

MANTENO COMMUNITY UNIT SCHOOL DISTRICT NO. 5  
Regular Meeting of the Board of Education  
Tuesday, September 29, 2009 – 6:30 p.m.  
High School Library

- Open Meeting The meeting was held in the library of the Manteno High School Library and was called to order by President Stauffenberg at 6:30 p.m.
- Roll Call The following members answered to roll call:  
  
Dodge, Mallaney, Nelson, Preston and Stauffenberg – five (5).  
  
Absent – S. Martin and J. Toepper – two (2).  
  
Also present: Supt. Russert, K. Meyer, P. Russert, D. Conrad, R. Schnitzler, S. Clark, J. Palicki, T. Steele, J. Ruland, D. Christ, C. Allers, J. DePoister and Clerk Fortin – (13).  
  
Visitors: M. Kohlberg, J. Morris, T. Butterfield, J. Nelson and others (softball team and parents) – approximately (40).
- Pledge of Allegiance President Stauffenberg led everyone in the Pledge of Allegiance.
- Additional Items Moved by Preston, seconded by Nelson to approve the following additional agenda items:  
  
III. Public Hearings/Petitions/Comments  
    A. Recognize Middle School softball team – State champs!  
  
VII. Old Business  
    B. Amend the previous action “Approve Cooperative Agreement between Manteno Elementary School and Kankakee Community College for Student Nursing Practicum” to now read “Approve Cooperative Agreement with Manteno Community Unit School District #5 and Kankakee Community College for Student Nursing Practicum”  
  
V. Consent Agenda  
    J. Nicole Whitten-Middle School teacher (approx. 1/18/10 until approx 4/12/10- 12 weeks)  
  
VIII. New Business  
    L. Install well on North Branch property  
  
Ayes: Preston, Nelson, Dodge, Mallaney, and Stauffenberg – five (5). Nays – none (0).  
Motion carried.
- Public Hearing Adoption of 2009-2010 Budget Moved by Nelson, seconded by Dodge to open the public hearing regarding the 2009-2010 budget. Ayes: Nelson, Dodge, Mallaney, Preston, & Stauffenberg – five (5). Nays – none – (0). Motion carried. The hearing opened at 6:33 p.m.  
  
No public discussion or comments were heard.  
No Board or staff discussion or comments were heard.

Close Public Hearing      Moved by Nelson, seconded by Dodge to close the public hearing for the 2009-2010 budget. Ayes: Nelson, Dodge, Mallaney, Preston and Stauffenberg – five (5). Nays – none (0). Motion carried. The hearing ended by 6:34 p.m.

Public Hearings/ & Petitions      Mike Casagrande, PTO president, reported the fundraiser is winding down, forms are being collected. Open house went well.

Paul Russert, High School Principal recognized Teresa Butterfield and Julie Morris, High School Science teachers for their being inducted as Fellows by the Institute for Chemistry Literacy through Computational Science through the University of Illinois and the National Science Foundation. The program is designed to increase and prepare rural Illinois Chemistry students and teachers for the future.

Report of Committees      **Building Committee** – Supt. Russert reported the committee discussed the following:

District:            Alarm options for the mobile classrooms  
Elementary:        Repair of exhaust units and new playground equipment  
Middle School :    Kiln project on hold  
High School :      Storage building project has started  
                          Dust collector has been replaced and is functioning  
                          Track repaired  
                          Emergency lights – working with the contractor to resolve issue  
                          Lights on the flagpole are working  
                          Athletic field light pole bases are not made by the company listed by  
                                  ISBE considered being defective.  
                          Trophy cases are being completed  
Life Safety:        Currently the Primary, Middle School and High School are due for a Life Safety study in 2013. Supt. Russert will work on the Primary/Elementary and the Middle/High School being completed in separate years.

