

AGENDA
BOARD OF EDUCATION – MOKENA SCHOOL DISTRICT 159
Mokena Elementary School
Band Room
May 15, 2013
7:00 PM

- I. ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC COMMENTS/COMMUNICATIONS**
 - PTA/MEF
 - MTA
 - Board of Education
- IV. SUPERINTENDENT REPORT**
- V. PRINCIPAL REPORTS**
- VI. INFORMATION REPORTS**
 - A. Financial Report 3 & front pocket
 - B. Treasurer Report 5
 - C. Insurance Update verbal
 - D. Resolution of Interest Earnings 9
 - E. Interactive Projectors Implementation 11
 - F. District 843 Special Education Minutes 12
 - G. Managed Print Contract verbal
- VII. ACTION REQUESTS**
 - A. District Bills (Ford) rear pocket
 - B. Approval of Reading Program 19
 - C. Consent Agenda:
 - 1. Revised School Calendar 2012 -2013 20
 - 2. Parent/Student Handbook 2013-2014 22
 - 3. Special Education Attorney approval 23
 - 4. Updated Job Descriptions: 24
 - a. District Secretary/Receptionist
 - b. Administrative Assistant for Business Operations
 - c. Payroll /Accounting Coordinator
 - d. Payroll/Benefits Clerk
 - e. Administrative Assistant for Student Services
 - f. Administrative Assistant for Instructional Services
 - g. Director of Business Operations and Transportation
 - D. Personnel 25
 - 1. Certified - Retirement
 - 2. Classified – New Hire
 - 3. Classified Staff- Re-Assignment
 - 4. Director of Business Operations and Transportation-increase
 - 5. Administrator – New Hire- forthcoming
- VIII. ITEMS FOR JUNE 19 MEETING**
- IX. FOR THE GOOD OF MOKENA**
- X. CLOSED SESSION** For Purposes of Student discipline. Pursuant of ILCS 120/2(c)(9).
- XI. ADJOURNMENT**

INFORMATION REPORTS

Mokena School District 159
Treasurer's Detail Investment Report
April 30, 2013

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	\$ 136,024.84	\$ 1,388,603.18	\$ -	\$ -	\$ 7,671.00	\$ 45,951.59	\$ 9,981.03	\$ 1,588,231.64
20 Operations & Maintenance	\$ 65,771.03	\$ 1,347,556.51	\$ -	\$ -	\$ 1,339.64	\$ 41,919.54	\$ 6,036.74	\$ 1,462,623.46
30 Bond & Interest	\$ 41.36	\$ 169,545.72	\$ -	\$ -	\$ 4,305.35	\$ 6,449.87	\$ 134,635.69	\$ 314,977.99
40 Transportation	\$ 132,589.30	\$ 1,468,343.89	\$ -	\$ -	\$ 3,156.92	\$ 12,588.30	\$ 375,534.01	\$ 1,992,212.42
50 IMRF	\$ 2,079.48	\$ 7,320.88	\$ -	\$ -	\$ 688.89	\$ 174.42	\$ 2,623.65	\$ 12,887.32
61 New Construction	\$ 20,316.25	\$ -	\$ -	\$ -	\$ -	\$ 2,304.99	\$ 730,882.40	\$ 753,503.64
70 Working Cash	\$ 3,056.97	\$ 727,243.49	\$ -	\$ -	\$ 1,173.44	\$ 4,042.06	\$ 972,423.90	\$ 1,707,939.86
80 Tort Fund	\$ 3,841.83	\$ 25,417.97	\$ -	\$ -	\$ 74.78	\$ -	\$ 62,303.43	\$ 91,638.01
TOTALS	\$ 363,721.06	\$ 5,134,031.64	\$ -	\$ -	\$ 18,410.02	\$ 113,430.77	\$2,294,420.85	\$ 7,924,014.34
Percentages	4.590%	64.791%	0.000%	0.000%	0.232%	1.431%	28.955%	100.000%

Certificate of Deposit Investments - Apr 2013

Financial Facility	Date Invested	Gross Rate	Net Rate	Opening Balance	Maturity Date
Bank of India	03/06/13	0.200%	0.151%	\$ 249,060.85	9/4/2013
Bank Leumi-NY	05/30/12	0.700%	0.349%	\$ 249,100.00	5/30/2013
Bank of China-NY	05/30/12	0.700%	0.359%	\$ 249,100.00	5/30/2013
Bank of East Asia	02/20/13	0.400%	0.070%	\$ 151,200.00	5/15/2013
Bank of The West-CA	05/30/12	0.700%	0.460%	\$ 248,800.00	5/30/2013
East West Bank	05/30/12	0.643%	0.392%	\$ 249,000.00	5/30/2013
First National Bank of McGregor-TX	12/03/12	0.350%	0.200%	\$ 248,000.00	6/3/2013
Firstbank of Puerto Rico	06/01/12	0.500%	0.350%	\$ 249,375.38	6/3/2013
GE Capital Retail Bank	06/01/12	0.450%	0.402%	\$ 248,118.60	5/31/2013
Goldman Sachs Bank	06/06/12	0.400%	0.351%	\$ 248,120.59	6/6/2013
ISDLAF-Term Series	02/20/13	0.270%	0.070%	\$ 750,000.00	5/14/2013
Israel Discount Bank of New York-NY	12/03/12	0.350%	0.200%	\$ 248,000.00	6/6/2013
Merchants Bank of Indiana-IN	03/06/13	0.350%	0.200%	\$ 248,000.00	9/3/2013
Mizuho Corporate Bank	06/06/12	0.400%	0.301%	\$ 158,156.22	6/6/2013
Old Plank Trail Comm Bank-IL	05/30/12	0.550%	0.301%	\$ 100,000.00	5/30/2013
Onewest Bank-CA	11/07/12	0.450%	0.300%	\$ 248,000.00	5/6/2013
Royal Savings Bank-IL	11/07/12	0.380%	0.230%	\$ 248,000.00	5/6/2013
Southside Bank-TX	06/06/12	0.430%	0.280%	\$ 248,000.00	6/6/2013
State Bank of India	11/07/12	0.450%	0.300%	\$ 248,000.00	5/6/2013
Tristate Capital Bank-PA	06/06/12	0.550%	0.400%	\$ 248,000.00	6/6/2013
Total				\$ 5,134,031.64	

