

Manteno Community Unit School District No. 5  
Regular Meeting of the Board of Education  
Tuesday, September 27, 2016  
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, L. Murray, M. Schubert and M. Stauffenberg – Five (5). Absent – Two - (2).

Also present: Supt. Harrod, R. Haines, D. Conrad, M. Glenn, J. Emerson, A. Furbee, E. Ruff, T. Steele, C. Creek, J. Finkelstein, T. Weber, J. DePoister, D. Fortin, J. Wulff and Clerk Kaufman – Fifteen - (15).

Visitors: Brooke Joerms – PTO President

Pledge of Allegiance President Stauffenberg led everyone in the Pledge of Allegiance.

Additional Agenda Items – None

PublicHearing For the Adoption Of the 2016-2017 Budget Moved by Dodge, seconded by Schubert to open the public hearing for the Adoption of the 2016-2017 Budget. Ayes: Dodge, Schubert, Mallaney, Murray, Stauffenberg - Five (5). Nays: None (0). Motion carried. Hearing opened at 6:33PM.

There were no comments heard from the public, staff, nor the Board of Education regarding the adoption of the 2016-2017 budget.

Moved by Schubert, seconded by Dodge to close the public hearing for the Adoption of the 2016-2017 budget. Ayes: Schubert, Dodge, Mallaney, Murray, Stauffenberg - Five (5). Nays: None (0). Motion carried. The Hearing closed at 6:34PM.

Public Hearings/ Petitions/ Comments PTO President Brooke Joerms gave an update on recent PTO activities. The 15-16 walk-a-thon raised \$17,248.00 which will be put back into the classrooms. Middle School will use some of the money for the new science standards equipment. At the last PTO meeting the committee approved \$2,000.00 for teacher allocations for their classrooms. On September 15<sup>th</sup> they hosted a free back-to-school picnic event for the first time for District families and had over 200 attendees. On October 14<sup>th</sup> they will host the 2<sup>nd</sup> annual Amazing Race/Halloween theme working with the community businesses. On October 28<sup>th</sup> they will host a Halloween dance at the Elementary School. In November they will work with the High School to get involved with a service project throughout the community to help others. December will be the “Trees Around the District” project that will be on display at the Library for a few weeks and then at the Village tree lighting ceremony in early December where the trees will be raffled off. All money raised from this event will go back into the classrooms or school organizations that participated in decorating a tree. There will also be a “Snacks with Santa” event in December as well.

Reports of Committees    **Building Committee** – The Building Committee update was covered under the Finance Committee report this month.

**Finance Committee** – Chairman Mallaney reported that the Finance Committee met on Tuesday, September 27, 2016 and discussed the following:

- I. Old Business
  - A. State Revenue Update
- II. New Business
  - A. Contracts/Agreement/Requests For Proposals
    - i. Snow Plow bid
    - ii. Salt Contract
    - iii. Bisailon’s Rid-All Pest Control
    - iv. Crystal Financial Consultants
    - v. Specialty Floors, Inc. High School Gym Floor Carpentry Services
    - vi. Printer Maintenance Agreement
  - B. Budget 2016-2017
- III. Review Finance Packet for September 27, 2016 Board Meeting
  - Summary of Cash/Investment/Fund Balances Report
  - Revenue/Expenditure Summary Report
  - Revenue/Expenditure Budget Report
  - Cost Analysis – Education; Cost Analysis – O&M
  - Food Service Report
  - O&M Gas & Electric Expenditure Report
  - Payroll Extras Report
  - Impress Check Report
  - Accounts Payable Report
  - ISDLAF Report
  - Activity Account Reports
- IV. Additional Items
  - School Funding Reform Commission
- V. Future Items

**Curriculum, Instruction, and Assessment Committee** – Curriculum Director, Cathy Creek, gave an update on the CIA meeting that was held on Thursday September 8<sup>th</sup>. She reported that the opening day events on Monday August 15<sup>th</sup> were very successful. The motivational speaker that Mr. Furbee suggested was welcomed by all staff and great feedback was received. She mentioned that the Administration was reading the Energy Bus by Jon Gordon and that the positive message in the book was being shared throughout the District. Administration is also spending a lot of time on the student growth module for the teacher evaluations. They are learning together and making progress in this area. The team leaders in the buildings are working cohesively and identifying areas that they want to focus on throughout the year.

