

**AGENDA**  
**BOARD OF EDUCATION – MOKENA SCHOOL DISTRICT 159**  
**Mokena Elementary School**  
**January 12, 2012**

**7:00 PM**

- I. ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. COMMUNICATIONS**
  - Public
  - MTA
  - Board of Education
  - Educational Showcase- Nancy Chibe – MIS Rockets
- IV. SUPERINTENDENT REPORT**
  - FOIA requests
- V. APPROVAL OF PREVIOUS MINUTES**
  - Regular Meeting –December 8, 2011.....1
  - Closed Session –December 8, 2011 part 1
  - Closed Session- December 8, 2011 part 2
- VI. INFORMATION REPORTS**
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  - D. Committee Reports ..... discussion
    - 1. Finance
    - 2. Policy
      - Update
    - 3. Buildings & Grounds/Transportation
      - Update
    - 4. Parent Advisory /Discipline
    - 5. Curriculum
      - Update
    - 6. Technology
      - Update
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  - G. Joint Conference Report ..... verbal
  - H. NIICP Food Coop pamphlet.....front pocket/discussion
  - I. Current State of Technology .....presentation –Steve Hastings
- VII. ACTION REQUESTS**
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    - 2. Certified – Long Term sub
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<b>IX.</b>	<b>FOR THE GOOD OF MOKENA</b>	
<b>X.</b>	<b>CLOSED SESSION</b> For Purposes of Negotiations, Leasing and Personnel; not to return. Pursuant of 5 ILCS 120/2 (c)(1),(2),(6)	
<b>XI.</b>	<b>ADJOURNMENT</b>	

# INFORMATION REPORTS

**Treasurer's Report Income Summary**  
**December 01, 2011 - December 31, 2011**

<i>Fund</i>	<i>Beginning</i>	<i>Revenues</i>	<i>Expenses</i>	<i>Change</i>	<i>Ending Balance</i>	<i>% Change</i>
10 EDUCATION FUND	\$5,592,729.32	\$557,348.31	\$1,444,084.29	\$886,735.98-	\$4,705,993.34	-15.9%
20 OM FUND	\$1,671,518.31	\$16,398.37	\$118,976.53	\$102,578.16-	\$1,568,940.15	-6.1%
30 BOND - INTEREST FUND	\$1,418,365.31	\$24,747.14	\$1,112,622.50	\$1,087,875.36-	\$330,489.95	-76.7%
40 TRANSPORTATION FUND	\$1,923,229.55	\$15,067.95	\$77,341.42	\$62,273.47-	\$1,860,956.08	-3.2%
50 IMRF FUND	\$226,601.99	\$4,498.33	\$57,646.41	\$53,148.08-	\$173,453.91	-23.5%
61 NEW CONSTRUCTION FUND	\$755,207.68	\$19.84	\$0.00	\$19.84	\$755,227.52	0.0%
70 WORKING CASH FUND	\$1,642,286.09	\$1,088.68	\$0.00	\$1,088.68	\$1,643,374.77	0.1%
80 TORT FUND	\$227,774.11	\$1,442.62	\$0.00	\$1,442.62	\$229,216.73	0.6%
<b>Totals :</b>	<b>\$13,457,712.36</b>	<b>\$620,611.24</b>	<b>\$2,810,671.15</b>	<b>\$2,190,059.91-</b>	<b>\$11,267,652.45</b>	<b>0.00</b>

**Mokena School District 159**  
**Treasurer's Detail Investment Report**  
**December 31, 2011**

Fund	Mokena St Bank Checking	Certificates of Deposit	Commercial Paper	Federal Agencies	IIIT Money Market	Illinois Funds Money Market	ISDLAF Money Market	Fund Balances
10 Education & Adequacy Grant	\$ 59,702.10	\$ 2,550,317.29	\$ -	\$ -	\$ 38.98	\$ 55,888.38	\$2,040,046.59	\$ 4,705,993.34
20 Operations & Maintenance	\$ 7,265.90	\$ 1,087,687.29	\$ -	\$ -	\$ 30.92	\$ 31,873.52	\$ 442,082.52	\$ 1,568,940.15
30 Bond & Interest	\$ 6.94	\$ 318,178.91	\$ -	\$ -	\$ 5,811.51	\$ 6,441.85	\$ 50.74	\$ 330,489.95
40 Transportation	\$ 109,414.01	\$ 1,152,208.41	\$ -	\$ -	\$ 1.16	\$ 12,572.66	\$ 586,759.84	\$ 1,860,956.08
50 IMRF	\$ 2,349.38	\$ 105,126.23	\$ -	\$ -	\$ 72.04	\$ 174.22	\$ 65,732.04	\$ 173,453.91
61 New Construction	\$ 35,555.05	\$ -	\$ -	\$ -	\$ -	\$ 2,302.13	\$ 717,370.34	\$ 755,227.52
70 Working Cash	\$ 4,046.42	\$ 1,087,997.05	\$ -	\$ -	\$ 14.06	\$ 4,037.04	\$ 547,280.20	\$ 1,643,374.77
80 Tort Fund	\$ 921.86	\$ 38,184.82	\$ -	\$ -	\$ 0.59	\$ -	\$ 190,109.46	\$ 229,216.73
<b>TOTALS</b>	<b>\$ 219,261.66</b>	<b>\$ 6,339,700.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,969.26</b>	<b>\$ 113,289.80</b>	<b>\$4,589,431.73</b>	<b>\$ 11,267,652.45</b>
Percentages	1.946%	56.265%	0.000%	0.000%	0.053%	1.005%	40.731%	100.000%

**LINCOLN-WAY AREA SPECIAL EDUCATION  
Joint Agreement District 843**

**MINUTES**

**Regular Meeting, December 15, 2011**

Minutes of the regular meeting of the Board of Special Education, Will County, Illinois, held at Pioneer Grove Educational Center, 601 Willow Street, Frankfort, IL 60423, at 7:00 p.m. on the 15th day of December, 2011.

