

Manteno Community Unit School District No. 5
Regular Meeting of the Board of Education
Tuesday, August 11, 2015
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, M. Jackson, P. Mallaney, L. Murray, M. Schubert and M. Stauffenberg – Seven (7). Absent – None - (0).
- Also present: Supt. Harrod, K. Meyer, R. Schnitzler, K. Flanigan, R. Haines, M. Glenn, J. Emerson, A. Furbee, E. Ruff, T. Steele, J. Finkelstein, T. Weber, J. DePoister, D. Fortin and Clerk Kaufman – Fifteen - (15).
- Visitors: Bill Jurevich, Image Group Photography, Justin Emerson, Kim Emerson, Amanda Frame, Rick Selk, Becky Selk, Kelly Short, Junior Achievement Team members: Caleb Selk, Carly Trepanier and Bennett Hofmeister – approximately 10 people.
- Pledge of Allegiance President Stauffenberg led everyone in the Pledge of Allegiance.
- Public Hearings/
Petitions/
Comments School Board President, Mark Stauffenberg congratulated Superintendent Lisa M. Harrod for being one of five named as a finalist for National 2015 Superintendent of the Year. He expressed what an outstanding honor the nomination is and how happy the District is for her and to have her as our Superintendent.
- Ms. Kelly Short, Business Teacher and sponsor of the Junior Achievement program introduced the members of the Junior Achievement Company, YOUUnique Frames, Caleb Selk, Carly Trepanier and Bennett Hofmeister (absent from the meeting from the company were Ethan Kaufman and Tucker Presler). President, Caleb Selk spoke on behalf of YOUUnique Frames and shared their experience of attending the National Competition in Washington D.C. in June, 2015 where they took second place out of fifteen teams. He expressed what a great experience it was and how valuable Ms. Short is to the Junior Achievement program within the District. The Company also thanked the Board for the opportunity to attend the National Competition.
- Reports of Committees **Building Committee** – Chairman Hofmeister reported that the Building Committee met on Tuesday, August 4, 2015 and discussed the following:
- I. Call to Order
 - II. Budget Review
 - III. Old Business
 - A. District
 - B. High School
 - 1. Outside Gym Stairway Panels
 - 2. Parking Lot Painting
 - C. Middle School
 - 1. Roof Leaks/Warranty Repairs Update
 - 2. Ceiling Repair Update

- D. Elementary School
- IV. New Business
 - A. District
 - B. High School
 - 1. Classroom Fire Update
 - 2. Fall Sports Tailgating Spots – NW Corner of Field
 - C. Middle School
 - 1. Exterior Building Changes
 - D. Elementary School
 - 1. Chiller Repair
- V. Additional Agenda Items
 - A. High School softball field press box plan.

Finance Committee – Chairman Mallaney reported that the Finance Committee met on Tuesday, August 11, 2015 and discussed the following:

- I. Old Business
 - A. State Revenue Update
 - B. Middle School Roof Repair Project
- II. New Business
 - A. Contracts/Agreement/Requests For Proposals
 - i. Forecast5 Analytics Agreement
 - ii. Martin Whalen Office Solutions Printer Maintenance Contract
 - iii. Gallagher Benefits Services, Inc.
 - B. High School Fire Update
 - C. Middle School Signage
 - D. Tentative Budget 2015-2016
- III. Review Finance Packet for August 11, 2015 Board Meeting
 - Summary of Cash/Investment/Fund Balances Report
 - Revenue/Expenditure Summary Report
 - Cost Analysis – Education; Cost Analysis – O&M
 - Revenue Report
 - Expenditure Report
 - Food Service Report
 - O&M Gas & Electric Expenditure Report
 - Payroll Extras Report
 - Impress Check Report
 - Accounts Payable Report
 - ISDLAF Report
 - Activity Account Reports
- IV. Additional Items
- V. Future Items
 - A. Budget Adoption 2015-2016

Curriculum, Instruction, and Assessment Committee – The CIA Committee did not have a report this month.

Technology Committee – Technology Director, Tom Steele, reported that the lightning strike/fire in the Social Studies hallway classroom did not do major damage to computer equipment due to summer shutdown. Mr. Steele also reported that the buildings were ready for opening day and that the technology summer interns did an outstanding job throughout the summer. Chromebooks will be handed out at the Middle School on Wednesday, August 12th at open house before school starts so they have time to practice with them before the first day of school. Mr. Steele thanked the Technology department for all of their hard work and progress throughout the summer getting the buildings ready to open for the first day of school.

