

Manteno Community Unit School District No. 5
Regular Meeting of the Board of Education
Tuesday, September 27, 2011
High School Library – 6:30 p.m.

- 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, D. Conrad, R. Schnitzler, S. Delya, J. Palicki, A. Furbee, T. Steele, J. Ruland, D. Christ, J. DePoister and Clerk Fortin – (twelve).

Visitors: M. Kolberg, L. Davis, L. Shafer, B. Vanderbok, R. Doig, D. & J. Drexler, D. & M. Sample, C. Skyberg family, D. Jackson family, J. Lacer family, D. & L. Gill, M. Smith and approximately 15 others . Approximately 34 visitors.
- 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
M. Employments
• Lisa Halley – Substitute bus driver
New Business
N. Authorize the Elementary School Addition Design Development

Ayes: Dodge, Nelson, Hofmeister, Mallaney, Preston, Toepper, and Stauffenberg – seven (7). Nays – none (0). Motion carried.
- Public Comments Marcie Kolberg of Smith, Koelling, Dykstra & Ohm, P.C. presented the audit report to the Board with the following highlights:
 - Page 7 – Summary of the funds.
 - Fund balance increased by four million (getting monies built up for future construction project)
 - Page 8 – Revenues – Ed, O&M, and Transportation fund local resources were \$11.4 million (an increase of \$1.2 million).
 - State finally caught up on some of the IOA payments
 - Federal dollars down
 - Ed fund expenditures were \$17 million
 - O & M fund expenditures were \$2.1 mil
 - Transportation fund expenditures were just under \$1.0
 - Page 30 – State owes \$1.3 million end of June 30th.
 - Page 51 – Schedule of EAV 2010 – 5% decrease
 - Page 54 – Per Capita Tuition is \$6,381
 - Page 59 – Summary of auditor’s results. Looked at Title I, child nutrition, and ARRA Ed Jobs for compliance supplement. Found no problems.
 - The District is in Financial Recognition status, which is the highest profile right now. The rating may fall a bit next year with the building project.

Diane Covert, President of the Friends of the Manteno Library recognized and thanked Cory Blanchette and the HS wrestling team for helping to move books at the library during the Manteno Oktoberfest.

Mike Casagrande, PTO President, reported there was good participation at the Oktoberfest. Contests included Guitar Hero and Cow Pie Bingo. The Cow Pie Bingo raised \$1,000. A Baker's Square night will be held on October 11th. The new MS Vice President is Julie Larson. There will be a fall fundraiser of magazine sales and cookie dough, as well as a scavenger hunt.

Supt. Russert recognized Bernice Vanderbok, retired food service employee for her nine years of service to Manteno Schools and presented her with a gift.

Dr. Joshua Ruland, Director of Curriculum and Assessment, along with building administration recognized students of grades three thru five for the top ISAT test scores.

Roger Schnitzler gave an update on the new bus arm law to the Board, which states any time a student is loading, the bus stop arm must be extended and traffic must stop.

Reports of
Committees

Building Committee – Gary Preston reported the committee met on Wednesday and Leona from BLDD spoke of the Elementary School addition floor plan. There is a grant available for a geothermal HVAC system. There are issues with the Middle School elevator. The Weather Bug satellite is completely installed. The sound system in the East gym is in progress.

Finance Committee – Pat Mallaney reported the finance packet was discussed, as well as the financial audit, fund transfer, TIF agreement and the PMA program agreement.

Curriculum, Instruction, and Assessment Committee – Dr. Josh Ruland reported the committee was given an update of the success of the reading program. Planned events for the Curriculum Wednesdays were communicated. The building level parent involvement, local assessment this year and college readiness were also agenda items. The committee is looking for ways to improve the High School college data report collection process.

Technology Committee – Tom Steele reported the committee met on September 13th. There were three new members. Julie Mead is researching a new "HS newspaper" – costing approximately \$600 for start up costs (can be covered by the sale of ads). There was an annual content filter review. Tom will open Twitter, the committee is taking small steps in the social networking area. Dan is going to the Midwest Google Aps summit. Working on a Skyward data base merge during the holiday break, in which Skyward will be down for about a week. The November and December meetings have been rescheduled.

