

Manteno Community Unit School District No. 5  
Regular Meeting of the Board of Education  
Tuesday, November 14, 2017  
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, L. Murray, M. Schubert and M. Stauffenberg – Five (5). Absent – M. Jackson, P. Mallaney – Two - (2).

Also present: Supt. Harrod, R. Schnitzler, K. Flanigan, R. Haines, D. Conrad, M. Glenn, J. Emerson, A. Furbee, C. Majerski, E. Ruff, T. Steele, C. Creek, J. Finkelstein, T. Weber, J. DePoister, D. Fortin and Recording Clerk Kaufman – Seventeen - (17).

Visitors: Tina Friddle, Amy Hoffman, FFA Convention Officers (Riley Vickers, Frankie Swanson, Bailey Field, Emily Gain and Josh Robbins), Rob Grossi – Crystal Financial – approximately 10 people.

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

Approve Elizabeth Hofmeister As Secretary Pro-Tem        Moved by Stauffenberg, seconded by Dodge to elect Elizabeth Hofmeister as Secretary Pro-tem in the absence of Board Secretary Patrick Mallaney. Ayes: Stauffenberg, Dodge, Hofmeister, Murray, Schubert – Five (5). Nays: None (0). Motion carried.

Additional Agenda Items – None

Public Hearing Moved by Dodge, seconded by Hofmeister to open a public hearing to consider an application to renew the Waiver of the daily Physical Education requirement, per Illinois School Code (Section 27-6), for students in Grades 11 and 12 who are active participants in Show Choir. Ayes: Dodge, Hofmeister, Murray, Schubert, Stauffenberg – Five (5). Nays: None (0). Motion carried. Hearing opened at 6:33PM.

to consider  
an application  
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the waiver  
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participants  
in Show Choir

Cathy Creek gave a brief description of the waiver and its purpose, allowing 11<sup>th</sup> and 12<sup>th</sup> grade students who participate in Show Choir to be exempt from the Physical Education requirement.

There were no comments or testimony heard from the staff, parents, students, public, nor the Board of Education regarding the application to renew the waiver of the daily Physical Education requirement.

Moved by Schubert, seconded by Dodge to close the public hearing to consider an application to renew the Waiver of the daily Physical Education requirement, per Illinois School Code (Section 27-6), for students in Grades 11 and 12 who are active participants in Show Choir. Ayes: Schubert, Dodge, Hofmeister, Murray, Stauffenberg – Five (5). Nays: None (0). Motion carried. The Hearing closed at 6:35PM.

Public  
Hearings/  
Petitions/  
Comments

In recognition of Board Member Appreciation Day, Middle School Principal Dave Conrad acknowledged our Board of Education and their outstanding commitment to our students and staff.

Mr. Schnitzler introduced the FFA Officers, Riley Vickers, Frankie Swanson, Bailey Field, Emily Gain and Josh Robbins who attended the FFA National Convention in Indianapolis, IN from October 25<sup>th</sup> through October 27th. Each officer spoke about a different experience that they encountered during the convention.

Mr. Rob Grossi from Crystal Financial Consultants shared with the Board of Education his presentation on our District's Financial Update. He communicated that our current financial condition is solid, with healthy fund balance reserves and balanced budgets. He also commented that the District must continue to strive to maintain healthy fund balance levels as an insurance policy to the financial uncertainty it will likely face over the next many years and to address future capital projects.

Reports of  
Committees

**Building Committee** – Chairman Hofmeister reported that the Building Committee did not meet in November.

**Finance Committee** – Board Member, Schubert reported that the Finance Committee met on Tuesday, November 14, 2017 and discussed the following:

- I. Old Business
  - A. State Revenue Update – FRIS
  - B. Committee Updates
- II. New Business
  - A. Crystal Financial Presentation – Rob Grossi, Financial Advisor
  - B. 2017 Final Levy – Presentation of Final Levy
  - C. Energy Proposals

- III. Review Finance Packet
  - Summary of Cash/Investment/Fund Balances Report
  - Revenue/Expenditure Summary Report
  - Revenue/Expenditure Budget Report
  - Cost Analysis – Education; Cost Analysis – O&M
  - Food Service Report
  - O&M Gas & Electric Expenditure Report
  - Payroll Extras Report
  - Impress Check Report
  - Accounts Payable Report
  - ISDLAF Report
  - Activity Account Reports
- IV. Additional Items
  - June Finance Committee Meeting – Move from June 26<sup>th</sup> to June 19th
- V. Future Items
  - 2018-2019 Midwest Transit Bus Lease
  - MS Parking Lot
  - Paper Products

**Curriculum, Instruction, and Assessment Committee** – Curriculum Director, Cathy Creek, reported that the Illinois Report Cards were published and posted to our District website. You can find any school report card in the state of Illinois on [illinoisreportcard.com](http://illinoisreportcard.com). The At-A-Glance page shows data on topics such as graduation rate and teacher retention. There will be an institute day on December 22<sup>nd</sup>; the interest in presenting for the carousel sessions has been exceptional. The carousel/professional development time will occur in the morning with individual work time occurring in the afternoon. Ms. Creek also commended the High School Administrative and Guidance Teams for a seamless transition to the traditional schedule this year. The new schedule has been going well.

**Technology Committee** – Technology Director, Tom Steele reported that the Tech Department met on November 6, 2017. They discussed the e-rate form that was filed and the four RFP's that were issued. They discussed the District Office radio stability, district cameras, the problem with printing caused by Windows, and problems with the district phone system. They also discussed the troubles with the district website and the recommendation from the committee to look at other options and continue the discussion into January, 2018. They discussed the High School 1:1 program including three different options and will continue to discuss this subject into next year.