**I. CALL TO ORDER**

The meeting was called to order by President Katherine Moore at 7:00 p.m.

**II. ROLL CALL**

Present: Timothy Doyle (District #114), James Gast (District #210), Susan Gillooley (District #122) arrived at 7:03 p.m., Mary Kenny (District #161), Katherine Moore (District #159), Patrick Usher (District #157C)

Staff Present: Dr. Sally H. Bintz, Director  
Craig Englert, Assistant Director for Finance and Operations  
David Armbrecht, District 843 Transportation Supervisor  
Cheryl Della Penna, Administrative Assistant  
DiAnne Bielinski, Pioneer Grove Principal  
Mollie Frick, supervisor  
Debra Heffernan, Mackay Center Principal  
Sue Kaczmarczyk, supervisor  
Pam Pedziwiatr, Lincoln-Way Area Special Education Association  
Sarah Rexroad, supervisor  
Eileen Parente, supervisor  
Toni Strait, Lincoln-Way Area Special Education Association

Visitors Present: Cindy James

**III. APPROVAL OF MINUTES OF REGULAR MEETING AND CLOSED SESSION OF NOVEMBER 17, 2011**

*A motion was made by Mary Kenny and seconded by James Gast to approve the minutes of the Regular and Closed Session Meetings of November 17, 2011.*

**Voting Aye: Doyle, Gast, Kenny, Moore, Usher**

**Motion carried: 5 Aye, 0 Nay**

**IV. PUBLIC COMMENT**

There were no comments.

**V. REPORTS**

**A. Treasurer's Report -- Financial and Payables**

Mr. Englert reviewed the Treasurer's Report with the Governing Board.

**B. Review of Advisory Committee Minutes**

Dr. Bintz reviewed the minutes from the December 6, 2011 Advisory Meeting. She provided details about the SELF classes and their location for the 2012-13 school year. The primary and intermediate SELF classes will no longer be able to be housed at Spencer Campus next year. Dr. Bintz reported that there is a possibility of leasing the basement of Oakview School, but only if that area is renovated for student use, or utilizing space in District 161 for the program. Discussion took place among the Board Members about the additional costs associated with the leasing of the District 122 space and other possible options. Dr. Bintz will attend a special Advisory Committee meeting on December 16. At that time it is anticipated a recommendation should be provided by the superintendents regarding the

direction of the SELF classes the 2012-2013 school year. Dr. Bintz will report the outcome of that meeting to the Governing Board members.

C. Director's Report

1. *Foundation*

Dr. Bintz informed the Governing Board that approximately \$1,500 has been collected to date for the 50/50 holiday cash raffle sponsored by the Foundation. The SCRIP Cards for holiday entertaining and gifts has generated \$500 for the Foundation.

2. *Parent Advisory Council*

Dr. Bintz indicated there was no new information to report.

3. *Transportation*

Mr. Englert stated that on July 1, 2012 there will be nine vehicles coming off lease. He has met with Midwest Transit and will return in January with information about pricing for the nine buses.

4. *Mackay Life Safety Survey*

Mr. Englert indicated that it will be necessary to conduct a Life Safety Survey at the Mackay Educational Center in the spring of 2012. He is obtaining an estimate from the architects for the cost to perform that survey.

5. *Auditor*

Mr. Englert indicated that the Cooperative is in the third year of a three year contract with the current auditing firm. He was seeking the Governing Board's opinion about whether to seek auditing bids or continue with the current firm. Mr. Englert indicated that he is satisfied with the present firm's work. The Governing Board provided their general consensus that it was acceptable to continue with the current firm of Evans, Marshall & Pease.

6. *Holiday Open House*

Dr. Bintz informed the Governing Board that the Cooperative held their second Holiday Open House on December 8 at Pioneer Grove Educational Center. She indicated it was enjoyed by all in attendance.

D. Principals' Reports

Mackay Education Center

Debbie Heffernan stated that Katie Cichon from District 210 and 14 special education teachers visited the Mackay Center this week to tour the facility and observe the programs, as well as the Credit Recovery Program. Mrs. Heffernan also stated that they are nearing the end of the semester at Mackay and it appears that there may be two more students graduating. The service program has been making Christmas cards to send to members in the military.

Pioneer Grove Educational Center

DiAnne Bielinski reported that the Lincoln-Way East Madrigals performed for the students at Pioneer Grove this morning. Parent Involvement Day will take place on December 16 and the second annual PSO *Breakfast with Santa* will take place at Pioneer Grove Educational Center of December 17, 2011. Approximately 100 students and family members have registered for this event.

