

AGENDA
MOKENA SCHOOL DISTRICT 159
BOARD OF EDUCATION
COMMITTEE OF THE WHOLE
Mokena Elementary School
October 3, 2012
7:00 PM

- I. ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. COMMUNICATIONS**
 - Public
 - MTA/PTA/MEF
 - Board of Education
- IV. SUPERINTENDENT REPORT**
 - Senate Bill 7 update
 - Joint Committee
- V. PRINCIPAL REPORTS**
- VI. APPROVAL OF PREVIOUS MINUTES**
 - Committee of the Whole September 5, 2012 1
 - Regular Meeting – September 19, 2012 9
 - Closed Session – September 19, 2012
- VII. INFORMATION REPORTS**
 - A. Finance
 - 1. Audit Presentation..... Ed McCormick
 - 2. Board Goals and Priorities 17
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 - B. Curriculum
 - 1. ISAT Scores.....presentation
 - 2. Summary of Grants..... 27
 - C. Parent Advisory/Discipline
 - 1. Stop Walk Talk program..... 28
 - D. Policy
 - E. Buildings & Grounds/Transportation
 - 1. Mokena Park District Inter-governmental Agreement .. forthcoming
 - 2. RFP for New Truck 42 & pocket
 - F. Technology 45
 - G. Lincoln-Way Special Education Minutes 48
 - H. Mokena Chamber of Commerce representativediscussion
 - I. Teacher Salary and Benefit Reportforthcoming
- VIII. ACTION REQUESTS**
 - A. Consent Agenda:
 - 1. Personnel – Cheerleading Sponsor 55
 - 2. Application for Recognition of Schools 59
 - 3. Addendum to 2012-2013 Parent/Student Handbook 63
 - 4. Approval of District Audit..... 64
 - B. Mokena Park District Inter-governmental Agreement.....
- IX. CLOSED SESSION** For the purposes of Personnel; not to return. Pursuant of 5 ILCS 120/2(c)(1).
- X. ADJOURNMENT**

INFORMATION REPORTS



MOKENA PUBLIC SCHOOLS

DISTRICT 159

11244 Willowcrest Lane • Mokena, IL 60448-1334 • (708) 342-4900 • www.mokena159.org

DATE: September 27, 2012

TO: Board of Education
Steve Stein, Superintendent

FROM: John Troy, Director of Business Operations

RE: Board Goals and Priorities (IASB session & workshops)

It is often said that the budget process never stops - that is true. We have turned a page on FY 12 by completing our audit, we have developed and adopted our budget for FY 13, and now is the time that we start planning ahead for our FY 14 budget.

In truth the Board already began laying the groundwork for the FY 14 budget back on March 26th with IASB's Mr. Jeff Cohen facilitating a Board discussion on goals and priorities. Since that meeting the Board held four Saturday planning sessions on April 2nd, May 12th, May 19th, and June 16th to continue the discussion and development of Board goals and priorities. Attached please find the goal worksheets that were developed as a result of this process.

The Goals were:

1. **Fiscal Management** - Maintain a balanced budget without a referendum.
2. **Curriculum** - Continually research methodologies that provide the best educational opportunities for all students. Implement innovative and effective methodologies to enhance the curriculum and learning process.
3. **Community Engagement** - Enhance and develop a collaborative relationship with all community stakeholders.
4. **Staff** - Recruit, maintain, and develop a highly qualified staff.
5. **Climate & Culture** - Foster a collaborative environment that promotes pride and respect within the community and the district as a whole.

Within each of the aforementioned goals there are action items for accomplishing the goal. These action items require staff resources and in some cases expenditures. At the Board's planning session in June, the board prioritized allocation of resources and expenditures in order to accomplish stated goals.



MOKENA PUBLIC SCHOOLS DISTRICT 159

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The top 4 priorities were:

1. Books
2. Parking Lots
3. Roofs
4. Capital Projects - other

Next Steps:

1. Board to formally adopt goals.
2. Board to formally adopt a fund balance policy.
3. Board to direct the Administration to prepare and present a proposed Strategic 3-5 year plan that incorporates adopted goals, fund balance policy, and prioritizing the allocation of resources and expenditures.
4. Following strategic plan, the Board directs the administration to begin developing a FY14 budget consistent with and incorporating the above.

Time Line

Adopt goals.....	October 17 th
Presentation of proposed fund balance policy.....	October 17 th
Adopt fund balance policy.....	November 14 th
Presentation of Strategic Plan.....	December 7 th
Developing FY14 Budget.....	on going

Mokena School District
Board Goals and Action Plan

SCHOOL YEAR: 2012-2013

Board Goal 1 (Fiscal Management) Maintain a balanced budget without a referendum		RATIONALE FOR THE GOAL A balanced budget is a positive indicator of the overall state of the district.				
		EVALUATION (How will the goal be measured?)				
SPECIFIC, MEASURABLE STEPS TO BE TAKEN (ACTIVITY/STRATEGY)	TIMELINE	PERSONS RESPONSIBLE	ACTION STEPS TO ACHIEVE THE ACTIVITY	COST ANALYSIS	DOLLARS	FUND
<u>ACTIVITY 1</u> Control expenditures <u>MEASURE FOR ACTIVITY</u> <u>POPULATION SERVED</u>			<ul style="list-style-type: none"> ➤ Improve monthly finance reports ➤ Define contingency funds ➤ Establish contingency funds and reporting mechanism ➤ Work with directors, principals, and district staff to determine potential areas for cost savings ➤ Annual mid-year update on district budget 	SALARIES/STIPENDS		
				CONTRACTUAL SVCS		
				MATERIAL/SUPPLIES		
				TRAVEL		
				OTHER (specify)		
				TOTAL		
<u>ACTIVITY 2</u> Evaluate current programs and make appropriate budget adjustments to reflect Board and community priorities. (AND 2, 3) <u>MEASURE FOR ACTIVITY</u> <u>POPULATION SERVED</u>			<ul style="list-style-type: none"> ➤ Conduct long-range planning with the BoE ➤ Conduct survey of community 	SALARIES/STIPENDS		
				CONTRACTUAL SVCS		
				MATERIAL/SUPPLIES		
				TRAVEL		
				OTHER (specify)		
				TOTAL		
<u>ACTIVITY 3</u> Long-term planning <u>MEASURE FOR ACTIVITY</u> <u>POPULATION SERVED</u>			<ul style="list-style-type: none"> ➤ Determine fund balance percentages. ➤ Evaluate and prioritize district building and grounds spending ➤ Define a balance budget ➤ Evaluate and prioritize education fund expenditures ➤ Continue the process to amend this plan as needed ➤ Study personnel allocation 	SALARIES/STIPENDS		
				CONTRACTUAL SVCS		
				MATERIAL/SUPPLIES		
				TRAVEL		
				OTHER (specify)		
				TOTAL		

Mokena School District
Board Goals and Action Plan

SCHOOL YEAR: 2012-2013

Board Goal 1 (Fiscal Management) Maintain a balanced budget without a referendum				RATIONALE FOR THE GOAL A balanced budget is a positive indicator of the overall state of the district.		
				EVALUATION (How will the goal be measured?)		
SPECIFIC, MEASURABLE STEPS TO BE TAKEN (ACTIVITY/STRATEGY)	TIMELINE	PERSONS RESPONSIBLE	ACTION STEPS TO ACHIEVE THE ACTIVITY	COST ANALYSIS	DOLLARS	FUND
<u>ACTIVITY 4</u> Review and update Board policies regarding this goal. <u>MEASURE FOR ACTIVITY</u> <u>POPULATION SERVED</u>				SALARIES/STIPENDS		
				CONTRACTUAL SVCS		
				MATERIAL/SUPPLIES		
				TRAVEL		
				OTHER (specify)		
				TOTAL		
<u>ACTIVITY 5</u> <u>MEASURE FOR ACTIVITY</u> <u>POPULATION SERVED</u>				SALARIES/STIPENDS		
				CONTRACTUAL SVCS		
				MATERIAL/SUPPLIES		
				TRAVEL		
				OTHER (specify)		
				TOTAL		
<u>ACTIVITY 6</u> <u>MEASURE FOR ACTIVITY</u> <u>POPULATION SERVED</u>				SALARIES/STIPENDS		
				CONTRACTUAL SVCS		
				MATERIAL/SUPPLIES		
				TRAVEL		
				OTHER (specify)		
				TOTAL		