IIIT Investments
PMA Investments
PMA-DTC Investments

Treasurer's Report Income Summary
April 01, 2013 - April 30, 2013

<i>Fund</i>	<i>Beginning Balance</i>	<i>Revenues</i>	<i>Expenses</i>	<i>Change</i>	<i>Ending</i>	<i>% Change</i>
10 EDUCATION FUND	\$2,297,167.87	\$96,575.57	\$805,511.80	\$708,936.23-	\$1,588,231.64	-30.9%
20 OM FUND	\$1,505,991.76	\$88,728.28	\$132,096.58	\$43,368.30-	\$1,462,623.46	-2.9%
30 BOND - INTEREST FUND	\$314,953.61	\$24.38	\$0.00	\$24.38	\$314,977.99	0.0%
40 TRANSPORTATION FUND	\$2,016,819.75	\$6,467.97	\$31,075.30	\$24,607.33-	\$1,992,212.42	-1.2%
50 IMRF FUND	\$24,278.72	\$25,353.38	\$36,744.78	\$11,391.40-	\$12,887.32	-46.9%
61 NEW CONSTRUCTION FUND	\$753,456.06	\$47.58	\$0.00	\$47.58	\$753,503.64	0.0%
70 WORKING CASH FUND	\$1,707,812.19	\$127.67	\$0.00	\$127.67	\$1,707,939.86	0.0%
80 TORT FUND	\$96,894.05	\$6.96	\$5,263.00	\$5,256.04-	\$91,638.01	-5.4%
Totals :	\$8,717,374.01	\$217,331.79	\$1,010,691.46	\$793,359.67-	\$7,924,014.34	0.00

MOKENA SCHOOL DISTRICT 159
OUTSTANDING STATE PROGRAM PAYMENTS FY 2012-2013

STATE FUNDING ONLY

Program	Function	PAYMENT AMOUNT	Date Scheduled	Date Disbursed / Vouchered	Processed By Comptroller	Date Received	PAID AMOUNT	BALANCE DUE to Date @ 8/1/2012
General State Aid	3001	\$33,306.98	8/10/2012	8/7/2012	8/10/2012	8/14/2012	\$33,306.98	\$0.00
General State Aid	3001	\$33,306.98	8/20/2012	8/15/2012	8/20/2012	8/22/2012	\$33,306.98	\$0.00
General State Aid	3001	\$33,311.74	9/10/2012	9/5/2012	9/10/2012	9/12/2012	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	9/20/2012	9/17/2012	9/20/2012	9/24/2012	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	10/10/2012	10/4/2012	10/10/2012	10/12/2012	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	10/20/2012	10/16/2012	10/19/2012	10/23/2012	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	11/10/2012	11/7/2012	11/9/2012	11/14/2012	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	11/20/2012	11/16/2012	11/20/2012	11/26/2012	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	12/10/2012	12/5/2012	12/10/2012	12/12/2012	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	12/20/2012	12/17/2012	12/20/2012	12/26/2012	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	1/10/2013	1/7/2013	1/10/2013	1/14/2013	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	1/20/2013	1/15/2013	1/18/2013	1/23/2013	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	2/10/2013	2/5/2013	2/8/2013	2/13/2013	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	2/20/2013	2/15/2013	2/20/2013	2/22/2013	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	3/10/2013	3/6/2013	3/8/2013	3/12/2013	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	3/20/2013	3/15/2013	3/20/2013	3/22/2013	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	4/10/2013	4/4/2013	4/10/2013	4/12/2013	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	4/20/2013	4/16/2013	4/19/2013	4/23/2013	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	5/10/2013	Scheduled				\$33,311.74
General State Aid	3001	\$33,311.74	5/20/2013	Scheduled				\$33,311.74
General State Aid	3001	\$33,311.74	6/10/2013	Scheduled				\$33,311.74
General State Aid	3001	\$33,311.75	6/20/2013	Scheduled				\$33,311.75
3001 Total		\$732,848.77					\$599,601.80	\$133,246.97
General State Aide/Special	3001	\$24,083.73	8/1/2012	1/3/2013	1/8/2013	1/10/2013	\$24,083.73	\$0.00
3001 Total		\$24,083.73					\$24,083.73	\$0.00
Spec Ed Private Facility Tuition	3100	\$60,864.78	3/30/2012	3/27/2012	7/2/2012	7/5/2012	\$60,864.78	\$0.00
Spec Ed Private Facility Tuition	3100	\$60,864.79	6/20/2012	6/18/2012	9/21/2012	9/25/2012	\$60,864.79	\$0.00
Spec Ed Private Facility Tuition	3100	\$41,011.14	9/30/2012	9/24/2012	1/17/2013	1/22/2013	\$41,011.14	\$0.00
Spec Ed Private Facility Tuition	3100	\$39,555.95	12/30/2012	12/20/2012	4/16/2013	4/18/2013	\$39,555.95	\$0.00
Spec Ed Private Facility Tuition	3100	\$39,163.43	3/30/2013	Scheduled				\$39,163.43
Spec Ed Private Facility Tuition	3100	\$39,163.42	6/20/2013	Scheduled				\$39,163.42
3100 Total		\$280,623.51					\$202,296.66	\$78,326.85
Funding for Children Req Sp Ed	3105	\$62,416.82	3/30/2012	3/27/2012	7/2/2012	7/5/2012	\$62,416.82	\$0.00
Funding for Children Req Sp Ed	3105	\$62,416.82	6/20/2012	6/18/2012	9/21/2012	9/25/2012	\$62,416.82	\$0.00

