## Manteno Community Unit School District No. 5 Regular Meeting of the Board of Education Tuesday, June 24, 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, P. Mallaney, L. Murray, M. Nelson, G. Preston, and M. Stauffenberg – seven (6). Absent: - E. Hofmeister - One (1).
	Also present: Supt. Harrod, R. Schnitzler, K. Flanigan, C. Creek, A. Furbee, K. Meyer, C. Majerski, D. Conrad, J. Emerson, T. Weber, Nancy Kaufman and J. Finkelstein – Seventeen (17).
	Visitors: K. Haave-CornerStone Media Representative, Todd Krzyskowski and Andrew Kim-Mesirow Financial Representatives, Jenny O'Reilly-MEA President, families and community members representing the Special Olympians, Middle School Boys & Girls Track teams, High School Softball team and High School Soccer team. – Approximately Seventy Five (75) visitors.
Pledge of Allegiance	President Stauffenberg led everyone in the Pledge of Allegiance.
Additional Agenda Items	None
-	Moved by Nelson, seconded by Dodge to open the public hearing to consider transferring \$30,000 from the Operations and Maintenance Fund to the Capital Projects Fund. Ayes: Nelson, Dodge, Mallaney, Murray, Preston and Stauffenberg – six (6). Nays – none (0). Motion carried. Hearing opened at 6:32PM.
T Tojeets T und	There were no comments heard from the public, staff nor the Board of Education.
	Moved by Nelson, seconded by Mallaney to close the public hearing to consider Transferring \$30,000 from the Operations and Maintenance Fund to the Capital Projects Fund. Ayes: Nelson, Mallaney, Dodge, Murray, Preston and Stauffenberg – Six (6). Nays – none (0). Motion carried.
Public Hearings/ Petitions/ Comments	Roger Schnitzler, High School Principal, introduced the eight Special Olympians who competed in the 37 <sup>th</sup> Annual Special Olympics Summer Games on June 13, 2014 at ISU. There were 4,800 Special Olympians who attended the closing ceremony at the event.
	Kyle Flanigan, High School Assistant Principal/Athletic Director, spoke about The High School Baseball team and their season. The team was named Regional Champs and made it to the Sectional final game where they lost to Lamont, IL.
	Ms. Amy Hoffman, High School Track Coach, recognized High School Girls/Boys State Track Qualifiers – J. Irvin, J. Wasiel, M. Lockwood, and A. Kuruppu.

Mr. Josh Carlile, High School Softball Coach, recognized the High School Softball Team for their achievement of placing 2<sup>nd</sup> in State finals in the 3A division. Their overall season record was 39-2.

Ms. Amy Younker, High School Assistant Girls Soccer Coach, recognized the High School Girls Soccer team for their 1<sup>st</sup> place state finals accomplishment. Their overall record was 25-2.

Ms. Kim Couch, Middle School Track Coach, recognized the Middle School State team qualifiers.

Ms. Corinne Wengelewski, Agriculture Instructor & FFA Advisor, spoke about the dual credit course affiliated with KCC. The course is Botany and would be aligned with the KCC course, Fundamentals of Horticulture. The course will be free to students. The course is not transferable, however there are many certificates or two-year degrees that this course counts for credit towards.

Todd Krzyskowski and Andrew Kim from Mesirow Financial delivered a presentation regarding refunding savings and tax rate management opportunities.

Reports of **Building Committee** – The Building Committee did not meet in June.

Committees

**<u>Finance Committee</u>** – Chairman Mallaney reported the Committee met this evening and discussed the following:

- Review of Finance Packet
- State Revenue Update
- Primary School Demolition Update
- Contracts/Agreements/Requests For Proposals
  - i. Illinois Energy Consortium, Inc. Natural Gas
  - ii. HPS, LLC
  - iii. CLIC Insurance Renewal
  - iv. Simplex Grinnell LP
  - v. Dental Insurance
  - vi. Life Insurance
  - vii. Health Insurance
  - viii. Discovery Education Agreement
  - ix. Discovery Education Assessment Agreement
  - x. Pearson Aimsweb Service Agreement
- Bus Purchase
- Board Meeting Schedule
- July Finance Committee Meeting
- Future Agenda Items will include HealthCare Reform Consulting Services, District Office Postage Meter Contract and Tentative Budget

<u>Curriculum, Instruction, and Assessment Committee</u> – Curriculum Director, Cathy Creek, reported that the Curriculum Department has been busy interviewing for new 2014-2015 staff. They have been busy preparing for new teacher orientation in August which will be four days, Tuesday and Wednesday the first week and Thursday and Friday the second week. They are also preparing for staff professional development and training dates.