Mokena School District
Board Goals and Action Plan

SCHOOL YEAR: 2012-2013

Board Goal 2 (Curriculum) Continually research methodologies that provide the best educational opportunities for all students. Implement innovative and effective methodologies to enhance the curriculum and learning process.				RATIONALE FOR THE GOAL		
				EVALUATION (How will the goal be measured?)		
SPECIFIC, MEASURABLE STEPS TO BE TAKEN (ACTIVITY/STRATEGY)	TIMELINE	PERSONS RESPONSIBLE	ACTION STEPS TO ACHIEVE THE ACTIVITY	COST ANALYSIS	DOLLARS	FUND
ACTIVITY 1 Curriculum & Instruction <ul style="list-style-type: none"> ✓ Textbooks ✓ Technology ✓ Supporting struggling readers ✓ RtI (AND 1) <u>MEASURE FOR ACTIVITY</u> <u>POPULATION SERVED</u>			➤ Establish priorities and timelines	SALARIES/STIPENDS		
				CONTRACTUAL SVCS		
				MATERIAL/SUPPLIES		
				TRAVEL		
				OTHER (specify)		
				TOTAL		
ACTIVITY 2 Implementation of Common Core <u>MEASURE FOR ACTIVITY</u> <u>POPULATION SERVED</u>			➤ Provide ongoing professional development ➤ PARCC assessment	SALARIES/STIPENDS		
				CONTRACTUAL SVCS		
				MATERIAL/SUPPLIES		
				TRAVEL		
				OTHER (specify)		
				TOTAL		
ACTIVITY 3 Review and update Board policies regarding this goal. <u>MEASURE FOR ACTIVITY</u> <u>POPULATION SERVED</u>				SALARIES/STIPENDS		
				CONTRACTUAL SVCS		
				MATERIAL/SUPPLIES		
				TRAVEL		
				OTHER (specify)		
				TOTAL		

Mokena School District
Board Goals and Action Plan

SCHOOL YEAR: 2012-2013

Board Goal 3 (Community Engagement) Enhance and develop a collaborative relationship with all community stakeholders.				RATIONALE FOR THE GOAL		
				EVALUATION (How will the goal be measured?)		
SPECIFIC, MEASURABLE STEPS TO BE TAKEN (ACTIVITY/STRATEGY)	TIMELINE	PERSONS RESPONSIBLE	ACTION STEPS TO ACHIEVE THE ACTIVITY	COST ANALYSIS	DOLLARS	FUND
<u>ACTIVITY 1</u> More fully develop our parent volunteer program to support the learning environment. <u>MEASURE FOR ACTIVITY</u> <u>POPULATION SERVED</u>			➤ Establish BoE liaisons to work with PTA & MEF ➤ Establish a summer planning meeting with PTA & MEF to develop 12-13 goals	SALARIES/STIPENDS		
				CONTRACTUAL SVCS		
				MATERIAL/SUPPLIES		
				TRAVEL		
				OTHER (specify)		
				TOTAL		
<u>ACTIVITY 2</u> Determine parental expectations. ✓ Class Size ✓ Full vs. Half-day Kdg ✓ Extracurriculars ✓ Foreign Language (AND 1, 2, 4) <u>MEASURE FOR ACTIVITY</u> <u>POPULATION SERVED</u>			➤ Conduct parent survey ➤ Investigate an on-line registration system	SALARIES/STIPENDS		
				CONTRACTUAL SVCS		
				MATERIAL/SUPPLIES		
				TRAVEL		
				OTHER (specify)		
				TOTAL		
<u>ACTIVITY 3</u> Review and update Board policies regarding this goal. <u>MEASURE FOR ACTIVITY</u> <u>POPULATION SERVED</u>				SALARIES/STIPENDS		
				CONTRACTUAL SVCS		
				MATERIAL/SUPPLIES		
				TRAVEL		
				OTHER (specify)		
				TOTAL		

Mokena School District
Board Goals and Action Plan

SCHOOL YEAR: 2012-2013

Board Goal 3 (Community Engagement) Enhance and develop a collaborative relationship with all community stakeholders.			RATIONALE FOR THE GOAL			
			EVALUATION (How will the goal be measured?)			
SPECIFIC, MEASURABLE STEPS TO BE TAKEN (ACTIVITY/STRATEGY)	TIMELINE	PERSONS RESPONSIBLE	ACTION STEPS TO ACHIEVE THE ACTIVITY	COST ANALYSIS	DOLLARS	FUND
<u>ACTIVITY 4</u> Foster two-way communication with the community <u>MEASURE FOR ACTIVITY</u> <u>POPULATION SERVED</u>			➤ Establish building and district coffees ➤ Reinstate the annual senior citizen breakfast ➤ Conduct a state of the District presentation for the Village and Chamber	SALARIES/STIPENDS		
				CONTRACTUAL SVCS		
				MATERIAL/SUPPLIES		
				TRAVEL		
				OTHER (specify)		
				TOTAL		
<u>ACTIVITY 5</u> Strengthen our collaboration with local governmental agencies and community organizations <u>MEASURE FOR ACTIVITY</u> <u>POPULATION SERVED</u>			➤ Continue to build on the LW East Key Club tutoring with local Kiwanis ➤ Research the possibility of creating a local taxing body meeting	SALARIES/STIPENDS		
				CONTRACTUAL SVCS		
				MATERIAL/SUPPLIES		
				TRAVEL		
				OTHER (specify)		
				TOTAL		
<u>ACTIVITY 6</u> <u>MEASURE FOR ACTIVITY</u> <u>POPULATION SERVED</u>				SALARIES/STIPENDS		
				CONTRACTUAL SVCS		
				MATERIAL/SUPPLIES		
				TRAVEL		
				OTHER (specify)		
				TOTAL		

Mokena School District
Board Goals and Action Plan

SCHOOL YEAR: 2012-2013

Board Goal 4 (Staff) Recruit, maintain, and develop a highly qualified staff.			RATIONALE FOR THE GOAL			
			EVALUATION (How will the goal be measured?)			
SPECIFIC, MEASURABLE STEPS TO BE TAKEN (ACTIVITY/STRATEGY)	TIMELINE	PERSONS RESPONSIBLE	ACTION STEPS TO ACHIEVE THE ACTIVITY	COST ANALYSIS	DOLLARS	FUND
ACTIVITY 1 Address salaries for non-certified staff and administration (AND 1) <u>MEASURE FOR ACTIVITY</u> <u>POPULATION SERVED</u>			➤ Conduct comparison study of Lincoln-Way feeder districts ➤ Update salary chart	SALARIES/STIPENDS		
				CONTRACTUAL SVCS		
				MATERIAL/SUPPLIES		
				TRAVEL		
				OTHER (specify)		
				TOTAL		
ACTIVITY 2 Review and update Board policies regarding this goal. <u>MEASURE FOR ACTIVITY</u> <u>POPULATION SERVED</u>				SALARIES/STIPENDS		
				CONTRACTUAL SVCS		
				MATERIAL/SUPPLIES		
				TRAVEL		
				OTHER (specify)		
				TOTAL		
ACTIVITY 3 Offer meaningful, focused professional development for all staff <u>MEASURE FOR ACTIVITY</u> <u>POPULATION SERVED</u>			➤ Implement the process for new certified and administrator evaluation plans ➤ Investigate the concept of cross-training of staff, even between departments	SALARIES/STIPENDS		
				CONTRACTUAL SVCS		
				MATERIAL/SUPPLIES		
				TRAVEL		
				OTHER (specify)		
				TOTAL		

Mokena School District
Board Goals and Action Plan

SCHOOL YEAR: 2012-2013

Board Goal 4 (Staff) Recruit, maintain, and develop a highly qualified staff.				RATIONALE FOR THE GOAL		
				EVALUATION (How will the goal be measured?)		

