

**AMENDED MINUTES REGULAR MEETING  
MOKENA SCHOOL DISTRICT 159 - BOARD OF EDUCATION  
MOKENA ELEMENTARY SCHOOL  
November 14, 2012**

**BOARD OF EDUCATION**

|                                | PRESENT | ABSENT    |
|--------------------------------|---------|-----------|
| Mr. Patrick Markham- President | ✓       |           |
| Mr. Joe Spalla- Vice President | ✓       |           |
| Mr. Michael Ford- Secretary    |         | ✓         |
| Mr. Franceschini               | ✓       |           |
| Mrs. Kathy Moore               | ✓       | Via phone |
| Mr. Scott Peters               | ✓       |           |
| Mr. Regan                      | ✓       |           |

**STAFF PRESENT:**

Steve Stein, Superintendent, John Troy, Director of Business Operations; Mike Rolinitis, Principal; Eileen Parente, Director of Student Services, Anna Kirchner, Principal; Mike Rolinitis, Principal; Eric Melnyczenko, Principal; Judy Splayt, Assistant principal; Mari Jo Hanson, Assistant Principal; Steve Hastings, Director of Technology; Ann Lewandowski, Director of Food Service; Ken Stanley, Director of Buildings and Grounds; Mary Louise Knoerzer, Board Secretary.

**VISITORS:** John McGivney, Lisa Papp, Char Martinez, Dan LaValle.

**PRESS:** Ginger Brashinger, Southtown Star; Ryan Bray, Mokena Messenger; Luke Wilusz, Mokena Patch

**PLEDGE OF ALLEGIANCE**

Mr. Markham led the Board of Education and audience in the Pledge of Allegiance.

**OPEN SESSION and ROLL CALL**

Mr. Markham called the Regular meeting of the Board of Education of Mokena Public School District 159 to order at 7:03 pm on November 14, 2012.

**COMMUNICATIONS**

**PUBLIC:** *Lisa Papp*, President of MEF spoke on behalf of MEF and PTA, providing an update on Fall Fling. The Event was well attended; approx. 300 people; netted approx. \$20,000; 160 plus silent auction items were obtained; decorations were outstanding; the Committee will provide more accurate numbers.

*Dan La Valle*, Vice- President of Burros, thanked the school district for the use of the field in back of MES; would like to continue the partnership with the District. The program is a great youth program with 500 participating boys and girls (350 families); this year is the youth organization's 50<sup>th</sup> anniversary.

**MTA:** None

**BOARD EDUCATION**

*Mrs. Moore* inquired again why she was not receiving a copy of draft agenda; she requested from Mr. Troy data with the "floor" being raised from 25-35 % in terms of fund balance.

*Mr. Peters* requested a draft copy of agenda as well; noted the present agenda has "Items for next Month" and "For the Good of Mokena" removed.

*Mr. Spalla* requested Parent/Teacher Advisory committee be placed on agenda to discuss proposed changes in committee structure. Mr. Markham seconded the motion. Mr. Markham asked for a voice vote for the proposed agenda change.

Ayes: Franceschini, Markham, Regan, Spalla      Nays: Moore, Peters

Mr. Markham asked that teachers come to December Board meeting to start a dialogue regarding their “wants” and needs”; would like to continue to have their participation at future Board meetings. In honor of Veteran’s Day Mr. Markham presented Mr. Stein with an American flag that was flown over the Capital building in Washington DC on September 21, 2012; received from Senator Kirk in honor of Mokena School District.

Mr. Markham suggested he and Mrs. Moore have a private discussion.

### **SUPERINTENDENT REPORT**

Mr. Stein reported:

- Updated the Board on Dr. Vitton’s surgery
- No FOIA requests
- Cited the MPS National merit graduates for 2013 in Mokena Messenger
- Referred to the Community Survey that would be put on –line for parents, students and staff to complete-
- Gave a brief synopsis of the bullying form activity

Mr. Markham commended the staff for this bullying report.

### **PRINCIPALS REPORTS**

Mrs. Kirchner presented to BOE:

- During Teacher Institute day small group discussions were held regarding Common Core; standards for staff and administration; indentifying strengths and weakness.
- NED show was well received – showed several tricks with a yo-yo; thus far \$1,500 worth of
- yo-yos were sold

Mr. Melnyzenko presented to BOE:

- Representative Kosel was principal for a day at MIS; toured building; visited Mr. Roberts room with new technology; conducted dismissal; answered questions of students
- Held NED assembly as well; sold \$1,200 worth of yo-yos thus far.

