

AGENDA
BOARD OF EDUCATION – MOKENA SCHOOL DISTRICT 159
Mokena Elementary School
June 20, 2012
7:00 PM

- I. ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. COMMUNICATIONS**
 - Public
 - MTA/PTA
 - Board of Education
- IV. SUPERINTENDENT REPORT**
- V. APPROVAL OF PREVIOUS MINUTES**
 - Meeting of the Whole - May 2, 2012.....1
 - Regular Meeting- May 16, 20124
 - Closed Session - May 2, 2012; Closed Session- May 16, 2012; Closed Session-May 19, 2012
 - Work Session - May 12, 2012; Work Session- May 19, 2012.....10
- VI. INFORMATION REPORTS**
 - A. Financial Report (additional financial charts) (5 min.).....front pocket
 - B. Treasurer Report (5 min.).....15
- VII. ACTION REQUESTS (30 min.)**
 - A. Personnel19
 - 1. Certified - New Hire
 - 2. Classified – Reassignment
 - 3. Classified- FMLA change
 - 4. Administrative and non-certified wage increase
 - B. District Bills (Mr. Troy) rear pocket
 - C. Parent –Student Handbook28
 - D. Policy – Second readings29
 - 2:250 Access to District Public Records30
 - 3:60 Administrative Responsibility of the Building Principal32
 - 3:70 Succession of Authority-**NEW**33
 - 3:70-AP Administrative Procedure-Succession Plan-**NEW**34
 - 5:90 Abused and Neglected Child Reporting35
 - 5:100 Staff Development Program36
 - 6:150 Home and Hospital Instruction37
 - 6:60 Curriculum Content.....38
 - 7:305 Student Athlete Concussion and Head Injuries- **NEW**40
 - 7:305 – AP Administrative Procedures for Managing Student Athlete Concussion and Head Injuries- **NEW**41
 - 7:300 – E1 Exhibit Agreement to Participate- **NEW**44
 - 4: 60 Purchases and Contracts.....48
 - 4:150 Facility Management and Building Programs49
 - E. Prevailing Wage51
 - F. Pre- approval for end of year bills59
 - G. Authorization to Bid of Cleaning Supply Dilution Control System ...p. 60 & rear pocket
- VIII. ITEMS FOR JULY, 2012 AGENDA**
- IX. FOR THE GOOD OF MOKENA**
- X. ADJOURNMENT**

INFORMATION REPORTS

Treasurer's Report Income Summary
May 01, 2012 - May 31, 2012

<i>Fund</i>	<i>Begining Balance</i>	<i>Revenues</i>	<i>Expenses</i>	<i>Change</i>	<i>Ending Balance</i>	<i>% Change</i>
10 EDUCATION FUND	\$1,565,964.81	\$1,867,202.98	\$821,719.43	\$1,045,483.55	\$2,611,448.36	66.8%
20 OM FUND	\$1,315,252.76	\$270,822.89	\$146,146.83	\$124,676.06	\$1,439,928.82	9.5%
30 BOND - INTEREST FUND	\$333,375.95	\$357,324.18	\$0.00	\$357,324.18	\$690,700.13	107.2%
40 TRANSPORTATION FUND	\$1,852,218.35	\$97,517.68	\$42,810.83	\$54,706.85	\$1,906,925.20	3.0%
50 IMRF FUND	\$35,583.92	\$83,996.26	\$41,232.51	\$42,763.75	\$78,347.67	120.2%
61 NEW CONSTRUCTION FUND	\$754,219.79	\$26.13	\$0.00	\$26.13	\$754,245.92	0.0%
70 WORKING CASH FUND	\$1,646,592.11	\$11,097.03	\$0.00	\$11,097.03	\$1,657,689.14	0.7%
80 TORT FUND	\$220,245.14	\$8,119.15	\$0.00	\$8,119.15	\$228,364.29	3.7%
Totals :	\$7,723,452.83	\$2,696,106.30	\$1,051,909.60	\$1,644,196.70	\$9,367,649.53	0.00

Mokena School District 159
Treasurer's Detail Investment Report
May 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	\$ 720,611.93	\$ 1,278,728.33	\$ -	\$ -	\$ 504,627.82	\$ 55,913.69	\$ 51,566.59	\$ 2,611,448.36
20 Operations & Maintenance	\$ 38,154.84	\$ 1,145,560.22	\$ -	\$ -	\$ 215,381.45	\$ 31,887.92	\$ 8,944.39	\$ 1,439,928.82
30 Bond & Interest	\$ 6.94	\$ 500,897.93	\$ -	\$ -	\$ 68,667.31	\$ 6,444.77	\$ 114,683.18	\$ 690,700.13
40 Transportation	\$ 171,217.92	\$ 1,162,756.85	\$ -	\$ -	\$ 231,562.34	\$ 12,578.35	\$ 328,809.74	\$ 1,906,925.20
50 IMRF	\$ 27,222.90	\$ 23,143.14	\$ -	\$ -	\$ 15,454.91	\$ 174.28	\$ 12,352.44	\$ 78,347.67
61 New Construction	\$ 25,273.42	\$ -	\$ -	\$ -	\$ -	\$ 2,303.17	\$ 726,669.33	\$ 754,245.92
70 Working Cash	\$ 4,050.48	\$ 857,933.15	\$ -	\$ -	\$ 214,905.43	\$ 4,038.87	\$ 576,761.21	\$ 1,657,689.14
80 Tort Fund	\$ 922.78	\$ 30,110.36	\$ -	\$ -	\$ 7,542.50	\$ -	\$ 189,788.65	\$ 228,364.29
TOTALS	\$ 987,461.21	\$ 4,999,129.98	\$ -	\$ -	\$ 1,258,141.76	\$ 113,341.05	\$2,009,575.53	\$ 9,367,649.53
Percentages	10.541%	53.366%	0.000%	0.000%	13.431%	1.210%	21.452%	100.000%

ACTION REQUESTS

Action Request

Mokena School District 159

REGULAR MEETING

Personnel Recommendations – June 20, 2012

NAME	POSITION	BUILDING	EFFECTIVE DATE	EMPLOYMENT DETAIL
1. Certified – New Hire				
Brian Zimmerman	Teacher	MIS	2012-2013 school year	Lane 4, Step A \$39,274
2. Classified-Reassignment				
Rita Ulrich	Administrative Secretary	MIS	2012-2013 school year	\$14.45/hr 7.5 hrs/day 12 months
3. Classified –Family Medical Leave Change				
Lisa Jungles	Custodian	MES	6/19/2012	
4. Administrators and Non certified staff increases for 2012-2013				
Non-certified staff and administrators			2012 -2013 school year	2% salary increase

Recommended Motion:

"Move to approve personnel recommendations 1 through 4 as presented, subject to successful background check, drug screening (if applicable) and physical."



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

Date: June 20, 2012

To: Board of Education
Mr. Steve Stein, Superintendent

From: Dr. Charles J. Vitton, Assistant Superintendent of Instruction

Re: Brian Zimmerman Employment

Due to an internal transfer at MIS, we are in need of hiring an additional special education teacher for the 2012-2013 school year. Mrs. Parente, Mrs. Clavenna, and I interviewed several candidates for the 4th grade Resource Teacher position and are recommending the hire of Mr. Brian Zimmerman to service our special education students at MIS. Brian is a recent graduate of Saint Xavier University and has invaluable experiences at both Easter Seals and District 157c. We are very confident that Mr. Zimmerman will be an asset to the teaching staff at MIS.

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

"Move to hire Mr. Brian Zimmerman as a Resource Teacher at Mokena Intermediate School for the 2012-2013 school year".