SPECIFIC, MEASURABLE STEPS TO BE TAKEN (ACTIVITY/STRATEGY)	TIMELINE	PERSONS RESPONSIBLE	ACTION STEPS TO ACHIEVE THE ACTIVITY	COST ANALYSIS	DOLLARS	FUND
<u>ACTIVITY 4</u> Provide meaningful induction for all new staff to the district <u>MEASURE FOR ACTIVITY</u> <u>POPULATION SERVED</u>			➤ Research and develop induction programs for all new staff	SALARIES/STIPENDS		
				CONTRACTUAL SVCS		
				MATERIAL/SUPPLIES		
				TRAVEL		
				OTHER (specify)		
				TOTAL		
<u>ACTIVITY 5</u> <u>MEASURE FOR ACTIVITY</u> <u>POPULATION SERVED</u>				SALARIES/STIPENDS		
				CONTRACTUAL SVCS		
				MATERIAL/SUPPLIES		
				TRAVEL		
				OTHER (specify)		
				TOTAL		
<u>ACTIVITY 6</u> <u>MEASURE FOR ACTIVITY</u> <u>POPULATION SERVED</u>				SALARIES/STIPENDS		
				CONTRACTUAL SVCS		
				MATERIAL/SUPPLIES		
				TRAVEL		
				OTHER (specify)		
				TOTAL		

Mokena School District
Board Goals and Action Plan

SCHOOL YEAR: 2012-2013

Board Goal 5 (Climate and Culture) Foster a collaborative environment that promotes pride and respect within the community and the district as a whole.				RATIONALE FOR THE GOAL		
				EVALUATION (How will the goal be measured?)		
SPECIFIC, MEASURABLE STEPS TO BE TAKEN (ACTIVITY/STRATEGY)	TIMELINE	PERSONS RESPONSIBLE	ACTION STEPS TO ACHIEVE THE ACTIVITY	COST ANALYSIS	DOLLARS	FUND
ACTIVITY 1 Maintain parent-teacher advisory committee <u>MEASURE FOR ACTIVITY</u> <u>POPULATION SERVED</u>			➤ Identify issues for the parent-student handbook ➤ Conduct analysis of student discipline data	SALARIES/STIPENDS		
				CONTRACTUAL SVCS		
				MATERIAL/SUPPLIES		
				TRAVEL		
				OTHER (specify)		
				TOTAL		
ACTIVITY 2 Culture Shift ✓ Staff perception ✓ Community perception (AND 3) <u>MEASURE FOR ACTIVITY</u> <u>POPULATION SERVED</u>			➤ Conduct staff and community surveys ➤ Conduct building and district coffees, along with evening options ➤ Senior breakfast ➤ Expand partnerships with local service organizations	SALARIES/STIPENDS		
				CONTRACTUAL SVCS		
				MATERIAL/SUPPLIES		
				TRAVEL		
				OTHER (specify)		
				TOTAL		
ACTIVITY 3 Review and update Board policies regarding this goal. <u>MEASURE FOR ACTIVITY</u> <u>POPULATION SERVED</u>				SALARIES/STIPENDS		
				CONTRACTUAL SVCS		
				MATERIAL/SUPPLIES		
				TRAVEL		
				OTHER (specify)		
				TOTAL		



MOKENA SCHOOL DISTRICT 159

INFORMATION REPORT

Date: September 27, 2012

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

From: Dr. Charles Vitton
Assistant Superintendent for Instruction

RE: Summary of FY13 Grants

Annually, District 159 applies for state and federal grants that fund various district activities and projects. Below is a list of the different grants for which we have applied, a description of our anticipated expenditures and the total amount of funds we anticipate receiving from each grant.

STATE GRANTS

Transitional Bilingual Education/Transitional Program of Instruction (TBE/TPI) – The State TBE and TPI grant provides supplemental financial assistance to help local school districts meet the extra costs of providing language instruction support to meet the needs of English Language Learners (ELLs) and to facilitate their integration into the regular public school curriculum.

Expenditures: FY 13 Funds: \$13,672
ELL professional development and instructional supplies

FEDERAL GRANTS

Title I – Improving the Academic Achievement of the Disadvantaged – The purpose of the program is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on state academic achievement standards and assessments.

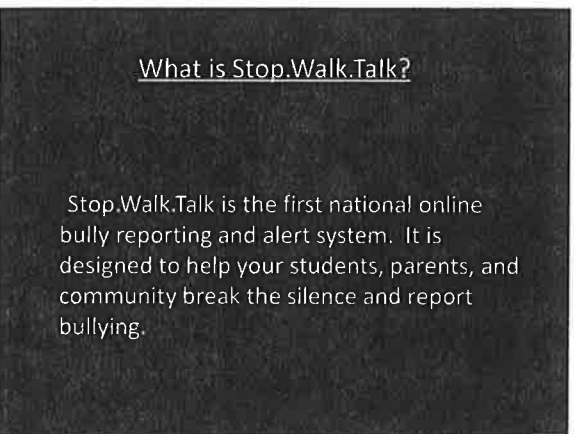
Expenditures: FY 13 Funds: \$119,825
Pay reading specialists salaries
Title I professional development (mandated 10%)

Title II – Teacher Quality – The purpose of the Title II program is to provide funding for states and districts to meet the No Child Left Behind requirements that all teachers be highly qualified and to increase student achievement by improving teacher and principal quality.

Expenditures: FY 13 Funds: \$52,508
Professional development for teachers and administrators
Pay staff development fees and reimbursement for graduate work for staff at St. Mary School







What is the concept of Stop.Walk.Talk?

Starting at an early age, what do we teach children to do if they catch on fire?

Stop, Drop, and Roll!!!

This is an easy to remember national standard that we teach, but what are the actual odds of them ever catching on fire?

1 in ???

What are the odds of a child getting bullied?

1 in 3

What do we tell a child to do if they are being bullied? At this point, there is no national standard. Why?

Until Now...

STOP. WALK. TALK

**STOP THE ACTION
WALK AWAY
TALK TO SOMEONE**

STOP. WALK. TALK

We can teach concept of Stop.Walk.Talk,
but students also need a tool to help them
"Talk" to the right person

STOP. WALK. TALK

Is a Reporting Tool For Anyone:

- Victims
- Bystanders
- Parents
- Teachers
- Community Members

STOP. WALK. TALK

Who do you want students to report to?

In the past students have been told to
tell a teacher, counselor, or any school
official. With Stop.Walk.Talk, they still
have that option, but there are many
barriers to "telling a teacher".

Barriers to it's effectiveness:

- Availability of a "trusted" school official when a student wants to make a report
- How can they report after school hours?
- Miscommunication
- Person receiving the report may lack training on how to properly handle the situation
- Others
- With Stop.Walk.Talk students can report in a manner their more comfortable with, computers and smart phones

With Stop.Walk.Talk:

The people you've selected and trained receive the reports, 24/7

STOP.WALK.TALK

- Report with any computer, smart phone, or tablet with internet access
- Report to same web site address from anywhere in the world for a child in any school



Why do you need Stop.Walk.Talk?

