

**AGENDA**  
**BOARD OF EDUCATION – MOKENA SCHOOL DISTRICT 159**  
**Mokena Elementary School**  
**Band Room**  
**November 14, 2012**  
**7:00 PM**

- I. ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. COMMUNICATIONS**
  - Public
  - PTA/MEF - Report on Fall Fling
  - MTA
  - Board of Education
- IV. SUPERINTENDENT REPORT**
- V. PRINCIPAL REPORTS**
- VI. APPROVAL OF PREVIOUS MINUTES**
  - Committee of the Whole - October 3, 2012..... 1
  - Regular Meeting – October 17, 2012.....6
  - Closed Session – October 3 and October 17, 2012
- VII. INFORMATION REPORTS**
  - A. Financial Report (5 min.)..... front pocket
  - B. Treasurer Report (5 min.) ..... 13
  - C. Special Education Minutes..... 15
  - D. Tax Levy Information ..... 24
  - E. Annual Statement of Affairs ..... 29 & front pocket
  - F. Illinois School Liquid Asset Fund Resolution ..... 30
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- VIII. ACTION REQUESTS (30 min.)**
  - A. Reserve Tax Caps ..... 63
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  - E. Personnel ..... 68
    - 1. Administrative - LOA
    - 2. Classified - New Hire
    - 3. Classified - change of hours
    - 4. Classified - Resignation
    - 5. Certified – New Hire
    - 6. Certified – LOA
- IX. CLOSED SESSION** For the purposes of Personnel; not to return. Pursuant of 5 ILCS 120/2(c)(1).
- X. ADJOURNMENT**

# INFORMATION REPORTS



**Treasurer's Report Income Summary**  
**October 01, 2012 - October 31, 2012**

<i>Fund</i>	<i>Beginning Balance</i>	<i>Revenues</i>	<i>Expenses</i>	<i>Change</i>	<i>Ending Balance</i>	<i>% Change</i>
10 EDUCATION FUND	\$7,369,926.43	\$502,669.98	\$1,042,057.74	\$539,387.76-	\$6,830,538.67	-7.3%
20 OM FUND	\$1,914,423.17	\$73,311.46	\$138,692.18	\$65,380.72-	\$1,849,042.45	-3.4%
30 BOND - INTEREST FUND	\$2,369,283.77	\$39,622.46	\$0.00	\$39,622.46	\$2,408,906.23	1.7%
40 TRANSPORTATION FUND	\$2,202,609.25	\$13,890.15	\$67,895.53	\$54,005.38-	\$2,148,603.87	-2.5%
50 IMRF FUND	\$253,783.52	\$7,541.33	\$39,616.09	\$32,074.76-	\$221,708.76	-12.6%
61 NEW CONSTRUCTION FUND	\$753,194.51	\$45.80	\$0.00	\$45.80	\$753,240.31	0.0%
70 WORKING CASH FUND	\$1,704,385.89	\$1,094.88	\$0.00	\$1,094.88	\$1,705,480.77	0.1%
80 TORT FUND	\$116,021.79	\$898.54	\$0.00	\$898.54	\$116,920.33	0.8%
<b>Totals :</b>	<b>\$16,683,628.33</b>	<b>\$639,074.60</b>	<b>\$1,288,261.54</b>	<b>\$649,186.94-</b>	<b>\$16,034,441.39</b>	

**Mokena School District 159**  
**Treasurer's Detail Investment Report**  
**October 31, 2012**

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	\$ 149,809.72	\$ 4,448,380.25	\$ -	\$ -	\$ 6,905.62	\$ 45,935.39	\$2,179,507.69	\$ 6,830,538.67
20 Operations & Maintenance	\$ 26,812.88	\$ 1,701,127.69	\$ -	\$ -	\$ 998.37	\$ 41,904.77	\$ 78,198.74	\$ 1,849,042.45
30 Bond & Interest	\$ 41.33	\$ 1,541,919.63	\$ -	\$ -	\$ 4,354.79	\$ 6,447.60	\$ 856,142.88	\$ 2,408,906.23
40 Transportation	\$ 148,448.30	\$ 1,834,790.37	\$ -	\$ -	\$ 2,899.11	\$ 12,583.87	\$ 149,882.22	\$ 2,148,603.87
50 IMRF	\$ 2,563.47	\$ 160,642.80	\$ -	\$ -	\$ 698.59	\$ 174.35	\$ 57,629.55	\$ 221,708.76
61 New Construction	\$ 25,296.02	\$ -	\$ -	\$ -	\$ -	\$ 2,304.18	\$ 725,640.11	\$ 753,240.31
70 Working Cash	\$ 4,054.11	\$ 1,521,306.43	\$ -	\$ -	\$ 866.59	\$ 4,040.64	\$ 175,213.00	\$ 1,705,480.77
80 Tort Fund	\$ 4,375.64	\$ 55,766.39	\$ -	\$ -	\$ 65.66	\$ -	\$ 56,712.64	\$ 116,920.33
<b>TOTALS</b>	<b>\$ 361,401.47</b>	<b>\$11,263,933.56</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,788.73</b>	<b>\$ 113,390.80</b>	<b>\$4,278,926.83</b>	<b>\$ 16,034,441.39</b>
Percentages	2.254%	70.248%	0.000%	0.000%	0.105%	0.707%	26.686%	100.000%

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

**MINUTES**

**Regular Meeting, September 20, 2012**

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 20th day September 2012.

**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), Deborah Kedzior (District #122), Mary Kenny (District #161), Katherine Moore, (District #159), Patrick Usher (District #157C)

Absent:

Staff Present: Dr. Sally H. Bintz, Director  
Craig Englert, Assistant Director for Finance and Operations  
Cheryl Della Penna, Administrative Assistant  
David Armbrecht, District 843 transportation supervisor  
DiAnne Bielinski, Pioneer Grove Principal  
Judy Boyens, District 843 supervisor  
Mollie Frick, District 843 supervisor  
Brian Grund, District 843 teacher  
Debbie Heffernan, Mackay Principal  
Holly Kasper, Lincoln-Way Area Special Education Association

Visitors Present: Ken Buck  
Laura Gardner  
James Moustis  
Tara Moustis  
Kim VanderWoude

**III. APPROVAL OF MINUTES OF REGULAR MEETING OF AUGUST 16, 2012**

*A motion was made by Mary Kenny and seconded by Patrick Usher to approve the minutes of the Regular and Closed Meetings of August 16, 2012.*

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

*Voting Abstain: Doyle*

*Motion carried: 5 Aye, 1 Abstain*

**IV. PUBLIC COMMENT**

Mr. Ken Buck, President of PLASE, was present to provide an update about the meeting activities and speakers scheduled for the school year. He distributed a flyer indicating there are five general meetings held throughout the year and that the next meeting is scheduled for October 9. Mr. Buck expressed his appreciation to the District 843 staff for their support throughout the year. Dr. Bintz thanked Mr. Buck for his leadership on the PLASE Advisory Council over the past years. Mrs. Moore expressed the appreciation of the Governing Board for Mr. Buck's service over the years.

**V. REPORTS**

A. Treasurer's Report – Financial and Payables

Mr. Englert provided the Treasurer's Report for the Governing Board. He indicated that the Cooperative is financially where they are expected to be at this time. The IDEA grant is expected at the end of this month.

B. Review of Advisory Committee Minutes

Dr. Bintz reviewed the minutes from the September 11, 2012 Advisory Meeting.

C. Director's Report

1. *Parent Advisory Council*

Dr. Bintz introduced the following members of the Parent Advisory Council: Laura Gardner, Tara and Jim Moustis, and Kim VanderWoude. Mrs. Gardner indicated that the Council has determined the next step for their focus based on parenting needs in all of the districts. She stated that it was the recommendation of the Council that the Cooperative support:

- a Peer Mentoring program to help parents of special needs children adjust to their new or current circumstances.
- the PAC as they embark on designing and organizing the Peer Mentoring program which will provide an educational and supportive environment for parents to mentor other parents across all the schools in District 843.
- the PAC as they work with the Cooperative's Administration to develop a local Resource Guide for parents of newly diagnosed children with special needs.

The Governing Board provided a general consensus of support to the proposal as described above.

2. *Joint Site and Long Range Planning Committee*

Dr. Bintz indicated that the Committee met on September 18, 2012. A topic discussed pertained to the increased growth in the Pioneer Grove building and that by the end of next year the building will be filled. The Committee previously determined in the event that Pioneer Grove require more classroom space that the administration should move to another location out of the Pioneer Grove building instead of the students. The Cooperative is looking at additional space at the Mary Drew School in District 161 and Cherry Hill in District 122. Mr. Usher indicated that Dr. Bintz and Mr. Englert have put together thorough information with regard to building space in 161 and 122. A future meeting for the Committee has not been set at this time.

3. *Transportation*

Dr. Bintz indicated that everything is going well in the Transportation Department. There is a total of 530 students requiring Cooperative transportation at this time. Dr. Bintz also stated that recently there has been administrative analysis regarding the streamlining of paper work necessary for student transportation information.

4. *ESY Reports*

Dr. Bintz referred to the ESY Information for Pioneer Grove and the Mackay Center which was in the agenda. The ESY transportation worked very well due to the fact all of the classes were in the same building. The Director expressed her appreciation to the Cooperative Principals for their ESY work.

5. *Oakview SELF Classes*

Dr. Bintz reported that the renovation of the Oakview site should be completed by October 1 with the students expected to tour the facility prior to the opening day of October 8, 2012. Mrs. Kedzior asked if the Governing Board Meeting could be scheduled at the new Oakview site for October 18, 2012. The Governing Board was in agreement with this recommendation.

6. *iPads*

Dr. Bintz stated that iPads have been purchased and software has been installed for future use at the Governing Board Meetings. At this time Mrs. Moore, Mrs. Kedzior, Mr. Englert, and Dr. Bintz will be using the iPads for Board documents and meetings.

7. *Classroom Updates*

Dr. Bintz stated there has been an increase in early childhood students due to families moving in and clinic screenings. At this time Districts 114, 159, and 161 are adding new students to their early childhood classrooms.

8. *Teacher Evaluation Process*

Dr. Bintz stated that all supervisors have completed the modules necessary for teacher evaluations. There is an evaluation committee to look at how the evaluation tool relates to special education practice.

9. *Cooperative Initiatives*

Dr. Bintz indicated that she has located a site in Mokena Intermediate School for former Lose The Training Wheel students to practice riding with their families. The summer camp has been scheduled in June. The Cooperative's new partnership between District 843, Oak Lawn 218 Community High School, and The Chicago School of Professional Psychology will have two psychology interns participating in activities that include a monthly grand rounds meeting open to all pertinent district personnel. The partnership will add to the level of service and quality of the programming that the Cooperative is offering students.

10. *Workmans' Compensation Insurance Coverage*

Mr. Englert referred to the Workers' Compensation Insurance agreement that the Cooperative currently has with the Illinois Public Risk Fund which has been effective since January 1, 2010. Mr. Englert suggested that the Governing Board go out for quotes for this insurance and provide the current company with a 90 day notice of potential termination. The Governing Board was in agreement with Mr. Englert to obtain quotes.

11. *SCOPE Board*

Dr. Bintz stated that the SCOPE board has been in contact with her to see if the Cooperative could send a representative to their meetings which take place during the day in Oak Lawn. Dr. Bintz indicated that she would be agreeable to attending these meetings as a representative of District 843.

D. *Principals' Reports*

*Mackay Education Center*

Dr. Heffernan stated that the Mackay Center has completed 1/8 of the school year with Friday being the end of the first quarter. The MacTrack credit recovery program is very successful and the student interest remains strong. A field trip is scheduled to take the students to a recycling plant and the Center has added both health instruction and exercise to their programs.

*Pioneer Grove Educational Center*

DIAnne Bielinski reported that the Parent Student Organization held its first event which was a Back to School Pizza Party on September 11 with 40 students and parents in attendance. Home Depot came to spend the day with the students and helped them make projects with the supplies that they donated to the school. This event was scheduled in conjunction with the Art Kick Off program at Pioneer Grove.