**Finance Committee** – Chairman Mallaney reported the committee met prior to this meeting and discussed the following:

1. Recommend approval of the 2009-10 budget
2. Recommend approval of the Pest control contract
3. Recommend approval of the ARAMARK contract
4. Recommend approval of the PMA Agreement
5. Recommend approval of the 2008-2009 audit
6. Review of the finance packet

**Curriculum, Instruction, and Assessment Committee** – Josh Ruland reported the committee met on September 11 and talked about parent/community involvement. The next meeting is October 8<sup>th</sup> at 3:30 at the Elementary. Childcare will be provided. The Illinois Textbook Loan Program funds have been cut, the committee is looking at different ways to fund the program. The draft of the evaluation cycle was explored as to which core content areas to evaluate annually. Professional development for the year was reviewed. Jamie Lockwood, representing the Manteno Public library, explained the “Picturing America” program. Artwork with activity sheets may be checked out by teachers for up to six weeks. The District School Improvement Plans were reviewed.

**Technology Committee** - Tom Steele reported new members were welcomed. Per CIPA, a public review took place of the content filtering policies with the intent of determining what is deemed "inappropriate content". The employee purchase plan has been revised and we will only be dealing with one vendor. Each building provided updates. The biggest issue is the feasibility of one to one computer initiative. It is becoming a feasible option, if technology advances as planned.

**KARVES** – Member Preston reported the committee did not meet last month.

Consent Moved by Preston, seconded by Nelson to approve the following Consent Agenda items:

- A. Minutes
  1. Regular Board Meeting – August 25, 2009
  
- B. Financial Reports
  1. 2009-2010 Tentative Budget
    - a) Estimated cash & fund balances 2009-2010
    - b) State budget form for 2009-2010
    - c) Tentative revenue budget for 2009-2010
    - d) Tentative expenditure budget for 2009-2010
  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. First Reading of Board Policy Revisions  
(Changes to 2:70 E, 2:100, 2:240, 2:260, 5:35 E, 5:220, 6:15, 6:15 E, 6:15 E2, 7:60, 7:70)
  
- D. Door to Door Fundraising Requests
  - Class of 2012 (Sophomore class) Little Caesar Pizza kits- Sep. 29, 2009-Oct. 16, 2009
  - FFA's annual citrus fruit sale Nov. 1-30, 2009
  - High School wrestling pancake supper at McDonalds-Ticket sales begin Nov. 9, 2009 and the supper will be held on Dec. 16, 2009
  - Panther football program will be selling Homecoming buttons Oct. 12-16, 2009.
  
- E. Request Approval for Overnight Stays
  - The High School Robotics team overnight stays: September 4<sup>th</sup>-5<sup>th</sup>, 2009 at Lipscomb University in Nashville, TN for teacher and six students, October 16<sup>th</sup>-18<sup>th</sup>, 2009 in Nashville, TN and upon qualification Dec 10<sup>th</sup>-16<sup>th</sup> in Auburn, Alabama. Additionally a trip may be taken to Nashville on October 9<sup>th</sup> – 10<sup>th</sup> for a practice day. The District will cover gas and lodging.

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- The Middle School girls' softball team requests an overnight stay on Thursday, September 24<sup>th</sup> and if needed Friday, September 25<sup>th</sup>, 2009 in order to compete in the State tournament.
- F. Declare 14 Bus Camera VHS Recorder Systems as surplus equipment
- G. Middle School Fight Song  
The Administration recommends changing the middle school fight song to be the same as the High School fight song.
- H. Approve 2009-2010 substitute teacher list maintained by the I-KAN Regional Office of Education
- I. Approve 2009-2010 Applications for Recognition of Schools
- J. FMLA Requests
- Tara Popovich- Elementary school teacher (approx. 3/25/10 until end of school year)
  - Kelly Costanza-Elementary paraprofessional (approx. 3/8/10 for six weeks)
  - Jamie Mularski- Elementary school teacher (approx. 1/19/10 for six weeks)
  - Nicole Whitten-Middle School teacher (approx. 1/18/10 for approx. 12 weeks)
- K. Resignations
- Renee` Diaz-substitute custodian effective 10/2/09
- L. Employments
- Catherine Hannigan-High School math teacher effective 9/1/09
  - Amy Younker- High School asst. freshman (jv/soph) girls basketball coach
  - Mark Langusch-High School asst. football 5 coach
  - Cory Blanchette- High School asst. football 4 coach
  - Matt Beckner- High School asst. football 2 coach
  - Tim VanSwol-High School asst. boys basketball 1 coach
  - Jim Hawkins-High School asst. varsity girls basketball 1 coach
  - Jenny O'Reilly-High School head girls varsity basketball coach
  - Mike Snyder-High School musical asst. director
  - Kevin Crosby-High School M-club sponsor
  - Roswitha Benyssen-Bus route driver
  - Susan Hewitt- Substitute bus driver effective 9/23/09
  - Debbie Livingston- Substitute secretary
  - \*Charissa Roberts-Substitute bus aide
  - \*Christina Schadt-3-hour food service and substitute custodian
- \*Employment contingent on successful completion of all employment paperwork