- #1 To provide a safe, bully free environment for your students
- #2 To reduce the risk of bully related lawsuits
- #3 Education is big business and bullies cost schools money
- #4 Schools need a reliable reporting system

Why do you need Stop.Walk.Talk?

- #1 To provide a safe, bully free environment for your students
 - I'm sure your well aware of the statistics on how many children are bullied and in what ways. It's our job to help them.

Why do you need Stop.Walk.Talk?

#2 Reduce the risk of bully related lawsuits

- Lawsuits against schools in regard to bullying are on the rise and bully related lawsuits are often very substantial. In most cases, much more than the cost of implementing this preventative program. Here are a couple of links to news articles pertaining to bully related lawsuits.

• DiBlasio, Natalie, "More Bullying Cases Have Parents Turning to Courts," USA Today, Gannett, 11 Sept. 2011, Web, 13 June 2012, <<http://www.usatoday.com/news/education/story/2011-09-11/bullying-lawsuits-parents-sell-defense-courts/50363256/1>>.

• "Politics," Christian Post, N.p., n.d, Web, 13 June 2012, <<http://www.christianpost.com/news/bullying-lawsuits-surge-as-parents-aim-to-protect-their-children-55498/>>.

Why do you need Stop.Walk.Talk?

#3 Education is big business and bullies cost schools money

As school bullying and violence increases, so do suspensions, expulsions, and alternative education placements as schools are compelled by policies and safety concerns to take disciplinary action. In addition, when students feel emotionally or physically unsafe, attendance and grades can fall because of actual or psychosomatic illnesses, elective truancy, or dropping out. An increasingly negative climate can also lead to more vandalism as students look for an outlet to express their frustration, powerlessness, despair, anger, or fear.

Why do you need Stop.Walk.Talk?

#3 Education is big business and bullies cost schools money

Example Based on 1,000 Students:	LOSSES	COSTS
{Schools Ave. Daily Attendance Reimbursement Rate = \$40}		
Truancy/Low Attendance (@ 6%)	\$21,600	
Suspensions (@ 6%)		\$17,400
Vandalism		\$15,200
Dropping Out (@ 4%)	\$360,000	
Mandatory Disciplinary Alternative Education Placements (@ 1%)		\$25,000
Expulsions (@ 2%)	\$72,000	\$3,400
Total	\$453,600	\$61,000
Total annual financial impact of both losses and costs: \$514,600		

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Average cost of StopWalkTalk for 1,000 students: \$1,490
Affordable – As low as \$0.11 per student/per month.

Why do you need Stop.Walk.Talk?

#4 Currently, most schools have no reliable, consistent, and safe way for students, parents, school staff, and members of the community to report bullying.

How Does Stop.Walk.Talk Work?

Once your school is registered:

- One easy site for reporting, 24/7
- Site can be saved to favorites on a computer
- Saved as an icon on a smart phone
- Accessed by QR code technology etc.



How Does Stop.Walk.Talk Work?

- Sends instant notification 24/7 of bully reports through text and email alerts to your designated representatives.



How Does Stop.Walk.Talk Work?

- Provides 24/7 Incident Tracking:
 - Designated staff receive instant text and email notification of the incident report.
 - Those staff members can login to view the bully incident report.
 - Initial and follow up notes can be annotated in the system to create a record of how the case was handled.
 - Reports can be monitored, viewed and updated at any time so your district or individual school can better monitor bullying situations and prevent bullying.

How Does Stop.Walk.Talk Work?

- Serves as a data analysis mechanism to identify bullying "Hot Spots."
- Example: Superintendent can run a district wide report, which may reflect 42 incidents to date.
 - Report shows 13 occurred in high schools, 27 in middle schools, and 2 in elementary schools.
 - 7 happened in hallways, 23 on busses, 4 in classrooms, and 8 via the internet.
 - This may result in the district focusing their immediate attention toward implementing measures on middle school busses to address the biggest "Hot Spot" first.

Example District Report

STOP.WALK.TALK


HOME ABOUT US ENROLL YOUR SCHOOLS ONLINE STORE RESOURCES CONTACT US

Reports

School	Reporting Method	Hot Spots	Location	Hot Spots
	Total Reports (Student, Teacher, Staff, Administrator, Jan, Referee, Other)	Classroom	Classroom	Classroom
School 1	2	2	0	0
School 2	2	1	1	0
School 3	2	0	0	0

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How Does Stop.Walk.Talk Work?

- System comes with a variety of educational and community awareness materials to help you get the most out of using the Stop.Walk.Talk system.
 - Initial system setup assistance
 - "Bully Free" posters, stickers, and bully bands
 - Sample letters to inform parents about the system and how it works
 - Sample Press Release
 - Sample Public Service Announcement to air on local radio stations  (Click to listen, must be in slideshow mode)
 - Unlimited customer service and technical support
 - Matching professional development funds provided by Quest Education Systems up to \$3,500/year

How Does Stop.Walk.Talk Work?

- Quest Education training options include:
 - Highly trained bully prevention experts to administer training to students, teachers, staff, administrators, parents, and the community.
 - Options include age-appropriate school assemblies, administrator-specific training, teacher training, support staff training, and parent/community awareness meetings.
 - On site training can be scheduled based on the needs and budget constraints of the district.
 - A variety of other educational workshops.

How Do You Get Started?

1. Enroll Your Schools
2. Create Your District
3. Create Your School
4. Assign Your Contacts
5. Report Bullying

CREATE YOUR DISTRICT

REPORT BULLYING HERE

CONTACT US

ABOUT US

ENROLL YOUR SCHOOLS

ONLINE STORE

RESOURCES

CONTACT US

Create Your School System

NAME

ADDRESS

CITY

STATE

ZIP

PHONE

EMAIL

WEBSITE

APPROVED TRAINING

MY ACCOUNT

MY SCHOOLS

MY REPORTS

MY CASE

LOGOUT

Stop.Walk.Talk staff will assist with your registration

CREATE YOUR SCHOOLS

REPORT BULLYING HERE

CONTACT US

ABOUT US

ENROLL YOUR SCHOOLS

ONLINE STORE

RESOURCES

CONTACT US

Create School

NAME

ADDRESS

CITY

STATE

ZIP

PHONE

EMAIL

WEBSITE

APPROVED TRAINING

MY ACCOUNT

MY SCHOOLS

MY REPORTS

MY CASE

LOGOUT

Stop.Walk.Talk staff will assist with your registration

ASSIGN CONTACTS

(Staff you've designated to have access to the system or receive bully reports)