Lane 4, Step A - \$39,274

Brian Zimmerman

385 Nevada St.
Frankfort, IL 60423
Cell: (773) 484-7059
ZimmWR86@hotmail.com

EDUCATION

Saint Xavier University

Masters of Arts, Multicategorical Special Education

GPA: Cumulative: 4.0/4.0

Certificate Endorsement #25157689

Type: *Initial Special Teaching K-12*

Chicago, IL

Dec. 2011

Issued January 9, 2012

Governors State University

Bachelor of Arts and Science: Criminal Justice

GPA: Cumulative: 3.10/4.00

University Park, IL

April 2005

STUDENT TEACHING EXPERIENCE

Hickory Creek Middle School

Special Education

Frankfort, IL

Fall 2011

- Created and implemented stimulating unit and lesson plans
- Worked collectively with other educators
- Linked lessons to students everyday lives
- Established a positive learning environment
- Use differentiated instruction strategies to meet the needs of diverse learners

PROFESSIONAL EXPERIENCE

Grand Prairie Elementary School

Teacher's Assistant,

Frankfort, IL

December 2010 -- Present

- One to one aide for special needs student
- Worked collectively with other educators to implement IEP for student
- Established a positive and safe learning environment
- Tailored lessons for English as a Second Language and Special Education students of all age groups
- Created and implemented daily lesson plans to help student develop learning skills
- Used best behavior management practices
- Responsible for creation of IEP goals and ensuring the student reaches the goals

Easter Seals Therapeutic Autism Day School

Teacher's Assistant,

Tinley Park, IL

March 2010 -- August 2011

- Gained experience as an educator being in the classroom
- Worked collectively with other educators
- Established a positive learning environment
- Tailored lessons for English as a Second Language and Special Education students of all age groups
- Create and implement daily lesson plans
- Responsible for creation of IEP goals and ensuring the student reaches the goals
- Supervise 1:1 aides in the classroom to ensure best outcomes for the students
- Use best behavior management practices

Lincoln-Way East High School*Teacher's Assistant*

Frankfort, IL

August 2009 – April 2010

- Gained experience as an educator being in the classroom
- Worked collectively with other educators
- Established a positive learning environment
- Working with students with special needs
- Helping form the IEP plans for underprivileged kids

Judge and Dolph*Sales Representative*

Elk Grove Village, IL

Sept. 2006 – August 2007

- Develop business relationships with liquor stores, bars and restaurants in a designated territory
- Maximize sales growth through organization of territory and product presentation
- Focused on managing the marketing by analyzing reports and improving product placement and promotions with customer
- Top performer for sales in territory

**COACHING
EXPERIENCE****Lincoln-Way East High School***Sophomore Assistant Football Coach*

Frankfort, IL

June 2019-November 2009

Lincoln-Way East High School*Freshman Boys Volleyball Head Coach*

Frankfort, IL

March 2010-May 2010

Hickory Creek Middle School*Boys Basketball Assistant Coach*

Frankfort, IL

October 2011-January 2012

Leadership Qualities and Skills

- Effectively communicated to players technique and instruction
- Management of player personnel
- Balance time management requirements for practice and everyday tasks
- Enhance intra/inter-personal skills working with players, faculty, and other coaches



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

Date: June 14, 2012

To: Board of Education

From: Steve Stein, Superintendent
Eric Melnyczenko, Principal MIS

Re: Hiring of Mokena Intermediate School Secretary

We recommend the employment of Mrs. Rita Ulrich to fill the open administrative secretary position at Mokena Intermediate School. During the 2012-2013 school year, Mrs. Ulrich worked in the MIS office as the attendance secretary so she has a good understanding of the work that needs to be done in the office and the overall operation of the building.

As you can see by her resume, Rita has many years of experience working in a school office setting. We feel that based on that experience, and our interview, that she will be a great administrative secretary for MIS.

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

"Move to approve Mrs. Rita Ulrich as the Administrative Secretary of Mokena Intermediate School for the 2012-2013 school year."

Salary: \$14.45/hour

Rita Ulrich
11721 W. 195th St.
Mokena Il., 60448

June 5, 2012

Mr. Steve Stein
Mokena Public Schools SD159
11244 Willowcrest Lane
Mokena, Il. 60448

Dear Mr. Stein,

I would like to express interest in the open Administrative Secretary's position at MIS. I do believe that I am the best candidate for the job since I am currently working in the building. I do have an understanding of the daily routine of the building, as well as, the special events that take place throughout the school year. I have worked in all of the buildings in the district and know that each building does things differently. The fact that I know the routines of MIS will be very helpful to the new principal. I feel that I would be an asset for Eric Melnyczenko. I will be able to help make the transition into the next school year go very smoothly.

I think this past year at MIS was a true test of my abilities. I believe that I have proven that I will be able to get the job done.

Please consider me for the position. I look forward to hearing from you in the near future.

Best regards,

A handwritten signature in cursive script that reads "Rita Ulrich". The ink is dark and the signature is fluid.

Rita Ulrich

Rita Ulrich
11721 W. 195th St.
Mokena, IL 60448
708/479-7636

Objective:

- To obtain an Administrative Secretary position at MIS.

Experience: *August 2011 – Present*
Mokena Intermediate School
Receptionist/Attendance Secretary

- Complete daily attendance for students
- Maintain student records and discipline files
- Prepare Illinois Student Transfer papers as needed
- Maintain and update Connect – Ed files
- Experienced with Microsoft Office
- Assist students, staff and visitors
- Maintain and control the front desk
- Record daily deposits for student lunch accounts
- Keep open communication between parents, students, teachers and administrators

June 2010-August 2011
Harrison Eye Care
Receptionist/Secretary

Frankfort, Illinois

- Meet and greet patients
- Bill patients and insurance companies
- Reconcile insurance checks and post to patient accounts
- Reconcile and close out each days business
- Schedule patient appointments
- Prepare patient charts
- File and track patient charts
- Prepare and mail new patient welcome letters
- Fax orders and reports to co-managing physicians

August 2009-June 2010
Mokena Junior High School
Assistant Principal's Secretary/Attendance Secretary

Mokena, Illinois

- Complete daily attendance for students
- Maintain student records and discipline files
- Prepare Illinois Student Transfer papers as needed
- Maintain and update Connect – Ed files
- Schedule Parent/Teacher Conferences
- Experienced with Microsoft Office
- Maintain and update weekly Power Point Presentation

- Assist students, staff and visitors
- Excellent general office skills

June 2001- June 2009

MOKENA ELEMENTARY SCHOOL

Mokena, Illinois

Receptionist/Secretary

- Handle general correspondence and maintain necessary school records
- Serve as the alternate attendance secretary for school
- Maintain and control the front desk
- Maintain transportation changes for all students
- Serve as a liaison for bussing at Mokena Elementary School
- Assist students, staff and visitors
- Experienced with Microsoft Word, Tremont and STI student management programs, TIE-Net curriculum software
- Member of the Crisis Team

1986-1992

KIDS R US

Lansing, Illinois

Assistant Store Manager

- Maintain daily cash receipts
- Oversee employees in all departments
- Review employee's performance
- Handle customer complaints
- Train new employees
- Handle employee problems
- Control inventory
- Review budget on a daily basis
- Oversee general appearance of the store

Education:

- High School Graduate – Rich South High School

References:

Mr. Rolinitis
Principal
Mokena Junior High
19815 Kirkstone Way
Mokena, IL 60448
708-342-4870

Mrs. Jessica Nickless
8451 Teakwood Ct.
Orland Park, IL. 60462
708-364-1795



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

Date: June 14, 2012
To: Board of Education
From: Steve Stein, Superintendent
RE: Non-Certified Staff and Administrative Raises

Based on discussions with the Board, it is my recommendation that non-certified staff and administration receive a 2% salary increase for the 2012-2013 school year.

This increase matches the increase teachers will receive for the upcoming school year.



MOKENA SCHOOL DISTRICT 159 **ACTION REPORT**

Date: June 12, 2012

To: Board of Education

From: Steve Stein, Superintendent

Re: Parent/ Student Handbook 2012-2013

A draft of the updated Parent/ Student Handbook 2012-2013 was presented to the Board at the June 6, 2012 Committee of the Whole meeting as an Information item. The review process included the Parent Advisory Committee and administrators for input and review.

We are requesting for the board to approve the Parent/ Student Handbook 2012-2013 as presented.

Recommended Motion:

"I move that the Board of Education approve the Parent/ Student Handbook 2012-2013 as presented."