<u>Technology Committee</u> – The Technology Committee did not meet in June.

- Consent Moved by Dodge, seconded by Murray to approve the Consent Agenda as presented:
  - A. Minutes
    - Regular Board Meeting May 20, 2014
    - Executive Session Meeting May 20, 2014
    - Special Board Meeting May 25, 2014
  - 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
    - July Estimated Accounts Payable Report
    - ISDLAF Account Reports
    - Activity Accounts Reports
    - Additional Accounts Payable
  - C. Authorize Finance Director to Conduct Financial Transactions and Close Fiscal Year 2014.
  - D. Approval of Prevailing Wage Resolution for Kankakee County
  - E. Approve Pel Industries, Inc. Merchandise Manufacturer Renewal
  - F. <u>Resignations</u>

Renee Raloff, High School Special Education Teacher – effective July 31, 2014 Beau Blider, High School Math Teacher - effective immediately Chuck Rumpf, High School ISS Supervisor and Assistant Wrestling Coach - effective immediately Amy Cameron, Elementary School PRIDE Teacher - effective immediately

T.J. Kauchak, Middle School Special Education Teacher and Middle School Softball Coach – effective immediately

Vicki Dudley, Elementary School Yearbook Sponsor - effective immediately Mike Snyder, Morning Route Bus Driver – effective immediately G. Jack Hoffman, Route Bus Driver – effective immediately Authorization for Superintendent Harrod to approve resignations until the next board meeting

G. FMLA

Alisa Blanchette, Fifth Grade Teacher – August 18, 2014 for 60 days (12 weeks) Amy Shinabarger, Elementary and Middle School (pull out band sectionals and lessons) Music Teacher from August 18, 2014 and returning September 8, 2014 (approximately 3 weeks)

H. Employments

Nate Short, Middle School Assistant Principal Justin Emerson, High School Social Science Teacher and Assistant Boys Soccer Coach Kelsey Heisner, Special Education Teacher (school assignment yet to be determined) Jordan Stroud, Middle School Health Teacher Laura Page, High School Cross Country Coach Kevin Crosby, M Club Sponsor Jared Kriz, ESY ES/ES PRIDE Paraprofessional Shannon Boudreau, Elementary School Librarian/PE Assistant Kim Couch, ESY Nurse Kerry Bjelke, K-1 Special Education Teacher FMLA Leave (August 18, 2014 to September 12, 2014) Kelly Dupuis, Substitute Food Service Employee Mike Snyder, Substitute Bus Driver G. Jack Hoffman, Substitute Bus Driver Janet Merigold, ESY Teacher from June 30, 2014 – July 10, 2014 (pending approval of Assistant Principal hiring recommendation) Authorize Superintendent Harrod to approve employments for the 2014-2015 school year until the next board meeting I. Employments Contingent Upon Successful Completion of Paperwork for 2014-2015 Brit Norris, Special Education Teacher, Scholastic Bowl Assistant Speech Coach and High School Play Sponsor Regina Schnell, Special Education Teacher Kevin O'Donovan, Special Education Teacher, Assistant Football Coach and Assistant High School Baseball Coach Sean McNamara, High School Math Teacher and Math Team Coach J. Transfer For the 2014-2015 School Year

- Janet Merigold, Special Education Teacher Transfer From Middle School to High School
- K. Donation Receipt

The Manteno Intramural Basketball Organization made a donation to the Middle School and the Elementary School in appreciation for letting them utilize the building gyms during the Intramural Basketball season.

Ayes: Dodge, Murray, Mallaney, Nelson, Preston, Stauffenberg – six (6). Nays – None (0). Motion carried.