Program	Function	PAYMENT AMOUNT	Date Scheduled	Date Disbursed / Vouchered	Processed By Comptroller	Date Received	PAID AMOUNT	BALANCE DUE to- Date @ 8/1/2012
Funding for Children Req Sp Ed	3105	\$53,971.29	3/30/2012	9/24/2012	1/8/2013	1/10/2013	\$53,971.29	\$0.00
Funding for Children Req Sp Ed	3105	\$53,971.29	12/30/2012	12/19/2012	3/26/2013	3/28/2013	\$53,971.29	\$0.00
Funding for Children Req Sp Ed	3105	\$53,971.29	3/30/2013	3/26/2013				\$53,971.29
Funding for Children Req Sp Ed	3105	\$53,971.29	6/20/2013	Scheduled				\$53,971.29
3105 Total		\$340,718.80					\$232,776.22	\$107,942.58
Special Ed - Personnel	3110	\$50,725.00	6/20/2012	6/18/2012	9/21/2012	9/25/2012	\$50,725.00	\$0.00
Special Ed - Personnel	3110	\$48,959.25	9/30/2012	9/24/2012	1/8/2013	1/10/2013	\$48,959.25	\$0.00
Special Ed - Personnel	3110	\$48,959.25	12/30/2012	12/19/2012	3/25/2013	3/27/2013	\$48,959.25	\$0.00
Special Ed - Personnel	3110	\$48,959.25	3/30/2013	3/26/2013				\$48,959.25
Special Ed - Personnel	3110	\$48,959.25	6/20/2013	Scheduled				\$48,959.25
3110 Total		\$246,562.00					\$148,643.50	\$97,918.50
Special Ed - Orphanage	3120	\$64,594.47	8/31/2012	8/29/2012	10/23/2012	10/25/2012	\$64,594.47	\$0.00
Special Ed - Orphanage	3120	\$21,117.83	9/30/2012	9/24/2012	1/17/2013	1/22/2013	\$21,117.83	\$0.00
3120 Total		\$85,712.30					\$85,712.30	\$0.00
Special Ed - Summer School	3145	\$849.72	12/15/2012	12/13/2012	1/31/2013	2/4/2013	\$849.72	\$0.00
3145 Total		\$849.72					\$849.72	\$0.00
Bilingual Ed	3305	\$518.00	5/15/2012	4/24/2012	7/12/2012	7/16/2012	\$518.00	\$0.00
Bilingual Ed	3305	\$3,451.00	8/20/2012	8/28/2012	10/23/2012	10/25/2012	\$3,451.00	\$0.00
Bilingual Ed	3305	\$206.00	2/15/2013	Scheduled			\$0.00	\$206.00
3305 Total		\$4,175.00					\$3,969.00	\$206.00
State Free Lunch	3360	\$204.80	6/11/2012	5/8/2012	7/18/2012	7/20/2012	\$204.80	\$0.00
State Free Lunch	3360	\$203.30	6/17/2012	6/5/2012	7/18/2012	7/20/2012	\$203.30	\$0.00
State Free Lunch	3360	\$206.75	7/3/2012	8/28/2012	9/25/2012	9/27/2012	\$206.75	\$0.00
State Free Lunch	3360	\$66.78	9/11/2012	9/18/2012	9/24/2012	9/26/2012	\$66.78	\$0.00
State Free Lunch	3360	\$136.97	10/9/2012	10/16/2012	11/16/2012	11/20/2012	\$136.97	\$0.00
State Free Lunch	3360	\$156.50	11/20/2012	11/21/2012	1/28/2013	1/30/2013	\$156.50	\$0.00
State Free Lunch	3360	\$128.04	1/15/2013	12/18/2012	1/28/2013	1/30/2013	\$128.04	\$0.00
State Free Lunch	3360	\$121.43	2/19/2013	1/15/2013	1/28/2013	1/30/2013	\$121.43	\$0.00
State Free Lunch	3360	\$159.23	4/1/2013	2/14/2013	3/21/2013	3/25/2013	\$159.23	\$0.00
State Free Lunch	3360	\$148.26	5/20/2013	3/19/2013				\$148.26
3360 Total		\$1,392.80					\$1,383.80	\$0.00
Transportation - Regular	3500	\$26,083.85	3/30/2012	3/28/2012	7/2/2012	7/5/2012	\$26,083.85	\$0.00
Transportation - Regular	3500	\$30,753.54	6/15/2012	6/18/2012	9/21/2012	9/25/2012	\$46,672.08	(\$15,918.54)
3500 Total		\$56,837.39					\$72,755.93	(\$15,918.54)
Transportation - Special Ed	3510	\$64,431.40	3/30/2012	3/28/2012	6/28/2012	7/2/2012	\$64,431.40	\$0.00
Transportation - Special Ed	3510	\$64,431.40	6/15/2012	6/18/2012	9/21/2012	9/25/2012	\$64,431.40	\$0.00
Transportation - Special Ed	3510	\$75,031.29	9/30/2012	9/24/2012	1/8/2013	1/10/2013	\$75,031.29	\$0.00

