

Manteno Community Unit School District No. 5
Regular Meeting of the Board of Education
Tuesday, September 30, 2014
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, P. Mallaney, M. Nelson, and M. Stauffenberg – four (4). Absent: - E. Hofmeister, L. Murray, and G. Preston - Three (3).
- Also present: Supt. Harrod, R. Schnitzler, C. Creek, A. Furbee, K. Meyer, C. Majerski, D. Conrad, J. Emerson, T. Weber, RJ Haines, N. Short, M. Glenn, N. Kaufman, T. Steele, J. DePoister and J. Finkelstein – Sixteen (16).
- Visitors: K. Haave-CornerStone Media Representative, Marcie Kolberg-Smith, Koelling, Dykstra & Ohm, families and community members representing the students for ISAT test scores grades 3 -8 from the 2013-2014 school year, PSAE test scores from the Junior class of 2013-2014, state bound Middle School softball team, All-State show choir students, and Early Childhood Teachers– Approximately Seventy Five (75) visitors.
- Pledge of Allegiance President Stauffenberg led everyone in the Pledge of Allegiance.
- Additional Agenda Items - None
- Public Hearing For the Adoption Of the 2014-2015 Budget Moved by Dodge, seconded by Nelson to open the public hearing for the Adoption of the 2014-2015 Budget. Ayes: Dodge, Nelson, Mallaney and Stauffenberg – Four (4). Nays – none (0). Motion carried. Hearing opened at 6:32PM.
- There were no comments heard from the public, staff, nor the Board of Education.
- Moved by Nelson, seconded by Mallaney to close the public hearing for the Adoption of the 2014-2015 Budget. Ayes: Nelson, Mallaney, Dodge, and Stauffenberg – Four (4). Nays – none (0). Motion carried. The Hearing closed at 6:33PM.
- Board Member Elizabeth Hofmeister joined the meeting at 6:33PM.
- Public Hearings/ Petitions/ Comments Administration recognized the ISAT Test Scores Grades 3 – 8 of the 2013-2014 School year along with the PSAE Test Scores from the Junior Class of the 2013-2014 School year and also the All-State Show Choir students. The Early Childhood Teachers were recognized for achieving the Gold Circle of Quality Certificate. This certificate is from a program anchored by a set of standards that focus on early learning and development and places a high priority on instructional excellence, family services, staff qualifications, professional development and program administration.
- Marcie Kolberg presented a draft of the District Financial Audit

Reports of Committees **Building Committee** – Board Member Elizabeth Hofmeister reported that the Building and Grounds committee met on September 23, 2014 and discussed the following:

- Transition House for 18-22 year old students
- Reconfiguration of the District office
- High School Outdoor Concession Stand
- Softball Field Press Box
- New Door Installation on Internal Classroom at the Middle School
- Update on Early Childhood Center Punch List
- Cafeteria and Custodial Room Entrance Snow Rails
- Update on Demolition Project
- John Deere Lawnmower Purchase
- 10- Year Safety Survey for the Middle School and the High School
- Snow/Salt Bid Results
- Back Steps Repairs at the High School
- Air Conditioner Condensation at the High School
- Manteno Logo on the Exterior Wall of the West side of the Early Childhood Center Gym
- Repairs needed at the Elementary School on some of the Internal and External doors

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

- Review of Finance Packet
- State Revenue Update
- Primary School Demolition Update
- FY14 Audit
- Contracts/Agreements/Requests For Proposals
 - i. PMA
 - ii. Bisailon’s Rid-All Pest Control
 - iii. Snow Plow Bid
 - iv. Salt Contract
- Budget FY15
- Ten Year Life Safety Inspection
- Mower and Mower Deck Purchase

Curriculum, Instruction, and Assessment Committee – Curriculum Director, Cathy Creek, reported that the full day in-service on September 26, 2014 went well and that staff reported great feedback regarding the day. Agendas for the day were personalized for specific grades and subjects. Diane Wolf attended the in-service day and worked with the High School. Logging in teachers’ CPDU’s after they have met professional development needs has created more paperwork and Sherri Zielinski does a fantastic job of keeping the records.

Technology Committee –

Technology Director, Tom Steele, reported that the Technology department met on September 10, 2014 and discussed removing the staff content filter for internet sites (except for pornography and proxy avoidance sites). There is an increasing demand for additional site usage in the classroom. The new internet service from ICN project has been started and estimated to be completed by the end of October. The Village of Manteno requested a route installation change that does not affect the District in any way including the District cost of the project.