VI. APPROVAL OF THE CONSENT AGENDA

***Acting on the recommendation of the Director, Susan Gillooley moved, seconded by Mary Kenny for the Governing Board to ratify the Consent Agenda as follows:***

A. Approval of Current Payables

Current payables were presented for review in each respective fund.

- B. Approval of Financial Statement  
Dr. Bintz provided verbal Information regarding the Financial Statement for the month of November 2011 and investments through December 15, 2011.
- C. Approval of Personnel Items as Listed:
1. Resignation  
**Non-Certified Staff**  
*Ausra Petry*, paraprofessional, effective December 2, 2011.  
*Mary Zeller*, paraprofessional, effective November 28, 2011.
  2. Employment  
**Non-Certified Staff**  
*Joe Serio*, school psychologist, not to exceed 47 days, at \$500.00 per day.  
**Non-Certified Staff**  
*Kristin Medrano*, substitute bus driver, at a rate of \$15.67 per hour.  
*Stacy Taheny*, paraprofessional, at a rate of \$13.84 pr hour, effective December 5, 2011.
  - D. Approval of Stipends  
A \$2,000 stipend to be given to each of the following supervisors:  
*Dave Armbrecht, Robin Latman, Sue Kaczmarczyk, Eileen Parente, Sarah Rexroad*
  - E. FMLA Request  
*Employee 0509* to begin December 20, 2011  
*Employee 8028* to begin December 5, 2011  
*Employee 0993* to begin December 5, 2011  
*Employee 5293* to begin March 16, 2012
  - F. FOIA Request  
None were received
- CONSENT VOTE:**  
**Voting Aye:** *Gast, Gillooley, Kenny, Moore, Usher*  
**Voting Nay:** *Doyle*  
**Motion carried:** *5 Aye, 1 Nay*

VII. CLOSED SESSION

*A motion was made by Mary Kenny and seconded by Susan Gillooley to move to closed session at 7:50 p.m. for the purpose of discussing:*

- A. The appointment, employment, discipline, performance, or dismissal of specific employees of the Cooperative.
- B. Collective Negotiating Matters
- C. Matters Relating to Individual Students
- Voting Aye:** *Doyle, Gast, Gillooley, Kenny, Moore, Usher*  
**Motion carried:** *6 Aye, 0 Nay*

OPEN SESSION

*A motion was made by Mary Kenny and seconded by Patrick to return to open session at 8:07 p.m. On voice vote the motion carried.*

VIII. ACTION ITEMS

- A. Semi-Annual Review of Closed Session Minutes  
*A motion was made by Mary Kenny and seconded by James Gast to not open to the public the closed minutes for June 16, 2011, August 18, 2011, and October 20, 2011.*  
**Voting Aye:** *Gast, Gillooley, Kenny, Moore, Usher*  
**Voting Nay:** *Doyle*  
**Motion carried:** *5 Aye, 1 Nay*
- B. Verbatlm Destruction of Closed Session Minutes  
*A motion was made by Patrlck Usher and seconded by Susan Gillooley to approve the destruction of audio recordings of closed meetings of January 26, 2010, February 23, 2010, Mach 23, 2010, April 27,*



***2010, and May 24, 2010 due to the fact 18 months have passed since being made and the written minutes of the closed sessions have been approved by the Governing Board.***

***Voting Aye: Doyle, Gast, Gillooley, Kenny, Moore, Usher***

***Motion carried: 6 Aye, 0 Nay***

C. Employee Termination

***A motion was made by Timothy Doyle and seconded by Mary Kenny to approve the termination of employee 6757 due to inability to perform assigned duties.***

***Voting Aye: Doyle, Gast, Gillooley, Kenny, Moore, Usher***

***Motion carried: 6 Aye, 0 Nay***

IX. INFORMATION ITEMS AND ANNOUNCEMENTS

The next regular meeting of the Board of Special Education will be held at 7:00 p.m. on January 19, 2012 at the Administrative Center, Frankfort, IL.

X. ADJOURNMENT

A motion was made by James Gast and seconded by Patrick Usher that the meeting be adjourned. All members voted Aye. Motion carried. President Moore declared the meeting adjourned at 8:10 p.m.

Respectfully submitted,  
Cheryl A. Della Penna,  
Administrative Assistant

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary



## ***MOKENA SCHOOL DISTRICT 159*** **INFORMATION REPORT**

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**Date: January 3, 2012**

**To: Board of Education**

**From: Mr. Steve Stein, Superintendent**

**Re: Proposed Calendar for the 2012-2013 School Year**

Attached you will find a proposed school calendar for the 2012-2013 school year. According to this calendar the year would begin with teacher institutes on Thursday, August 16 and Friday, August 17, while the first day of student attendance would be Monday, August 20. This first student day would be a full-day.

If we do not use any of the five snow days, the school year is scheduled to conclude on Wednesday, May 29, 2013.

I have provided a copy of this draft calendar to the MTA Executive Board to allow them time for suggestions.

I will plan on bringing a calendar to the Board for approval at the February meeting.

