

Manteno Community Unit School District No. 5  
Regular Meeting of the Board of Education  
Tuesday, February 26, 2013  
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, G. Preston, and M. Stauffenberg – seven (7). Absent: None - (0).
- Also present: Supt. Russert, R. Schnitzler, K. Flanigan, RJ Haines, J. Palicki, D. Conrad, D. Christ, C. Creek, J. Emerson, J. DePoister, T. Steele, and Nancy Kaufman – twelve (12).
- Visitors: J. Emerson, K. Emerson, J. O'Reilly, A. Verducci (Gilbane Project Manager) – and families representing the IL State Scholars and the Junior Achievement Company Presenters – Approximately Thirty (30) visitors.
- Pledge of Allegiance President Stauffenberg led everyone in the Pledge of Allegiance.
- Additional Items Moved by Dodge, seconded by Nelson to approve the additional agenda items as follows:
- IV. Consent Agenda
- D. Notice of Retirement Per the Collective Bargaining Agreement
5. Brian Leopold, High School Teacher (end of the 2015-2016 school year).
6. Donna Ertel, High School Teacher (end of the 2015-2016 school year).
- Ayes: Dodge, Nelson, Hofmeister, Mallaney, Murray, Preston, and Stauffenberg – Seven (7). Nays – none (0). Motion carried.
- Public Hearings/  
Petitions/ The PTO Committee did not have a report this month.
- Mr. Schnitzler introduced fourteen IL State Scholars for the Senior Class of 2012-2013, Matthew P. Werner, Trent M. Wiltshire, James S. Sotiropoulos, Luis Angel Rodriguez, Dakota A. Medland, Christine M. Massie, Jessica L. Marshall, Nicholas A. Kirchschrager, Jacob W. Henderson, Logan R. Hearne, Cora B. Haynes, Nathaniel H. Brown, John M., Berens, and Sarah E. Davis.
- Mrs. Short introduced the Junior Achievement Company programs and the product that they sell. **Tricksters Company** was introduced by John Hofmeister, Logan Hearne, Cory Presler, Dakota Medland, Maren Wiltshire and Sarah Daly. They sell trick sticks which are juggling sticks. The sticks sell for \$12.00 a pair or two sets for \$20.00. **Sweet Scents Company** was introduced by Ryan Sample and Jim Sotiropoulos. They sell quality air fresheners in five different fragrances for \$5.00 a jar or \$2.50 for a sachet.
- Community member Melissa Gadinni addressed the Board regarding the District discipline policy. She expressed her concern that the current policy was not uniform and equal. She expressed that the perception was discipline on a case-by-case basis. She wanted to know how to access the Student Handbook on-line. President Stauffenberg

and Superintendent Russert accepted her concerns and asked her to call the District office for an appointment with Superintendent Russert.

Reports of  
Committees

**Building Committee** – Chairman Gary Preston reported due to the mild weather, the gas/electric budget is in good shape. If the remainder of the year continues on course, we could potentially have a balance in the budget. Projects financed by the Bond sale need to be completed by March, 2014. Those projects include Middle School office entrance reconfiguration, Relocation of the High School video production room and equipment, High School Home Economics classroom ovens, Middle School wrestling mats, High School gym curtain replacement. The DCEO Grant Lighting Upgrade project has been completed. The entire project cost \$72,863, the grant reimbursement was \$56,475, the cost to the District was \$16,388.04. The District received a donation for the High School softball fence windscreen. The fence windscreen and fence guards have been ordered. The District also received a donation towards the batting cage. Middle School stage mats have been ordered. BLDD is preparing demolition specs for the Primary School. A community member has approached the District about purchasing a portion of the Primary School land adjacent to their home. Additional storage cubbies in the Kindergarten wing will be needed in the new construction. Additional playground equipment will be needed as well for the Early Childhood courtyard. Student parking spaces at the High School as reached 131 for a full-year permit and 16 spots for a half-year permit. The parking space fees will be allocated for parking lot asphalt repairs.

Adam Verducci gave an update on the Elementary School addition:

Roofing – Metal Roof Panels

- All metal panels installed except for Admin rotunda. The metal roof trim and cap pieces are in progress.

