2014.

Enrollment data shows:

2004	1,948 students	2005	1,986 students
2006	2,046 students	2007	2,162 students
2008	2,191 students	2009	2,243 students

Enrollment projections:

2010	2,255 students	2011	2,281 students
2012	2,284 students	2013	2,286 students
2014	2,305 students		

District staffing assumptions were indicated beginning with FY 2009 with 169.8 FTE and two retirees, but for FY 2014 it is estimated 177.5 FTE and one retiree.

A revenue vs. expenditure analysis shows by FY 2010 it is possible to be deficit spending \$139,954 and by FY 2014 deficit spending of \$1,650,094 in the Ed fund.

Fund balances were shown with estimates for FY2009 an Ed fund balance of \$5,308,547 and by FY 2014 \$6,257.

Aggregate fund balances who FY 2009 \$10,138,138 and by FY 2014 \$4,690,946.

2009-2010
Staffing

Primary School

Keep class sizes less than 23 per contract; eighth teaching spot will move to first grade, and kindergarten could go to seven classes. All classrooms in the building are currently occupied. Two classrooms in the mobile learning cottage are available for use.

Recommendations based on contingencies:

- If there is an increase in teaching staff based on kindergarten registration, our part-time music teacher’s time will need to be increased.
- If registration necessitates an additional classroom, the mobiles will have to be “reactivated”.

Elementary School

Estimated for 2009-2010:

<u>Grade</u>	<u>Students per Class</u>
EC/PK	15
2 nd Grade	23.16
3 rd Grade	21.87
4 th Grade	24.42

If there has to be a reduction – one grade level teacher could be reduced.

There will be one room in the second grade wing still available.

Middle School

Good news – revitalizing PBIS implementation, meeting the “walk-in” SEL needs of students. Discipline referrals down. RTI is underway. Need to improve in extra-curricular menu to expand to reach more at-risk students.

Core Subject Staffing

	<u>2008-2009</u>		<u>2009-2010</u>	
5 th average class size	(8)	21.5	(7)	22.2
6 th average class size	(7)	22.8	(7)	24.5
7 th average class size	(7)	25.4	(7)	22.8
8 th average class size	(7)	23.7	(7)	25.4

If cuts had to be made – one FTE could be cut at the 5th grade level.

It is proposed to add a MAP classroom with one FTE teacher and one FTE aide. Necessary for servicing students in the pipeline plus anticipated needs. We could accept students from other districts to offset the cost. This eliminates the need to pay Momeno to service our MAP students.

The Middle School will offer a summer school in 2009 as interest and needs permit for Reading (6/7/8) and Math (6/7/8). There will be a fee for summer school.

The Middle School has one unused classroom. The MAP program could move next door to related services. All classrooms would be utilized, mobiles would be unused.

High School

Current and pipeline enrollment:

	<u>2008-2009</u>	<u>2009-2010</u>
9 th Grade	162	165
10 th	181	162
11 th	145	181
12 th	<u>166</u>	<u>145</u>
Total	654	653

The High School has 7 classrooms available for future growth and expansion, as well as three mobile classrooms.

There will be no course catalog changes for 2009/2010. Summer school will include driver education, ½ credit English for 9, 10, 11 or 12, Math ½ credit for Algebra 1 or Pre-Algebra. There will be a fee for summer school. No new regular education staff is being recommended. Career Center – recommendation to continue with the cap of 70 students which we currently have.

Ways to cut if needed – change FFA instructor from 11 month contract to a 10 month contract. Additional three blocks of Special Education to be covered by Kelli Wadley if needed. Proposal to add one special education teacher (may also need one aide) due to current student needs.

Special Education

Current staff includes:

- Special Ed Director
- 1.0 FTE Secretary
- .2 FTE Coordinator for IOA
- 3.0 FTE Speech Pathologists and 1.0 FTE asst.
- 3.0 FTE Social Workers
- 2.0 FTE Psychologists
- 1.0 FTE Occupational Therapist COTA
- 1.0 FTE School Psych. Intern
- 1.0 FTE Social Worker Intern

Extended School Year Needs

Program	Staff	Enrollment
EC	1 teacher, 4 one on one assts.	12
K-1	1 teacher, 4 assts.	7
5-8	1 teacher, 2 one on one assts.	6
EL MAP	1 teacher, one asst.	4
All	Speech path	Per IEP

Josh Ruland made a proposal to separate the curriculum and instruction focus from Curr/Tech and creating a separate committee to address curriculum, instruction, assessment, and related PD. The proposal is to take the existing RtI committee and expand the focus to these issues – RtI would fall in the curriculum column.

Curriculum, Instruction & Assessment Committee Moved by Mallaney, seconded by Dodge to approve the formation of a Curriculum, Instruction and Assessment Committee. Ayes: Mallaney, Dodge, Martin, Nelson, Preston, Toepper and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Technology

Tom Steele presented the Board with the list of 2008-2009 accomplishments which included replacing 108 computers that were five years or older, replaced older color printers, new district website, new Promethean boards at PS, ES and MS. The tech department also recovered over \$40,000 in E-rate reimbursements, as well as developed new technical support procedures and implemented backup phone/data access for District Office.

It is recommended to keep the permanent staffing levels the same and have three technology interns.

Concerns of over 400 computers are due for replacement in FY 11 and to replace 15 PC's mostly tablets over five years. The Tech Refresh list was reviewed which includes server replacements, printer replacements, firewall/content filter replacements and bandwidth enhancement (we are currently maxing-out capacity weekly).

Software upgrades – servers to Windows 2008 and upgrade all computers to MS Office 2007 with an estimated cost to deploy at \$37,500 for the upgrade to 2007.