Supt. Report Supt. Harrod reported on the following:

- A. Good News:
  - 1. Congratulations to the Girls State Soccer Team
  - 2. Congratulations to our High School Softball Team who took Second in State.
  - **3.** Congratulations to our eight Special Olympians who competed in the Special Olympics Summer Games in early June at ISU.
  - **4.** Congratulations to both Junior Achievement Teams (uMug and String It) who advanced to the National Competition in Washington DC. Team String It won the social media award. Both teams were prepared and represented Manteno well.
  - **5.** Congratulations to Corinne Wengelewski who won the IAVAT Teacher of Excellence Award for section 10. IAVAT stands for Illinois Assoc. for Vocational Agriculture Teachers.
  - 6. Congratulations to the High School Library as they were selected as one of 41 libraries to receive a set of Abraham Lincoln award nominees for 2014-2015 from the Illinois School Library Media Assoc.. More than 200 libraries applied to receive one of the Reader's Choice awards grants. The collection of books contains 22 volumes and is worth about \$250.00. This is a great award as the students love the Lincoln books.

## Old Business

ApproveMoved by Dodge, seconded by Mallaney to Approve Kankakee County Sales TaxKankakeeResolution. Ayes: Dodge, Mallaney Murray, Stauffenberg – Four (4). Nays: Nelson,County SalesPreston – Two (2). Motion carried.Tax Resolution

## **New Business**

ApproveMoved by Preston, seconded by Murray to Approve Final 2013-2014 School CalendarFinal 2013-<br/>2014 Schoolas presented. Voice Vote: All ayes – six (6). Nays – none (0). Motion carried.CalendarCalendar

ApproveMoved by Nelson, seconded by Murray to approve the Board Meeting schedule forBoard Mtg.the 2014-2015 School Year. Voice Vote: All ayes – six (6). Nays – none (0). MotionSchedule forcarried.The 2014-2015

School Year

Approve<br/>ResolutionMoved by Murray, seconded by Dodge to approve the Resolution Designating Interest<br/>Earnings For<br/>Fiscal Year<br/>2014-2015Moved by Murray, seconded by Dodge to approve the Resolution Designating Interest<br/>Earnings For<br/>Fiscal Year<br/>2014-2015

Extend Illinois Energy Consortium, Inc. – Natural Gas Contract For One Year	Moved by Preston, seconded by Murray to extend the Illinois Energy Consortium, Inc. – Natural Gas contract from June 1, 2014 through June 30, 2015. Ayes: Preston, Murray, Dodge, Mallaney, Nelson, Stauffenberg – Six (6). Nays: None (0). Motion carried.
Approve Continuing Membership In HPS, LLC	Moved by Nelson, seconded by Mallaney to approve continuing membership in HPS from July 1, 2014 through July 30, 2015 with an annual membership cost not to exceed \$1,300. Ayes: Nelson, Mallaney, Dodge, Murray, Preston, Stauffenberg – Six (6). Nays: None (0). Motion carried.
Approve General Liability and Workman's Compensation Insurance Rer	
Approve Simplex Grinnell LP Contract Renewal And Addendur	Moved by Dodge, seconded by Preston to approve renewal of the Simplex Grinnell contract and addendum in the amount of \$8,363.00 from July 1, 2014 through June 30, 2015. Ayes: Dodge, Preston, Mallaney, Murray, Nelson, Stauffenberg – Six (6). Nays: None (0). Motion carried.
Approve Renewal of Treasurer Bond	Moved by Nelson, seconded by Preston to approve the renewal of School Treasure's Bond number 105280082 for an annual premium of \$6,571.00. Ayes: Nelson, Preston, Dodge, Mallaney, Murray, Stauffenberg – Six (6). Nays: None (0). Motion carried.
Approve Bond Resolution	Moved by Mallaney, seconded by Murray to approve the Bond Resolution as presented. Ayes: Mallaney, Murray, Dodge, Nelson, Preston, Stauffenberg – Six (6). Nays: None (0). Motion carried.
Approve The Agreement Between the Manteno Board of Education and Manteno Education Ass IEA-NEA	