**Technology Committee** – Technology Director, Tom Steele, reported that the Tech Department met on September 14th and discussed the annual content filter review. They discussed the printer maintenance agreement with Martin Whalen Office Solutions that will

be cost savings and obtain new printers. They also agreed on the four new Technology Interns for the year.

Consent Agenda Moved by Mallaney, seconded by Schubert to approve the Consent Agenda as presented:

A. Minutes

- Regular Board Meeting – August 9, 2016
- Executive Session Meeting – August 9, 2016

B. Financial Reports

- 2016-2017 Tentative Budget
  - a) Estimated Cash & Fund Balances 2016-2017
  - b) State Budget Form for 2016-2017
  - c) Tentative Revenue Budget for 2016-2017
  - d) Tentative Expenditure Budget for 2016-2017
- Summary of Cash/Investment/Fund Balances
- Revenue/Expenditure Summary Reports
- Revenue/Expenditure Budget Reports
- Cost Analysis – Education, Cost Analysis – O&M
- Food Service Report
- O&M Gas & Electric Expenditure Report
- Payroll Extras Report
- Imprest Check Report
- Accounts Payable Report
- ISDLAF Report
- Activity Accounts Reports
- Additional Accounts Payable

C. Second Reading and Adoption of Board Policy 7:290

D. Approve 2016-2017 Substitute Teacher list maintained by the Iroquois/Kankakee Regional Office of Education

E. Approve 2016-2017 Applications for Recognition of Schools

F. Approve FFA to attend the National FFA Convention – Wednesday, October 19, 2016 through Saturday, October 22, 2016 in Indianapolis, IN

G. 2015-2016 ACT Report

H. Administrator and Teacher Salary and Benefits Report

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

J. Door-to-Door Fundraisers – High School Girls Soccer Team, Band Boosters, High School Cheer Team

K. Acceptance of Multiple Donations

L. Approve Surplus Inventory

M. Resignations

Jamie Walker, Middle School Math Enrichment Teacher - effective August 30, 2016

Mary Kate Guinea, Middle School Fifth Grade Teacher - effective August 18, 2016

Chrissie Barkus, Food Service employee - effective September 2, 2016

Sadie Dekens, Food Service employee - effective September 8, 2016

Jim Giacchino, High School Social Studies Team Leader for the 2016-2017 school year  
Erica Petersen, High School Special Olympics Sponsor for the 2016-2017 school year  
Lindsey Johnson, Middle School Game Club Sponsor for the 2016-2017 school year  
Patricia Bartlett, Substitute Bus Driver and Substitute Bus Aide - effective immediately

N. Employments for the 2016-2017 School Year

Kevin Beck, Middle School Softball Coach  
Felicia St. John, High School Fall Cheer Coach  
Felicia St. John, High School Winter Cheer Co-Coach – ½ stipend  
Becca Gervais, High School Winter Cheer Co-Coach – ½ stipend  
Emma Capps, High School Girls Assistant Basketball Coach  
Kristi Pine, Middle School 7<sup>th</sup> Grade Team Leader  
Natasha Fraher, Middle School Speech Sponsor  
David McClain, Paraprofessional and High School Assistant Football Co-Coach – ¼ stipend  
Remove Jordan Stroud from the 8<sup>th</sup> Grade Girls Basketball Coaching team (1/3 stipend) and now the stipend will be split between Sue Liss and Carrie Palicki (1/2 each)  
Deena Moawad, High School Chess Team Sponsor  
Justin Emerson, High School Purple Krush Sponsor  
Rhoda Perez, Substitute Bus Assistant and Substitute Food Service Employee  
Justin Emerson, High School Girls Soccer Coach (85% stipend) – Jordan Stroud (15% stipend)  
Amy Younker, High School Girls Assistant Coach (85% stipend) – Jordan Stroud (15% stipend)  
Brianna DeMarco, Middle School Cheer Coach  
Jim Giacchino, High School Boys Assistant Basketball Co-Coach – 75% stipend  
Brian Meyer, High School Boys Assistant Basketball Co-Coach – 25% stipend  
Brenna Tripp, Middle School Show Choir Co-Sponsor – 75%  
Katelyn Bever, Middle School Show Choir Co-Sponsor – 25%  
Amy Hoffmann, High School Social Studies Team Leader  
Jamie Michalesko, Substitute Food Service Employee  
Connie Chartier, Substitute Bus Aide and Substitute Food Service Employee  
Kathy Petrak, Substitute Bus Aide and Substitute Food Service Employee  
Sammie Sabbah, High School Co-Assistant Wrestling Coach (\$2,300 stipend)  
Maureen Boyd, High School Special Education Long-Term Leave Substitute – for approximately three months - beginning September 21, 2016.