*Mokena School District 159*  
**2012-2013 OFFICIAL SCHOOL CALENDAR**

July 2012					August 2012					September 2012				
Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
2	3	4 HOL	5	6			1	2	3	3 HOL	4	5	6	7
9	10	11	12	13	6	7	8	9	10	10	11	12 ED	13	14
16	17	18	19	20	13	14	15	16 TI	17 TI	17	18	19	20	21
23	24	25	26	27	20 SB	21	22	23	24	24	25	26	27	28
30	31				27	28	29	30	31					



## ***MOKENA SCHOOL DISTRICT 159*** **INFORMATION REPORT**

---

**Date:** January 4, 2012

**To:** Board of Education

**From:** Steve Stein, Superintendent

**Re:** Student Enrollment and Staff Projections 2012-2013

At this year's September Board meeting, I provided a report on student enrollment. When you include our current Early Start classes and our total students in outside placements our current student enrollment stands at 1814.

Attached to this report you will find the January 2012 enrollment update. You will notice a few key components.

- This year we will graduate an eighth grade class of 239.
- Since we've gone to half-day Kindergarten we've seen classes of around 130.
- There is a slight jump from Kindergarten to first grade.
- The current second grade class was the last group to have a full-day Kindergarten option. Up to that point the trend seemed to be classes of just under 200.

The following table shows the historic K-8 student enrollments;

<b><u>Year</u></b>	<b><u>Enrollment</u></b>
2000-2001	2215
2001-2002	2311
2002-2003	2337
2003-2004	2304
2004-2005	2322
2005-2006	2272
2006-2007	2199
2007-2008	2125
2008-2009	2081
2009-2010	2003
2010-2011	1962
2011-2012	1814

During this time of declining student enrollment, we have made substantial reductions in our total staff. Our peak staffing total was in the 2007-2008 school year when the district had a total of 262 employees. For this school year, 2011-2012 the district currently has 204 employees. This is a reduction of 58 employees or a 22% decline in staff.

Based on our highest student enrollment of 2322, to our current enrollment of 1814, we have seen a 22% decrease in student enrollment.

It seems as if we have reached a point with our staffing levels that allows us maximum efficiency of personnel without sacrificing student achievement or services. It is my fear that if we continue to reduce staff beyond the point we are currently, we will begin to risk student achievement and overall performance levels in the district. Even though we may be working with a smaller student body, the expectations and requirements do not change. Though we will most likely graduate a larger eighth grade class, versus a smaller incoming Kindergarten class, it would be my recommendation that we replace six of the seven retiring teachers at the end of this school year.

Below you will find current and potential grade level break-downs;

<b>2011-2012</b>			
<b>Grade</b>	<b>Sections</b>	<b>Ave. Class Size</b>	<b>Total Students</b>
Kdg.	3	21.3	128
First	6	25.3	152
Second	7	25.7	180
Third	7	25.6	179
Fourth	7	26.3	184
Fifth	7	29.3	205

<b>2012-2013</b>			
<b>Grade</b>	<b>Sections</b>	<b>Ave. Class Size</b>	<b>Total Students</b>
Kdg.	3	21.6	130
First	6	25	150
Second	6	26.6	160
Third	7	25.7	180
Fourth	7	25.6	179
Fifth	7	26.3	184

<b>2011-2012</b>	
<b>Grade</b>	<b>Total Students</b>
Six	228
Seventh	221
Eighth	239

<b>2012-2013</b>	
<b>Grade</b>	<b>Total Students</b>
Six	205
Seventh	228
Eighth	221

MJH would continue with a similar number of FTE's next year with one change. This year MJH has 35 FTE's, along with Mrs. Thomas teaching one music class, and Mr. Manns teaching P.E. at MJH except for two classes at MES. My suggestion would be to have Mr. Manns teach exclusively at MJH next year.

The one large unknown in this is next year's second grade class. The 2011-2012 second grade class is larger, as it was the last full-day Kindergarten class. So my thought is that our current first grade class is not going to get to the size of our current second grade class. The class size average that you see in the table for second grade in the 12-13 school year is based on what I feel would be a large class size increase to 160 students. Right now this current first grade class is at 152 students.

Below is a chart outlining the total full-time equivalent certified staff employed by the district. These numbers include not only teachers but also, social workers, psychologists, Rtl coordinator, reading specialists and speech pathologists. The second chart shows the reduction of only rehiring six positions for the seven retiring teachers at the end of this year. That reduction would come in a section of second grade.

<b>2011-2012 FTE's</b>	
MES	37
MIS	21.7
MJH	36
<b>Total</b>	<b>94.7</b>

<b>2012-2013 FTE's</b>	
MES	36
MIS	21.7
MJH	36
<b>Total</b>	<b>93.7</b>

If this recommendation meets with Board approval, the administrative team will continue to discuss the relevant issues regarding staffing for next school year.

# ACTION REQUESTS

## Action Request

Mokena School District 159

### REGULAR MEETING

Personnel Recommendations – January 12, 2012

NAME	POSITION	BUILDING	EFFECTIVE DATE	EMPLOYMENT DETAIL
<b>1. Certified – Leave of Absence</b>				
Guendling, Cathy	Teacher	MES	12/5/2011 (upon doctor's release)	Medical Leave
<b>2. Certified- Long-term Sub</b>				
Timm, Emily	Teacher	MES	Effective 1/5/2011	149.84/day (long term sub rate)

**Recommended Motion:**

*"Move to approve personnel recommendations 1 and 2 as presented, subject to successful background check, drug screening (if applicable) and physical."*





## ***MOKENA SCHOOL DISTRICT 159*** **ACTION REQUEST**

---

**Date:** December 14, 2011

**To:** Board of Education  
Mr. Steve Stein, Superintendent

**From:** Chris Clavenna, MES Principal  
Judy Splayt, MES Assistant Principal

**RE:** Medical Leave for Cathy Guendling

Due to unforeseen circumstances Cathy Guendling will need to take a medical leave effective Monday December 5, 2011 with the possible return date of January 3, 2011. Cathy will be using sick days to cover this leave.