Program	Function	PAYMENT AMOUNT	Date Scheduled	Date Disbursed / Vouchered	Processed By Comptroller	Date Received	PAID AMOUNT	BALANCE DUE to Date @ 8/1/2012
Transportation - Special Ed	3510	\$75,105.68	12/30/2012	12/19/2012	3/25/2013	3/27/2013	\$75,105.68	\$0.00
Transportation - Special Ed	3510	\$75,102.05	3/30/2013	3/26/2013				\$75,102.05
Transportation - Special Ed	3510	\$75,102.04	6/15/2013	Scheduled				\$75,102.04
3510 Total		\$429,203.86					\$278,999.77	\$150,204.09
Total Receivable	Grand Total	\$2,203,007.88					\$1,651,072.43	\$551,926.45

Unpaid Categoragicals Receivable from ISBE - By Month

Project Frozen
FY12 Funds



Mokena School District 159

Information Report

Date: May 1, 2013

To: Board of Education
Steve Stein, Superintendent

From: John Troy, Director of Business Operations

Re: **Resolution Designating Interest Earnings for FY2014**

As presented each fiscal year, in the past Mokena Board of Education has had the ability to move interest from one operating fund to another based upon the Board's needs. The ability to move the interest earned from one fund to another provided flexibility for providing additional support for projects necessary for operations. The Board has approved the movement of interest, through the budget process, to support Educational Fund, Building Maintenance Fund, and Illinois Municipal Retirement/Social Security Fund. We will continue to need the flexibility to move earned interest between funds in the future should the need arise. The attached resolution provides us with flexibility to move earned interest between funds in the future.

Effective in 2009, The State of Illinois changed the school code so that a school board cannot transfer accumulated interest between funds unless the board has, before each fiscal year ends, designated accumulated interest to remain as interest into the next fiscal year. In order to keep the interest as accumulated interest and maintain the ability to transfer the funds, Mokena School District will be required to pass a resolution each school year.

I have attached a copy of the resolution for your review. We will be bringing an action request for approval in June.

**RESOLUTION
DESIGNATING INTEREST EARNINGS
FOR FISCAL YEAR 2013-14**

WHEREAS, by regulation (23 Ill. Administrative Code 100.50(a)(4)), the Illinois State Board of Education now specifies that, unless a statute or school board resolution provides otherwise, interest earnings on school district funds shall be added to and become part of principal as of June 30 of each fiscal year;

WHEREAS, this Board wishes to retain the option of later transferring some or all of the interest earned during this fiscal year and previous fiscal years under Section 10-22.44 of the School Code (105 ILCS 5/10-22.44);

NOW, THEREFORE, Be It Resolved by the Board of Education of Mokena School District No. 159, Will County, Illinois, as follows:

1. All interest earned in each fund of this School District during the current fiscal year is hereby designated as interest and not as the principal balance in that fund for the fiscal year beginning July 1, 2013, and is subject to being transferred as interest to the extent permitted by law.

2. All interest earned in each fund of this School District during any prior fiscal year and retained in the School District fund for which it accrued is hereby designated as interest and not as part of the principal balance in that fund for the fiscal year beginning July 1, 2013, and is subject to being transferred as interest to the extent permitted by law.

3. The School District Treasurer is directed to maintain a record of the total of all interest earnings so designated for each School District fund as of July 1, 2013, and to provide a report of that record to the Board.

4. This resolution shall take effect upon its adoption.

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

By: _____
President

Attest: _____
Secretary



Mokena School District 159 Information Report

Date: May 15, 2013

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

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

RE: Interactive Projector Implementation Plan

As today's students are exposed to technology in all aspects of their lives, their educational setting needs to resemble the environs of the "outside" world. Children generally learn differently, based on how the brain functions in light of exposure to technology, more so today than even a decade ago (Sousa, 2011). Subsequently, school districts need to provide their students with a learning environment that fosters critical thinking skills, collaboration, and access to technology. Technological innovations provide new possibilities to transform the teaching and learning process (Sessoms, 2008).

Mokena School District will be integrating the Epson BrightLink short-throw interactive projectors into all instructional classrooms, beginning with the implementation at Mokena Junior High School in the later summer / early fall of 2013. The interactive projectors are currently being installed at MJHS and professional development will be provided throughout next school year to ensure that all staff have the necessary expertise to use the projectors effectively.

At the District's two other schools, Mokena Elementary School and Mokena Intermediate School, classrooms are currently being retrofitted with new whiteboards to accommodate the projectors. The whiteboards will be put into place during the summer of 2013 and the interactive projector installation will commence in the fall. It is the District's plan that all instructional classrooms in the three schools will have short-throw interactive projection capabilities by January of 2014.

Professional development in the area of general projector usage, the EasiTeach educational software, and specific instructional integration needs based on the grade level or department will be provided to staff throughout the school year.

More information on the Epson BrightLink projector can be found at:

<http://www.epson.com/cgi-bin/Store/jsp/Landing/BrightLink.do>

Sessoms, D. (2008). *Interactive instruction: Creating interactive learning environments through tomorrow's teachers*. International Journal of Technology in Teaching and Learning, 4(2), 86-96.

Sousa, D. (2011). *How the Brain Learns*. Thousands Oaks, CA: Corwin Press – 4th Edition.

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

MINUTES

Regular Meeting, April 18, 2013

Minutes of the regular meeting of the Board of Special Education, Will County, Illinois, held at Pioneer Grove Educational Center, 601 Willow Street, Frankfort, Illinois, at 7:00 p.m. on the 18th day of April 2013.

I. CALL TO ORDER

The meeting was called to order by President Katherine Moore at 7:40 p.m.

