

**AGENDA
MOKENA SCHOOL DISTRICT 159
BOARD OF EDUCATION
COMMITTEE OF THE WHOLE**

**Mokena Elementary School
June 6, 2012
7:00 PM**

- I. ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. COMMUNICATIONS**
 - Public
 - MTA
 - PTA
 - Board of Education
- IV. PRINCIPAL REPORTS**
- V. SUPERINTENDENT REPORT**
- VI. INFORMATION REPORTS**
 - A. Finance** 3
 - 1. Fund Balance Policy Samples..... rear pocket
 - 2. Balanced Budgetpage 4 & rear pocket
 - 3. Revenue Update-Tax Receipts as of 6/6/2012 will distribute
 - B. Parent Advisory/Discipline**
 - 1. Parent-Student Handbook front pocket
 - C. Curriculum**
 - 1. Kindergarten Update will distribute
 - D. Policy- First readings** 5
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 - 2. 4:150 Facility Management and Building programs..... 7
 - E. Buildings & Grounds/Transportation**
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 - F. Technology**
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- VII. ACTION REQUESTS**
 - A. Personnel**29
 - 1. Certified - New Hire
 - 2. Classified - New Hire
 - 3. Certified - FMLA
 - 4. Classified - FMLA
 - 5. Certified - Resignation
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 - B. Classified Employee Handbook**34
 - C. Agreement for Reciprocal Reporting between MPS 159 & Mokena Police Dept.** ...35
 - D. Custodial and Maintenance Bids**.....42
- VIII. CLOSED SESSION** For Purposes of Personnel, Leasing and Student Discipline; not to return. Pursuant of 5 ILCS 120/2 (c)(1)(5)(9).
- IX. ADJOURNMENT**

INFORMATION REPORTS



MOKENA SCHOOL DISTRICT 159 **INFORMATION REPORT**

Date: May 31, 2012

To: Board of Education
Steve Stein, Superintendent

From: Kirt Hendrick, Director of Business Operations

Re: Possible Board Policy 4:20 – Fund Balances – Will County Elementary District policies and financial data

Included with the Board packet are two documents related to Illinois Association of School Boards policy 4:20 – Fund Balances. The two documents provide information about Will County Elementary School Districts.

Document 1 - Will County Elementary School District with 4:20 – This stapled packet has the specific Board Policy for the several elementary districts in Will County that have a 4:20 policy. They are listed in the order that they appear on the second document which was sorted by the Operating Expense Per Pupil ranking of all of the elementary districts in Illinois.

Document 2 – Ilearn fy10 willco elem fund bal.xlsx – FS0910 willco elem - The districts that have a 4:20 policy start on the list on row 10 - Fairmont School District 89 (Rank # 9 in Illinois, 18,195.61) and end with Elwood CCSD 203 (Rank #348 in Illinois, \$7,672.91) The other gray lines on pages 1-10 are the elementary districts in Will County that do not have a 4:20.

Column Codings and relevance to the discussion –

F – Yes / No to whether or not the district has a Policy 4:20

G – Brief summary of the policy

U – FY11 End of Year - Deficit – formatted pink / red, Surplus – formatted green

W – Equalized Assessed Valuation (EAV) per pupil in relation to Mokena 159 EAV per Pupil – Mokena EAV (Row 330) = \$320,687 per pupil, Pink / Red = EAV less than Mokena, Green = EAV greater than Mokena

Z and AA – Total Tax Rate and Total Tax Rate Rank among Elementary Districts.

AF – Operating Expense Per Pupil Rank and AH – Per Capita Tuition Charge – These are objective measures established by the Illinois State Board of Education and provide a fair comparison between districts for the cost of providing a year's worth of education per student.

A Fund Balance policy and the thresholds for fund balances needs to be a local decision. The purpose of the data is to provide information on the relative financial health of the various districts that do (and don't have a Policy 4:20).



MOKENA SCHOOL DISTRICT 159 **INFORMATION REPORT**

Date: May 31, 2012

To: Board of Education
Steve Stein, Superintendent

From: Kirt Hendrick, Director of Business Operations

Re: Balanced Budget Definition

Included in the packet is a report titled, Revenues / Expenditures / Over and Under / Fund Balance – FY04 to FY11 – Data Source – Annual Financial Reports.

Each Fiscal Year (starting with FY04 at the bottom of the listing) shows the Receipts / Revenues, Disbursements / Expenditures, Over / Under Expenditures / Disbursements, and the Fund Balance. This information is provided up through FY11 (2010-11 school year) and includes the financial data for All Funds combined, and then for each specific fund moving from left to right starting with Education (10) and continuing through Fire Prevention and Safety (90).

There are many questions and factors to be considered. Is a budget balanced –

When each fund has more revenue than expenditures on end of year Audits and Financial Reports?

When all funds combined have more revenue than expenditures?

When the Working Cash Fund reserves are used to correct specific fund deficits - but the main funds are “balanced” with Working Cash Funds?

It would seem that an agreed upon definition for Mokena 159 would be beneficial for strategic planning and goal setting.



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

Date: May 31, 2012

To: Board of Education

From: Steve Stein, Superintendent

Re: Board Policies 4:60 and Policy 4:150

Board Policy 4:60 Purchases and Contracts and Policy 4:150 Facility Management and Building Programs was presented for first reading under Information at the March 8, 2012 regular Board meeting. It was determined Policy 4:60 be sent back to committee for further clarification. Policy 4:150 was contingent on the result of Policy 4:60.

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: March 8, 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: March 8, 2012



MOKENA SCHOOL DISTRICT 159 **INFORMATION REPORT**

Date: May 31, 2012

To: Board of Education
Steve Stein, Superintendent

From: Kirt Hendrick, Director of Business Operations

Re: Cleaning Supply Dilution Control System

The District participated in a 17 day trial of a dilution control system from Envirox. The test of the system started on April 10, 2012, and concluded on May 2, 2012. A sheet that follows lists the four concentrated products that were used at MIS for this test. The products were Envirox H2Orange2 Concentrate, Envirox Greasinator Concentrate, Envirox Grout Safe Concentrate, Mineral Shock RTU.

There are several reasons to consider a dilution control system for cleaning chemicals for Mokena District 159.

Cost - The total cost for the amount of concentrate that was used for this limited amount of time was \$151.48. At this rate the district would see a savings in the amount of equivalent chemicals over a school year.

Effectiveness of the Product – The custodial staff at MIS reported that the Envirox product did a better job at cleaning, and the Groutsafe product did a better job at controlling the unpleasant odors in the boys washrooms at MIS.

Simplicity of storage of chemicals – In concentrated form the 3 to 4 Envirox products can be mixed to create different strength levels and therefore different cleaning products.

Environmentally Friendly / Neutral PH – The Envirox products have a neutral pH, are non-asthmagenic and biodegradable.

There are many different brands that offer dilution control systems for cleaning products. The general dilution control concept would bring advantages to the district. The Envirox brand brings extra advantages and was effective in the trial run at MIS.

We are interested in implementing a dilution control program for cleaning chemicals in District 159 for the 2012-2013 school year. If the Envirox program was implemented the District would not order several of the orange highlighted products in the custodial supply list presented in May, 2012.

