

Manteno Community Unit School District No. 5
Board of Education Retreat
Saturday, February 2, 2013
Manteno High School Library

- Open Meeting The meeting was opened by President Mark Stauffenberg at 8:00 a.m.
- Roll Call Present: Dodge, Hofmeister, Mallaney, Murray, Preston and Stauffenberg – six (6).
Absent: Nelson – one (1).
- Others present: Supt. Russert, K. Meyer, R. Schnitzler, K. Flannigan, R. Haines, D. Conrad, J. Snipes, J. Palicki, S. Delya, J. Emerson, A. Furbee, T. Steele, C. Creek, J. DePoister and Clerk Fortin - fifteen (15).
- Other guests – D. Luehrs, J. Toepper, L. Davis, T. Butterfield, A. Frame, S. Crouse, and N. Kaufman – seven (7).
- Pledge of Allegiance President Stauffenberg led everyone in the pledge of allegiance.
- Rescind Network Infrastructure Project Award Moved by Mallaney, seconded by Dodge to rescind the award of network infrastructure project to Dura-Tech in the amount of \$106,734.00 and award network infrastructure project to CDW-G in the amount of \$108,763.25.
- Employment Moved by Dodge, seconded by Mallaney to approve the employment of Andrew Zuales as a High School Assistant baseball coach for the 2013 season – Ayes: Dodge, Mallaney, Hofmeister, Murray, Preston, and Stauffenberg – six (6). Nays – none (0). Motion carried.
- Financial Projections Analysis & Discussion Steve Crouse, PMA Senior Financial Advisor, reported history and assumptions of:
Existing EAV % Change - 2010 -5.60%, 2011 – 3.55% and 2012 – 3.00%
Revenue by Source Detail FY 2013 – GSA – 20.4%, Property Taxes 57.2%, Federal – 5.6%, Flow-Through 0.0%, Other State 10.6%, and Other Local 6.2%
New growth in millions – 2010 - \$1.5; 2011 - \$1.0; 2012 - \$0.5; and 2013 \$0.5
CPI – 2010 – 2.70%; 2011 – 1.50%; 2012 – 3.00%; 2013 – 1.7%
General State Aid – Foundation level currently at \$6,119 (with 89% proration)
- No foundation level increase assumed for future years.
 - Proration remains at 89% through FY15, 95% in FY16, and 100% in FY17 and beyond.
 - Special Education categorical grant funding – no increase over FY 2013
 - Transportation - Special Ed transportation reimbursement maintained
- General State Aide Revenue (in thousands) – 2010 - \$4,754; 2011 - \$4,306; 2012 - \$3,744; 2013 - \$3,904; 2014 - \$4,331
- FY 2013 Expenditures by Object:
 - Salaries – 56.2%
 - Benefits – 14.6%

Manteno CUSD No. 5 – Board Retreat Held February 2, 2013

- Purchased Services – 12.0%
- Supplies/materials – 7.6%
- Capital Outlay – 3.1%
- Other – 6.6%

Estimated increases:

- Salaries – per current contracts where applicable
- Health insurance – 30% increase in FY 2014, 12% increase FY2015, 10% increase in FY2016 and beyond
- Purchased Services, supplies, capital outlay – average of 2.4% increase each year, one-time exceptions accounted for accordingly
- TRS Pension shift – Assumed additional 0.5% in each year starting in FY15

Enrollment History and Projections

2010 – 2,261; 2011 – 2,246; 2012 – 2,240 and 2013 – 2,283

Staffing History and Projections – 2013 – 172.4; 2014 – 173.6; and 2015 – 171.9

Aggregate Projections – FY surplus/deficit shows FY 2013 (\$1,493,075), FY 2014 (\$1,578,883) and FY 2015 (\$994,159)

Year end fund balances – Aggregate projections

FY 2013 \$ 13.2 (million)

FY 2014 \$ 11.6 (million)

FY 2015 \$ 10.6 (million)

FY 2016 \$ 10.0 (million)

FY 2017 \$ 9.3 (million)

ISBE Financial Profile Score History and Projection – 2008-2012 been in financial recognition, 2013 – 2018 – review status

