

MANTENO COMMUNITY UNIT SCHOOL DISTRICT NO. 5
Retreat of the Board of Education
Saturday, February 6, 2010 – 7:40 a.m.
High School Library

- Open Meeting The meeting was held in the library of the Manteno High School Library, and was called to order by President Stauffenberg at 7:40 a.m.
- Roll Call The following members answered to roll call:

G. Dodge P. Mallaney S. Martin
G. Preston M. Stauffenberg – five (5).

Absent – M. Nelson and J. Toepper – two (2).

Also present: Supt. Russert, K. Meyer, P. Russert, R. Kemp, R. J. Haines, D. Conrad, R. Fortin, R. Schnitzler, S. Clark, J. Palicki, A. Furbee, T. Steele, J. Ruland, D. Christ, C. Allers, J. DePoister, and Clerk Fortin – seventeen (17).

Also present: L. Davis, P. Mellin, T. Butterfield, K. Frame, A. Frame, Jake Emerson, K. Emerson, and Joe Emerson – eight (8)
- Pledge of Allegiance President Stauffenberg led everyone in the Pledge of Allegiance.
- Adjourn to Executive Session Moved by Preston, seconded by Mallaney to adjourn to Executive Session for the purpose of appointment, employment, compensation, performance, dismissal of specific employee(s); and student discipline cases. Ayes: Preston, Mallaney, Dodge, Martin and Stauffenberg – five (5). Nays – none (0). Motion carried. Open session ended at 7:41 a.m.
- Return to Open Session Moved by Dodge, seconded by Martin to return to Open Session at 8:30 a.m. Ayes: Dodge, Martin, Mallaney, Preston and Stauffenberg – five (5). Nays – none (0). Motion carried.
- Student Discipline B, C & D Moved by Martin, seconded by Preston to Expel Students “B”, “C”, and “D” for the remainder of the 2009-2010 school year and the first semester of the 2010 – 2011 school year. Ayes: Martin, Preston, Dodge, Mallaney, and Stauffenberg – five (5). Nays – none (0). Motion carried.
- Student Discipline E Moved by Dodge, seconded by Preston to uphold the administrations’ discipline recommendation regarding Student “E”. Ayes: Dodge, Preston, Mallaney, Martin, and Stauffenberg – five (5). – Nays – none (0). Motion carried.
- Manteno Primary School Primary School Principal, Joe Palicki, reported on the historical and current class counts, average class sizes and current staff levels:

FULL TIME PRIMARY STAFF
15 general education teachers
8 first grade
7 kindergarten

- 1 self-contained K-1 special ed. teacher
- 2 K-1 paraprofessionals for this classroom
- 1 K-1 special ed. resource teacher
- 1 Title 1 teacher
- 1 P.E. teacher
- 2 one-on-one assistants (IEP)
- 1 principal
- 1 secretary
- 1 speech pathologist
- 2 custodians (1 day, 1 night)
- 1 librarian/P.E. assistant

SHARED STAFF

- 1 Music teacher – 0.5 FTE
- 1 Art Teacher – 0.4 FTE
- 1 School psychologist – 0.5 FTE
- 1 School social worker – 0.4 FTE
- 1 Occupational Therapist – 0.3 FTE
- 1 RtI assistant – 0.3 FTE
- 1 Nurse assistant – 0.5 FTE

All classrooms in the building are currently occupied.
Two classrooms in mobile learning cottage are available for use.

Manteno
Elementary
School

Elementary School Principal, Roger Schnitzler, reported on the historical and current class counts and current staff levels:

Certified Staff

- 22 Classroom Teachers
- 6 Spec. Ed. Teachers
- 4 EC Teachers (Sp.Ed.)
- 2 PE teachers
- 1 Music teacher
- 1 Title One Teacher
- 1 Social Worker
- 1 Speech Teacher

Non-Certified Staff

- 2 Secretaries
- 3 Custodians
- 2 Cooks
- 4 EC Assistants
- 7.5 Assistants – Spec. Ed.
- 1 Speech Asst.