Moved By: _____

Seconded By: _____



MOKENA SCHOOL DISTRICT 159 ACTION REQUEST

Date: June 12, 2012

To: Board of Education

From: Steve Stein, Superintendent

Re: Board Policies

Attached you will find Board Policies presented as Information at the May 16, 2012 and June 6, 2012 Board meetings:

- 2:250 Access to District Public Records
- 3:60 Administrative Responsibility of the Building Principal
- 3:70 Succession of Authority-**NEW**
- 3:70-AP Administrative Procedure-Succession Plan-**NEW**
- 5:90 Abused and Neglected Child Reporting
- 5:100 Staff Development Program
- 6:150 Home and Hospital Instruction
- 6:60 Curriculum Content
- 7:305 Student Athlete Concussion and Head Injuries- **NEW**
- 7:305 – AP Administrative Procedures for Managing Student Athlete Concussion and Head Injuries- **NEW**
- 7:300 – E1 Exhibit Agreement to Participate- **NEW**
- 4: 60 Purchases and Contracts
- 4:150 Facility Management and Building Programs

Recommended Motion:

“.....move to approve the following policies as presented: Policy 2:250; 3:60; 3:70; 3:70 AP; 5:50; 5:100; 6:150; 6:60; 7:305; 7:305 AP; 7:300-E1; 4:60 and 4:150.”

Moved By: _____

Seconded By: _____

School Board

Access to District Public Records

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

Freedom of Information Officer

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

Definition

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

Requesting Records

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

Responding to Requests

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

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

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

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

Copying Fees

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

Access

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

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

Preserving Public Records

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

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

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

ADOPTED: September 12, 2007

REVISED: November 14, 2007

REVISED: February 10, 2010

REVISED: January 12, 2012

REVISED : June 20, 2012

General School Administration

Administrative Responsibility of the Building Principal

The Board of Education, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools. The primary responsibility of a Building Principal is the improvement of instruction. Each Building Principal shall perform all duties as described in The School Code as well as such other duties as specified in his or her employment agreement or as agreed upon by the Building Principal and Superintendent.

The Superintendent or designee shall develop and maintain a principal and assistant principal evaluation plan that complies with Section 24A-15 of The School Code. Using that plan, the Superintendent or designee shall evaluate each Building Principal and Assistant Principal. The Superintendent or designee may conduct additional evaluations.

The Board of Education and each Building Principal and Assistant Principal shall enter into an employment agreement that conforms to Board policy and State law. The terms of an individual employment contract, when in conflict with the evaluation plan or this policy, will control.

LEGAL REF.: 10 ILCS 5/4-6.2.
105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 10-23.8a, 10-23.8b, and 5/24A-15.
105 ILCS 127/1 et seq.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 5:250 (Leave of Absence)

ADOPTED: September 12, 2007

REVISED: June 20, 2012

General School Administration

Succession of Authority

If the Superintendent, Building Principal, or other administrator is temporarily unavailable, the succession of authority and responsibility of the respective office shall follow a succession plan, developed by the Superintendent and approved by the School Board.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 3:30
(Chain of Command)

ADOPTED: June 20, 2012

General School Administration

Administrative Procedure - Succession Plan

If the Superintendent, Building Principal, or other administrator is temporarily unavailable, the succession of authority and responsibility of the respective office shall be as stated below. If the first person on the succession list is unavailable, the second person shall be the responsible person, and so on, in order through the list. The designated individual shall communicate with the School Board President in cases of importance and/or emergency.

Superintendent

Assistant Superintendent of Instruction

Director of Student Services

Director of Business Operations

Mokena Junior High Principal

Mokena Elementary School Principal

Mokena Intermediate School Principal

Mokena Elementary Assistant Principal

Mokena Junior High Assistant Principal

ADOPTED: June 20, 2012

General Personnel

Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall immediately report ~~such a case~~ or cause a report to be made to the Illinois Department of Children and Family Services on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. All District employees shall sign the *Acknowledgement of Mandated Reporter Status* form provided by the Illinois Department of Child and Family Services (DCFS) and the Superintendent or designee shall ensure that the signed forms are retained.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 800/843-5678, or online at www.cybertipline.com. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

The Superintendent shall execute the requirements in Board policy 5:150, Personnel Records, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

The Superintendent shall notify the State Superintendent and the regional superintendent in writing when he or she has a reasonable cause to believe that a certificate holder was dismissed or resigned from the District as a result of an act that caused a child to be considered an abused or neglected child. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the certificate holder.

The Superintendent or designee shall provide staff development opportunities for school personnel working with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect.

Each individual School Board member must, if an allegation is raised to the member during an open or closed School Board meeting that a student is an abused child as defined in the Act, direct or cause the School Board to direct the Superintendent or other equivalent school administrator to comply with the requirements of the Act concerning the reporting of child abuse.

LEGAL REF.: 325 ILCS 5/1 et seq.

CROSS REF.: 2:20 (Powers and Duties of the School Board), 5:20 (Sexual Harassment), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

ADOPTED: September 12, 2007

REVISED: January 13, 2010

REVISED: June 20, 2012

General Personnel

Staff Development Program

The Superintendent or designee shall implement a staff development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for certificated staff members shall be designed to effectuate the District and School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

The staff development program shall provide, at a minimum, at least once every 2 years, the in-service training of certificated school personnel and administrators shall include training on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

The staff development program shall provide, at a minimum, once every 2 years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.

LEGAL REF.: 105 ILCS 5/2-3.60, 5/10-22.39, 5/10-23.12, 5/24-5, and 110/3.
745 ILCS 49/1 et seq., Good Samaritan Act.

CROSS REF.: 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Hazardous and Infectious Materials), 5:90 (General Personnel - Abused and Neglected Child Reporting), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day)6:160(English Language Learners), 7:285 (Food Allergy Management program).

ADMIN PROC.: 4:170-AP6 (Plan for Responding to a Medical Emergency at an Indoor Physical Fitness Facility), 5:100-AP (Staff Development Program), 5:150-AP (Personnel Records), 7:250-AP1 (Measures to Control the Spread of Head Lice at School)

ADOPTED: January 13, 2010

Instruction

Home and Hospital Instruction

A student who is absent from school, or whose physician anticipates that the student will be absent for an extended period of time or ongoing intermittent absences, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by the Illinois State Board of Education rule governing the continuum of placement options for home/hospital services. Appropriate educational services from qualified staff ~~shall begin as soon as eligibility is established~~ will begin no later than 5 school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

LEGAL REF.: 105 ILCS 5/10-22.6a, 5/14-13.01, 5/18-4.5, and 5/18-8.05.
23 Ill.Admin.Code §226.300.

CROSS REF.: 6:120 (Education of Children with Disabilities), 7:10 (Equal Educational Opportunity)

ADOPTED: September 12, 2007

REVISED: June 20, 2012

Instruction

Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In Kindergarten through Grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level.
2. In grades 7 and 8, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
3. In grades Kindergarten 4-through 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
4. In grades kindergarten through 8, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
5. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship, in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in bullying prevention may be included.
6. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
7. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day, except on block scheduled days for those schools in block scheduling, in a physical education course. For exemptions and substitutions, see policy 7:260, Exemption from Physical Activity.
8. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) other components necessary to develop a sound mind in a healthy body, and (d) dangers and avoidance of abduction.
9. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.

10. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
11. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics, Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State.
In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.
12. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
13. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.
14. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
15. In all schools offering a secondary agricultural education program, courses as required by 105 ILCS 5/2-3.80.

LEGAL REF.: 5 ILCS 465/3 and 465/3a.
 20 ILCS 2605/2605-480.
 Public Law 108-447, Section 111 of Division J.
 105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-5, 5/27-6, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-21, 5/27-22, 5/27-23, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-24.2, 435/0.01 et seq., and 110/3.
 625 ILCS 5/6-408.5.
 23 Ill.Admin.Code §§1.420, 1.430, and 1.440.
 Consolidated Appropriations Act of 2005, Pub. L. No. 108-447, Section 111 of Division J.
 Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008).
 47 C.F.R. §54.520.