E. *FMLA*

**Dr. Bintz reported leaves for the following employees have been designated as FMLA leave entitlement:**

Employee 1062, teacher, beginning December 12, 2012

Employee 5839, social worker, beginning November 5, 2012

Employee 7542, social worker, beginning February 20, 2013

Employee 4405, teacher, beginning October 23, 2012.



VI. APPROVAL OF THE CONSENT AGENDA

*Acting on the recommendation of the Director, Mary Kenny moved, seconded by Deborah Kedzior, 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  
The Financial Statement for the month of August, 2012 and investments through September 20, 2012 were presented.
- C. Approval of Personnel Items as Listed:
  - 1. Employment
    - Certified Staff**  
*Millie Herbst*, speech and language pathologist, effective August 27, 2012 for up to 12 workweeks, at a rate of \$63.00 per hour.
    - Non-Certified Staff**  
*Amanda Bisping*, bus monitor, effective September 18, 2012, at a rate of \$9.00 per hour.  
*Heidi Curtis*, bus driver, effective August 16, 2012, at a rate of \$13.50 per hour.  
*Nadine Fischer*, high school helper, effective September 27, 2012, at a salary of \$8.25 per hour.  
*Lauren Garvick*, office help, effective September 6, 2012, at a rate of \$8.25 per hour.  
*Diane Hernandez*, bus driver, effective September 17, 2012 at a salary of \$13.84 per hour.  
*Susan Monreal*, bus driver, effective August 1, 2012, at a rate of \$80.84 per day.  
*Laura Ryan*, paraprofessional in the SCII program, effective September 17, 2012, at a rate of \$10.30 per hour.  
*Elaine Scanlon*, paraprofessional in the SELF program, effective September 24, 2012, at a rate of \$15.13 per hour.  
*Sheila Vuckovich*, paraprofessional, in the Pioneer Grove multi-needs program, effective August 27, 2012, at a rate of \$10.00 per hour.
- D. Reading of Policy 270.13 Second Reading – *Board of Education Section* – School Board Meeting Procedure
- E. FOIA Request  
*Elizabeth Balderas from the Illinois Senate Democratic Victory Fund.*

**CONSENT VOTE:**

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

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

VII. ACTION ITEMS

- A. Approval of Full-Time Assistant Routing Special Position  
*A motion was made by Mary Kenny and seconded by Patrick Usher to approve a full-time Assistant Routing Specialist position in the Transportation Office.*  
**Voting Aye:** *Doyle, Gast, Kedzior, Kenny, Moore, Usher*  
**Motion carried:** *6 Aye, 0 Nay*
- B. Approval to Purchase Two Minivans  
*A motion was made by Mary Kenny and seconded by Deborah Kedzior to approve the purchase of two minivans at a price of \$19,460 each to include licensing and delivery.*  
**Voting Aye:** *Doyle, Gast, Kedzior, Kenny, Moore, Usher*  
**Motion carried:** *6 Aye, 0 Nay*

C. Acceptance of Gift

*A motion was made by Timothy Doyle and seconded by Mary Kenny to accept a donation in the amount of \$2,000.00 from the Knights of Columbus Council #10926 to be designated for special education classes.*

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

*Motion carried: 6 Aye, 0 Nay*

VIII. CLOSED SESSION

*A motion was made by Mary Kenny and seconded by Patrick Usher to move to closed session at 8:01 p.m. for the purpose of discussing:*

*A. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Cooperative.*

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

*Motion carried: 6 Aye, 0 Nay*

OPEN SESSION

*A motion was made by Mary Kenny and seconded by Deborah Kedzior to return to open session at 8:18 p.m. On voice vote the motion carried.*

IX. INFORMATION ITEMS AND ANNOUNCEMENTS

The next regular meeting of the Board of Special Education will be held at 7:00 p.m. on October 18, 2012 at the Oster-Oakview School, 809 N. Cedar Road, New Lenox, IL.

X. ADJOURNMENT

A motion was made by Mary Kenny and seconded by James Gast that the meeting be adjourned. All members voted Aye. Motion carried. President Moore declared the meeting adjourned at 8:19 p.m.

Respectfully submitted,  
Cheryl A. Della Penna,  
Administrative Assistant

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

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

**MINUTES**

**Regular Meeting, October 18, 2012**

Minutes of the regular meeting of the Board of Special Education, Will County, Illinois, held at Oster-Oakview School, 809 N. Cedar Road, New Lenox, IL, at 7:00 p.m. on the 18th day October 2012.

**I. CALL TO ORDER**

The meeting was called to order by Vice President Timothy Doyle at 7:00 p.m.

**II. ROLL CALL**

Present:

Timothy Doyle (District #114), James Gast (District #210), Deborah Kedzior (District #122), Mary Kenny (District #161), Katherine Moore (District #159) arrived at 7:33 p.m., Mike Turner (District #157C) substituting for Patrick Usher.

Member Absent:

Patrick Usher

Staff Present:

Dr. Sally H. Bintz, Director  
Cheryl Della Penna, administrative assistant  
David Armbricht, District 843 transportation supervisor  
DiAnne Bielinski, Pioneer Grove principal  
Judy Boyens, supervisor  
Mollie Frick, supervisor  
Debra Heffernan, Mackay Center principal  
Holly Kasper, Lincoln-Way Area Special Education Association  
Robin Latman, supervisor  
Tracey Lesh, teacher  
Sue Kaczmarczyk, supervisor  
Cathy Muckian, speech pathologist  
Sarah Rexroad, supervisor

Visitors Present:

Dana Bergthold  
Jacqueline Brown  
Mark Fleming  
Jacqueline Miller  
Amanda Novotny

**III. APPROVAL OF MINUTES OF REGULAR MEETING OF SEPTEMBER 20, 2012**

*A motion was made by James Gast and seconded by Deborah Kedzior to approve the minutes of the Regular Meeting of September 20, 2012.*

*Voting Aye: Doyle, Gast, Kedzior, Kenny, Turner*

*Motion carried: 5 Aye, 0 Nay*

**IV. RECESS MEETING**

*A motion was made by James Gast and seconded by Deborah Kedzior to recess the meeting at 7:03 p.m. to attend the ribbon cutting ceremony to celebrate the opening of the SELF classroom suite in the Oster-Oakview Elementary School in New Lenox, IL.*

*Voting Aye: Doyle, Gast, Kedzior, Kenny, Turner*

*Motion carried: 5 Aye, 0 Nay*

V. CALL MEETING TO ORDER

Vice President Doyle called the meeting to order at 7:33 pm.

VI. PUBLIC COMMENT

Audience members expressed appreciation for the new space at Oster-Oakview and indicated their satisfaction with the renovation design.

VII. REPORTS

A. Treasurer's Report – Financial and Payables

Dr. Bintz reviewed the Treasurer's Report with the Governing Board.

B. Review of Advisory Committee Minutes

Dr. Bintz reviewed the minutes from the October 9, 2012 Advisory Meeting.

C. Director's Report

1. *Foundation*

Dr. Bintz reported the Foundation will meet on October 20 and at that time the Foundation members will consider eighteen grant application requests. It was also announced that the Foundation will present the third fundraiser event in the spring.

2. *Parent Advisory Council*

Dr. Bintz reported that the Parent Advisory Council will sponsor the third Parent University on November 3, 2012. This event will be sponsored by the Parent Advisory council of District 843 with support and assistance from the PLASE organization.

3. *Interim Financial Report*

The interim financial report was provided to the Governing Board.

4. *Joint Site and Long Range Planning Committee*

Dr. Bintz informed the Governing Board that two meetings of the Committee have taken place. The Committee determined in the event that Pioneer Grove required more classroom space that the administration should move to another location out of the Pioneer Grove building instead of the students. In response to Board Member Kedzior's question, Dr. Bintz stated that the Pioneer Grove building houses students ages 3 to 16. Also, the requirement of additional classroom space is due to many of the students aging up, which would necessitate moving them to another classroom, and also the current trend is for the students to remain closer to home instead of attending private facilities that, in many cases, require transportation one hour each way to those facilities. Board Member Turner inquired about the number of administrative staff that would be involved in a move and Dr. Bintz identified the staff and the space they currently utilize. The next meeting is scheduled for October 30, 2012.

5. *Oakview Site*

Dr. Bintz reiterated her pleasure in working with District 122 to make the transition possible for the SELF program students.

6. *Will County Health/Life Safety Annual Inspection Report*

Dr. Bintz indicated the 2012/2013 Health/Life Safety Annual Inspection Report for the Cooperative facilities indicated no violations. The Director stated that this report speaks to the amount of attention that Mr. Englert has placed in the efficiency of the school buildings.

D. Principals' Reports

Pioneer Grove Educational Center

DiAnne Bielinski reported that Pioneer Grove received a book donation from the Mokena Public Library and that they plan to make another donation in January, 2013. The collection of box tops by the staff at

Pioneer Grove has enabled them to purchase ten life jackets to be used by the students participating in swimming at Lincoln-Way East. Previously, by using the box tops, Mrs. Bielinski has been able to purchase gym equipment and art supplies. The Parent School Organization will host a family night on October 24 and the students will be provided with goodie bags during the event.

Mackay Education Center

Dr. Debbie Heffernan reported that the students will visit Irons Oaks Environmental Learning Center on October 22 and participate in team building activities. She reported that first quarter grades reflected that one quarter of the students at Mackay are on the honor roll. Enrollment is also increasing.

E. FMLA

**Dr. Bintz reported leaves for the following employees have been designated as FMLA leave entitlement:**

Employee 9514, occupational therapist, begin September 19, 2012

Employee 4930, assistant director, begin October 10, 2012

Employee 9929, speech pathologist, begin September 17, 2012

VIII. APPROVAL OF THE CONSENT AGENDA

**Acting on the recommendation of the Director, Katherine Moore 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

Information regarding the Financial Statement for the month of September 2012 and investments through October 18, 2012 was provided to the Governing Board.

C. Approval of Personnel Items as Listed:

1. Resignation

Non-Certified Staff

Marie Genovese, substitute monitor, effective September 11, 2012.

James Visny, on call transportation substitute, effective October 3, 2012.

Elbert Washington, bus driver, effective October 11, 2012

2. Employment

Certified Staff

Diane Petronio, speech/language pathologist, effective October 1, 2012, at a rate of \$63.00 per hour.

Non-Certified Staff

Gregory Bartz, bus monitor, at a rate of \$9.00 per hour, effective October 1, 2012.

Theresa Bodach, paraprofessional, AI classroom at Spencer Pointe, at a rate of \$11.00 per hour, effective September 24, 2012.

Wendell Clayborn, bus driver, at a rate of \$14.37 per hour, effective October 1, 2012.

Michelle Jennings, paraprofessional, SI classroom at Mokena Elementary, at a rate of \$11.00 per hour, effective September 24, 2012.

Brandon Koch, student worker in Transportation Department, at a rate of \$8.25 per hour, effective October 1, 2012.

Heather Lee, bus driver, at a rate of \$14.01 per hour, effective October 9, 2012.

Kerry Malecki, assistant routing specialist, at a salary of \$35,000, effective October 9, 2012.

Laurie McDermott, paraprofessional, AIM 1 classroom at Pioneer Grove, at a rate of \$11.67 per hour, effective November 5, 2012.

3. Parental Leave

Elizabeth Gillespie from March 16 and ending March 27, 2013.

D. FOIA Request

None were received.

**CONSENT VOTE:**

**Voting Aye: Doyle, Gast, Kedzior, Kenny, Moore, Turner**

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

IX. ACTION ITEMS

A. Closed Session Minutes of September 20, 2012

*A motion was made by James Gast and seconded by Deborah Kedzior to approve the minutes of the Closed Session Meeting of September 20, 2012.*

*Voting Aye: Doyle, Gast, Kedzior, Kenny, Moore, Turner*

*Motion carried: 6 Aye, 0 Nay*

X. CLOSED SESSION

*A motion was made by Katherine Moore and seconded by Deborah Kedzior to move to closed session at 8:01 p.m. for the purpose of discussing:*

A. The appointment, employment, discipline, performance, or dismissal of specific employees of the Cooperative.

*Voting Aye: Doyle, Gast, Kedzior, Kenny, Moore, Turner*

*Motion carried: 6 Aye, 0 Nay*

OPEN SESSION

*A motion was made by Timothy Doyle and seconded by Deborah Kedzior to return to open session at 8:28 p.m. On voice vote the motion carried.*

XI. INFORMATION ITEMS AND ANNOUNCEMENTS

The next regular meeting of the Board of Special Education will be held at 7:00 p.m. on November 15, 2012 at the Administrative Center, Frankfort, IL.

