

MANTENO COMMUNITY UNIT SCHOOL DISTRICT NO. 5
Regular Meeting of the Board of Education
Tuesday, September 30, 2008
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:
G. Dodge, P. Mallaney, M. Nelson, G. Preston, M. Stauffenberg, and J. Toepper – six (6). Absent: Martin – one (1).
- Also present: Supt. Russert, K. Meyer, P. Russert, D. Conrad, R. Fortin, R. Schnitzler, J. Palicki, A. Furbee, J. Ruland, T. Steele, D. Christ, C Allers, J. DePoister and Clerk Fortin – fourteen (14).
- Visitors: K. Crosby, D. Conway, T. Nelson and M. Kohlberg – four (4).
- Pledge of Allegiance President Stauffenberg led everyone in the Pledge of Allegiance.
- Public Hearing for the 08-09 Budget Moved by Preston, seconded by Nelson to opening the public hearing regarding the 2008-2009 budget. Ayes: Preston, Nelson, Dodge, Mallaney, Toepper and Stauffenberg – six (6). Nays – none (0). Motion carried. Public hearing began at 6:31 p.m.
- Public Discussion/Comments – None
Board and Staff Discussion/Comments – None
- Moved by Dodge, seconded by Nelson to close the public hearing regarding the 2008-2009 budget. Ayes: Dodge, Nelson, Mallaney, Preston, Toepper and Stauffenberg – six (6). Nays – none (0). Motion carried. Public hearing closed at 6:32 p.m.
- Additional Items Moved by Nelson, seconded by Toepper to add the following agenda items:
Add to the CONSENT AGENDA the following:
- Consent Agenda
 - Tammy Andersen – Elementary part time special needs assistant*
 - Dawn Gesky – Elementary full time Pre-K/EC paraprofessional*
 - Zach Dowdy – 8th grade boys basketball coach*
 - *employment pending successful completion of employment paperwork
 - New Business
 - Letter E – for the change order 4B-3 change the amount from \$44,411 to \$4,411
- Ayes: Nelson, Toepper, Dodge, Mallaney, Preston, and Stauffenberg – six (6). Nays – none (0). Motion carried.

Public Hearings/
Petitions/ Dawn Conway, PTO President, announced the annual fundraiser kick off on Friday and finishes on the 17th. Mr. Schnitzler has offered to be a “human sundae” as an incentive for sales. Grandparent’s Day will be held on the 9th. Market Days will be held on the 17th. The next PTO meeting will be held next month on the 13th at the Elementary School. There were no other public comments.

Report of Committees **Building Committee** – Member Preston reported the committee met on Sept. 24th and spoke of drainage at the softball and baseball fields. Supt. Russert will talk with the village officials regarding better drainage. The light pole has been repaired. The down spouts are working. Communication will be held with the village regarding the concrete culverts on the retention ponds. At the Middle School, the intercoms are working.

Finance Committee - Chairman Mallaney reported the committee met today at 5:00 p.m. and reviewed Board policies, recommended the approval of the copier lease, the PMA agreement, were given an update on the construction payouts, reviewed the draft budget, finance packet for September, as well as reviewed the 07-08 independent audit of the district finances.

Curriculum and Technology Committee – Chairperson Gale Dodge reported the committee was able to expand to include two community representatives in keeping with past practice and to conform to the ISBE recommended technology committee makeup. Items also discussed were the annual content filter review and board policy review of all the current technology policies.

Consent Agenda Moved by Toepper, seconded by Nelson to approve the following consent agenda items:

A. Minutes

- Regular Board Meeting of August 26, 2008

B. Financial Reports

- 2008-2009 Tentative Budget
 - Estimated Cash and Fund Balances 2008-2009
 - State Budget Form for 2008-2009
 - Tentative Revenue Budget for 2008-2009
 - Tentative Expenditure Budget for 2008-2009
- Summary of Cash/Investment/Fund Balances
- M-T-D/Y-T-D Revenue/Expenditure Reports
- Payroll Extras and Imprest Fund
- Payroll and Accounts Payable
- Investment Account Reports
- Activity Reports
- Food Service Report – coming next month
- Additional Accounts Payables