CROSS REF.: 6:40 (Curriculum Development), 7:260 (Exemption from Physical Activity)

ADOPTED: September 12, 2007

REVISED: June 20, 2012

Students

Student Athlete Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by student athletes. The program shall:

1. Comply with the concussion protocols; policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:
 - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
2. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
3. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
4. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

LEGAL.: 105 ILCS 5/10-20.53.

CROSS REF.: 4:170(Safety), 7:300(Extracurricular Athletics)

ADOPTED: JUNE 20, 2012

Students

Administrative Procedure - Program for Managing Student Athlete Concussions and Head Injuries

Definitions

Concussion - A type of traumatic brain injury caused by a bump, blow, or jolt to the head that alters the way the brain normally functions. A concussion can also occur from a blow to the body that causes the head to move rapidly back and forth. These injuries may or may not cause a loss of consciousness. See *Concussion in Sports*, www.cdc.gov/concussion/sports/index.html. This site contains excellent resources for the recognition, response, and prevention of concussions. The Illinois High School Association (IHSA) website contains comprehensive resources that State law requires schools use to educate coaches, student athletes, and parents/guardians. These are available at: www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/SchoolResources.aspx.

Student athlete - A student who has participated in one or more practices and/or interscholastic athletic contests in any sport offered by or under the auspices of a high school. This definition is from the IHSA's by-laws, www.ihsa.org/AbouttheIHSA/ConstitutionBylawsPolicies.aspx. All Illinois school boards, even those that currently have no *student athletes*, are required to adopt a student athlete concussion and head injury policy that is in compliance with IHSA protocols, policies, and by-laws (105 ILCS 5/10-20.53, added by P.A. 97-204). This administrative procedure implements Board policy 7:305, *Student Athlete Concussions and Head Injuries*.

Actor	Action
Superintendent or designee	<p>Identify the staff members who are responsible for student athletes, including Building Principals, and require that they comply with IHSA concussion protocols, policies, and by-laws, including its <i>Protocol for NFHS Concussion Playing Rules</i>, and its <i>Return to Play Policy</i>. Available at: www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/SchoolResources.aspx.</p> <p>Hold the identified staff members responsible for implementing this procedure.</p>
Building Principals	<p>Instruct coaches, trainers, and other staff members who are responsible for student athletes to review and abide by the IHSA protocols, policies, and by-laws regarding concussions and head injuries. Available at: www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx.</p> <p>Require that:</p> <ol style="list-style-type: none"> 1. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (e.g., loss of consciousness, headache, dizziness, confusion, or balance problems) in a practice or game is removed from participation or competition at that time. 2. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury is not allowed to return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. 3. If not cleared to return to that contest, a student athlete is not allowed to

Actor	Action
	<p>return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.</p> <p>Place all written information concerning an injury to a student athlete, including without limitation, a return-to-play clearance from a student's physician or an athletic trainer, in the student's school student record.</p>
<p>Building Principals, Coaches, and Trainers (and other staff members who are responsible for student athletes)</p>	<p>Inform student athletes and their parents/guardians about Board policy 7:305, <i>Student Athlete Concussions and Head Injuries</i> by referring to it in exhibit 7:300-E1, <i>Agreement to Participate</i>, or other agreement, contract, code, or written instrument that a student athlete and his or her parent/guardian are required to sign before the student is allowed to participate in a practice or interscholastic competition.</p> <p>Inform student athletes and their parents/guardians about concussions and head injuries by:</p> <ol style="list-style-type: none"> 1. Giving them a copy of the IHSA's <i>Concussion Information Sheet</i> at the time they sign exhibit 7:300-E1, <i>Agreement to Participate</i>, or other agreement, contract, code, or written instrument that a student athlete and his or her parent/guardian are required to sign before the student is allowed to participate in a practice or interscholastic competition. The <i>Concussion Information Sheet</i>, also known as <i>Sign off (DOC)</i>, is at www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ParentGuardianResources.aspx. 2. Use educational material provided by IHSA to educate student athletes and parents/guardians about the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury. See www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx. The Center for Disease Control and Prevention offers free printed educational materials on concussions that can be ordered or downloaded and distributed to parents, students, and coaches. Available at: www.cdc.gov/concussion/. <p>Follow the IHSA concussion management guidelines. Available at: www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx. These guidelines, in summary, require that:</p> <ol style="list-style-type: none"> 1. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (e.g., loss of consciousness, headache, dizziness, confusion, or balance problems) in a practice or game shall be removed from participation or competition at that time. 2. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. 3. If not cleared to return to that contest, a student athlete may not return to

Actor	Action
	<p>play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.</p> <p>Learn concussion symptoms and danger signs. Available at: www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/CoachingResources.aspx.</p> <p>Understand before the season begins how to respond if a student athlete exhibits signs, symptoms, or behaviors consistent with a concussion (e.g., loss of consciousness, headache, dizziness, confusion, or balance problems) in a practice or game.</p> <p>Do not assess a head injury; instead, take the student athlete out of play and seek the advice of a health care professional.</p> <p>Inform the student athlete's parent/guardian about a possible concussion and give the parent/guardian a fact sheet on concussion. Available at: www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ParentGuardianResources.aspx.</p>

ADOPTED: June 20, 2012

Students

Exhibit - Agreement to Participate

On District letterhead

Each student and his or her parent/guardian must read and sign this *Agreement to Participate* each year before being allowed to participate in interscholastic sport(s) or intramural athletics. The completed *Agreement* should be returned to the Coach.

Student name (printed) _____

1. I wish to participate in the interscholastic sport(s) or intramural athletics that are circled: baseball, basketball, cheerleading, cross country, field hockey, football, golf, gymnastics, lacrosse, soccer, softball, swimming/diving, tennis, track, volleyball, wrestling, other (identify sports) _____. (Another *Agreement* must be signed if the student later decides to participate in a sport not circled above.)
2. Before I will be allowed to participate, I must provide the School District with a certificate of physical fitness (if participating in interscholastic sport(s), the Pre-Participation Physical Examination Form serves this purpose), show proof of accident insurance coverage, and complete any forms required by the Illinois High School Association (IHSA).
3. I agree to abide by all conduct rules and will behave in a sportsmanlike manner. I agree to follow the coaches' instructions, playing techniques, and training schedule as well as all safety rules.
4. I understand that Board policy 7:305, *Student Athlete Concussions and Head Injuries*, requires, among other things, that a student athlete who exhibits signs and symptoms, or behaviors consistent with a concussion or head injury must be removed from participation or competition at that time and that such student will not be allowed to return to play unless cleared to do so by a physician licensed to practice medicine in all its branches or a certified athletic trainer.
5. I am aware that with participation in sports comes the risk of injury, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the highest risk. I am aware that participating in sports involves travel with the team. I acknowledge and accept the risks inherent in the sport(s) or athletics in which I will be participating and in all travel involved. I agree to hold the District, its employees, agents, coaches, School Board members, and volunteers harmless from any and all liability, actions, claims, or demands of any kind and nature whatsoever that may arise by or in connection with my participating in the school-sponsored interscholastic sport(s) or intramural athletics. The terms hereof shall serve as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, and for all members of my family.

Student signature

Date

To be read and signed by the parent/guardian of the student:

1. I am the parent/guardian of the above named student and give my permission for my child or ward to participate in the interscholastic sport(s) or intramural athletics indicated. I have read the above *Agreement to Participate* and understand its terms.
2. I acknowledge having received the attached *Concussion Information Sheet*.
3. I understand that all sports can involve many **risks of injury**, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the higher risk. I am aware that participating in sports involves travel with the team. In consideration of the School District permitting my child to participate, I agree to hold the District, its employees, agents, coaches, Board members and volunteers harmless from any and all liability, actions, claims or demands of any kind and nature whatsoever that may arise by or in connection with the participation of my child in the sport(s) or athletics. I assume all responsibility and certify that my child is in good physical health and is capable of participation in the above indicated sport or athletics.