Non-District Staff (Kankakee #111)

- 1 HeadStart Teacher
- 1 Assistant

Certified Staff - Shared

- 3/5 Art teacher (Shared)
- 1/2 Differentiated Specialist (Shared)
- 1/2 School Psychologist (Shared)

Non-Certified Staff - Shared

1/2 Nurse (Shared)

1/2 Janitor

2 Cooks (Part-time)

1/3 RtI Paraprofessional – (Shared)

All classrooms and offices in the building are currently occupied, not to their full potential but used daily, everyday.

Manteno
Middle
School

Middle School Principal, Dave Conrad, presented historical class sizes and past core subject staffing levels.

2008-2009 Core Subject Staffing (for past board retreats)			
Grade	Grade	Enrollment	Sections
5	5	156	7
6	6	172	8
7	7	160	7
8	8	178	7

2009-2010 Core Subject Staffing (for past board retreats)			
Grade	Enrollment	Sections	Average Class Size
5	156	7	22.2
6	172	8	21.5
7	160	7	22.8
8	178	7	25.4
Grade	Enrollment	Sections	Average Class Size
5	169	?	
6	160	?	
7	183	?	
8	174	?	

At 196 students, the average class size becomes 28 students. It is very difficult to balance all sections and guarantee class sizes of 28 or lower in all sections due to scheduling patterns of IEP needs.

Summer school in 2009 as interest and needs permit in reading and math. Curriculum delivery techniques include literature circles, differentiated lessons, computer tutorials, etc.

In-District Fees: \$130

Out-of-District Fees: \$175

Request permission to add the TI-84 Plus or TI-84 Silver graphing calculators to the 8th grade required supply list

Currently required at MHS

Needed to match MHS curriculum to make math curriculum more rigorous

Would be used extensively, currently provide a class set

Request permission to add TI-30Xa scientific calculator to 6th and 7th grade required supply list

Approve
Graphing
Calculators
To MS Supply
List

Moved by Mallaney, seconded by Martin to allow Mr. Conrad to request the required utensils namely the TI-84 Plus or TI-84 Silver for the 8th grade required supply list. Voice vote – all ayes – five (5). Nays – none (0). Motion carried.

All building classrooms are utilized

Mobiles are unused except for afternoon differentiation lessons

Need to address hallway HVAC

Related arts are fully staffed in 2x6 rotation

Class sizes are 28-30 per class

Proposed curriculum revisions include increased use of computer tutorials and incorporation of RTI academic interventions

Manteno
High School

Principal Paul Russert presented the current and pipeline enrollments:

	2009-2010 Current Enrollment	2010-2011 Projected Enrollment
th 9 grade	160	177
th 10 grade	159	160
th 11 grade	173	159
th 12 grade	143	173
Total	635	669

We currently have 6 classrooms available for future growth and expansion.

We also have three mobile classrooms available.

One of the available classrooms is currently being used as the bus office.

Course Catalog Changes

Accounting II – make one larger marketing class as opposed to the current two marketing classes. (12)

Ag Construction (22) – no Ag Mechanics/Business rotation.

Currently Ag Mechanics and Ag Business rotate from year to year. Would like to add Ag Construction into the rotation – No additional staff is required for these changes.

Approval to Add HS Courses Moved by Dodge, seconded by Mallaney to add Ag Construction and Accounting II to High School Course catalog for the 2010-2011 school year. Voice vote: All ayes – five (5). Nays – none (0). Motion carried.

Driver Education - \$195.00 (or higher?)
 English ½ credit for English 9, 10, 11, or 12
 There will be a fee for summer school (\$130 in district and \$175 out of district if space is available). Same as last year. No new regular ed staff is being recommended.

Special Ed Staff Andy Furbee, Special Education Director reported on the following staff levels:
Current Staff:

- Spec. Ed. Director
 - 1.0 FTE** Spec. Ed. Coordinator
 - 0.2 FTE** IOA Coordinator
 - 1.5 FTE Secretary
 - 3.0 FTE Speech Pathologists and 1.0 FTE Assistant
 - 3.0 FTE Social Workers
 - 2.0 FTE Psychologists
 - 1.0 FTE Occupational Therapist COTA
 - 0.2 FTE** Occupational Therapist OTR
 - 1.0 FTE School Psych. Intern
 - 1.0 FTE Social Worker Intern
 - 1.0 FTE** Transition Specialist
- Bold signifies staffing levels under review***