Mokena School District 159
11244 Willowcrest Lane
Mokena IL 60448
5/3/2012

Envirox Try N Buy Cost Analysis Results

Prepared By: Performance Chemical & Supply, Inc.

Start 4/10/2012	Starting Chemical Inventory		Qty		Cost
	Item#		On Hand		
	117-04B	Envirox H2Orange2 Conc.	4 gals		\$140.00
	143-04B	Envirox Greasinator Conc.	2 gals		\$32.00
	130-04B	Envirox Grout Safe Conc.	4 gals		\$79.00
	138-12Q	Mineral Shock RTU	12qts		\$80.00
				Total:	\$331.00
End 5/2/2012	Ending Chemical Inventory		Qty		Cost
	Item#		On Hand	Used	
	117-04B	Envirox H2Orange2 Conc.	2 gals	2 gals	-\$70.00
	143-04B	Envirox Greasinator Conc.	1-3/4 gals	1/4 gal	-\$28.00
	130-04B	Envirox Grout Safe Conc.	3-1/4 gals	3/4 gals	-\$14.82
	138-12Q	Mineral Shock RTU	10 qts	2qts	-\$66.70
				Total:	-\$179.52

Total use cost for trial period:	\$151.48
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- ** 17 Working Days in period.
- ** \$8.91 per day in product costs.
- ** \$2.23 per day per custodian (4) to clean entire school.
- ** Products performed above custodians expectations.
- ** Positive feedback was noted from faculty.

Thank you for providing us the opportunity to demonstrate the many advantages to implementing a dilution control program from Envirox. Reduced costs, increased safety, and enhanced productivity are just part of the many



H₂Orange₂[®] Concentrate 117

DESCRIPTION: EPA registration # 69268-2, H₂Orange₂[®] Concentrate 117 is a hydrogen peroxide modified, reduced toxicity, sanitizer/virucide, multi-purpose cleaner/degreaser. The concentrate is used at two water dilutions for the following applications:

Light Duty (1 oz. per gallon-GREEN)

Kills HIV-1

Streak free windows, mirrors and stainless steel cleaning

General floor cleaner for mopping and autoscrubbers

Bonnet cleaning solution for carpets

Light wipe down cleaner

Heavy Duty (10 oz. per gallon-RED)

Sanitizer/virucide*

Bathroom, shower room, tile & grout cleaner

Urine and garbage odor eliminator

Pre-spray for carpet extraction

General degreaser

Heavy soil wipe down cleaner

Heavy carpet spot remover

Mold & mildew stain remover

PHYSICAL DATA:

Contents:

Water dilutable surfactants, hydrogen peroxide, orange oil

Color:

Yellow/clear

Odor:

Citrus

Weight per gallon:

8.34 lbs.

Biodegradable:

Yes

Phosphate content:

0%

Glycol ether content:

0%

Alcohol content:

0%

Petroleum solvent content:

0%

Ammonia content:

0%

Concentrate flammability:

Non-flammable

Dilution flammability:

Non-flammable

Viscosity:

Water

Concentrate pH:

4.4 (+/- 0.5)

Cleaning solution pH:

Neutral (all dilutions)

Corrosive:

No

Waste category:

Non-hazardous

Shelf life:

1 year

Packaging available:

Case (4 gallons), Case (4-1.9 liters) 5 gallon pail, 30 gallon drum, 55 gallon drum, 275 gallon tote

Dilution equipment:

Wall mounted dispenser, manually (Bucket Buddy)

Certifications:

EPA registered, CRI (Green Certified Cleaning Solution as pre-spray)

*When used as directed H₂Orange₂[®] Concentrate 117 is EPA registered to kill Herpes Simplex Virus Type 2**, Influenza A2/Japan, HBV (Hepatitis B Virus)** and HIV-1 (Human Immunodeficiency Virus).

**Except in California.



Concentrate 117™

THE ONLY EPA REGISTERED Stabilized Hydrogen Peroxide Sanitizer-Virucide*-HBV**



ONE PRODUCT TWO DILUTIONS

95% OF GENERAL CLEANING

Light & heavy duty for all carpet cleaning, glass, bathrooms, counters, tables, grout restoration, walls, hard floors, degreasing, stainless steel, and more!

Superior Technology

General Cleaning

- 95% of general cleaning needs.
- Only 2 dilutions.
- Use on any water-safe surface.

Degreaser

- Cuts grease with neutral pH.
- Use on any water-safe surface.
- Grease-free, residue-free results.

Deodorizer

- Kills odor causing bacteria.
- Penetrates surfaces, oxidizes and kills source of odor.

Sanitizer

- Kills 99.99% of common bacteria (Staphylococcus aureus, Salmonella choleraesuis, Klebsiella pneumoniae, Pseudomonas aeruginosa, Streptococcus faecalis, and Escherichia coli).

Virucide*

- Kills 99.9% specified viruses (Herpes Simplex Virus Type 2**, Influenza A2/Japan, HBV** and HIV-1).

*Unique patented stabilized hydrogen peroxide formula creates a **DEEPER** clean that leaves behind no residue.*

The inventors of



**Healthier environment.
Renewable resource ingredients.
Biodegradable. Low VOC's. Non-asthmagenic.
Neutral pH. No residue build-up.**

HMIS is 0,0,0 in use dilution.

www.enviroxclean.com

9-855-117

*When used as directed H₂Orange Concentrate 117™ is EPA registered to kill Herpes Simplex Virus Type 2**, Influenza A2/Japan, HBV (Hepatitis B Virus)** and HIV-1 (Human Immunodeficiency Virus).

Safety • Simplicity • Savings

The most value you'll find in one product.

One Product with Two Dilutions = 95% of General Cleaning

Concentrate 117™ replaces:

- glass cleaner
- stainless steel polish/cleaner
- neutral floor cleaner
- restroom cleaner
- sanitizer/virucide*
- carpet spotter
- carpet cleaner detergent
- food degreaser
- deodorizer
- tile & grout renovator
- *and much more!*



... that's **ONE** dispenser and **ONE** chemical to purchase
for almost **ALL** of your cleaning tasks.

A simple system that's easy to use...

E2B2™ Wall Mount Dispenser

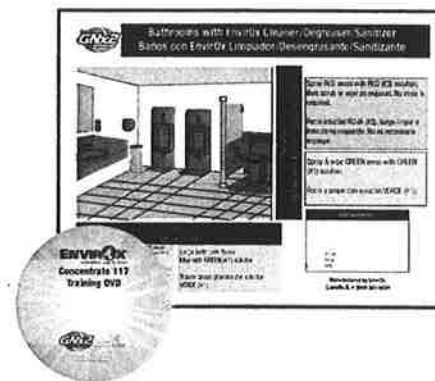
Simple, two-button
dispensing unit backed by
DEMA® Engineering.

**LIGHT-DUTY GREEN =
1 OZ./GAL**

**HEAVY-DUTY RED =
10 OZ./GAL**



Color-coded/Bi-lingual Support Materials



9-855-117

When used as directed H₂Orange₂ Concentrate 117™ is EPA registered to kill Herpes Simplex Virus Type 2**, Influenza A2/Japan, HBV (Hepatitis B Virus)** and HIV-1 (Human Immunodeficiency Virus) Except in California.