Mr. Rolinitis presented to BOE:

- Red Ribbon and Fire Prevention week at MJH
- Explore testing for high school placement this week
- Boys Basketball- 4 night this week ; Girls Basketball tournament this weekend; busy weeks at MJH now that extra curriculars are back in full swing
- Bullying form sometimes leads to other questions; If an incident arises and if a student claims he/she is being bullied; they complete the form immediately; some cases is not really a bullying incident

### **APPROVAL OF PREVIOUS MINUTES**

Mr. Spalla moved to approve minutes for Committee of the Whole October 3, 2012; seconded by Mr. Franceschini.

#### **On Roll Call**

Ayes: Mr. Franceschini, Mr. Markham, Mr. Peters, Mr. Regan, Mr. Spalla

Nays: None

Abstain: Mrs. Moore

**MOTION CARRIED 5-1- 0**

Mr. Peters moved to approve the amended the minutes of October 17, 2012 Regular Board meeting as presented; the motion was seconded by Mr. Spalla. The Board was all in favor.

Mr. Franceschini move to approve October 17, 2012 Closed Session minutes. Mr. Spalla seconded the motion. The Board was all in favor.

**INFORMATION REPORTS**

**FINANCIAL REPORT**

Mr. Troy reviewed the Financial Report with the Board of Education. The revenue for the month, in all funds was \$639,074.60 or 3.4% of budgeted revenues. The expenditures for the month, in all funds, were \$1,288,262 or 6.9% of the budgeted expenditures.

|         | 2011      |       |             |       | 2012      |       |             |       |
|---------|-----------|-------|-------------|-------|-----------|-------|-------------|-------|
| October | \$651,914 | 3.71% | \$1,304,215 | 7.00% | \$639,075 | 3.41% | \$1,288,262 | 6.92% |

**TREASURER REPORT**

Mr. Troy reviewed the Treasurer's Report with the BOE reporting an ending balance of \$16, 034,441.39 for October.

**LINCOLN WAY SPECIAL EDUCATION MINUTES**

Mrs. Moore presented to BOE:

- Joint committee met twice
- Transporting 530 student; need additional vehicles
- SELF program at Oakview is finished; held Ribbon cutting ceremony
- Thanked MPS for possible location for LTTW program
- Approved a bid for two mini-bus for \$19, 460 each
- Received a gift of \$2,000
- Special Ed. Foundation approved 9 or 10 grant requests; totaling approx. \$6000.
- Completed their ROE Life Safety inspection
- District # 843 says there is a need for more SELF programs; Mrs. Moore said she would be an advocate for MIS and the space it could provide
- All Board Members received IPADS – 100% paperless at meetings

**TAX LEVY INFORMATION**

Mr. Troy presented the BOE with a 2012 levy presentation. While the anticipated amount of the levy does not require a public hearing Mr. Troy requested BOE direction for holding such a hearing. The consensus of the BOE was that due to past practice and full disclosure a tax levy hearing will be held at the December 19, 2012 meeting. Mr. Troy asked the BOE if there is a consensus with respect to the amount of the tentative tax levy as presented. There was a BOE consensus without objection to the tentative levy as presented. Mr. Troy then asked the BOE if there was a consensus with respect to publishing the tentative levy as presented. There was a BOE consensus without objection to proceed with publishing the tentative levy as presented.

**ANNUAL STATEMENT OF AFFAIRS FOR FISCAL YEAR ENDING 6/30/2012**

Mr. Troy presented to the BOE the Annual Statement of Affairs per School code Section 10-17 states that school districts are required to complete the ASA report. The District is required to publish Summary page 4; Salary Schedule page5; payments over \$2,500 page 6. ISBE will publish the ASA on the ISBE website also.

**THE ILLINOIS SCHOOL DISTRICT LIQUID ASSET FUND**

The Illinois School District Liquid Asset Fund, which is administered by PMA, is reconfirming that Mokena School District 159 still wishes to participate in the plan. The resolution for Authorizing or Re-

authorizing participation in "The Fund" was presented. The administration will be asking for approval in December.

#### **INTERGOVERNMENTAL AGREEMENT**

The intergovernmental agreement between the Park District and Mokena School District was presented with changes made by Mokena Park District. President Markham stated the previous agreement approved by the Board in October was no longer valid since changes have been made. Mr. Ford was not present at the Board meeting to answer questions regarding the changes.

Mr. Peters stated there were several changes made in this revised contract and that all Board members should review the changes.

Mr. Peters and Mrs. Moore want the Burros organization listed in the agreement as they have used this field in the past, coordinating their schedules with the Blue Demons organization who had the agreement for the last five years.

Mr. Markham said the Park District has had "a change of heart" regarding this agreement; they need more space.

Continued discussion took place regarding the contract. Mr. Peters reiterated that he insisted in September that the Burros organization should be listed in the intergovernmental agreement. Mr. Markham did not agree.

Mr. Spalla motioned to table the discussion regarding the intergovernmental agreement until the next Board meeting when Mr. Ford is present. Mr. Franceschini seconded the motion.

