

Manteno Community Unit School District No. 5
Board of Education Retreat
Saturday, February 4, 2012 – 8:00 a.m.
Manteno High School Library

- Open Meeting The meeting was opened by President Mark Stauffenberg at 8:00 a.m.
- Roll Call Dodge, Hofmeister, Mallaney, Nelson, Preston, Toepper and Stauffenberg – seven (7).
Absent – none (0).

Others present: Supt. Russert, K. Meyer, P. Russert, K. Flanigan, R. Haines, D. Conrad, J. Snipes, R. Schnitzler, S. Delya, J. Palicki, A. Furbee, T. Steele, J. Ruland, J. DePoister, and Clerk Fortin – fifteen (15).

Other guests – T. Butterfield, Scott Smith (PMA), and Joe Emerson – three (3).
- Pledge of Allegiance President Stauffenberg led everyone in the pledge of allegiance.
- Financial Projections Analysis & Discussion Scott Smith, PMA representative, reported history and assumptions of:
EAV - 2010 -5.07%; 2011 – 5.94%; and 2012 -7.81%
New growth in millions – 2010 - \$1.55; 2011 - \$1.6; and 2012 - \$.5
CPI – 2010 – 2.70%; 2011 – 1.50%; and 2012 – 3.00%
Operating Tax Rates – 2010 – 3.86%; 2011 – 4.19%; and 2012 – 4.69%
General State Aid – Foundation level currently at \$6,119 (with 95% proration)
 o No increase assumed for FY 2013 and FY 2014, nor FY 2015 thru FY 2017
Special Education categorical grant funding – no increase over FY 2012 (assumes four payments per year)
Transportation – Special Ed transportation reimbursement maintained, regular transportation reimbursement cut (approximately \$146,000 per year)
FY 2012 Expenditures by Object:
 o Salaries – 45.8%
 o Benefits – 12.2%
 o Purchased Services – 11.1%
 o Supplies/materials – 6.6%
 o Capital Outlay – 2.7%
 o Other – 19.3%
Estimated increases:
 o Salaries – per current contracts where applicable
 o Health insurance – 25% increase in FY 2013, 18% increase FY2014-FY2017
 o Dental insurance – 2% increase each year
 o Purchased Services, supplies, capital outlay – Average of 2.5% increase each year, one-time exceptions accounted for accordingly
Enrollment History and Projections
2010 – 2,261; 2011 – 2,246; and 2012 – 2,306
Staffing History and Projections – 2012 – 171.5; 2013 – 173.0; and 2014 - 174.1

Aggregate Projections – FY surplus/Deficit shows FY 2012 (\$1,927,437), FY 2013 (\$2,771,337) and FY 2014 (\$2,384,148)

Year end fund balances – Aggregate projections

FY 2012 \$12.10 (million)

FY 2013 \$ 9.30 (million)

FY 2014 \$ 6.90 (million)

FY 2015 \$ 7.10 (million)

FY 2016 \$ 6.90 (million)

ISBE Financial Profile Score History and Projection – 2006-2011 been in financial recognition, 2012 – 2015 – Review status, 2016 (Early Warning)

Primary
School
Report

Principal Joe Palicki briefly reviewed some informational slides and then spoke of possible staffing changes

1. The possibility of reducing one regular education teaching position in case incoming Kindergarten class is as small as the current class. Average class sign 22.8 which is just under the contract cap. Possibility of using Elementary School staff?
2. Adding a 0.5 FTE special education teacher to implement co-teaching in first grade.

Elementary
School
Report

Principal Roger Schnitzler reviewed some informational slides and then spoke of potential staffing changes to include:

1. May need to add one teacher in fourth grade if we get seven (7) additional students next year.
2. Recommend the reduction/release of two early childhood teachers, as we do each year, to ensure we receive early childhood grant funding.

Middle
School
Report

Principal Dave Conrad reviewed some informational slides and then spoke of 2012-2013 core subject staffing.

Next year's sixth grade class is at 183 students. Mr. Conrad and Mr. Snipes are watching those numbers.

“Summer School” for credit recovery is now an academic intervention program coupled with the RTI Summer Learning Camp. This model is supported by the NASP.