DESCRIPTION: Concentrated, heavy degreaser for all your industrial needs.

Light Duty (4 oz. per gallon)

Exterior car/bus washing
Light hard surface degreasing
Wall, floor and locker cleaning

Heavy Duty (12 oz. per gallon)

Heavy hard surface degreasing
Use in autoscrubber
Pre-spray for carpet extraction
Machinery cleaning
Shop floor cleaning

PHYSICAL DATA:

Contents:	Water, biodegradable non-ionic and anionic surfactants and sodium citrate.
Color:	Clear
Odor:	Slight
Weight per gallon:	9 lbs.
Biodegradable:	Yes
Phosphate content:	0%
Glycol ether content:	0%
Alcohol content:	0%
Petroleum solvent content:	0%
Ammonia content:	0%
Concentrate flammability:	Non-flammable
Dilution flammability:	Non-flammable
Viscosity:	Water
Concentrate pH:	6.8 (+/- 0.5)
Cleaning solution pH:	Neutral (all dilutions)
Corrosive:	No
Waste category:	Non-hazardous
Shelf life:	2 years
Packaging available:	Case (4 gallons), 5 gallon pail, 30 gallon drum, 55 gallon drum, 275 gallon tote
Dilution equipment:	Wall mounted dispenser, manual dilution (Bucket Buddy)
Certifications:	Eco-Logo CCD-146E, NSF (A1)



H₂Orange₂[®] Grout Safe[®]

DESCRIPTION: H₂Orange₂[®] Grout Safe[®] is a hydrogen peroxide modified, reduced toxicity, multi-purpose cleaner/degreaser. The concentrate is used at two water dilutions for the following applications:

Light Duty (1 oz. per gallon-BLUE)

Streak free windows, mirrors and stainless steel cleaning
General floor cleaner for mopping and autoscrubbers
Bonnet cleaning solution for carpets
Light wipe down cleaner

Heavy Duty (10 oz. per gallon-ORANGE)

Bathroom, shower room, tile & grout cleaner
Urine and garbage odor eliminator
Pre-spray for carpet extraction
General degreaser
Heavy soil wipe down cleaner
Heavy carpet spot remover
Mold & mildew stain remover

PHYSICAL DATA:

Contents:	Water dilutable surfactants, hydrogen peroxide, orange oil
Color:	Yellow/clear
Odor:	Citrus
Weight per gallon:	9 lbs.
Biodegradable:	Yes
Phosphate content:	0%
Glycol ether content:	0%
Alcohol content:	0%
Petroleum solvent content:	0%
Ammonia content:	0%
Concentrate flammability:	Non-flammable
Dilution flammability:	Non-flammable
Viscosity:	Water
Concentrate pH:	4.5 (+/- 0.5)
Cleaning solution pH:	Neutral (all dilutions)
Corrosive:	No
Waste category:	Non-hazardous
Shelf life:	2 years
Packaging available:	Case (4 gallons), 55 gallon drum
Dilution equipment:	Wall mounted dispenser, manually (Bucket Buddy)
Certifications:	EcoLogo CCD-146, NSF (A1)



Mineral Shock[®] RTU

DESCRIPTION: Ready to use, reduced toxicity mineral cleaner. Works to remove lime, scale, rust and mineral deposits on hard surfaces.

PHYSICAL DATA:

Contents:	Water, organic acid salt, biodegradable non-ionic and anionic surfactants, and solvent.
Color:	Clear
Odor:	Slightly pungent
Weight per quart:	32 oz.
Biodegradable:	Yes
Phosphate content:	0%
Glycol ether content:	0%
Alcohol content:	0%
Petroleum solvent content:	0%
Ammonia content:	0%
Concentrate flammability:	Non-flammable
Dilution flammability:	Non-flammable
Viscosity:	Water
RTU pH:	< 1.0
Corrosive:	May be corrosive to mild steel if not rinsed properly.
Waste category:	Non-hazardous
Shelf life:	2 years
Packaging available:	Case (12 quarts)
Dilution equipment:	None
Certifications:	EcoLogo CCD-146J

E2B2 Wall Mount Dispenser

DESCRIPTION: E2B2 Wall Mount Dispenser manufactured by DEMA Engineering.

PHYSICAL DATA:

Check Valve Type:	Action Gap - manufactured by DEMA Engineering																												
Color:	Black with colored buttons																												
Flow Rates:	Light Duty side (long discharge hose): 4 GPM Heavy Duty side (short discharge hose): 1 GPM																												
Dilution Rates:	<i>Dependent on E2B2 unit type, determined by product:</i> <table><tr><td>H₂Orange₂ Concentrate 117:</td><td>Light Duty= 1 oz./gal</td><td>Heavy Duty= 10 oz./gal</td></tr><tr><td>EnvirOx Concentrate 118:</td><td>Light Duty= 1 oz./gal</td><td>Heavy Duty= 10 oz./gal</td></tr><tr><td>H₂Orange₂ Concentrate 116:</td><td>Light Duty= 1 oz./gal</td><td>Heavy Duty= 10 oz./gal</td></tr><tr><td>Super Concentrated Evolve02:</td><td>Light Duty= 0.8 oz./gal</td><td>Heavy Duty= 8 oz./gal</td></tr><tr><td>Super Concentrated Floors:</td><td>Light Duty= 0.8 oz./gal</td><td>Heavy Duty= 8 oz./gal</td></tr><tr><td>Greasinator:</td><td>Light Duty= 5 oz./gal</td><td>Heavy Duty= 12 oz./gal</td></tr><tr><td>Mineral Shock:</td><td>Light Duty= 5 oz./gal</td><td>Heavy Duty= 20 oz./gal</td></tr><tr><td>Carpet Complete:</td><td>Light Duty= 2 oz./gal</td><td>Heavy Duty= 10 oz./gal</td></tr><tr><td>Grout Safe:</td><td>Light Duty= 1 oz./gal</td><td>Heavy Duty= 10 oz./gal</td></tr></table>		H ₂ Orange ₂ Concentrate 117:	Light Duty= 1 oz./gal	Heavy Duty= 10 oz./gal	EnvirOx Concentrate 118:	Light Duty= 1 oz./gal	Heavy Duty= 10 oz./gal	H ₂ Orange ₂ Concentrate 116:	Light Duty= 1 oz./gal	Heavy Duty= 10 oz./gal	Super Concentrated Evolve02:	Light Duty= 0.8 oz./gal	Heavy Duty= 8 oz./gal	Super Concentrated Floors:	Light Duty= 0.8 oz./gal	Heavy Duty= 8 oz./gal	Greasinator:	Light Duty= 5 oz./gal	Heavy Duty= 12 oz./gal	Mineral Shock:	Light Duty= 5 oz./gal	Heavy Duty= 20 oz./gal	Carpet Complete:	Light Duty= 2 oz./gal	Heavy Duty= 10 oz./gal	Grout Safe:	Light Duty= 1 oz./gal	Heavy Duty= 10 oz./gal
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Carpet Complete:	Light Duty= 2 oz./gal	Heavy Duty= 10 oz./gal																											
Grout Safe:	Light Duty= 1 oz./gal	Heavy Duty= 10 oz./gal																											
Dispensing Type:	Push button																												
Packaging Compatibility:	EnvirOx proprietary gallon bottles. Attachments available for drums and pails.																												
Weight:	8 lbs.																												
Warranty:	1 year limited manufacturer's warranty & EnvirOx warranty																												
Certifications:	ASSE 1055, IAPMO																												
Locking:	Yes																												

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

MINUTES

Regular Meeting, May 17, 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 17th day May 2012.