REPORT BULLYING HERE

CONTACT US

ABOUT US

ENROLL YOUR SCHOOLS

ONLINE STORE

RESOURCES

CONTACT US

Add user

NAME

ADDRESS

CITY

STATE

ZIP

PHONE

EMAIL

WEBSITE

APPROVED TRAINING

MY ACCOUNT

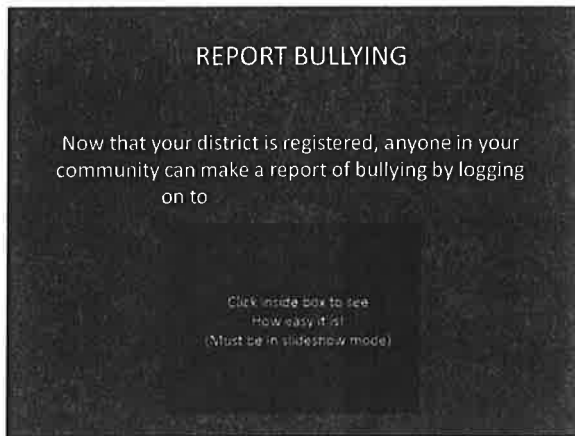
MY SCHOOLS

MY REPORTS

MY CASE

LOGOUT

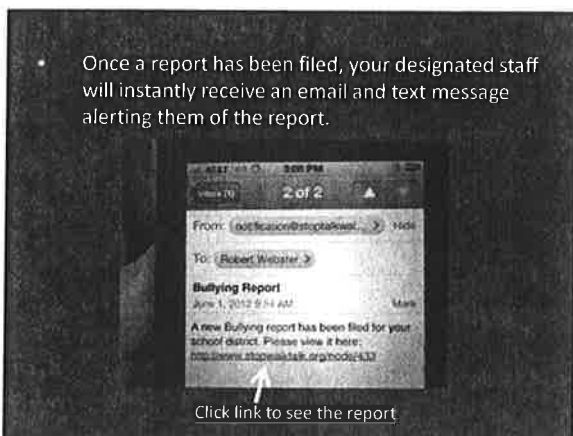
Stop.Walk.Talk staff will assist with your registration

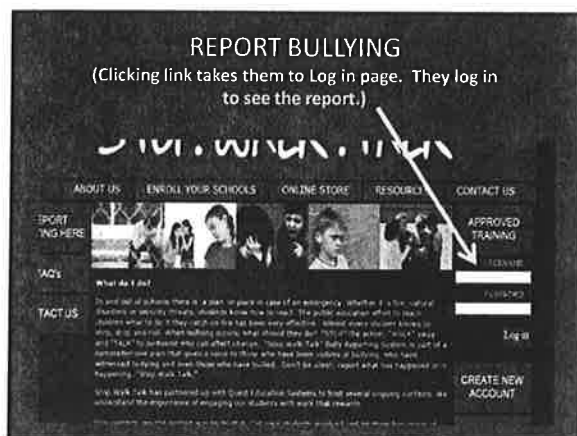


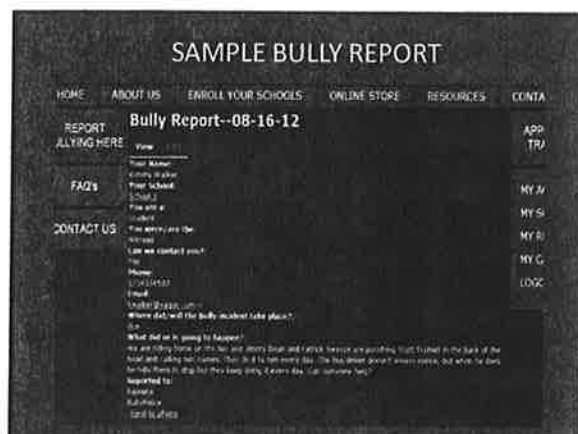


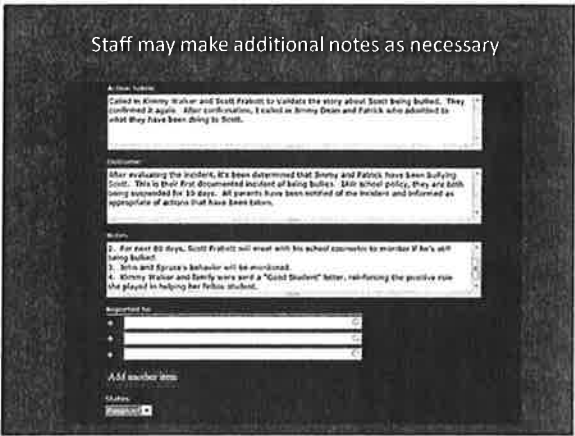


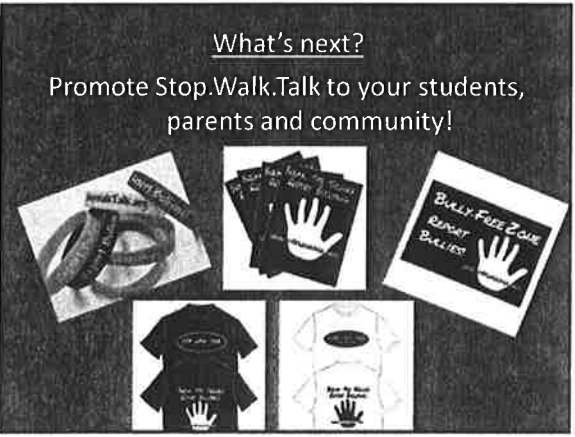
- Once a report has been filed, your designated staff will instantly receive an email and text message alerting them of the report.



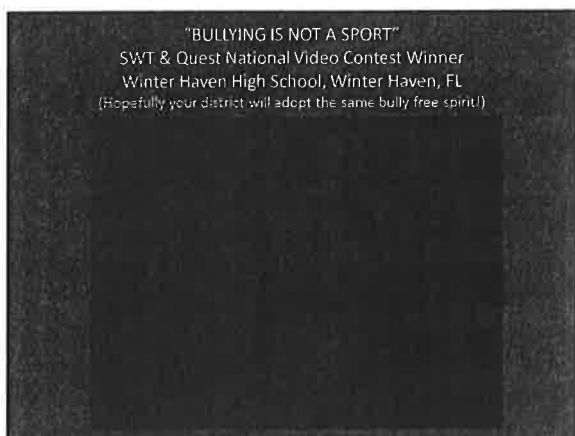














MOKENA PUBLIC SCHOOLS

DISTRICT 159

11244 Willowcrest Lane • Mokena, IL 60448-1334 • (708) 342-4900 • www.mokena159.org

DATE: September 27, 2012

TO: Steve Stein
Board of Education

FROM: John Troy

RE: Pick-Up Truck RFP

The Board has been previously briefed concerning the necessity for purchasing another pick-up truck. In addition to being used for transporting materials around the District the truck will also be used for snow plowing. Attached is our inventory of current vehicles, mileage, condition, and use.

I am recommending that the RFP be for a Chevrolet truck rather than an open more generic RFP for any brand truck. The reason behind this is that we already have a Chevy dump truck and a Chevy pick-up truck and from a maintenance standpoint it makes sense to standardize. Also, we will be using the new truck for snowplowing and it makes sense to standardize on the plow equipment and set-up between the two pick-up trucks.

If there are no objections I will process the RFP and bring this matter back to the Board on November 14th for potential approval of a winning bid.

If you have any questions please do not hesitate to contact me

Sincerely

John Troy
Director of Business Operations



MOKENA PUBLIC SCHOOLS

DISTRICT 159

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30,100 miles

1995 GMC 1 Ton Van

Overall condition is fair; needs tires and seats, possible exhaust work needed . Use is for food service.

55,000 miles

1999 Dodge 2500 4WD Pick-up

Overall condition is extremely poor; waiting to be traded in. snowplow, current one is nearly worn out and rusted out.

430 hours

2000 New Holland m/c 28 mower/ snow blower

Overall condition is good, needs nothing at this time. Field mower at MES; used for snow removal of sidewalks at MJH.

530 hours

2003 Scag Turf cub

Overall condition is excellent. Primary mower at MJH.

265 hours

2010 Scag Turf cub

Overall condition is good. Primary mower at MES and MIS.

1,575 hours

2005 Kubota RTV 900 Utility Vehicle

Overall condition is new. Daily use for grounds maintenance. Run-about between buildings, sidewalk snow plow as well.

11, 500 miles

2007 Chevy Dump Truck

Overall condition is excellent. Used as heavy hauling, work platform, grounds maintenance, winter salting.



