

Manteno Community Unit School District No. 5  
Regular Meeting of the Board of Education  
Tuesday, August 20, 2013  
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).
- Also present: Supt. Harrod, K. Meyer, R. Schnitzler, D. Conrad, J. Palicki, J. Emerson, A. Furbee, T. Steele, C. Creek, J. DePoister, J. Finkelstein, and Clerk Fortin – twelve (12).
- Visitors: J. Emerson, K. Emerson, M. Casagrande, J. Bilthuis, (Sportsman’s Club) – four (4).
- Pledge of Allegiance President Stauffenberg led everyone in the Pledge of Allegiance.
- Additional Items Moved by Nelson, seconded by Dodge to add the following agenda items:  
IV. Consent Agenda  
    J. Employment Pending Successful Completion of Paperwork for 2013-2014  
        Kathy McCadden – Elementary School four hour custodian  
    L. Door-to-Door Fundraiser Request  
        Class of 2016 – Pumpkins and Mums Sale – September 27<sup>th</sup>-28<sup>th</sup>, 2013
- Ayes: Nelson, Dodge, Hofmeister, Mallaney, Murray, Preston and Stauffenberg – seven (7).  
Nays – none (0). Motion carried.
- Public Hearings/ Petitions/ Public Comments Mike Casagrande reported the new school year is already on the move with the first event at Balmoral Park Family Night. The admit price is \$25 per adult, kids 6-10 \$12.50 and 5 - under are free. There is an all you can eat buffet, and a dedicated race to the PTO that evening. There will be a lot of baskets on which to bid. There will be dining from 6:00 to 8:30 p.m. The District wide “Walk-a-thon” will be held September 27, 2013. The funds raised will be spent on technology in the classrooms. Market Days is beginning as well.
- Reports of Committees **Building Committee** – Chairman Gary Preston reported the following:
- The construction budget looks good
  - Parking lot resurfacing is complete and signs installed
  - The High School fence has been installed
  - Discussion occurred regarding the Primary School demolition process
  - Primary School playground equipment removal/purchase of new
  - A security system at the District Office
- Finance Committee** – Chairman Mallaney reported the committee met this evening and discussed the following items:
- Bond completion dates/budgets
  - Elementary School update
  - State revenue update

- Playground equipment recommendation to surplus existing equipment and purchase new
- Recommend the Industrial Appraisal bid
- Change Orders
- Recommend to expand policy on all Chromebooks
- Finance Packet

**Curriculum, Instruction, and Assessment Committee** – Cathy Creek reported:

- Staff left energized and motivated from Supt. Harrod’s meeting with all staff during Institute Day as she shared her vision for the year
- Curriculum focus of “back to the basics”
- High concentration of instructional coaching this year
- Offered the instructional playbook to certified staff
- Looking forward to a great year

**Technology Committee** – Tom Steele reported the following:

- Despite the massive project list, it was one of the best school openings in a long time
- Technology staff were on hand to help teachers with any concerns or problems
- There are still a few projects to complete
- Chromebook training went well with approximately 40 teachers in attendance
- We are in good shape in spite of everything that transpired this summer
- Great group of intern students worked very hard this summer

**KARVES** – There was no report given.

Consent  
Agenda

Moved by Hofmeister, seconded by Murray to approve the following items:  
presented:

A. Minutes

- Regular meeting of July 23, 2013
- Special Board meeting of August 6, 2013

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
- FY 2014 Tentative Budget

C. Approve Out of State Trip

- Robotic Team to Sedalia, MO with sponsor on September 6<sup>th</sup> and 7<sup>th</sup>, 2013

- D. Approve Employee Purchase Plan
- E. Declare as Surplus (list in official minutes folder)
  - Surplus Technology Equipment from Primary School
  - Primary School remaining furnishings and equipment, etc.
- F. Resignations
  - Sarah Davis – Technology intern effective August 9, 2013
  - James Hill – Technology intern effective August 14, 2013
  - Jordan Williamson – Technology intern effective August 14, 2013
  - Savannah Guerrero – Technology intern effective immediately
  - Tyler Baldwin – Middle School MAP paraprofessional effective immediately
  - Julie Kersten – Route bus driver
  - Michael Murray – Four hour afternoon custodian – effective immediately
- G. Family Medical Leave Requests
  - Kristie Gore – Middle School Language Arts teacher from approximately October 3 thru December 17, 2013 (10 weeks)
  - Jennifer Jackson – Middle School custodian effective immediately (timeline unknown)
- H. Employments for the 2013-2014 School Year
  - Tyler Baldwin – High School Physical Education teacher
  - Stephanie Chaplinski – Long term substitute for 4<sup>th</sup> grade FMLA leave from the beginning of the school year through October 30, 2013
  - Tim VanSwol – Middle School Boys 8<sup>th</sup> grade boys basketball coach
  - Julie Kersten – Substitute bus driver and substitute bus aide
  - Michael Talamonti – High School Musical Assistant Director
  - Nate Chamberlin – High School Assistant Football Coach
  - Dan Sobodas – High School JV Academic Team Sponsor
  - Jason Adams – Head Girls Basketball Coach
  - Sarah Grove – High School Freshman Class Sponsor
  - Rebecca Calhoun – Preschool Paraprofessional
  - Brenda Cintora – Substitute Bus Aide
  - Jordan Stauffenberg – Paraprofessional to begin late October, 2013
- I. Employment Transfers
  - Bill Thompson – Moved from High School Driver’s Education to Industrial Arts 100%
  - Jason Adams – Moved from High School Physical Education to Driver’s Education 100%.
- J. Employment Pending Successful Completion of Paperwork for 2013-2014 School Year
  - Chantal Palmer – Middle School Fifth Grade Teacher
  - Melissa Kapidis – Jumpstart Preschool teacher
  - Nancy Worobey – Jumpstart Preschool teacher
  - Rosette Forrester – Substitute Bus Driver
  - Kathryn Simone – Substitute Bus Driver/Substitute Bus Aide
  - Steven LaCosse – High School Assistant Boys Soccer Coach
  - Ginger Malone – Elementary School Administrative Assistant – six hours per day for 215 days (start date August 19, 2013)
  - Megan Carlile – Speech paraprofessional

