

Manteno Community Unit School District No. 5  
Regular Meeting of the Board of Education  
Tuesday, August 23, 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, K. Meyer, P. Russert, D. Conrad, J. Snipes, R. Schnitzler, J. Palicki, A. Furbee, T. Steele, J. Ruland, D. Christ, J. DePoister and Clerk Fortin – (thirteen).  
  
Visitors: M. Gerst and daughter and BLDD representative – 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:
- Consent Agenda**
- J. Resignations  
Kari-Jo Overacker, MS paraprofessional – effective August 23, 2011 (pending employment as a Speech Path paraprofessional)
  - K. FMLA Sub Approval  
\*Lisa Musgrave, substitute for an Elementary teacher leave starting approximately September 12, 2011 for 15 weeks.
  - L. Employments for the 2011-2012 School Year  
\*Kari-Jo Overacker, Speech Path paraprofessional – 184 Days at MS Step 1 effective August 24, 2011  
\*Dennis Granger, substitute bus driver  
Jessica Fetherling, Middle School assistant track coach (due to the resignation of Lisa Fetherling, she will no longer be sharing the position & splitting the stipend)  
\*Kelli Martin, substitute bus aide and custodian  
Laura Cummings-Bump, full route bus driver  
Tina Greek, full route bus driver  
\*Pending successful completion of pre-employment paperwork.
- New Business**
- E Approve Geotechnical Engineering Services -soil boring test at Elementary
  - F Approve early termination on 2010 Dodge Caravan lease with Midwest
- Ayes: Dodge, Nelson, Hofmeister, Mallaney, Preston, Toepper, and Stauffenberg – seven (7).  
Nays – none (0). Motion carried.
- Public Comments Mike Cassagrande, PTO president, reported a new fall fundraiser is being considered. Additional volunteers are needed within the organization. The school supply kits will be distributed in new reusable PTO bags. The Board members were given samples of the bag.

Reports of Committees     **Building Committee** – Gary Preston reported the Middle School elevator has been inspected by the State Fire Marshall and found to have an exhaust problem. Three different bids for repair will be sought. The project should be under \$10,000. The Primary and High School roof repairs updates were discussed with BLDD. The Primary School playground equipment can be taken apart and stored in the District equipment shed during construction. Crack filler in the asphalt lot at the High School has been completed. The Paver Project has started and is going very well. The Elementary gym door hinge replacement has been completed. The Middle School Weather Bug project is ready to start.

**Finance Committee** – Pat Mallaney reported the committee met this evening. The first review of Board policy was examined. The Committee extensively looked at the architect and construction management contracts. The committee recommends the board accept these contracts. A review of the tentative budget was discussed.

**Curriculum, Instruction, and Assessment Committee** – Dr. Josh Ruland reported this committee would reconvene in September.

**Technology Committee** - Dr. Josh Ruland reported this committee would also reconvene in September.

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

- A. Minutes
  - 1. Regular Board Meeting – July 26, 2011
  - 2. Executive Board Meeting- July 26, 2011
- B. Financial Reports
  - Summary of Cash/Investment/Fund Balances
  - M-T-D/Y-T-D Revenue/Expenditure Reports
  - Cost analysis – Education and 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 Reports
  - Additional Accounts Payable
  - Fiscal Year 2012 Tentative Budget
- C. Approve Out of State Trip – September 9<sup>th</sup> and 10<sup>th</sup> – Robotics team
- D. First Reading Board Policy 7:60 and 7:60-E3
- E. Approval of Employee Purchase Plan
- F. Establish hourly bus driver rate as route rate divided by 2.5

- G. Approve Door to Door fundraiser for High School Wrestling Team – McDonalds
- H. Additional request for non-funded Cross-Country at Manteno Middle School
- I. Approve Kankakee Community College Student Observation Agreement
- J. Resignations:
  - Ashley Reck – paraprofessional - effective immediately
  - Shelli Tilley – route bus driver– effective immediately
  - Karen Nelson –three hour food service employee – effectively immediately
  - Damon Myers – tech intern – effective August 19, 2011
  - Jacob Mansfield – tech Intern – effective August 10, 2011
  - Dana Willis – paraprofessional – effective immediately
  - Kevin Mikuce – substitute FMLA leave – effective immediately
  - Kim Riordan – food service employee – effective immediately
  - Lisa Fetherling – paraprofessional – effective immediately
  - Kari-Jo Overacker, MS paraprofessional – effective August 23, 2011 (pending employment as a Speech Path paraprofessional)
  
- K. FMLA
  - Krista Carlile intermittent leave for the 2011-2012 School Year
  - Jake Emerson, starting approximately September 9, 2011 for two weeks
  