Parent/Guardian signature

Date

Emergency Contact Information

Name: _____ Relationship to student: _____

Day phone number: _____ Evening phone number: _____

Cell phone number: _____ Other: _____

Name: _____ Relationship to student: _____

Day phone number: _____ Evening phone number: _____

Cell phone number: _____ Other: _____

Name: _____ Relationship to student: _____

Day phone number: _____ Evening phone number: _____

Cell phone number: _____ Other: _____

Name: _____ Relationship to student: _____

Day phone number: _____ Evening phone number: _____

Cell phone number: _____ Other: _____

Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

<ul style="list-style-type: none">• Headaches• “Pressure in head”• Nausea or vomiting• Neck pain• Balance problems or dizziness• Blurred, double, or fuzzy vision• Sensitivity to light or noise• Feeling sluggish or slowed down• Feeling foggy or groggy• Drowsiness• Change in sleep patterns	<ul style="list-style-type: none">• Amnesia• “Don’t feel right”• Fatigue or low energy• Sadness• Nervousness or anxiety• Irritability• More emotional• Confusion• Concentration or memory problems (forgetting game plays)• Repeating the same question/comment
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Signs observed by teammates, parents and coaches include:

<ul style="list-style-type: none">• Appears dazed• Vacant facial expression• Confused about assignment• Forgets plays• Is unsure of game, score, or opponent• Moves clumsily or displays incoordination• Answers questions slowly• Slurred speech• Shows behavior or personality changes• Can’t recall events prior to hit• Can’t recall events after hit• Seizures or convulsions• Any change in typical behavior or personality• Loses consciousness

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a

period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>

Adapted by the Illinois High School Association from the CDC and the 3rd International Conference on Concussion in Sport, Document created 7/1/2011.

ADOPTED: June 20, 2012

Operational Services

Purchases and Contracts

The Superintendent shall manage the District's purchases and contracts in accordance with the law, the standards set forth in this policy, and other applicable Board policies.

Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with Illinois law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the Board of Education.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services. Purchases of items not included in the budget require prior Board of Education approval, except in an emergency.

Notwithstanding the above, all contracts and agreements for goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, shall be approved by the Board of Education. Concerning these contracts and agreements, the Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.

All contracts for supplies, materials, or work involving an expenditure in excess of ~~\$20,000~~ \$10,000 shall be made in accordance with the State law bidding procedure, unless specifically exempted.

All contracts for the construction, lease, or purchase of school buildings shall be in compliance with State law and Board policy 4:150, *Facility Management and Building Programs*.

LEGAL REF.: 105 ILCS 5/10-20.21.
820 ILCS 130/0.01 et seq.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:150 (Facility Management and Building Programs)

ADOPTED: September 12, 2007

REVISED: June 20, 2012

Operational Services

Facility Management and Building Programs

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance the law, the standards set forth in this policy, and other applicable Board policies. The Superintendent or designee shall cooperate with and facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, and (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district.

Standards for Managing Buildings and Grounds

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. Prior Board of Education approval is needed for all renovations or permanent alterations to buildings or grounds when the total cost will exceed \$10,000 ~~\$12,500~~ (unless emergency dictates), including the cost equivalent of staff time. This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

Standards for Green Cleaning

For each District school with 50 or more students, the Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

Standards for Facility Construction and Building Programs

As appropriate, the Board of Education will authorize the production of a comprehensive study to determine the need for facility construction and expansion. Periodically, the Superintendent or designee shall provide the Board with projected facility needs, enrollment trends, and other data impacting facility use. Board of Education approval is needed for all new facility construction and expansion.

When making decisions pertaining to design and construction of school facilities, the Board of Education will confer with members of the staff and community, the Illinois State Board of Education, and educational and architectural consultants, as it deems appropriate. The Board's facility goals are to:

1. Integrate facilities planning with other aspects of planning and goal-setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State or federal law.
7. Provide for low maintenance costs and energy efficiency.

Naming Buildings and Facilities

Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and

stature of the school or facility. Any request to name or rename an existing facility should be submitted to the Board of Education. When a facility is to be named or renamed, the Board President will appoint a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board. The Board will make the final selection. The committee shall operate under the following guidelines:

1. The committee will encourage input from the community, staff members, and students.
2. Consideration will be given to names of local communities, neighborhoods, streets, landmarks, historical considerations, and individuals who have made a contribution to the District, community, State, or nation.
3. The name will not duplicate or cause confusion with the names of existing facilities in the District.

The Superintendent or designee may name a room or designate some area on a school's property in honor of an individual or group that has performed outstanding service to the school without using this policy.

LEGAL REF.: 42 U.S.C. §12101 et seq.
105 ILCS 5/10-22.36, 5/17-2.11, and 230/5-1 et seq.
820 ILCS 130/0.01 et seq.
Ill.Admin.Code Part 151, School Construction Program, and Part 180, Health/Life Safety Code for Public Schools.

CROSS REF.: 2:150 (Committees), 2:170 (Procurement of Architectural, Engineering, and Land Surveying Services), 4:60 (Purchases and Contracts), 8:70 (Accommodating Individuals with Disabilities)

ADOPTED: September 12, 2007

REVISED: February 10, 2010

REVISED: June 20, 2012



MOKENA SCHOOL DISTRICT 159

ACTION REQUEST

Date: June 13, 2012

To: Board of Education
Steve Stein, Superintendent

From: Kirt Hendrick, Director of Business Operations

Re: Prevailing Wage Act

The adoption of the attached ordinance satisfies the legal requirement that the Board of Education enforces the Prevailing Wage Act for public works projects. On an annual basis, the District is responsible for determining the prevailing wage rates and enforcing those rates in contracts for building additions and improvements.

The Will County Regional Office of Education has assumed the responsibility of publishing the required Prevailing Wage Notification in local newspapers on behalf of local school districts. By law, the publication must take place within thirty days of filing the certified resolution with the Department of Labor and the Secretary of State. Since the Regional Office will publish the Public Notice on July 27, certified copies of this resolution will be mailed to the appropriate agencies after July 1.

Attached are the ordinance and the prevailing wage rates for Will County.

If this recommendation meets with the Board's approval the following motion would be appropriate and appreciated: ***"... move to approve the attached "PREVAILING WAGE RATE ORDINANCE" as presented."***

Moved By: _____

Seconded By: _____

WILL COUNTY REGIONAL OFFICE OF EDUCATION
702 WEST MAPLE STREET
NEW LENOX, ILLINOIS 60451
(815) 740-8360 FAX (815) 740-4788

FACSIMILE TRANSMITTAL SHEET

TO:	District Supt., Business Managers	FROM:	Shawn Walsh
COMPANY:	Will County School Districts, JJC, Special Ed. Coops, WILCO	DATE:	5/7/12
FAX NUMBER:	Broadcast	TOTAL NO. OF PAGES INCLUDING COVER:	7
PHONE NUMBER:	Broadcast	SENDER'S EMAIL ADDRESS	swalsh@willcountyillinois.com
RE:	Prevailing Wages & School Lunches	SENDER'S WEB SITE:	www.willroe.org

☒ URGENT ☐ FOR REVIEW ☐ PLEASE COMMENT ☐ PLEASE REPLY ☐ PLEASE RECYCLE

Please find accompanying this fax cover the following: (1) **"Memorandum"** providing instructions regarding the publication of Prevailing Wage Notification and Free and Reduced Lunch Notification, (2) **"Will County Prevailing Wage for May 2012"**, (3) a **"Prevailing Wage Ordinance"** template, (4) a copy of the **"Legal Notice"** that will be sent to the newspapers for publication, and (5) a copy of the **"Public Service Announcement"** for the National School Lunch and Breakfast Programs & Special Milk for Split-Session Kindergarten, which will be provided to area newspapers with our *request* for publication. The Will County R.O.E. will publish the prevailing wage notice on, or before, July 27, 2012, as well as *request* publication of the free and reduced-priced meals and free milk guidelines. The Regional Office is doing this collectively for all school districts, special education coops, WILCO, and JJC.

If interested, you may secure additional information regarding prevailing wage at the following web site: <http://www.state.il.us/agency/idol/>.

