

MANTENO COMMUNITY UNIT SCHOOL DISTRICT NO. 5  
Regular Meeting of the Board of Education  
Tuesday, September 28, 2010  
High School Library

- Open Meeting 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, J. Toepper and M. Stauffenberg – seven (7). Absent – none (0).
- Also present: Supt. Russert, K. Meyer, P. Russert, D. Conrad, R. Schnitzler, J. Palicki, T. Steele, A. Furbee, J. Ruland, D. Christ, J. DePoister and Clerk Fortin – twelve (12).
- Visitors: M. Kohlberg, J. Ravens, M. Walsh, K. Jurgensen, M. Casagrande, L. Dill, B. Byrnes, and approximately five others - twelve (12).
- Pledge of Allegiance President Stauffenberg led everyone in the Pledge of Allegiance.
- Public Hearing For Adoption Of 2010-2011 Budget Moved by Nelson, seconded by Hofmeister to open the public hearing for the 2010-2011 budget. Ayes: Nelson, Hofmeister, Dodge, Mallaney, Preston, Toepper and Stauffenberg – seven (7). Nays – none (0). Motion carried. The hearing opened at 6:32 p.m.
- There were no public comments. There weren't any Board or staff discussions or comments.
- Moved by Dodge, seconded by Nelson to close the public hearing for the 2010-2011 budget. Ayes: Dodge, Nelson, Hofmeister, Mallaney, Preston, Toepper and Stauffenberg – seven (7). Nays – none (0). Motion carried. The hearing ended at 6:34 p.m.
- Public Hearings & Petitions Mr. Casagrande , PTO President, reported many PTO members were busy and involved in the recent Oktoberfest weekend. He thanked the community for their support, as well as the businesses that donated prizes. The new "guitar hero" contest had 25 contestants and there are plans in the works for next year's program. Another fundraiser included Cow Pie Bingo (3 rounds). The PTO is also working on updating the website. The Board thanked Mr. Casagrande for all the effort the PTO puts forth.
- Keirston Creek and Ashlynn Hunt, on behalf of the FFA, requested Mr. Walsh and seven FFA students obtain Board approval to attend the State Convention in Indianapolis, IN. The convention will be an overnight stay from October 20<sup>th</sup> – 23<sup>rd</sup>, 2010.
- Approve FFA Overnight Stay Moved by Stauffenberg, seconded by Nelson to allow the FFA members (seven) and their Sponsor, Mike Walsh to attend the State Convention in Indianapolis, IN from October 20<sup>th</sup> thru 23<sup>rd</sup>, 2010. Voice vote – all ayes (7). Nays – none (0). Motion carried.
- Public Hearings & Petitions Jennifer Ravens, Primary School teacher, was recognized by Dave Conrad for being a contributing teacher reviewer for the Illinois edition of Reading Street by Pearson Education. Basham's Martial Arts was recognized for their donation of a brand new 28 foot cargo trailer. Both exterior sides have a Panther logo with "Magic Manteno Show Choir" imprinted on them and the back is imprinted with "Grand Paws" with a purple Panther paw.

(Continued) Dekker Chiropractic donated \$25 for school supplies for needy students.

Marcie Kohlberg, the District's auditor from Smith, Dysktra, Smith, Koelling and Ohm reported 2009-2010 audit:

Page #3 – Standard Reports. There is a material weakness noted which is referenced in 10-01 and discussed later.

Page # 7 – Exhibit A Summary of Assets and Liabilities and Fund Balance

Page #20 – The District's total cash and investments at year end were \$17,881,169

Page #22 – Long term debt shown. There were no additional bonds issued.

Page #24 – Schedule of cash flow requirements for bond debt. Legal debt margin is \$10,677,651

Page #30 – State owed \$820,000 on June 30, 2010

Page #50 – Student Activity Funds – almost half a million running thru Activity Accounts annually.

Page #51 – Levy Schedule. The District has received 100% of its levy annually.

Page #54 – Per Capital Tuition charge is \$7,451 for 2009-2010. The main reason for the increase is the unreceived revenue from the state.

Page #55 – 58 – Federal dollars received.

Page #60 – Finding 10-01. The District held checks for expenditures prior to the year end.

The District has a "Financial Recognition" status, which is the highest level a District can hold.