New Addition to Manteno Elementary School

<u>Description</u>	<u>Amounts</u>	<u>Notes</u>
Transfer from Ed Fund to O&M	\$ 2,400,000	Special Meeting 9-27-2011
Transfer from Working Cash	\$ 167,000	Special Meeting 9-27-2012
O&M Contribution	\$ 2,898,000	Special Meeting 9-27-2012
Transfer from O&M to Site & Construction	\$ 5,298,000	
 Sum of Transfers	 \$ 5,298,000	
Bond Revenue	\$ 3,495,067	
Balance in Site & Construction	\$ 1,883,139	AFR FY11
TOTAL REVENUE FOR CONSTRUCTION =	\$ 10,676,206	
 Gilbane Estimate of Construction Costs =	 \$ 10,459,256	
Estimated District Expenditures =	\$ 35,000	
TOTAL ESTIMATED CONSTRUCTION COST =	\$ 10,494,256	
 ESTIMATED FUND BALANCE =	 \$ 181,950	

Review of Site Plan – Plan calls for removal of 3,500 sq. ft. lay down pad used for construction. Base is geotechnical fabric, 6” of 3” stone topped with 2” CA-6.

Options:

1. Remove it to gain green space. Let contractor take it.
2. If Primary School is razed, move it to the Primary School asphalt and use it to fill in basement or other low areas.
3. Leave it and use it for bus storage or general parking. This would require extra cost of adding a concrete apron onto Marquette Place.

Prioritize Needs

- Library books shelves (\$5,600 for 20)
- Teacher desks (20 @ \$440 = \$8,800)
- Teacher chairs (30 @ \$150 = \$4,500)
- Conference & workroom chairs (24 @ \$40 = \$1,000)
- Conference Table (1 @ \$600) = \$600
- First grade desks and chairs
- Miscellaneous replacements of poor condition items
- Cost of known items is \$20,500. Unknowns – to be determined.

The Board directed the Supt. to order furniture and equipment for the new addition up to \$20,500.

Discussion was held regarding the finalization of the dedication plaque. The Board will also look at their schedules and set the dedication date at the next board meeting.

Primary School Building Options

Procedures for the razing/demolishing of the Primary School include:

1. Notify all utility companies, IDPH, State Fire Marshall of existence of hazardous materials and the planned demolition.
2. Notify in writing all adjacent property owners of intended demolition to said property owners and express special conditions to the code official prior to demolition.
3. Apply to the Regional Office of Education for permit. Include notice to adjacent owners and releases from IDPH, OSFM, UST, and Utility Companies.
4. Regional Office inspection prior to permit issuance.
5. Regional Office issues permit.

(Must insure grading of lot is in conformance with neighboring elevations.)

Bid Options:

- Asbestos Abatement Portion
- Wrecking Portion
- Combined Bid

Estimates on what this might cost for 39,000 square feet:

- Asbestos Abatement Only \$70,000
- Wrecking Only \$304/sq. ft. = \$120,000 to \$160,000

Manteno CUSD No. 5 – Board Retreat Held February 2, 2013

- Combined Proposal = \$250,000 with \$50,000 for abatement. May be able to sell two to three lots to recoup \$50,000 in costs.

Sell building

- Pros Least expensive option and do not need to deal with the property.
 Cons No control of owners or usage and loss of green space.

Mothball the Facility

- Pros Still have building for storage
 Cons Ongoing heating expense; loss of green space; building will continue to deteriorate/become an eye sore; vandalism problems; liability issues; may become uninsurable.

Demo
 Of Primary
 School

Moved by Hofmeister, seconded by Mallaney to go out to bid for the demolition of the Primary School. Ayes: Hofmeister, Mallaney, Dodge, Murray, Preston, and Stauffenberg – six (6). Nays – none (0). Motion carried.

Estimated Year End Balances

		Fund Balance December 31, 2012	Estimated Expenses Jan-June	Estimated Revenue Jan-June	Estimated Year End Fund Balance 6/30/2013	Fund Balance 6/30/2012	Difference
Education	10	\$10,451,744.25	\$ 7,400,000.00	\$ 3,400,560.00	\$ 6,452,304.25	\$ 6,427,933.00	\$ 24,371.25
IOA/Nexus	12	\$ 87,104.36			\$ 87,104.36	\$ 59,372.00	\$ 27,732.36
O&M	20	\$ 5,264,229.13	\$ 1,117,000.00		\$ 4,147,229.13	\$ 4,725,560.00	\$ (578,330.87)
Impact	21	\$ 761.65			\$ 761.65	\$ 762.00	\$ (0.35)
Bond & Interest	30	\$ 1,269,437.39	\$ 830,000.00		\$ 439,437.39	\$ 436,771.00	\$ 2,666.39
Transportation	40	\$ 781,676.37	\$ 400,000.00	\$ 181,683.00	\$ 563,359.37	\$ 631,515.00	\$ (68,155.63) *
IMRF/SS	50	\$ 469,258.94	\$ 250,000.00		\$ 219,258.94	\$ 221,655.00	\$ (2,396.06)
Working Cash	70	\$ 2,063,497.25			\$ 2,063,497.25	\$ 2,043,846.00	\$ 19,651.25
Tort	80	\$ 683,752.20	\$ 100,000.00		\$ 583,752.20	\$ 574,673.00	\$ 9,079.20
Life Safety	90	\$ 48,105.50	\$ 4,000.00		\$ 44,105.50	\$ 42,751.00	\$ 1,354.50
SUB-TOTAL		\$21,119,567.04	\$ 10,101,000.00	\$ 3,582,243.00	\$ 14,600,810.04	\$ 15,164,838.00	
Site & Construction	60	\$ 5,012,844.76	\$ 4,889,844.00		\$ 123,000.76	\$ 9,450,231.00	
TOTAL		\$26,132,411.80	\$ 14,990,844.00	\$ 3,582,243.00	\$ 14,723,810.80	\$ 24,615,069.00	