I. CALL TO ORDER

The meeting was called to order by President Katherine Moore at 7:28 p.m.

II. ROLL CALL

Present: Mary Kenny (District #161), Christopher Kosel, substituting for James Gast (District #210), Katherine Moore (District #159), Patrick Usher (District #157C)

Absent: Timothy Doyle (District #114), Susan Gillooley, (District #122)

Staff Present: Dr. Sally H. Bintz, Director
Craig Englert, Assistant Director for Finance and Operations
Dave Armbrrecht, Transportation Supervisor
Cheryl Della Penna, Administrative Assistant
DiAnne Bielinski, principal, Pioneer Grove Educational Center
Georganne Farrell, speech pathologist
Mollie Frick, supervisor
Debra Heffernan, principal, Mackay Education Center
Sue Kaczmarczyk, supervisor
Robin Latman, supervisor
Jill Punter, itinerant teacher
Sarah Rexroad, supervisor
Jill Tobin, social worker

Visitors Present: Tom Farrell
Joe Moore

III. APPROVAL OF MINUTES OF THE REGULAR MEETING AND CLOSED SESSION OF APRIL 19, 2012

A motion was made by Mary Kenny and seconded by Patrick Usher to approve the minutes of the Regular Meeting and Closed Session of April 19, 2012.

Voting Aye: Kenny, Kosel, Moore, Usher

Motion carried: 4 Aye

IV. RECESS MEETING AND CONVENE PUBLIC HEARING ON CALENDAR HOLIDAY MODIFICATION

A motion was made by Mary Kenny and seconded by Patrick Usher to recess the meeting and convene a Public Hearing on the Calendar Holiday Modification.

Voting Aye: Kenny, Kosel, Moore, Usher

Motion carried: 4 Aye, 0 Nay

The Public Hearing meeting was convened by President Moore at 7:30 p.m.

ROLL CALL

Present: Mary Kenny (District #161), Christopher Kosel, substituting for James Gast (District #210), Katherine Moore (District #159), Patrick Usher (District #157C)

Board President Moore asked if the Governing Board members wanted to make any comments. There were no Governing Board member comments. Governing Board President Moore asked if there were any public comments. Hearing none, President Moore asked for a motion to adjourn the Hearing.

A motion was made by Patrick Usher and seconded by Christopher Kosel to close the Public Hearing on the Calendar Holiday Modification.

Voting Aye: Kenny, Kosel, Moore, Usher

Motion carried: 4 Aye, 0 Nay

The Public Hearing was closed at 7:32 p.m.

V. REGULAR MEETING RECONVENED

The regular meeting was reconvened by President Moore at 7:32 p.m.

ROLL CALL

Present: Mary Kenny (District #161), Christoher Kosel, substituting for James Gast (District #210), Katherine Moore (District #159), Patrick Usher (District #157C)

VI. PUBLIC COMMENT

There were no comments.

VII. PUBLIC COMMENT

Recognition of Retirees

Dr. Bintz introduced staff who will be retiring at the conclusion of the current school year. In attendance were:

Georganne Farrell, speech pathologist, 22 years

Jill Punter, vision impaired itinerant, 21 years

Jill Tobin, social worker, 33 years

Not in attendance: Laura Wydeveld, speech pathologist, 21 years

Dr. Bintz announced that following in the tradition of the Cooperative each retiree would have a tree planted on the grounds of the Pioneer Grove Educational Center to honor her years of service with the Cooperative. The Governing Board thanked the retiring staff and expressed their congratulations.

VIII. REPORTS

A. Treasurer's Report – Financial and Payables

Dr. Bintz commented on the payments to the Cooperative by the districts and how essential they are at this time of the year. The projection at this time is that on June 30 there will be approximately \$300,000 available, assuming all districts are current with payments and all grant funds are received.

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

B. Review of Advisory Committee Minutes

Dr. Bintz reviewed the minutes from the May 8, 2012 Advisory Meeting.

C. Director's Report

Oakview Update

Dr. Bintz informed the Board that the renovation of the lower level at the Oakview School to accommodate the Cooperative SELF classes may not be ready for occupancy by the opening of school in August. If construction is still in progress, the students will initially be housed at the Spencer Campus and will make the transfer to their new classrooms during the fine arts section change in District 122.

1. ***Parent Advisory Council***

Dr. Bintz stated that the Parent Advisory Council held their last meeting for the year on May 7, 2012. The organization continues to focus on the Parent University and mentoring.

2. *Lincoln-Way Foundation*

Dr. Bintz reported that the Foundation has designated \$6,000 for grant allocations for the 2012-2013 school year. They will be looking at a variety of ideas when awarding the grants for the upcoming school year. The applications will be available in September and awarded in October.

3. *Budget Update*

Dr. Bintz reported that the proposed 2012-2013 proposed budget will be presented to the Governing Board in June.

4. *ESY*

Dr. Bintz reported on the status of ESY which will take place at the Grand Prairie School from June 18 to July 26, 2012.

5. *Lose The Training Wheels*

Dr. Bintz indicated that the in-school camp for students in the AI and SCII programs was completed earlier this month. The regular summer camp will take place the week of June 11, 2012 at the Spencer Campus and it is completely full at this time. The camp is looking for volunteers to assist at the camp. Dr. Bintz stated that the Cooperative is attempting to raise money to buy two additional bikes for student usage in the classrooms. She stated that the Transportation Department is having a 50/50 raffle to raise funds to purchase a bike.

6. *Field Day*

Robin Latman, supervisor, and Mr. Brian Grund and Mr. Mike Bacon, adaptive physical education teachers, hosted the Field Day event at the Wison Creek School in Manhattan. Student leaders from Lincoln-Way West and the Mackay Center assisted the students at this event. In addition, this year Pioneer Grove hosted a Field Day for their students.

7. *Joint Site and Long Range Planning Committee and Illinois State Performance Plan and Special Education Profile*

Dr. Bintz distributed these informational reports to the Governing Board.

8. *FMLA Requests*

Dr. Bintz indicated the number of FMLA requests received.

D. Principals' Reports

Pioneer Grove Educational Center

Dr. Bintz indicated Pioneer Grove held their Field Day on May 4 and the day was enjoyed by all of the students and staff in attendance.

Mackay Education Center

Dr. Bintz reported that Debbie Heffernan received her doctorate degree on May 9, 2012. The Mackay Center held its Awards Night on May 15. Mr. Marty Mackay's son was present to distribute the scholarships to graduating seniors. The Grace Fellowship Church will hold a panel discussion during the May 20, 2012 service. Dr. Wyllie, Amy Panfil, and Asset members from the high school and park district will be in attendance to talk about character traits and how they weave together in different avenues. The art project that the Mackay students produced for Asset Day will be on display at the church service.