XII. ADJOURNMENT

A motion was made by Kathrine Moore and seconded by Deborah Kedzior that the meeting be adjourned. All members voted Aye. Motion carried. Vice President Doyle declared the meeting adjourned at 8:36 p.m.

Respectfully submitted,  
Cheryl A. Della Penna,  
Administrative Assistant

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary



# MOKENA PUBLIC SCHOOLS

## DISTRICT 159

### Information Report

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November 14, 2012

TO: Board of Education  
Steve Stein  
Superintendent

FROM: John Troy  
Director of Business Operations

RE: **2012 Real Estate Tax Levy**

The Real Estate Tax Levy is a means by which local government agencies such as school districts acquire funds for its operation. The amount raised from property taxes is called the "**levy**." Tax rates for the levy are computed by dividing the levy request for each fund by the equalized assessed valuation to provide a percentage factor for each fund. Equalized assessed valuation is the taxable value of property as determined through the County and State assessment process.

It is important that taxing bodies levy at a rate that captures new property being added to the tax roles. This is to avoid the loss of current and future tax dollars by not taxing the new property and loosing the future taxes. When a board of education adopts its final property tax levy it will not have its final EAV figure for that calendar year. The school district typically learns this number after the calendar year has ended. Because of this discrepancy, school districts routinely increase their annual property tax levy by a percentage to cover any unreported increases in the EAV. This process of increasing the levy by an amount greater than what the school district anticipates it is entitled to receive is sometimes referred to as "ballooning" or inflating the levy. Regardless of the amount requested the amount actually extended will be limited by Property Tax Extension Limitation Law (PTELL).

The tax rates for equalized assessed valuation are controlled by maximum statutory rates and PTELL. At this time because our District is well within the maximum statutory rates our tax rate is only restricted by PTELL. PTELL restricts the levy increase to either the Consumer Price Index (CPI) or 5%, **whichever is lower**. The CPI for used for the 2012 levy is 3.0%.

The Truth-in-Taxation Law establishes the procedures that taxing districts must follow when they adopt their levies. If a taxing district proposes an aggregate levy that is more than 5 percent higher than the total amount of taxes it billed in the previous year, it must publish the required notice in a local newspaper and hold a public hearing. At the public hearing, the taxing district must explain the reasons for its levy and proposed

increase. Anyone who wants to present testimony must be given the opportunity to do so. After the hearing, the taxing district may adopt the tax levy. The Truth-in-Taxation Law also requires a taxing district to publish a notice within 15 days of its levy adoption if its final aggregate levy is higher than the amount stated in the published notice or, if the taxing district was not required to publish a notice and hold a Truth-in-Taxation hearing, the final aggregate levy is 5 percent higher than the previous year's final aggregate levy.

Every taxing district must file its levy with the county clerk by the last Tuesday in December and certify that it has complied with all Truth-in-Taxation publication, notice, and hearing requirements. If a taxing district does not comply with the requirements of the Truth-in-Taxation Law, the county clerk must limit the levy increase to 5 percent.

Please find attached the levy worksheets and a estimated Certificate of Levy. In accordance with the Truth in Taxation Law 35 ILCS 200/18-60 not less than 20 days prior to the adoption of the its aggregate levy each taxing district shall determine the amounts of money estimated to be raised by taxation for that year upon the taxable property of the district.



Original: ☒ X  
Amended: ☐

ILLINOIS STATE BOARD OF EDUCATION  
School Business and Support Services Division  
217/785-8779

EXHIBIT A

CERTIFICATE OF TAX LEVY

A copy of this Certificate of Tax Levy shall be filed with the County Clerk of each county in which the school district is located on or before the last Tuesday of December.

District Name	Mokena Elementary	District Number	159	County	Will
---------------	-------------------	-----------------	-----	--------	------

Amount of Levy

Educational	\$ 10,480,000	Fire Prevention & Safety *	\$ 0
Operations & Maintenance	\$ 1,200,000	Tort Immunity	\$ 51,000
Transportation	\$ 415,000	Special Education	\$ 415,000
Working Cash	\$ 61,000	Leasing	\$ 0
Municipal Retirement	\$ 215,000		\$ 0
Social Security	\$ 215,000	Other	\$ 0
		Total Levy	\$ 13,052,000

\* Includes Fire Prevention, Safety, Energy Conservation, Disabled Accessibility, School Security, and Specified Repair Purposes.

See explanation on reverse side.

Note: Any district proposing to adopt a levy must comply with the provisions set forth in the Truth in Taxation Law.

We hereby certify that we require:

the sum of 10,480,000 dollars to be levied as a special tax for educational purposes; and  
the sum of 1,200,000 dollars to be levied as a special tax for operations and maintenance purposes; and  
the sum of 415,000 dollars to be levied as a special tax for transportation purposes; and  
the sum of 61,000 dollars to be levied as a special tax for a working cash fund; and  
the sum of 215,000 dollars to be levied as a special tax for municipal retirement purposes; and  
the sum of 215,000 dollars to be levied as a special tax for social security purposes; and  
the sum of 0 dollars to be levied as a special tax for fire prevention, safety, energy conservation, disabled accessibility, school security and specified repair purposes; and  
the sum of 51,000 dollars to be levied as a special tax for tort immunity purposes; and  
the sum of 415,000 dollars to be levied as a special tax for special education purposes; and  
the sum of 0 dollars to be levied as a special tax for leasing of educational facilities or computer technology or both, and temporary relocation expense purposes; and  
the sum of 0 dollars to be levied as a special tax for \_\_\_\_\_; and  
the sum of 0 dollars to be levied as a special tax for \_\_\_\_\_  
on the taxable property of our school district for the year 2012

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2012 \_\_\_\_\_  
(President)

\_\_\_\_\_  
(Clerk or Secretary of the School Board of Said School District)

When any school is authorized to issue bonds, the school board shall file a certified copy of the resolution in the office of the county clerk of each county in which the district is situated to provide for the issuance of the bonds and to levy a tax to pay for them. The county clerk shall extend the tax for bonds and interest as set forth in the certified copy of the resolution, each year during the life of the bond issue. Therefore to avoid a possible duplication of tax levies, the school board should not include a levy for bonds and interest in the district's annual tax levy.

Number of bond issues of said school district that have not been paid in full 2

# LEVY INPUT PAGE - ASSUMPTIONS

Tax Levy Year:  Enter Year of Levy

District Name:  Enter District Name

District Number:  Enter District Number

County 1:

County 2:

County 3:

County 4:

Fill out County names as needed - leave other boxes blank

PTELL - Tax Capped:  Choose Yes or No

Original Tax Levy Certificate:

Amended Tax Levy Certificate:

Enter "x" in one box only

Consumer Price Index:  Enter CPI for Year ending 2011, for the 2012 Levy.

Actual Total EAV for 2011:  Enter Actual rate setting EAV for 2011

Estimated % change from 2011 EAV:  Enter reassessment percentage before New Construction

Estimated New Construction for 2012:  Enter Estimated New Construction

Estimated Total EAV for 2012:  Includes New Construction

Total change from prior year:  Includes New Construction

No. of Tax Levied Bond Issues Outstanding:

	Input Maximum Tax Rate:	Total 2011 Extension for all Counties:	Input 2011 Will County Extension:
Educational	3.50%	\$10,019,460.23	10,019,460.23
Operations & Maintenance	0.55%	\$1,121,608.02	1,121,608.02
Transportation		\$389,943.34	389,943.34
Working Cash	0.50%	\$58,342.66	58,342.66
Municipal Retirement		\$201,818.00	201,818.00
Social Security		\$201,818.00	201,818.00
Fire Prevention & Safety *		\$0.00	
Tort Immunity		\$48,817.33	48,817.33
Special Education	0.40%	\$389,943.34	389,943.34
Leasing		\$0.00	
Input Fund Name:		\$0.00	

Total Capped Extension for 2011:

SEDOL IMRF (Lake County Only)

Bond and Interest Extension for 2011:

Total 2011 Extension:

\* Includes Fire Prevention, Safety, Energy Conservation, Disabled Accessibility, School Security, and Specified Repair Purposes.

# 2012 LEVY CALCULATION PAGE

Limiting Rate:  $\frac{(\text{Prior Year Extension} \times (1 + \text{Lesser of 5\% or CPI}))}{(\text{Total EAV} - \text{New Construction})}$

Limiting Rate: 0.2264%  
Estimated Capped Extension: \$12,816,023.69

Consumer Price Index: 3.00%

Actual Total EAV for 2011: \$5,953,333,347  
Estimated % change from 2011 EAV: -5.00%

Estimated New Construction for 2012: \$5,000,000  
Estimated Total EAV for 2012: \$5,660,666,680  
Total change from prior year: -4.92%

	Prior Year Extension:	Maximum Tax Rate:	Individual Fund Estimated Maximum Extension:	Prorated Extension based on prior year extension:	Manual Override:	Balloon % input:	Levy Amount:
Educational	\$10,019,460.23	3.50%	\$198,123,333.79	\$10,329,167.67	\$10,480,000		\$10,480,000.00
Operations & Maintenance	\$1,121,608.02	0.55%	\$31,133,666.74	\$1,156,277.59	\$1,200,000		\$1,200,000.00
Transportation	\$389,943.34	0.00%	\$0.00	\$401,996.72	\$415,000		\$415,000.00
Working Cash	\$58,342.66	0.50%	\$28,303,333.40	\$60,146.07	\$61,000		\$61,000.00
Municipal Retirement	\$201,818.00			\$208,056.31	\$215,000		\$215,000.00
Social Security	\$201,818.00			\$208,056.31	\$215,000		\$215,000.00
Fire Prevention & Safety *	\$0.00	0.00%	\$0.00	\$0.00			\$0.00
Tort Immunity	\$48,817.33			\$50,326.30	\$51,000		\$51,000.00
Special Education	\$389,943.34	0.40%	\$22,642,666.72	\$401,996.72	\$415,000		\$415,000.00
Leasing	\$0.00	0.00%	\$0.00	\$0.00			\$0.00
	\$0.00	0.00%	\$0.00	\$0.00			\$0.00

Capped Extension/Levy \$12,431,750.92

\$280,203,000.64

\$12,816,023.69

\$13,052,000.00

Capped Levy

\$13,052,000.00

Truth in Taxation

4.99%

NO

Levy in excess of estimated extension: \$235,976.31

SEDOL IMRF \$0.00

SEDOL IMRF

\$0.00

Bond and Interest: \$2,125,340.04

Bond and Interest: \$2,230,000.00

\$2,230,000.00

4.92%

Total Extension/Levy \$14,557,090.96

Total Levy

\$15,282,000.00

4.98%



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

---

Date: November 7, 2012

To: Board of Education  
Mr. Steve Stein  
Superintendent

From: John Troy  
Director of Business Operations

Re: **Annual Statement of Affairs for the Fiscal Year Ending 6/30/2012**

The School Code, Section 10-17 (105ILCS 5/10-17) states that, school districts are required to complete the Annual Statement of Affairs Report (ASA). Attached is a copy of the district's ASA Report for the fiscal year ending June 30, 2012.

The information for this ISBE report comes from the FY12 Annual Financial Report and the payroll and accounting programs. The district is required to publish the following pages of the report in the newspaper by December 1, 2012:

- Published Summary page 4
- Salary Schedule page 5
- Payments Over \$2,500 page 6

The ASA Report must be filed with Illinois State Board of Education (ISBE) electronically no later than December 15 annually. ISBE will publish the ASA on the ISBE website by January 15 of the following year.



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

---

Date: November 7, 2012

To: Board of Education  
Mr. Steve Stein  
Superintendent

From: John Troy  
Director of Business Operations

Re: Illinois School District Liquid Asset Fund Resolution

We have been informed that the USA Patriot Act requires financial institutions such as banks and security companies to request new identifying information and authorizations in order to maintain current and accurate client account information. 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.

