

Manteno Community Unit School District No. 5
Regular Meeting of the Board of Education
Tuesday, September 24, 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, D. Conrad, J. Snipes, J. Palicki, S. Delya, J. Emerson, A. Furbee, T. Steele, D. Christ, C. Creek, J. DePoister, J. Finkelstein, T. Weber, and Clerk Fortin – fifteen (15).
- Visitors: M. Kohlberg, K. Wadley, and approximately 50 parents and family members in support of the students being recognized for their high achievements in the ISAT test scores in grades 3-5 – approximately 52.
- Pledge of Allegiance President Stauffenberg led everyone in the Pledge of Allegiance.
- Additional Items There were no additional items added to the agenda.
- Public Hearing for The Adoption of the 2013-2014 Budget Moved by Preston, seconded by Nelson to open the public hearing for the adoption of the 2013-2014 budget at 6:31 p.m. Ayes: Preston, Nelson, Dodge, Hofmeister, Mallaney, Murray, and Stauffenberg – seven (7). Nays – none (0). Motion carried.
- There was not any discussion or comments by the public.
There was not any discussion or comments by the neither Board nor staff.
- Moved by Dodge, seconded by Nelson to close the public hearing for the adoption of the 2013-2014 budget at 6:32 p.m. Ayes: Dodge, Nelson, Hofmeister, Mallaney, Murray, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.
- Public Hearings/ Petitions/ Public Comments Supt. Harrod recognized and thanked the following individuals for their ongoing hard work and dedication, as well as their successful efforts this summer getting the new school “up and going” in a timely manner.
Stephanie Kaack, Dan Christ, and Tom Steele of the Technology Department and John DePoister, Renee Knickrehm and Terry Deland of the Custodial/Maintenance Department. Terry was also thanked for the beautiful work on the Elementary School “History Wall”. Supt. Harrod commented that she speaks for the District when saying, she is forever grateful for these and many other “behind the scenes” people.
- Cathy Creek, Director of Curriculum, led the recognition of 30 ISAT test score student leaders in grades 3 – 5. The Elementary and Middle School Principals assisted in handing out the awards to the high achieving students, while parents and family members took pictures and shook Board members hands. A brief reception was held in honor of the students following Board recognition.

Marcie Kolberg, of Smith, Koelling, Dykstra & Ohm, P.C. gave a report of the audited financial statement of the individual funds of Manteno CUSD No. 5 for the year ended June 30, 2013. Ms. Kolberg highlighted the following report items:

- O & M Fund excess (deficiency) or receipts over disbursements (\$381,673)
- Transportation Fund excess (deficiency) or receipts over disbursements (\$37,045)
- Page 20 of the audit shows the majority of the investments are with Raymond James and all deposits are insured and collateralized.
- Page 22 of the audit shows General Long-Term Debt and bonds coming due.
- Page 24 of the audit shows the information for the next 19 years with \$2.1 million in bond principal and interest payments due in fiscal year 2014.
- Talked about the consideration of refinancing bonds (due to the fact in two years levy will jump).
- Page 30 of the audit – Note 15 – Due to the State of Illinois’ fiscal crisis, the State owed the District approximately \$437,000 at June 30, 2013. The District anticipates receiving the funds by December 31, 2013.
- Page 50 of the audit shows the tax extensions by levy fell from 2011 to 2012.
- 100% collection rate of the local tax bills, which shows our local taxpayers are paying their tax bills.
- Page 52 of the audit shows the per capita tuition charge went from \$6,949 in 2012 to \$6,890 in 2013 (ADA dropped 30 students this past year)
- Page 56 of the audit shows the Child Nutrition Cluster (Federally awarded funds program audit) with “no problems”
- The District’s estimated financial profile score is 3.7, which puts the District into “Financial Recognition” status.
- Marcie thanked the District Office Finance Department for their help and assistance during the audit.

Corinne Wengelewski, High School Future Farmers of America Sponsor, and the officers of the FFA requested approval to attend the National FFA Convention in Louisville, Kentucky from October 30 thru November 20, 2013.

