

Manteno Community Unit School District No. 5  
Regular Meeting of the Board of Education  
Tuesday, July 26, 2011  
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, M. Nelson, G. Preston, M. Stauffenberg, and J. Toepper – seven (7) Absent: none – (0).  
  
Also present: Supt. Russert, P. Russert, D. Conrad, R. Schnitzler, J. Palicki, A. Furbee, T. Steele, D. Christ, J. DePoister and Clerk Fortin – (ten)  
  
Visitors: J. Nelson, K. Trumble, and R. Doig – three (3).
- Pledge of Allegiance President Stauffenberg led everyone in the Pledge of Allegiance.
- Additional Items Moved by Dodge, seconded by Nelson to add the following additional agenda items:  
K. Employments  
\*Becky Agent, Jump Start Pre-School teacher  
\*Kari Jo Overacker, K-1 Self Contained paraprofessional  
\*Alex Snodsmith, High School FMLA long-term substitute from approximately the beginning of the 2011-2012 school year until October 3, 2011.  
\* Dawn Yeates, substitute coordinator for the 2011-2012 school year  
\*Pending successful completion of employment paperwork.  
  
Ayes: Dodge, Nelson, Hofmeister, Mallaney, Preston, Toepper, and Stauffenberg – seven (7). Nays – none (0). Motion carried.
- Public Comments None
- Reports of Committees **Building Committee** – Gary Preston reported the committee met and discussed the replacement of the Primary School. More information will be forthcoming. Other discussion items included the air movers, hinge issues, and the roof coating is 65% finished. Our attorney, Jack Canna, is still working on the construction manager agreement for the building project. Discussion was held regarding tar and chipping the bus lane.  
  
**Finance Committee** – Patrick Mallaney reported the committee met this evening and discussed the Primary School construction costs, fuel bids (recommended for approval), milk bid increase, the state revenue update, fund balances, bread bids (recommended for approval), and the option for bulk fuel purchases.  
  
**Curriculum, Instruction, and Assessment Committee** –The committee had not met.  
  
**Technology Committee** –The committee had not met.  
  
**KARVES Committee** – The committee had not met.

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Consent Agenda Moved by Preston, seconded by Hofmeister to approve the Consent Agenda as presented:

- A. Minutes
  - a. Regular Board meeting of June 28, 2011
  - b. Executive Session meeting of June 28, 2011
- B. Financial Reports
  - a. Summary of Cash/Investment/Fund Balances
  - b. M-T-D/Y-T-D Revenue/Expenditure Reports
  - c. Cost analysis – Education; Cost Analysis – O & M
  - d. Revenue Report
  - e. Expenditure Report
  - f. O & M Gas and Electric Expenditure Report
  - g. Food Service Report
  - h. Payroll Extras Report
  - i. Imprest Check Report
  - j. Accounts Payable Report
  - k. ISDLAF Report
  - l. Activity Reports
  - m. Additional Accounts Payable
  - n. Un-audited Year End Cash and Fund Balance Report
- C. Adoption of Executive Session Minutes Resolution
- D. Approval of Middle School Student Handbook
- E. Approval of Elementary School Student Handbook
- F. Approval of Primary School Student Handbook
- G. Request for non-funded Cross-Country at Manteno Middle School
- H. Approval of IHSA Post Season Cross Country participation
- I. Declare as surplus old computer servers and miscellaneous equipment
- J. Resignations:
  - a. Kassy Krause, Middle School Choral teacher, Middle School and High School Show Choir and Middle School Choral Contest 1 and 2 - effective immediately
  - b. Jennifer Carroll, Sub caller – effective immediately
  - c. Mitch Nugent, Paraprofessional – effective immediately
  - d. Kevin Mikuca, Paraprofessional – effective immediately
  - e. Laura Sproat, Paraprofessional – effective immediately
  - f. Deanna Morrical, Paraprofessional – effective immediately
  - g. Mary St. Aubin, Paraprofessional – effective immediately
  - h. Kristen Frerichs, Middle School Cheerleading co-coach – effective immediately
  - i. Hans Hiemenz, Middle School Boys Wrestling coach – effective immediately
  - j. John Robbins, Middle School Baseball coach – effective immediately
  - k. Meghann Carlile, Speech Path paraprofessional - effective immediately
- K. Employments for the 2011-2012 school year
  - a. \*Jennifer Carroll – Middle School Special Education teacher
  - b. \*Sean Hoffmann – Middle School Choral teacher, Middle School Chorus 1, 2, 3, High School and Middle School Show Choir
  - c. \*Brittany Grosso – Jump Start Pre School teacher