* Anticipating less revenue than budgeted

Middle School and High School Bond Projects

A review was made of the project list from the remaining bond issuance and balances. Projects must be completed by March, 2014.

Priority Listing:

- Reconfiguration of the Middle School office and entrance.
- Middle School bus lane, parent drop-off lane changes post Primary School.
- Network infrastructure to meet 1:1 requirements.
- New High School gym curtain
- Stove/ovens in the High School Home Economics room

Manteno CUSD No. 5 – Board Retreat Held February 2, 2013

- Middle School roof: 1994 addition, kitchen, and main gym
- Resurfacing the Middle School and High School South parking lots (Elementary bus lane as well)

MIDDLE SCHOOL & HIGH SCHOOL PROJECTS									
REFERENDUM BOND FUNDS									
Completion Date: March 18, 2014									
Project	School	Known Expended at Bond Issuance	Anticipated Cost	Costs Expended	Encumbered	Phase of Work	Remaining	Completed	Adj. Remaining
MS-1	Drainage/Road Repairs	MS	\$27,048	\$27,048		1	\$0	X	
MS-2	Bathroom Remodel	MS	\$33,817	\$33,817		1	\$0	X	
MS-3	Roof Over Elevator	MS		\$4,960		1	(\$960)	X	
MS-4	Renovate Main Entrance, Split 506C	MS		\$80,000		2	\$80,000		\$80,000
MS-5	Roof over cafeteria	MS		\$10,000	\$10,000	1	\$0	X	
MS-6	Road/Parking Lot Repair	MS		\$200,550	\$20,550	1	\$179,450		\$179,450
MS-7	MS Bleachers and Basketball hoops	MS		\$50,000	\$7,181	2	\$37,482		\$37,482
MS-8	Back Parking Asphalt	MS		\$80,000		1	\$80,000		\$80,000
MS-9	Handicap Curb Cut Outs	MS		\$30,000		1	\$30,000		\$30,000
MS-10	General Repair	MS		\$95,000	\$10,519	3	\$84,481		\$87,944 *
MS-11	IT Infrastructure Renovation	MS		\$100,000		3	\$22,239		\$22,239
MS-12	IT Infrastructure Cloud	MS		\$80,000	\$79,372	1	\$628	X	
MS-13	Bathroom Remodel	MS		\$10,000	\$6,205	2	\$3,795	X	
MS-14	Other Repairs	MS		\$134,000	\$10,841	3	\$123,159		\$123,159
MS-15	Stage Lighting & Sound Renovation	MS		\$20,000		1	\$20,000		\$20,000
MS-16	Wrestling mat storage system	MS		\$30,000		2	\$30,000		\$30,000
Total									
			\$483,184	\$2,016,908	\$1,065,289	\$208,877	\$1,225,926	Dbt.Chk.	\$1,225,926
Total Bond Expended Prior to Issue & Anticipated			\$2,500,092						
* Individual project surpluses and deficits added to this project									

A brief break was taken at 10:17 a.m. after discussion of the various outstanding bond projects. During the break, the members went on a tour of the High School locker room and gym facilities. The members returned to the meeting at 11:05.

Bond Projects

Moved by Dodge, seconded by Mallaney to start preparing to go to bid for the Middle School entrance project, asphalt projects, and all other projects to be completed as cost effectively as possible. Ayes: Dodge, Mallaney, Hofmeister, Murray, Preston, and Stauffenberg – six (6). Nays – none (0). Motion carried.

The High School administration will work with the architects regarding the locker room facilities for ideas for improvement.

