

Manteno Community Unit School District No. 5
Regular Meeting of the Board of Education
Tuesday, September 25, 2012
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 (left at 6:58 p.m.), M. Nelson, G. Preston, and M. Stauffenberg – seven (7).
Absent – none (0).

Also present: Supt. Russert, K. Meyer, J. Palicki, A. Furbee, R. Schnitzler, D. Conrad, J. Snipes, T. Steele, D. Christ, C. Creek, J. DePoister, and Clerk Fortin – twelve (12)

Visitors: J. Nelson, parents and friends of ISAT students being recognized, Marcie Kolberg (auditor), and Adam Verducci (Gilbane Project Manager) – approximately 100.
- Pledge of Allegiance President Stauffenberg led everyone in the Pledge of Allegiance.
- Additional Items There were none.
- Public Hearing For Discussion of The Adoption Of 2012- 2013 Budget Moved by Nelson, seconded by Dodge to open the public hearing for the discussion of the adoption of the 2012-2013 budget (opened at 6:32 p.m.). Ayes: Nelson, Dodge, Hofmeister, Mallaney, Murray, Preston, and Stauffenberg – seven (7). Nays – none (0).
Motion carried.

President Stauffenberg asked if there were any public discussions or comments. There were none heard. President Stauffenberg asked if there were any Board or staff discussion or comments. There were none heard.

Moved by Hofmeister, seconded by Nelson to close the public hearing for the discussion of the adoption of the 2012-2013 budget. Ayes: Hofmeister, Nelson, Dodge, Mallaney, Murray, Preston, and Stauffenberg – seven (7). Nays – none (0).
Motion carried. The hearing closed at 6:34 p.m.
- Public Hearings/ Petitions/ Comments Joan Nelson, administrative assistant, was recognized for her 26 years of dedication to the District and for her upcoming retirement. The Board thanked Joan for her dedication and wished her well upon her retirement.

Director of Curriculum and Assessment, Cathy Creek, recognized select groups of students and their families for high student achievement on ISAT test scores in grades 3 thru 5.
- District Financial Audit Marcie Kolberg, auditor for Smith, Koelling, Dykstra, & Ohm, P.C. Accountants and Advisors of Bourbonnais, IL presented the annual District financial audit to the Board of Education. A summary of the audit is listed as follows:

Exhibit “B”

- Education Fund – \$17.9 million in receipts, spent \$17.1 million (transferred \$2.4 million from Ed to Capital Projects fund)
- Operations and Maintenance Fund - \$1.9 million in receipts, spent \$2.1 million (transferred 2.8 to the Capital Projects fund)
- Transportation Fund – Received \$1.1 million, spent \$1 million (ended with \$630,000 for the year)
- Capital Projects Fund – Has \$9.5 million balance as of June 30th, which is dedicated to the Elementary School construction project.
- Ed Fund receipts from local sources were 49.9%, State sources 42.6%, and the Federal 7.4%.
- Operations and Maintenance receipts were funded 100% from local sources.
- Transportation receipts were funded 52.9% from local and 47.1% from State resources.
- On behalf payments made by the State of IL – TRS – \$2.4 million. The State is currently looking to shift that cost to local taxpayers.

Exhibit “A”

- Assets in Ed Fund - \$6.5 million, O & M - \$4.7 million and Transportation - \$632,556 – about eight months of expenses.
- All fund expenses were under budget and most fund revenues were under budget.

Footnotes

- District has reached its legal debt margin.
- State owes a little over \$1.5 million dollars (transportation costs, grants, expenditures, etc.)
- Schedule 13 – EAV for the last three years has dropped. EAV for 2011 is (\$9 million lower than the previous year).
- Collecting 100% of our property taxes
- Per Capita Tuition Charge is currently \$6,949 (up from \$6,381 last year).
- Average Daily Attendance has stayed fairly steady.
- Preliminary Financial Profile rating is 3.7, which is Financial Recognition.

Two students representing the FFA requested approval to attend the 85th National FFA Convention in Indianapolis, Indiana on October 26, 2012.

Member Murray left at 6:58 p.m.