## ***MOKENA SCHOOL DISTRICT 159*** **ACTION REQUEST**

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**Date:** December 14, 2011

**To:** Board of Education  
Mr. Steve Stein, Superintendent

**From:** Chris Clavenna, MES Principal  
Judy Splayt, MES Assistant Principal

**RE:** Hiring of Mrs. Emily Timm

Due to the medical leave of Cathy Guendling, I would like you to approve the hiring of Mrs. Emily Timm as the long term substitute teacher. The effective date was Monday, December 5, 2011. Emily has been a substitute teacher in our district and is very familiar with the curriculum.

If this recommendation meets with your approval the following motion would be appropriate, "...move to accept the hiring of Mrs. Emily Timm as the long term substitute teacher for Ms. Cathy Guendling."



## **MOKENA SCHOOL DISTRICT 159**

### **ACTION REQUEST**

---

Date: January 4, 2012

To: Board of Education  
Mr. Steve Stein, Superintendent

From: Mr. Kirt Hendrick, Director of Business Operations

Re: Disposal of Outdated Computer Equipment

Mokena School District needs to dispose of obsolete and broken computer equipment and components that have been in storage and taking up valuable space. There are approximately 200 CRT monitors, computers, keyboards, miscellaneous speakers, mouse devices, and battery back-ups. It is by law that these items be disposed of properly. Mokena School IT Department will coordinate the disposal with Vintage Technology Co., which is the same company the Village of Mokena and Will County use to dispose of their obsolete equipment.

#### **Recommended Motion:**

*"I recommend that the Board of Education approve the disposal of obsolete/ broken computer components and equipment."*

If you need additional information, please let me know.

## **School District Organization**

### **District Organization, Operations, and Cooperative Agreements**

The District is organized and operates as an Elementary District serving the needs of children in grades Kindergarten through 8 and others as required by The School Code.

The District enters into and participates in joint programs and intergovernmental agreements with units of local government and other school districts in order to jointly provide services and activities in a manner that will increase flexibility, scope of service opportunities, cost reductions, and/or otherwise benefit the District and the community. The Superintendent shall manage these activities to the extent the program or agreement requires the District's participation, and shall provide periodic implementation or operational data and/or reports to the Board concerning these programs and agreements. The District participates in the following joint programs and intergovernmental agreements:

*Lincoln-Way Area Special Education*

*Kinderbridge*

*Ivy League*

*Metra*

*Blue Demons*

*Mokena Park District*

LEGAL REF.: Ill. Constitution, Art. VII, Sec. 10.  
5 ILCS 220/1 et seq.

ADOPTED: September 12, 2007

REVISED: January 12, 2012

## **Board of Education**

### **Committees**

The Board of Education may establish committees to assist with the Board's governance function and, in some situations, to comply with State law requirements. These committees are known as Board committees and report directly to the Board. Committee members may include both Board members and non-Board members depending on the committee's purpose. The Board President makes all Board committee appointments unless specifically stated otherwise. Board committee meetings shall comply with the Open Meetings Act. A Board committee may not take final action on behalf of the Board – it may only make recommendations to the Board.

Committees shall operate under the following guidelines:

1. The Board President shall appoint ~~no more than 2~~ Board members to serve on a committee.
2. The President and the committee members shall establish the committee's meeting dates, time, and place.
3. The Superintendent may attend all committee meetings.

### **Special Board Committees**

A special committee may be created for specific purposes or to investigate special issues. A special committee is automatically dissolved after presenting its final report to the Board or at the Board's discretion.

### **Standing Board Committees**

A standing committee is created for an indefinite term although its members will fluctuate. Standing committees are:

1. Parent-Teacher Advisory Committee. This committee assists in the development of student discipline policy and procedure. Its members are parents/guardians and teachers, and may include persons whose expertise or experience is needed. The committee reviews such issues as administering medication in the schools, reciprocal reporting between the School District and local law enforcement agencies regarding criminal offenses committed by students, student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.
2. The Behavioral Interventions Committee, coordinated by the Executive Director of the Special Education Cooperative, develops, implements, and monitors procedures for using behavioral interventions in accordance with Board Policy 7:230, *Misconduct by Students with Disabilities*. Committee reports and recommendations are made to the School Board as requested by the Board.
3. Finance Committee.
4. Technology Committee.

Nothing in this policy limits the authority of the Superintendent or designee to create and use committees that report to him or her or to other staff members.

LEGAL REF.: 5 ILCS 120/1 et seq.  
105 ILCS 5/10-20.14 and 10/1 et seq.  
23 Ill.Admin.Code Part 226.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of Board of Education Meetings), 2:240 (Board Policy Development), 7:190 (Student Discipline), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: September 12, 2007

REVISED: October 13, 2012,

REVISED: June 9, 2011

REVISED: January 12, 2012

## **Board of Education**

### **Board of Education Meeting Procedure**

#### **Agenda**

The Board President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require discussion or explanation before Board of Education action. Any Board member may request the withdrawal of any item under the consent agenda for independent consideration.