Affordable Care Act – Impact on the District

Health Insurance Reforms that roll out 2010 through 2018.

- 2010-2011 coverage changes to plans (i.e. remove pre-existing condition exclusions, lifetime limits removed, HAS penalty for nonqualifying draws)
- 2012 Uniform summary of benefits notice, more coverage for women’s preventative services, itemized deductions if over 7.6% of income, and health care benefits listed on W-2’s.
- 2013 \$2,500 limit on health FSA contributions, 0.9% tax on income in excess of \$200,000 (single) and \$250,000 (married), 3.8% tax on net investment income over \$200K and \$250K, \$1/covered life fee for Patient Centered Outcomes Research Institute, and enrollment opens for exchanges starting October 2013 (ends February 2014 for the 2013 coverage year).
- 2014 Assessments (aka play or pay penalties) begin with first policy renewal after January 14, 2014. No pre-existing condition exclusion, guaranteed issue

and guaranteed renewal, annual limits eliminated, coverage for clinical trials, individuals MUST have health insurance, and waiting periods cannot exceed 90 days. Employers must provide minimum essential coverage and must report this to the IRS, and exchanges open.

- Tax for individuals that do not maintain minimum essential coverage (MEC) for themselves or dependents. Tax is the greater of a flat dollar amount or % of income.

YEAR	FLAT \$ AMOUNT	% OF INCOME
2014	\$95 per year	1%
2015	\$325 per year	2%
2016	\$695 per year	2.55

- Medicaid eligibility expansion for earnings up to 133% of the federal poverty level (FPL). Qualifying individuals may get subsidies. Individuals not eligible if have affordable employer – provided coverage.

FAMILY SIZE	FED. POV. LEVEL	133% OF FPL
1	\$11,170	\$14,856
2	\$15,130	\$20,123
3	\$19,090	\$25,390
4	\$23,050	\$30,657
5	\$27,010	\$35,923

2014 Employer Mandate

Large Employer – more than 50 full time employees must provide minimum essential coverage to 95% of full-time employees (and their dependents) to avoid penalties and taxes. Spouses are not dependents.

Full-time equals employees working on average 30 hours/week or 130 hours monthly.

Two possible penalties:

1. No coverage penalty – failure to provide minimum essential coverage
2. Inadequate coverage penalty – failure to provide affordable coverage with minimal value.

No coverage penalty 2980H (a) – employer fails to provide minimum essential coverage - \$2,000 x (number of full time employees – 30)

- Employer must offer affordable and minimum essential coverage.

ADEQUATE HEALTH COVERAGE				
AFFORDABLE	A	N	D	MINIMUM VALUE
<ul style="list-style-type: none"> • Employee only cost cannot exceed 9.5% of household income • W-2 Safe Harbor (insurance < 9.5%) • Federal Poverty Line Safe Harbor (FPL in 2012 was \$11,170, cost to employee must be < \$1,061.15) • Rate of Pay Safe Harbor is when single insurance cost is less than 9.5% of rate of pay * 130 hours 				<ul style="list-style-type: none"> • Plan must cover at least 60% of the actuarial value of health costs. • Calculated in one of three ways: <ul style="list-style-type: none"> • HHS Calculator • Actuarial Certification • Safe Harbor Check List

Penalty = Lessor of

- ❑ \$2,000 x (No. of Full-time Employees – 30) or (270 x \$2,000 = \$540,000)
- ❑ \$3,000 x (No. of Full-time Employees who receive a tax credit or subsidy and purchase through the Exchange (300 x \$3,000 = \$900,000)

If the District did not offer health insurance, the maximum penalty = \$540,000.

How do we prepare? The following recommendations were presented.

FY14 - RECOMMENDATION change transportation pay structure from ROUTE PAY to HOURLY PAY.

Because PAID TIME = HOURS WORKED. Route pay = 2.5 times hourly rate. If a route takes 1.5 hours, driver is paid 2.5 hours, the 2.5 hours paid is what is used for calculating 30 hrs./wk. or 130 hrs./month.

Currently	When ACA Starts
2 Drivers eligible for health insurance	13 Drivers eligible for health insurance
	Difference = 11 more insured
	Additional Cost = \$58,027.20

In calculating LOOK-BACK period, adding routes and then hourly extra-curricular makes the work difficult.

FY15 - RECOMMENDATION consider limiting part-time work to be not more than 29 hours per week.

FY15 - RECOMMENDATION consider combining part-time positions to make full-time 35 to 40 hours/week jobs. For example: Bus aide/cooks, cook/custodian, etc.