The Board has managed to keep its books in the "black" only through a cash fund balance that had to be accessed to account for the loss of funding. In the 2010/2011 fiscal year, the district expects to receive approximately \$23.5 million in revenue compared to \$27,355,022 in the 2009-2010 school year. Comparing expenses from the two years, the 2009/2010 budget called for \$26,610,189 in expenses, and the 2010/2011 budget reduces expenses to \$25,221,708. On June 30<sup>th</sup>, the District ended the year with a fund balance of \$17,680,444, but expects this number to be reduced to \$15,947,609 by the end of the 2010/2011 fiscal year.

Report of  
Committees

**Building Committee** - Chairman Preston reported one of the air handlers is not working properly. Can't balance the heat exchangers yet, until the colder weather hits. An ad has been placed in the Daily Journal for snow plowing and salt application. The bleachers have been inspected. Guy Massineau and his Boy Scout troop assisted in the spreading of the mulch at the Elementary School, which saved John's staff a lot of work. The help was appreciated. The fire alarm issues are still being worked thru. There are still leaks in some of the buildings. It is recommended to declare as surplus the older greenhouse at the HS.

**Finance Committee** - Chairman Mallaney reported the committee met today at 5:00 p.m. The audit report was reviewed and recommended to be approved as presented. There was a State Revenue update. It is recommended that PMA contract be renewed.

**Curriculum Committee** – Josh Ruland reported the first meeting was held last Thursday, and the committee is addressing the issues of the District Improvement Plan. AYP was addressed, as well as local assessments and which areas need to be addressed. The District Improvement Plan should be presented in a month or so.

**Technology Committee** – Member Toepper reported on 9/14 the committee met and discussed filter settings, the Staff Buy Program is closed (nine people participated). Tom is working on the Tech Plan rewrite. Printer problems and Skyward student access. Josh demonstrated the Amazon Kindle.

Consent  
Agenda

Moved by Hofmeister, seconded by Nelson to approve the following consent agenda items:

- A. Minutes
  1. Regular Board meeting of August 24, 2010
  2. Executive Session of August 24, 2010
- B. Financial Reports
  1. 2010-2011 Tentative Budget
    - a. Estimated Cash & Fund Balances 2010-2011
    - b. State Budget Form for 2010-2011
    - c. Tentative Revenue Budget for 2010-2011
    - d. Tentative Expenditure Budget for 2010-2011
  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
  - a. Girls Soccer team – pumpkins, mums, cornstalks sale – Sept. 17<sup>th</sup> and 18<sup>th</sup>, 2010
  - b. Class of 2013 (Sophomore Class) – Little Caesars Pizza Kits – 9/29– 10/29, 2010
  - c. Manteno Wrestling Team – Sell tickets Nov. 8<sup>th</sup> – Dec. 8<sup>th</sup>, 2010. Breakfast is first week in December. Date to be confirmed by McDonald's.
  - d. Class of 2014 (Freshman Class) – Affy Tapple Sale – Oct. 6<sup>th</sup> – 21<sup>st</sup>, 2010.
  - e. FFA – Citrus Fruit Sale – Nov. 1<sup>st</sup> – Dec. 1<sup>st</sup>, 2010
- D. Request for Approval for Overnight Stays
  - a. The HS Robotics team requests approval for overnight stays. The dates will be October 22<sup>nd</sup> and 23<sup>rd</sup>, 2010 in Nashville, TN. If we qualify, then to Auburn AL on Nov. 18<sup>th</sup> – 20<sup>th</sup>, 2010.
  - b. FFA request to attend the State Convention in Indianapolis, IN. This is an overnight stay from Oct. 20<sup>th</sup> -23<sup>rd</sup>, 2010. (Approved earlier in the meeting.)
- E. Approve 2010-2011 substitute teacher list maintained by the Iroquois/Kankakee ROE
- F. Approve 2010-2011 Applications for Recognition of Schools
- G. FMLA Request – Lindsay Lukas – Approximately February 10<sup>th</sup>, thru April 18<sup>th</sup>, 2011
- H. Employments
  - a. Laura Sproat – High School One-on –One Paraprofessional effective 9/10/2010
  - b. \*Katherine Kiger – Part time Jumpstart aide effective upon Board approval
  - c. Gary Scurlock – Full route bus driver effective at the beginning of the 10-11 year
  - d. Reida Dobi – Three hour food service employee effective 9/13/2010
  - e. Michele Krol – Three hour food service employee effective 9/13/2010
  - f. Jim Giacchino – Asst. boys' basketball coach for the 10-11 season
  - g. Aaron Gregory – 6<sup>th</sup> boys basketball coach for the 10-11 season

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- h. Amanda Pennington – Co-head girls track coach for the 10-111 season
- i. \*Authorize Supt. to hire substitute bus drivers upon completion of successful employment paperwork.  
\*Employment contingent on successful completion of all employment paperwork.