#### **On Roll Call**

Ayes: Mr. Franceschini, Mrs. Moore, Mr. Peters, Mr. Regan, Mr. Spalla

Nays: None

Abstain: Mr. Markham

**MOTION CARRIED 5-1- 0**

#### **SCHOOL IMPROVEMENT PLANS**

Principals Kirchner, Melnyczenko and Rolinitis presented to the BOE their school improvement plans for their assigned schools. Questions were asked and answered. The SIP will be attached to the 2012 Illinois School Report Card appropriately.

#### **CIPA COMPLIANCE**

Mr. Stein presented to the BOE a summary of the Children's Internet Protection Act (CIPA). This requirement becomes effective for E-Rate funding 2012 which began July 1, 2012. Policy is basically in place for minors to be educated in Internet safety. Requirements of CIPA are:

- Technology Protection Measure
- Internet Safety Policy
- Public Notice and Hearing
- Documentation for Undertaking Actions

The agenda for a regular scheduled Board of Education meeting will suffice as appropriate documentation. Administration will ask the BOE to approve the District's CIPA compliance at next regular meeting.

#### **BOARD ATTORNEY ADVICE AND BOARD COMMUNICATION**

Mr. Markham presented to BOE the findings of Board attorney John Fester as a follow up to a community member's concern regarding mailings from Board members:

The Board attorney, John Fester provided the following opinion: "I think it would be a good practice to clearly identify the communication as coming from the individual and not the Board. The following

should prevent any confusion about whether the person is speaking as an individual or a Board member:"

*"The views contained within reflect the views of the individual school board member who is the author of this communication, and may not reflect the views of the Mokena District 159 School Board."*

Mr. Fester also replied in an email: "Board members, outside of a Board meeting, are citizens like anyone else and enjoy the same rights of expression that other citizens enjoy. There is no Board policy that prevents individual members from expressing their beliefs or opinions, and the First Amendment would make it difficult, if not impossible, to enact such a policy."

Mrs. Moore asked to discuss the use of the school logo and stationary; she asked for an opinion from the attorney regarding an individual board member using the district logo. She asked Mr. Markham twice for an attorney opinion.

Mr. Peters agreed with the attorney written disclaimer and board member's First Amendment rights. He stated he did not agree with acknowledging some students for a good job and not all or some vendors for participation and not others; need to acknowledge all.

Mr. Markham explained his reasons for the communications to some and not all.

Mr. Markham closed the discussion.

#### **PARENT ADVISORY COMMITTEE**

Mr. Spalla explained to the BOE at the October Parent/Teacher Advisory Committee meeting there was a request for more teachers to attend; the request is to make this a Superintendent committee for the next few months. The committee would meet at four o'clock after school so more teachers and parents could be involved. There was a request to verify this change with Board policy.

#### **ACTION REPORTS**

##### **FUND BALANCE POLICY**

##### **Recommended motion:**

Mr. Spalla moved to approve fund balance policy as stated: The Superintendent or designee shall maintain fund balances adequate to ensure the District's ability to maintain levels of service, maintain its credit rating, and pay its obligations in a prompt manner in spite of unforeseen events or unexpected expenses. The superintendent shall inform the Board whenever the District must draw upon reserves or borrow money.

The School District shall seek to maintain the year-end average fund balance to no less than 25% and no greater than 65% of the annual expenditures. In the event that the year-end average fund balance falls outside of this range the Superintendent or designee shall provide the Board with an explanatory report detailing plans for operating outside the established range and a timeline for returning within this range. For example, implementing a curriculum or technology improvement plan, or saving for a significant capital improvement project. The motion was seconded by Mr. Franceschini.

Board discussion took place. Mrs. Moore wanted to raise the "floor" to 33%; to have four months in reserve. Mr. Peters does not feel comfortable with the 65% without the long range planning being complete.

##### **Amended motion:**

Mrs. Moore moved to approve fund balance policy as stated: The Superintendent or designee shall maintain fund balances adequate to ensure the District's ability to maintain levels of service, maintain its credit rating, and pay its obligations in a prompt manner in spite of unforeseen events or unexpected

expenses. The superintendent shall inform the Board whenever the District must draw upon reserves or borrow money.

The School District shall seek to maintain the year-end average fund balance to no less than 33% and no greater than 65% of the annual expenditures. In the event that the year-end average fund balance falls outside of this range the Superintendent or designee shall provide the Board with an explanatory report detailing plans for operating outside the established range and a timeline for returning within this range. For example, implementing a curriculum or technology improvement plan, or saving for a significant capital improvement project. The motion was seconded by Mr. Spalla.