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

A. Minutes

1. Regular Board Meeting – August 23, 2011
2. Executive Session – August 23, 2011

B. Financial Reports

1. 2011-2012 Tentative Budget
 - a.) Estimated Cash & Fund Balances 2011-2012
 - b.) State Budget Form for 2011-2012
 - c.) Tentative Revenue Budget for 2011-2012
 - d.) Tentative Expenditure Budget for 2011-2012
2. Summary of Cash/Investment/Fund Balances
3. M-T-D/Y-T-D Revenue/Expenditure Reports
4. Payroll Extras and Imprest Fund
5. Payroll and Accounts Payable
6. Investment Account Reports
7. Activity Reports
8. Food Service Report
9. Additional Accounts Payables

C. Door to Door Fundraising requests

1. Boys & Girls soccer teams Fannie May Candy sale: 9/26/11 – 10/26/11
2. Middle School girls basketball team candy sale: 9/28/11 – 10/14/11
3. Class of 2014 – Little Caesar Pizza kit sale: 10/3/11 – 10/18/11
4. FFA Citrus fruit sale: 11/1/11 thru 11/28/11

D. Approve 11-12 substitute teacher list maintained by the I-Kan Regional Office

E. Approve 11-12 Applications for Recognition of Schools

F. Approve Dan Christ, Technology Assistant, to attend the Midwest Google Apps for Education Summit in Wisconsin Dells, WI 11/3 and 11/4/11.

G. Approve Robotics Team travel to Sedalia, MO to compete in the BEST Robotics Competition 10/20 – 10/22/11.

H. Approve Administrative Internship with GSU. (Roxane Dupuis to work in an internship in Education Administration and Supervision with Mr. Conrad being the field supervisor).

I. Adoption of the 2011-2012 budget

J. Retirements

- Kimberly S. Frame – HS English teacher, Varsity Academic Team sponsor, and Yearbook sponsor effective at the end of 11-12 school year

K. Resignations

- Mathew P. Alger – Middle School MAP paraprofessional effective 09/2/2011
- Alex Snodsmith – FMLA substitute effective immediately
- Nicki McClain – FMLA substitute effective 08/26/2011

L. FMLA

- Sherri Zielinski, Admin. Asst. for Curriculum and Bookkeeping/Payroll Asst. undetermined length of leave effective 09/19/2011 per verbal request to Deb Fortin on 09/21/2011

M. Separations

- Rescind the contingent employment of Lacey Rios due to failure of the individual to fulfill the prerequisites of employment.
- Donna Layne, food service worker

N. Employments

- Rebecca Ganger – MS Tech. Club Sponsor– 50% for the 11-12 school year
- Susan Amati – MS Tech. Club Sponsor – 50% for the 11-12 school year
- Krysta Hamann – MS Yearbook sponsor for the 11-12 school year
- Joe Snyder – Musical Director for the 11-12 school year
- Sean Hoffman – Musical Director Asst. for the 11-12 school year
- Sue Piepenbrink –Musical Art Director for the 2011-2012 school year
- Aimee Koronkowski, current speech pathologist parapro from 2 ½ days a week to 3 ½ days a week for the 2011-2012 school year.
- Lauren Mertens – MS FMLA long-term sub from 09/19/11 thru 11/28/11
- Jody Lutzka – Primary School FMLA long-term sub from 9/6/11 thru 9/23/11
- Lisa Musgrave – EL School FMLA long-term sub for approx. 15 weeks
- Misty Maves - K-1 self contained parapro effective 9/6/11
- Tyler Baldwin - MS MAP parapro effective 9/6/11
- Kim Riordan – Substitute food service employee
- Carlene Smith move from 3-hour to 4-hour food service employee
- Ellen Seliga move from EL 3-hour to MS 6-hour food service employee
- Jennifer Grynevich move from EL 3-hour to MS 4-hour food service employee

O. Employments Contingent Upon Successful Completion of Paperwork

- Dawn Moore – Special Education Administrative Assistant effective 10-11-11
- Kim Tracy - 3 hour food service employee (first day 9/26/11)
- Cherilyn Adams – Substitute bus aide
- Kathryn Sumner – Substitute food service
- Authorize Supt. to hire substitute bus drivers as needed upon successful completion of employment paperwork.
- Authorize Supt. to hire two 3-hour food service employees (MS & EL).
- Illinois School for the Deaf (Jacksonville) Employees:
Linda Medina, Kelly Carter, Laura Kopp, and Julia Speakman
- Brandon Mazuka, Substitute Assistant Groundskeeper (4 hrs/home football games \$9.30/hr)

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

Unit Office
Report

Supt. Russert reported on the following:

A. Good News

- Mrs. Amy Martins, HS Special Education teacher/Special Olympics Athletic Director received a \$1,000 Volunteer Grant from Exxon Mobil Foundation for the Special Olympics team. Our employee Amanda Layne's husband Matt works for Exxon Mobile.