Items submitted by Board of Education members to the Superintendent or the President shall be placed on the agenda. District residents may suggest inclusions for the agenda; suggested inclusions must be made at least 14 days prior to next school board meeting and may be included at the discretion of the board.

The Superintendent shall provide a copy of ~~the~~ a draft agenda, with adequate data and background information, to each Board of Education member at least ~~48 hours~~ 7 days before ~~each~~ a scheduled regular meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with Board policy 2:200, *Types of Board of Education Meetings*.

The Board President shall determine the order of business at regular Board of Education meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

#### **Association Rights, Association Concerns - Board Agenda, Board Meetings – Notification, Board of Education “Board Packets” Delivered to Association President**

**Please refer to the current Mokena Public Schools Professional Negotiations Agreement Between Mokena Teachers' Association, IEA/NEA and Board of Education Mokena Public School District 159.**

#### **Voting Method**

Following the motion and a second from the Board of an action item, the Board President will request comments or questions from any interested parties in the audience. Subsequent to the comment and input, the Board President will then direct the discussion to the School Board.

Unless otherwise provided by law, when a vote is taken upon any measure before the Board of Education, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of “abstain” or “present,” or a vote other than “yea” or “nay,” or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of “abstain” or “present,” or a vote other than “yea” or “nay,” or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes shall be rotated.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board’s minutes.

Any School Board member may request that his or her vote be changed before the President announces the result.

Any School Board member may request that his or her vote be recorded and may append a statement explaining it.

### Minutes

The Board Secretary shall keep written minutes of all Board of Education meetings (whether open or closed), which shall be signed by the President and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Board of Education members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted "yea" and "nay";
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act authorizing the closed meeting;
7. A record of all motions, the members making the motion and the second; and
8. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the Board of Education for approval or modification at its next regularly scheduled open meeting.

At least semi-annually in an open meeting, the Board: (1) reviews minutes from closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The Board of Education may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

The Board of Education's meeting minutes must be submitted to the Board's Treasurer on the first Monday of April and October, and at other times as the Treasurer may require.

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within 7 days after the Board's approval; they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any Board of Education member. Minutes from closed meetings are likewise available, but only if the Board of Education has released them for public inspection. The minutes shall not be removed from the Superintendent's office except by vote of the Board of Education or by court order.

The Board's open meeting minutes shall be posted on the District website within 7 days after the Board approves them; the minutes will remain posted for at least 60 days.

### Board Minutes

**Please refer to the current Mokena Public Schools Professional Negotiations Agreement Between Mokena Teachers' Association, IEA/NEA and Board of Education Mokena Public School District 159.**

### Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained within the District's main office.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.



Individual Board members may listen to verbatim recordings when that action is germane to their responsibilities. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

#### Quorum and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board of Education constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

#### Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use Robert's Rules of Order, Newly Revised (10th Edition), as a guide when a question arises concerning procedure.

#### Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board of Education meeting. Requests for special needs, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

LEGAL REF.: 5 ILCS 120/2a, 120/2.02, 120/2.05, and 120/2.06.  
105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.  
Prosser v. Village of Fox Lake, 438 N.E.2d 134 (1982).

CROSS REF.: 2:200 (Types of Board of Education Meetings), 2:210 (Organizational Board of Education Meeting), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board)

ADOPTED: September 12, 2007

REVISED : September 14, 2011

REVISED: January 12, 2012

## **School Board**

### **Access to District Public Records**

Full access to the District's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures.

#### **Freedom of Information Officer**

The Superintendent shall serve as the District's Freedom of Information Officer and is assigned all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees but the delegation shall not relieve the Superintendent of the responsibility for the action that was delegated. The Superintendent or designee(s) shall report any FOIA requests and the status of the District's response to the Board at each regular Board meeting. **This report will convey the basic message of the FOIA request.**

#### **Definition**

The District's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School District.

#### **Requesting Records**

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. All requests for inspection and copying shall immediately be forwarded to the District's Freedom of Information Officer or designee.

#### **Responding to Requests**

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; or
3. Complying with the request would be unduly burdensome.

Within 5 business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to 5 business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the delay, and (2) either inform the person of the date on which a response will be made or agree with the person in writing on a compliance period.

When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request.

### Copying Fees

Persons making a request for copies of public records must pay any applicable copying fee. The Freedom of Information Officer shall, as needed, recommend a copying fee schedule for the Board's approval. Copying fees, except when fixed by statute, are reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies. No fee shall be charged for electronic copies other than the actual cost of the recording medium.

### Access

The inspection and copying of a public record that is the subject of an approved access request is permitted at the District's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.

Many public records are immediately available from the District's website including, but not limited to, a description of the District and the methods for requesting a public record.

### Preserving Public Records

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g. a litigation hold), District auditor, or other individual authorized by the School Board or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

LEGAL REF.: 5 ILCS 140/, Illinois Freedom of Information Act.  
105 ILCS 5/10-16.  
820 ILCS 130/5.