Above Ceiling Work

- Mechanical-ductwork is complete. Miscellaneous fittings and final connection pieces are in progress.
- Ceiling registers and grilles and wall louvers are being installed.
- Gas piping is complete except for final equipment connections.
- Fire sprinkler heads installed in the ceiling grid areas.
- Plumbing piping – 90% complete with insulation (on hold).
- Electrical – 90% complete; Fire alarm cabling and light fixtures in progress
- Telecomm cabling pulled including existing building tie-in.
- Controls wiring (BAS) for HVAC equipment in progress.

Metal Framing and Drywall

- Drywall installation (soffits and gypsum board ceilings) has been completed in Multi-Purpose and Kindergarten.
- Drywall installation in corridor soffits nearly complete.
- Sanding and finishing has been completed in Admin, Early Childhood, and Multi-Purpose.
- Finishing of top-of-walls currently being completed in Kindergarten.

Acoustical ceiling grid is complete in Admin and early Childhood Areas

Lake Plumbing Update

Lake Plumbing has defaulted on their contract. Three new plumbing contractors have walked through the site and have submitted proposals. The goal is to get a new plumbing company hired to meet the completion date of June 1, 2013.

**Finance Committee** – Chairman Mallaney reported the Committee met this evening and discussed the following:

- Review of Finance Packet
- Bond Project Review
- Elementary School Construction Update
- Healthcare Affordability Act (ObamaCare)
- State Revenue Update
- Pepsi Contract
- Activity Bus Lease
- Cellular Service Contract
- Change Orders for Indicom and Low Voltage Solutions
- Student Out-of-State Travel
- 2013-2014 School Fees
- Declare six HS Home Economics Ovens Surplus
- Lake Plumbing
- Future Agenda Items will include: Technology for Elementary School Addition and Fee Waiver Verifications

**Curriculum, Instruction, and Assessment Committee** – Curriculum Director, Cathy Creek, reported the Committee met on February 13, 2013 and had a good meeting. ISAT materials have been delivered to all buildings. Teachers are feeling anxious as ISAT has changed their cut scores, and we are expecting a 30% drop in test scores. Once test scores are released to the public, there will be parent and teacher concerns with the drastic change in student test scores.

**Technology Committee** –Tom Steele reported that the e-rate applications have been filed. The promethean boards donated by the PTO have arrived and are mostly installed. The shipment of projectors should arrive soon. Chromebooks have been deployed in the 3<sup>rd</sup>, 4<sup>th</sup> and 6<sup>th</sup> grade classroom sets. The Technology Department is working out the kinks throughout the district with the Chromebooks. The Technology Department is working with the staff of each building to determine what software should be installed in their building and on which machines. The Technology committee discussed 1:1 implementation in time for the PARCC testing deadlines. No guidelines for BYOD have been committed to at the current time.

Consent  
Agenda

Moved by Mallaney, seconded by Murray to approve the Consent Agenda as presented:

A. Minutes

- Regular Board Meeting – January 22, 2013

Manteno CUSD No. 5 Board of Education Meeting – February 26, 2013

- Executive Session Meeting – January 22, 2013
  - Board Retreat – February 2, 2013
- B. Financial Reports
- Summary of Cash/Investment/Fund Balances
  - 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. Resignations
- Danielle Ballard, Three-hour Food Service employee – effective February 15, 2013
  - Tim VanSwol, 8<sup>th</sup> Grade Boys Basketball Coach – effective at the end of the 2012-2013 school year
- D. Notice of Retirement Per the Collective Bargaining Agreement
- Marilyn Cordes, Elementary School Teacher (end of the 2016-2017 school year)
  - Patricia Chaplinski, High School Teacher (end of the 2015-2016 school year)
  - Mary Cox, Elementary School Teacher (end of the 2016-2017 school year)
  - Teresa Butterfield, High School Teacher (end of the 2015-2016 school year)
- E. FMLA Requests
- Lynn Davis, Food Service Director (Feb. 15, 2013 thru Feb. 22, 2013 – five days)
  - Angie Newsom, Elementary School Teacher (intermittent leave beginning Feb. 12, 2013)
  - John Snipes, Middle School Assistant Principal – beginning approximately April 20, 2013 for one week.
- F. Employments
- Kelly Campbell, 6<sup>th</sup> Grade Language Arts (FMLA long term substitute from approximately February 27, 2013 thru May 6, 2013)
  - Stephanie Chaplinski, 5<sup>th</sup> Grade (FMLA long term substitute from February 25, 2013 thru April 12, 2013)
  - Bill Swick, Substitute Custodian
- G. Employments Contingent Upon Successful Completion of Paperwork
- Annette Horan, Substitute Bus Aide
  - Katherine Simone, Substitute Bus Aide
- H. Acceptance of a donation of 20 water key corks from KINGMUSIC, INC., Bradley, Illinois. The donation is for the trumpet and trombone players in the band.
- I. Door-to-Door Fundraisers