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

A. Minutes

- Regular Board Meeting – June 23, 2015
- Executive Session Meeting – June 23 2015

B. Financial Reports

- Summary of Cash/Investment/Fund Balances
- M-T-D/Y-T-D Revenue/Expenditure Reports
- Cost Analysis – Education, Cost Analysis – O&M
- Revenue Report
- Expenditure Report
- O&M Gas & Electric Expenditure Report
- Food Service Report
- Payroll Extras Report
- Imprest Check Report
- Accounts Payable Report
- ISDLAF Account Reports
- Activity Accounts Reports
- Additional Accounts Payable

C. Adoption of Executive Session Minutes Resolution

D. Approve Olivet Nazarene Student Teaching/Field Experience Agreement for the 2015-2016 School Year

E. Approve Kankakee Community College Affiliation Agreement

F. Approve Self-Funded Cross Country Participation at the Middle School

G. Declare Surplus

H. Approve PTO Fundraiser – Papa Johns Pizza Truck Sales

I. **Retirements**

Kathy Meyer, Director of Finance - effective September 30, 2015

Mary Gibson, Paraprofessional - effective August 15, 2015

Cheryl Davis, Elementary School PE Teacher – four-year retirement notice effective at the conclusion of the 2018-2019 school year

J. **Resignations**

Chris Bechard, School Nurse - effective immediately
Jennifer Carroll, Middle School Special Education Teacher - effective immediately
Toni Eldridge, Food Service Employee - effective July 20, 2015
Lori Grzelak, Middle School Special Education Teacher - effective immediately
Amanda Layne, School Social Worker - effective on July 22, 2015
Kelly Martin, Bus Aide - effective July 6, 2015
Hollie O’Nions, High School Paraprofessional - effective immediately
Alyse Morefield, High School Science Teacher - effective immediately
Joe Souligne, Special Education Administrative Assistant - effective August 17, 2015
Kerry Bjelke, Paraprofessional – effective immediately
Cara Field, Paraprofessional – effective immediately
Jody Lutzka, Paraprofessional – effective immediately
Andrew Zurales, High School Assistant Girls Basketball Coach – effective immediately
Kathryn Simone, Bus Driver – effective immediately – Ms. Simone would like to remain as a substitute Bus Aide/Driver
Susan Townsend, Food Service Employee - effective immediately

K. **Employments**

Nicole Perso, ESY services – beginning June 17, 2015

L. **Employments for the 2015-2016 School Year**

Whitney Weddell, 4th Grade Team Leader
Tristin Wellman, Kindergarten Team Leader
Christine Carey, Middle School Special Education/Support Team Leader
Corrine Wengelewski, High School Science Team Leader
Kelly Short, High School Vocational/Fine Arts Team Leader
Chuck Parsons, School Psychologist for 100 days at the recommended rate
Tracy Hartnett, Middle School/High School Nurse
Julie Breazeale, Food Service Manager Assistant for 1.5 hours per day for 178 days and 21 days at 8 hours per day at a rate of \$11.50 per hour
Julie Wulff, increased to a 12 month employee effective July 1, 2015
Pauline Taylor, Three-hour Food Service Employee
Theresa Butterfield, Junior Class Sponsor
Julie Morris, Environmental Science Club Sponsor
Kristen Quigley, Mundo Club Sponsor and Freshman Class Sponsor
Andrew Zurales, High School Varsity Baseball Coach
Ed Hotwagner, Co-Assistant Football Coach
Jim Giacchino, High School Assistant Boys’ Basketball Coach – 75% Stipend
Brian Meyer, High School Assistant Boys’ Basketball Coach – 25% Stipend
Jesse Nagel, 8th Grade Boys Basketball Coach
Annabeth Brimberry, Middle School Assistant Softball (B Team) Coach
Justin Tierney, Middle School Head Wrestling Coach
Allison Karlock, Middle School Yearbook Sponsor
Megan McDonagh, Long-term Substitute for 6th Grade FMLA leave – from August 17, 2015 thru November 11, 2015

M. Employments Pending Successful Completion of Paperwork for the 2015-2016 School Year

Brittany Gardner, Middle School Social Worker
Carlie Yacobi, 2nd Grade thru 4th Grade and IOA Social Worker
Christine Roche, High School Special Education Teacher
Lindsay Fetherling, Elementary School Teacher
Jason Mesick, High School Science Teacher
Lauren Biggs, Middle School Special Education Teacher
Kimberly Bieniek, Middle School Special Education Teacher
Allison Ghilardi, High School Science Teacher
Lindsay Okray Ortman, Pre-K, Kindergarten, 1st Grade and MAP Social Worker
Robert Ciserella, Chief School Business Official/Director of Finance and Operations
MyShelle (Micky) McClain, Health Office Clerk – 80 days at 8 hours per day at \$9.50 per hour
Alexa Gage, Fall Cheer Co-Coach
Ed Speiwak, Middle School Assistant Wrestling Coach
Jamie McCleverty, Substitute Nurse
Debra Menard, Substitute Bus Aide
Heather Schommer, Paraprofessional
Randy Crews, Paraprofessional
Carlene Toler, Three-hour Food Service Employee
Approval for Superintendent to hire:
2 – Speech Pathologists
1 – School Psychologist
Multiple extra-curricular positions