In December, we will be presenting the attached resolution for approval to participate in the Illinois School District Liquid Asset Fund. Our participation in this fund helps Mokena School District 159 obtain higher interest on liquid funds meeting all of the state collateral obligations.

We have been working with the Illinois Liquid Asset Fund since 1993. If you have any questions, please contact me.

**RESOLUTION AUTHORIZING OR REAUTHORIZING  
PARTICIPATION IN "THE FUND"**

**A RESOLUTION FOR FORMAL APPROVAL OF THE TREASURER'S PARTICIPATION IN THE FUND BY THE BOARD  
OF THE SCHOOL DISTRICT OR COMMUNITY COLLEGE ON BEHALF OF WHICH THE TREASURER ACTS**

WHEREAS this Board deems it to be in the best interest of Mokena School District 159  
(insert name of School District or Community College) to participate in the Illinois School District Liquid Asset Fund Plus (the  
"Fund"); and


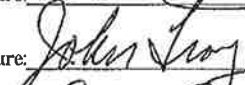

WHEREAS, this Board deems it to be in the best interest of this school entity for its Treasurer to make use of, from time to time, the Fund  
and its programs, including the Multi-Class Series (Liquid Class and MAX Class), Term Series, Fixed Income Investments, and other Fund  
services that may be offered by the Trustees of the Fund; and

WHEREAS, this Board deems it to be in the best interest of this school entity for its Treasurer to make use of, from time to time, PMA  
Financial Network, Inc., PMA Securities, Inc., Prudent Man Advisors, Inc. and Harris N.A., and/or their successors; and

WHEREAS, various materials regarding the Fund have been presented to this Board, including copies of its Information Statement and  
Declaration of Trust,

**NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD:**

- That the Board authorizes (or reauthorizes) its participation in the Fund by the Treasurer of this school entity; and
- That the Treasurer or those acting on behalf of the Treasurer shall invest the school entity's available funds from time to time and  
withdraw such funds from time to time in accordance with the provisions of the Declaration of Trust; and
- That the Treasurer or those acting on behalf of the Treasurer shall make use of, from time to time, Fixed Income Investments  
offered by the Fund and which are legal under Illinois investment statutes, including but not limited to 30 ILCS235 and that  
which are also permitted by this school entity's investment policy; and
- That monies of this entity may be invested at the discretion of the Treasurer or those acting on behalf of the Treasurer through the  
intermediaries PMA Securities, Inc., PMA Financial Network, Inc., and Prudent Man Advisors, Inc. and/or their successors; and
- That the entity may open depository accounts, make permitted investments, enter into wire transfer agreements, safekeeping  
agreements, third party surety agreements securing deposits, collateral agreements, letters of credit, and lockbox agreements with  
institutions participating in Fund programs including BMO Harris Bank, its successor, or programs of PMA Financial Network,  
Inc. and PMA Securities, Inc., and that any depository institutions shall be deemed eligible depositories for District funds per  
Illinois School Code Section 8-7. Monies of this entity may be deposited in financial institutions, from time to time in the  
discretion of the Authorized Officials, pursuant to the Fixed Income Investment Program available to participants of the Fund  
through the intermediaries PMA Financial Network, Inc. and PMA Securities, Inc. PMA Financial Network Inc. and/or PMA  
Securities, Inc. are authorized to act on behalf of this school entity as its agent with respect to such accounts and agreements; and
- That the Treasurer or those acting on behalf of the Treasurer may execute documents, financial planning contracts, financial  
advisory contracts and other applicable agreements, as necessary, with PMA Financial Network, Inc., PMA Securities, Inc.,  
Prudent Man Advisors, Inc., and Harris N.A., and/or their successors. The following individuals, or their successors, currently  
holding the office or position are designated as "Authorized Officials" with full power and authority to effectuate the investment  
and withdrawal of monies, contracts and agreements on behalf of this school entity.

Name: <u>Steve Stein</u>	Position: <u>Superintendent</u>	Signature: 
Name: <u>John Troy</u>	Position: <u>Director of Business Operations</u>	Signature: 
Name: <u>Donna J Dockus</u>	Position: <u>Payroll/Acct Coord</u>	Signature: 
Name: _____	Position: _____	Signature: _____

It is hereby certified that Mokena School District 159, the Treasurer of which is  
Steve Stein adopted this Resolution at a duly convened meeting of the Board of the entity held  
on the 5th day of December, 2012 and that such Resolution is in full force and effect on this date, and that such  
Resolution has not been modified, amended, or rescinded since its adoption.

\_\_\_\_\_  
Secretary of the Board



# **MOKENA PUBLIC SCHOOLS**

## **DISTRICT 159**

### **INFORMATION REPORT**

---

**DATE:** November, 2012

**TO:** Steve Stein, Superintendent

**FROM:** Board of Education

**RE:** Revised Inter-Governmental Agreement

Attached is the revised Intergovernmental agreement between Mokena School District and Mokena Park District. Section 2F has been revised. The new wording is reflected in the attached document. Mr. Ford can answer any questions regarding the revised agreement.

**MOKENA SCHOOL DISTRICT 159 AND  
MOKENA PARK DISTRICT**

**INTERGOVERNMENTAL  
AGREEMENT**

**REGARDING USE OF BASEBALL FIELDS & GREEN SPACE BEHIND and  
ADJACENT TO MES AND MIS**

This Intergovernmental Agreement ("Agreement") is hereby made and entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, 2012, by and between the Mokena Park District ("Park District") and the Board of Education of Mokena School District No. 159, Will County, Illinois ("School District").

WHEREAS, the Park District and the School District are public agencies authorized to enter into intergovernmental agreements for the sharing of governmental functions by the Illinois Constitution, Article VII, Section 10, and by Section 3 and 5 of the Intergovernmental Cooperation Act (5 ILCS 220/3.5);

WHEREAS, the School District and the Park District both desire to make the School District's Baseball Fields and Green Space behind and adjacent to MES and MIS (herein referred to as the "Fields") more readily available to the Community for recreational purpose; and

WHEREAS, the Park District and the School District wish to cooperate in doing so, thereby reducing costs to the taxpayers;

IT IS HEREBY AGREED BY THE PARTIES, for and in consideration of the mutual promises and covenants made herein, the sufficiency of which each party hereby acknowledges, as follows:

1. INCORPORATION OF RECITALS. The recitals made above are incorporated herein as stipulations of the parties.



2. PERMITTED USE OF PROPERTY. The School District shall permit the Park District to use the “Fields” at Mokena Elementary and Intermediate School during times when they are not being used for School District purposes, in accordance with schedules for facility utilization developed and approved annually by the Superintendent of Schools of the School District and the Director / Manager of the Park District, subject to the following:

A. The “Fields” are defined to include two (2) baseball fields and the surrounding green space behind and adjacent to MES and MIS as indicated in **Exhibit A**, all as presently configured on the grounds of Mokena Elementary and Intermediate School located at 11244 Willowcrest Lane and 11331 W. 195<sup>th</sup> Street, respectively in Mokena, Illinois. Nothing herein prevents the School District from adding to, subtracting from, or moving such “Fields” as they presently exist, but such alternations shall not change the obligations of the parties. Should any additional amenities be added, this Agreement shall pertain only to the “Fields” unless otherwise agreed by the parties.

B. The School District shall have priority at all times in the use of the “Fields”, and such use shall take precedence over this Agreement. However, the Park District shall have priority in the scheduling of the “Fields” over third parties, except for the Blue Demons Baseball Organization, who shall have the first right of refusal during their season (approximately April 1 thru July 30) for usage of the two baseball fields. In consideration of all the past improvements made to the Fields by The Blue Demons organization, they shall not be charged a fee by the Park District. The parties will promptly provide each other with notice of scheduled events, including changes, and any cancellations. Once the Park

District has scheduled its events, third parties will be allowed to schedule events as the calendar allows. In addition, the Park District will provide the School District a comprehensive written schedule once the Blue Demons and the Park District have completed their initial scheduling as stated above. The schedule shall be updated and provided to the School District upon the scheduling by the Park District of any third party users. The School District reserves the right to reject any proposed third party user it deems inappropriate and will provide an explanation to the Park District for any such rejection.

C. The Park District will promptly repair, at its own expense, any damage to the "Fields" which arises out of its use or any organization permitted to use the "Fields". However, any damage not caused by the Park District to any improvements that were installed / constructed by other organizations will be the responsibility of that organization. Each organization will be required to sign a hold harmless agreement with the Park District and the School District for any improvements that they install or construct.

D. The Park District will, throughout the term of this Agreement, maintain insurance adequate to cover liabilities arising out of its use of the "Fields". In no event, however, shall the limits of such liability be less than the following: General Liability coverage - - specifically Bodily Injury, Personal Injury, and Property Damage - - with limits of not less than \$1,000,000 per occurrence. On an annual basis, within the first two months of the calendar year (Jan. – Feb.) the Park District will deliver a copy of a certificate evincing the aforesaid liability insurance coverage to the School District. This Agreement shall be subject to

termination by the School District if adequate insurance, as determined by the School District, is not maintained.

E. The Park District shall be responsible for the regular maintenance of the “Fields”, including the following: year-round lawn cutting and maintenance; grass seeding and fertilization; weed control; garbage pick-up; and provision and maintenance of portable toilet. The Park District may only apply fertilizing and weed control substances on Fridays after School District events are done and must notify the School District before such applications. The Park District will also inspect, maintain and mulch as needed the playscape area to the south of MES, just west of where Willowcrest Lane dead-ends. However, the Park District will not repair or replace any equipment in playscape area but will notify School District of any repairs or replacements that need to be addressed.

F. Any improvements or upgrades to the “Fields” shall be presented to the School District for approval prior to the commencement of any work. Said improvements shall take place on a timeline that is agreeable to both Districts.

G. The School District need not provide any equipment (*i.e.*, bases, fences, tables, etc.) for Park District use of the “Fields”. No Park District equipment shall be left or stored at the School District property, unless previously approved by the School District, which approval shall not be unreasonably withheld.

H. All injuries which occur during the Park District’s use of the “Fields” shall be immediately (within 24 hours) reported in writing or email to the School District and appropriate reporting forms shall be completed.

I. Use of the "Fields" by the Park District shall be subject to the terms and conditions of the School District Rules and Regulations Relating to Community Use of School Buildings, as amended from time to time, to the extent they are not inconsistent with the terms and conditions of this Agreement.

J. The Park District shall indemnify and hold the School District harmless from any and all liabilities, costs, expenses or earnings, including attorney's fees, arising out of or connected with the Park District's use of the "Fields".

K. The School District shall be responsible for maintaining its own property, except as otherwise specifically provided herein.

3. EFFECTIVE DATE AND TERM OF AGREEMENT. This Agreement shall become effective on the date it is executed by both parties hereto (subject to Paragraph 8 below) and shall remain in effect until Dec. 1, 2014, unless previously canceled by mutual agreement of all the parties hereto. Provided, however, that either the Park District or the School District may terminate this Agreement upon ninety (90) days prior written notice to the other party to this Agreement, except for termination due to inadequate insurance as provided in Paragraph 2 D above, in which case this Agreement may be terminated upon ten (10) days prior written notice. If notice is given after the school year has started, the Park District may finish out their programs for the remainder of their program semester. This agreement will automatically be renewed for twenty-four (24) months unless prior written notice is given by either party.

4. AMENDMENT. This Agreement may be amended only in writing with the approval of the Park District and the School District.

5. GOVERNING LAW AND SEVERABILITY. This Agreement has been executed in Illinois, and shall be construed in accordance with the Constitution and the laws of

the State of Illinois in every respect. If any provision of this Agreement is invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and each remaining term, covenant or condition of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

6. COMPLETE AGREEMENT. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements and communications between the parties concerning such subject matter, whether oral or written. The parties acknowledge the continued effectiveness of a separate agreement regarding use of certain properties other than the "Fields".

7. AGREEMENT BINDING. This Agreement shall inure to the benefit of the parties, their successors, assigns, heirs, executors and personal representatives, and shall be binding upon their respective governing Boards and their successors and assigns.