Tuition for “Summer School” and RTI Camp:

- In-District Fees: \$130 and Out-of-District Fees: \$175

Also discussed were:

- Implementing “Second Step” character education curriculum throughout related arts curriculum, 5th grade core.
- Impact of STEM and technology integration
- Chromebook pilot continues
- Piloting a lunch supervisor (part-time parapro)

- Increasing support for reading and writing in social studies curriculum
- Increased data integration into school climate

Consider Staffing Changes

- Request five additional workdays for guidance counselor contract (added to the end of her schedule)
- Release one teacher due to the large 8th grade class this year.
- Release one teacher due to the return of teacher from a long term leave.

Other Considerations

- Related arts are fully staffed in 2 x 6 rotation
- Class sizes are large at 28-32 per class
- Increased focus on grammar and writing
- Impact of STEM initiative and technology integration

High School Report Principal Paul Russert reviewed some informational slides and then spoke of the following:

- Watching the current eighth grade class numbers which will be freshmen next year.
- Discussion occurred regarding course additions of “Written Journalism” (a year long elective class, which helps meet state mandate of two years of writing intensive English courses) and “Current Issues” (a semester long social science elective class) – No additional staff is required for these changes.

Approve Additional HS Courses Moved by Mallaney, seconded by Preston to approve the Written Journalism and Current Issues class at the High School for the 2012-2013 school year.
Ayes: Mallaney, Preston, Dodge, Hofmeister, Nelson, Toepper, and Stauffenberg - seven (7). Nays – none (0). Motion carried.

Additional changes at the High School level, as reported by Principal Russert include:

- College Career Prep (CCP) Class is to be a required course beginning with the class of 2016 (next year).
- Two levels – CCP and Advanced CCP which will not carry any weighted grade. The entrance to Advanced CCP will be determined from 8th grade EXPLORE and AIMS web data and supported or refuted with teacher input. There will not be an automatic connection to Honors English and Advanced CCP.
- Additional English Teacher – Teach three CCP classes and three English classes or two English classes and possibly a Spanish Class and an intervention class. If no new teacher is added current teachers absorb three more CCP classes and English class size will be larger due to increased enrollment. Lose RtI and mentoring.
- Guidance – Move back to 2 full time employees from the current 1.5 for purpose of data analysis and other guidance duties.
- Technology Changes – Move from Microsoft Office and older programming classes to cloud computing and app development classes.

Summer School – 2012

- Driver Education - \$220.00

- English up to one credit for English 9, 10, 11 or 12 if numbers warrant offering
- Possible Math ½ credit if registration is sufficient to warrant offering.
- Fee for summer school \$130 in district and \$175 out of district, if space is available).

College Readiness Recognition

- Top ten recognition ends after the Class of 2014
- College Readiness Recognition would begin with the Class of 2015 (to be called Panther Scholars)
- Must have:
 - Four years of Math (three required)
 - Four years of Science (three required)
 - Four years of English (four required)
 - Three years of Social Science (two required)
 - No grade requirements, but must pass above classes. In addition to the above, the college readiness benchmark scores for English (18), Mathematics (22), Reading (21), and Science (24) must be met on the ACT test.

After discussion of the change in the mandated age for students to attend school, it was announced that the Manteno Board of Education endorses and supports the mandated age for student attendance to 18 years old.

Special Education Dept. Report

Director of Special Education, Andy Furbee, reviewed some informational slides and also reported on the following:

Current Staff

- 1.0 FTE Special Education Director
- 0.4 FTE IOA LEA
- 2.0 FTE Secretaries
- 3.0 FTE Speech Pathologist and 1.8 FTE Asst.**
- 3.0 FTE Social Workers
- 2.6 FTE Psychologists
- 1.4 FTE Occupational Therapist COTA**
- 0.2 Occupational Therapist OTR (Evals & Supervision)
- 0.4 FTE Physical Therapist PT **
- 1.0 FTE School Psych. Intern
- 1.0 FTE Transition Specialist
- ** signified staffing levels are under review

Indicator 5: Percent of children with IEP's aged 6 through 21.