Joe Palicki gave the PTO report stating the committee met September 7th and will be sponsoring Cow Pie Bingo on September 29th. October 3rd, will be the “I Walked for the Panthers” walkathon. October 12th, Lone Star will give a 15% profit to Manteno PTO. October 12th is also Market Day. If we increase our sales by \$5,000 the PTO will raffle off a chest freezer. Next meeting is October 1st in which allocations will be presented to the PTO. The “Drive a Ford” program will be held October 20th.

Supt. Russert thanked Krista and Josh Carlile for maintaining the Middle School landscaping beds.

Reports of Committees **Building Committee** – Member Preston reported the committee met September 18th. Looked at budget, it's in good shape. The District received a \$50,000 School Maintenance Grant (matching grant) which will be applied to the High School and Middle School lower bleachers repair. BLDD is working with the school on this project. The long jump pit is not completed. The outside concession stand is still in the planning stages. Labor will be donated by volunteers. The District will donate \$3,500 toward the ramp and materials (for the mobile). The fence is not complete at the softball field. Plywood will be placed on the newly replaced track for homecoming. High School gym bells are not working, there are bell issues at the Middle School and there is an issue with lighting on the flag at the football field. Supt. Russert brought to the Board a lunch equipment issue that was sent back for more research. Additional and movement of equipment will enhance the food service serving and food prep at the Middle School lunch. Equipment costs include \$17,930, each cold unit is \$8,250 and work table \$1,430, total electrical costs \$3,950 – total package is \$21,880.

Approve Middle School Food Service Equip. Moved by Preston, seconded by Hofmeister to approve the Middle School food service equipment at a cost of \$21,880. Ayes: Preston, Hofmeister, Dodge, Mallaney, Nelson, and Stauffenberg – six (6). Nays - none (0). Motion carried.

Finance Committee – Member Mallaney reported the committee met earlier this evening and discussed the draft financial audit and recommend the adoption of the 2012-2013 budget. The committee also recommended the approval of the PMA contract, and the Bisallion Rid All and Aramark contract renewals. Also discussed was the contract for the TeachScape contract. The Finance Committee also recommends the Middle School ala cart equipment purchase which was just approved.

Curriculum, Instruction, and Assessment Committee – Cathy Creek reported the committee discussed the curriculum mapping process. The Atlas Program was used last year and the expectations for staff were explained for this year. AYP was also discussed, comparing last year's data to this year's trends. We are currently in District Improvement year one - Federal Improvement Status. We have not met AYP in reading for two consecutive years. We are also on State Improvement Academic Early Warning year one for reading as well. The High School is at Academic Watch Status, the District is in year two. Middle School – Academic Early Warning Year Two. Elementary School did not meet AYP for reading this year, but we did in the other areas. Supt. Russert commented that the Middle School and High School scores reflect IOA students as well.

Technology Committee – Tom Steele reported the committee met September 11th. The annual content filter review (open to the public) was discussed. Consensus of the committee is to keep things as they were. The Chromebook project was continued. The initial deployment has gone overall pretty smooth. A lot of positive feedback from students. A teacher commented instructors can tell the difference of the students using the Chromebook last year, as compared to a student who did not. Dan Christ is requesting to attend the Midwest Google Aps for Education Summit at Wisconsin Dells. Email policies were also discussed to keep capacity in check. Our District was invited to the Layden School District who will be 100% Chromebook one to one users. Tech committee members are scheduled to attend and observe.

Construction Update – Adam Verducci gave the Elementary construction project update:

- Load-bearing masonry walls are complete
- Flashing and air/vapor barrier installation is complete
- Brick veneer is 95% complete
- Steel joist erection is complete
- Steel roof deck
 - Admin and early Childhood Wing – 100%
 - Multi-Purpose Area (Gym/Cafeteria/Kitchen) – 85%
 - Kindergarten Wing – Starting Thursday
- Roofing nail-base, insulation, and vapor barrier
 - Early Childhood Wing – 90% complete
 - Admin – 40% complete
 - Multi-Purpose and Kindergarten Wing – not yet started
- Electrical and plumbing under-slab rough-ins
 - Early Childhood Wing and Admin are complete
 - Multi-Purpose – 35% complete
 - Kindergarten Wing – not yet started
- Interior slab-on-grade – 1st pour at Early Childhood Wing today.
- It is estimated that the project is about a week to ten days ahead of schedule.
- Supt. Russert commented that the Elementary School project has not contributed to the rat or rodent problem discussed recently at village meetings.
- There may be a change order coming regarding the grease trap.