8. EXECUTION. This Agreement shall be executed in a sufficient number of counterparts so that the Park District and the School District shall each have a copy of this Agreement containing original signatures. Each of the counterparts shall be considered an original, and all of the counterparts taken together shall be considered one and the same instrument and regarded for all purposes as one original.

9. HEADINGS. All paragraph headings contained herein are for convenient reference only and shall not be deemed a part of the text of this Agreement.

IN WITNESS WHEREOF, the undersigned duly authorized representatives of the Park District and the School District have caused this Agreement to be executed on the day and date first above written.

BOARD OF COMMISSIONERS, MOKENA  
COMMUNITY PARK DISTRICT

BOARD OF EDUCATION, MOKENA  
SCHOOL DISTRICT NO. 159,

WILL COUNTY, ILLINOIS

By: \_\_\_\_\_  
President, Board of Commissioners

By: \_\_\_\_\_  
President, Board of Education

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Secretary, Board of Commissioners

By: \_\_\_\_\_  
Secretary, Board of Education

12\_0910 inter govt agrmt btwn 159 & mpd for ball fields.doc

**Mokena Elementary School  
School Improvement Plan  
October 2012**

Address: 11244 Willowcrest Lane Mokena, IL 60448  
Phone: 708-342-4850

Principal: Anna Kirchner  
Assistant Principal: Judy Splayt  
Superintendent: Mr. Steve Stein  
Assistant Superintendent of Instruction: Dr. Charles Vitton

School Improvement Team: Kate Flaherty, Renee Missella, Tracy Driver, Rene Kosina, Sharon Smutny, Heather Sullivan, Kathy Arduino, Tiffany Davis, Margie Janes

**School Improvement Overview:**

MES Demographic data includes 86.9% white, 1.2% black, 6.1 percent Hispanic, 2.5% Asian, .1% American Indian, 3.2% two or more races. MES has 14.6% percent low income and 4.4% Limited English Proficient (LEP). 18.7% of MES students have Individualized Education Plans. Attendance rate is 95.2%. The mobility rate is 3.1%. Current enrollment is 720.

Analysis of our student learning indicates 82% of our 3<sup>rd</sup> grade students met or exceeded state standards in the area of reading. However, MES did not make Adequate Yearly Progress based on the 85% ISAT cut score. In addition, 90% of our 3<sup>rd</sup> grade students met or exceeded state standards in the area of math. MES did make Adequate Yearly Progress in the area of math.

MES will focus on student growth in reading and math using curriculum based measurement data. Building wide behavior expectations will be developed and monitored in order to establish consistency.

**PRESENT LEVELS OF PERFORMANCE IN THE AREA OF READING**

**A. ISAT/IAA**

Based on March 2012 assessment data, 82% of students met or exceeded Illinois standards in the area of reading achievement in third grade.

Based on March 2011 assessment data, 84% of students met or exceeded Illinois standards in the area of reading achievement in third grade.

Based on March 2010 assessment data, 82% of students met or exceeded Illinois standards in the area of reading achievement in third grade.

**Mokena Elementary School  
School Improvement Plan  
October 2012**

**B. Benchmark Data**

Based on August 2012 data, 34.5% of Kindergarten students met or exceeded 2009 ISAT cut scores on a Letter Sound Fluency measure.

Based on 2011-2012 winter to spring data, 64% of first grade students had a Rate of Improvement (ROI) overall median of 1.5. The expected rate of improvement is 2.0.

Based on August 2012 data, 70% of second grade students met or exceeded 2009 ISAT cut scores on an outcome measure of reading.

Based on August 2012 data, 63% of third grade students met or exceeded 2009 ISAT cut scores on an outcome measure of reading.

**PRESENT LEVELS OF PERFORMANCE IN THE AREA OF MATHEMATICS**

**A. ISAT/IAA**

Based on March 2012 assessment data, 90% of students met or exceeded Illinois standards in the area of mathematics achievement in third grade.

Based on March 2011 assessment data, 90% of students met or exceeded Illinois standards in the area of mathematics achievement in the third grade.

Based on March 2010 assessment data, 92% of students met or exceeded Illinois standards in the area of mathematics achievement in the third grade.

The statistical correlation between students meeting and exceeding district CBM assessment targets and students meeting or exceeding on ISAT assessments is significant. Thus, a close examination of CBM results and subsequent adjustments to curriculum and instruction based on those results will assist Mokena students to obtain the goals in mathematics.

**B. Benchmark Data**

Based on October 2012 data, 82% of Kindergarten students met or exceeded AIMSweb cut scores on a Number Identification measure.

Based on October 2012 data, 87% of Kindergarten students met or exceeded AIMSweb cut scores on a Quantity Discrimination measure.

Based on October 2012 data, 78% of First Grade students met or exceeded AIMSweb cut scores on a Number Identification measure.



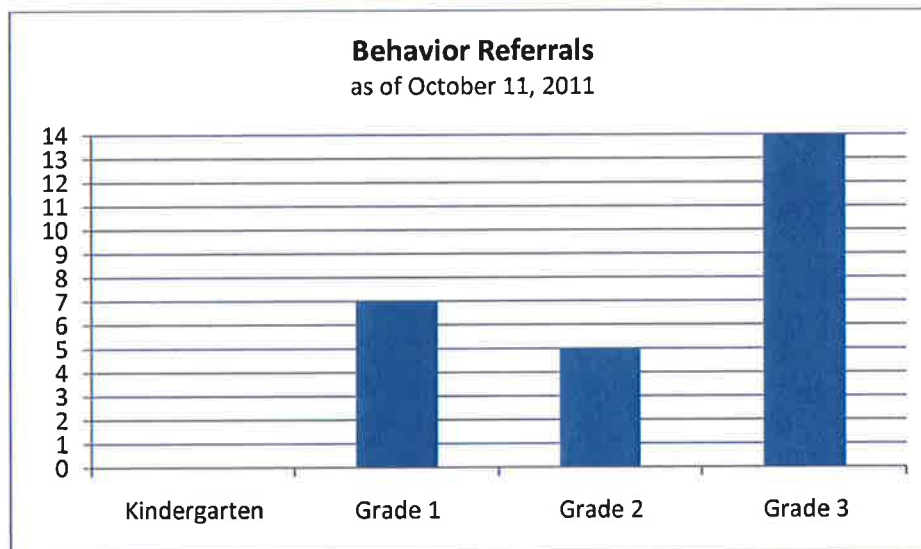
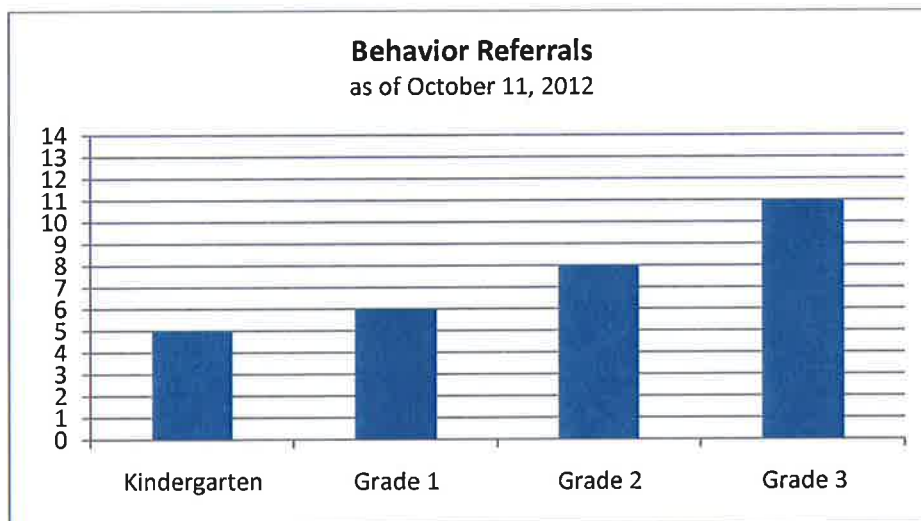
**Mokena Elementary School  
School Improvement Plan  
October 2012**

Based on October 2012 data, 91% of First Grade students met or exceeded AIMSweb cut scores on a Math Computation measure.

Based on October 2012 data, 78% of Second Grade students met or exceeded AIMSweb cut scores on a Math Computation measure.

Based on October 2012 data, 59% of Third Grade students met or exceeded AIMSweb cut scores on a Math Computation measure.

**MES Behavior Data**



As of October 11, 2012 MES has a total of 30 office managed behavior referrals. Last year as of October 11, 2011 MES had a total of 26 office managed behavior referrals.

**Mokena Elementary School  
School Improvement Plan  
October 2012**

**Goal 1: Reading**

To increase reading performance in grades Kindergarten through Third grade as measured by the following:

- Increase the percentage of Kindergarten students proficient in Letter Sound Fluency (LSF) from 34.5% in August 2012 to 60% by May 2013.
- Increase the percentage of First grade students proficient in Oral Reading Fluency from 70% in the May of 2012 to 75% in the May in 2013.
- Increase the percentage of Second grade students proficient in Oral Reading Fluency from 70% in August 2012 to 75% by May 2013.
- Increase the percentage of Third grade students proficient in Oral Reading Fluency from 63% in August 2012 to 70% by May 2013.

<b>Activity</b>	<b>Timeline</b>	<b>Person(s) Responsible</b>	<b>Evidence Source</b>
Kindergarten Automaticity Lessons	September 2012- May 2013	Kindergarten classroom teachers	LSF Assessment/ Lesson Plans
Kindergarten trainings with reading specialist on phonemic awareness activities	October 2012- May 2012	Principal/ Kindergarten classroom teachers/reading interventionist	Professional Development Calendar Agenda and Outcome
Thirty minute intervention time for Kindergarten	November 2012- May 2013	Kindergarten teachers/reading interventionist	Master Schedule/ Lesson Plans
First Grade Systematic Explicit Reading Instruction with differentiated instructions (ex. PALS, small group instruction)	September 2012 – September 2013	First Grade Teachers	Diagnostic Assessment/Lessons Plans/Master Schedule
Thirty minute intervention time for First Grade through Third Grade	September 2012- May 2013	Grade level teachers/reading interventionist	Master Schedule/ Lesson Plans
Trainings with Rtl Coordinator	September 2012 – May 2012	Principal/First grade teachers/Rtl Coordinator	Professional Development Calendar

**Mokena Elementary School  
School Improvement Plan  
October 2012**

Review implementation of district curriculum to ensure integrity of implementation of differentiation	November 2012 – May 2013	Principal/Asst. Principal/Curriculum Director	Tracking form
Multi-syllabic word activities in core	September 2012 – May 2013	Second Grade teachers	Lesson Plans
On- going Instructional planning tied to assessment based on strategic benchmarking	November 2012	Second Grade teachers	Grade level Data Analysis Meeting
Fluency practice in core	October 2012 –May 2013	Third Grade teachers	Lesson Plans/Tracking form
Articulation about assessment and instruction of comprehension skills	November 2012- May 2013	Curriculum Director/ Principal/ Asst. Principal/ Grade level teachers	Agenda and Outcome
Sixty minute reading block	August 2012- May 2013	First through Third grade classrooms	Master Schedule
Progress monitor Tier 3 and special education students weekly	September 2012- May 2013	Regular Education teachers/ Special Education teachers	AIMSweb data and Diagnostic data
Implement Direct Instruction Programs for special education students	August 2012 – May 2013	Special Education teachers	AIMSweb data and Diagnostic data
Review CBM data three times a year and discuss student progress during the meetings	September 2012 – May 2013	RtI Coordinator/ Psychologist/Staff	Agenda
Common Core grade level discussions	October 2012- May 2013	Principal, Asst. Principal/Grade level teachers	Professional Development Calendar/Power Point
Review/Revise SIP on a quarterly basis	Quarterly	SIP Team	Revised SIP

**Mokena Elementary School  
School Improvement Plan  
October 2012**

**Goal 2: Math**

To increase math performance specifically in the area of computation in grades 1<sup>st</sup> through 3<sup>rd</sup> as measured by the following:

Sustain the percentage of Kindergarten students proficient in Number Identification and Quantity Discrimination based on AIMSweb data.

Sustain the percentage of first grade students proficient in Math Computation based on AIMSweb data.

Sustain the percentage of second grade students proficient in Math Computation based on AIMSweb data.