Class sizes:

<u>Resource</u>	<u>Total IEP Students</u>
K – 1 st Chapman	10
<u>Self -Contained</u>	<u>Total IEP Students</u>
K – 1 st Riegle	12

<u>JumpStart/Blended</u>	<u>Total IEP Students</u>
Jackson	5
Jensen	3
Rossmann	6
Wyatt	7

<u>Resource</u>	<u>Total IEP Students</u>
2 nd Brinkmann	5
3 rd Newsom	6
4 th Guerin	11
<u>Self-Contained</u>	<u>Total IEP Students</u>
2 nd & 3 rd Rieder	6
4 th Dersch	7
<u>MAP & PRIDE</u>	<u>Total IEP Students</u>
2 nd - 4 th Dulkowski	5
2 nd - 4 th Cameron	4

<u>Resource</u>	<u>Total IEP Students</u>
5 th Mikuce	10
6 th Quinn	14
7 th Short	7
7 th & 8 th Hiemenz	8
8 th Shear	8

<u>Self-Contained</u>	<u>Total IEP Students</u>
5 th Johnson	9
6 th Grove	11
7 th & 8 th Merigold	10
<u>MAP & PRIDE</u>	<u>Total IEP Students</u>
5 th - 8 th Klasey	9
5 th - 8 th Lambert	3

<u>Resource</u>	<u>Total IEP Students</u>
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9 th – 12 th Bult	10
9 th – 12 th Crandall	9
9 th – 12 th Farrell	10
9 th – 12 th Mogensen	10
9 th – 12 th O'Reilly	10
9 th – 12 th Wilson	9

<u>Self-Contained</u>	<u>Total IEP Students</u>
9 th – 12 th Hall	11
9 th – 12 th Koehn	8
<u>MAP & PRIDE</u>	<u>Total IEP Students</u>
9 th – 12 th Martins	7
9 th – 12 th Snodsmith	5

<u>Speech Pathologist</u>	<u>Total IEP Students</u>
PS, Brown, 1 FTE	27
MAP & PRIDE, Fogel, 1 FTE	25
Pre-K, Saindon, .82 FTE	22
MS, Sikma, .5 FTE	22
<u>Speech Pathologist Assistant</u>	<u>Total IEP Students</u>
ES, Carlile, 1 FTE	36
<u>COTA</u>	<u>Total IEP Students</u>
Pre-K – 12 th , Larson, 1 FTE	56
<u>OTR</u>	<u>Total IEP Students</u>
Pre-K – 12 th , Kemntz, .2 FTE	Supervision and Evaluations

<u>Psychologist</u>	<u>Total IEP Students</u>
Pre-K, K-1 st , 5 th -8 th , Darling, 1 FTE	5
2 nd -4 th , 9 th -12 th , Geary, 1 FTE	9

<u>Social Worker</u>	<u>Total IEP Students</u>
9 th -12 th ,Layne, 1 FTE	37
K-1 st & 5 th -8 th , Loos, 1 FTE	33
2 nd - 4 th Miller, 1 FTE	33
<u>Transition Specialist</u>	<u>Total IEP Students</u>
7 th -12 th , Wadley, 1FTE	All IEP students 14.5 Yr. olds and older

Indicator 5: Percent of children with IEPs aged 6 through 21.

- A. Removed from regular class less than 21% of the day.
- B. Removed from regular class greater than 60% of the day.
- C. Served in public or private separate schools, residential placements, or homebound or hospital placements.

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

Extended School Year Needs

Programs	Staff
EC	1 Teacher 1 Instructional Assistant 4 1 on 1 Assts.
K-3	1 Teacher 4 Assistants
5-8	1 Teacher 1 Instructional Assistant 2 1 on 1 Assts.
9-12	1 Teacher 1 Instructional Assistant
Elem Map	1 Teacher 1 Asst.
All Programs	Speech Pathologist OT Social Worker

Curriculum & Assessment Joshua Ruland, Director of Curriculum and Assessment reported on RtI:

- Raises Student Achievement
- Narrows the achievement Gap
- Saves money on Special Ed Costs
- It's mandated by law
- Manteno began implementing RtI in 2005

238 students (Kindergarten through 8th grades) are currently receiving 30 minutes of reading interventions 3 to 4 times per week through RtI.