If you have any questions, please feel free to telephone our office and ask for **Danelle Palomar**.

MEMORANDUM

TO: District Superintendents and/or Business Managers
FROM: Jennifer Bertino-Tarrant, Ed.D., Regional Superintendent of Schools
RE: Prevailing Wage Notification, Free & Reduced Lunch Notification
DATE: May 7, 2012

The Will County Regional Office of Education will once again publish the required *Prevailing Wage Notification* and the *Free and Reduced-Price Meals and Free Milk Guidelines* in local newspapers on behalf of local school districts, special education coops, WILCO, and JJC. ADDITIONAL INFORMATION CONCERNING THE *PREVAILING WAGE LAW* IS LOCATED ON PAGES 82-83 & 99 OF THE ISBE PUBLICATION "STATE, LOCAL, AND FEDERAL FINANCING FOR ILLINOIS PUBLIC SCHOOLS, 2000-01. (This publication is also available at the following web site: <http://www.isbe.net/sfms/pdf/slf01.pdf>). THE MOST COMPLETE INFORMATION REGARDING THE ILLINOIS STATE FREE LUNCH AND BREAKFAST PROGRAMS AND THE NATIONAL SCHOOL LUNCH PROGRAM CAN BE FOUND ON PAGE 30 AND PAGES 63-65 RESPECTIVELY OF THE 1999-00 EDITION OF THE SAME BOOKLET. (This publication is also available at the following web site: <http://www.isbe.net/sfms/pdf/slf00.pdf>).

LOCAL SCHOOL DISTRICTS NEED TO:

1. Adopt the *Prevailing Wage Resolution* at your June Board of Education Meeting.
2. Please notify the Regional Office after adoption via a faxed statement, e-mail (dpalomar@willcountyillinois.com), or simply a telephone confirmation to Danelle Palomar. We do not need a copy of the resolution.
3. If you choose not to participate in one or both services, please call or email (dpalomar@willcountyillinois.com) the Regional Office and leave a message with Mrs. Danelle Palomar.
4. MAIL YOUR CERTIFIED COPY OF THE *PREVAILING WAGE RESOLUTION* AFTER JULY 1, 2012 to each of the addresses shown below. This is very important because the Regional Office will publish the *Public Notice* on, or before, Friday, July 27, 2012. By law, the publication must take place within thirty (30) days of filing the certified resolution with the Department of Labor and the Secretary of State. Although your Board of Education will pass the resolution in June, wait and mail the certified copy after July 1, 2012. A certified copy of the resolution will have the "true and correct" statement at the end of the resolution and may or may not include the school district's seal.

Illinois Department of Labor
Attn: Conciliation & Mediation Division
One West Old State Capitol Plaza, Rm. 300
Springfield, IL 62701

Secretary of State
Index Division
111 East Monroe St.
Springfield, IL 62756

THE REGIONAL OFFICE OF EDUCATION WILL:

1. Publish the *Prevailing Wage Notification* on, or before, July 27, 2012, for all public school districts, special education cooperatives, the area vocational center, and Joliet Junior College. The Regional Office will absorb the publication cost. Although Section 6 of the model resolution indicates a need to publish a copy of the resolution, the Illinois Department of Labor and Secretary of State, Index Division has assured us this is not mandated. *The legal notice (included), meets the requirements of the act.*
2. "Request" publication of the *Free and Reduced-Price Meals and Free Milk Guidelines* on, or before, July 27, 2012, for all public school districts and special education cooperatives. The Regional Office will absorb the publication cost. **IMPORTANT:** This publication will be a public service announcement meaning newspapers will publish the request when and if they have sufficient space to print the notice. In speaking with ISBE Legal, it is only required that we *submit* for publication. Whether or not the notice is actually published is up to the newspaper.
3. Provide each district with the following documents: (a) a sample *Prevailing Wage Resolution* and *Prevailing Wages for Will County for the month of May* (accompanying this memo); (b) at your request, a copy of the *Certificate of Publication for Prevailing Wages*; (c) at your request, written assurance that a *Free and Reduced-Price Lunch and Free Milk* publication request was sent to area newspapers.

(If you have any questions or comments, please feel free to contact our office. We appreciate your input.)

Will County Prevailing Wage for May 2012

Trade Name	RG	TYP	C	Base	FRMAN	*M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
ASBESTOS ABT-GEN	ALL			35.200	35.700	1.5	1.5	2.0	12.18	8.820	0.000	0.450
ASBESTOS ABT-MEC	BLD			32.850	0.000	1.5	1.5	2.0	10.82	10.66	0.000	0.720
BOILERMAKER	BLD			43.450	47.360	2.0	2.0	2.0	6.970	14.66	0.000	0.350
BRICK MASON	BLD			39.780	43.760	1.5	1.5	2.0	9.300	11.17	0.000	0.730
CARPENTER	ALL			40.770	44.850	2.0	2.0	2.0	10.09	15.82	0.000	0.530
CEMENT MASON	ALL			41.000	43.000	2.0	2.0	2.0	9.250	13.18	0.000	0.250
CERAMIC TILE FNSHER	BLD			33.600	0.000	2.0	1.5	2.0	9.200	6.680	0.000	0.580
COMMUNICATION TECH	BLD			32.200	33.700	1.5	1.5	2.0	11.62	10.29	0.000	0.320
ELECTRIC PWR EQMT OP	ALL			41.850	46.850	1.5	1.5	2.0	10.27	13.01	0.000	0.320
ELECTRIC PWR GRNDMAN	ALL			32.640	46.850	1.5	1.5	2.0	8.000	10.12	0.000	0.240
ELECTRIC PWR LINEMAN	ALL			41.850	46.850	1.5	1.5	2.0	10.27	13.01	0.000	0.320
ELECTRICIAN	BLD			39.500	43.060	1.5	1.5	2.0	12.47	14.50	0.000	1.200
ELEVATOR CONSTRUCTOR	BLD			48.560	54.630	2.0	2.0	2.0	11.03	11.96	2.910	0.000
GLAZIER	BLD			38.500	40.000	1.5	2.0	2.0	11.49	14.64	0.000	0.840
HT/FROST INSULATOR	BLD			43.800	46.300	1.5	1.5	2.0	10.82	11.86	0.000	0.720
IRON WORKER	ALL			39.000	40.000	2.0	2.0	2.0	8.890	19.77	0.000	0.700
LABORER	ALL			35.200	35.950	1.5	1.5	2.0	12.18	8.820	0.000	0.450
LATHER	ALL			40.770	44.850	2.0	2.0	2.0	10.09	15.82	0.000	0.530
MACHINIST	BLD			43.160	45.160	1.5	1.5	2.0	7.980	8.950	0.000	0.000
MARBLE FINISHERS	ALL			29.100	0.000	1.5	1.5	2.0	9.300	11.17	0.000	0.660
MARBLE MASON	BLD			39.030	42.930	1.5	1.5	2.0	9.300	11.17	0.000	0.730
MATERIAL TESTER I	ALL			25.200	0.000	1.5	1.5	2.0	12.18	8.820	0.000	0.450
MATERIALS TESTER II	ALL			30.200	0.000	1.5	1.5	2.0	12.18	8.820	0.000	0.450
MILLWRIGHT	ALL			40.770	44.850	2.0	2.0	2.0	10.09	15.82	0.000	0.530
OPERATING ENGINEER	BLD 1			45.100	49.100	2.0	2.0	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER	BLD 2			43.800	49.100	2.0	2.0	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER	BLD 3			41.250	49.100	2.0	2.0	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER	BLD 4			39.500	49.100	2.0	2.0	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER	BLD 5			48.850	49.100	2.0	2.0	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER	BLD 6			46.100	49.100	2.0	2.0	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER	BLD 7			48.100	49.100	2.0	2.0	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER	FLT 1			51.300	51.300	1.5	1.5	2.0	11.70	8.050	1.900	1.150
OPERATING ENGINEER	FLT 2			49.800	51.300	1.5	1.5	2.0	11.70	8.050	1.900	1.150
OPERATING ENGINEER	FLT 3			44.350	51.300	1.5	1.5	2.0	11.70	8.050	1.900	1.150
OPERATING ENGINEER	FLT 4			36.850	51.300	1.5	1.5	2.0	11.70	8.050	1.900	1.150
OPERATING ENGINEER	HWY 1			43.300	47.300	1.5	1.5	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER	HWY 2			42.750	47.300	1.5	1.5	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER	HWY 3			40.700	47.300	1.5	1.5	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER	HWY 4			39.300	47.300	1.5	1.5	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER	HWY 5			38.100	47.300	1.5	1.5	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER	HWY 6			46.300	47.300	1.5	1.5	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER	HWY 7			44.300	47.300	1.5	1.5	2.0	14.40	9.550	1.900	1.250
PAINTER	ALL			38.000	42.750	1.5	1.5	1.5	9.750	11.10	0.000	0.770
PAINTER SIGNS	BLD			33.920	38.090	1.5	1.5	1.5	2.600	2.710	0.000	0.000
PILEDRIIVER	ALL			40.770	44.850	2.0	2.0	2.0	10.09	15.82	0.000	0.530
PIPEFITTER	BLD			44.050	47.050	1.5	1.5	2.0	8.460	13.85	0.000	1.820
PLASTERER	BLD			39.250	41.610	1.5	1.5	2.0	10.60	10.69	0.000	0.550
PLUMBER	BLD			44.000	46.000	1.5	1.5	2.0	10.65	11.00	0.000	1.310
ROOFER	BLD			37.650	40.650	1.5	1.5	2.0	8.380	6.820	0.000	0.430
SHEETMETAL WORKER	BLD			41.660	43.660	1.5	1.5	2.0	9.540	11.57	0.000	0.780
SPRINKLER FITTER	BLD			49.200	51.200	1.5	1.5	2.0	9.750	8.200	0.000	0.450
STONE MASON	BLD			39.780	43.760	1.5	1.5	2.0	9.300	11.17	0.000	0.730
TERRAZZO FINISHER	BLD			35.150	0.000	1.5	1.5	2.0	9.200	9.070	0.000	0.430
TERRAZZO MASON	BLD			39.010	42.010	1.5	1.5	2.0	9.200	10.41	0.000	0.510
TILE MASON	BLD			40.490	44.490	2.0	1.5	2.0	9.200	8.390	0.000	0.640
TRAFFIC SAFETY WRKR	HWY			28.250	29.850	1.5	1.5	2.0	4.896	4.175	0.000	0.000
TRUCK DRIVER	ALL 1			35.650	36.200	1.5	1.5	2.0	6.670	4.725	0.000	0.250
TRUCK DRIVER	ALL 2			35.800	36.200	1.5	1.5	2.0	6.670	4.725	0.000	0.250
TRUCK DRIVER	ALL 3			36.000	36.200	1.5	1.5	2.0	6.670	4.725	0.000	0.250
TRUCK DRIVER	ALL 4			36.200	36.200	1.5	1.5	2.0	6.670	4.725	0.000	0.250
TUCKPOINTER	BLD			39.950	40.950	1.5	1.5	2.0	8.180	10.57	0.000	0.790