20 employees at 30 hours/week	15 employees at 40 hours/week
Additional Ins. Cost = \$105,504 / year	Additional Ins. Cost = \$79,128 / year
	Savings of \$26,376 / year

FY15 - RECOMMENDATION limit substitute teachers to 110 days per year (if work 120 days/year = health insurance eligible).

FY15 - RECOMMENDATION hire a few permanent substitute teachers for long-term sub needs and as a floater.

FY15 – Recommendation to closely examine extra-curricular positions filled by non-district employees to ensure they qualify as “seasonal”. Seasonal is less than 120 days.

Good news: The District has one more year to figure this out. But having to pay for all part time employees on an hourly basis will help in making required calculations for the IRS easier and more accurate. Manteno’s effective date is August 1, 2014, but should have employment decisions determined by March, 2014.

The members took a lunch break at approximately 10:30 a.m.

Pupil Transportation Budget and Route Considerations – Hazardous Routes

1. South Creek and Cook Street from South Creek Drive to Poplar Street from Brian Drive to Cook Street
2. Route 50 and Third Street/Division Street and railroad crossings at Adams, Division and Third Street
3. North Maple Street from Water Tower North to 10759 N. Maple
4. Division Street (I-57 overpass) 9000 N. from McDonald's Exit to Manteno Lumber
5. Division Street
6. 10000 North (Ronnie Gray Road) from 1000 E./10000 N. to 2568 E. to 10000 N.

Route Changes Due to New Addition

- Will reduce the number of buses by one.
- Every route has been maximized for next year.

Bus Lease

Qty	Description	Unit Price	Total Cost
6	77 Passenger Bus	\$12,153	\$72,918
3	71 Passenger Bus with White Roof	\$12,136	\$36,408
2	71 Passenger Bus with Seat Belts	\$12,886	\$25,772
1	71 Passenger Bus	\$12,065	\$12,065
2	71 Passenger Bus with Luggage Under Storage	\$12,886	\$25,772
1	53+2 Wheel Chair Bus (15,000 miles)	\$13,155	\$13,155
2	53+2 Wheel Chair Bus (25,000 miles)	\$15,405	\$30,810
	Need to add A/C to one bus	\$4,605	\$4,605
	LESS EARLY LEASE DEDUCTION		-\$8,500
1	21 Passenger Bus (Gasoline & A/C)	\$12,818	\$12,818
18	TOTAL =		\$225,823

FYI: We can lease a second activity bus for \$8,118 (15,000 miles).

Technology Direction – Classrooms – Slide 8A

TENTATIVE PLAN

Grade Level	Device Type	Quantity
K, 1, & 2	Tablet	6 per classroom as stations 48 per grade level 144 total for all three grade levels TOTAL COST = \$50,400
3, 4, 5, 6, 7, & 8	Chromebook	170 per grade level as 1:1 1,020 total for all 6 grade levels - 400 already purchased 820 needed TOTAL COST = \$246,000
9, 10, 11, & 12	BYOD	Students purchase their own devices. District would purchase some computers for specialty labs.
District Staff	PC	2 PC's per classroom (one for teacher, one to operate Promethean board)

Service: We can apply to Samsung to be a self-maintainer for all warranty work. Requires completing forms, pass a credit check, upgrade our workbench (they will come on-site and inspect our work area) and send one or more techs to training. Once done, we will be able to purchase parts at a discount directly from Samsung and get reimbursement for doing our own warranty repair work.

Connectivity: Manteno has a hand-hole to the ultra high speed Internet. This is the Internet that connects major universities. It goes down I-57 and we have an access point that could be a great opportunity for the District and for local businesses. Perhaps even attract cloud-based technology companies to locate here.

The District has been looking at getting a fiber connected from the Middle School to the I-57 access point. Various funding sources/creative funding solutions are being sought.

Adopt
Tech
Direction

Moved by Hofmesiter, seconded by Preston to adopt the Technology Direction for classrooms (per slide 8A) of the presentation. Ayes: Hofmeister, Preston, Dodge, Mallaney, Murray, and Stauffenberg – six (6). Nays – none (0). Motion carried.

Security

- Arming administrators with non-lethal weapons?
- Exterior door issues on fail
- Interior door issues

Discussion took place regarding the items listed above and the administration and Board expressed their thoughts on the issues. It was decided to gather the staff and community input on these decisions, which is covered in the Five Essentials Survey currently available. Once those results are returned, the issue will be revisited. Patrick Mallaney recommended a sub-committee may be needed to review security.