Ayes: Hofmeister, Mallaney, Dodge, Jackson, Murray, Schubert, Stauffenberg –Seven (7). Nays – None (0). Motion carried.

Superintendent's Report

A. Good News

1. Congrats to the JA Company YOUNique Frames who received a second place award at the National competition in Washington DC in June.
2. Congrats to Dr. Elizabeth Hofmeister who received an award for Business Person of the Year. Liz and her husband Dan were traveling at the time of the award presentation on June 26th during the Manteno Chamber of Commerce Annual Meeting held at the Manteno Sportsmen's Club. Receiving the award for her were her three children, John, Bennett and Emma. Congrats Liz!
3. I would like to thank the custodial and technology staff for all their hard –work over the summer getting the buildings ready for the new school year.
4. Congrats to Amanda Frame and the three Manteno students (Joey Krisko, Brenden Field & Guy Maisonnueve) who traveled with her overseas as part of the People to People trip. The picture shared is the group in Barcelona.
5. The retreat that the Administrative staff had on August 5th was very successful. Thank you to the Administrative staff for their hard work and dedication to making plans for progress in the 2015-2016 school year

Old Business

New Business

Approve 2015-2016 Tentative Budget and Place on Display Moved by Hofmeister, seconded by Murray to approve putting the 2015-2016 Tentative Budget on display in the District Office for 30 days. Ayes: Hofmeister, Murray, Dodge, Jackson, Mallaney, Schubert, Stauffenberg – Seven (7). Nays: None (0). Motion carried.

Approve Resolution of the Will County Board Moved by Dodge, seconded by Schubert to approve the Resolution of the Will County Board. Ayes: Dodge, Schubert, Hofmeister, Jackson, Mallaney, Murray, Stauffenberg – Seven (7). Nays: None (0). Motion carried.

Approve Forecast5 Analytics Agreement Moved by Hofmeister, seconded by Dodge to approve the renewal of the Forecast5 Analytics Agreement with PMA Financial Planning Program at a cost of \$9,000 for the 2015-2016 school year which includes the 5Cast6 and 5CastADV15 packages. Ayes: Hofmeister, Dodge, Jackson, Mallaney, Murray, Schubert, Stauffenberg – Seven (7). Nays: None (0). Motion carried.

Approve Printer Maintenance Contract Moved by Jackson, seconded by Schubert to approve the Printer Maintenance Contract with Martin Whalen office Solutions through August, 2016 with a \$3,000 fixed base cost plus a per copy cost. Ayes: Jackson, Schubert, Dodge, Hofmeister, Mallaney, Murray, Stauffenberg – Seven (7). Nays: None (0). Motion carried.

Approve Renewal of Health Care Reform Consulting Services Moved by Dodge, seconded by Murray to approve the renewal of the Health Care Reform Consulting Services with Gallagher Benefit Services, Inc. in the amount of \$1,000 per month. Ayes: Dodge, Murray, Hofmeister, Jackson, Mallaney, Schubert, Stauffenberg – Seven (7). Nays: None (0). Motion carried.

Anticipated Future Action Items 1. Adoption of the 2015-2016 Budget
2. Approve School Improvement Plans

Executive Session Moved by Dodge, seconded by Jackson 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, Jackson, Hofmeister, Mallaney, Murray, Schubert, Stauffenberg – Seven (7). Nays: None (0). Motion carried. Open Session ended at 6:52PM.

Manteno CUSD No. 5 Board of Education Meeting – August 11, 2015

Return to Open Session Moved by Hofmeister, seconded by Dodge to close Executive Session and return to Open Session. Ayes: Hofmeister, Dodge, Jackson, Murray, Schubert, Stauffenberg – Six (6). Nays: None (0). Motion carried. Executive Session ended at 7:35PM.

Adjourn Meeting Moved by Hofmeister, seconded by Dodge to adjourn the meeting at 7:36PM. Ayes: Hofmeister, Dodge, Jackson, Murray, Schubert, Stauffenberg – 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.