**On Roll Call**

Ayes: Mr. Markham, Mrs. Moore, Mr. Regan, Mr. Spalla

Nays: Mr. Franceschini, Mr. Peters

Abstain: None

**MOTION CARRIED 4-2**

**RFP FOR CHEVY TRUCK**

**Recommend Motion:**

Mr. Franceschini moved that the Board of Education award the Chevrolet Silverado 2500HD Pick-up truck bid to the low bidder Phillips Chevrolet in the amount of \$26,706 which includes the optional 8 ft Pro Plus snow plow. The motion was seconded by Mr. Spalla.

**On Roll Call**

Ayes: Mr. Franceschini, Mr. Markham, Mrs. Moore, Mr. Peters, Mr. Regan, Mr. Spalla

Nays: None

Abstain: None

**MOTION CARRIED 6-0**

**DISTRICT BILLS**

**Recommended Motion:**

Mr. Markham reviewed District bills this month. Mr. Markham moved to approve the bills as presented. The motion was seconded by Mr. Spalla.

**On Roll Call**

Ayes: Mr. Franceschini, Mr. Markham, Mrs. Moore, Mr. Peters, Mr. Regan, Mr. Spalla

Nays: None

Abstain: None

**MOTION CARRIED 6-0**

**GIRLS ON THE RUN (GOTR)**

**Recommend Motion:**

Mr. Regan moved to approve the addition of *Girls on the Run* to Schedule B. The motion was seconded by Mr. Franceschini.

**On Roll Call**

Ayes: Mr. Franceschini, Mr. Markham, Mrs. Moore, Mr. Peters, Mr. Regan, Mr. Spalla

Nays: None

Abstain: None

**MOTION CARRIED 6-0**

The participation cost will be reviewed once it is determined what is being paid out of Student activity account.

**PERSONNEL**

**Recommended Motion:**

Mr. Spalla moved to approve personnel recommendations 1 through 6 as presented, subject to successful background checks, drug screening and physicals. The motion was seconded by Mr. Peters.

**On Roll Call**

Ayes: Mr. Franceschini, Mr. Markham, Mrs. Moore, Mr. Peters, Mr. Regan, Mr. Spalla

Nays: None

Abstain: None

**MOTION CARRIED 6-0**

**1. Administrative – Leave of Absence**

|                |   |          |                     |
|----------------|---|----------|---------------------|
| Charles Vitton | Assistant Superintendent of Instruction | District | 11/5/2012-12/3/2012 |
|----------------|---|----------|---------------------|

**2. Classified – New Hire**

|                 |                 |          |                      |                                    |
|-----------------|-----------------|----------|----------------------|------------------------------------|
| Kathrine Arroyo | Building Aide   | MJH      | 10/29/2012-5/29/2013 | \$8.38/hr-5 hrs/day<br>174 days/yr |
| Linda Durka     | Sub Food Server | District | As needed            | \$8.31/hr                          |

**3. Classified – Change of Hours**

|               |               |     |                  |                               |
|---------------|---------------|-----|------------------|-------------------------------|
| Rose Scannell | Building Aide | MJH | 10/29- 5/29/2013 | Hrs increased from 5 to 7 hrs |
|---------------|---------------|-----|------------------|-------------------------------|

**4. Classified- Resignation**

|                |            |          |            |
|----------------|------------|----------|------------|
| Keith McDonald | Bus Driver | District | 10/22/2012 |
| Tim Navarro    | Custodian  | District | 10/19/2012 |

**5. Certified- New Hire**

|                  |                      |     |            |              |
|------------------|----------------------|-----|------------|--------------|
| Mary Ann Ornelas | Extended Sub Teacher | MJH | 10/15/2012 | \$155.02/day |
|------------------|----------------------|-----|------------|--------------|

**6. Certified- Leave of Absence**

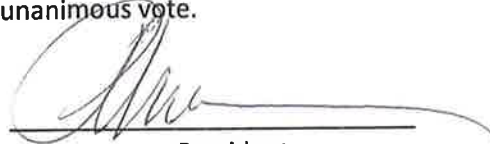
|                    |         |     |                                |
|--------------------|---------|-----|--------------------------------|
| Kym Van DeWoestyne | Teacher | MJH | 10/10/2012 until dr.'s release |
|--------------------|---------|-----|--------------------------------|

**CLOSED SESSION**

At 9:40 pm Mr. Franceschini moved to adjourn to November 17 Regular Meeting to go Closed Session for purposes of personnel; Pursuant of 5 ILSC 120/2 c (1). The motion was seconded by Mr. Regan. The Board adjourned for Closed Session by unanimous vote.

**ADJOURNMENT**

At 10:22 pm Mr. Markham moved to adjourn the November 12, 2012 Regular meeting; Mr. Franceschini seconded the motion. The meeting was adjourned by unanimous vote.



\_\_\_\_\_  
President



\_\_\_\_\_  
Secretary  
*Recording Secretary*