- ISBE focus monitoring: EE Code 01 (80% or more in Gen. Ed).
 - 2011-2012 – Target: 51%
 - 2012-2013 – Target: 52%
- Manteno CUSD No. 5 EE Code 01 & by building as of 1/18/12
 - Primary (13) 53%

- Elementary (49) 60%
- Middle (88) 58%
- High (70) 40%

Indicator 6: Percent of preschool children with IEP's who received special education and related services in settings with typically development peers (e.g., early childhood settings, home, and part-time early childhood/part-time early childhood special education settings).

Average percent of time in general education:

2011-2012	71%
2010-2011	65%
2009-2010	76%

RtI
Report

Dr. Joshua Ruland, Director of C.I.A. reviewed various informational slides and gave these updates:

Middle School

- AIMS web benchmarking conducted 5th – 8th grades
- Continue Data Days with 5th grade teachers
- Data Days held with all 6th – 8th grade Language Arts and Math teachers
- Language Arts and Title I teachers conduct daily interventions with struggling students (6th thru 8th grades)

High School

- Working to build time for RtI into current schedule
- Exploring curriculum to be utilized during RtI time.
- Working with administration to identify how to utilize staff as RtI implementers
- Administered Discovery Assessment with all 9th – 11th grade students (to identify those needing interventions).
- Conducted Survey Level Assessments (similar to AIMS web) with all special education students
- Piloting Carnegie Math Intervention during homeroom and Resource
- Using Language! Curriculum as Tier III reading interventions.

RtI 2012-2013 Goals

- Maintain strong RtI program K-8
- Ensure integrity of Tier 2 and Tier 3 interventions K-8
- Continue building structure for RtI implementation at the HS
- Continue collaboration with Core Curriculum

Technology
Report

Tom Steele, Director of Technology reviewed informational slides and reported on the following:

Personnel:

- Continue with technology interns(5)
 - Summer help (5 interns, 35 hours @ 12 weeks) \$16,500
 - School year help (4 interns, 15 days) 4,500

- Tech Prep period (approx 600 hours - \$4,950 value)

Technology Aging (as of August 31, 2012)

- 325 computers are over five years old and out of warranty
- Additional – 120 computers will be in replacement status the following year.
- Must plan to replace 450 + computers by the end of 2012-13 if 1:1 initiative is not implemented.

Currently reaching internet bandwidth capacity almost daily. Reasons we need more capacity:

- Increased demand as more resources are moved to the “cloud”
- More media-rich content being used.
- More devices competing for bandwidth.
- Internet bandwidth options
 - Increase HS capacity, eliminate MS connection
 - Capacity/pricing – 36 mo term commitment
 - 50 Mbps @ \$1850/mo (\$2200/mo normal)
 - **60 Mbps @ \$2250/mo – RECOMMENDED (\$2500/mo normal)**
 - 70 Mbps @ \$2650/mo (\$2800/mo normal)
 - 80 Mbps @ \$3050/mo (\$3100/mo normal)
 - 90 Mbps @ \$3350/mo (\$3400/mo normal)
 - Allowed to increase capacity any time during term, pay “normal” rate at that time without increasing length of term.
 - Current E rate discount is 50%
 - Taxes/fees are not included in any pricing.

1:1 Initiative

- Ultimate goal is for each student to have a personal computing device
- Eliminates need for classroom computers and labs (other than for specialty applications)
- Must be driven by curricular needs, not popular trends
- Rolled out gradually
- Seeking platform independence
- BYOD is likely to be the most sustainable model

Challenges to Implementation

- Market has been slow to bring competition.
- Prices remain stubbornly high
- Textbook companies resisting price reductions for electronic versions.
- Current devices designed for “personal” use and difficult to manage in school environment.
- Need for additional technical support staff.

Encouraging Signs

- Many students already possess devices that can be used in a 1:1 environment.
- Lower priced Amazon Kindle Fire is offering viable competition to iPad
- Amazon’s “ecosystem” could easily adapt to an education-friendly model.
- Apple has negotiated digital-textbook deals with major publishers,

- Apple announced its eBook authoring software is free to use allowing teachers to publish their own textbooks.
- Increasing amount of “free” Common Core aligned curriculum becoming available.