Consent
Agenda

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

A. Minutes

- Regular Board minutes of August 21, 2012
- Special Board meeting minutes of September 11, 2012
- Special Board meeting Executive Session meeting minutes of September 11, 2012

B. Financial Reports

- 2012-2013 Tentative Budget
 - i. Estimated Cash and Fund Balances 2012-2013
 - ii. State Budget Form for 2012-2013
 - iii. Tentative Revenue Budget for 2012-2013
 - iv. Tentative Expenditure Budget for 2012-2013
- Summary of Cash/Investment/Fund Balances
- 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. Door to Door Fundraising Requests
- Class of 2016 – Pumpkins and Mums Sale – October 5th – October 6th, 2012
 - FFA – Citrus Fruit Sale – November 1st thru November 25th, 2012
- D. Approve 2012-2013 substitute teacher list maintained by the Iroquois/Kankakee Regional Office of Education
- E. Approve 2012-2013 Application for Recognition of Schools
- F. Approve Dan Christ, Technology Assistant to attend Midwest Google Aps for Education Summit held in Wisconsin Dells, WI
- G. Approve the Robotics team to travel to Sedali, Missouri to compete in the BEST Robotics competition to be held October 18th thru 21st, 2012.
- H. Approve FFA to attend the 85th National FFA convention to be held on Friday, October 26th, 2012 in Indianapolis, IN.
- I. Donation acceptance from the following:
- \$300 from KING MUSIC, Inc. for 200 band folders
 - School supplies from the Manteno Dollar General
- J. First, second reading and adoption for School Board Policies 6:235-E6 and 6:235-E7
- K. Resignations
- Donna Kenealy, Middle School Paraprofessional – effective 8/27/12
 - Hans Hiemenz, 6th Grade Boys Basketball Coach – effective immediately
 - Carolyn Johnson, Middle School Spelling Coach – effective immediately
 - Colleen Bechard, Middle School Track and Field Coach – effective immediately
 - Jordan Russert, In School Suspension Supervisor – effective 9/7/12
 - Carlene Toler, Four-hour Food Service Employee – effective 9/13/12
 - Tina Greek, Bus Driver – effective 8/23/12
 - Amy Younker, High School Girls Assistant Basketball Coach – effective immediately
 - Michael Curren, Middle School Paraprofessional – effective date 9/25/12
 - Zachary Dowdy, Middle School Assistant Track Coach – effective immediately
 - Dawn Moore, Special Education Administrative Assistant – effective 10/3/12
- L. FMLA Requests
- Sharon Wachtor, High School afternoon custodian from approximately 9/10/12 thru 10/5/12
 - Deb Fortin, cancellation of previous request
 - Michelle Koehn, amendment from prior request submission to 11/22/12 thru 1/21/13
- M. Employments – 2012-2013 School Year
- Emily Wolsko, Paraprofessional – effective 8/27/12
 - Samantha Matthies, Paraprofessional – effective 8/27/12
 - Alexandra Leroy, Paraprofessional – effective 8/27/12
 - Michael Curren, Paraprofessional – effective 8/28/12