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

Unit Office Report Supt. Russert reported on the following items:

- A. Good News
  - Jen Ravens was credited as a teacher reviewer by Pearson.
  - Randy Fortin was instrumental in helping Manteno Middle School achieve and be recognized as a “PBIS Implementing School”.
  - Shared an email from Charles Martin expressing how pleased he is with the Manteno School system, describing the assistance as “simply superlative”.
  - Shared an email from Sam Martin recognizing teachers Kim and Amanda Frame for their dedication and commitment to the Manteno school system.
  - Recognize Basham’s Martial Arts for the Show Choir trailer donation.
  - Recognize Dekker Chiropractic for their school supply donation.
  - Recognize the Middle School softball team for the good season ending in a 19-4 record.
  - Recognize the Middle School baseball team for their good season.
- B. District Financial Audit – Marcie Kolberg (discussed earlier)
- C. 10-Year Life Safety Inspection Update
- D. Presentation of Annual Compensation Report
- E. Update on Full Day In-Service

Old Business None

New Business

Adoption of 2010-2011 Budget Moved by Toepper, seconded by Mallaney to approve the adoption of the 2010-2011 budget as presented. Ayes: Toepper, Mallaney, Dodge, Hofmeister, Nelson, Preston and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Approve Renewal of PMA Financial Planning Program Moved by Dodge, seconded by Toepper to approve the renewal of the PMA Financial Planning program at a cost of \$8,000. Ayes: Dodge, Toepper, Hofmeister, Mallaney, Nelson, Preston and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Approve 09-10 Audit Moved by Hofmeister, seconded by Nelson to approve the 2009-2010 financial audit as presented. Ayes: Hofmeister, Nelson, Dodge, Mallaney, Preston, Toepper, and Stauffenberg – seven (7). Nays – none (0). Motion carried.

Approve Bisailon Rid All Termite & Pest Control Moved by Nelson, seconded by Preston to approve the Bisailon Rid All Termite and Pest Control contract for \$2,964 for one year. Ayes: Nelson, Preston, Dodge, Hofmeister, Mallaney, Toepper and Stauffenberg – seven (7). Nays – none (0). Motion carried.

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- Approve Individual Swimmer Moved by Dodge, seconded by Mallaney to approve an individual swimmer for IHSA Sectional and State swim meets. Voice vote: All ayes – seven (7). Nays – none (0). Motion carried.
- Approve Substantial Completion For Mechanical Concepts (HS) Moved by Preston, seconded by Hofmeister to approve the substantial completion for Mechanical Concepts of Illinois for the High School air handler project. Ayes: Preston, Hofmeister, Dodge, Mallaney, Nelson, Toepper and Stauffenberg – seven (7). Nays - none (0). Motion carried.
- Declare Old Greenhouse As Surplus Moved by Preston, seconded by Nelson to declare as surplus the High School Quonset style greenhouse. Ayes: Preston, Nelson, Dodge, Hofmeister, Mallaney, Toepper and Stauffenberg – seven (7). Nays – none (0). Motion carried.
- Approve Purchase of Alexandria Library Software (HS) Moved by Toepper, seconded by Hofmeister to approve converting the High School media from the Prairie Area Library System to the Alexandra Library System. (In the amount of \$3,895.00.) Ayes: Toepper, Hofmeister, Dodge, Mallaney, Nelson, Preston and Stauffenberg - seven (7). Nays – none (0). Motion carried.
- Future Action Items Approve snow plowing and salt contract and School Improvement Plans.
- Adjourn to Executive Session Moved by Hofmeister, seconded by Dodge to adjourn to Executive Session for the purpose of student discipline and possible litigation. Ayes: Hofmeister, Dodge, Mallaney, Nelson, Preston, Toepper and Stauffenberg – seven (7). Nays – none (0). Motion carried. Open session ended at 7:14 p.m.
- Return to Open Session Moved by Hofmeister, seconded by Preston to return to Open Session at 7:46 p.m. Ayes: Hofmeister, Preston, Nelson, Dodge, Mallaney, Toepper and Stauffenberg – seven (7). Nays – none (0). Motion carried.
- Meeting Adjourn 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 7:47 p.m.

*Mark Stauffenberg*\*

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Mark Stauffenberg  
Board President

*Patrick Mallaney*\*

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Patrick Mallaney  
Board Secretary

\*Signatures on file at the District Office

MKS/PM/df