Legend:

M-F>8 (Overtime is required for any hour greater than 8 worked each day, Monday through Friday.)
 OSA (Overtime is required for every hour worked on Saturday)
 OSH (Overtime is required for every hour worked on Sunday and Holidays)
 H/W (Health & Welfare Insurance)
 Pensn (Pension)
 Vac (Vacation)
 Trng (Training)

PREVAILING WAGE ORDINANCE TEMPLATE

PREVAILING WAGE ORDINANCE

WHEREAS, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by any one under contract for public works," approved June 26, 1941, codified as amended, 820 ILCS 130/1 et seq. (1993), formerly Ill. Rev. Stat., Ch. 48, par. 39s-1 et seq. and

WHEREAS, the aforesaid Act requires that the (name of your public body) of the (your municipality, township or county) investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of (county in which your public body is located) employed in performing construction of public works, for said (public body).

NOW THEREFORE, BE IT ORDAINED BY (ADMINISTRATIVE FORM; MAYOR AND COUNCIL, PRESIDENT AND BOARD/ COMMISSIONERS ETC.) OF (PUBLIC BODY):

SECTION 1: To the extent and as required by "An Act regulating wages of laborers, mechanics and other workers employed in any public works by State, county, city or any public body or any political subdivision or by any one under contract for public works," approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in construction of public works coming under the jurisdiction of the (public body) is hereby ascertained to be the same as the prevailing rate of wages for construction work in (your) County area as determined by the Department of Labor of the State of Illinois as of June of the current year, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the (public body). The definition of any terms appearing in this Ordinance which are also used in aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the (public body) to the extent required by the aforesaid Act.

SECTION 3: The (public body) Clerk shall publicly post or keep available for inspection by any interested party in the main office of the (public body) this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

SECTION 4: The (public body) Clerk shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

PREVAILING WAGE ORDINANCE TEMPLATE

SECTION 5: The (public body) Clerk shall promptly file a certified copy of this Ordinance with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

SECTION 6: The Will County Regional Office of Education shall cause to be published in a newspaper of general circulation within the area a copy of this Ordinance, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

PASSED THIS _____ **DAY OF** _____ 20____

APPROVED: _____
(NAME), President, (PUBLIC BODY)

ATTEST: _____
(NAME), Superintendent, (PUBLIC BODY)

CERTIFICATION

I, (public body secretary), DO HEREBY CERTIFY THAT I am the Board Secretary in and for the (public body); that the foregoing is a true and correct copy of an Ordinance duly passed by the (governing board) of the (public body) being entitled "PREVAILING WAGE RATE ORDINANCE" at a regular meeting held on the _____ day of _____ 20__.

(NAME), Secretary, (PUBLIC BODY)

(NAME), President, (PUBLIC BODY)

(SEAL)

LEGAL NOTICE
Prevailing Wage Notification

NOTICE IS HEREBY GIVEN THAT THE BOARDS OF EDUCATION OF SCHOOL DISTRICTS #17, #30C, #33C, #70C, #81, #84, #86, #88, #88A, #89, #90, #91, #92, #114, #122, #157C, #159, #161, #200U, #201U, #202, #203, #204, #205, #207U, #209U, #210, #255U, #365U, #525, #843, WILCO AREA CAREER CENTER, LOCKPORT SPECIAL EDUCATION COOPERATIVE, AND SOUTHERN WILL COUNTY COOPERATIVE FOR SPECIAL EDUCATION IN THE COUNTIES OF KANKAKEE, KENDALL, AND WILL, STATE OF ILLINOIS, THAT CHANNAHON SCHOOL DISTRICT #17, TROY SCHOOL DISTRICT #30C, HOMER SCHOOL DISTRICT #33C, LARAWAY SCHOOL DISTRICT #70C, UNION SCHOOL DISTRICT #81, ROCKDALE SCHOOL DISTRICT #84, JOLIET ELEMENTARY SCHOOL DISTRICT #86, CHANEY-MONGE SCHOOL DISTRICT #88, RICHLAND SCHOOL DISTRICT #88A, FAIRMONT SCHOOL DISTRICT #89, TAFT SCHOOL DISTRICT #90, LOCKPORT SCHOOL DISTRICT #91, WILL COUNTY SCHOOL DISTRICT #92, MANHATTAN SCHOOL DISTRICT #114, NEW LENOX SCHOOL DISTRICT #122, FRANKFORT SCHOOL DISTRICT #157C, MOKENA SCHOOL DISTRICT #159, SUMMIT HILL SCHOOL DISTRICT #161, BEECHER SCHOOL DISTRICT #200U, CRETE-MONEE SCHOOL DISTRICT #201U, PLAINFIELD SCHOOL DISTRICT #202, ELWOOD SCHOOL DISTRICT #203, JOLIET HIGH SCHOOL DISTRICT #204, LOCKPORT HIGH SCHOOL DISTRICT #205, PEOTONE SCHOOL DISTRICT #207U, WILMINGTON SCHOOL DISTRICT #209U, LINCOLN-WAY HIGH SCHOOL DISTRICT #210, REED-CUSTER SCHOOL DISTRICT #255U, VALLEY VIEW SCHOOL DISTRICT #365U, JOLIET JUNIOR COLLEGE DISTRICT #525, LINCOLN-WAY SPECIAL EDUCATION COOPERATIVE #843, WILCO AREA CAREER CENTER, LOCKPORT SPECIAL EDUCATION COOPERATIVE, AND SOUTHERN WILL COUNTY COOPERATIVE FOR SPECIAL EDUCATION HAVE PASSED RESOLUTIONS REGARDING THE GENERAL PREVAILING RATE OF HOURLY WAGES FOR THESE DISTRICTS AND THAT THE PREVAILING RATE SHALL BE THE RATE AS DETERMINED BY THE DEPARTMENT OF LABOR OF THE STATE OF ILLINOIS. THESE WAGE RATES ARE OPEN TO THE PUBLIC AT EACH OF THE INDIVIDUAL SCHOOL DISTRICT OFFICES. THESE RESOLUTIONS SHALL BE EFFECTIVE IMMEDIATELY.