II. ROLL CALL

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

Absent: Timothy Doyle (District #114), Deborah Kedzior, (District #122)

Staff Present: Dr. Sally H. Bintz, Director
Craig Englert, Assistant Director for Finance and Operations
Dave Ambrecht, Transportation Supervisor
DiAnne Bielinski, Principal, Pioneer Grove Educational Center
Joanna Bentivenga, Teacher
Judy Boyens, Supervisor
Linda Christensen, Teacher
Mollie Frick, Supervisor
Sue Kaczmarczyk, Supervisor
Robin Latman, Supervisor
Gail Rendleman, Speech Pathologist
Lisa Wheeler, Teacher

Visitors Present: Dr. Patrick Gannon

III. APPROVAL OF MINUTES OF REGULAR MEETING OF MARCH 21, 2013

A motion was made by James Gast and seconded by Mary Kenny to approve the minutes of the Regular Meeting of March 21, 2013.

Voting Aye: Gast, Kenny, Moore, Usher

Motion carried: 4 Aye, 0 Nay

IV. PUBLIC RECOGNITION

Dr. Bintz introduced Dr. Patrick Gannon who was invited to the meeting to meet the Governing Board. The Governing Board expressed their appreciation to the guests for the overwhelming generosity of donor gifts that were designated to the Cooperative CD Program in memory of Dr. Gannon's father. The Director expressed the gratitude of the Cooperative for being chosen to receive memorial gifts honoring their parent.

V. REPORTS

A. Treasurer's Report – Financial and Payables

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

B. Review of Advisory Committee Minutes

Dr. Bintz reviewed the minutes from the April 9, 2013 Advisory Meeting.

C. Director's Report

1. *Parent Advisory Council*

Dr. Bintz indicated there was no new information to report at this time.

2. *Foundation*

Dr. Bintz reported that the Foundation presented "A Celebration of Spring" on Saturday, March 23, 2013 at Hickory Creek Middle School in Frankfort and it was a huge success. The next meeting of the Foundation will occur on May 4, 2013.

3. *Interim Financial Report*

Mr. Englert reviewed the Interim Financial Report.

4. *Teacher Appreciation Week*

Dr. Bintz stated that Teacher Appreciation Week is May 6 – 10 and she would be distributing an appreciation gift to the staff.

5. *Mackay Center Awards Night*

Dr. Bintz stated that Mackay Awards Night will take place on May 15, 2013 at 6:30 at the Pioneer Grove Educational Center. She invited the Governing Board to stop by if they are available to do so.

6. *Time Line for Withdrawal of New Lenox SD #122 from LWASE*

Dr. Bintz reviewed the details of the Time Line with the Governing Board.

D. Principals' Reports

Mackay Education Center

Mrs. Heffernan was not in attendance.

Pioneer Grove Educational Center

Mrs. Bielinski, principal of the Pioneer Grove Educational Center, reported that Pioneer Grove has chosen to participate in the Umbrellas for Peace art project by the Lamb Foundation. Umbrellas for Peace was initiated after the 9/11/01 tragedy and since then the project has been ongoing in 29 countries with over 2 million participants. The umbrellas and paints were donated by the Lamb Foundation. An umbrella parade by the students and staff was held on Wednesday, April 17, in front of the school. The umbrellas will be displayed in the school for our staff and students to admire.

E. FMLA Requests

Employee 2476 to begin April 9, 2013 for up to 12 workweeks if necessary.

Employee 6533 to begin August 20, 2013 for up to 12 workweeks if necessary.

VI. APPROVAL OF THE CONSENT AGENDA

Acting on the recommendation of the Director, Patrick Usher moved, seconded by James Gast, 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 March 2013 and investments through April 18, 2013 was presented.

C. Approval of Personnel Items as Listed:

1. Employment

Certified Staff

Katie Hopkins, teacher, at a salary of \$6,907.13 for 29 days, effective April 16, 2013.

Matthew Hurst, teacher, at a salary of \$47,618.00, effective August 16, 2013.

Lauren Kracik, teacher, at a salary of \$43,825.00, effective August 16, 2013.

Michelle McCauley, teacher at a salary of \$43,825.00, effective August 16, 2013.

Non-Certified Staff

Mark Martin, bus driver, at a rate of \$13.50 per hour, effective March 21, 2013.

Jodi Nystrom, job coach, at a rate of \$17.54 per hour, effective July 1, 2013.

2. Resignation

Certified Staff

Stacie Soroka, social worker, effective June 30, 2013.

Non-Certified Staff

Rebecca Novota, paraprofessional, effective April 18, 2013.

D. FOIA Request

No requests were received.

CONSENT VOTE:

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

Motion carried: *4 Aye, 0 Nay*

VII. CLOSED SESSION

A motion was made by Mary Kenny and seconded by James Gast to move to closed session at 8:16 p.m. for the purpose of discussing:

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

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

Motion carried: *4 Aye, 0 Nay*

OPEN SESSION

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

VIII. ACTION ITEMS

A. Calendar Adoption for 2013-2014 School Year

A motion was made by James Gast and seconded by Mary Kenny to approve the proposed calendar for the 2013-2014 school year.

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

Motion carried: *4 Aye, 0 Nay*

B. Summer Working Hours

A motion was made by Patrick Usher and seconded by Mary Kenny to approve the summer work hour schedule to include Monday through Thursday 7:00 a.m. – 4:00 p.m. and Friday closed, effective June 7 through August 9, 2013.

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

Motion carried: *4 Aye, 0 Nay*

C. Notice of Dismissal of Non-Certified Personnel

A motion was made by Mary Kenny and seconded by James Gast that the Governing Board approve the Resolution for Dismissal of Non-Certified Personnel as presented.