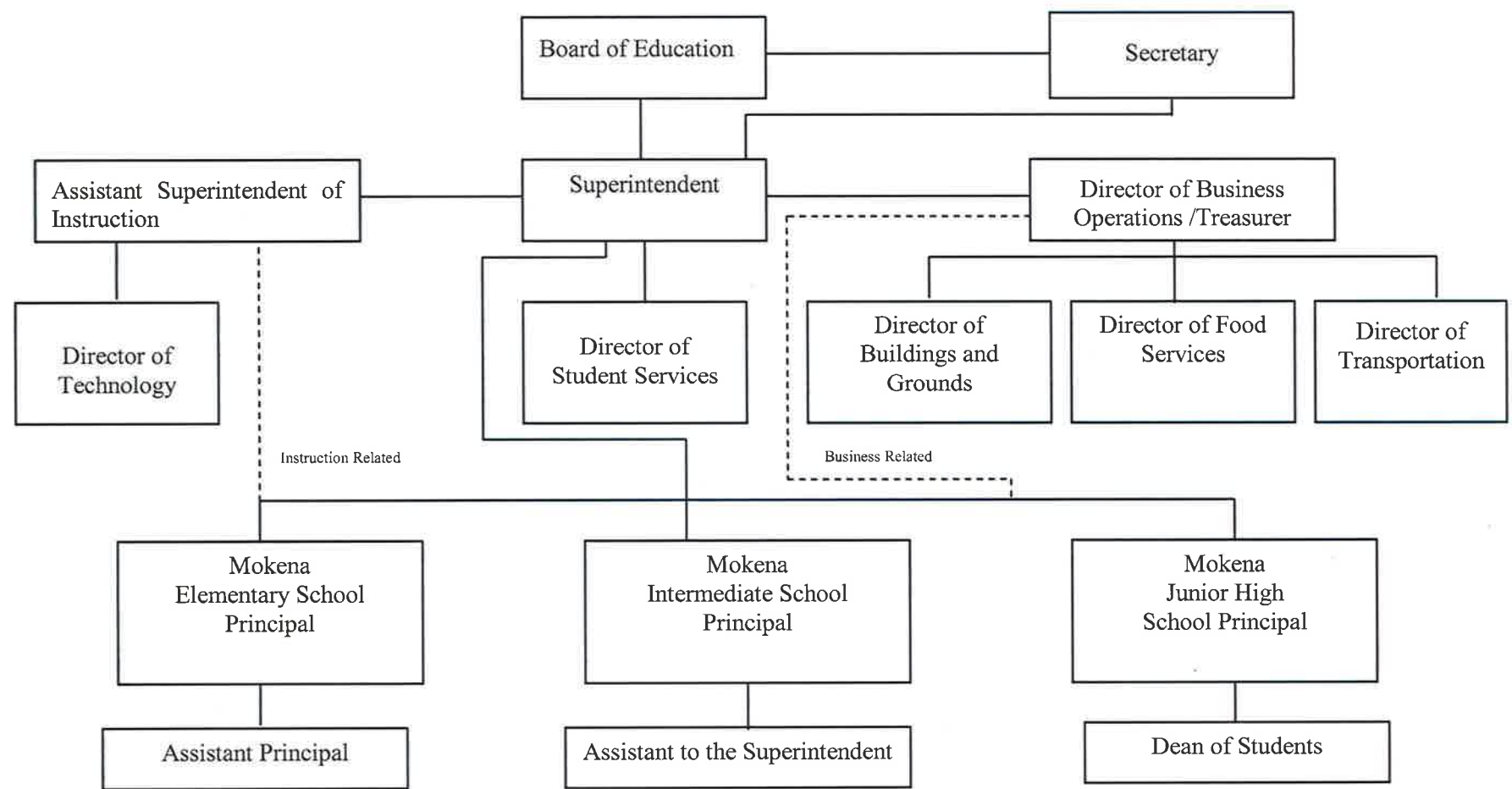
CROSS REF.: 2:140 (Communications To and From the Board), 5:150 (Personnel Records),  
7:340 (Student Records)

ADOPTED: September 12, 2007

REVISED: November 14, 2007, February 10, 2010, January 12, 2012

# **General School Administration**

## **Administrative Procedure – Organizational Chart**



## **Operational Services**

### **Fiscal and Business Management**

The **Director of Business Operations** ~~Assistant Superintendent for Business~~ is responsible for the School District's fiscal and business management. This responsibility includes annually preparing and presenting the District's statement of affairs to the Board of Education and publishing it before December 1 as required by State law.

The **Director of Business Operations** ~~Assistant Superintendent for Business~~ shall ensure the efficient and cost-effective operation of the District's business management using computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each person using the District's electronic network shall complete an "Authorization for Electronic Network Access."

### **Budget Planning**

No later than January 31, the Board of Education adopts a proposed budget calendar, indicating dates for presentation by the **Director of Business Operations** ~~Assistant Superintendent for Business~~ of receipts, estimates, preliminary expenditure recommendations by funds, and major Board of Education actions affecting the budget. The District's fiscal year is from July 1 until June 30. The **Director of Business Operations** ~~Assistant Superintendent for Business~~ shall present to the Board of Education, no later than the first regular meeting in August, a tentative budget with appropriate explanation. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational program. The District's budget shall be entered upon the Illinois State Board of Education's "School District Budget Form." To the extent possible, the tentative budget shall be balanced as defined by the State Board of Education guidelines. The Assistant Superintendent for Business shall complete a tentative deficit reduction plan if one is required by the State Board of Education guidelines.