IX. APPROVAL OF THE CONSENT AGENDA

Acting on the recommendation of the Director, Mary Kenny moved, seconded by Christopher Kosel, 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 April 2012 and investments through May 17, 2012 were presented.

C. Approval of Personnel Items as Listed:

1. Resignations

Certified Staff

Elizabeth Flatley, teacher, effective at the end of the 2011-2012 school year.

Lindsay King, teacher, effective at the end of the 2011-2012 school year.

Non-Certified Staff

Cheri Mooney, paraprofessional, effective May 29, 2012

Laura Olmstead, paraprofessional, effective at the end of the 2011-2012 school year

Jeannie Ramos, paraprofessional, effective April 27, 2012

Michelle Rudd, paraprofessional, effective May 24, 2012

2. Employment

Non-Certified Staff

Certified Staff

Catherine Kaczmarczyk, summer office receptionist, effective May 21 to August 2, at a rate of \$9.50 per hour.

2012-2013 School Year

Certified Staff

Emily Eichelkraut, teacher at Mackay Education Center, effective August 13, 2012, at a salary of \$43,031.00.

Cortney Kemp, psychologist at the Transition House, effective July 1, 2012 for 100 to 120 days at a rate of \$350 per day.

Non-Certified Staff

Paraprofessionals (these employees are being recalled from their dismissal in April)

Gina Barrett

Megan Brady

Callie Giles

Susan Gonzales

Penelope Hills

Lonna Janel

Megan Lutrell

Susan Ralston

Mary Ritter

Kimberly Weber

Extended School Year Staff

Location: Grand Prairie School – June 18, 2012 to July 26, 2012

Non-Certified Staff

Paraprofessionals

Jill Antonini

Misti Bell

Alyson Black

Robert Brodinski

Diane Broughton

Jackie Burdeaux

Tammy Burns

Julie Cello

Donna Lukas

Tina Maestre

Melissa Maine

Christine Mangin

Corinne Murphy

Cathy Murray

Melissa Narcisi

Rebecca Novota

Victoria Christensen	Jean O'Reilly
Julie Cullen	Lisa Parks
Jennifer Dahlman	Kari Pedziwaitr
Inez Davis	Vickijoy Pfizenmaier
Connie DeCraene	Rita Pruls
Bonnie Deval	Lauren Rexroad
Alexander Dyer	Colleen Rosko
Kathleen Egan	Laura Ryan
Kristin Faber	Jessica Schroeder
Corinne Gradi	Sandra Skraba
Jillian Gray	Oliva Smith
Christine Guymon	Donna Sospizio
Amber Hessler	Margaret Stechly
Katie Hopkins	Mary Sweeney
Elizabeth Hunsaker	Stacy Taheny
Kendell Hunter	Katherine Thompson
Barb Jennings	Thi Tran
Eileen Keene	Mary Ulas
Kristen Konieczka	Terri Vales
Paulette Kowaleski	Lyndsay Vlosak
Christine Lange	Emily Vuckovich
Linda Loftus	Sheila Vuckovich
Patti Loichinger	Jamie Williams
	Carol Wojewocki

Non-Certified Staff - Secretary

Patty Pizza

Certified Staff

Teachers

Lindsay Athans
Lauren Burke
Sue Burnett
Amanda Comp
Diane Crumpley
Linda Demro
Danielle Devine
Cristin Evans
Johanna Frick
Callie Giels
Jeanne Hartung
Matt Hurst
Holly Kasper
Mark Kaster
Lindsay King
Michelle McCauley
Mike McDonald
Amanda Madler
Jennifer Molinaro
Jennifer Olech
Greg Shoplas
Amy Steepleton
Lisa Wheeler
Nicole White
Kyle Zilis

Speech/Language

Anita Brown
Amy McGinnis
Mike Mazza
Alice Peavler
Lori Sabal
Hilary Smith
Jessi Stapp

Physical Therapists

Joan Papes
Tom Ravetto
Bernie Swiatowski

Occupational Therapists

Audrey Fields
Peggy Grill
Heather Iwanus
Mary Ellen Tolbert

Nurses

Nancy Antonini
Susan Chionis
Jean Dyer
Robin O'Donnell

Psychologist
Keith Abbeduto

Guidance Counselor
Matthew Tevere

Social Workers
Trish Corven
Megan Hanson
Kathy High
Gail Malvestuto
Diana Mustafa
Christine Sicinski
Stacie Soroka

- D. FOIA Request
None were received.

CONSENT VOTE:

Voting Aye: Kenny, Kosel, Moore, Usher
Motion carried: 4 Aye, 0 Nay

X. ACTION ITEMS

- A. Final Calendar 2011-2012
A motion was made by Patrick Usher and seconded by Mary Kenny to approve the final calendar for the 2011-2012 school year.
Voting Aye: Kenny, Kosel, Moore, Usher
Motion carried: 4 Aye, 0 Nay
- B. Salaries for Office Staff, OTs, PTs, and Support Staff
A motion was made by Patrick Usher and seconded by Mary Kenny to approve the 2012-2013 salary increase of 2.5% for the Office Staff, OTs, PTs, and Support Staff.
Voting Aye: Kenny, Kosel, Moore, Usher
Motion carried: 4 Aye, 0 Nay
- C. Custodian Services Contract
A motion was made by Christopher Kosel and seconded by Mary Kenny that the Governing Board approve the contract rate adjustment of 2% (\$115,737.00) for the 2012/2013 school year.
Voting Aye: Kenny, Kosel, Moore, Usher
Motion carried: 4 Aye, 0 Nay
- D. Approval of Holiday Modification
A motion was made by Mary Kenny and seconded by Patrick Usher to approve the proposal to modify the school calendar to hold school on President Abraham Lincoln Day to gain flexibility in planning the yearly school calendar.
Voting Aye: Kenny, Kosel, Moore, Usher
Motion carried: 4 Aye, 0 Nay
- E. Modification in Bus Leases
A motion was made by Patrick Usher and seconded by Mary Kenny to approve the renewal for the leasing of buses from three to five years.
Voting Aye: Kenny, Kosel, Moore, Usher
Motion carried: 4 Aye, 0 Nay
- F. Insurance Benefit Changes
A motion was made by Mary Kenny and seconded by Patrick Usher to approve the insurance benefit changes for the 2012-2013 school year as presented.

Voting Aye: Kenny, Kosel, Moore, Usher
Motion carried: 4 Aye, 0 Nay

XI. CLOSED SESSION

A motion was made by Patrick Usher and seconded by Mary Kenny to move to closed session at 8:17 p.m. for the purpose of discussing:

- A. The appointment, employment, compensation, or dismissal of specific employees of the Cooperative.

Voting Aye: Kenny, Kosel, Moore, Usher
Motion carried: 4 Aye, 0 Nay

OPEN SESSION

A motion was made by Mary Kenny and seconded by Christopher Kosel to return to open session at 8:25 p.m. On voice vote the motion carried.

X. ACTION ITEMS

- G. Termination of Employee

A motion was made by Christopher Kosel and seconded by Mary Kenny to approve the termination of employee 7911 effective May 18, 2012 due to excessive absenteeism and inability to perform assigned duties.