O. Employments Pending Successful Completion of Paperwork for the 2016-2017 School Year

Jennifer Zilm, Middle School 5<sup>th</sup> Grade Teacher (one year only)  
Jessica Torres, Middle School Math Enrichment Teacher (one year only)  
Linda Wroblewski, Middle School Paraprofessional  
Jake Mahnke, Middle School Assistant Wrestling Coach  
Larissa Write, Volunteer 6<sup>th</sup> grade Volleyball Coach

P. FMLA

Lindsay Kociolek, High School Counselor - from approximately January 18, 2017 until April 21, 2017 (12 weeks).  
Erica Petersen, High School Special Education Teacher - from approximately March 13, 2017 and returning at the beginning of the 2017-2018 school year (11 weeks).  
Brenna Tripp, Elementary School Music Teacher - from approximately February 21, 2017 thru April 13, 2017 (approximately 33 days).  
Laura Schade, High School Physical Education Teacher - from approximately February 1, 2017 for seven weeks.  
Dawn Gesky, Elementary School Paraprofessional - beginning August 29, 2016 (returning September 19, 2016).  
Christine Segvich, Middle School Resource Teacher – from approximately April 4, 2017 and returning for the 2017-2018 school year (approximately 37 days).  
Dan Tripp, High School Band Teacher – from February 16 – February 24, 2017 and April 18 – April 28, 2017 (15 days).

Q. Retirements

None

R. Release

Gabe Mendez, High School Co-Assistant Wrestling – effective immediately

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

**Superintendent's Report**

**A. Good News**

1. Congratulations to Lynn Davis and the entire Food Service department on their food service inspection – with outstanding results.
2. The Middle School Softball team ended with an overall record of 16 – 4 and were also the Kan-Will conference champs.
3. The Manteno Varsity Volleyball team participated in the very competitive Mahomet-Seymour Tournament going 3-2 for the day and placing 3rd in the strong 16 team tourney. Congratulations to Emma Hofmeister and Nora Crockett for being named to the All-Tournament Team. Both girls along with Caitlin Meyer were also selected to the Manteno Early Bird Volleyball Tournament Team. The team also placed second at the Manteno Invite tournament on Saturday September 24<sup>th</sup>. Nora Crockett and Emma Hofmeister received all tournament team recognition at this tournament as well. The Panthers are now 20-5 on the year and 5-1 in conference.
4. Girls Cross Country took 2<sup>nd</sup> place in the Gardner South Wilmington invite, bringing home a trophy. The team was led by Kailyn Mickulas, finishing in second place and then followed up by Annke de Maeyer in 7<sup>th</sup> and Emily Tamblyn in 15<sup>th</sup>.

5. News from a parent of a former student came in recently to Amy Hoffman and Laura Schade that Haley Quinn (2015 graduate), has made the Women’s Cross Country AND Track and Field Teams at SIUE this year as a sophomore! She is a division 1 athlete in the Ohio Valley Conference! Congrats to her! The parent shared the information as Haley had thought so highly of both Amy and Laura and the impact that they both made on her running career as well as being a wonderful role model and mentor off the track.
6. This Note came in from a BBCHS parent who commented on our students behavior at a recent volleyball game:  
Dear Principal Schnitzler,  
I am a BBCHS parent who was in attendance at the Varsity girls’ volleyball match last night between BBCHS and Manteno. I just wanted to commend the student section of Manteno for their sportsmanship. It was extremely enjoyable to experience the enthusiasm of the students from both schools without any cheering of a personal nature or negativity.  
My son is a senior at BB and is one of the “red surge” leaders for our student cheer section. He said to me on the way home how much he likes Manteno High School and that it seems like a great school.  
Thanks for the wonderful hospitality Manteno!
7. Good Luck to our athletes that will participate in the Special Games at BBCHS on Thursday September 29<sup>th</sup>.