Fees

	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
Registration								
Kind.-1st	\$75	\$75	\$75	\$75	\$75	\$80	\$80	\$80
2nd - 5th	\$90	\$90	\$90	\$90	\$90	\$95	\$95	\$95
6th - 8th	\$115	\$115	\$115	\$115	\$115	\$120	\$120	\$120
9th - 12th	\$150	\$150	\$150	\$150	\$150	\$155	\$155	\$155
Elective Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Technology Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maximum Reg. Fees For Any One Student	\$150	\$150	\$150	\$150	\$150	\$155	\$155	\$155
Optional Program: Drivers Education	\$150	\$150	\$150	\$195	\$220	\$220	\$220	\$220
Optional Program: KACC	\$100	\$100	\$100	\$125	\$125	\$125	\$125	\$125
Extra-curricular Participation Fee	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75
Student Parking	\$75	\$75	\$75	\$75	\$75	\$75 - Full Year \$40 - 2nd Semester	\$75 - Full Year \$40 - 2nd Semester	\$75 - Full Year \$40 - 2nd Semester
Milk	\$0.25	\$0.25	\$0.35	\$0.25	\$0.25	\$0.30	\$0.30	
Lunch								
Primary	\$1.65	\$1.65	\$1.80	\$1.80	\$1.80	\$1.80	\$1.90	TBD
Elementary, Middle & High School	\$1.75	\$1.75	\$1.90	\$1.90	\$1.90	\$1.90	\$2.00	Awaiting Federal
Adult - Primary	\$2.15	\$2.15	\$2.35	\$1.80*	\$1.80	\$1.80	\$2.40	
Adult - Elementary, Middle & High School	\$2.15	\$2.15	\$2.35	\$1.90*	\$1.90	\$1.90	\$2.50	Guidelines
High School Gate								
Adult	\$4	\$4	\$4	\$4	\$4	\$4	\$4	\$4
Student	\$3	\$3	\$3	\$3	\$3	\$3	\$3	\$3
Middle School Gate								
Adult	\$3	\$3	\$3	\$3	\$3	\$3	\$3	\$3
Student	\$2	\$2	\$2	\$2	\$2	\$2	\$2	\$2
Family Athletic Pass	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Individual Athletic Pass	N/A	N/A	N/A	\$50	\$50	\$50	\$50	\$50

Fee discussion took place regarding the above slide, and discussion regarding technology implementation fees as well as Senior Citizen and student passes.

2013-2014 Fee Change Moved by Hofmeister, seconded by Murray to keep the Golden Pass (Free admittance for Manteno residents 65 years or older), implement a Senior Citizen Discount for Those 60 years or older to \$2.00 per event, and allow students free admission as long as they come to the event with a Student I.D. Ayes: Hofmeister, Murray, Dodge, Mallaney, Preston, and Stauffenberg – six (6). Nays – none (0). Motion carried.

Cross Country

The following information was shared with the Board regarding the cost for consideration for the reimplemention of Cross Country.

Manteno High School: Cross Country Proposal

Meet	Location	Miles	Cost per Trip...Gas/Bus	Rate for Bus Driver	Entry Fee
Irish Conditioner	Small Park, Kankakee	24	\$13.87	\$37.77	\$45
PBL Invite	Paxton HS, Paxton	128	\$73.98	\$62.95	\$60
Illiana Christ. Invite	North Creek Meadows Forest Preserve	56	\$32.37	\$62.95	\$100
BBCHS Quad	Perry Farm, Bourbonnais	18	\$10.40	\$37.77	\$0
Herscher Invite	Limestone Park, Limestone	24	\$13.87	\$62.95	\$70
Lisle Maine Event	Lisle Community Park, Lisle	114	\$65.89	\$75.54	\$75
All-Area Meet	Kankakee CC, Kankakee	36	\$20.81	\$50.36	\$45
I-8 Meet	Lisle Community Park, Lisle	114	\$65.89	\$75.54	\$62.50
Regional	Kankakee CC, Kankakee	36	\$20.81	\$50.36	\$0.00
Sectional	Lisle Community Park, Lisle	114	\$65.89	\$75.54	\$0.00
State	Detweiller Park, Peoria	234	\$135.25	\$151.08	\$0.00
Totals		898	\$519.03	\$742.81	\$458
Stipend	\$3,813.13				
Uniforms	\$600				
Travel	\$1,261.84				
Entry Fee	\$485.00				
Total Estimated Expense	\$6,159.97				
Activity Fee	\$75				
# Students to Recoup 50%	41				

Addition Of Cross Country 2013-2014 Moved by Stauffenberg, seconded by Murray to add High School Cross Country for boys and girls for the 2013-2014 season. Ayes: Stauffenberg, Murray, Dodge, Hofmeister, Mallaney, and Preston – six (6). Nays – none (0). Motion carried.