Voting Aye: Kenny, Kosel, Moore, Usher
Motion carried: 4 Aye, 0 Nay

- H. Retirement Notification

A motion was made by Patrick Usher and seconded by Mary Kenny to approve the retirement notice of Judith Rice to be effective the end of the 2015-2016 school year.

Voting Aye: Kenny, Kosel, Moore, Usher
Motion carried: 4 Aye, 0 Nay

- I. Additional Class at Pioneer Grove

A motion was made by Mary Kenny and seconded by Christopher Kosel to approve an additional multi-needs class at Pioneer Grove.

Voting Aye: Kenny, Kosel, Moore, Usher
Motion carried: 4 Aye, 0 Nay

XII. INFORMATION ITEMS AND ANNOUNCEMENTS

The next regular meeting of the Board of Special Education will be held at 7:00 p.m. on June 21, 2012 at the Lincoln-Way Transition House in Frankfort.

XIII. ADJOURNMENT

A motion was made by Mary Kenny and seconded by Patrick Usher that the meeting be adjourned. All members voted Aye. Motion carried. President Moore declared the meeting adjourned at 8:30 p.m.

Respectfully submitted,
Cheryl A. Della Penna,
Administrative Assistant

President

Secretary

MOKENA SCHOOL DISTRICT 159

Board of Education - Carnival

Revenue and Expenses

Date	From:	Expenses Paid	Check #	Revenue	Profit
5/21/2012	Proceeds from Carnival		cash	\$ 4,226.00	
5/31/2012	Area Landscaping - donation		39735	\$ 100.00	
5/31/2012	Fox River Foods - donation		1213153	\$ 100.00	
5/31/2012	JMML Enterprises - donation		1046	\$ 200.00	
5/31/2012	State Bank of Illinois - donation			\$ 100.00	
	Payable To:				
5/15/2012	Signs To You	\$ 200.00	82498		
5/24/2012	Markham, Patrick	\$ 120.41	82507		
5/24/2012	Phelps, William	\$ 133.10	82508		
	Scariano Himes Petrarca April Bill	\$ 989.00	June		
5/21/2012	Service Sanitation, Inc.	\$ 1,103.00	June		
		\$ 2,545.51		\$ 4,726.00	\$ 2,180.49

ACTION REQUESTS

Action Request
Mokena School District 159
COMMITTEE OF THE WHOLE

Personnel Recommendations – June 6, 2012

NAME	POSITION	BUILDING	EFFECTIVE DATE	EMPLOYMENT DETAIL
1. Certified – New Hire				
Jennifer Macie	Teacher	MES	2012-2013 school year	Lane 3, Step E \$42,708
2. Classified – New Hire				
Nuala Gavin	Nurse	MES	8/13/2012	\$22.00/hr 5 days/wk 7.5hrs/day 184 days/yr
Laura Vlosak	Nurse	MIS	8/13/2012	\$15.62/hr 5 days/wk 7.5hrs/day 184 days/yr
Lucas Tiberi	Summer- help custodian	District	6/4/- 8/2/2012	\$8.37/hr 4 days/wk 9 hrs/day
Ryan Carr	Summer -help custodian	District	6/4/- 8/2/2012	\$8.25/hr 4 days/wk 9 hrs/day
Sean Regan	Summer -help custodian	District	6/4/- 8/2/2012	\$8.25/hr 4 days/wk 9 hrs/day
3. Certified- Family Medical Leave of Absence				
Melissa Chevalier	Teacher	MJH	8/21- 10/22/2012 or upon doctor's release	
4. Classified -Family Medical Leave of Absence				
Lisa Jungles	Custodian	MES	7/2/2012	
5. Certified – Resignation				
Jennifer Thomas	Teacher	MES/MIS	End of 2011-12 school year	
6. Classified – Resignation				
Jennifer McGee	Custodian	MIS	5/24/2012	
Joan Young	Building Aide	MES	End of 2011-12 school year	

Recommended Motion:

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



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

Date: June 1, 2012

To: Board of Education
Mr. Steve Stein, Superintendent

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

Re: Jennifer Macie Employment

Due to the recent notification of a retirement in first grade, we are in need of hiring an additional staff member to complete the first grade team at MES for the 2012-2013 school year. At this time, I am requesting that the Board approve the hire of Mrs. Jennifer Macie to fill this vacant 1st grade teaching position. Mrs. Macie had taught Mathematics at MJHS this past year but was not rehired since Mr. Shaughnessy is returning to the classroom. Mrs. Macie holds a Masters Degree in Early Childhood Education and previously taught preschool and elementary level students. We are confident that Jennifer will be a great addition to the 1st grade team at MES.

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

"Move to hire Mrs. Jennifer Macie as a 1st grade teacher at Mokena Elementary School for the 2012-2013 school year".

Lane 3, Step E - \$42,708

JENNIFER L. MACIE

Vita

Home Address

8730 W. 166th Street
Orland Park, IL 60462
708-633-1056
Email: jdrmacie@att.net

Professional Address

Mokena Junior High School
19851 Kirkstone Way
Mokena, IL 60448
maciej@mokena159.org

Academic Preparation

M.A. Early Childhood Education, Governors State University, University Park, IL, 2011

B.A., Elementary Education, Governors State University, University Park, IL, 1997

Certificates and Licenses

Early Childhood (Type 4/Birth-grade 3), Special Education Approval, Illinois
Elementary Education (Type 3/K-9), Middle School Endorsements, Illinois

Teaching Experience

2011 – 2012 **Mathematics Teacher**, Mokena Junior High School, Mokena School District 159, Mokena, IL

2008 – 2011 **Pre-Kindergarten Teacher**, Tinley Park – Park District, Tinley Park, IL

1998 – 2000 **Mathematics Teacher**, Central Junior High School, Steger School District #194, Steger, IL

1997 – 1998 **Substitute Teacher**, Orland School District #135, Orland Park, IL

Leadership and Professional Activities

- Served on the technology committee (Mokena)
- Solicited sponsors for the mathematics department Pi day celebration (Mokena)
- Served as team leader for pre-kindergarten room A, designed and executed daily lesson plans, made adaptations as necessary, assessed learning, communicated with parents, and organized and hosted informational and musical presentations for the parents, etc. (Tinley Park)
- Taught seventh and eighth grade mathematics to diverse groups of students of all ability levels (Steger & Mokena)

- Participated in the mathematics department text book committee (Steger)
- Collaborated on the planning and execution of the mathematics department annual regional math contest (Steger)
- Served on the mathematics department fundraising committee (Steger)
- Served on the mathematics department annual field trip committee (Steger)
- Served on district-wide committees for staff development and employee benefits (Steger)

Community Service

- Catechist for Saint Elizabeth Seaton Church Religious Education Program, Orland Hills, IL
- Volunteer for Kirby School District 140 Band Parent Organization, Tinley Park, IL
- Former chairperson of the Fernway Park Elementary School Spirit Wear Department and active P.T.O. member and volunteer, Orland Park, IL
- Former advancements chairperson, committee member, and den leader of Cub Scout Pack 442 in Tinley Park, IL

Professional Memberships and Affiliations

Member, National Council of Teachers of Mathematics
 Member, Metropolitan Mathematics Club of Chicago
 Member, South Suburban Association for the Education of Young Children