1. Junior Achievement Company Program – Sweet Scents Air Fresheners – February 12, 2013 thru April 12, 2013
  2. Junior Achievement Company Program – Trick Sticks (Juggling Sticks) – February 15, 2013 thru April 15, 2013
  3. Class of 2015 – Little Caesars Pizza Kits – February 28, 2013 thru March 12, 2013
  4. High School Softball Team – Cookie Dough – March 1 2013 thru March 12, 2013
  5. High School Softball Team – T-Shirts – March 1, 2013 thru March 28, 2013
- J. Kindergarten Pre-Registration \$5.00 Incentive.  
K. Illinois Wind for Schools Grant Application

Ayes: Mallaney, Murray, Dodge, Hofmeister, Nelson, Preston, and Stauffenberg – six (7). Nays – none (0). Motion carried.

Unit Office Report      Supt. Russert reported on the following:

- A.      Good News:  
Superintendent Russert demonstrated on-line how to find the student handbooks per school on the District website.

Superintendent Russert explained that the monthly agendas and meeting minutes for the core committee meetings, which include Finance, Building and Grounds, Curriculum, Instruction and Assessment and the Technology committees will be posted on the District website under the Board of Education tab.

1. The Primary School held Jump Rope for Heart on February 7<sup>th</sup>. Students raised \$5,419.85 for the American Heart Association. The AHA provides the school with PE supplies. The PE department also received a donation of \$540 from Terracycle for PE equipment from the recycling of juice pouches and Elmer's glue bottles.
2. The WYSE team placed 1<sup>st</sup> at Regional Competition, receiving an overall score of 488 out of a possible 500 points. They will advance to Sectionals. Individuals who placed were:  
**3<sup>rd</sup> Place:** Biology–Sarah Gaither, Physics–Christie Massie, Computer Science–Savannah Guerrero, Chemistry–Sarah Gaither, Engineering Graphics–John Berens  
**2<sup>nd</sup> Place:** Chemistry–Nick Kirchsclager, Biology–John Berens, English–Sarah Davis  
**1<sup>st</sup> Place:** Engineering Graphics–Trent Wiltshire, Math–Sarah Davis (1<sup>st</sup> place overall, winning a foundation scholarship)  
Members of the varsity team also include: Nate Brown, Emily Gaither, Charlie Massie, Lucas Robbins, Sophia Schnitzler, Lauren Werner and Matthew Werner. JV team members are Leegan Boudreau, Kassidy Jungles, Praveen Madan, Hannah Sabey, and Kari Southerland.
3. The 7<sup>th</sup> grade girls' volleyball team finished 2<sup>nd</sup> in the Kan-Will Conference and the Conference Tournament. The team ranks 2<sup>nd</sup> in the upcoming IESA Regional.

4. The 8<sup>th</sup> grade girls' volleyball team is undefeated on their season so far. They finished 1<sup>st</sup> in the Kan-Will Conference and the Conference Tournament. They also won the Panther Volleyball Invitational.
  5. The Middle School wrestling team placed 1<sup>st</sup> as a team at the Marseilles Invitational and finished 4<sup>th</sup> at the Plano Invitational.
  6. Kindergarten Pre-Registration will be on Wednesday, March 6, 2013 at the Elementary School from 11:00AM – 7:00PM.
  7. On-line Registration will be open from April 3, 2013 – June 12, 2013
- B. Update on Late State Payments
- C. There was discussion at the January 22, 2013 Board meeting to change the start time of the May Board meeting due to Middle School Promotion, however the Board meeting is on May 21, 2013 therefore there will not be a conflict with Middle school Promotion.

### Old Business

Approve Pepsi Contract With Bottling Group, LLC Moved by Hofmeister, seconded by Nelson, to approve the Pepsi Contract with Bottling Group, LLC for the term effective August 1, 2012 through July 31, 2017 or until the 8,500 threshold is met as presented. Ayes: Hofmeister, Nelson, Dodge, Mallaney, Murray, Preston, and Stauffenberg - seven (7). Nays – none (0). Motion carried.

