

Manteno Community Unit School District No. 5  
Regular Meeting of the Board of Education  
Tuesday, February 25, 2014  
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. Harrod, K. Meyer, R. Schnitzler, R. Haines, J. Snipes, J. Palicki, J. Emerson, A. Furbee, T. Steele, C. Creek, J. Finkelstein, T. Weber, C. Majerski, J. DePoister and Clerk Fortin - fifteen (15)
- Visitors: J. O'Reilly, R. Diedrich, K. & K. Mikuca, J. West, N. Liptak, A. Pennington, F. St. John, Steve Crouse of PMA Financial Planning Programs, parents and family members of the 17 Illinois State Scholars and Manteno High School cheer team - approximately 80.
- Pledge of Allegiance President Stauffenberg led everyone in the Pledge of Allegiance.
- Additional Agenda Items Moved by Dodge, seconded by Nelson to add the following additional agenda items:  
V. Consent Agenda  
C. Resignations  
Ashley Stark, Middle School Cheer Coach effective February 20, 2014  
F. Employments  
Shannon Boudreau, Elementary/Early Childhood librarian and PE Assistant to complete the 2013-2014 school year at the daily substitute rate effective February 24, 2014  
J. Reassignments  
Pam Fetherling, Middle School food service from six and one half hour a day manager position to six hour supervisor position effective March 24, 2014  
Kim Tracy, Middle School food service from six hour supervisor position to six and one half hour manager position effective March 24, 2014  
VIII. New Business  
J. Approve AT& T Contract for Phone Service
- Ayes: Dodge, Nelson, Hofmeister, Mallaney, Murray, Preston, and Stauffenberg – seven (7).  
Nays – none (0). Motion carried.
- Public Hearing Tsfr of Funds From O & M To Capital Projects Fund Moved by Nelson, seconded by Hofmeister to open the public hearing to consider transferring \$210,000 from the Operations and Maintenance Fund to the Capital Projects Fund. Ayes: Nelson, Hofmeister, Dodge, Mallaney, Murray, Preston, and Stauffenberg - seven (7). Motion carried. Hearing opened at 6:31.
- Public Hearing Tsfr of Funds From O & M To Capital Projects Fund There were no comments heard from the public.  
There were no comments heard from the neither staff nor Board of Education.

Moved by Nelson, seconded by Mallaney to close the public hearing to consider transferring \$210,000 from the Operations and Maintenance Fund to the Capital Projects Fund. Ayes: Nelson, Mallaney, Dodge, Hofmeister, Murray, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Public Hearings/  
Petitions /  
Comments Roger Schnitzler, Manteno High School Principal, introduced 17 High School students which were honored to be recognized as Illinois State Scholars.  
Mr. Schnitzler also introduced the Manteno High School Cheer team and their coaches, which placed 20th out of 25 teams competing at the State series cheer finals.  
Next, Mr. Schnitzler introduced Amanda Pennington, the High School Family and Consumer Science teacher, as well as the top two competitive teams winning the recent “cupcake” wars. Finally, Mr. Schnitzler honored Kevin Mikuca, chosen by the Section 9 of Illinois Soccer Coaches Association, as “2013 Soccer Coach of the Year”.

Nikki Liptak, community member, requested to sponsor a foreign exchange student thru the ASPECT Foundation Program presented to the Board.

Approve Foreign Ex. Student Moved by Preston, seconded by Dodge to approve the ASPECT Foundation Program foreign exchange student, Federica Magon, of Cadorago, Italy for the 2014-2015 school year as presented. Voice vote: All ayes – seven (7). Nays – none (0). Motion carried.