Academic Honors and Awards

Recognized by the American Academy of Distinguished Students, 1997
 Bronze Tablet Award, University of Illinois at Urbana-Champaign, 1992

Professional Development

Metropolitan Mathematics Club Conference of Workshops (January 2012)
 Lisa Murphy, "The Ooey Gooley Lady" on Identifying and Creating Child Centered Environments (May 2011)
 South Suburban AEYC workshops attended (in 2010 – 2011):

- Sensory Processing
- Bringing Calm into the Early Childhood Classroom
- Yoga Education
- Fall Fun...Leaves and Laughter



Mokena School District 159

Action Request

Date: June 1, 2012

To: Board of Education
Mr. Steve Stein, Superintendent

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

Re: Jennifer Thomas Resignation

It is with deep regret that we ask the Board of Education to approve the resignation of Jennifer Thomas. Jen has been an outstanding member of the teaching staff of District 159 since her hire in June 2004. During her tenure, Jen was the full time Music teacher at Mokena Elementary School as well as a part time Physical Education teacher. She played a key role as one of our Band instructors and was instrumental in creating the Band curriculum currently in place. Her dedication to the students of District 159 will be dearly missed.

Jen will be pursuing her dream of acquiring her doctorate in order to teach Music at the collegiate level. We wish her the very best as she begins this new journey in her educational career.



MOKENA SCHOOL DISTRICT 159 **ACTION REPORT**

Date: May 29, 2012

To: Board of Education

From: Steve Stein, Superintendent

Re: Classified Employee Handbook

A draft of the updated Classified Employee Handbook was presented to the board at the May 16, 2012 board meeting as an information item. The review process included administrator and staff input and review. The school attorney, Mr. John Fester also analyzed the document and his changes and suggestions were included in the draft that you received.

We are requesting for the board to approve the Classified Employee Handbook as presented.

Recommended Motion:

"I move that the Board of Education approve the Classified Employee Handbook as presented."

Moved By: _____

Seconded By: _____



MOKENA SCHOOL DISTRICT 159 **ACTION REPORT**

Date: May 30, 2012

To: Board of Education

From: Steve Stein, Superintendent

RE: Agreement for Reciprocal Reporting between MPS 159 & Mokena Police Department

A draft of the Agreement for Reciprocal Reporting between MPS 159 and Mokena Police Department was presented to the Board at the May 16, 2012 regular Board meeting as an information item. The Parent/Teacher Advisory Committee is requesting for Board approval regarding this agreement.

Recommended Motion:

"I move that the Board of Education approve the Agreement for Reciprocal Reporting between Mokena School District 159 and Mokena Police Department as presented."

Moved By: _____

Seconded By: _____

**AGREEMENT FOR RECIPROCAL REPORTING AND COOPERATION BETWEEN
MOKENA SCHOOL DISTRICT 159 AND
THE MOKENA POLICE DEPARTMENT**

The Board of Education of Mokena School District 159, Will County, Illinois ("School District") and the Mokena Police Department, Will County, Illinois ("Department") (collectively, "Parties"), pursuant to Sections 1-7(A)(8) and 5-905(1)(h) of the Illinois Juvenile Court Act of 1987, 705 ILCS 405/1-1, et seq., and Sections 10-20.14 and 22-20 of the Illinois School Code, 105ILCS 5/1-1, et seq., agree to maintain on-going communication and a mutually supportive partnership for a reciprocal reporting system regarding criminal offenses committed by each student attending school at a School District school ("District Student"). This agreement shall be known and is referred to herein as the Reciprocal Reporting Agreement.

I. GENERAL COOPERATION

A. The Superintendent of the School District will provide the Department with a list of School District administrators who will have responsibility for reporting suspected criminal offenses committed by District Students as provided pursuant to Section II.A of this Reciprocal Reporting Agreement. The Chief of the Department will provide the School District with a list of those officers of the Department who have responsibility for reporting criminal activity of District Students, as provided pursuant to Section II.B of this Reciprocal Reporting Agreement.

II. REPORTING OF STUDENT CRIMINAL ACTIVITY

A. By the School District to the Department.

1. The School District will promptly report to the Department the activity of all District Students that involves or is suspected to involve:

- a. Criminal gang activity;
- b. Possession or use of weapons such as guns and knives, explosives, or any item used as a weapon;
- c. Sale of drugs or other intoxicants;
- d. Possession of significant quantities of drugs or other intoxicants;
- e. Fights or other violent activity which might reasonably carryover into the Village of Mokena;
- f. Domestic or sexual abuse, neglect, look -out, and runaway situations;
- g. Bomb threat or improper activation of the fire alarm system;
- h. Assault - Threats against staff or student(s), including "hit lists" which impede the educational setting;
- I. Any state or federal crime occurring or which has occurred on School District property or at a School District event, which might reasonably carryover into the Village of Mokena;
- j. Any other activities involving District Students that threatens the safety of District students and community members on or off School District property.

2. Where violence or other activity poses an imminent threat to the safety of District Students or community members, the information will be immediately shared with the Department in accordance with Section II.B of this Agreement; otherwise, the information will be shared between the Parties as early as reasonably possible, depending on the circumstances surrounding the situation.

3. Where information regarding a District Student does not constitute an immediate threat to the safety of District Students or community members, or is deemed to be minor and unlikely to assist in the protection or safety of District Students or community members and becomes incorporated into the District Student's record under the provisions of the Illinois School Student Records Act 105 ILCS 10/1, et seq., the School District shall not disclose the information to the Department absent the specific, written consent of the student's parent/guardian or by an order of a court of proper jurisdiction.

B. By the Department to the School District.

1. The Department will report to the School District the same information referenced in Section II.A. of this Reciprocal Reporting Agreement within the same time frames, where the activity of District Students or others within the School District might reasonably carryover onto school grounds or school activities.

2. As provided by Sections 1-7(A)(8) and 5-905(1)(h) of the Illinois Juvenile Court Act of 1987, the Department will report to the School District the following offenses or suspected offenses within the time frames referenced in Section II.A of this Reciprocal Reporting Agreement with respect to a District Student who has been taken into custody or arrested for:

- a. Unlawful use of weapons under Section 24-1 of the Illinois Criminal Code of 1961, 720 ILCS 5/24-1, et seq.;
- b. A violation of the Illinois Controlled Substances Act, 720 ILCS 570/100, et seq.;
- c. A violation of the Cannabis Control Act, 720 ILCS 550/1, et seq.;
- d. A forcible felony, as defined by Section 2-8 of the Illinois Criminal Code of 1961; or
- e. Any offense classified by Illinois law as a felony or a Class A or B misdemeanor.