Ayes: Preston, Nelson, Mallaney, and Stauffenberg – five (5). Nays – none (0). Motion carried.

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Unit Office Report	<p>Supt. Russert reported on the following items: Marcie Kolberg presented the Board with the year end audit. Highlights of the report include:</p> <ul style="list-style-type: none"><li>• Cash balance in the Education fund would cover about 40% of one year's expenditures</li><li>• O &amp; M ended with a balance of \$2.8 mil. Have projects coming up.</li><li>• Transportation fund down to \$200,000 (State did not pay \$243,000)</li><li>• The Superintendent budgeted conservatively</li><li>• State owed the District \$530,000 in the Ed fund representing various grants and Spec Ed reimbursements</li><li>• State owed the District \$243,000 in the Transportation fund at June 30<sup>th</sup> those funds should have come in last school year</li><li>• New fund this year – Tort fund (tort levy was part of the Ed fund previously)</li><li>• Deposits/investments end of year \$14.3 million (\$6.8 mil in ISDLAF)</li><li>• Deposits/investments were covered with FDIC as well as securities assigned in the District's name</li><li>• Details of long term debt, bonds were reviewed</li><li>• Noted that the District pulled out of the Special Ed Cooperative on June 30<sup>th</sup>.</li><li>• The sale of the bus garage closed today</li><li>• Levy increased approximately 9% (collected 100% + of tax monies)</li><li>• ADA was 2,058 up from 2,016 last year</li><li>• Cost per student per capita went from \$5,909 to \$6,213</li><li>• Auditors did not have any management findings</li></ul> <p>Supt. Russert also reported the following:</p> <ul style="list-style-type: none"><li>• Life Safety items from the past</li><li>• Sold the transportation Center – money is in the bank</li><li>• Next meeting, the board will be able to approve bid specs and go out to bid for new transportation center</li><li>• Full day in-service – great day of training for staff</li><li>• Grandparents Day at Primary and Elementary Schools on October 2<sup>nd</sup></li></ul>
Old Business	<p>Bid specs for transportation center were unavailable.</p>
Amend KCC Student Nursing Agmt.	<p>Moved by Nelson, seconded by Mallaney to amend the previous action” Approve Cooperative Agreement between Manteno Elementary School and Kankakee Community College for Student Nursing Practicum” to now read “Approve Cooperative Agreement with Manteno Community Unit School District #5 and Kankakee Community College for Student Nursing Practicum”. Voice vote – all ayes – five (5). Nays – none (0). Motion carried.</p>
New Business	
Approve Adoption of 09-10 Budget	<p>Moved by Nelson, seconded by Mallaney to approve the adoption of the 2009-2010 budget as presented. Ayes: Nelson, Mallaney, Dodge, Preston and Stauffenberg - five (5). Nays – none (0). Motion carried.</p>
Approve Ren. of PMA Financial Prg.	<p>Moved by Mallaney, seconded by Dodge to approve the renewal of the PMA Financial Planning program at a cost of \$8,000. Ayes: Mallaney, Dodge, Nelson, Preston and Stauffenberg – five (5). Nays – none (0). Motion carried.</p>