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30,000 miles

2008 Chevy Pick-up

Overall condition is excellent. Used daily as run- about for maintenance , HVAC service winter snow plow.

Yale Forklift owned since 4/ 2007

Overall condition is good; possible main ram seal leak. Used to unload trucks and heavy lifting.



MOKENA SCHOOL DISTRICT 159 **INFORMATION REPORT**

Date: September 27, 2012

To: Board of Education
Steve Stein, Superintendent

From: Steve Hastings-Director of Technology

RE: Technology Update

Start of School

There were no major hurdles to the start of the school year. The list below reflects on items of note:

1. A UPS battery failed in the unit that protects our servers. A new battery was purchased (\$350) and installed. Eventually others will need to be replaced over time.
2. A hard drive in the Lunchbox server failed and was replaced with equipment on hand.
3. We have had 4 projectors fail since the start of school. Fortunately we have been able to maneuver other equipment to accommodate without incurring any cost. Our ability to do this further is now very limited. Many projectors across the district are dimming with age and bulb replacement is cost prohibitive given the increasing age of these projectors. See Interactive Projector project below.
4. The number of support incidents in August was significantly higher than the trending average for this time of year. There is no single issue or common event causing the increase. In my opinion, this increase is mainly attributable to the significant number of new employee either new to the district or in new positions. September seems to be trending about average.

Average for August over last 5 years = 350

Actual for August 2012 = 434

Projects

1. **New Backup system** – The new backup system has been in place for 4 months and is working to expectations. I am extremely happy with its performance and manageability.
2. **Windows 7 tablet PC** - this unit was moved from a MJH math to MES 1st grade teacher. The math teacher used the tablet at the end of last year. The teacher felt the transition from the current pen/keyboard tablet to the new all pen/touch screen tablet would be more difficult to adjust to given the parameters of the software that is being used. We now want to see how this tablet style technology will be applicable to the lower grade teachers. This unit will be upgraded to Windows 8 when the software is available.
3. **Model classroom** - We are currently in the training mode for the 2nd grade teachers. One class has already been conducted and another one is scheduled. The goal is to get the teachers comfortable with using the technology so they can take the next step in determining how these

technologies can be used in the classroom. After that is accomplished, we can take the knowledge learned here and apply it to developing a standard set of tools in the classroom.

4. **NComputing VDI Clients** - Begin researching the feasibility of utilizing thin client desktop virtualization. The goal is to determine the ability of our current environment to support thin clients along with the focus of utilizing this technology in targeted areas such as in the learning centers where space is limited. This testing has just begun.
5. **MJH Interactive Projectors** – Over the summer I brought up to administration my concerns regarding our aging fleet of LCD projectors. As noted above we have a number of projectors that are exhibiting the signs of potential failure as other projectors of the same type have before they failed. Some are simply becoming so dim that continued maintenance is ill advised. After researching various products and discussing the desire for teachers to have interactive tools in the classroom, it was the consensus of the administration that we would pursue the Epson Brightlink projector as a standard tool in the classroom. This projector allows any whiteboard or flat white surface to be turned into an interactive space, eliminating the need for more expensive interactive smart boards. It was agreed to pursue these projectors first for the junior high science teachers. Through the generosity of the PTA, MEF, and student activity funds we were able to purchase 5 of these projectors. These projectors were place on back order when they were originally purchased and finally came in about 10 days ago. Once they are installed in the classroom, we will begin the process of training teachers on their use and also pursue professional development on how best to integrate them into our current curriculum. Standardizing on this technology will allow the district to be more efficient since it will allow us to focus on a standard set of tools that eventually everyone will learn how to use.

Other Items of Note

1. On 9/15 I attended a seminar with Mrs. Lodes regarding new requirements on state reporting that the district will be required to implement. The new state reporting guidelines will require school districts to report information on individual course level detail information for every student and teacher. This new reporting requires substantial setup within our STI student information system and will also require some procedural changes in how we handle student scheduling based on the timing of state reports. This unfortunately is probably only the beginning of new state reporting requirements.
2. On 9/25 I attended a Lincoln-Way area technology directors meeting. This was a general “get to know you” meeting. The main discussion focused on comparing everyone’s current state and the direction that each district was moving towards. Generally speaking, every district has its own set of challenges. The common themes were:
 - a. Concerns over the ability to accommodate the future needs of the new electronic state testing plan. The general direction of the other districts was to focus on bolstering their labs to ensure compatibility with testing requirements.

- b. Concerns regarding the ability to support Bring Your Own Device (BYOD) environments given the parameters of current network configurations and the increased administrative burden these environments place on technology support without the proper management tools.
 - c. General concerns regarding finances. Two of the districts (LW 210 and NLSD 122) have started leasing technology in order to achieve large scale technology changes.
- 3. In October, based on current information, the district will be required to prepare a technology readiness assessment for the state to determine our ability to support the future electronic state testing program. This assessment involves the filing of various electronic reports with the state.

**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 Armbrrecht, 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

ACTION REQUESTS

Action Request

Mokena School District 159

Committee of the Whole Meeting

Personnel Recommendations – October 3, 2012

NAME	POSITION	BUILDING	EFFECTIVE DATE	EMPLOYMENT DETAIL
5. Classified – New Hire				
Ieva Radimonaite	Cheerleading Sponsor	MJH		Stipend of \$2,835

Recommended Motion:

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



MOKENA JUNIOR HIGH SCHOOL

19815 Kirkstone Way • Mokena, IL 60448-1334 • (708) 342-4870 • www.mokena159.org

School Administration

Mr. Michael Rolinitis
Principal

Mrs. Mari Jo Hanson
Assistant Principal

District Administration

Mr. Steve Stein
Superintendent

Dr. Charles Vitton
Asst. Supt. of Instruction

Mr. John Troy
Director of Business Operations

Mrs. Eileen Parente
Director of Student Services



Board of Education

Mr. Patrick Markham
President

Mr. Joseph Spalla
Vice-President

Mr. Michael Ford
Secretary

Mr. Mark Franceschini

Mrs. Katherine Moore

Mr. Scott Peters

Mr. Jeff Regan

ACTION REQUEST

To: Board of Education
From: M. Rolinitis
CC: S. Stein
Date: September 27, 2012
Re: Cheerleading Sponsor

I would like to recommend Ieva Radimonaite for the position of Cheerleading Sponsor for Mokena Junior High School for the 2012-2013 season.

Miss Radimonaite has experience as a cheerleader and is currently enrolled in the physical education teaching program at Trinity Christian College.

The stipend for this position is \$2,835.

17131 Valley Drive
Tinley Park, IL 60487
708.623.5234

September 17, 2012

Mr. Michael Rolinitis,

My passion for children and living a healthy lifestyle has driven me to pursue a degree in physical education and health. Along with teaching, I also always had strong intentions to return to cheerleading in the role of a coach. I am very excited at the opportunity to join the Meteor community and to be a leader and role model for the cheerleaders.

At every placement that I have been to, so far adding up to 125+ hours, building a rapport with students and faculty has been exciting and rewarding. I was given the opportunity to design a Smart Board lesson at a Worth elementary school for the 3rd graders. I loved the experience of creating something new and to give current teachers ideas for what to do in the future. My job as a cheerleading coach at your school would involve the same creativity and professionalism that was required at my placements. My experience as a camp leader has also given me many strategies to successfully manage a group of kids. Even my job at the restaurant, where I have dedicated seven years so far, has taught me great time management, responsibility, commitment, and positive people skills.

I look forward to working together with faculty and staff and also to work independently to encourage the athletic development of my future athletes. I strongly believe that with commitment, positive attitude, hard work, and a great role model, athletes will surely reach their highest potential. Thank you for your consideration and I look forward to hearing from you soon.