Manteno CUSD No. 5 Board of Education Meeting – August 20, 2013

- Marcia Haslick – Substitute Paraprofessional for the start of the 13-14 school year, FMLA long-term substitute from approximately October 28, 2013 thru February 3, 2014.
  - Kathy McCadden – Elementary School four hour custodian
- K. Authorization for Superintendent to Hire
- Speech Pathologist
  - Speech Pathologist Paraprofessional
  - Middle School Lunch Supervisor
  - Substitute Bus Driver/Bus Aides as needed
  - Substitute Custodians as needed
  - Paraprofessionals
- L. Door to Door Fundraiser Request – Class of 2016 –Pumpkin and Mum sale Sept. 27-28<sup>th</sup>.

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

Unit Office Supt. Harrod reported on the following:

- Start of school yesterday for staff and today for students
- Manteno Primary School public viewing – August 24, 2013 – 9:00 -11:00 a.m.

Old Business

Ratify MS Replacement Stage Ltg. Project Contracts Moved by Mallaney, seconded by Nelson to approve the ratification of the Grand Stage Lighting Company, Inc. contract in the amount of \$50,635.00 and the Excel Electric, Inc. contract in the amount of \$16,500.00 as presented. Ayes: Mallaney, Nelson, Dodge, Hofmeister, Murray, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Approve Elementary Playground Equipment Purchase Moved by Dodge, seconded by Mallaney to approve the purchase and installation of new equipment for the Elementary School playground in the amount of \$66,026.84 as presented. Ayes: Dodge, Mallaney, Hofmeister, Murray, Nelson, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Approve Industrial Appraisal Agmt. Moved by Nelson, seconded by Mallaney, to approve the Industrial Appraisal Agreement in the amount of \$5,950 as presented. Ayes: Nelson, Mallaney, Dodge, Hofmeister, Murray, Preston and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Approve Demolition of Manteno Primary School Moved by Preston, seconded by Dodge to approve the demolition of the Manteno Primary School as presented. Ayes: Preston, Dodge, Hofmeister, Mallaney, Murray, Nelson, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

New Business

Approve MS Exterior Lighting Serv. Contract Moved by Preston, seconded by Murray to approve the Middle School exterior lighting service contract (installation only) be awarded to Northwest Mechanical Construction, Inc. in the amount of \$7,900.00. Ayes: Preston, Murray, Dodge, Hofmeister, Mallaney, Nelson, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Approve 2013-2014 Tentative Budget On Display Moved by Hofmeister, seconded by Murray, to approve putting the 2013-2014 tentative budget on display in the District Office for 30 days. Ayes: Hofmeister, Murray, Dodge, Mallaney, Nelson, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Approve Chromebook Usage Fees Moved by Dodge, seconded by Nelson to approve the usage fees for the 2013-2014 District owned Chromebook take-home fee at \$25.00 and the maximum replacement fee of \$250.00 as presented. Ayes: Dodge, Nelson, Hofmeister, Mallaney, Murray, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Approve Chromebook Ins. Purchase Moved by Murray, seconded by Hofmeister, to approve purchasing Chromebook insurance through Worth Ave. Group for \$20 per Chromebook for a total cost of \$14,600 as presented. Ayes: Murray, Hofmeister, Dodge, Mallaney, Nelson, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Approve Kankakee Valley Const. Co. Change Order #3 Moved by Mallaney, seconded by Nelson to approve Kankakee Valley Construction Company Change Order No. 003 in the amount of \$12,940 for a new contract sum of \$542,160 as presented. Ayes: Mallaney, Nelson, Dodge, Hofmeister, Murray, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Approve Low Voltage Solutions, Inc. Change Order #4 Moved by Hofmeister, seconded by Murray to approve Low Voltage Solutions, Inc. Change Order No. 004 final amendment in the amount of \$2,728.00 for a new contract sum of \$316,630.70. Ayes: Hofmeister, Murray, Dodge, Mallaney, Nelson, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Approve Double “G” Excavating, Inc. Change Order #003 Moved by Preston, seconded by Hofmeister, to approve Double “G” Excavating, Inc. Change Order No. 003 final amendment in the amount of \$8,250.81 for a new contract sum of \$1,182,108.81 as presented. Ayes: Preston, Hofmeister, Dodge, Mallaney, Murray, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Approve Martin Cement Change Order #002 Moved by Nelson, seconded by Dodge, to approve Martin Cement Company Change Order No. 002 in the reduction of \$3,564.00 for a new contract sum of \$466,932.00 as presented. Ayes: Nelson, Dodge, Hofmeister, Mallaney, Murray, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Manteno CUSD No. 5 Board of Education Meeting – August 20, 2013