Sustain the percentage of first grade students proficient in Math Computation based on AIMSweb data.

<b>Activity</b>	<b>Timeline</b>	<b>Person(s) Responsible</b>	<b>Evidence Source</b>
Automaticity tasks with number identification	November 2012 – May 2013	Kindergarten teachers	Lesson Plans
Timed math computation tests	September 2012 – May 2013	First and Second teachers	Teacher Report/Lesson Plans
60 minutes of math instruction	September 2012 - May 2013	First through Third grade teachers	Lesson Plans
Math Fluency Activity “Rocket Math”	September 2012-2013	Third Grade teachers	Lesson Plans
Review CBM data three times a year and discuss student progress during the meetings	October 2012 – May 2013	RtI Coordinator/ Psychologist/ Staff	Agenda
Review/Revise SIP on a quarterly basis	Quarterly	SIP Team	Revised SIP

**Mokena Elementary School  
School Improvement Plan  
October 2012**

**Goal 3: Behavior**

To increase consistency regarding behavior expectations.

<b>Activity</b>	<b>Timeline</b>	<b>Person(s) Responsible</b>	<b>Evidence Source</b>
Developing tracking tool for behavior referrals	October 2012- May 2013	MES Behavior Committee	Behavior Referrals
Share monthly reports on behavior referrals	October 2012 – May 2013	Principal and Assistant Principal	Behavior Referrals
Develop Universal behavior expectations	September 2012- May 2013	MES Behavior Committee	Agendas/Professional Development Calendar
Review/Revise SIP on a quarterly basis	Quarterly	SIP Team	Revised SIP

**Mokena Intermediate School  
School Improvement Plan  
October 2012**

Address: 11331 W. 195<sup>th</sup> Street, Mokena, IL, 60448  
Phone: 708-342-4860

Principal: Eric Melnyczenko  
Superintendent: Mr. Steve Stein  
Assistant Superintendent of Instruction: Dr. Charles Vitton

**School Improvement Overview:**

MIS Demographic data includes 91.4% white, 0.1% black, 3.4% Hispanic, 1.8% Asian, 2.0% two or more races. MIS has 14.8% percent low income and 1.8% Limited English Proficient (LEP). 13.0% of MIS students have Individualized Education Plans. Attendance rate is 95.2%. The mobility rate is 3.1%. Current enrollment is 385.

Analysis of our student learning indicates 86% of our 4<sup>th</sup> and 5<sup>th</sup> grade students met or exceeded state standards in the area of reading. MIS did make Adequate Yearly Progress based on the 85% benchmark. In addition, 89% of our 4<sup>th</sup> and 5<sup>th</sup> grade students met or exceeded state standards in the area of math. MIS did make Adequate Yearly Progress in the area of math.

MIS will focus on improving student achievement in reading and math using curriculum based measurement data. Building-wide behavior expectations will be developed and monitored in order to establish consistency across the building.

**PRESENT LEVELS OF PERFORMANCE IN THE AREA OF READING**

**A. ISAT**

Based on March 2012 assessment data, 86% of students met or exceeded Illinois standards in the area of reading achievement in fourth and fifth grade.

Based on March 2011 assessment data, 85% of students met or exceeded Illinois standards in the area of reading achievement in fourth and fifth grade.

Based on March 2010 assessment data, 87% of students met or exceeded Illinois standards in the area of reading achievement in fourth and fifth grade.

**B. Benchmark Data**

Based on August 2012 data, 69% of 4<sup>th</sup> grade students met or exceeded 2008 ISAT cut scores on a Reading curriculum based measure.

**Mokena Intermediate School  
School Improvement Plan  
October 2012**

Based on August 2012 data, 75% of 5<sup>th</sup> grade students met or exceeded 2008 ISAT cut scores on a Reading curriculum based measure.

**PRESENT LEVELS OF PERFORMANCE IN THE AREA OF MATHEMATICS**

**A. ISAT**

Based on March 2012 assessment data, 89% of students met or exceeded Illinois standards in the area of mathematics achievement in fourth and fifth grade.

Based on March 2011 assessment data, 92% of students met or exceeded Illinois standards in the area of mathematics achievement in the fourth and fifth grade.

Based on March 2010 assessment data, 92% of students met or exceeded Illinois standards in the area of mathematics achievement in the fourth and fifth grade.

The statistical correlation between students meeting and exceeding district CBM assessment targets and students meeting or exceeding on ISAT assessments is significant. Thus, a close examination of CBM results and subsequent adjustments to curriculum and instruction based on those results will assist Mokena students to obtain the goals in mathematics.

**B. Benchmark Data**

Based on September 2012 data, 68% of 4<sup>th</sup> grade students met or exceeded AIMSweb cut scores on a Math Concepts and Application measure.

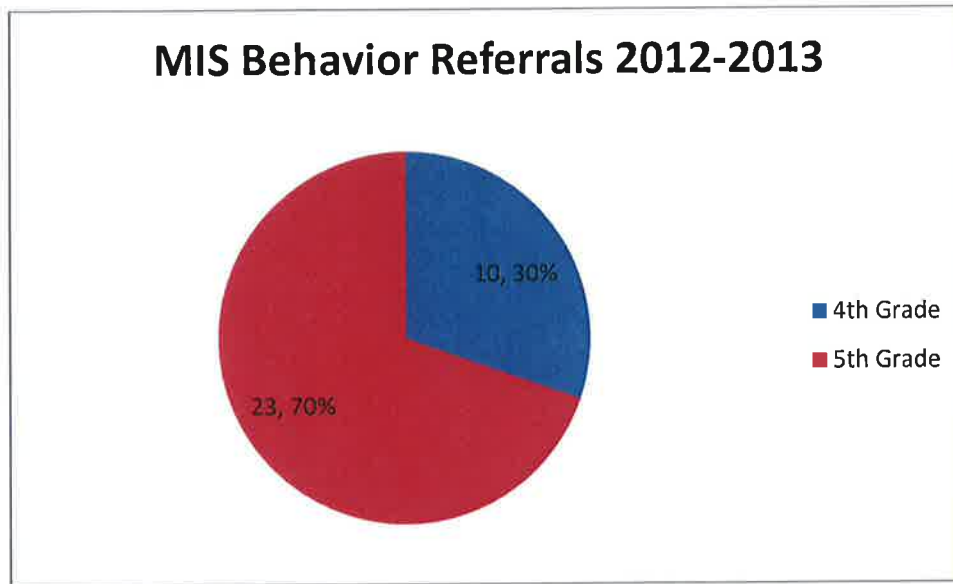
Based on September 2012 data, 75.2% of 4<sup>th</sup> grade students met or exceeded AIMSweb cut scores on a Math Computation measure.

Based on September 2012 data, 75% of 5<sup>th</sup> students met or exceeded AIMSweb cut scores on a Math Concepts and Application measure.

Based on September 2012 data, 67% of 5<sup>th</sup> grade students met or exceeded AIMSweb cut scores on a Math Computation measure.

**MIS Behavior Data**

**Mokena Intermediate School  
School Improvement Plan  
October 2012**



As of November, 2012, MIS has a total of 33 office and/or teacher behavior referrals. At this time last year, MIS had a total of 16 office managed behavior referrals.

**Goal 1: Reading**

To increase reading performance in grades 4 and 5 as measured by the following:

- Increase the percentage of 4<sup>th</sup> grade students meeting the 2008 ISAT cut score on the R-CBM from 69% to 80%
- Increase the percentage of 5<sup>th</sup> grade students meeting the 2008 ISAT cut score on the R-CBM from 75% to 85%

Activity	Timeline	Person(s) Responsible	Evidence Source
Implement research based programs during ISE that focus on fluency and comprehension, which include Blueprint for Comprehension, PALS, and Corrective Reading	September 2012-May 2013	All Staff	R-CBM assessment/ Lesson Plans/Observation
Thirty minute intervention time for all students	November 2012-May 2013	All Staff	Master Schedule/ Lesson Plans



**Mokena Intermediate School  
School Improvement Plan  
October 2012**

Trainings with Rtl Coordinator	September 2012 – May 2013	Principal/Rtl Coordinator/All Staff	Professional Development Calendar
Review implementation of district curriculum to ensure integrity of implementation of differentiation	November 2012 – May 2013	Principal/Asst. Principal/Curriculum Director	Tracking form
Continue Reading Counts program with teachers increasing goals each quarter and setting floor and ceiling levels for students so that they may only read books aimed at their level	September 2012 – May 2013	All Staff	Reports from Reading Counts program
ELL, special education, and general education staff members will collaborate on progress of students and implement additional fluency and comprehension strategies as needed	August 2012 –May 2013	All Staff	Meeting Agenda and Notes
Disseminate and discuss data relevant to areas which students are having difficulty	September 2012- May 2013	Curriculum Director/ Principal/Grade level teachers	Grade Level Data Analysis
Sixty minute reading block	August 2012- May 2013	Fourth & Fifth Grade Teachers	Master Schedule
Progress monitor Tier 3 and special education students weekly	September 2012- May 2013	Regular Education teachers/ Special Education teachers	AIMSweb data and Diagnostic data
Review CBM data three times a year and discuss student	September 2012 – May 2013	Rtl Coordinator/ Psychologist/Staff	Agenda

**Mokena Intermediate School  
School Improvement Plan  
October 2012**

progress during the meetings			
Common Core grade level discussions	October 2012- May 2013	Principal/ Grade level teachers	Professional Development Calendar/Power Point

**Goal 2: Math**

To increase math performance specifically in the area of concepts and application in grades 4 and 5 as measured by the following:

- Increase the percentage of students that meet or exceed the benchmark on the M-CAP measure from 68% to 75% in fourth grade.
- Increase the percentage of students that meet or exceed the benchmark on the M-CAP measure from 75% to 85% in fifth grade.

<b>Activity</b>	<b>Timeline</b>	<b>Person(s) Responsible</b>	<b>Evidence Source</b>
Integrate calculator usage into regular math curriculum so that students are competent prior to the ISAT	September 2012 – May 2013	All Staff	Lesson Plans
Implement PASS program that uses computer-based instruction as well as classroom instruction	November 2012 – February 2013	Principal/Selected Teachers	Planning meeting/Computer reports/Pre- and post-test data
Utilize the Key Club from Lincoln Way East for tutoring.	October 2012 - December 2012; January 2013 – March 2013	Fourth and Fifth Grade teachers	Attendance roster/ Teacher recommendations
Utilize Math Fall AimsWeb benchmarking data to establish building wide curricular target areas.	September 2012 – May 2013	All Staff	Grade Level Meetings
Review CBM data three times a year	October 2012 – May 2013	RtI Coordinator/ Psychologist/ Staff	Agenda

**Mokena Intermediate School  
School Improvement Plan  
October 2012**

and discuss student progress during the meetings			
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**Goal 3: Behavior**

To increase consistency regarding behavior expectations.

<b>Activity</b>	<b>Timeline</b>	<b>Person(s) Responsible</b>	<b>Evidence Source</b>
Developing tracking tool for behavior referrals	August 2012 - May 2013	Principal/MIS Behavior Committee	Behavior Referrals
Share monthly reports on behavior referrals	October 2012 – May 2013	Principal/MIS Behavior Committee	Behavior Referrals
Develop Universal behavior expectations	September 2012-May 2013	MIS Behavior Committee	Agendas/Professional Development Calendar

**Mokena Junior High School  
School Improvement Plan Goals  
2012-2013**

In an effort to show improvement at Mokena Junior High School, the following goals have been established for the 2012-2013 school year.