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

Motion carried: *4 Aye, 0 Nay*

D. Acceptance of Gifts

A motion was made by Patrick Usher and seconded by Mary Kenny that the Governing Board accept the following gifts:

♦ *\$1,010.00 from the St. Mary Mokena Knights of Columbus Council 6993 to be designated to students with Intellectual Disabilities.*

♦ *\$3,665.00 from Drs. Patricia and Patrick Gannon in memory of Dr. Gannon's father.*

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

Motion carried: *4 Aye, 0 Nay*

E. Retirement Notification

A motion was made by Mary Kenny and seconded by Patrick Usher to approve the retirement notification from James Pozzi, teacher, effective at the conclusion of school year 2013-2014.

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

Motion carried: *4 Aye, 0 Nay*

F. Intergovernmental Agreement

A motion was made by Patrick Usher and seconded by Mary Kenny approve the Will County Transportation Consortium Intergovernmental Agreement for Contracting Transportation Employee Testing Services for the 2013-2014 calendar years.

Voting Aye: Gast, Kenny, Moore, Usher

Motion carried: 4 Aye, 0 Nay

G. Roof Bids Approval

A motion was made by Mary Kenny and seconded by Patrick Usher that the Governing Board approve the second lowest base bid from National Roofing Company in the amount of \$304,800 for the replacement of the south half of the roof at the Pioneer Grove Educational Center.

The lowest bidder was G.E. Riddiford Company. This company's proposal did not include Addendum #1. Riddiford asked to withdraw their bid.

Voting Aye: Gast, Kenny, Moore, Usher

Motion carried: 4 Aye, 0 Nay

H. Revised Transportation Billing Allocations

A motion was made by Mary Kenny and seconded by Patrick Usher that the Governing Board approve the revised Transportation Billing Allocations as presented.

Voting Aye: Gast, Kenny, Moore, Usher

Motion carried: 4 Aye, 0 Nay

I. Revised Cooperative Billing Procedures

A motion was made by Mary Kenny and seconded by Patrick Usher that the Governing Board approve the revised Cooperative Billing Procedures as presented.

Voting Aye: Gast, Kenny, Moore, Usher

Motion carried: 4 Aye, 0 Nay

IX. INFORMATION ITEMS AND ANNOUNCEMENTS

The next regular meeting of the Board of Special Education will be held at 7:00 p.m. on May 16, 2013 at the Pioneer Grove Educational Center in Frankfort.

X. ADJOURNMENT

A motion was made by Mary Kenny and seconded by James Gast that the meeting be adjourned. All members voted Aye. Motion carried. President Moore declared the meeting adjourned at 8:42 p.m.

Respectfully submitted,
Sally H. Bintz, Ed.D.
Director

President

Secretary

ACTION REQUESTS



Mokena School District 159 Action Request

Date: May 15, 2013

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

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

Re: Approval of New Reading Program

At the May 1st meeting of the Board of Education I presented information related to the adoption of a new Reading program for Kindergarten – 3rd grade for the 2013-2014 school year. The product that meets the needs of our students, and the approval of the ELA committee, is Houghton, Mifflin, Harcourt's JOURNEYS 2014.

The funding for this K-3 purchase is already embedded in the FY13 budget, and I will be working with the Business Office to ensure that necessary funding is appropriated in future fiscal years for the next phases of curriculum implementation.

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

"I move to approve the purchase of JOURNEYS 2014 as the new Reading program for Kindergarten – 3rd grade for the 2013-2014 school year".



Mokena School District 159 **Action Report**

Date: May 15, 2013
To: Board of Education
From: Steve Stein, Superintendent
RE: **Amended 2012-2013 School Calendar**

Due to the emergency day that occurred on March 5, it is necessary for us to seek your approval to amend this year's school calendar by extending the year by one day.

Originally, according to the 2012-2013 school year calendar, the last day of school was scheduled to occur on Wednesday, May 29. The emergency day in March caused us to extend the last day to Thursday, May 30, 2013.

The end of year schedule will be as follows:

Last day for eighth grade students	May 24
Graduation (No Change in Schedule)	May 28
Teacher Institute/Breakfast	May 28
Last day for Kindergarten students	May 29
Last day for all students (1-7) (full day)	May 30

The amended state calendar is attached for your reference. Upon Board approval, this calendar will be submitted to the state for approval.

2012-2013 Amended Public School Calendar for Mokena SD 159, Draft, as of 5/2/2013

Codes: X = attendance day; XHI, XHPT, XID, XDS, XHS, XHSW, XHIH, XHPH, XHSH = half attendance day; XH = holiday attendance waiver; FPT, FPTH, WFPT = full day parent teacher conference; FI, WFI, FIH = teacher inservice; PI, TI, TIH = parent/teacher institute; ED = emergency day; XED = proposed emergency day; HOL = holiday; NIA = not in attendance

Total Days of Attendance: 178 **Regular Day:** 9:00AM - 3:00PM **Instruct. Day Lgth:** 5 Hrs. 15 Mins.