Bradley Elem hired 5 certified teachers to help run their RtI program (approx cost=\$200,000).

Manteno has utilized related arts teachers, librarians, aides, support staff, and principals to implement RtI at little cost to the district.

Students who require special education, perhaps due to lack of interventions, cost the district an additional \$7,000-\$10,000 per year (in district) and \$33,500 (out of district).

While support staff members (psychologists and social workers) used to spend their time testing students to determine eligibility for special education, they now spend their time providing interventions so students do not require costly special education services.

RTI is a program the district cannot afford to lose

Current law requires schools to provide interventions to struggling students.

It is the method used to identify Special Education needs

Manteno has implemented RtI with little cost by adding 1 RtI Coordinator and utilizing existing staff—principals, librarians, ass't principals, guidance, aides, etc.

Technology
Dept.

Tom Steele, Director of Technology presented the 2009-2010 Accomplishments:
Upgraded and installed Microsoft Hyper-V virtual servers reducing number of physical servers required

Upgraded MS, ES and staff computers at PS to Microsoft Office 2007

Installed (or installing) new Promethean Boards at HS and MS

Re-vamped technical support procedures

Installed new firewalls and content filtering solutions

Assisted Student Services with substantial technology additions/enhancements (ARRA)

Recovered over \$40,000 in E-rate reimbursements

Designed district-wide CCTV system which will allow monitoring/recording of activity in and around district facilities

In cooperation with Manteno Police Department, secured \$165,192 in federal funding for CCTV system with a \$165,191 local match (\$330,383 total project value)

In light of financial situation, recommend keeping permanent staffing levels same

Full time Technology Director

Full time Assistant Technology Director

½ time Technology Administrative Assistant

Technology Interns (4) (no change)

Summer Help (4 interns, 35 hrs at 12 weeks) \$13,500

School Year Help (3 interns, 15 days) \$ 3600

Tech Prep period (approx 495 hours, ~\$4100 value)

A review of the computer ae as of 8/31/2010 District wide was presented.

490 computers 5 years or older

Nearly 300 computers will be in replacement status following year

500+ computers out of warranty

Average repair cost - \$139 (excluding our tech's time)
Current failure rate – 1 to 3 computers/week (will increase as computers age)
Mean time to repair – 7-10 business days
We have no “spare” computers to swap out while a computer is being repaired
Abandonment of technology in classroom will result (we are already beginning to see it in classrooms with slow computers)
Other tech projects and support will suffer due to increased tech time spent on repairs

Maintain 5 year refresh cycle with comparable equipment
490 computers/monitors @ \$675 ea = \$330,750
If monitors are not replaced, cost would be reduced by ~\$49,000 (\$281,750 total)
Leasing would add cost, but spread over life of computers
Replaced equipment will have some residual value but probably just enough to cover recycling costs.

Option 2: Replace half - \$165,375
Use higher-end workstations and monitors
Keep 245 old computers in service, save other 245 for parts (would require at least one classroom for staging)
Old computers would be repaired by district staff from parts salvaged from computers taken out of service
Replace other 245 computers along with 300 other computers next year (545 total next year)
Note: If monitors are not replaced, this would result in additional savings of about \$24,500

Do nothing - \$40,000
Estimated repair/parts costs - \$16,000
Hiring tech staff to handle additional work load caused by repairs - \$24,000
Virtually no recouping of investment

The Tech Dept intent is not to push through a complete refresh but rather to raise awareness of what to expect if there is a limited or no refresh.