- d. Jennifer West – Middle School Cheerleading (moving from shared 50% to 100%)
- e. Hans Hiemenz – Middle School 6<sup>th</sup> Grade Basketball coach
- f. Jason Adams – Middle School Baseball Head coach
- g. Susan Lynch – Middle School Literary Club sponsor
- h. \*Chris Bechard – School District Team nurse

**Recall Paraprofessionals (released in March, 2011 due to reduction in force)**

- a. Dana Willis, paraprofessional
- b. Ashley Reck, paraprofessional
- c. Lisa Fetherling, paraprofessional
- d. Jessica Fetherling, paraprofessional
- e. Katherine Kiger, paraprofessional
- f. \*Larry George, High School MAP paraprofessional p
- g. \*Kevin Mikuca, Elementary School FMLA substitute from approx. September 25, 2011 for 15 weeks.
- h. \*Kerri Petersen, Substitute nurse
- i. \*Krista Witheft, Substitute nurse
- j. \*Jennifer Morgan, Middle School FMLA substitute from August 22, 2011 – November 28, 2011.
- k. \*Cara Robinson, Middle School FMLA substitute from August 22, 2011 – October 19, 2011.
- l. Kim Emerson, reduction of work days from 215 to 205 for 2011-2012
- m. \*John Riberdy, High School Boys Soccer Assistant coach for the 2011-2012 School Year
- n. \*Authorization for Superintendent to hire additional staff as needed prior to the start of the 2011-2012 School Year
- o. \*Becky Agent, Jump Start Pre-School teacher
- p. \*Kari Jo Overacker, K-1 Self contained paraprofessional
- q. \*Alex Snodsmith, High School FMLA long-term sub from approximately the beginning of the 11-12 school year until October 3, 2011
- r. \*Dawn Yeates, Substitute Coordinator for the 2011-2012 school year.

*\*Pending successful completion of employment paperwork*

Moved by Preston, seconded by Hofmeister to approve the Consent Agenda items as presented. Ayes: Preston, Hofmeister, Dodge, Mallaney, Nelson, Toepper, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Unit Office  
Report

Supt. Russert reported on the following:

- There may be a special board meeting held on August 9<sup>th</sup> regarding three issues. Supt. Russert will keep the board in the loop.
- Our district has obtained Final Recognition status based on the 2010 financial data.
- Susan Lynch submitted and is a recipient of the 2011-2012 Rebecca Caudill award grant.
- Karin Jurgenson won a Lincoln Book Grant from the ISLMA/LBSS Endowment Fund. The High School library will receive one copy of each of the Abraham Lincoln Book award nominees (23 books valued at \$500).

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- Late and new family registration on August 4<sup>th</sup> from noon to 7:00 p.m. at the High School.
- Student and New Family orientations
  - Primary School – Kindergarten students arrive with parents at 8:30 a.m. on the first day of school. Students will be in attendance until 2:00 p.m. dismissal.
  - Elementary School – 2<sup>nd</sup> grade ice cream social and orientation – 8/18/11 – 6:30 p.m.
  - Pre-School AM Session – Tuesday, 8/23 – 9:00 a.m.
  - Pres-School PM Session – Tuesday, 8/23 – 1:00 p.m.
  - Middle School – 5<sup>th</sup> Grade Orientation – 8/18/11 – 8:05 – 11:00 a.m.
  - 6<sup>th</sup> – 8<sup>th</sup> Grade schedule pick-up and locker move in day – 8/19
  - High School – 8/10 – 6:30 p.m.
  - Fall Sports Preview night at the High School – 8/19/11
- Summer projects update