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

July Atnd: 0 Accum: 0 Aug Atnd: 10 Accum: 10 Sept Atnd: 19 Accum: 29

October 2012							November 2012							December 2012						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
24	25	26	27	28	29	30	29	30	31	1 X	2 X	3	4	26	27	28	29	30	1	2
1 X	2 X	3 X	4 X	5 X	6	7	5 X	6 NIA	7 X	8 X	9 X	10	11 HOL	3 X	4 X	5 X	6 X	7 X	8	9
8 HOL	9 X	10 XHS	11 X	12 X	13	14	12 X	13 X	14 X	15 X	16 X	17	18	10 X	11 X	12 XHS	13 X	14 X	15	16
15 X	16 X	17 X	18 X	19 X	20	21	19 FPT	20 TI	21 NIA	22 HOL	23 NIA	24	25	17 X	18 X	19 X	20 X	21 X	22	23
22 X	23 X	24 X	25 X	26 X	27	28	26 X	27 X	28 X	29 X	30 X	1	2	24 NIA	25 HOL	26 NIA	27 NIA	28 NIA	29	30
29 X	30 X	31 X	1	2	3	4	3	4	5	6	7	8	9	31 NIA	1	2	3	4	5	6

Oct Atnd: 22 Accum: 51 Nov Atnd: 16 Accum: 67 Dec Atnd: 15 Accum: 82

January 2013							February 2013							March 2013						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1 HOL	2 NIA	3 NIA	4 NIA	5	6	28	29	30	31	1 X	2	3	25	26	27	28	1 X	2	3
7 X	8 X	9 X	10 X	11 X	12	13	4 X	5 X	6 X	7 X	8 X	9	10	4 X	5 ED	6 X	7 X	8 X	9	10
14 X	15 X	16 X	17 X	18 X	19	20	11 X	12 X	13 XHS	14 X	15 FPT	16	17	11 X	12 X	13 X	14 X	15 X	16	17
21 HOL	22 X	23 X	24 X	25 X	26	27	18 NIA	19 X	20 X	21 X	22 X	23	24	18 XHS	19 X	20 X	21 X	22 X	23	24
28 X	29 X	30 X	31 X	1	2	3	25 X	26 X	27 X	28 X	1	2	3	25 X	26 X	27 X	28 X	29 NIA	30	31
4	5	6	7	8	9	10	4	5	6	7	8	9	10	1	2	3	4	5	6	7

Jan Atnd: 18 Accum: 100 Feb Atnd: 18 Accum: 118 Mar Atnd: 19 Accum: 137

April 2013							May 2013							June 2013						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	31	29	30	1 X	2 X	3 X	4	5	27	28	29	30	31	1	2
1 NIA	2 NIA	3 NIA	4 NIA	5 NIA	6	7	6 X	7 X	8 X	9 X	10 X	11	12	3 XED	4 XED	5 XED	6	7	8	9
8 X	9 X	10 X	11 X	12 X	13	14	13 X	14 X	15 X	16 X	17 X	18	19	10	11	12	13	14	15	16
15 X	16 X	17 XHS	18 X	19 X	20	21	20 X	21 X	22 X	23 X	24 X	25	26	17	18	19	20	21	22	23
22 X	23 X	24 X	25 X	26 X	27	28	27 HOL	28 TI	29 X	30 X	31 XED	1	2	24	25	26	27	28	29	30
29 X	30 X	1	2	3	4	5	3	4	5	6	7	8	9	1	2	3	4	5	6	7

Apr Atnd: 17 Accum: 154 May Atnd: 21 Accum: 175 June Atnd: 3 Accum: 178



Mokena School District 159 **Action Report**

Date: May 15, 2013

To: Board of Education

From: Steve Stein, Superintendent

Re: Parent/ Student Handbook 2013-2014

A draft of the updated Parent/ Student Handbook 2013-2014 was presented to the Board at the May 1, 2013 Re-Organizational meeting as an Information item. The review process included the Parent Teacher Advisory Committee and administrators for input and review.

We are requesting for the Board to approve the Parent/ Student Handbook 2013-2014 as presented.

Recommended Motion:

"I move that the Board of Education approve the Parent/ Student Handbook 2013-2014 as presented."

Moved By: _____

Seconded By: _____



Mokena School District 159

Action Request

Date: May 15, 2013

To: Board of Education
Steve Stein, Superintendent

From: Eileen Parente, Director of Student Services

Re: Special Education Attorney

For the purposes of legal advice for special education and related matters, I am recommending Robbins, Schwartz, Nicholas, Lifton, & Taylor, Ltd. to be added to our list of attorneys.

As noted in the January 29, 2013 Board Brief, the presentation provided at the March 6, 2013 Board Meeting, and then again in the March 8, 2013 Board Brief; Ms. Laura Sinars has provided exemplary service to D159 through the LWASE 843 legal pool. She has guided us through various litigious matters, under at times extreme circumstances, and has guided the district administration and special education teams with the advice necessary to come to a consensus that is beneficial for the student and district. She creates a collaborative atmosphere between parties and is always student-centered. She is knowledgeable in our continuum of services, from district-level through cooperative level. She has built a positive and collaborative relationship with the district over the years.

Recommended Motion

“Move to add Robbins, Schwartz, Nicholas, Lifton, & Taylor, Ltd. to the list of district attorneys to address special education and related matters”.



Mokena School District 159

Action Report

Date: May 15, 2013

To: Board of Education

From: Steve Stein, Superintendent

Re: Job Descriptions Update

Due to changes that have occurred in the district office in the last few months and the re-aligning of the Student Services Department, I have met with the district office staff to discuss how these changes affect their job descriptions. The secretaries reviewed, made changes and discussed with the changes with their assigned administrators. The following job descriptions were sent out in a Board brief the week ending May 3, 2013.

Updated Job Descriptions:

- a. District Secretary/Receptionist
- b. Administrative Assistant for Business Operations
- c. Payroll /Accounting Coordinator
- d. Payroll/Benefits Clerk
- e. Administrative Assistant for Student Services
- f. Administrative Assistant for Instructional Services
- g. Director of Business Operations and Transportation

If the job descriptions listed above meets with your approval the approval, the following motion would be appropriate:

Recommended Motion:

"I move to approve the job descriptions as presented."