C. First Reading of Section 5 of Board Policies

D. Door to Door Fundraising Requests

- Class of 2012’s Annual Magazine Sale October 14th – October 28th

- Class of 2011's Annual Cheese and Sausage Sale October 10th – October 20th
 - FFA's Annual Citrus Fruit sale from Nov 1st – 30th
 - E. Approve 2008-2009 Application for Recognition of Schools
 - F. Approve 2008-2009 Substitute Teacher List maintained by the Iroquois/Kankakee Regional Office of Education
 - G. Approve Amended School Calendar
 - H. FMLA Requests
 - Tristin Wellman – 12 weeks approx. 2/20/09 until the end of the school year
 - Dawn Bush – 12 weeks approx. 1/27/09 until 4/20/09
 - Scarlett Clark – 6 weeks, approx. starting 5/1/09 until 6/15/09
 - Christine Jenkin – Not to exceed 12 weeks beginning 9/10/08
 - I. Resignations
 - Tim VanSwol – 6th grade boys basketball coach
 - Zach Dowdy – 7th grade boys basketball coach
 - J. Employments
 - Ann Wyatt – Early Childhood Teacher*
 - Jenny Fogel – Corrected employment from full-time to part—time 2.5 days per week, effective the beginning of the school year
 - Lisa Bako – Primary School Paraprofessional effective 9/29/08
 - Theresa Anderson – Elementary School Paraprofessional effective 9/29/08
 - Jenny O'Reilly – Sophomore Girls Basketball coach for 08-09
 - Zach Dowdy – 8th grade boys basketball coach for 08-09
 - Mark Langusch – 7th grade boys basketball coach for 08-09
 - Alex Snodsmith – 6th grade boys basketball coach for 08-09
 - Larry George – Assistant wrestling coach*
 - Teresa Butterfield – WYSE sponsor
 - Colleen Romeli – JV Academic Team sponsor
 - Renee Doig – Afternoon custodial/maintenance supervisor effective 10/1/08
 - Cathy Beegle – Afternoon custodian effective 9/29/08
 - Michael Raef – Afternoon custodian effective 10/1/08*
 - John McAdoo – Substitute custodian
 - Jennifer Grynevich – 3 hour food service employee effective 9/29/08
 - Mary Holtz – Full route bus driver
 - Julie Blink – Substitute bus driver
 - Barbara Roczniak – Substitute bus driver
 - Rebecca Hase-Plefka – Substitute food service, bus aide, custodian
 - Tammy Andersen – Elementary part time special needs assistant*
 - Dawn Gesky – Elementary full time Pre-K/EC paraprofessional*
- *Employment contingent on successful completion of all employment paperwork
- K. Request Approval for Overnight Stays
 - High School Robotic's Team – Friday, September 26th in Nashville, TN
 - High School Robotic's Team – November 7th, Lipscomb University, Nashville, TN
 - High School Robotic's Team – Dec. 11th – 13th – should the team qualify for nationals at Auburn Univ. in Alabama

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

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

Marcie Kohlberg, auditor from Smith, Koelling, Dykstra and Ohm presented a condensed version of the recent audit. A handout was distributed to the board members. Summary of points include:

- The Ed fund had an increase of \$1.6 million
- O & M went from \$2.7 to \$1.9 million last year
- Transportation went from \$242,000 to \$286,000 last year
 - Did not receive the 4th payment for transportation claims last year. The payment was not released until July, if payments are on time this year, we could receive five payments during the 08-09 school year.
- \$60,000 in additional grants were received from the Federal government
- Ed fund – Instructional expenses increased \$1.3 million
- Support services \$250,000 increase
- O & M fell \$200,000 from last year
- Transportation expenses were up \$35,000
- Earnings on all investments were down compared to last year. (Rates are coming down and will be the trend for the next year or two.)
- Cash and investments at the end of the year totaled \$13.5 mil. \$8.6 million in liquid asset fund, fully insured, fully collateralized. There is \$4 million in CD's which are insured and collateralized.
- Assessed Valuation \$264,625,000 up from \$242,000,000
- Levy is at \$11,484,000 collecting this current school year.
- Collecting 100% of the taxes levied
- Per capita tuition charge \$5,909 compared to \$5,033 last year.
- Financial profile – preliminary score of 3.35 – financial review as opposed to financial recognition (due to debt).

Also discussed were the following items:

- Integrated pest Management Plan – Cathy Allers gave a brief review
- Recognized the Primary School for their outstanding implementation of PBIS
- Outstanding Health/Life Safety items – working on amendments.
- There was a bomb threat at the Middle School today shortly prior to dismissal. Students were evacuated. Teacher's accounted for students. School found to be clear and clean. Mr. Conrad addressed the next day's procedures for school readiness.

Old Business

Approve Board Policy Moved by Mallaney, seconded by Dodge to approve the Board Policy Sections 3 & 4 as presented. Ayes: Mallaney, Dodge, Nelson, Preston, Toepper and Stauffenberg – six Sections 3 & 4 (6). Nays – none (0). Motion carried.