PUBLIC SERVICE ANNOUNCEMENT

National School Lunch and School Breakfast Programs

Will County Regional Office of Education today announced on behalf of the Boards of Education of School Districts #17, #30C, #33C, #70C, #81, #84, #86, #88, #88A, #89, #90, #91, #92, #114, #122, #157C, #159, #161, #200U, #201U, #202, #203, #204, #205, #207U, #209U, #210, #255U, and #365U in the counties of Kankakee, Kendall, and Will, State of Illinois, that Channahon School District #17, Troy School District #30C, Homer School District #33C, Laraway School District #70C, Union School District #81, Rockdale School District #84, Joliet Elementary School District #86, Chaney-Monge School District #88, Richland School District #88A, Fairmont School District #89, Taft School District #90, Lockport School District #91, Will County School District #92, Manhattan School District #114, New Lenox School District #122, Frankfort School District #157C, Mokena School District #159, Summit Hill School District #161, Beecher School District #200U, Crete-Monee School District #201U, Plainfield School District #202, Elwood School District #203, Joliet High School District #204, Lockport High School District #205, Peotone School District #207U, Wilmington School District #209U, Lincoln-Way High School District #210, Reed-Custer School District #255U, and Valley View School District #365U announce their policies for free and reduced price lunch, breakfast, and after school snack for those students unable to pay the full price for meals and snacks under the National School Lunch and School Breakfast Programs. The following household size and income criteria will be used for determining eligibility:

ILLINOIS INCOME GUIDELINES

(Effective from July 1, 2012 to June 30, 2013)

<u>Household Size</u>						<u>REDUCED-PRICE</u>					
	Annual	Monthly	<u>FREE</u>			<u>Household Size</u>	Annual	Monthly			
			Twice Per Month	Every Two Weeks	Weekly				Twice Per Month	Every Two Weeks	Weekly
1	\$14,521	\$1,211	\$606	\$559	\$280	1	\$20,665	\$1,723	\$862	\$795	\$398
2	19,669	1,640	820	757	379	2	27,991	2,333	1,167	1,077	539
3	24,871	2,069	1,035	955	478	3	35,317	2,944	1,472	1,359	680
4	29,965	2,498	1,249	1,153	577	4	42,643	3,554	1,777	1,641	821
5	35,113	2,927	1,464	1,351	676	5	49,969	4,165	2,083	1,922	961
6	40,261	3,356	1,678	1,549	775	6	57,295	4,775	2,388	2,204	1,102
7	45,409	3,785	1,893	1,747	874	7	64,621	5,386	2,693	2,486	1,243
8	50,557	4,214	2,107	1,945	973	8	71,947	5,996	2,998	2,768	1,384
Each Additional Family Member	+ 5,148	+ 429	+ 215	+ 198	+ 99	Each Additional Family Member	+ 7,326	+ 611	+ 306	+ 282	+ 141

Children from households that meet Federal guidelines are eligible for free or reduced-price meal services. **Complete one application per household for all children that attend the same school district.**

All meals served must meet the U. S. Department of Agriculture meal requirements. However, if a child has been determined by a doctor to have a disability and the disability would prevent the child from eating the regular school meal, this school will make substitutions prescribed by the doctor. If a substitution is needed, there will be no extra charge for the meal. If you believe your child needs substitutions because of a disability, please contact the school for further information.

Application forms are available at the principal's office in each school. To apply for free or reduced-price meal services, households must complete the application as soon as possible, sign it and return it to the school. Households should answer all applicable questions on the form. An application, which does not contain all the required information, cannot be processed and approved by the school. Women, Infants, and Children (WIC) participants may be eligible for free/reduced-price meals and are encouraged to complete an application for meal benefits.

The required information is as follows:

FOOD STAMP/TANF HOUSEHOLDS: If you received a letter with an eligibility certificate for school meals, **return the eligibility certificate to the school your child attends. You do not have to complete this application to receive meal benefits.** Households that currently receive food stamps or "Temporary Assistance for Needy Families" (TANF) for their child(ren), only have to list the child(ren)'s name and food stamp or TANF case number and sign the application. **Applications listing LINK card number cannot be used for free or reduced-price meals.**

ALL OTHER HOUSEHOLDS: If a household's income is at or below the level shown on the income scale, children are eligible for either free or reduced-price meal services. Households must provide the following information: (1) the names of all household members; (2) the Social Security number of the adult household member signing the application, or indicate if the adult does not have a Social Security number; (3) the amount of income each household member received last month, how frequently it is paid, and where it came from (wages, child support, etc.); and (4) the signature of an adult household member.

The information on the application may be checked by school or other officials at any time during the school year.

Households may apply for benefits at any time during the school year. Households that are not eligible now but have a decrease in household income, an increase in household size or have a household member that becomes unemployed should fill out an application at that time.

In certain cases, foster children are eligible for free or reduced-price meal services regardless of the household income. Households that have foster children living with them and wish to apply for free or reduced-price meal services for them should complete the application. Homeless, migrant and runaway youth are categorically eligible for free meals. Please follow instructions and return form to school.

Households dissatisfied with the ruling of the official may wish to discuss it with the school. Households also have the right to a fair hearing. This can be done by calling or writing the following official:

The Principal, Business Manager, or Superintendent in the school/school district in which you live

In accordance with Federal law and U.S. Department of Agriculture policy, all institutions are prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.



MOKENA SCHOOL DISTRICT 159

ACTION REQUEST

Date: June 11, 2012

To: Board of Education
Steve Stein, Superintendent

From: Kirt Hendrick, Director of Business Operations

RE: Preapproval of 2nd June Bills List

The end of the fiscal year normally requires a special checklist to complete the final bills that are chargeable to the fiscal year. When the expense has been planned during the fiscal year, or the payment is due July 1, we generally arrange for the payment to be made in a final June bill run.

These bills will be available for Board review at the July Board meeting, along with the regular July bills.

If this recommendation meets with the Board's approval the following motion would be appropriate and appreciated:

Recommended Motion:

I move that the Mokena School District Board of Education “***move to preapprove the end of the year payables list.***”

Moved By: _____

Seconded By: _____



MOKENA SCHOOL DISTRICT 159

ACTION REQUEST

Date: June 14, 2012

To: Board of Education
Mr. Steve Stein, Superintendent

From: Mr. Kirt Hendrick, Director of Business Operations

Re: Authorization to Seek Bids for Cleaning Supply Dilution Control System

As was presented in the Information Report from the June 6, 2012, meeting, a successful trial was conducted of a dilution control system from Envirox. Based on that trial the Administration would like seek bids for an Envirox dilution control system for building cleaning supplies for the 2012-2013 school year. The specifics are contained in the back pocket of this packet.

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

Recommended motion:

"I authorize Mokena School District 159 to initiate the bidding process for an Envirox dilution control cleaning supply system according to board policy."

Moved By: _____

Seconded By: _____