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- Approve 08-09 Audit Moved by Nelson, seconded by Mallaney to approve the 2008-2009 financial audit as presented. Ayes: Nelson, Mallaney, Dodge, Preston and Stauffenberg – five (5). Nays – none (0). Motion carried.
- Approve PTAB Resolution Moved by Nelson, seconded by Dodge to approve the resolution authorizing representation in proceedings before the Property Tax Appeal Board regarding Alcoa Kama. Ayes: Nelson, Dodge, Mallaney, Preston and Stauffenberg – five (5). Nays – none (0). Motion carried.
- Approve Rev. Storage Bldg. C/O Moved by Preston, seconded by Nelson to approve the revised storage building change order from \$10,195 to \$11,395. Ayes: Preston, Nelson, Dodge, Mallaney, and Stauffenberg – five (5). Nays – none (0). Motion carried.
- Approve Bisailon's Rid All Termite Con. Renewal Moved by Nelson, seconded by Dodge to approve Bisailon's Rid All Termite and Pest Control contract for \$2,964 for one year. Ayes: Nelson, Dodge, Mallaney, Preston, and Stauffenberg – five (5). Nays – none (0). Motion carried.
- Approve Updated Special Ed Policies /Procedures Moved by Dodge, seconded by Nelson to approve the updated Special Education policies and procedures. Voice vote: All ayes – five (5). Nays – none (0). Motion carried.
- Approve Swimmer for IHSA Meets Moved by Nelson, seconded by Preston to approve an individual swimmer for IHSA Sectional and State swim meets. Voice vote: All ayes – five (5). Nays – none (0). Motion carried.
- Approve H1N1 Vaccinations Moved by Dodge, seconded by Preston to approve the purchase of H1N1 vaccinations for District employees. Ayes: Dodge, Preston, Mallaney, Nelson and Stauffenberg - five (5). Nays – none (0). Motion carried.
- Approve ARAMARK Contract Moved by Nelson, seconded by Preston to approve a three year contract with ARAMARK. Ayes: Nelson, Preston, Dodge, Mallaney, and Stauffenberg – five (5). Nays – none (0). Motion carried.
- Anticipated Future Action Items
1. Approve snow plowing and salt contracts
  2. Approve Employee Technology Purchase Plan
  3. Approve School Improvement Plans
- Approve Well Installation Moved by Mallaney, seconded by Preston to approve the well installation on the North Branch property at a cost not to exceed \$17,000.00. Ayes: Mallaney, Preston, Dodge, Nelson, and Stauffenberg – five (5). Nays –none (0). Motion carried.
- Middle School State Softball Champs Recognized Principal Dave Conrad proudly introduced Josh Carlile, Middle School softball coach and his fellow coaching staff and team members who had just won the Middle School State Softball title. The Middle School will hold an assembly for all to attend to celebrate the success on Friday, October 2<sup>nd</sup>.

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Executive Session Moved by Dodge, seconded by Preston to adjourn to Executive Session for the purpose of appointment, compensation, performance, dismissal of specific employee(s) and the purchase or lease of real property for the use of the School District. Ayes: Dodge, Preston, Mallaney, Nelson and Stauffenberg – five (5). Nays – none (0). Motion carried. Open session ended at 7:33 p.m.

Return to Open Session Moved by Preston, seconded by Nelson to return to Open Session at 8:07 p.m. Roll Call: Preston, Nelson, Dodge, Mallaney and Stauffenberg – five (5). Nays – none (0). Absent – Toepper and Martin – two (2). Motion carried.

The presentation of the Annual Compensation Report was brought to the attention of the Board and the fact that it has been placed on the District website as per PA 96-0434.

Approve Agreement Moved by Preston, seconded by Dodge to approve the non precedent agreement with seven staff members as presented. Ayes: Preston, Dodge, Mallaney, Nelson, and Stauffenberg – five (5). Nays – none (0). Motion carried.

Adjournment Moved by Nelson, seconded by Preston to adjourn the meeting. Ayes: Nelson, Preston, Dodge, Mallaney and Stauffenberg – five (5). Nays – none (0). Motion carried. The meeting ended at 8:08 p.m.

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Mark Stauffenberg  
Board President

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Patrick Mallaney  
Board Secretary

MKS/PM/df