Approve MetLife Insurance For Dental Coverage	Moved by Preston, seconded by Nelson to approve MetLife as the District's Employee Dental coverage provider for the 2014-2015 school year. Ayes: Preston, Nelson, Dodge, Mallaney, Murray, Stauffenberg – Six (6). Nays: None (0). Motion carried.
Approve MetLife Insurance For Life Insurance Coverage	Moved by Dodge, seconded by Murray to approve MetLife Insurance as the District's Employee Life Insurance provider for the 2014-2015 school year. Ayes: Dodge, Murray, Mallaney, Nelson, Preston, Stauffenberg – Six (6). Nays: None (0). Motion carried.
Approve Employee Health Insurance Plan	Moved by Nelson, seconded by Murray to approve the acceptance of the Employee Health Insurance Plan for a fifteen month term with United Health Care beginning August, 2014 through November, 2015 and continue the Health Reimbursement arrangement under similar terms as 2013-2014. Ayes: Nelson, Murray, Dodge, Mallaney, Preston, Stauffenberg – Six (6). Nays: None (0). Motion carried.
Approve Magic Show Choir Two Overnight Trips	Moved by Dodge, seconded by Murray to approve the Magic Show Choir team two overnight trips on Saturday, February 7, 2015 to New London, WI and Saturday February 28, 2015 to Broadhead, WI. Voice Vote: All ayes: Six (6). Nays: None (0). Motion carried.
Approve Proposal For Dual Credit High School Botan Course	Moved by Nelson, seconded by Mallaney to approve the Proposal for Dual Credit High School Botany Course as presented. Voice Vote: All ayes: Six (6). Nays: None (0). Motion carried.
Approve Final Retainage And Close- Out Payment For Double "G Excavating, In	

Manteno CUSD No. 5 Board of Education Meeting – June 24, 2014

Approve Resolution Authorizing Transfer of \$30,000 from Operations And Maintena Fund to Capita Projects Fund	
Approve Appointment Of Kathy Meyer as School Treasu	Moved by Mallaney, seconded by Murray to approve the appointment of Kathy Meyer as the School Treasurer for the 2014-2015 school year. Voice Vote: All ayes: Six (6). Nays: None (0). Motion carried.
Approve Designation Of Depositories For District Funds	Moved by Nelson, seconded by Dodge to approve the designation of Bank of Bourbonnais, Centrue Bank, Certificate of Deposit Account Registry Service (CDARS), HomeStar Bank, Illinois School District Liquid Asset Fund, Municipal Trust and Savings Bank, Raymond James Financial, Inc., Amalgamated Bank, State Bank of Herscher, Institutional Deposits Corp. with Wells Fargo Bank as custodian, and PMA Financial Network, Inc. as depositories for District Funds. Ayes: Nelson, Dodge Mallaney, Murray, Preston, Stauffenberg – Six (6). Nays: None (0). Motion carried.
Approve Intergov. Agreement Between I-KAN Regional Office of Education And Manteno CUSD No. 5	Moved by Nelson, seconded by Dodge to approve the Intergovernmental Agreement Between Iroquois-Kankakee Regional office of Education and Manteno CUSD No. 5 for the 2014-2015 school year at a total of \$4,500. Ayes: Nelson, Dodge, Mallaney, Murray, Preston, Stauffenberg – Six (6). Nays: None (0). Motion carried.
Approve Renewal of The Discovery Education Agreement	Moved by Dodge, seconded by Murray to approve the renewal of the Discovery Education Agreement in the amount of \$5,140.00 for one year from July 1, 2014 thru June 30, 2015. Ayes: Dodge, Murray, Mallaney, Nelson, Preston, Stauffenberg – Six (6). Nays: None (0). Motion carried.
Approve Renewal of The Discovery Education Assessment Agreement	Moved by Murray, seconded by Preston to approve the renewal of the Discovery Education Assessment Agreement in the amount of \$4,080.00 from July 1, 2014 thru June 30, 2015. Ayes: Murray, Preston, Dodge, Mallaney, Nelson, Stauffenberg – Six (6). Nays: None (0). Motion carried.
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Approve Renewal Of Pearson Aimsweb Service Agreement	Moved by Dodge, seconded by Nelson to approve the renewal of the Pearson Aimsweb Service Agreement in the amount of \$11,025.00 from August 1, 2014 thru July 31, 2015. Ayes: Dodge, Nelson, Mallaney, Murray, Preston, Stauffenberg – Six (6). Nays: None (0). Motion carried.
Approve Purchase Of One School Bus	Moved by Mallaney, seconded by Murray to approve the 2014 School Bus Purchase From Midwest Transit for \$69,960.00. Ayes: Mallaney, Murray, Dodge, Nelson, Preston, Stauffenberg – Six (6). Nays: None (0). Motion carried.
Approve 403(b) Adoption Agreement	Moved by Nelson, seconded by Mallaney to adopt the 403(b) Agreement as presented. Ayes: Nelson, Mallaney, Dodge, Murray, Preston, Stauffenberg – Six (6). Nays: None (0). Motion carried.
Approve 403(b) Administrative Agreement With Bay Bridge Administrator LLC	Moved by Nelson, seconded by Dodge to approve the Administrative Agreement with Bay Bridge Administrators, LLC effective July 1, 2014. Ayes: Nelson, Dodge, Mallaney Murray, Preston, Stauffenberg – Six (6). Nays: None (0). Motion carried.
Declare District Technology Department Surplus	Moved by Nelson, seconded by Dodge to declare District Technology Department Surplus as presented. Voice Vote: All ayes: Six (6). Nays: None (0). Motion carried.
Anticipated Future Action Items	<ol> <li>Semi-annual review of previous executive session minutes, 2. Tentative Budget,</li> <li>Student Teacher Agreements, 4. Bread Bids, 5. Milk Bids, 6. Diesel Fuel Bids for the 2014-2015 School Year</li> </ol>
Motion to Enter into Executive Session	Moved by Dodge, seconded by Nelson to enter into Executive Session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees or legal counsel, collective negotiating matters, presentation of evidence or testimony as authorized by law, purchase, lease, or sale of real or publicly owned property, investment contracts, security procedures, which may include personnel, student disciplinary cases, litigation, issues under the Tort Immunity Act, professional ethics or performance, board self evaluation, selection to fill a public office, and/or the discussion of previously closed minutes. Ayes: Dodge, Nelson Mallaney, Murray, Preston and Stauffenberg – Six (6). Nays: None (0) Motion carried. Open Session ended at 7:50p.m.