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

A. Minutes

- Regular Board Meeting – August 12, 2014
- Executive Session Meeting – August 12, 2014

B. Financial Reports

1. 2014-2015 Tentative Budget
 - a. Estimated Cash & Fund Balances 2014-2015
 - b. State Budget Form for 2014-2015
 - c. Tentative Revenue Budget for 2014-2015
 - d. Tentative Expenditure Budget for 2014-2015
2. Summary of Cash/Investment/Fund Balances
3. M-T-D/Y-T-D Revenue/Expenditure Reports
4. Cost Analysis – Education, Cost Analysis – O&M
5. Revenue Report
6. Expenditure Report
7. O&M Gas & Electric Expenditure Report
8. Food Service Report
9. Payroll Extras Report
10. Imprest Check Report
11. Accounts Payable Report
12. ISDLAF Report
13. Activity Accounts Reports
14. Additional Accounts Payable

C. Approve 2014-2015 Substitute Teacher list maintained by the Iroquois/Kankakee Regional Office of Education.

D. Approve 2014-2015 Applications for Recognition of Schools

E. Approve FFA to attend the National FFA Convention from Thursday, October 30, 2014 through Sunday, November 2, 2014 in Louisville, Kentucky. Ms. Wengelewski and approximately ten students will attend the convention. The group will be traveling by charter bus and there will be no cost to the District.

F. Review and approve Board Policy 7:180 Preventing Bullying, Intimidation, and Harassment. This policy was recently updated by Canna and Canna due to recent legislation changes and needs to be re-submitted to the state.

G. Declare as Surplus

1. It is the District's recommendation to declare as surplus the acoustic choral shells that were purchased in approximately 1999 from the El Paso School District. They were 25 years old, sold with a package of 10 choral risers and multiple drama sets for \$500. The equipment has not been used for two years due to safety concerns.
2. It is the District's recommendation to declare as surplus an overhead projector cart (1960's) that is no longer needed.

H. ISAT Reports/ACT Reports

I. Administrator and Teacher Salary and Benefits Report

This report is required by law to be presented to the Board and put on the District's web site.

J. Total Compensation Report in Excess of \$75,000

This report is required by law to be presented to the Board and put on the district's web site.

K. Acceptance of Multiple Donations

1. Olivet Nazarene University/Shine.FM and Dominos Pizza worked together to create a Hope account to ensure students would receive a school lunch to help keep them focused throughout the day. Manteno CUSD No. 5 was nominated and received a \$250.00 donation.
2. Warrensburg-Latham High School donated five acoustical shell units to our Middle School that were no longer in use by their District. The units have an improved design compared to our current shells that are recommended as surplus. The shells will provide a twenty-foot coverage for our choral concerts.

L. Resignations

- Joseph Palicki, Manteno CUSD No. 5 Employee – effective August 10, 2014
- Brian Leopold, High School Physics Teacher and Robotics Sponsor – effective June 20, 2014
- Tim Boudreau, Middle School Wrestling Coach – effective immediately
- Bob Smith, Substitute Bus Driver – effective immediately
- Frances Korringa, Substitute Bus Driver – effective immediately
- Kelly Short, High School Varsity Academic Team Coach for the 2014-2015 school year

M. Employments For the 2014-2015 School Year

- Hollie O'Nions, Special Education Paraprofessional - effective August 18, 2014
- Edward Hotwagner, Special Education Paraprofessional - effective August 18, 2014 and High School Assistant Track Coach
- Jill Rutyna, Special Education Paraprofessional - starting September 9, 2014
- Kevin Crosby, Sixth Grade Basketball Coach
- Carrie Martin, Middle School Yearbook Sponsor
- Justin Emerson, Freshman Boys Basketball Co-Coach (3/4 stipend)
- Dan Hendrickson, Bus Driver (full route) - effective at the beginning of the school year
- Kathryn Simone, Bus Driver (half route) - effective at the beginning of the school year

- Jennifer Grill, Show Choir Combo Leader (50% of stipend)
- Daniel Tripp, Show Choir Combo Leader (50% of stipend)
- Terri Baldwin, Middle School Show Choir Accompanist
- Sarah Grove, Middle School Cheer Sponsor
- Melissa Lang, Middle School Drop Off Lane Morning Supervisor – 7:20 a.m. – 8:05 a.m.
- Michelle King, Substitute for Long term Music Teacher leave from the beginning of the school year until September 5, 2014
- Carrie Martin, Middle School Yearbook Sponsor
- Approve Transition/Vocational Coordinator’s contractual day increase by three additional days
- Tim Boudreau, High School Assistant Wrestling Coach
- Brandon Eylander, Middle School PE Teacher – effective August 12, 2014

N. Employments Contingent Upon Successful Completion of Paperwork

- Brian Meyer, Freshman Boys Basketball Co-Coach (1/4 stipend)

O. FMLA

- Barbara O’Donohue, Food Service employee – Intermittent leave starting at the beginning of the school year for an immediate family member (per phone call)
- Teresa Butterfield , High School Science Teacher – November 25, 2014 thru December 5, 2014 - approximately one week
- Steve St. Jean, High School MAP Teacher – Intermittent family leave beginning September 15, 2014

P. Extended Leave Request

- Hollie O’Nions, Special Education Paraprofessional – approximately October 5, 2014 for six weeks

Ayes: Hofmeister, Dodge, Mallaney, Nelson, Stauffenberg – Five (5). Nays – None (0). Motion carried.