PMA Projection Presentation Steve Crouse, Senior Financial Advisor of PMA Financial Network presented to the Board of Education the following District financial findings and projections:

- Revenue by Source Detail – FY 2014 (Education, O & M, Transportation, IMRF/SS, Working cash, Tort and Life Safety Funds)
  - Property Taxes – 46.7%
  - Other State Revenue – 27.1%
  - General State Aid – 16.8%
  - Federal – 4.8%
  - Other Local Revenue – 4.6%
- Reassessment EAV History and Assumptions
  - 2013 – (2.81%)
  - 2014 – (.61%)
  - 2015 - .97%
  - 2016 – 1.04%
  - 2017 – 2.19%
  - 2018 – 1.10%
  - 2019 - 1.09%
- New Property History and Assumptions (New EAV Growth in millions)
  - 2011 - \$1.0
  - 2012 - \$1.0
  - 2013 - \$0.5
  - 2014 - \$1.0
  - 2015 - \$1.2
  - 2016 - \$1.4
  - 2017 - \$4.4

- Consumer Price Index History and Assumptions
  - 2011 – 1.5%
  - 2012 – 3%
  - 2013 – 1.7%
  - 2014 – 1.5%
  - Projections for 2015 – 2019 is 2.4%
- Key Revenue Assumptions – General State Aid
  - Foundation level currently \$6,119 (with 89% proration)
  - No foundation level increase assumed for future years
  - Proration at 85% in FY15, 87% in FY16, 89% in FY17, 91% in FY18, 93% in FY19
- Other State Revenue
  - Special Education categorical grant funding (no increase over FY 14)
  - Transportation (Special Ed Transportation reimbursement maintained)
- General State Aide Revenue (in millions) history and projections
  - 2011 - \$4.3
  - 2012 - \$3.7
  - 2013 - \$3.9
  - 2014 - \$4.1
  - 2015 - \$3.9
  - 2016 - \$4.1
  - 2017 - \$4.0
  - 2018 - \$3.8
  - 2019 - \$3.6
- FY 2014 Expenditures by Object
  - Salaries – 44.4%
  - Other Objects – 21.4%
  - Benefits – 13.4%
  - Purchased Services – 10.5%
  - Supplies and Materials – 6.4%
  - Capital Outlay – 1.9%
  - Provision for Contingencies – 1.9%
- Key Expenditure Assumptions
  - Salaries
    - Per current contracts were applicable
    - Future salaries to be negotiated
  - Health Insurance
    - 15% increase in FY15, 12% increase in future years
  - Purchased Services, Supplies, Capital Outlay
    - Equal to CPI assumption
    - One-time exceptions accounted for accordingly
- Enrollment History and Projections
  - 2011 – 2,246
  - 2012 – 2,240
  - 2013 – 2,189
  - 2014 – 2,157
  - 2015 – 2,127

- 2016 – 2,084
- 2017 – 2,050
- 2018 – 2,023
- 2019 – 1,991
- Staffing (Certified Staff (FTE))
  - 2014 – 166.4
  - 2015 – 165.6
  - 2016 – 163.4
  - 2017 – 162.0
  - 2018 – 160.9
  - 2019 – 159.3
- Aggregate Projections – Current Base Model
  - FY 2014 – (\$1,511,213)
  - FY 2015 – (\$339,226)
  - FY 2016 – (\$341,659)
  - FY 2017 – (\$188,797)
  - FY 2018 – (\$247,589)
  - FY 2019 – (\$436,279)
- Aggregate Projections – Current Base Model – Year End Fund Balance (Millions)
  - FY 2014 - \$12.9
  - FY 2015 - \$12.6
  - FY 2016 - \$12.2
  - FY 2017 - \$12.1
  - FY 2018 - \$11.8
  - FY 2019 - \$11.4
- ISBE Financial Profile Score History and Projection
  - 2009 - 3.70 – Recognition
  - 2010 – 3.70
  - 2011 – 3.70
  - 2012 – 3.70
  - 2013 - 3.70
  - 2014 – 3.25 – Review
  - 2015 – 3.25
  - 2016 – 3.25
  - 2017 – 3.25
  - 2018 – 3.25
  - 2019 – 3.35

Reports of  
Committees

**Building Committee** – Chairman Gary Preston reported the following:

- The District received the FY14 School Maintenance Grant, a \$50,000 matching grant, which will be applied to the replacement of the upper bleachers at the High School. There are still issues at the Elementary School with the snow rails, which Mr. Palicki will check into. The Primary School demolition has been moving forward.