Thank you,

Ieva Radimonaite

Ieva Radimonaite
Address: 17131 Valley Drive Tinley Park, IL 60487
Telephone number: 708-623-5234
Email Id: ieva.radimonaite@trnty.edu

Career Objective

To acquire the position of a cheerleading coach and manage the cheerleading choreography and cheer routines of the squad efficiently.

Key Skills

- Knowledge of performing the cheer routines and training the squad members
- Ability to manage team and establish sound coordination between the members and their activities
- High physical fitness levels
- Exceptional time and task management skills

Educational Qualifications

- Associates in Liberal Arts at Moraine Valley Community College- 2011 3.8 GPA
- Currently pursuing a Bachelors in Arts - Physical Education, Health Minor
Trinity Christian College- 2011-Present

Certifications

CPR Certified- 2012

Work Summary

Server at Ed and Joes Restaurant: 2007- Present

- Responsibilities include providing excellent customer service, great time management and performing multiple tasks simultaneously.

Camp counselor for the Lemont Lithuanian School Camp Dainava: 2005-Present

- Responsibilities include creating many different activities for children ages 4-12. Every summer since 2005, I travel to Manchester, Michigan to help supervise a children's program that is in operation during certain hours of the day. These sessions help the children to have fun learning some Lithuanian and enjoying fun activities while freeing the parents to attend classes and take part in other activities.

Experiences with Cheerleading

- Participated in an independent organization cheerleading team from 4th- 6th grade in Milford, New Hampshire. 1999-2001
- Participated on the freshman Stagg Chargers cheerleading squad in Palos Heights, Illinois. 2003-2004

References

- Laura Urso- Manager at Ed and Joes 708-567-7506
- Laima Apanaviciene- Supervisor of Camp Dainava 708-296-3192
- Sharon Ostema- Professor of physical education and health classes at Trinity Christian College- Sharon.Ostema@trnty.edu



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

Date: September 26, 2012

To: **Board of Education**

From: **Steve Stein, Superintendent**

RE: **Annual Application for Recognition of Schools**

Attached you will find copies of the Annual Application for Recognition of Schools that the district is required to submit to the Regional Office of Education by October 30, 2012. Part of the requirement for submission is that the applications for each school be approved by the Board of Education.

This application process is performed on an annual basis in order to provide verification to the county and the state that District 159 is operating within the parameters and meets the criteria of the Illinois Administrative Code, Part I, Subparts A, B, C, D, E, F, and G, as outlined in the attached applications.

If you have any questions with regard to this process, please do not hesitate to contact me. If the Board is in agreement, the following motion would be appropriate and appreciated:

"Move to approve the Annual Application for Recognition of Schools for Mokena Elementary School, Mokena Intermediate School, and Mokena Junior High School for the 2012-13 school year, as presented."

Application for Recognition of Schools 2012-2013		ISBE HOME LOGOUT
RCDTS: 56099159002-2002		SESSION TIMEOUT 17:49
Name: Mokena SD 159 School: Mokena Elem School		Authority: 2
Home	View Schools	View Principals
Teacher/Principal Evaluations	View Application	View Paraprofessionals
User Guide		

Last Updated By: KIRCHNERA - 9/26/2012 2:59:00 PM

Pending - District Admin

Based upon the 'yes' responses to the assurances, a school will receive recognition for the 2012-2013 school year pursuant to Section 2-3.25 of the School Code and the 23 Illinois Administrative Code, Part I. The following assurances and the resulting designation may be subject to verification through an on-site visit. If 'no' is checked, attach a written explanation identifying which of the criteria have not been met and include a corrective action plan (with timelines) to meet the criteria.

Items in this application must be answered yes or no.

- | | | |
|---|--|--|
| <input type="radio"/> Yes <input checked="" type="radio"/> No | Do you have any paraprofessionals in your school? | View Paraprofessionals |
| | | |
| <input checked="" type="radio"/> Yes <input type="radio"/> No | 1. The school is in accordance with the 23 Illinois Administrative Code Part I, Subpart A, Sections 1.10-1.00 , School Recognition Requirements rules, i.e., accountability framework including school improvement plans, operational requirements, state assessment, waiver of State Board Rules and School Code Mandates, etc. | |
| <input checked="" type="radio"/> Yes <input type="radio"/> No | 2. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart B, Sections 1.210-1.290 , School Governance rules, i.e., equal opportunities for all students, waiver of school fees, discipline, absenteeism, and truancy policies, and use of isolated time out and physical restraint, etc. | |
| <input checked="" type="radio"/> Yes <input type="radio"/> No | 3. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart C, Sections 1.310-1.330 , School District Administration rules, i.e., administrative responsibilities, evaluation of certified staff in contractual continued service, and hazardous materials training, etc. | |
| <input checked="" type="radio"/> Yes <input type="radio"/> No | 4. The school is in accordance with 23 Illinois Administrative Code, Part I, Subpart D, Sections 1.410-1.470 , The Instructional Program Rules, i.e., basic standards, criteria for elementary and high schools, required course substitute, special programs, credit earned through proficiency examinations, consumer education proficiency tests, ethnic foreign language credit and program approval, adult and continuing education, etc. | |
| <input checked="" type="radio"/> Yes <input type="radio"/> No | 5. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart E, Sections 1.510-1.530 , Support Services rules, i.e., transportation, health services, and training of school bus driver instructors, etc. | |
| <input checked="" type="radio"/> Yes <input type="radio"/> No | 6. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart F, Sections 1.610-1.660 , Staff Certification Requirements rules, i.e., noncertificated personnel, transcripts of credits, records of professional personnel, and records of professional personnel, etc. | |
| <input checked="" type="radio"/> Yes <input type="radio"/> No | 7. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart G, Sections 1.705-1.790 , Staff Qualifications rules, i.e., requirements for elementary teachers, requirements for teachers of middle grades, requirements for secondary teachers and specified subject area teachers in grades 6 and above, standards for reading, media services, pupil personnel services, special education personnel, requirements for bilingual education teachers, teachers of English as a second language, substitute teachers, and supervision of speech-language pathology assistants etc. | |

School Board has approved the application for recognition and is so noted in the official school board minutes.

Date the school board has approved the application for recognition **10/3/2012** (mm/dd/yyyy)

Pending - District Admin

Save Application	Submit	Disapprove	Print	Comment/Response
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Application for Recognition of Schools 2012-2013			ISBE HOME LOGOUT			
		SESSION TIMEOUT 19:58				
RCDTS: 56099159002-2004	Name: Mokena SD 159 (56) School: Mokena Intermediate School	Authority: 2				
Home	View Schools	View Principals	Teacher/Principal Evaluations	View Application	View Paraprofessionals	User Guide

Last Updated By: STEINSUPT - 9/26/2012 1:50:00 PM

Pending - District Admin

Based upon the 'yes' responses to the assurances, a school will receive recognition for the 2012-2013 school year pursuant to Section 2-3.25 of the School Code and the 23 Illinois Administrative Code, Part I. The following assurances and the resulting designation may be subject to verification through an on-site visit. If 'no' is checked, attach a written explanation identifying which of the criteria have not been met and include a corrective action plan (with timelines) to meet the criteria.

Items in this application must be answered yes or no.