Software Upgrades

Upgrade servers to Windows 2008
Server license cost: \$2,000
Client license cost: \$3,500
May still implement in FY2010
Upgrade workstations to Windows 7
New computers come with Windows 7
Estimated cost to upgrade remaining: \$25,600
Most remaining computers have Vista licenses – may not upgrade
Windows XP mainstream support ended 4/14/2009 (security updates will continue until 2014)
Renew A/V subscription
Estimated cost to renew Sophos (existing): \$16,000 (3yr)
Additional discounts for up to 5 years

- Considering dropping A/V on student computers in favor of a lockdown product such as DeepFreeze
- Future Developments
- Expansion of wireless networking
- Implementation of 1:1 computing
- Expansion/Integration of Cloud Computing
- Implement new Storage Farm

2010-2011 Technology Goals

- Implement projects as presented
- Improve customer service
- Investigate free or lower-cost alternatives to existing technology
- Increase parent interaction through technology
- Work with staff to enhance use of existing technology, monitoring needs to target specific, focused training where/when necessary
- Develop forum to determine technology skills needed by local business/industry and integrate into curriculum
- Identify areas where technology can help reduce expenses
- Secure additional federal funding for technology (as opportunities arise)

Supt. Russert recommended that the IDEA/AARA grants be amended to assist in the tech refresh project.

Amend IDEA & AARA Moved by Dodge, seconded by Mallaney to amend the IDEA/AARA grants in order to help fund the tech refresh project. Ayes: Dodge, Mallaney, Martin, Preston, and Stauffenberg – five (5). Nays – none (0). Motion carried.

Transportation Dept. Deb Fortin, Director of Pupil and Personnel Services reported bottom line, the District will be ordering two less leased buses next year (pending the future of the EC/PK programs) and presented the following data:

	<u>2009-2010</u>	<u>(est.)2010-2011</u>
Leased buses	23	21
District owned buses	7	7
Bus routes		
Single Routes	12	8
Double Routes	4	2
Triple Routes	4	8
EC/PK Routes (2 drivers)	6	?
Employees		
Route drivers	23	21
Aides	4	2
Sub bus drivers	9	11
Sub bus aides	8	10
On site bus mechanic (approx. 4 hrs)	1	1
Transportation Coordinator	1	1

Maintenance Dept. Supt. Dawn Russert reported the summer maintenance projects for 2010:
 Primary School: Routine cleaning and maintenance
 Elementary School: Routine cleaning and maintenance, 10-Year Life Safety Study

Middle School: Routine Cleaning and Maintenance
High School: Routine Cleaning and Maintenance
Replace 2-Heating Units in Main Gym
Repair or Replace 8-HVAC units with cracked heat exchangers

District Level ARRA IDEA Fund Options
Amend this year's grant to supplant more funds in order to fund as much of the tech refresh as we can. Less dollars out next year and saves 23% TRS tax on salaries (or about \$20,000). Do not replace the Administrative Assistant to the Superintendent.

A break was taken at 9:25 and the Supt. began again at 9:37 a.m.

PMA Presentation Shanae Hinkle of PMA presented to the Board and Administration the financial planning and analysis of the District.

What is the Financial Planning Program (FPP)?

A comprehensive, interactive planning process that can be dynamically updated to assist the District in making important financial decisions. How are we going to use the plan?

Budget Planning
Trend Analysis
Set Fiscal Policies
Scenario Analysis
Annual Update and Reassessment

Financial Planning Program

DataElements

Five Years of Audited Annual Financial Reports
FY2010 Budget
Tax Levy / Extensions /Maximum Tax Rates
Equalized Assessed Valuation
Enrollment
Staffing Ratios
Compensation and Benefits Provided
District Assumptions

Local Revenue

Equalized Assessed Valuation (EAV) & New Property
2009 Levy: 4% reassessment and \$2.6 million new property
2010 Levy: -0.5% reassessment and \$1.3 million new property
2011 Levy: -0.5% reassessment and \$2 million new property
2012 – 2013 Levies: 1% reassessment and \$3 million new property
2014 – 2015 Levies: 2% reassessment and \$3 million new property
Consumer Price Index (CPI)
0.1% CPI for 2009 levy (actual)
2.7% CPI for 2010 levy (actual)
2.5% CPI for 2011 – 2015 levies

Revenue Assumptions

State Revenue

General State Aid: Factor of enrollment ~ Average Daily Attendance Foundation Level – currently \$6,119

\$0 increase assumed for FY2011 – FY2012

\$150 increase for FY2013 - FY2015

Categorical Funding – 0% increase in FY2011-FY2012

3% increase in FY2013-FY2015

Special Education

Early Childhood

Reading Improvement

ADA Safety Block Grant

Federal Revenue – 3% increases each year

District Expenditure Assumptions

Expenditures

Salaries

Teachers

Current Contract through FY2011

FY2012 - FY2015 – 1% to 3 % base increase (plus step)

Other Staff: 1% - 3% each year

Health Insurance

FY2011 7% increase

FY2012 through FY2015: 12% increase each year

Purchased Services, Supplies, Capital Outlay, Tuition

2.5% increase each year

District Staffing Assumptions

PreK – 8th Grade Enrollment Projections

Growing by 80 students over 5 years

Certified Staffing Projections

FTE Retirees Replaced Retir.