Approve
FFA Trip

Moved by Nelson, seconded by Hofmeister to approve the FFA request to attend the National FFA Convention on Wednesday, October 30, 2013 thru Saturday, November 2, 2013 in Louisville, Kentucky. Voice vote: All ayes – seven (7). Nays – none (0). Motion carried. (Ms. Wengelewski and approximately five to ten students will attend the convention. Other than transportation and some meals FFA will pay any expenses from the FFA treasury.)

PTO did not have a representative in attendance.

Kelli Wadley, representing the Manteno Educational Foundation distributed the new fliers being circulated in an effort to develop the program. The “Panther Paver Project” is a current fundraising project and mini grant applications were just disbursed. The Manteno Educational Foundation has various donor levels which include:

- \$50 level – White Club
- \$100 level – Purple Club
- \$250 level – Panther Club

- \$500 level – Spirit of Manteno Club. Donations are tax deductible.

The Board of Education agreed that it would provide the admissions to the Homecoming Football game and two admissions to the Wall of Fame Basketball game to increase involvement at the different donor levels. Community people are being sought to serve on the Board as well.

Reports of
Committees

Building Committee – Chairman Gary Preston reported the following:

- The High School locker room shower project is moving along, as is the stage lighting project at the Middle School.
- The outside concession stand is looking good, and a deck is a future project for the stand.
- The DCEO grant light project should be completed soon.
- There has been work on the server room problem at the Elementary School.
- The demolition bid specs at the Primary School should be updated by our architect soon.

Finance Committee – Chairman Mallaney reported the committee met this evening and discussed the following items:

- Bond projects
- Elementary School construction update
- State revenue updated
- Update on Primary School demolition
- FY13 audit
- The Committee recommends the new PMA contract; the Midwest contract for an additional bus; Bisillion contract; and the Elevator Inspection Service Company contract.
- Change orders from the school construction
- Copier update (lease almost up for renewal)

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

- Professional development is being offered.
- Lisa Harrod is offering a co-teaching seminar.
- Cathy Creek is offering promethean board training and classroom management training is coming in the near future.
- Regarding the textbook inventory, some of our online subscriptions how have expired, and the committee is looking at a plan of how to move forward.
- At the Title One Director's conference, Cathy learned about compliance issues in case we were to be audited.
- The CIA Committee will be meeting quarterly. There is an instructional coaching institute she will be attending.

Technology Committee – Tom Steele reported the following:

- The air conditioning in the Elementary server room was completed today.
- The annual content filter review was discussed and the committee opted to keep as they have been.
- Summer projects have been completed.
- The Chromebook discussion is ongoing. The Chromebooks went home with fifth and sixth graders, with only five came back broken (the insurance is paying off).

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- The Tech Plan is due this year, just awaiting the State guidelines.
KARVES – There was no report given.

Consent
Agenda

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

A. Minutes

- Regular meeting of August 20, 2013

B. Financial Reports

- 2013-2014 Tentative Budget
 - Estimated cash and fund balances 2013-2014
 - State budget form for 2013-2014
 - Tentative Revenue budget for 2013-2014
 - Tentative Expenditure budget for 2013-2014
- 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

C. Approve 2013-2014 substitute teacher list presented by the Iroquois-Kankakee Regional Office of Education

D. Approve 2013-2014 Applications for Recognition of Schools

E. Approve Cathy Creek, Director of Curriculum and Assessment and Tricia Weber, Assistant Director of Curriculum and Assessment out of state travel to the Instructional Coaching Institute from October 22, 2013 thru October 24, 2013 in Lawrence, Kansas. (This trip will be funded through the Curriculum and Instruction budget).

F. Approve the Robotics Team to travel to Sedalia, Missouri to compete in the BEST Robotics competition October 17, 2013 thru October 20, 2013.

G. Approve FFA attendance to the National FFA Convention (approved in a previous motion)

H. Approve out of state travel for High School Agriculture Teacher, Corinne Wengelewski, who was awarded the “Teachers Turn the Key” awarded December 2, 2013 thru December 7th, 2013. The only cost to the District will be her meals during the convention and a substitute while she is attending the conference.

I. Review and approve Board Policy 7:180 (Preventing Bullying, Intimidation, and Harassment) which needs to be reviewed every two years and submitted to ISBE.