Return to Open Session	Moved by Dodge, seconded by Preston to close Executive Session and return to Open Session at 9:14p.m Voice Vote: All ayes: Six (6). Nays: None (0). Motion carried.
Approve 2014-2017 Employment Contract for High School Principal Roger Schnitz	Moved by Dodge, seconded by Murray to approve the 2014-2017 employment contract for High School Principal Roger Schnitzler. Ayes: Dodge, Murray, Mallaney Nelson, Preston, Stauffenberg – Six (6). Nays: None (0). Motion carried.
Approve 2014-2017 Employment Contract for Middle Schoo Principal Dave Conrad	Moved by Mallaney, seconded by Nelson to approve the 2014-2017 employment contract for Middle School Principal Dave Conrad. Ayes: Mallaney, Nelson, Dodge, Murray, Preston, Stauffenberg – Six (6). Nays: None (0). Motion carried.
Approve 2014-2015 Employment Contract for High School Assistant Principal/ Athletic Director Kyle Flanigar	Moved by Preston, seconded by Mallaney to approve the 2014-2015 employment Contract for High School Assistant Principal/Athletic Director Kyle Flanigan. Ayes: Preston, Mallaney, Dodge, Murray, Nelson, Stauffenberg – Six (6). Nays: None (0). Motion carried.
Approve 2014-2015 Employment Contract for High School Assistant Principal Ronald J. Haines	Moved by Murray, seconded by Dodge to approve the 2014-2015 employment Contract for High School Assistant Principal Ronald J. Haines. Ayes: Murray, Dodge, Mallaney, Nelson, Preston, Stauffenberg – Six (6). Nays: None (0). Motion carried.