FY - 2010 173.39 1

FY - 2011 173.39 5 1

FY - 2012 173.39 0 5

FY - 2013 173.39 0 0

FY - 2014 173.39 1 0

FY - 2015 173.39 0 1

Retirees replaced at BS+16, Step 1 ~ \$30,500

Conclusions

The model assumes that the State will pay two of the mandated categorical payments owed for FY10. If these funds are not released to the District the projection could change significantly. The District should be aware of the uncertainty of monies from the State- in particular, GSA and Grant Funded programs. The impact of future funding needs for both IMRF and TRS are unknown at this point. The current projection shows the District with an ISBE. Financial Profile score that reflects “Financial Review.”

Academic
Goals

Josh Ruland, Director of Curriculum and Assessment presented the following academic goals:

Continue to systematically review curriculum

Align to standards (Common Core, College Readiness)
 Identify, align, and articulate Power Standards
 Explore move towards more technology based resources (1:1 computing, handhelds, etc)
 Explore curriculum mapping software
 Pilot Fall 2010?
 Learning Continuum Documents
 Formative Assessment
 Identify and articulate learning targets
 Involve students and parents
 Skill and concept based
 Not just drill and kill or lower level knowledge
 Rigor, challenge, 21st century skills, critical thought
 Increase technology as a tool for instruction
 Promethean Boards, Netbooks, handhelds, etc
 Teach for Mastery not Coverage
 Professional Development through Learning Team Model

Balanced Assessment System
 EPAS system
 Continue to evolve at MS and HS
 Local Assessment Platform
 Fall 2010
 Universal Screeners for RtI at MS and HS
 Fall 2010—ongoing
 Common Summative Assessments
 Some common Formative Assessment
 Create grading and reporting guidelines
 CIA has begun to examine potential guidelines
 Standards Based Reporting
 Begin PS and Roll upward
 2011-12?

Supt. Russert then presented to the Board, a four tiered list of “proposed budget cuts”, and asked the Board for direction. Board discussion took place at this point with Board Members expressing their interest in maintaining the programs and staffing levels at the current levels, with only eliminations where there is no need for programs currently. There was also great interest in contacting the State politicians regarding the current emergency school funding situation.

Maintain Program & Staffing Levels
 Moved by Mallaney, seconded by Martin to maintain the program and staffing levels at current levels with the exception where there is no need.
 Mallaney, Martin, Dodge, Preston and Stauffenberg – five (5). Nays – none (0).
 Motion carried.

The Board took at break for 10 minutes.

Financial Goals
 Monitor State Funding Monthly
 Control Expenses
 Seek grants to fund shortfalls in revenue.

- Facility Keep after State construction grant funding
Goals Maintain facilities as best as possible
 Keep moving towards EPA “all clear” for Middle School-Primary School drop-off
 lane so it can be repaired and paved.
- School Land Bus garage –When to build the new facility on the 182 acre parcel?
 Have the 182 acres to develop
 Primary School end of life span
 Renovate, Raze, or Reconstruct?
 Will \$2.18 million in state construction funds be received?
 \$2.18 million + \$1.9 million = \$4.08 million could this be enough to build ½ of a
 new elementary school to replace the Primary?
- Contingency Supt. Russert asked besides what was discussed, were there any other goals for the
Goals Administrative Team. The Board did not present any other goals at this point.
- Adjourn Moved by Martin, seconded by Preston to close the meeting at 11:26 a.m.
 Voice vote – all ayes – five (5). Nays – none (0). Motion carried.

*Mark Stauffenberg**

Mark Stauffenberg
Board President

*Patrick Mallaney**

Patrick Mallaney
Board Secretary

MKS/PM/df

*Original signatures on file