J. Declare as surplus:

- 50 student desks at the High School
- Three Smart tables

K. Notice of Retirement

- Sandra J. Hunte – Intent to retire per Article 9 of the MEA contract at the end of the 2016-2017 school year.
- L. Resignations
- Derek Bailey – High School Boys Track coach effective immediately
 - Richard L. Sagarsee – Substitute Bus Driver effective September 9, 2013
 - Matthew Gaither – Substitute Tech Intern effective August 23, 2013
 - Amy Hoffman – Middle School Girls Track Coach effective immediately
 - Mike Swaim – Route bus driver effective September 18, 2013
- M. FMLA
- Beau Blider – High School Teacher September 20th thru 27th, 2013
- N. Employments for the 2013-2014 School Year
- Amy Shinabarger – Middle School Speech Team Sponsor
 - Ashley Byers – Bus Aide for one-on-one student effective September 3, 2013
 - Andrew Welsh – One on one paraprofessional effective September 10, 2013
 - Amy Hoffmann – High School Girls Track Coach
 - Jesse Nagel – Middle School Seventh Grade Boys Basketball Coach
 - Kim Couch – Middle School Head Track Coach
 - Matt Beckner – High School Varsity Baseball Coach
 - Andrew Zurales – High School Co-Assistant Baseball Coach
 - Zach Monk – High School Co-Assistant Baseball Coach
 - Josh Carlile – High School Varsity Girls Softball Coach
 - Kevin Mikuce – High School Varsity Girls Soccer Coach
 - Amy Younker – Varsity Girls Soccer Assistant Coach
 - Vicki Dudley – Elementary School Yearbook Co-Sponsor
 - Brenda Banks – Elementary School Yearbook Co-Sponsor
 - Jason Stenhouse – High School Musical Art Director
 - Jordan Stauffenberg – Long-term Substitute for FMLA leave approximately October 28, 2013 thru February 3, 2014 (in place of paraprofessional employment approved August 20, 2013)
 - Kristine Couch – Assistant Middle School Girls Track Coach
 - Todd Creek – 6th Grade Boys Basketball Coach
 - Brenda Cintora – Substitute Bus Assistant
 - Andrew Zurales – High School Girls Basketball Assistant Coach
- O. Employments Contingent Upon Successful Completion of Paperwork
- Jonathan Shinabarger – Middle School Lunch Detention Supervisor 10:45 a.m. – 1:15 p.m. on student attendance days effective September 20, 2013.
 - Doris Swisher – Elementary School eight hour afternoon custodian effective September 19, 2013.
- P. Remove From Previous Pending Employments
- Kathy McCadden – Elementary School four-hour custodian
 - Marsha Haslik – FMLA long-term substitute teacher Oct. 28 thru Feb. 3, 2014.
- Q. Authorize Superintendent to Hire
- FMLA substitute teacher for Kristie Gore from approximately October 3, thru December 17, 2013.

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

Unit Office Supt. Harrod reported on the following:

- Congratulated the Middle School baseball and softball teams on their undefeated Kan-Will Conference Championship status.
- Thanked FUSE, Rad Rides by Troy, Dralle Chevrolet and the High School faculty for their hard work and donations to the High School's PBIS incentive program this year.
- Thanked Spencer Kane for his Elementary and Middle School Anti Bullying message.
- The District has a positive momentum going, let's keep it going!
- Presented the Administrator and Teacher Salary and Benefits Report
- Presented the Total Compensation Report in Excess of \$74,000
- Presented the AYP and ACT reports

Old Business None

New Business

Adoption of the 2013-2014 Budget Moved by Hofmeister, seconded by Nelson to approve the adoption of the 2013-2014 budget as presented. Ayes: Hofmeister, Nelson, Dodge, Mallaney, Murray, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Approve Renewal of PMA Fin. Moved by Dodge, seconded by Murray to approve the renewal of the PMA Financial Planning program at a cost of \$9,000.00. Ayes: Dodge, Murray, Hofmeister, Mallaney, Nelson, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Approve 2012-2013 Audit Moved by Preston, seconded by Nelson to approve the 2012-2013 financial audit as presented. Ayes: Preston, Nelson, Dodge, Hofmeister, Mallaney, Murray, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Approve Renewal of Bisailon's Contract Moved by Dodge, seconded by Murray to approve the Bisailon's Rid All Termite and Pest Control contract for \$2,964 for one year (October 1, 2013 thru September 30, 2014). Ayes: Dodge, Murray, Hofmeister, Mallaney, Nelson, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Approve Elevator Inspection Services Contract Moved by Nelson, seconded by Dodge to approve the elevator inspection services contract with Elevator Inspection Services Company, Inc. for three years (beginning September 1, 2013 thru August 30, 2016) in the amount of \$100.00 a year as presented. Ayes: Nelson, Dodge, Hofmeister, Mallaney, Murray, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Approve Additional Bus Lease Moved by Mallaney, seconded by Dodge to approve an additional bus lease from Midwest Transit Equipment for the 2013-2014 school year in the amount of \$11,200.00 as presented. Ayes: Mallaney, Dodge, Hofmeister, Murray, Nelson, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Approve Moved by Nelson, seconded by Preston to approve Steele Fab, Inc. Change Order 001