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

- Bond project review
- Transfer of funds for capital projects
- State revenue update
- Recommend the approval of the bus lease as well as the ATT proposal
- Finance packet was reviewed
- Fee structures
- Cellular service contract
- Fee structures will be discussed at next month's meeting.

**Curriculum, Instruction, and Assessment Committee** – Cathy Creek reported the District is heavy into the assessment season. The ISAT materials have been delivered and testing will be starting next week. Cathy has been attending many webinars and workshops regarding PARC testing and the realization of a lot of building support staff will be needed. There will be a lot of training to facilitate the test. Just the High School Algebra classes will be tested first, for the 2014-2015 school year grades 3-11 will be involved. The PSAE tests will begin April 23<sup>rd</sup>.

**Technology Committee** – Chairperson Gale Dodge reported the committee met February 12 and the following items were discussed:

- The color copiers at the District Office and the High School have been replaced.
- Several responses to the cellular portion of the E-rate proposal were received.
- There is continuing work with ICN regarding bringing fiber from I-57 while working with the Village of Manteno.
- The Tech Plan is largely complete.
- Tom Steele presented a Bytespeed proposal for six Notebook computers at \$729 each.
- A HP Chromebook lease program was presented.
- The Elementary School technology issues were being addressed.

Consent  
Agenda

Moved by Mallaney, seconded by Hofmeister to approve the following items:

A. Minutes

- Regular Board Meeting of January 28, 2014
- Executive Session Meeting of January 28, 2014

B. Financial Reports

- Summary of Cash/Investment/Fund Balances Report
- 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
- Adam Nilsson, Middle School Assistant Track coach for the 2013-2014 school year effective immediately
  - Brenda Banks, Elementary School Physical Education assistant and library aide effective February 14, 2014
  - David Huish, Route Bus Driver effective February 28, 2014
  - Ashley Stark, Middle School Cheerleading Coach effective February 20, 2014
- D. Notice of Retirement Under MEA Agreement Article IX
- Mary Clancy Hall, High School Resource Teacher intent to retire at the end of the 2016-2017 school year
  - Donna Nelson, High School English Teacher intent to retire at the end of the 2016-2017 school year
- E. FMLA Requests
- Mark Langusch, Middle School PE Teacher beginning approximately March 27, 2014 for seven days
  - Jennifer Fortin, First Grade teacher from approximately April 20, 2014 thru December 19, 2014 (114 days)
  - Laura Contreras (corrected request), Middle School Teacher from the beginning of the 2014-2015 school year thru Christmas break (82 days)
- F. Employments
- Colleen Bechard, Middle School Assistant Track Coach for the 2013-2014 school year
  - Jonathan Petyko, Middle School Paraprofessional (funded by Grant Park) effective February 26, 2014
  - David Huish, Substitute Route Bus Driver effective March 1, 2014
  - Shannon Boudreau, Elementary Early Childhood Librarian and PE Assistant to complete the 2013-2014 school year at the daily substitute rate effective February 24, 2014
- G. Donation Acceptance
- The Manteno PTO donated \$200.00 to the Elementary School Breakfast program
- H. Declare Surplus – Technology Department list of items
- I. Middle School Fitnessgram Agreement approval to host the product in the cloud.
- J. Reassignments
- Pam Fetherling, Middle School Food Service from six and one half hour a day manager position to a six hour supervisor position effective March 24, 2014.
  - Kim Tracy, Middle School Food Service from six hour supervisor position to a six and one half hour manager position effective March 24, 2014.

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

- Unit Office Supt. Harrod reported on the following:
- Congratulations to the 2013-2014 Illinois State Scholars

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- High School cheerleaders received 20<sup>th</sup> place out of 25 teams competing in the State series competitions
- There were five High School wrestlers which qualified for the Class 2A Sectional meet.
- WYSE team placed third at Regional completion.
- Manteno Magic is off to a good start in their season. The “Main Event” was well attended and very successful.