Approve Moved by Nelson, seconded by Murray to approve Martin Cement Change Order  
Martin No. 003 final amendment in an unchanged amount for a final contract sum of  
Cement \$466,932.00. Ayes: Nelson, Murray, Dodge, Hofmeister, Mallaney, Preston,  
Change Order and Stauffenberg – seven (7). Nays – none (0). Motion carried.  
#003

Approve Moved by Dodge, seconded by Nelson to approve Dodson Plumbing, Heating, &  
Dodson Air Conditioning, Inc. Change Order No. 002 final amendment in the reduction  
Plumbing, of \$8,883.00 for a new contract sum of \$951,117.00 as presented. Ayes: Dodge,  
Htg, & Air Nelson, Hofmeister, Mallaney, Murray, Preston, and Stauffenberg – seven (7).  
Cond. Inc. Nays – none (0). Motion carried.  
Change Order  
#002

Approve Moved by Mallaney, seconded by Hofmeister to approve Streich Equipment Co., Inc.  
Streich Equip. Change Order No. 001 final amendment in the reduction of \$3,660.00 for a new  
Co. Change contract sum of \$120,950 as presented. Ayes: Mallaney, Hofmeister, Dodge, Murray,  
Order #001 Nelson, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Approve Moved by Hofmeister, seconded by Mallaney to approve Connor Sports Flooring  
Connor Sports Change Order No. 002 final amendment in an unchanged amount for a final contract sum  
Flooring \$58,095.98 as presented. Ayes: Hofmeister, Mallaney, Dodge, Murray,  
Change Order Nelson, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.  
#002

Approve Moved by Nelson, seconded by Mallaney to approve Tile Specialists Change Order  
Tile No. 001 final amendment in a decreased amount of \$5,000 for a new contract sum of  
Specialists \$152,793.00 as presented. Ayes: Nelson, Mallaney, Dodge, Hofmeister, Murray,  
Change Order Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.  
#001

Approve Moved by Nelson, seconded by Hofmeister to approve Replacement Window Systems,  
Replacement Inc. Change Order No. 001 final amendment in a decreased amount of \$2,754.78 for a  
Window new contract sum of \$285,041.22. Ayes: Nelson, Hofmeister, Dodge, Mallaney, Murray,  
Systems, Inc. Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.  
Change Order  
#001

Approve Moved by Dodge, seconded by Nelson to approve Bennett & Brosseau Roofing, Inc.  
Bennett & Change Order No. 001 final amendment in a decreased amount of \$16,250 for a new  
Brosseau contract sum of \$685,550.00 as presented. Ayes: Dodge, Nelson, Hofmeister, Mallaney,  
Roofing, Inc. Murray, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.  
Change Order  
#001

Manteno CUSD No. 5 Board of Education Meeting – August 20, 2013

Approve Moved by Mallaney, seconded by Hofmeister to approve Carroll Seating Change Order  
Carroll No. 004 final amendment in the amount of \$475.00 for a new contract sum of  
Seating \$212,429.80 as presented. Ayes: Mallaney, Hofmeister, Dodge, Murray, Nelson,  
Change Order Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.  
#004

Approve Moved by Dodge, seconded by Hofmeister to approve Nelson Fire Protection Change  
Nelson Order No. 001 final amendment in the decreased amount of \$5,000.0 for a new contract  
Fire Protect. sum of \$76,020.00 as presented. Ayes: Dodge, Hofmeister, Mallaney, Murray, Nelson,  
Change Order Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.  
#1

Future 1. Adoption of the 2013-2014 budget  
Action 2. Approve School Improvement plans  
Items

Executive There was no Executive Session held this evening.  
Session  
Meeting

Adjourn Moved by Nelson, seconded by Hofmeister to adjourn the meeting at 7:15 p.m.  
Meeting Ayes: Nelson, Hofmeister, Dodge, Mallaney, Murray, Preston, and Stauffenberg -  
seven (7). Nays – none (0). Motion carried.

*Mark Stauffenberg\**

\_\_\_\_\_  
Mark Stauffenberg – President

*Patrick Mallaney\**

\_\_\_\_\_  
Patrick Mallaney – Secretary

MKS/PM/df

*\*Original signatures are on file at the District Office.*