Approve Date For The Elementary School Addition Dedication Moved by Dodge, seconded by Murray, to approve the Elementary School New Addition Dedication on Saturday, June 22, 2013 at 3:00PM. This will also be the retirement party for Superintendent Russert. Voice Vote: All ayes – seven (7). Nays – none (0). Motion carried.

### New Business

Approve Hazardous Route Designation Resolution Moved by Nelson, seconded by Dodge to approve the Hazardous Route Designation Resolution as presented. Voice Vote: All ayes – seven (7). Nays – none (0). Motion carried.

Approve 2013-2014 Bus Lease With Midwest Transit Moved by Preston, seconded by Mallaney to approve the 2013-2014 Bus Lease with Midwest Transit for \$225,823.00 as presented. There was no action on the White Bus, it was tabled. The subject will be discussed again at the March, 2013 Finance meeting. Ayes: Preston, Mallaney, Dodge, Hofmeister, Murray, Nelson and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Award Cellular Phone Service Contract to Verizon Moved by Mallaney, seconded by Hofmeister to award the District cellular service provider to Verizon according to the E-Rate cycle as presented. Ayes: Mallaney, Hofmeister, Dodge, Murray, Nelson, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

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- Approve Early Graduation Requests Moved by Dodge, seconded by Murray to approve early graduation for three High School students to graduate mid-semester of the 2013-2014 school year. Voice Vote: All Ayes - seven (7). Nays - None (0). Motion carried.
- Declare As Surplus Moved by Preston, seconded by Mallaney to declare as surplus six ovens from the High School Home Economics classroom as presented. Ayes: Preston, Mallaney, Dodge, Hofmeister, Murray, Nelson, and Stauffenberg – seven (7). Nays: None (0). Motion carried.
- Approve Student Teaching Guidelines Moved by Dodge, seconded by Hofmeister to approve the Student Teaching Guidelines as presented. Voice Vote – All Ayes: Seven (7). Nays – None (0). Motion carried.
- Approve Low Voltage Solutions, Inc. Change Order No. 001 Moved by Nelson, seconded by Hofmeister to approve the Low Voltage Solutions, Inc. change order No. 001 for the contract sum decrease in the amount of \$2,500.65 as presented. Ayes: Nelson, Hofmeister, Dodge, Mallaney, Murray, Preston and Stauffenberg – seven (7). Nays: None (0). Motion carried.
- Approve Indicom Electric Company, LLC Change Order No. 003 Moved by Hofmeister, seconded by Murray to approve the Indicom Electric Company, LLC change order No. 003 for the contract sum increase in the amount of \$4,537.57 as presented. Ayes: Hofmeister, Murray, Dodge, Mallaney, Nelson, Preston and Stauffenberg – seven (7). Nays: None (0). Motion carried.
- 2013-2014 School Calendar First Reading No action on this item it was a first reading only.
- Approve Seven Middle School Students to Attend ISTE Conference In June, 2013 Discussion was held by the board. No action was taken due to a lack of a motion.
- Approve School Fees For the 2013-2014 School Year Moved by Nelson, seconded by Mallaney to approve the 2013-2014 School Fees as presented. Ayes: Nelson, Mallaney, Dodge, Hofmeister, Murray, Preston, and Stauffenberg – seven (7). Nays: None (0). Motion carried.
- Future Action Items
1. Certified and non-certified staff employment
  2. Summer help employment

2. Approve school calendar for the 2013-2014 School Year

Adjourn To Executive Session Moved by Hofmeister, seconded by Nelson to enter into Executive Session for the purpose of appointment, employment, compensation, discipline, performance, or dismissal of specific employees. Ayes – Hofmeister, Nelson, Dodge, Mallaney, Murray, Preston, and Stauffenberg - seven (7). Nays – none (0). Motion carried.  
Open session ended at 7:50 p.m.

Return to Open Session Moved by Hofmeister, seconded by Nelson to return to Open Session at 9:00 p.m.  
Ayes: Hofmeister, Nelson, Dodge, Mallaney, Murray, Preston, and Stauffenberg – Seven - (7). Nays – none (0). Motion carried.

Meeting Adjourned Moved by Hofmeister, seconded by Nelson to adjourn the meeting.  
Voice vote: All ayes – seven (7). Nays – none (0). Motion carried.  
The meeting ended at 9:00 p.m.

*\*Mark Stauffenberg*

*\*Patrick Mallaney*

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Mark Stauffenberg  
Board President

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Patrick Mallaney  
Board Secretary

MKS/PM/nak

\*Original signatures on file at the District Office