**Goal 1**

*To improve student learning and increased student achievement to meet Adequate Yearly Progress goals of 90% or higher in all subgroups in Reading and Math*

**Action Steps:**

- Implement a year-long professional development plan to teach our staff how to implement the appropriate components of the Common Core English/Language Arts curriculum throughout our school
  - Staff will receive instruction on Common Core ELA and how it pertains to their subject discipline
  - Staff will implement the Common Core ELA skills and strategies in all classrooms whenever appropriate.
- Utilize AIMSweb testing data in reading and math to determine weaknesses in the core curriculum
  - Make adjustments to the core curriculum during the school year to address the needs of the students
  - Make changes in the delivery of special education including the use of Corrective Reading, Rewards and other appropriate interventions
- Utilize AIMSweb testing data in reading and math to identify individual students who are in need of intervention
  - Provide necessary intervention to students in need in the regular classroom whenever possible
  - Utilize scientifically based programs to provide intervention to the students who show the most need
  - Work with the special education department to increase the specific interventions for students who are in tier two and tier three
- Use classroom grades, local assessment information, and teacher recommendation to identify students who are in need of intervention.
  - Utilize the Response to Intervention Model for identification of students in need of intervention and or Special Services

**Goal 2**

*To enhance the current MJHS building climate by promoting the use of respect, responsibility, and collaboration by all students and staff functioning as community leaders*

**Action Steps:**

- Analyze student discipline data to determine frequency and duration of behavior problems
  - Utilize Early Release days to conduct Rachel's Challenge lessons to address the areas of bullying, citizenship, drug and alcohol awareness, respect, responsibility and other minor discipline issues
  - Work with the staff, students and community to implement the concepts of Rachel's Challenge
  - Work with individual students and their parents to modify their behavior
- Incorporate systems to deal with age appropriate social concerns
  - Analyze discipline and other social data to determine areas of need
  - Incorporate Rachel's Challenge Lessons into homeroom one day a week
  - Utilize multiple reporting methods for students who have negative experiences
  - Develop methods to address any areas of need that arise.
- Meet with constituency groups to garner input
  - Continue to hold regular Meteor Coffee meetings with parents
  - Administration will meet regularly with student groups



## **MOKENA SCHOOL DISTRICT 159**

### **INFORMATION REPORT**

**Date: November 14, 2012**

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

**From: Dr. Charles J. Vitton, Assistant Superintendent for Instruction**

**RE: Children's Internet Protection Act (CIPA) Compliance**

#### **Overview of CIPA**

CIPA was signed into law on December 21, 2000. To receive support for Internet access and internal connections services from the Universal Service Fund (USF), school and library authorities must certify that they are enforcing a policy of Internet safety that includes measures to block or filter Internet access for both minors and adults to certain visual depictions. The relevant authority with responsibility for administration of the eligible school or library must certify the status of its compliance for the purpose of CIPA in order to receive USF support. In general, school and library authorities must certify either that they have complied with the requirements of CIPA; that they are undertaking actions, including any necessary procurement procedures, to comply with the requirements of CIPA; or that CIPA does not apply to them because they are receiving discounts for telecommunications services only.

In order for schools and libraries to receive E-rate funding for Internet Access, Internal Connections or Basic Maintenance of Internal Connections, they must be compliant with the Children's Internet Protection Act (CIPA) which requires an Internet Safety Policy and the use of a filtering mechanism on all computers. **Important Update to Existing CIPA Law:** The FCC has released its long-awaited Order to implement the CIPA (Children's Internet Protection Act) Amendments passed by Congress in 2008. The new law, entitled "Protecting Children in the 21st Century Act," contained a provision requiring schools' Internet Safety Policies to include "... educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response." Essentially this means that schools are required to teach online safety to students as a prerequisite to receiving E-rate funding for Internet access or Priority 2 funding.

The new requirement becomes effective for E-rate Funding Year 2012 which begins July 1, 2012. This means you should have your Internet Safety Policy updated before this date and

be prepared to implement your online behavior/cyberbullying curriculum for the beginning of the 2012 school year.

Applicants that have existing and properly adopted Internet Safety Policies will not be required to hold new public hearings to amend their policies to comply with the new rules.

Schools' Internet Safety Policies must include monitoring the online activities of minors and must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

The FCC decided it is entirely up to the local school board to decide how to implement the new online behavior/cyberbullying curriculum. Further, the Commission did not offer any formal definition of cyberbullying or social networking.

### **Requirements of CIPA**

**CIPA requirements include the following three items:**

#### **1. Technology Protection Measure**

A technology protection measure is a specific technology that blocks or filters Internet access. It must protect against access by adults and minors to visual depictions that are obscene, child pornography, or — with respect to use of computers with Internet access by minors — harmful to minors. It may be disabled for adults engaged in bona fide research or other lawful purposes. For schools, the policy must also include monitoring the online activities of minors.

Mokena School District 159 currently utilizes McAfee Web Gateway 7 for Internet filtering to block access to inappropriate content by students and staff.

#### **2. Internet Safety Policy**

**The Internet safety policy must address the following issues:**

- Access by minors to inappropriate matter on the Internet and World Wide Web
- The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
- Unauthorized access including "hacking" and other unlawful activities by minors online
- Unauthorized disclosure, use, and dissemination of personal information regarding minors

- Measures designed to restrict minors' access to materials harmful to minors
- Education of minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Mokena School District 159 currently employs a Student Acceptable Use Policy that addresses all aspects of Internet safety contained in CIPA. The AUP is part of the annual Parent-Student Handbook and outlines appropriate usage of all district technology and subsequent consequences for unauthorized use. Parents and students must sign the AUP each year prior to the beginning of school.

The education of students/minors regarding appropriate online behavior is conducted through:

Mokena Elementary School: CyberSmart! Curriculum

Mokena Intermediate School: Presentations by Illinois Attorney General's Office (Sarah Migas)

Mokena Junior High School: Presentations by Illinois Attorney General's Office (Sarah Migas) and activities related to Rachel's Challenge

In addition, a parent tutorial related to cyberbullying is available on the District website. This tutorial explores the general characteristics of cyber bullying, the definition of cyber bullying, identifying the roles of the bully, victim and the bystanders relative to cyber bullying, and identifies ways in which schools and adults can reduce school violence and cyber bullying.

### **3. Public Notice and Hearing**

The authority with responsibility for administration of the school or library must provide reasonable public notice and hold at least one public hearing to address a proposed technology protection measure and Internet safety policy. The hearing requirement may be satisfied if your school board meeting has the opportunity for public input and notice of the Board vote on the Internet Safety Policy is provided to the public in advance of the school board meeting. Adoption of amendments to the Internet Safety Policy should also comply with the public notice/hearing requirement.

### **Documentation for "Undertaking Actions"**

For a school or library to be able to make the certification quoted above, it must be able to demonstrate that action was taken by the start of services. USAC will not request this documentation as part of the Form 486 filing process but the school or library must maintain this documentation in its files for audit purposes. An undertaken action is an action that can be documented and that moves the school or library toward compliance.

Note that if a school or library has already provided reasonable public notice and at least one public hearing or meeting relating to an Internet safety policy and technology protection measure that meets all the requirements listed above, that school or library has complied with the public notice and hearing requirements of CIPA. If a school or library has not met those conditions, the statute requires that the school or library provide the required notice and hearing or meeting.

Following are a few examples of documentation that could demonstrate that a school or library is "undertaking actions" to comply with CIPA:

- A published or circulated school or library board agenda with CIPA compliance cited as a topic
- A circulated staff meeting agenda with CIPA compliance cited as a topic
- A service provider quote requested and received by a recipient of service or Billed Entity which contains information on a technology protection measure
- A draft Request for Proposals or other procurement procedure to solicit bids for the purchase or provision of a technology protection measure
- An agenda or minutes from a meeting open to the public at which an Internet safety policy was discussed
- An agenda or minutes from a public or non-public meeting of a school or library board at which procurement issues relating to the acquisition of a technology protection measure were discussed
- A memo to an administrative authority of a school or library from a staff member outlining the CIPA issues not addressed by an Acceptable Use Policy currently in place
- A memo or report to an administrative authority of a school or library from a staff member describing research on available technology protection measures
- A memo or report to an administrative authority of a school or library from a staff member that discusses and analyzes Internet safety policies in effect at other schools and libraries

The agenda from a regularly scheduled meeting of the Board of Education will suffice as appropriate documentation that Mokena School District 159 is undertaking actions to comply with the Children's Internet Protection Act.

I would ask that the Board of Education approve the District's CIPA compliance documentation that lies herein at their next regularly scheduled meeting.





## **MOKENA SCHOOL DISTRICT 159**

### **INFORMATION REPORT**

**Date:** November 9, 2012  
**To:** Board of Education  
**From:** Patrick Markham  
**RE:** Board Attorney Advice/Board Communications

**Recommended (Board Atty):**

**Board Position:** The Board Attorney warns of changing rules with great concern of infringement of the 1<sup>st</sup> Amendment. He has made a recommendation:

John Fester Atty: "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."*

IASB was contacted by a group and IASB supported fact that NO policy / law , infraction. In fact was told many School Districts have \$500 budgets for Board Member Mailings.

**From:** John Fester [jfester@edlawyer.com]

**Sent:** Friday, October 19, 2012 10:08 AM

**To:** Steve Stein

**Cc:** Patrick Markham

**Subject:** Draft Disclaimer

Steve and Patrick:

Per our discussion yesterday, I think it would be prudent to discuss the following with the Board as part of establishing protocols for mailings or electronic communications from individual Board members. When a Board member is sending out a communication that relates in a direct or indirect way to the School District or the Board, 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."*

**From:** John Fester  
**Sent:** Friday, October 19, 2012 11:26 AM  
**To:** Patrick Markham; Steve Stein  
**Subject:** RE: Draft Disclaimer Patrick:

From John Fester:

I'm not sure that would go in a disclaimer, but I think it should be part of the Board's discussion on this matter. **Board members, outside of a Board meeting, are citizens like anyone else and enjoy the same rights of expression that other citizens enjoy.** I think the focus should be on making sure there is no confusion over whether the person is speaking as a citizen or as a Board member. The disclaimer should take care of that. **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.** That being said, I think the Board would be well served by having a consensus agreement about how to differentiate between Board speech, or statements from Board members on behalf of the Board, and statements from Board members who are simply speaking as any other citizen.



# ACTION REQUESTS



## Draft Fund Balance Policy

### Fund Balances

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.



# MOKENA PUBLIC SCHOOLS DISTRICT 159

## ACTION REQUEST

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**Date:** November 8, 2012

**TO:** Steve Stein, Superintendent  
Board of Education

**FROM:** John Troy, Director of Business Operations

**RE:** Pick-Up Truck RFP

As previously reported on Friday November 2, 2012 the business office staff opened the five pick-up truck bids that were received. The lowest compliant bidder was Phillips Chevrolet in the amount of \$26,449 which includes \$4,000 for a trade-in of our '99 truck & plow. We gave the bidders the option of bidding on a 2012 or 2013. Phillips was the only bidder to bid on a 2012. Phillips also offered an upgraded 8 ft Pro Plus snow plow for \$257. Attached please find a breakdown of all the bids.

I am recommending that we award the bid to the lowest bidder Phillips Chevrolet in the amount of \$26,449 plus an additional \$257 for the upgraded snow plow. If the Board is in agreement with this recommendation the following motion would be appropriate:

### **Motion**

*"I move 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."*

Company	Currie Motors	Phillips Chevrolet	Chevrolet of Homewood	Dralle Chevrolet	Haggerty Chevrolet
Model	2500	2500	2500	2500	2500
Year	2013	2012	2013	2013	2013
Base Price	\$24,492	\$23,372	\$25,044	\$23,800	\$30,402
Rear Window Guard	\$495	\$520	\$470	\$475	\$432
Beacon (equivalent to Federal Signal High Lighter beacon Model #453001 twin strobe	\$425	\$330	\$300	\$297	\$425
Four Corner Strobes	\$675	\$660	\$625	\$600	\$750
8 ft Snow Plow (Western equivalent) with Hand held cab command control)	\$4,409	\$4,484	\$4,384	\$4,641	\$4,384
Front Springs (Tim Bren Kit Equivalent)	\$378	\$388	\$353	\$353	\$353
Spray Liner	\$425	\$429		\$399	\$500
Tax, Title, Licensing	\$105	\$266	\$380	\$105	\$105
Trade - In	-\$2,000	-\$4,000	-\$4,500	-\$1,800	-\$905
Total	\$29,404	\$26,449	\$27,056	\$28,870	\$36,446





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

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**Date:** November 9, 2012

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

**From:** Eric S. Melnyczenko, Principal  
Anna Kirchner, Principal  
John Troy, Business Manager

**RE:** Request to Place *Girls on the Run* on Schedule B

We are requesting the addition of an extra-curricular activity, *Girls on the Run*, be added to Schedule B of the Professional Negotiation Agreement between the Board of Education and the Mokena Teachers Association.