**Old Business**

**New Business**

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| Approve Adoption of the 2016-2017 Budget                                  | Moved by Mallaney, seconded by Murray to approve the Adoption of the 2016-2017 Budget Ayes: Mallaney, Murray, Dodge, Schubert, Stauffenberg – Five (5). Nays: None (0). Motion carried.  |
| Approve Crystal Financial Consultants Agreement                           | Moved by Dodge, seconded by Schubert to approve the agreement with Crystal Financial Consultants for a one year contract in the amount of \$5,000. Ayes: Dodge, Schubert, Mallaney, Murray, Stauffenberg – Five (5). Nays: None (0). Motion carried.   |
| Approve Renewal of the Bisailon’s Rid All Termite & Pest Control Contract | Moved by Schubert, seconded by Mallaney to approve the Bisailon’s Rid All Termite & Pest Control contract in the amount of \$2,964.00 for one year from October 1, 2016 through September 30, 2017. Ayes: Schubert, Mallaney, Dodge Murray, Stauffenberg – Five (5). Nays: None (0). Motion carried. |

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- Award Snow Plowing Contract Moved by Dodge, seconded by Murray to award the snow plowing contract to Heritage FS as the lowest responsible bidder for the 2016-2017 school year. Ayes: Dodge, Murray, Mallaney, Schubert, Stauffenberg – Five (5). Nays: None (0). Motion carried.
- Award Salt Contract Moved by Mallaney, seconded by Schubert to award the salt contract to Heritage FS as the lowest responsible bidder for the 2016-2017 school year. Ayes: Mallaney, Schubert, Dodge, Murray, Stauffenberg – Five (5). Nays: None (0). Motion carried.
- Approve Specialty Floors, Inc. High School Gym Floor Carpentry Services Moved by Dodge, seconded by Schubert to approve the Specialty Floors, Inc. High School Gym Floor Carpentry Services quote in the amount of \$17,895.00. Ayes: Dodge, Schubert, Mallaney, Murray, Stauffenberg – Five (5). Nays: None (0). Motion carried.
- Approve Printer Maintenance Agreement Moved by Murray, seconded by Schubert to approve the Printer Maintenance Agreement with Martin Whalen Office Solutions for twenty-six months. Ayes: Murray, Schubert, Dodge, Mallaney, Stauffenberg – Five (5). Nays: None (0). Motion carried.
- Approve Girls Soccer Team Overnight Stay to Burlington, Iowa Moved by Dodge, seconded by Schubert to approve the Girls Soccer Team overnight stay from April 27<sup>th</sup> through April 29<sup>th</sup>, 2017 to Burlington, Iowa for the Tournament of Champions. Voice Vote: All Ayes: Five (5). Nays: None (0). Motion carried.
- Approve High School Competitive Cheer Team Sunday and Overnight Competitions Moved by Schubert, seconded by Dodge to approve the High School Competitive Cheer Team to attend the Oak Forest Invite on Sunday January 15, 2017 and permission to stay overnight on Thursday January 5, 2017 and Friday January 6, 2017 depending on performance time and qualification at the ICCA Championships in Springfield, IL. Voice Vote: All Ayes: Five (5). Nays: None (0). Motion carried.
- Anticipated Future Action Items 1. Approve School Improvement Plans
- Executive Session Moved by Dodge, seconded by Murray to enter into Executive Session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees or legal counsel; security procedures which may include personnel; student disciplinary cases, litigation; issues under the Tort Immunity

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Act; professional ethics or performance. Ayes: Dodge, Murray, Mallaney, Schubert, Stauffenberg – Five (5). Nays: None (0). Motion carried. Open Session ended at 6:50PM.

Return to Open Session Moved by Dodge, seconded by Murray to close Executive Session and return to Open Session. Voice Vote: All Ayes: Five (5). Nays: None (0). Motion carried. Executive Session ended at 7:38PM.

Adjourn Meeting Moved by Dodge, seconded by Murray to adjourn the meeting at 7:39PM. Ayes: Dodge, Murray, Mallaney, Schubert, Stauffenberg – Five (5). Nays: None (0). Motion carried.

*\*Mark Stauffenberg*

*\*Patrick Mallaney*

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Mark Stauffenberg  
Board President

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Patrick Mallaney  
Board Secretary

MKS/PM/nak

\*Original signatures are on file at the District office.