- L. Employments for the 2011-2012 school year
  - Brian Leopold – Robotics sponsor
  - Amanda Pennington – Family and Consumer Science sponsor
  - \*Jessica Fetherling – 8<sup>th</sup> grade Social Studies teacher (one year position)
  - \*Leeann Keilman – Elementary School paraprofessional
  - \*Emily Tadla – Pre School paraprofessional
  - \*Mathew Alger – Middle School Special Education paraprofessional
  - \*Krysta Hamann – Middle School Special Education paraprofessional
  - \*Donna Kenealy – One on One Middle School paraprofessional
  - \*Amy Horsch Hoffmann – Elementary School paraprofessional
  - \*Karen Nelson – Food service substitute employee
  - \*Penny Schultz – Three hour food service employee
  - Kelli Martin – Three hour food service employee
  - \*John Martin - Assistant High School girls basketball coach
  - \*Lacey Rios - Three hour food service employee
  - \*Heather Giles – Middle School paraprofessional
  - \*Kari-Jo Overacker - Speech path paraprofessional – 184 Days at MS Step 1 effective August 24, 2011
  - \*Dennis Granger - Substitute bus driver
  - Jessica Fetherling - Middle School Assistant Track Coach (due to the resignation of Lisa Fetherling, she will no longer be sharing the position and splitting the stipend).
  - \*Kelli Martin - Substitute bus aide and sub custodian
  - Laura Cummings-Bump - Full route bus driver
  - Tina Greek - Full route bus driver
  - \*Authorization for Superintendent to hire additional staff as needed

*\*Pending successful completion of employment paperwork*

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

Unit Office Report Supt. Russert reported on the following:

- Good News
  1. The District has received a CLIC member refund of \$2,145.77
  2. Learning Express – A FREE on-line resource available for students through the Manteno Public Library. There is easy access by going to [www.mantenolibrary.org](http://www.mantenolibrary.org) and clicking on the Learning Express link. To register use the ID number on the Manteno Public Library card as your user name and then create a password. This is to practice specific ACT skills, English, Math, Reading, Science, or Writing skills.
- School year begins - Supt. Russert visited each school this morning and welcomed students and their families.
- Kankakee Daily Journal, reporter Bill Byrnes, was recognized by Supt. Russert as a fair reporter and will be missed. The District expresses our sympathy to his family.
- Crisis Management Plan updates were distributed.
- Summer School reports were given by Roger Schnitzler and Dave Conrad. Surveys will be tallied and a cost analysis will be presented to the Board next month. The summer program was deemed a success.

Old Business None

New Business

Approve 2011-2012 Tentative Budget On Display Moved by Hofmeister, seconded by Toepper to approve putting the 2011-2012 tentative budget on display in the District Office for 30 days. Ayes: Hofmeister, Toepper, Dodge, Mallaney, Nelson, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Approve Architect Contract w/BLDD for EL Addition Moved by Preston, seconded by Hofmeister to approve the architect contract with BLDD Architects for the addition to the elementary school. Ayes: Preston, Hofmeister, Dodge, Mallaney, Nelson, Toepper, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Approve Construction Mgmt. Con. With Gilbane Bldg. Co. for EL Addition Moved by Toepper, seconded by Dodge to approve the construction management contract with Gilbane Building Company for the addition to the Elementary School. Ayes: Toepper, Dodge, Hofmeister, Mallaney, Nelson, Preston, and Stauffenberg - seven (7). Nays – none (0). Motion carried.

Manteno CUSD No. 5 Board of Education Meeting – August 23, 2011

Anticipated Future Items Future action items include the adoption of the 2011-2012 budget and the approval of the School Improvement Plans.

Approve Geotechnical Engineering Services Moved by Hofmeister, seconded by Toepper to approve ECS Midwest Geotechnical Engineering Services' proposal in the amount of \$6,175.00 as presented. Ayes: Hofmeister, Toepper, Dodge, Mallaney, Nelson, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Approve Termination Of Dodge Caravan Lease Moved by Dodge, seconded by Nelson to approve the early termination of the 2010 Dodge Caravan lease on September 1, 2011. The refund amount is \$6,400 as presented. Voice vote: All ayes – seven (7). Nays – none (0). Motion carried.

Adjourn to Executive Moved by Nelson, seconded by Toepper to adjourn to Executive Session for the purpose of collective bargaining matters and/or deliberations concerning salary schedules for one or more classes of employees and setting a price for the sale or lease of property owned by the School District. Ayes: Nelson, Toepper, Dodge, Hofmeister, Mallaney, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried. Open session ended at 6:52 p.m.

Return to Open Session Moved by Toepper, seconded by Nelson to return to Open Session at 7:16 p.m. Ayes: Toepper, Nelson, Dodge, Hofmeister, Mallaney, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Meeting Adjourned Moved by Dodge, seconded by Toepper to adjourn the meeting. Voice vote: All ayes – seven (7). Nays – none (0). Motion carried. The meeting ended at 7:16 p.m.

*\*Mark Stauffenberg*

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Mark Stauffenberg  
Board President

*\*Patrick Mallaney*

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Patrick Mallaney  
Board Secretary

MKS/PM/DF

\*Original signatures on file in the District Office.