Community Use of School Facilities – More work needs to be done on this item. There was no formal presentation.

Supt. Russert quickly rent thru the Administrative Report Highlights.

- First grade numbers will be down due to a small kindergarten class this year.
- Potential staffing change of RIF/release of two Early Childhood teachers until funding for FY 14 is secured (this is done annually).
- At the Middle School, in a fully 1:1 environment, up to five computer labs may be reallocated as classrooms.
- Summer School for credit recovery is now an academic intervention program coupled with thh RTI Summer Learning Camp.
- Chromebook 1:1 implementation impacts curriculum delivery and future staffing for technology coursework.

Manteno CUSD No. 5 – Board Retreat Held February 2, 2013

- High School – written journalism didn't happen last year, due to low enrollment.
- Assisted Reading – Old Reading II, moving into General Education.
- Looking at a Math teacher due to increase in math course offerings.
- English teacher – due to CCP needs and high English class enrollments and an increase of 20 students without any growth.
- Would like to consider adding a girls show choir group and the possibility of decreasing the participation fee scale by season.
- In the area of Special Education – additional PRIDE classroom at the Middle School to be funded by placing districts.
- Percent of children with IEPs aged 6 through 21.
 - ISBE Focus monitoring: EE Code 01 (80% or more in General Education)
 - 2011-2012 Target: 51%
 - 2012-2013 Target: 52%
 - Manteno CUSD No. 5 EE Code 01% by building as of 1/18/12
 - Primary (18): 72%
 - Elementary (45): 42%
 - Middle School (82): 57%
 - High School (88): 50%

Curriculum Update

- Transition to Common Core
- Curriculum Mapping in progress
- Utilization of data to make curricular and instructional changes
- Teachscape – Danielson Framework
- Expanding Formative Assessment
- Standards-Based Report Cards (K-4)

RtI Update

- Continue to maintain RtI system already in place
- Consider offering Tier 3 math interventions to all Elementary and Middle School students
- Explore options for increasing Tier 3 math interventions at the High School
- Expand mentoring homeroom to juniors and seniors
- Provide wrap around services to at-risk students
- Continue to offer RtI summer camp for Elementary School and Middle School students

Curriculum Changes for 2013-2014

- Expand EnVision Math to 6th grade
- Pilot Handwriting Curriculum in K
- Provide Support for Implementation of Next Generation Science Standards
- Explore Increasing AP/Dual Credit Classes at High School
- Identify Local Assessment to Measure Student Growth

Manteno CUSD No. 5 – Board Retreat Held February 2, 2013

- Expand Standards-based Report cards to 5th grade
- Utilize assessment data for student placements
 - HS Math and English
- Prepare for PARCC Assessments
 - Beginning 2014-2015 School Year

Technology

2012-2013 Accomplishments:

- Started 1:1 implementation
 - Every 5th grader was issued a Chromebook
 - Implemented Chromebook classroom sets in 3rd, 4th, and 6th grades
 - Implemented two sets of Chromebook carts (75 devices total) for High School use
- Continued 1:1 pilots
 - Elementary School has 30 iPads on cart
 - Google Nexus 7 tablets were purchased for High School app programming classes
 - Google Nexus 7 tablets were piloted in various programs
- Wireless upgrade
 - High capacity WiFi (802.11 a/b/g/n) implemented in Elementary School
 - Cable plant upgraded at Middle and High Schools to accommodate high capacity WiFi
 - Wireless gear purchased for Middle and High Schools with installation anticipated to be complete during summer of 2013.

Technology Aging

	Computer Age as of 8/31/2013*							8+ Grand Total
	2	3	4	5	6	7	8+	
DO	3	3	2	2	6	4	3	23
ES	0	0	171	5	5	11	15	207
HS	12	0	59	6	105	135	5	322
MS	12	0	185	2	5	123	4	331
PS	0	0	83	0	0	2	1	86
Total	27	3	500	15	121	275	28	969

- ~425 computers over 5 years and out of warranty
- Must plan to replace 450+ computers by end of 2012-13 if 1:1 initiative not implemented
- Does not include 400 Chromebooks (1 yr) and ~80 iPads (3 yr)