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- Steel Fab, Inc. Change Order No. 001 Final Amendment in the amount of \$19,720.00 for a new contract sum to \$463,395.00 (change order decreased contract sum). Ayes: Nelson, Preston, Dodge, Hofmeister, Mallaney, Murray, and Stauffenberg – seven (7). Nays – none (0). Motion carried.
- Approve Indicom Electric Co., LLC Change Order Moved by Preston, seconded by Dodge to approve Indicom Electric Company, LLC Change Order No. 007 final amendment in the amount of \$621.41 for a new contract sum of \$1,122,742.54 as presented (the change order increased contract sum). Ayes - Preston, Dodge, Hofmeister, Mallaney, Murray, Nelson, and Stauffenberg – seven (7). Nays – none (0). Motion carried.
- Approve Frontier Const. Chg. Or. No. 002 Moved by Nelson, seconded by Preston to approve Frontier Construction Change Order No. 002 final amendment in the amount of \$85,171.28 for a new contract sum of \$650,828.72 (the change order decreased the contract sum). Ayes: Nelson, Preston, Dodge, Hofmeister, Mallaney, Murray, and Stauffenberg – seven (7). Nays – none (0). Motion carried.
- Approve Midwest Masonry Change Order No. 002 Moved by Nelson, seconded by Preston to approve Midwest Masonry Change Order No. 002 final amendment in the amount of \$51,124.78 for a new contract sum of \$1,424,259.22 (the change order decreased the contract sum). Ayes: Nelson, Preston, Dodge, Hofmeister, Mallaney, Murray, and Stauffenberg – seven (7). Nays – none (0). Motion carried.
- Approve Oosterbaan & Sons Change Order No. 001 Moved by Nelson, seconded by Dodge to approve Oosterbaan & Sons Co. Change Order No. 002 final amendment in the amount of \$1,652.13 for a new contract sum of \$84,463.87 as presented (the change order decreased the contract sum). Ayes: Nelson, Dodge, Hofmeister, Mallaney, Murray, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.
- Approve Heritage Development & Const. Chg. Ord #1 Moved by Dodge, seconded by Nelson to approve Heritage Development and Construction Change Order No. 001 final amendment in the amount of \$158.00 for a new contract sum of \$233,817.00 as presented (the change order decreased the contract sum). Ayes: Dodge, Nelson, Hofmeister, Mallaney, Murray, Preston, and Stauffenberg - seven (7). Nays – none (0). Motion carried.
- Future Items Approve snow plowing/salt contracts, copier lease agreement and School Improvement Plans
- Adjourn to Executive Session Moved by Nelson, seconded by Hofmeister to close Open Session and enter into Executive Session for the purpose of compensation and discipline of specific employees. Ayes: Nelson, Hofmeister, Dodge, Mallaney, Murray, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried. Open session ended at 7:14 p.m.
- Return from Executive Session Moved by Dodge, seconded by Murray to return to open session at 8:34 p.m. Roll call: Dodge, Murray, Hofmeister, Mallaney, Nelson, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.
- Adjourn Meeting Moved by Dodge, seconded by Murray to adjourn the meeting at 8:35 p.m. Ayes: Dodge, Murray, Hofmeister, Mallaney, Nelson, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

**Mark Stauffenberg*

Mark Stauffenberg – President

MKS/PM/df (*original signatures on file at the District Office)

**Patrick Mallaney*

Patrick Mallaney – Secretary