Instructional Tech Coordinator Discussion

- Recommended new position
 - Could be filled in multiple ways.
 - Possibly utilize existing staff to perform some functions initially
- Continued expansion of 1:1 means more devices to support
- High demand for instructional support
- Need for finding, testing, implementing apps and resources
- Would work directly with teachers and integrating technology into curriculum/lessons
- Would assist with assessment and data analysis
- Will be unable to effectively implement 1:1 without such a position.
- Possible overlap with HS Guidance increase in 0.5 FTE

Major Technology Projects for 2012-2013

- Increase internet bandwidth
- Implement new content filtering system
- Implement mail archiving system
- Expand 1:1 pilot projects
- Implement 1:1 computing on limited basis as dictated by curricular needs

Future Developments

- Implement cloud-based student applications such as Google Apps
- Work with HS 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
Recap

Bldg	Position	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
ES	If 4 th grade enrollment goes up by 7 students we would need to add one teacher	+1.0
EC	RIF/release early childhood teachers in case we do not get the EC/Pre-K grant	-2.0
MS	Add five work days to guidance counselor	+0.03
MS	Release two teachers (one due to class size, one due to long-term military leave)	-2.0
HS	Add English teacher	+1.0
HS	Add back 0.5 FTE in guidance for data analysis/statistics	+0.5
DW	<u>Instructional Technology Coordinator</u>	<u>+1.0</u>
	RED = +2.03 FTE Projections Had a 1.5 FTE Increase Built In.	

After discussion regarding the above slide, the board made the following motion.

Additional Staff Moved by Nelson, seconded by Mallaney to allocate the 2.03 FTE positions and if necessary, come back and we'll give you the fourth grade teacher if necessary, if enrollment is up you have the authority to add that position. Maximum of 3.03 if necessary. Ayes: Nelson, Mallaney, Dodge, Hofmeister, Preston, Toepper, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Comcast Agreement Moved by Dodge, seconded by Hofmeister to enter into an agreement with Comcast for 60 Mbps @ \$2250/month beginning July 1, 2012 thru June 30, 2015. Ayes: Dodge, Hofmeister, Mallaney, Nelson, Preston, Toepper, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

A brief break was taken by the Board.

Transport. Report Supt. Russert reported the District will be requesting the same amount of leased buses next year. A discussion about multiyear verses single year leases occurred.

The District received two transportation payments this year, and it is suggested that future funding will again be cut by 52%. Transportation cost cutting options are being explored in anticipation of state regular transportation funding being eliminated.

Options include:

- Reduce two of the hazardous routes (\$28,600).
- Review all current hazardous routes.
- Reduce extracurricular transportation (Last year's costs of \$48,213.13 – to cover this cost in the future, the participation fee would need to be increased by approximately \$55.00).
- Revise driver pay rates/system.
- Institute a mile radius limit on field trips and the amount of field trips.
- Limit extracurricular sports scheduling (eliminate/reduce non-conference activities).
- Challenged by PRIDE trips requiring yellow buses.
- Applying for grants for additional sidewalks

Financial Options 2013 and Beyond Supt. Russert spoke then on the positive side, asking IF General State aide increases because of pension reform, what would the board's priorities be?
Options included: Another special education administrator; 1:1 technology for students; additional social worker; additional nurse.

The Board agreed to listen to the administration's suggestions should that occur.

If there is a need to generate revenue – what are the preferences?

Options included: Sell the Primary School; work on sales tax referendum; write grants (already taking place); or increase fees. The board preferred selling the Primary School over leasing it to another entity.

The fee structure was reviewed and discussed.