*All figures are approximate

Initiative Driving Forces of One to One

- PARCC Online Testing/Assessment (2015)
- Common Core
- Anywhere/anytime learning opportunities
- Demand for greater technological skills for day-to-day tasks
- Potential cost savings
- “Green” environmental initiatives
- Competition
- Ultimately must be driven by curriculum and instructional needs, not popular trends.
- Ultimate goal is for each student to have a personal computing device
- Eliminates need for classroom computers and labs (other than for specialty applications)

Current Status

- Google Chromebooks for all fifth graders (185)
- Apple iPad2 classroom set in use at Elementary (30)
- Pilot Chromebook sets for High School Social Studies, Career Development, Consumer Ed (75)
- Pilot Chromebook sixth grade classroom set (40)
- Pilot Chromebook fourth grade classroom set (40)
- Pilot Chromebook third grade classroom set (40)

Challenges

- Staff need more opportunity to train and prepare
- Need for additional support staff
- Funding
- Outside infrastructure (what students have available at home)

Implementation Timeline

- Implement high-density WiFi and upgrade overall network infrastructure (spring/summer 2013)
- Grade-level 1:1 in fourth-sixth grade (2013-2014)
- Classroom set 2:1 in Kindergarten (2014)

Software/Data Coordinator

- Recommended new position responsible for:
 - Monthly data uploads to ISBE, requires reviewing data for errors, inconsistencies, and misalignment with State course codes.
 - Coordinate and assist in student data rollovers between building in Skyward, AIMSWeb, Scholastic Reading Counts, Scholastic Reading Inventory,

Reading A-Z, Discovery Assessment, Lexia, Kurzweil, EASY-IEP, and other District or cloud-based software.

- Continued expansion of 1:1 means more devices to support
- Need for finding, testing, implementing apps and resources.
- Would work directly with teachers on integrating technology into curriculum/lessons.
- Would assist with assessment and data analysis.
- Will be unable to effectively implement 1:1 without such a position.
- Assist administrative team with the implementation of the Rising Star.
- Co-trained in Chromebook management console.
- Skyward software trainer and support for all building administrative assistants.

Employment Moved by Preston, seconded by Dodge to approve Stephanie Kaack to fill said position for the 2013-2014 school year. Ayes: Preston, Dodge, Hofmeister, Mallaney, Murray, and Stauffenberg – six (6). Nays – none (0). Motion carried.

Future Direction of Technology

- Implement cloud-based student applications such as Google Apps
- Work with High School staff to develop Tech Prep programs that are focused on mobile and cloud computing
- Implementation of 1:1 computing
- Upgrade wireless infrastructure throughout District.

Staffing Consideration Recap

Bldg	Position – NEEDS UPDATING	FTE
PS	Reduce one reg. ed. teacher – watch K enrollment	-1.0
PS	Add part-time special ed. teacher to co-teach in first grade	+0.5
EC	RIF/release early childhood teachers in case we do not get the EC/Pre-K grant	-2.0
MS	Add 1 Special Ed. Teacher (supported by other districts)	+1.0
HS	Add math teacher	+1.0
DW	<u>Software/Data Coordinator</u>	<u>+1.0</u>
	TOTAL =	+3.5
	RED = +3.5 FTE Projections Had a 1.0 FTE Decrease Built In.	

Transportation

	2012-2013	2013-2014
Leased buses	19	18
District owned buses	7	7
Bus routes		
o Single Routes	11	9
o Double Routes	3	4
o Triple Routes	3.5	3.5
o EC/PK Routes (2 drivers)	6	6
Employees		
o Route drivers	24	22
o Aides	6	6
o Sub bus drivers	13	14
o On site bus mechanic (approx. 4 hrs)	1	1
o Transportation Coordinator	1	1

- Transportation Recommended Changes
 - o Change to an hourly rate system due to ACA.
- Transportation Cost Reduction Options
 - o Reduce two of the hazardous routes
 - o Reduce extracurricular transportation
 - o Instituting a mile radius limit on field trips and the amount of field trips
 - o Limit extracurricular sports scheduling

Due to the fact the retreat was running longer than scheduled, the Board and administration were encouraged to review the remaining information at their leisure and bring back any other concerns or comments to the next board meeting.

Adjourn Meeting Moved by Hofmeister, seconded by Dodge to adjourn the meeting.
 Ayes: Hofmeister, Dodge, Mallaney, Murray, Preston, and Stauffenberg – six (6).
 Nays – none (0). Motion carried. Open session ended at 1:04 p.m.

**Mark Stauffenberg*

**Patrick Mallaney*

 Mark Stauffenberg – Board President
 MKS/PM/df

 Patrick Mallaney – Secretary

*Original signatures on file at the District Office.