- ☒ Yes ☐ No Do you have any paraprofessionals in your school? [View Paraprofessionals](#)
- ☒ Yes ☐ No 1. The school is in accordance with the 23 Illinois Administrative Code Part I, Subpart A, [Sections 1.10-1.00](#), School Recognition Requirements rules, i.e., accountability framework including school improvement plans, operational requirements, state assessment, waiver of State Board Rules and School Code Mandates, etc.
- ☒ Yes ☐ No 2. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart B, [Sections 1.210-1.290](#), School Governance rules, i.e., equal opportunities for all students, waiver of school fees, discipline, absenteeism, and truancy policies, and use of isolated time out and physical restraint, etc.
- ☒ Yes ☐ No 3. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart C, [Sections 1.310-1.330](#), School District Administration rules, i.e., administrative responsibilities, evaluation of certified staff in contractual continued service, and hazardous materials training, etc.
- ☒ Yes ☐ No 4. The school is in accordance with 23 Illinois Administrative Code, Part I, Subpart D, [Sections 1.410-1.470](#), The Instructional Program Rules, i.e., basic standards, criteria for elementary and high schools, required course substitute, special programs, credit earned through proficiency examinations, consumer education proficiency tests, ethnic foreign language credit and program approval, adult and continuing education, etc.
- ☒ Yes ☐ No 5. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart E, [Sections 1.510-1.530](#), Support Services rules, i.e., transportation, health services, and training of school bus driver instructors, etc.
- ☒ Yes ☐ No 6. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart F, [Sections 1.610-1.660](#), Staff Certification Requirements rules, i.e., noncertificated personnel, transcripts of credits, records of professional personnel, and records of professional personnel, etc.
- ☒ Yes ☐ No 7. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart G, [Sections 1.705-1.790](#), Staff Qualifications rules, i.e., requirements for elementary teachers, requirements for teachers of middle grades, requirements for secondary teachers and specified subject area teachers in grades 6 and above, standards for reading, media services, pupil personnel services, special education personnel, requirements for bilingual education teachers, teachers of English as a second language, substitute teachers, and supervision of speech-language pathology assistants etc.

School Board has approved the application for recognition and is so noted in the official school board minutes.

Date the school board has approved the application for recognition (mm/dd/yyyy)

Pending - District Admin

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Application for Recognition of Schools 2012-2013			ISBE HOME LOGOUT
RCDTS: 56099159002-1001		Name: Mokena SD 159 (56) School: Mokena Jr High School	SESSION TIMEOUT 19:51 Authority: 2
Home	View Schools	View Principals	Teacher/Principal Evaluations
View Application	View Paraprofessionals	User Guide	

Last Updated By: STEINSUPT - 9/26/2012 1:52:00 PM

Pending - District Admin

Based upon the 'yes' responses to the assurances, a school will receive recognition for the 2012-2013 school year pursuant to Section 2-3.25 of the School Code and the 23 Illinois Administrative Code, Part I. The following assurances and the resulting designation may be subject to verification through an on-site visit. If 'no' is checked, attach a written explanation identifying which of the criteria have not been met and include a corrective action plan (with timelines) to meet the criteria.

Items in this application must be answered yes or no.

- | | | | |
|--------------------------------------|--------------------------|--|--|
| <input checked="" type="radio"/> Yes | <input type="radio"/> No | Do you have any paraprofessionals in your school? | View Paraprofessionals |
| <input checked="" type="radio"/> Yes | <input type="radio"/> No | 1. The school is in accordance with the 23 Illinois Administrative Code Part I, Subpart A, Sections 1.10-1.00 , School Recognition Requirements rules, i.e., accountability framework including school improvement plans, operational requirements, state assessment, waiver of State Board Rules and School Code Mandates, etc. | |
| <input checked="" type="radio"/> Yes | <input type="radio"/> No | 2. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart B, Sections 1.210-1.290 , School Governance rules, i.e., equal opportunities for all students, waiver of school fees, discipline, absenteeism, and truancy policies, and use of isolated time out and physical restraint, etc. | |
| <input checked="" type="radio"/> Yes | <input type="radio"/> No | 3. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart C, Sections 1.310-1.330 , School District Administration rules, i.e., administrative responsibilities, evaluation of certified staff in contractual continued service, and hazardous materials training, etc. | |
| <input checked="" type="radio"/> Yes | <input type="radio"/> No | 4. The school is in accordance with 23 Illinois Administrative Code, Part I, Subpart D, Sections 1.410-1.470 , The Instructional Program Rules, i.e., basic standards, criteria for elementary and high schools, required course substitute, special programs, credit earned through proficiency examinations, consumer education proficiency tests, ethnic foreign language credit and program approval, adult and continuing education, etc. | |
| <input checked="" type="radio"/> Yes | <input type="radio"/> No | 5. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart E, Sections 1.510-1.530 , Support Services rules, i.e., transportation, health services, and training of school bus driver instructors, etc. | |
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| <input checked="" type="radio"/> Yes | <input type="radio"/> No | 7. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart G, Sections 1.705-1.790 , Staff Qualifications rules, i.e., requirements for elementary teachers, requirements for teachers of middle grades, requirements for secondary teachers and specified subject area teachers in grades 6 and above, standards for reading, media services, pupil personnel services, special education personnel, requirements for bilingual education teachers, teachers of English as a second language, substitute teachers, and supervision of speech-language pathology assistants etc. | |

School Board has approved the application for recognition and is so noted in the official school board minutes.

Date the school board has approved the application for recognition (mm/dd/yyyy)

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MOKENA SCHOOL DISTRICT 159 **ACTION REPORT**

Date: September 26, 2012

To: Board of Education

From: Steve Stein, Superintendent

RE: Addendum to 2012-2013 Parent/Student Handbook

After the meeting of the Parent-Teacher Advisory Committee, the committee discussed and agreed that the four items listed below be added to our current handbook as an addendum. These changes were presented at the September 19 Board meeting as a first read.

- Any employee or student who believes that he or she has been subjected to bullying has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties, but proper enforcement of this policy may require disclosure of any or all information received.
- The Building Principal/Designee shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to any form of bullying.
- In all reports of bullying, the target, and or reporter (or appropriate representative), should describe in the Bullying Report Form the specifics of the complaint to ensure that the subsequent investigation is focused on the relevant facts. Anonymous complaints of bullying or retaliation will be reviewed but are inherently difficult to investigate and may not be procedurally fair; as a result no disciplinary action shall be taken on anonymous complaints unless verified by clear and convincing evidence. All other complaints will be reviewed based on a preponderance of evidence standard. The person reporting the incident must complete the Bullying Reporting Form. Bullying Reporting Forms are available to all students and staff at each school as well as online on the Mokena School District website.
- The principal or designee will promptly notify the parents or guardians of the target and aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

If these additions are agreeable, the appropriate recommendation would be appropriate:

Recommendation:

"...to approve the addendum as presented for the 2012-2013 Parent Student Handbook".



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

Date: October, 2012

To: Board of Education
Mr. Steve Stein, Superintendent

From: John Troy, Director of Business Operations

Re: **Fiscal Year 2012-13 Audit Report**

We are expecting Mr. Ed McCormick to be in attendance at the October 3 Board meeting. He will be making a few remarks about his findings regarding our districts audited financial records for the last school year. Mr. McCormick has given me his assurance that he found our records in good order so there should not be any surprises when he officially summarizes the audit and makes his brief presentation.

The staff from Mulcahy, Pauritsch, Salvador Certified Public Accountants started work for this year's audit the beginning of August. All of the business office personnel provided the required audit reports, files, invoices and other material in a very organized fashion. This helped to facilitate the audit and allowed the audit team to complete their work in two days. A hard copy of the Annual Report that Mr. McCormick completes as part of his contract with our district will be provided.

A number of people play a vital role in achieving a clean audit report. We sincerely appreciate the efforts of all of our staff who participate in any aspect of fiscal management and record keeping of our school district. If the audit meets with our approval, the following motion would be appropriate and appreciated:

Recommended Motion:

".....move to approve the 2012-13 Fiscal Year Audit Report as presented."