3. In accordance with Section 22-20 of the Illinois School Code, the Department will provide the School District with the following information whenever any District Student is detained for proceedings under the Illinois Juvenile Court Act of 1987 or for any criminal offense or any violation of a municipal or county ordinance: (a) the basis for detaining the District Student; (b) the county or municipal ordinance that was violated by the District Student, if applicable; (c) the circumstances surrounding the events which led to the District Student's detention; and (d) the status of the proceedings. According to the provisions of Section 22-20 of the Illinois School Code, the Parties agree that the Department will share information with the School District whenever a District Student is detained or referred for further proceedings as a delinquent minor, a neglected minor, or an abused minor under the Illinois Juvenile Court Act of 1987. This includes, but is not limited to, instances where a

petition is filed in court:

- a. That a minor is abused, neglected, or dependent under the provisions of Section 2-13 of the Illinois Juvenile Court Act of 1987;
- b. That a minor requires authoritative intervention under Section 3-15 of the Illinois Juvenile Court Act of 1987;
- c. That a minor is addicted and eligible for treatment under Section 4-12 of the Illinois Juvenile Court Act of 1987
- d. That a minor is delinquent under the Section 5-501 of the Illinois Juvenile Court Act of 1987; or
- e. By court or law enforcement authorities initiating formal proceedings in regard to a minor for any other purposes specified under the Illinois Juvenile Court Act of 1987.

Section 22-20 of the Illinois School Code further provides that

All courts and law enforcement agencies of the State of Illinois and its political subdivisions shall report to the principal of any public school in this State whenever a child enrolled therein is detained for proceedings under the Illinois Juvenile Court Act of 1987, as heretofore and hereafter amended, or for any criminal offense or any violation of a municipal or county ordinance. The report shall include the basis for detaining the child, circumstances surrounding the events, which led to the child's detention, and status of proceedings. The report shall be updated as appropriate to notify the principal of developments and the disposition of the matter.

The information derived thereby shall be kept separate from and shall not become a part of the official school record of such child and shall not be a public record. Such information shall be used solely by the principal, counselors and teachers of the school to aid in the proper rehabilitation of the child and to protect the safety of students and employees in the school.

For purposes of applying the above provisions of Section 22-20 of the Illinois School Code and administering this Reciprocal Reporting Agreement, the School District and the Department recognize that the detention of a District Student includes not only arrest but whenever a law enforcement official reasonably believes the District Student is not free to leave the presence of the law enforcement official. This includes, for example, when a student is stopped for conduct, which may lead to, or results in, the issuance of a ticket for violation of a municipal ordinance. However, in administering this Reciprocal Reporting Agreement, the Department may, but shall not be obligated to, initiate reporting to the School District of the detention of District Students for conduct that is deemed by the Department to be minor and unlikely to assist in the rehabilitation of the District Student or the protection or safety of District Students and employees of the School District. More generally, the Department will share information with the School District where a District Student's misconduct outside of school is likely to be carried into a School District or School District activities, or have a significant impact on the safety and well being of District Students, School District employees, or

community members. In turn, the School District will share information with the Department where student misconduct in the School District or at School District activities is likely to extend into the community or involve an offense for which reporting is required by law.

III. OTHER TERMS AND CONDITIONS

A. **Confidentiality of Law Enforcement Records.** Any law enforcement or records subject to disclosure under this Reciprocal Reporting Agreement shall not be disclosed or made available in any form to any person or agency other than as set forth in this Reciprocal Reporting Agreement or as authorized by law.

B. **Content of Criminal Activity Information.** All criminal activity information shall include the names of all involved persons, including District Students and minors, except in cases where the name of the victim is protected under the Rights of Crime Victims and Witnesses Act, 725 ILCS 120/1, et seq., as amended, or other applicable law.

C. **Confidentiality of Criminal Activity Information.** The Parties shall develop procedures designed to ensure that any criminal activity information is not available to other employees, or any persons other than as authorized by this Agreement or by law.

D. **Term and Renewal.** This Reciprocal Reporting Agreement shall immediately take effect on the date of its execution and shall be in full force and effect for a period of two (2) years thereafter. This Reciprocal Reporting Agreement shall automatically renew for successive two (2) year periods unless terminated pursuant to Section III.E of this Reciprocal Reporting Agreement.

E. **Termination.** This Reciprocal Reporting Agreement may be terminated at any time upon thirty (30) days advance written notice by either party.

F. **Amendments and Modifications.** This Reciprocal Reporting Agreement may be modified or amended from time to time provided, however, that no such amendment or modifications shall be effective unless reduced to writing and duly signed by an authorized representative of the Parties.

G. **Savings Clause.** If any position of this Reciprocal Reporting Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, the remaining parts or portions of this Reciprocal Reporting Agreement shall remain in full force and effect.

H. **Information.** Information may be communicated verbally or in writing between the Parties at any time deemed necessary by the Parties.

I. **Entire Agreement.** This Agreement sets forth all the covenants, conditions and promises between the Parties. There are no covenants, promises, agreements, conditions, or understandings between the Parties, either oral or written, other than those contained in this Reciprocal Reporting Agreement.

J. **Governing Law.** This Reciprocal Reporting Agreement shall be governed by the laws of the State of Illinois both as to interpretation and performance.

K. **Non-Liability.** The Department and the School District shall each utilize their best efforts to provide the information to be reported under this Reciprocal Reporting Agreement, but in no event shall either party be liable for the failure to provide such information, whether through inadvertence or otherwise.

L. **No Third Party Beneficiaries.** There are no intended or implied third party beneficiaries of this Reciprocal Reporting Agreement.

M. **Immunities.** Nothing in this Reciprocal Reporting Agreement shall be intended, nor shall it be interpreted, to waive any and all statutory or common law privileges and or immunities of the School District or the Department, which are hereby specifically reserved.

IN WITNESS WHEREOF, the Department and the School District have caused this Reciprocal Reporting Agreement to be executed on their behalf and attested by their duly authorized officers, on the dates herein set forth.

MOKENA POLICE DEPARTMENT

BOARD OF EDUCATION OF
MOKENA SCHOOL DISTRICT
NO. 159, WILL COUNTY, ILLINOIS

By: *[Signature]*

By: _____

Its: *POLICE CHIEF*

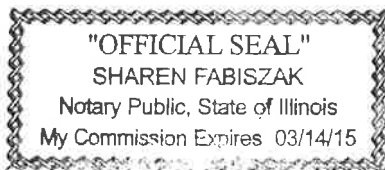
Its: _____

Attest: *[Signature]*

Attest: _____

Date: *4-19-12*

Date: _____



RECIPROCAL REPORTING AGREEMENT ARRESTS OR DETENTIONS

School District: _____

School Representative: _____

Law Enforcement Representative: _____

Student: _____ D.O.B. _____

Per our reciprocal reporting agreement, the Mokena Police Department would like to inform you that the above student was arrested or taken into custody by this department on _____, for the offense of:

_____ Underage possession of an alcoholic beverage

_____ Underage consumption of an alcoholic beverage

_____ Possession of cannabis

_____ Possession of a controlled substance

_____ Possession of drug paraphernalia

_____ Unlawful use of a weapon

_____ Battery

_____ Burglary

_____ Burglary to motor vehicle

_____ Other



MOKENA SCHOOL DISTRICT 159 **ACTION REPORT**

Date: May 31, 2012

To: Board of Education

From: Steve Stein, Superintendent

RE: Custodial and Maintenance Supply Bids

Recommended Motion:

"I move that the Board of Education accept the custodial and maintenance supply bids as presented at May 16, 2012 regular Board meeting."

Moved By: _____

Seconded By: _____

Recommended Motion:

"I move that the Board of Education reject the custodial and maintenance supply bids as presented at May 16, 2012 regular Board meeting."