2012-2013 Fees Moved by Hofmeister, seconded by Nelson to maintain the fees for the 2012-2013 school year. Ayes: Hofmeister, Nelson, Dodge, Mallaney, Preston, Toepper, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Academic Goals: Curriculum Director of Curriculum, Josh Ruland discussed the curriculum goals which included:
 Continue to review all curriculum (start review for Math adoption (K-5)
 Align instruction to Common Core, National or ILS Standards
 Document Learning Progressions using Curriculum mapping software
 Explore move towards more technology-based resources (1:1 computing, handhelds)

Instruction Expand use of formative assessments to guide instruction

- Identify and articulate learning targets
- Involve students and parents
- Focus instruction on student Acquisition of Skills and Concepts
 - Common Core as guides
 - Not just lower level knowledge
 - Rigor, challenge, 21st century skills, critical thought
 - Teach for Mastery
- Increase Integration of Technology
 - Promethean Boards, iPads, Chromebooks, etc.
- Expand Use of Literacy Stations
- Explore Use of Math Stations
- Expand College and Career Prep Freshman Course
 - Reading in the content area strategies
- Continue Professional Development through Learning Team Model

Assessment Implement a Balanced Assessment System

- EPAS System
 - Continue to evolve at MS and HS
 - Discovery Assessment CRA 9th – 11th
- Local Assessment Platform
 - Discovery Assessment – 9th – 11th
 - EPAS 8th – 11th
 - AIMS web K-8th
- Universal Screeners for RtI at MS and HS
 - Fall – 2010 and is ongoing
- Common Summative Assessments
- Develop Some Common Formative Assessments

Create grading and reporting guidelines

- CIA has begun to examine potential guidelines

Implement Standards Based Reporting/Report Cards

- Common Core in Math and ELA

Financial & Facility Goals Supt. Russert briefly reviewed the ongoing financial and facility goals

Summer Projects Summer projects for 2012 include:

- Elementary School
 - Routine cleaning
 - Patch south parking lot and concrete repair
 - 10-year life safety work
 - CONSTRUCTION!
- Middle School
 - Oil and chip lanes
- High School
 - Routine cleaning and maintenance
 - Track renovation
 - Additional set of bleachers by the track finish line

Leadership Goals Supt. Russert briefly discussed the following:
State ESEA Flexibility waiver – Awareness to Drive Leadership (skipped further info)

Race to The Top – The District has an opportunity to write for a share of \$24 million to implement on a shortened timetable what PERA and Education Reform already requires.

- Illinois was awarded a RTTT rand for \$42.8 million.
- \$21 million will be disbursed to approved districts that apply and agree to changes in the RTTT grant.

District Requirements - Instruction

- Establish Professional Learning Communities
- Establish Alignment teams to address transition points
- Align instruction and assessments with Common Core
- Standards-aligned instruction
- Integrate writing through-out the curriculum
- Include text complexity and CCSS reading across content areas
- Implement a standards-based reporting system in Math, ELA, and Science

District Requirements – Assessments

- Develop formative and summative assessments in a coherent framework to support standards-aligned instruction and measure growth.
- Develop Type II and Type III assessments
- Pilot for PARCC and KIDS assessment

District Requirements – Educator Quality

- Union agreement to implement PERA
 - “No stakes” student growth 9/1/13

- Full implementation 9/1/15 (one year sooner)
- Implement State – adopted survey of learning conditions or equivalent
- Establish strong instructional leadership at the District and school level.

The Board spoke briefly about meeting with the MEA to continue to move forward.

There were no additional leadership goals given to the administrative team.

Executive Session Moved by Hofmeister, seconded by Nelson to enter into Executive Session for the purpose of discussion of personnel. Ayes: Hofmeister, Nelson, Dodge, Mallaney, Preston, Toepper, and Stauffenberg – seven (7). Nays: None – (0). Motion carried. Open Session ended at 12:01 p.m.

Return to Open Session Moved by Preston, seconded by Hofmeister to return to Open Session at 12:04 p.m. Roll call: Preston, Hofmeister, Dodge, Mallaney, Nelson, Toepper, and Stauffenberg – seven (7). Absent: None (0). Motion carried.

Hire Elementary School Principal Moved by Dodge, seconded by Toepper to hire Joe Palicki as the Elementary School Principal. Ayes: Dodge, Toepper, Hofmeister, Mallaney, Nelson, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Adjourn Meeting Moved by Nelson, seconded by Toepper to adjourn the meeting at 12:05 p.m. Ayes: Nelson, Toepper, Dodge, Hofmeister, Mallaney, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

*Mark Stauffenberg**

*Patrick Mallaney**

Mark Stauffenberg – Board President

Patrick Mallaney – Secretary

MKS/PM/df *Original signatures on file at the District Office