Approve 2014-2015 Employment Contract for Middle Schoo Assistant Principal Nathan Short	Moved by Dodge, seconded by Mallaney to approve the 2014-2015 employment Contract for Middle School Assistant Principal Nathan Short. Ayes: Dodge, Mallaney Murray, Nelson, Preston, Stauffenberg – Six (6). Nays: None (0). Motion carried.
Approve 2014-2015 Employment Contract for Elementary School Assistant Principal Scarlett Delya	Moved by Dodge, seconded by Murray to approve the 2014-2015 employment Contract for Elementary School Assistant Principal Scarlett Delya. Ayes: Dodge, Murray, Mallaney, Nelson, Preston, Stauffenberg – Six (6). Nays: None (0). Motion carried.
Approve 2014-2017 Employment Contract for Special Education Director Andy Furbee	Moved by Preston, seconded by Nelson to approve the 2014-2017 employment Contract for Special Education Director Andy Furbee. Ayes: Preston, Nelson Dodge, Mallaney, Murray, Stauffenberg – Six (6). Nays: None (0). Motion carried.
Approve 2014-2017 Employment Contract for Director of Curriculum, Instruction And Assess. Cathy Creek	Moved by Dodge, seconded by Murray to approve the 2014-2017 employment Contract for Director of Curriculum, Instruction and Assessment Cathy Creek. Ayes: Dodge, Murray, Mallaney, Nelson, Preston, Stauffenberg – Six (6). Nays: None (0). Motion carried
Approve 2014-2016 Employment Contract for Assist. Dir. Of Curriculum Instruction And Assess. Tricia Weber	Moved by Mallaney, seconded by Nelson to approve the 2014-2016 employment Contract for Assistant Director of Curriculum, Instruction and Assessment Tricia Weber. Ayes: Mallaney, Nelson, Dodge, Murray, Preston, Stauffenberg – Six (6). Nays: None (0). Motion carried.

ApproveMoved by Dodge, seconded by Mallaney to approve the 2014-2015 employment2014-2015Contract for Student Support Services Administrator Courtney Majerski. Ayes:EmploymentDodge, Mallaney, Murray, Nelson, Preston, Stauffenberg – Six (6). Nays: NoneContract for(0). Motion carried.StudentSupport ServicesAdministratorCourtney Majerski

ApproveMoved byNelson, seconded by Murray to approve the 2014-2017 employment2014-2017Contract for Assistant Director of Curriculum, Instruction and Assessment JaimeEmploymentFinkelstein. Ayes: Nelson, Murray, Dodge, Mallaney, Preston, Stauffenberg – SixContract for(6). Nays: None (0). Motion carried.Assist. Dir.Of Curriculum,Instruction andAssessmentJaime FinkelsteinJaime Finkelstein

Approve Moved by Preston, seconded by Dodge to approve the Non-Certified Administrators Non-Cert. Salaries for the 2014-2015 school year effective July 1, 2014 for Debbie Fortin, Admin. Kathy Meyer, John DePoister, Tom Steele, Dan Christ, and Ryan Diedrich. Ayes: Preston, Dodge, Mallaney, Murray, Nelson, Stauffenberg – Six (6). Nays: None (0). Salaries for 2014-2015 Motion carried. School Year Effective July 1, 2014 for D. Fortin, K. Meyer, J. DePoister, T. Steele. D. Christ R. Diedrich Moved by Nelson, seconded by Mallaney to approve the Non-Certified Support Approve Non-Cert. Staff Salary Schedule for the 2014-2015 school year. Ayes: Nelson, Mallaney, Dodge, Murray, Preston, Stauffenberg – Six (6). Navs: None (0). Motion carried. Support Staff Salary

Schedule for The 2014-2015 School Year

Moved by Murray, seconded by Dodge to approve the Memorandum of Understanding Approve Memo Between the Manteno Board of Education and the Manteno Education Association Of as presented. Ayes: Murray, Dodge, Mallaney, Nelson, Preston, Stauffenberg - Six Understanding (6). Nays: None (0). Motion carried. Between The Manteno Board of Education and the Manteno Education Association

AdjournMoved by Preston, seconded by Nelson to adjourn the meeting at 9:20p.m.MeetingVoice Vote: All ayes: Six (6). Nays: None (0). Motion carried.

\*Mark Stauffenberg

\*Patrick Mallaney

Mark Stauffenberg Board President Patrick Mallaney Board Secretary

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