Old Business

Pledge Dep. Agreement & MS Ren. Change Order Moved by Nelson and seconded by Murray to table the approval of the pledge depository agreement and the Middle School Office Renovation change order as presented. Voice vote: All ayes – seven (7). Nays – none (0). Motion carried.

New Business

Approve Hazardous Route Resolution Moved by Preston, seconded by Dodge to approve the Hazardous Routes Resolution previously determined will still remain for the 2014-2015 school year as presented. Voice vote: All ayes – seven (7). Nays – none (0). Motion carried.

Approve 2014-2015 Bus Lease Moved by Nelson, seconded by Murray to approve the 2014-2015 bus lease with Midwest Transit in the amount of \$261,172.00 as presented. Ayes: Nelson, Murray, Dodge, Hofmeister, Mallaney, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Approve Second Amended 13-14 Calendar Moved by Nelson, seconded by Hofmeister, to approve the second amended 2013-2014 school calendar as presented. Voice vote: All ayes – seven (7). Nays – none (0). Motion carried.

Approve Bass Fishing Team Overnight Moved by Nelson, seconded by Dodge to approve the Bass Fishing team overnight stay on Friday, April 4<sup>th</sup> and Saturday, April 5<sup>th</sup> in Clinton, Illinois with no cost to the District as presented. Voice vote: All ayes – seven (7). Nays – none (0). Motion carried.

Approve Res. To Tsf. From O & M To Capital Projects Moved by Mallaney, seconded by Nelson to approve the Resolution to Transfer \$210,000 From Operations and Maintenance Fund to Capital Projects Fund as presented. Ayes: Mallaney, Nelson, Dodge, Hofmeister, Murray, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Approve Memo of Understanding With MEA Moved by Dodge, seconded by Murray to approve the Memorandum of Understanding between the Board of Education and the Manteno Education Association as presented. Ayes: Dodge, Murray, Hofmeister, Mallaney, Nelson, Preston, and Stauffenberg - seven (7). Nays – none (0). Motion carried.

- Approve Notebook Computer Purchase Moved by Preston, seconded by Dodge to approve the purchase of six (6) Notebook computers from ByteSpeed at \$729.00 each as presented. Ayes: Preston, Dodge, Hofmeister, Mallaney, Murray, Nelson, and Stauffenberg – seven (7). Nays – none (0). Motion carried.
- Anticipated Future Action Items 1. Certified and non-certified employment  
2. Summer help employment  
3. Approval of the 2014-2015 school calendar
- Approve AT&T Contract Moved by Nelson, seconded by Murray to approve a contract for telephone service with A T & T as presented. Ayes: Nelson, Murray, Dodge, Hofmeister, Mallaney, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.
- Executive Session Moved by Dodge, seconded by Hofmeister to move into Executive Session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees or legal counsel. Ayes: Dodge, Hofmeister, Mallaney, Murray, Nelson, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried. Open session ended at 7:15 p.m.
- Return to Open Session Moved by Preston, seconded by Nelson to return to Open Session at 8:45 p.m. Ayes: Preston, Nelson, Dodge, Hofmeister, Mallaney, Murray, and Stauffenberg – seven (7). Nays – none (0). Motion carried.
- Approve Notice to Remedy Employee “C” Moved by Dodge, seconded by Murray, to approve the Resolution to Remedy regarding Employee “C” as presented. Ayes: Dodge, Murray, Hofmeister, Mallaney, Nelson, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.
- Adjourn Meeting Moved by Hofmeister, seconded by Dodge to adjourn the meeting at 8:46 p.m. Ayes: Hofmeister, Dodge, Mallaney, Murray, Nelson, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

*\*Mark Stauffenberg*

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Mark Stauffenberg – President

*\*Patrick Mallaney*

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Patrick Mallaney – Secretary

MKS/PM/df

\*Original signatures on file at the District Office