- Annabeth Shores, High School Assistant Girls Basketball
 - Hans Hiemenz, High School Assistant Girls Freshmen Basketball Coach
 - Emily Wolsko, Middle School Yearbook Sponsor
 - Aaron Juarez, Assistant Football Co-Coach
 - Tyler Baldwin, Assistant Varsity Basketball Co-Coach (with Jim Giacchino)
 - Gabriel Mendez, High School Head Wrestling Coach
 - Zach Dowdy, Co-Assistant Boys Soccer Coach (with John Riberdy)
 - Carlene Toler, Sub Food Service
 - Sean Ryan, MAP Paraprofessional – effective 9/17/12 and High School Assistant Wrestling Coach
 - Danny Kizior, In School Suspension Supervisor – effective 9/26/12
 - Lindsay Beechy, Co-Head Competitive Cheer Coach and Co-Head Basketball Cheer Coach
 - Sarah Settles, Middle School Head Track Coach to fill the vacancy left by Colleen Bechard
 - Amy Hoffmann, Middle School Assistant Track Coach to fill the vacancy left by Jessica Fetherling
 - Kathy Barnett, One-on-One Aide, Illinois School for the Deaf, Jacksonville,
- N. Employments Contingent Upon Successful Completion of Paperwork 2012-2013
- Julie Breazeale, Three Hour Food Service Employee
 - Authorization for Superintendent to hire substitute teacher for fifth grade FMLA leave
 - Authorization for Superintendent to hire substitute for HS Special Education teacher FMLA leave
 - Authorization for Superintendent to hire a Middle School Paraprofessional
 - Authorization for Superintendent to hire a Special Education Administrative Assistant
 - Authorization for Superintendent to hire a four hour Food Service Employee
 - Authorization for Superintendent to hire a three hour Food Service Employee

Ayes: Hofmeister, Dodge, Mallaney, Nelson, Preston, and Stauffenberg – six (6). Nays – none (0). Motion carried.

Unit Office
Report

Supt. Russert reported on the following:

- Recognition of the Middle School baseball team for their successful season and IESA Regional championship.
- Recognize the Middle School softball team for their great season and advancement to the Sectional tournament.
- Presentation of the Administrator and Teacher Salary and Benefits Report
- Presentation of the Total Compensation Report in Excess of \$75,000

Old Business

Manteno CUSD No. 5 Board of Education Meeting – September 25, 2012

Approve Ratification Of KCC Student Observation Agreement
Moved by Preston, seconded by Dodge to ratify the Kankakee Community College Student Observation Agreement as presented (from September 11, 2012 continuously with a 90 day written notice to cancel from either party). Ayes: Preston, Dodge, Hofmeister, Mallaney, Nelson, and Stauffenberg – six (6). Nays – none (0). Motion carried.

Approve Deposit PMA Placement Agreement
Moved by Nelson, seconded by Mallaney, to approve the Deposit Placement Agency Agreement as presented (from September 25, 2012 open ended - Administrator gives investor ten days written notice if modification to the agreement is made before effective. Terminate at any time by either party.) Ayes: Nelson, Mallaney, Dodge, Hofmeister, Preston, and Stauffenberg – six (6). Nays – none (0). Motion carried.

New Business

Adoption Of the 2012-2013 Budget
Moved by Mallaney, seconded by Nelson to approve the adoption of the 2012-2013 budget as presented. Ayes: Mallaney, Nelson, Dodge, Hofmeister, Preston, and Stauffenberg – six (6). Nays – none (0). Motion carried.

Approve PMA Financial Planning Program
Moved by Dodge, seconded by Hofmeister to approve the renewal of the PMA Financial Planning Program at a cost of \$8,500. Ayes: Dodge, Hofmeister, Mallaney, Nelson, Preston, and Stauffenberg – six (6). Nays – none (0). Motion carried.

Approval Of 2011-2012 Audit
This item was tabled.

Approve Bisailon's Rid All Contract
Moved by Hofmeister, seconded by Nelson to approve the Bisailon's Rid All Termite and Pest Control contract for \$2,964 (from October 1st, 2012 to September 30th, 2013). Ayes: Hofmeister, Nelson, Dodge, Mallaney, Preston, and Stauffenberg - six (6). Nays – none (0). Motion carried.

Approve Aramark Uniform Services Contract
Moved by Dodge, seconded by Preston to approve the laundry service contract to Aramark Uniform Services (from September 30th, 2012 for 36 months). Ayes: Dodge, Preston, Hofmeister, Mallaney, Nelson, and Stauffenberg – six (6). Nays – none (0). Motion carried.

Anticipated Future Action Items
Future action items include the approval of snow plowing and salt bids, approval of School Improvement Plans, and the setting of graduation/promotion dates.

Manteno CUSD No. 5 Board of Education Meeting – September 25, 2012

Meeting Moved by Nelson, seconded by Hofmeister to adjourn the meeting
Adjourned Voice vote: All ayes – six (6). Nays – none (0). Motion carried.
The meeting ended at 7:49 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.