Superintendent’s Report

A. Good News

1. Manteno Middle School was selected by Shine FM to receive a “Hope Account” donation. Sponsored by Domino’s Pizza, the Hope Account program provides \$250 for our selected schools to help needy students clear their delinquent lunch accounts and start with a positive balance for the new school year. Manteno Middle School is one of five schools to receive a Hope Account donation. Listeners to Shine FM nominated their favorite schools for this program.
2. The Technology Department sold some of their equipment that is no longer in use. Technology Exchange purchased a total of \$4,320.00 in technology equipment that we are no longer using.
3. Thanks to our MMS students who performed skits for our school assemblies and Family Fun Night at MMS. These skits presented important content regarding bullying and character traits.

4. ExceleRate Illinois – Our PreSchool For All program achieved the Gold Circle of Quality certificate. This program is anchored by a set of standards that focus on early learning and development and places a high priority on instructional excellence, family services, staff qualifications, professional development and program administration.
5. Manteno is privileged to send three outstanding members of Magic to the first ever Illinois All-Sate Show Choir. Those members are Kelsey Reiter, Elly Walker, and Emily Yantes. Please send them a giant congratulations as they represent our Show Choir Program, school, and community this upcoming October. Only 48 students were chosen.
6. Congrats to the Middle School Softball team who made it to the State Tournament this past Saturday only losing by 1 point. Great accomplishment.
7. Congrats to the Middle School Baseball team who were the regional champs and made it to the sectional tournament.

Old Business

Approve Resolution Providing for the Issue General Obligation Refunding School Bonds of the District, for the purposes of paying claims against said School District and refunding Certain Outstanding bonds of said School district, and providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds. Ayes: Nelson, Mallaney Dodge, Hofmeister Stauffenberg – Five (5). Nays: None (0). Motion carried.

Refunding School Bonds of the District, for the purposes of paying claims against said School District and Refunding Certain Outstanding bonds of said School District, and providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds

Approve Resolution Authorizing And Directing The Execution of an Escrow Agreement in Connection with the Issue of General Obligation Refunding School Bonds of the District. Moved by Dodge, seconded by Nelson to Approve Resolution Authorizing and Directing the Execution of an Escrow Agreement in Connection with the Issue of General Obligation Refunding School Bonds of the District. Ayes: Dodge, Nelson, Hofmeister, Mallaney, Stauffenberg – Five (5). Nays: None (0). Motion carried.

New Business

Adoption of the 2014-2015 Budget. Moved by Hofmeister, seconded by Nelson to Approve the Adoption of the 2014-2015 Budget. Ayes: Hofmeister, Nelson, Dodge, Mallaney, Stauffenberg – Five (5). Nays: None (0). Motion carried.

Renewal of PMA Financial Planning Program. Moved by Dodge, seconded by Hofmeister to approve the Renewal of PMA Financial Planning Program at a cost of \$9,000 for the 2014-2015 school year. Ayes: Dodge, Hofmeister, Mallaney, Nelson, Stauffenberg – Five (5). Nays: None (0). Motion carried.

Approve 2013-2014 Audit. This item was tabled until a final audit is available as only a draft audit was presented.

Renew Contract With Bisailon's Rid All Termite & Pest Control. Moved by Nelson, seconded by Dodge to Renew Contract with Bisailon's Rid All Termite & Pest Control in the amount of \$2,964.00 for one year from October 1, 2014 through September 30, 2015. Ayes: Nelson, Dodge, Hofmeister, Mallaney, Stauffenberg - Five (5). Nays: None (0). Motion carried.

Award Snow Plowing Contract. Moved by Hofmeister, seconded by Nelson to Award Snow Plowing Contract to Heritage FS as the lowest responsible bidder for the 2014-2015 school year. Ayes: Hofmeister, Nelson, Dodge, Mallaney, Stauffenberg – Five (5). Nays: None (0). Motion carried.

Award Salt Contract. Moved by Dodge, seconded by Nelson to Award Salt Contract to Heritage FS as the lowest responsible bidder for the 2014-2015 school year. Ayes: Dodge, Nelson, Hofmeister, Mallaney, Stauffenberg – Five (5). Nays: None (0). Motion carried.

Approve Music Dept. Trip to Walt Disney World. Moved by Dodge, seconded by Hofmeister to Approve Music Department Trip to Walt Disney World for seven days leaving June 4, 2015 and returning on June 10, 2015. Ayes: Dodge, Hofmeister, Mallaney, Nelson, Stauffenberg – Five (5). Nays: None (0). Motioned carried.

Manteno CUSD No. 5 Board of Education Meeting – September 30, 2014

Approve Moved by Dodge, seconded by Nelson to approve the High School Competitive Cheer
High School Team attend two Sunday competitions on Sunday, November 23, 2014 at Wilmington
Competitive High School and Sunday, January 11, 2015 at Oak Forest High School. Voice Vote:
Cheer Team All ayes: Five (5). Nays: None (0). Motion carried.
Sunday
Competitions

Anticipated 1. Approve School Improvement Plans
Future Action
Items

Adjourn Moved by Nelson, seconded by Hofmeister to adjourn the meeting at 7:25PM
Meeting Voice Vote: All ayes: Five (5). Nays: None (0). Motion carried.

**Mark Stauffenberg*
Mark Stauffenberg
Board President

**Patrick Mallaney*
Patrick Mallaney
Board Secretary

MKS/PM/nak

*Original signatures on file at the District office