Tech projects discussed in order of priority:

- Additional Promethean boards - \$30,000
- Automated TV equipment for board meetings - \$15,000
- Video surveillance systems for MS & HS - \$80,000
- Access control for ES - \$10,000
- Video distribution system for district - \$45,000

09-10 Technology Goals include:

- Implement projects as presented
- Improve customer service
- Work with staff to enhance use of existing technology, monitoring needs to target specific, focused training where/when necessary
- Develop forum to determine tech skills needed by local business/industry and integrate into curriculum
- Identify areas where technology can help reduce expenses
- Secure additional federal funding for tech (as opportunities arise).

Supt. Russert shared with the Board that If we receive \$189,400 in IDEA money from a federal stimulus package, or if we get \$130 increase in the foundation level, then we can maintain staffing levels and add two or 2.5 special education teachers and maintain a balanced budget. It is recommended making RIF's as listed, but rehire to maintain class size or keep early childhood classrooms if the budget allows.

After all presentations were made, discussion followed by the Board stating soundly that at this time staff cuts were not an option, that the Board wanted to

continue to keep class sizes smaller for better education of our students. If additional state or federal funding is received, then add a two day/week assistant payroll clerk (not to exceed \$15,000). The Board encouraged Supt. Russert to proceed with the hiring of a two day a week payroll clerk.

09-10
Staffing

Moved by Martin, seconded by Toepper to release a kindergarten teacher (may need to reinstate based on numbers), reduce the ag teacher's contract from 11 months to 10 months, approve the addition of a Middle School MAP teacher and one MAP assistant, plus one HS severe needs teacher. Ayes: Martin, Toepper, Dodge, Mallaney, Nelson, Preston and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Discussion followed regarding the “pulling out” of the Kankakee County Coop due to the fact that so many of our students are being serviced in house. Member Nelson reported that this would not be a surprise to the Coop as he had told them previously this would happen. This could save the District approximately \$50,000 per year.

Approve
Resolution &
Petition To
Pull Out of
KASEC

Moved by Nelson, seconded by Preston to approve the resolution to remove Manteno CUSD from the Special Education Coop. Ayes: Nelson, Preston, Dodge, Mallaney, Martin, Toepper and Stauffenberg – seven (7). Nays – none (0). Motion carried.

In order to become more efficient and “up to speed” with our legal requirements for special education student documentation, Supt. Russert along with Mr. Furbee has been researching different IEP programs to support the necessary documentation.

Approve
IEP Software
Purchase

Moved by Martin, seconded by Nelson to approve the purchase of IEP software. Ayes: Martin, Nelson, Dodge, Mallaney, Preston, Toepper and Stauffenberg - seven (7). Nays – none (0). Motion carried.

Growth, School Land, and School Facilities

The prediction for 2009-2010 is minimal growth. During the month of January, 2009 there were two impact fees received due to low mortgage rates. Should the economy turn around and the mortgage rates stay low, we could see a quick increase in housing starts. The 182 acres of land development were discussed, and a long term plan should be in progress soon. Waiting to see if state construction grant monies are awarded or if Stimulus funds can be used for the site plan.

The Primary school end of life span was discussed. Possibilities include using one portion of the facility for buildings and grounds. The building is in poor shape and in need of major repairs and suffers from multiple and severe problems. The bus garage was discussed; possibilities for the future include the sale of the facility, with relocation to the new 182 acre parcel at some time when that is developed.

The federal stimulus package for school construction would mean \$197,000 for Manteno if it passes this year. Plan if \$2.18 million in state construction funds are received. \$2.18 million plus \$1.9 million = \$4.08 million, could this be enough to build ½ of a new elementary school to replace the Primary?

The Board was asked to prioritize the buildings and grounds “wish” list from remaining construction interest earnings and these were their findings and their direction to the administration:

Priority	Item	Price
1	Master Site Plan	\$65,000
2	Repair Costs Elementary School Roof	\$125,000
3	Surveillance	\$80,000
3	Garage at High School (John’s Garage)	\$300,000
4	Drop off Lane	\$330,000

The School architect decision is still a work in progress. Still negotiating the percentage range for new and renovated construction. Need to get bid specs approved at the February board meeting and award the contract in March. The projects should start the first week of June.

Summer Maintenance Projects Moved by Martin, seconded by Mallaney to bring the summer project list to the next Building Committee meeting. Voice vote – all ayes – seven (7) Nays – none (0). Motion carried.

Academic Goals

Joshua Ruland presented the Assessment for learning paradigm shift for education. There will be an emphasis on student mastery of concepts and applications of critical thought. The goal is student learning.

Implementation would include professional development for Assessment for learning, ongoing support and training, develop a form of professional learning community and continual work on the curriculum. Mr. Ruland is continually monitoring and asking for feedback from staff, walking through the buildings for peer observation and curriculum use and collecting data.

Evolving procedures include grades and reporting, homework and assignments, parent and student communication, behavior and consequences and balanced assessments.

Facility Goals

Supt. Russert’s goals are to keep after State construction grant funding and maintain facilities as best as possible (the Board would also like to have a “garage

sale” of unused items in the district to create more storage space and generate a little revenue.) Supt. Russert continues to move toward EPA “all clear” for the Middle School/Primary School drop off lane so repairs can finally be made in that area.

Supt. Russert asked the Board if there were any other goals for the administrative team. The Board did not have any other goals.

Adjournment Moved by Martin, seconded by Stauffenberg to adjourn the meeting. Voice vote. All ayes – seven (7). Nays – none (0). Motion carried. The meeting ended 11:50 a.m.

Board President, Mark Stauffenberg

Board Secretary, Pat Mallaney

MKS/PM/df