Old Business

Rescind Delta Dental Ins. Moved by Dodge, seconded by Nelson to rescind the motion to approve Delta Dental Insurance renewal for 2011-2012 and cancel current contract effective July 31, 2011. Ayes: Dodge, Nelson, Hofmeister, Mallaney, Preston, Toepper, and Stauffenberg – Seven (7). Nays – none (0). Motion carried.

New Business

Approve Dearborn National Dental Agmt. Moved by Toepper, seconded by Nelson, to approve Dearborn National Dental Company as the district's Employee Dental coverage provider for the 2011-2012 school year. Ayes: Toepper, Nelson, Dodge, Hofmeister, Mallaney, Preston, and Stauffenberg - seven (7). Nays – none (0). Motion carried.

Approve Wrestling Team Overnight Stay Moved by Preston, seconded by Hofmeister to approve the boys wrestling team one overnight stay at Princeton during the 2011-2012 season. Voice vote – All ayes - seven (7). Nays – none (0). Motion carried.

Award Fuel Bid Moved by Mallaney, seconded by Toepper to award the fuel bid to the lowest bidder Meier Oil Service for the 2011-2012 school year. Ayes: Mallaney, Toepper, Dodge, Hofmeister, Nelson, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Approve Milk Bid Moved by Dodge, seconded by Hofmeister to award the milk contract to Clover Leaf for the 2011-2012 school year as presented. Ayes: Dodge, Hofmeister, Mallaney, Nelson, Preston, Toepper, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Approve Milk Fee Increase Moved by Nelson, seconded by Toepper to approve raising the milk fees for the 2011-2012 school year to \$0.30 based on the bid presented. Ayes: Nelson, Toepper, Dodge, Hofmeister, Mallaney, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

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- Approve Bread Bid Moved by Mallaney, seconded by Dodge to award the bread contract to Sara Lee/Earth Grains for the 2011-2012 school year as presented. Ayes: Mallaney, Dodge, Hofmeister, Nelson, Preston, Toepper, and Stauffenberg – seven (7). Nays – none (0). Motion carried.
- Future Items Supt. Russert reported the only future item listed as this time is the tentative budget for display.
- Adjourn to Executive Moved by Nelson, seconded by Toepper to adjourn to Executive Session for the purpose of the employment, compensation, discipline, performance or dismissal of specific employees or legal counsel; purchase, lease, or sale of real or publicly owned property; and student discipline. Ayes: Nelson, Toepper, Dodge, Hofmeister, Mallaney, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried. Open session ended at 6:48 p.m.
- Return to Open Session Moved by Hofmeister, seconded by Preston to return to Open Session at 7:07 p.m. Ayes: Hofmeister, Preston, Dodge, Mallaney, Toepper, and Stauffenberg – six (6). Nays – none (0). Absent: Nelson – one (1). Motion carried.
- Amend Employment Contract for Employee “A” Moved by Hofmeister, seconded by Dodge to amend the employment contract for Employee “A”. Ayes: Hofmeister, Dodge, Mallaney, Preston, Toepper, and Stauffenberg – six (6). Nays – none (0). Absent – Nelson (1). Motion carried.
- Meeting Adjourned Moved by Preston, seconded by Toepper to adjourn the meeting  
Voice vote: All ayes – six (6). Nays – none (0). Absent: Nelson – one (1). Motion carried. The meeting ended at 7:08 p.m.

\*Mark Stauffenberg  
Mark Stauffenberg  
Board President

\*Patrick Mallaney  
Patrick Mallaney  
Board Secretary

MKS/PM/DF

\*Original signatures on file at the District Office