Over a period of 10-12 weeks, approximately 30 girls in the 3<sup>rd</sup> through 5<sup>th</sup> grade participate in an after-school program. Designed to allow every girl to recognize her inner strength, the Girls on the Run curriculum inspires girls to define their lives on their own terms. Throughout the season, the girls make new friends, build their inner confidence and celebrate all that makes them unique. The Girls on the Run lessons encourage positive emotional, social, mental, and physical development. Participants explore and discuss their own beliefs around experiences and challenges girls face at this age. The program starts with helping the girls get a better understanding of who they are and what is important to them. Then, the importance of team work and healthy relationships is examined. Finally, the girls explore how they can positively connect with and shape the world. Running is incorporated throughout the curriculum. Physical activity is woven into the program to inspire an appreciation of fitness and to build habits that lead to a lifetime of health. At the end of each three month session, the girls participate in a Girls on the Run 5k event. This celebratory, non-competitive event is the culminating experience of the curriculum. Completing the 5k gives the girls a tangible understanding of the confidence that comes through accomplishment as well as a framework for setting and achieving life goals. Crossing the finish line is a defining moment when the girls realize that even the seemingly impossible is possible.

In order to determine the fee to charge for this activity I reviewed Schedule B from the MTA contract for stipends paid to similar activities. Stipends for the exercise club, chess club, anglers club, and just say no club are \$410. Stipends for Rocket Readers is \$295 and Kids Connection is \$273. In the 2003 MTA contract there was an

agreement with the MTA that new clubs would be started at a rate of \$230 per club/activity. I would suggest a stipend rate for Girls on the Run of \$410. I calculated the fees based upon a 8-1 student/teacher ratio. I suggest that we have a sign-up to determine the number of girls who are interested and the fee to be charged. I have attached a Memorandum of Understanding that would have to be signed by the MTA and Board in order to get this activity off the ground.

#### Cost Breakdown & Fees

##### Costs:

2 stipends @ \$410.....	\$820
Girls on the Run Curriculum .....	\$500
Bus to Downtown 5K.....	\$240
Total Cost	\$1560

##### Fees based upon 80/20 parent/district split:

16 students (2 stipends).....	\$75
16-24 students (3 stipends).....	\$65
24-32 students (4 stipends).....	\$60

If this request meets your approval, the following motion would be appropriate:

"Move to approve the addition of *Girls on the Run* to Schedule B."

## PERSONNEL ACTION REQUEST

Mokena School District 159

### REGULAR MEETING

Personnel Recommendations – November 14, 2012

NAME	POSITION	BUILDING	EFFECTIVE DATE	EMPLOYMENT DETAIL
<b>1. Administrative – Leave of Absence</b>				
Charles Vitton	Assistant Superintendent of Instruction	District	11/5/2012-12/3/2012	
<b>2. Classified – New Hire</b>				
Kathrine Arroyo	Building Aide	MJH	10/29/2012-5/29/2013	\$8.38/hr-5 hrs/day 174 days/yr
Linda Durka	Sub Food Server	District	As needed	\$8.31/hr
<b>3. Classified – Change of Hours</b>				
Rose Scannell	Building Aide	MJH	10/29- 5/29/2013	Hours increased from 5 to 7 hours
<b>4. Classified- Resignation</b>				
Keith McDonald	Bus Driver	District	10/22/2012	
Tim Navarro	Custodian	District	10/19/2012	
<b>5. Certified- New Hire</b>				
Mary Ann Ornelas	Extended Sub Teacher	MJH	10/15/2012	\$155.02/day
<b>6. Certified- Leave of Absence</b>				
Kym Van DeWoestyne	Teacher	MJH	10/10/2012 until dr.'s release	

**Recommended Motion:**

***"Move to approve personnel recommendations 1 through 6 as presented, subject to successful background check, drug screening (if applicable) and physical."***

October 24, 2012

Mr. Steve Stein, Superintendent of Schools  
Mokena School District 159  
11244 Willowcrest Lane  
Mokena, IL 60448

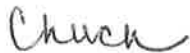
Dear Mr. Stein,

I am writing to inform you that I intend to take a medical leave of absence, due to impending heart surgery, beginning on Monday, November 5, 2012 with an anticipated return to work on Monday, December 3, 2012.

I will utilize accumulated sick days for the time away from work, and will ensure that I provide the district with documentation related to my release back to work.

If there is anything else you need prior to my medical leave, please contact me accordingly.

Respectfully,

A handwritten signature in cursive script, appearing to read "Chuck", written in dark ink.

Dr. Charles J. Vitton  
Assistant Superintendent for Instruction



# MOKENA JUNIOR HIGH SCHOOL

## DISTRICT 159

19815 Kirkstone Way • Mokena, IL 60448-1334 • (708) 342-4870 • [www.mokena159.org](http://www.mokena159.org)

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### ACTION REQUEST

To: Mr. Steve Stein, Board of Education  
From: Mr. Rolinitis  
CC: Mrs. Knoerzer, Mrs. Hanson  
Date: October 29, 2012  
RE: Aide Recommendation

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Due to the retirement of one of our Building Aides, we have reorganized the office to better meet our needs and become more efficient. As a result I am recommending that we hire Miss Katherine Arroyo to the position of 5 hour Building/PE aide for the remainder of the 2012-2013 school year.

Miss Arroyo has experience working in office settings since the age of sixteen and has recently worked in the child care field. She is very organized and has an exceedingly pleasant demeanor; just what is necessary to work in the MJHS office.

Miss Arroyo will begin at the Building Aide Group 1 rate of \$8.38 an hour. Miss Arroyo will work only on days that children are present.

**Kathrine Arroyo**

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7631 W. 160<sup>th</sup> Street  
Tinley Park, IL 60477  
Phone: 708.633.1628  
Cell: 708.717.7755  
Email: [k28t27@gmail.com](mailto:k28t27@gmail.com)

Mr. Michael Rolinitis  
Mokena Junior High School  
19815 Kirkstone Way  
Mokena, IL 60448

Mr. Rolinitis,

In a school setting a secretary with great attention to detail and excellent people skills is a must. I strongly believe I am a good fit for your school for those reasons. I would enjoy the opportunity to become a valued member of your team to display these skills. Attached please find my resume for a detailed look at my skills and experience.

From working in the Child Care field I have the experience of working with not only children but their parents as well. I am very well organized and personable. My priority is always to guarantee that my job is done efficiently, and I believe that I am the right fit for this position.

I would be happy to provide greater detail about my skills and experience through the interviewing process. I would greatly appreciate the opportunity to work with and learn from you and your talented team. Please call me at your earliest convenience.

I look forward to hearing from you, and again, thank you for your consideration.

Sincerely,

Katherine Arroyo

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## Kathrine Arroyo

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7631 W. 160<sup>th</sup> Street  
Tinley Park, IL 60477  
Phone: 708-633-1628  
Cell: 708-717-7755  
Email: k28t27@gmail.com.

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### Career Focus

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Recent graduate with excellent research, time management and problem solving skills.  
Ability to function at a high level in a wide variety of settings.

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### Core Qualifications

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- |                         |                                  |
|-------------------------|----------------------------------|
| • Quick learner         | • Excellent communication skills |
| • Detail oriented       | • Excellent research skills      |
| • Computer proficient   | • Issue resolution               |
| • Critical thinker      | • Microsoft word, Excel,         |
| • Organizational skills | PowerPoint                       |
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### Education and Training

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2010                      **Moraine Valley Community College**  
                                 Palos Hills, IL  
                                 Child Care  
                                 Associates of the Arts  
                                 Concentration: Early Childhood Education.  
                                 Looking to continue education in a different field of study.

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### Accomplishments

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*Curriculum Design:* designed, developed and implemented daily lessons for 15 students.  
*Targeted Development:* met with parents and guardians to discuss children's progress  
and to determine priorities and resource needs.

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### Work Experience

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March 2010 to October 2012	<b>Aunt Nancy's Daycare</b> Frankfort <b>Teacher</b>
	<ul style="list-style-type: none"><li>▪ Received high remarks for the creativity of classroom lesson plans and instructional techniques from students, parents and faculty.</li><li>▪ Created and enforced child-based hands-on curriculum to promote student interest and receptive learning.</li><li>▪ Developed and taught lessons on relevant children's books, poems, movies, and themes to promote student interest.</li></ul>



## ***MOKENA SCHOOL DISTRICT 159*** **ACTION REPORT**

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Date: November 14, 2012

To: Board of Education  
Steve Stein, Superintendent

From: Ann Lewandowski

Re: Personnel Change  
Sub Food Server – Linda Durka

I am recommending the hiring of Ms. Linda Durka as a sub server. Ms. Durka will work 3 hrs a day for \$8.31 per hour as needed.





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## DISTRICT 159

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### ACTION REQUEST

To: Mr. Steve Stein, Board of Education  
From: Mr. Rolinitis  
CC: Mrs. Knoerzer, Mrs. Hanson  
Date: October 29, 2012  
RE: Aide Recommendation / Change in Hours

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Due to the retirement of one of our Building Aides, we have reorganized the office to better meet our needs and become more efficient. As a result I am recommending that we increase the hours for our building aide, Mrs. Rose Scannell from 5 hours a day to 7 hours a day for the remainder of the 2012-2013 school year.

This change will allow us to have better and more consistent coverage in the MJHS library.

Due to the difference in salary between the retiring aide and her category and Mrs. Scannell, we will realize an approximately \$6,625.00 cost savings. Mrs. Scannell will continue with her hourly rate of \$10.13 an hour.

October 24, 2012

Ron Kaczorowski  
Mokena School District #159  
11244 Willowcrest Ln.  
Mokena, IL 60448

Dear Ron,

Please accept this letter as my resignation as school bus driver for Mokena School district #159 effective Monday October 22, 2012.

Thank you for hiring me for this position, however I have decided to pursue another opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read "Keith McDonald", written in a cursive style.

Keith McDonald



# **MOKENA JUNIOR HIGH SCHOOL**

## **DISTRICT 159**

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### **ACTION REQUEST**

To: Mr. Steve Stein, Board of Education  
From: Mr. Rolinitis  
CC: Mrs. Knoerzer, Mrs. Hanson  
Date: November 15, 2012  
RE: Medical Leave

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Attached you will find a letter stating that as of October 10<sup>th</sup>, 2012, Mrs. Kim VanDeWoestyne is to be on Medical Leave until she is released by her doctor. It is anticipated that this leave will extend through the month of February 2013.

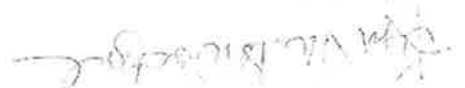
October 22, 2012

Dear Members of the Mokena 159 School Board,

On October 10, 2012 I was admitted into the hospital due to complications with my pregnancy. Due to those complications, which pose a risk to myself and my baby, I am requesting to use my sick days for a medical leave. Once my sick days are out, I would like to request a family medical leave for my maternity leave with the baby.

Due to the complications with the pregnancy, the due date of the baby is uncertain at this time. I anticipate taking twelve weeks under the family medical leave, once the baby is born. I will provide an updated letter stating my return once the baby is born.

Sincerely,



Kim VanDeWoeestyne



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### **ACTION REQUEST**

To: Mr. Steve Stein, Board of Education  
From: Mr. Rolinitis  
CC: Mrs. Knoerzer, Mrs. Hanson  
Date: November 15, 2012  
RE: Substitute for Medical Leave

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As a result of the medical leave of Mrs. VanDeWoestyne, I would like to recommend that Mrs. MaryAnn Ornelas to cover Mrs. VanDeWoestyne's PE Classes.

Mrs. Ornelas has been a regular substitute teacher in District 159; more specifically in MJHS. She is very familiar with Mrs. VanDeWoestyne's classes and works well with the other PE teachers.

She will take over this leave beginning on October 10, 2012 and continue until Mrs. VanDeWoestyne is cleared to return. It is anticipated that this leave will continue through February 2013.

Mrs. Ornelas should be paid according to the bargained agreement for long term substitute teachers.