New Business

Adoption of 08-09 Budget Moved by Nelson, seconded by Toepper to approve the adoption of the 2008-2009 budget as presented. Ayes: Nelson, Toepper, Dodge, Mallaney, Preston, and Stauffenberg – six (6). Nays – none (0). Motion carried.

Renewal of PMA Financial Planning Program Moved by Toepper, seconded by Mallaney to approve the renewal of the PMA Financial Planning Program at a cost of \$7,000. Ayes: Toepper, Mallaney, Dodge, Nelson, Preston and Stauffenberg – six (6). Nays – none (0). Motion carried.

Approve 2007-2008 Fin. Audit Moved by Preston, seconded by Dodge to approve the 2007-2008 financial audit as presented. Ayes: Preston, Dodge, Mallaney, Nelson, Toepper and Stauffenberg – six (6). Nays – none (0). Motion carried.

Approve Change of Nov. Board Meeting Date Moved by Nelson, seconded by Dodge to change the November Board meeting date from November 25th to November 18th. Ayes: Nelson, Dodge, Mallaney, Preston, Toepper and Stauffenberg – six (6). Nays – none (0). Motion carried.

Approve MS and HS Change Orders Moved by Preston, seconded by Nelson to approve the change orders as presented:

<u>Middle School</u>	<u>C/O</u>	<u>Scope of Work</u>	<u>Amount</u>
Mechanical & Industrial	5-9	Structural Steel	(\$2,713.18)
Mechanical & Industrial	5-10	Structural Steel	\$10,765.00
Mechanical & Industrial	4B-3	General Work Steel	(\$4,411.00)*
*corrected from original board packet of (\$44,411.00)			

<u>High School</u>	<u>C/O</u>	<u>Scope of Work</u>	<u>Amount</u>
Mechanical & Industrial	5-4	Structural Steel	\$3,705.00
Mechanical & Industrial	5-5	Structural Steel	(\$16,328.39)

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

Approve Substantial Completions Moved by Nelson, seconded by Toepper to approve the substantial completion status for the above listed projects as presented:

<u>Middle School</u>	<u>Bid Package</u>	<u>Scope of Work</u>
Mechanical & Industrial	4B	General Work Steel
Mechanical & Industrial	5	Structural Steel

<u>High School</u>	<u>Bid Package</u>	<u>Scope of Work</u>
Mechanical & Industrial	5	Structural Steel

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

Approve Moved by Preston, seconded by Nelson to approve the project close outs and final

Project Close outs & Final Pays as presented:

	<u>Middle School</u>	<u>Bid Package</u>	<u>Scope of Work</u>
	Mechanical & Industrial	4B	General Work Steel
	Mechanical & Industrial	5	Structural Steel
	<u>High School</u>	<u>Bid Package</u>	<u>Scope of Work</u>
	Mechanical & Industrial	5	Structural Steel

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

Approve Moved by Mallaney, seconded by Toepper to approve the Martin Whalen/Cannon lease
Martin Whalen for \$7,989.00 per month. Ayes: Mallaney, Toepper, Dodge, Nelson, Preston, and
Cannon Lease Stauffenberg – six (6). Nays – none (0). Motion carried.

Approve Moved by Nelson, seconded by Dodge to approve the Integrated Pest Management
Integrated Plan as presented as well as the Bisailon's Rid All Termite & Pest Control contract
Pest Mgmt. for \$260.00 per month. Ayes: Nelson, Dodge, Mallaney, Preston, Toepper, and
Plan & Pest Stauffenberg – six (6). Nays – none (0). Motion carried.
Control Contract

Anticipated Future Action Items The future action items include:
Approval of Snow Removal Contract
Approval of Employee Technology Purchase Plan
Approval of School Improvement Plans

Executive Session Moved by Nelson, seconded by Toepper to adjourn to executive session for the
purpose of discussing student discipline, purchase/sale/lease of real or publicly owned
property and potential litigation. Ayes: Nelson, Toepper, Dodge, Mallaney, Preston
and Stauffenberg – six (6). Nays – none (0). Motion carried. Open session ended at
7:07 p.m.

Return to Open Session Moved by Dodge, seconded by Nelson to return to open session at 7:53 p.m.
Roll Call: Dodge, Nelson, Mallaney, Preston, Toepper and Stauffenberg – six (6).
Absent – Martin – one (1). Motion carried.

Adjournment Moved by Preston, seconded by Nelson to adjourn the meeting at 7:54 p.m.
Ayes: Preston, Nelson, Dodge, Mallaney, Toepper and Stauffenberg – six (6). Nays –
none (0). Motion carried.

Board President, Mark Stauffenberg Board Secretary, Patrick Mallaney

MKS/PM/df