Consent  
Agenda      Moved by Schubert, seconded by Hofmeister to approve the Consent Agenda as presented:

A. Minutes

- Regular Board Meeting – October 24, 2017
- Executive Session –October 24, 2017

B. Financial Reports

- Summary of Cash/Investment/Fund Balances
- Revenue/Expenditure Summary Reports
- Revenue/Expenditure Budget Reports
- Cost Analysis – Education, Cost Analysis – O&M
- Food Service Report
- O&M Gas & Electric Expenditure Reports
- Payroll Extras Report
- Impress Check Report
- Accounts Payable Report
- ISDLAF Report
- Activity Accounts Reports
- Additional Accounts Payable

C. Approve Updated Regional Office of Education Substitute Teacher List

D. Approve District and School Report Cards

E. Approve Bass Fishing Team 3rd Annual Fish Fry Fundraiser

F. Resignations

None

G. Retirements

None

H. FMLA

None

I. Employments for the 2017-2018 School Year

Kaitlyn Pasel, Middle School 8th Grade Volleyball Coach - for the 2017-2018 Season

Jacquelyn Sarowatz, Elementary Paraprofessional - start date of 11/6/2017

Connie Chartier, Route Bus Driver – effective 11/15/17

Sammie Sabbah & Tim Boudreau, High School Wrestling Coaches - \$2,300 each

Ed Spiewak, High School Wrestling Coach – remaining \$3,146.82

J. Employments Contingent Upon Successful Completion of Paperwork

Ronald Calvert, Substitute Bus Driver

Ayes: Schubert, Hofmeister, Dodge, Murray, Stauffenberg –Five (5). Nays – None (0).  
Motion carried.

## **Superintendent's Report**

### **A. Good News**

1. Superintendent Harrod thanked the Board of Education for everything they do for the District. She thanked them for their dedication to the staff and students and for the trust that they invest in the Administration.
2. Congrats to Katelyn Roderick, Cali Olshefski and Taylor Sannito, who swim with the Kankakee Kays swim team, on an undefeated season.
3. The Manteno Varsity Volleyball team came up big in the 3A Regional Finals, bringing home the Regional title. The team continued to play in the Sectional Semi-finals, defeating Champaign Central and then advanced to the Sectional finals where they ended their amazing season.
4. Congratulations to Kelli Wadley on being selected the Outstanding Transition Specialist of the Year for the State of Illinois for working with in-school youth/young adults.
5. Our District staff, students, community members, church groups and civic organizations have pulled together for our 10th year of sending cards and letters to 56 of our former students who are currently in the military.
6. The KanWill Conference was named a 2017-2018 Good Sport Award Winner by the Illinois Elementary School Association.

## **Old Business**

### **New Business**

Approve Tax Levy Certificate Moved by Schubert, seconded by Dodge to approve the Certificate of Tax Levy for Kankakee and Will Counties regarding the amounts of money estimated to be necessary to be raised by taxation in 2017. Ayes: Schubert, Dodge, Hofmeister, Murray, Stauffenberg – Five (5). Nays: None (0). Motion carried.

Approve Application to Renew the Waiver of the Daily Physical Education Requirement per Illinois School Code (Section 27-6), for students in Grades 11 and 12 who are active Participants In Show Choir Moved by Hofmeister, seconded by Murray to approve the Application to renew the Waiver of the daily Physical Education requirement, per Illinois School code (Section 27-6), for students in Grades 11 and 12 who are active participants in Show Choir. Ayes: Hofmeister, Murray, Dodge, Schubert, Stauffenberg – Five (5). Nays: None (0). Motion carried.

Approve District Natural Gas Supplier With Vanguard For Three Years FY19, FY20, FY21  
Moved by Schubert, seconded by Murray to approve the District Natural Gas Supplier with Vanguard for three years, FY19, FY20, FY21. Ayes: Schubert, Murray, Dodge, Hofmeister, Stauffenberg – Five (5). Nays: None (0). Motion carried.

Approve District Electric Supplier With Vanguard For Three Years FY19, FY20, FY21  
Moved by Schubert, seconded by Hofmeister to approve the District Electric Supplier with Vanguard for three years, FY19, FY20, FY21. Ayes: Schubert, Hofmeister, Dodge, Murray, Stauffenberg – Five (5). Nays: None (0). Motion carried.

Anticipated Future Action Items  
Approve E-Rate Related Contracts

Executive Session  
Moved by Schubert, seconded by Hofmeister to enter into Executive Session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees or legal counsel; collective negotiating matters; presentation of evidence or testimony as authorized by law; student disciplinary cases, professional ethics or performance. Ayes: Schubert, Hofmeister, Dodge, Murray, Stauffenberg – Five (5). Nays: None (0). Motion carried. Open Session ended at 7:20 PM.

Return to Open Session  
Moved by Schubert, seconded by Dodge to close Executive Session and return to Open Session. Voice Vote: All Ayes: Five (5). Nays: None (0). Motion carried. Executive Session ended at 8:15PM.

Approve Motion to Uphold the Two-Day Suspension of the student identified in Closed Session, Student (A), and to approve the written decision to that effect.  
Moved by Schubert, seconded by Dodge to approve the motion to uphold the two-day suspension of the student identified in closed session, and to approve the written decision to that effect. Ayes: Schubert, Dodge, Hofmeister, Murray, Stauffenberg – Five (5). Nays: None (0). Motion carried.

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Adjourn Meeting      Moved by Dodge to adjourn the meeting at 8:20PM. Voice Vote:  
All Ayes: Five (5). Nays: None (0). Motion carried.

*\*Mark Stauffenberg*

*\*Elizabeth Hofmeister*

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Mark Stauffenberg  
Board President

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Elizabeth Hofmeister  
Board Secretary Pro-Tem

MKS/EH/nak

\*Original Signatures on file in the District Office