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- The Middle School baseball team was recognized for attending the IESA Regional semi-finals
- The Middle School softball team was recognized for attending the IESA Sectional finals.
- The Headstart Program received a perfect audit from a recent federal review.
- Dr. Ruland gave an update on the full day in-service
- Mr. Conrad & Mr. Schnitzler reported on the EL and MS RtI Summer School
- The HS track is in need of repair or replacement. Supt. Russert explained to the Board the possibilities of costs.

Old Business None

New Business

- Renewal of PMA Fin. Planning Program Moved by Mallaney, seconded by Hofmeister to approve the renewal of the PMA Financial Planning Program at a cost of \$8,500. Ayes: Mallaney, Hofmeister, Dodge, Nelson, Preston, Toepper, and Stauffenberg – seven (7). Nays – none (0). Motion carried.
- Approve 10-11 Financial Audit Moved by Dodge, seconded by Nelson to approve the 2010-2011 financial audit as presented. Ayes: Dodge, Nelson, Hofmeister, Mallaney, Preston, Toepper, and Stauffenberg – seven (7). Nays – none (0). Motion carried.
- Renew Bisailon's Rid All Contract Moved by Toepper, seconded by Nelson to approve the Bisailon's Rid All Termite and Pest Control contract for \$2,964 (from 10-1-11 to 9-30-12). Ayes: Toepper, Nelson, Dodge, Hofmeister, Mallaney, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.
- Declare Surplus Moved by Hofmeister, seconded by Dodge to approve the District to declare as surplus six sets of outdated encyclopedias, multiple overhead projectors and the HS freezer. Ayes: Hofmeister, Dodge, Mallaney, Nelson, Preston, Toepper, and Stauffenberg - seven (7). Nays – none (0). Motion carried.
- Approve Redevelopment Agmt. for DO Bldg. Moved by Nelson, seconded by Toepper to approve the redevelopment agreement reimbursement from the TIF Fund for the improvements to the District Office building. Ayes: Nelson, Toepper, Dodge, Hofmeister, Mallaney, Preston, and Stauffenberg - seven (7). Nays – none (0). Motion carried.
- Approve Exp. 11-12 RtI Summer Program Moved by Dodge, seconded by Toepper to approve the expansion of the RtI summer program for the 2011-2012 school year. Ayes: Dodge, Toepper, Hofmeister, Mallaney, Nelson, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried.
- Approve Resolution In Support Of the ROE Moved by Preston, seconded by Nelson to approve the resolution supporting the Regional Office of Education. Ayes: Preston, Nelson, Dodge, Hofmeister, Mallaney, Toepper, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

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- Approve Resolution Authorizing Purchase of Property (4.17 acres) Moved by Nelson, seconded by Hofmeister to approve the resolution authorizing the purchase of property (4.17 acres of land west of and adjacent to the Elementary School). Ayes: Nelson, Hofmeister, Dodge, Mallaney, Preston, Toepper, and Stauffenberg - seven (7). Nays – none (0). Motion carried. (Cost of \$250,000)
- Anticipated Future Items Anticipated future action items include: approval of snow plowing and salt contracts, approval of the School Improvement Plans, and the setting of the graduation and promotion dates.
- Authorize EL School Addition Design Dev. Moved by Toepper, seconded by Preston to authorize the Elementary School addition design development. Ayes: Toepper, Preston, Dodge, Hofmeister, Mallaney, Nelson, and Stauffenberg – seven (7). Nays – none (0). Motion carried.
- Adjourn to Executive Moved by Dodge, seconded by Toepper to adjourn to Executive Session for the purpose the appointment, employment, compensation, discipline, performance, or dismissal of specific employees or legal counsel; and student disciplinary cases. Ayes: Dodge, Toepper, Hofmeister, Mallaney, Nelson, Preston, and Stauffenberg – seven (7). Nays – none (0). Motion carried. Open session ended at 7:32 p.m.
- Return to Open Session Moved by Dodge, seconded by Nelson to return to Open Session at 8:10 p.m. Ayes: Dodge, Nelson, Hofmeister, Mallaney, Preston, Toepper, and Stauffenberg – seven (7). Nays – none (0).
- Meeting Adjourned Moved by Nelson, seconded by Mallaney to adjourn the meeting Voice vote: All ayes – seven (7). Nays – none (0). Motion carried. The meeting ended at 8:11 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