### **Preliminary Adoption Procedures**

After receiving the **Director of Business Operations** ~~Assistant Superintendent for Business~~'s proposed budget, the Board of Education sets the date, place, and time for:

1. A public hearing on the proposed budget, and
2. The proposed budget to be available to the public for inspection.

The Board of Education Secretary shall arrange to publish a notice in a local newspaper stating the date, place, and time of the proposed budget's availability for public inspection and the public hearing. The proposed budget shall be available for public inspection at least 30 days before the time of the budget hearing.

At the public hearing, the proposed budget shall be reviewed and the public shall be invited to comment, question, or advise the Board of Education.

### **Final Adoption Procedures**

The Board of Education adopts a budget before the end of the first quarter of each fiscal year, September 30, or by such alternative procedure as State law may define. To the extent possible, the budget shall be balanced as defined by the State Board of Education; if not balanced, the Board will adopt a deficit reduction plan to balance the District's budget within 3 years according to State Board of Education requirements.

The Board of Education adopts the budget by roll call vote. The budget resolution shall be incorporated into the meeting's official minutes. Board of Education members' names voting yea and nay shall be recorded in the minutes.



The **Director of Business Operations** ~~Assistant Superintendent for Business~~ or designee shall perform each of the following:

1. Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website.
2. Notify parents/guardians that the budget is posted and provide the website's address.
3. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year, certified by the District's Chief Fiscal Officer, with the County Clerk within 30 days of the budget's adoption.
4. Make all preparations necessary in order for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act, and file a Certificate of Tax Levy with the County Clerk on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.
5. Submit the annual budget, a deficit reduction plan if one is required by State Board of Education guidelines, and other financial information to the State Board of Education according to its requirements.

Any amendments to the budget or Certificate of Tax Levy shall be made as provided in The School Code and Truth in Taxation Act.

#### Budget Amendments

The Board of Education may amend the budget by the same procedure as provided for in the original adoption.

#### Implementation

The **Director of Business Operations** ~~Assistant Superintendent for Business~~ or designee shall implement the District's budget and provide the Board of Education with a monthly financial report that includes all deficit fund balances. The amount budgeted as the expenditure in each fund is the maximum amount that may be expended for that category, except when a transfer of funds is authorized by the Board of Education.

The Board of Education shall act on:

- All interfund loans , interfund transfers , and transfers within funds.
- All expenditures that are to be charged to a contingency account, if such an account exists.

LEGAL REF.: 35 ILCS 200/18-55 et seq.  
105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, and 5/20-8.

CROSS REF.: 4:40 (Incurring Debt), 6:235 (Access to Electronic Networks)

ADOPTED: September 12, 2007

**REVISED:** January 12, 2012

## **Operational Services**

### **Transportation**

The District shall provide ~~free~~ fee based transportation for all students in the District: (1) students residing at a distance of one and one-half miles or more from their assigned schools, will pay a fee of \$200 per student for the 2011-2012 school year or (2) residing within one and one-half miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard as determined by the Illinois Department of Transportation Rules. The District ~~may provide and~~ will charge a fee of \$375 per student for the 2011-2012 school year for transportation for other students residing within one and one-half miles from their assigned school. ~~A student's parent(s)/guardian(s) may file a petition with the Board of Education requesting transportation due to the existence of a serious safety hazard.~~ In order for student transportation to be as efficient as possible, it is the District's goal to have bus stops located where safe corners and sidewalks are available, or locations that allow students to assemble. Free transportation services and vehicle adaptation for special education students shall be provided if included in the students' individualized educational programs. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

Bus schedules and routes shall be determined by the Director of Transportation and shall be altered only with the Director of Transportation's approval and direction.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
105 ILCS 5/10-22.22 and 5/29-1 et seq.  
105 ILCS 45/1-15.  
625 ILCS 5/1-182, 5/11-1414.1, and 5/13-109.  
23 Ill.Admin.Code §§1.510 and 226.935.

CROSS REF.: 5:280 (Educational Support Personnel - Duties and Qualifications), 6:140  
(Education of Homeless Children)

ADOPTED: September 12, 2007

REVISED: January 12, 2012

## General Personnel

### Ethics

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional relationships with students, parents, staff members, and others.

The following employees must file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. ~~Head of any department;~~ Directors of Buildings and Grounds, Food Service and Transportation
4. Any employee responsible for negotiating contracts, including collective bargaining agreement, in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

### Ethics and Gift Ban

Board policy 2:105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

### Outside Employment and Conflict of Interest

No District employee shall be directly or indirectly interested in any contract, work, or business of the District, or in the sale of any article by or to the District, except when the employee is the author or developer of instructional materials listed with the State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District.

Employees shall not engage in any other employment or in any private business during regular wing hours or at such other times as are necessary to fulfill appropriate assigned duties.

LEGAL REF.: U.S. Constitution, First Amendment.  
5 ILCS 420/4A-101 and 430/1-1 et seq.  
50 ILCS 135/1 et seq.  
105 ILCS 5/22-5 and 5/24-22.  
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).

CROSS REF.: 2:105 (Ethics and Gift Ban)

ADOPTED: September 12, 2007

REVISED: January 12, 2012