PERSONNEL ACTION REQUEST

Mokena School District 159

REGULAR MEETING

Personnel Recommendations – May 15, 2013

NAME	POSITION	BUILDING	EFFECTIVE DATE	EMPLOYMENT DETAIL
1. Certified – Retirement				
Rhonda Paris	Teacher	MIS	5/30/2013	
2. Classified – New Hire				
Dawn Olsen	SPED Para-professional	MES	2013-14 school year	\$16.44/hr 7 hrs/day 5 days/wk 174/yr
Gina Blazek	SPED Para-professional	MES	2013-14 school year	\$11.00/hr 7 hrs/day 5 days/wk 174/yr
Heidi Edwards	SPED Para-professional	MIS	2013-14 school year	\$15.04/hr 7 hrs/day 5 days/wk 174/yr
Chris Dosen	Custodian – Summer help	District	6/3- 8/2/2013	\$ 8.25/hr 9 hrs/day 4 days /wk
Joe Silvestri	Custodian – Summer help	District	6/10- 8/2/2013	\$ 8.38/hr 9 hrs/day 4 days /wk
Ryan Carr	Custodian – Summer help	District	6/3- 8/2/2013	\$ 8.38/hr 9 hrs/day 4 days /wk
Joe Papp	Summer help-custodian	District	6/3- 8/2/2013	\$8.25/hr 9 hrs/day 4 days /wk
3. Classified – Re-assignment				
Luann Lodes	Administrative Assistant for Student Services	District	7/1/2013	
Cheryl Sorley	Administrative Assistant for Instructional Services	District	7/1/2013	
4. Director of Business Operations increase for 2013 -2014				
John Troy	Director of Business Operations	District	2013-2014 school year	\$85,000

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: April 26, 2013

To: Steve Stein, Superintendent
Board of Education

From: Eric S. Melnyczenko, Principal

RE: Resignation of Rhonda Paris– 5th Grade Teacher

It is with regret that I submit to you a letter of resignation from Rhonda Paris, 5th grade teacher at MIS. Mrs. Paris has served Mokena for the past eleven years as a teacher all at MIS. She is retiring from the field of education and looks forward to enjoying her time in retirement. Mrs. Paris will help ensure a smooth transition from her role, continuing to do what is best for kids as she moves into retirement. Rhonda will be missed!

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

“Move to approve the resignation of Rhonda Paris.”



Mokena School District 159

Action Request

Date: May 15, 2013

To: Board of Education
Steve Stein, Superintendent

From: Eileen Parente, Director of Student Services

Re: Employment/Special Education Paraprofessionals

It is my pleasure to recommend Heidi Edwards, Gina Blazek, and Dawn Olson to be employed as special education paraprofessionals. They will be an asset to our special education department.

All of these candidates come with working experience within the school settings. They have experiences with students of varying abilities; thus, will provide the support necessary for the students whom they will serve.

It is my recommendation, that the School Board approve the employment of these candidates at the following rates:

- Gina Blazek \$11.00/hr -7 hours a day/5 days a week/174 days a year
- Heidi Edwards \$15.04/hr-7 hours a day/5 days a week/174 days a year
- Dawn Olson \$16.44/hr-7 hours a day/5days a week/174 days a year

Recommended Motion:

“Move to hire Heidi Edwards, Gina Blazek, and Dawn Olson to the positions of special education paraprofessionals for the 2013-14 school year”.



Mokena School District 159 Action Request

Date: May 15, 2013

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

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

Re: Administrative Assistant - Student Services

Due to increased levels of accountability at both the state and federal level, and in light of the district taking back classes from the Lincoln-Way Area Special Education Cooperative – District 843, we have determined that the current level of administrative support for the student services department is not adequate.

Earlier this school year, we notified the Board of the need to increase administrative support in the student services / special education department. Currently, the curriculum office and the student services office share an administrative assistant, a change that was put in place three years ago in order to lower expenditures. At this time, we need to employ a full-time administrative assistant solely responsible to the Director of Student Services and subsequently provide the Assistant Superintendent of Instruction with the same level of support.

The funding for this full-time student services position was included in the overall budget figures for taking back the Early Childhood programming from District 843.

Over the past few weeks, Mrs. Parente and I have reviewed candidates for the position of Administrative Assistant for Student Services and would like to recommend the transfer of Mrs. Luann Lodes. Mrs. Lodes currently works in both the curriculum and student services departments with split responsibilities. Due to this transfer, we will now be posting for a full-time Administrative Assistant for the curriculum and instruction department.

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

“Move to transfer Mrs. Luann Lodes to the position of Administrative Assistant for Student Services for the 2013-2014 school year”.



Mokena School District 159 Action Request

Date: May 15, 2013

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

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

Re: Administrative Assistant – Instructional Services

Due to the transfer of Luann Lodes to the position of Administrative Assistant in the Student Services department, we are in need of hiring a staff member to support the Assistant Superintendent of Instruction.

We had several internal candidates apply for this position, and at this time I am recommending Mrs. Cheryl Sorley as the new Administrative Assistant for Instructional Services. Mrs. Sorley is currently an administrative secretary in the MES office and has also worked in the district's business and accounts payable offices in the past.

Mrs. Sorley will begin her new position July 1st. There is no rate of pay increase associated with this transfer in position.

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

"Move to transfer Mrs. Cheryl Sorley to the position of Administrative Assistant for Instructional Services for the 2013-2014 school year".

AGENDA
BOARD OF EDUCATION – MOKENA SCHOOL DISTRICT 159
Mokena Elementary School
Band Room
May 15, 2013
7:00 PM

- I. ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC COMMENTS/COMMUNICATIONS**
 - PTA/MEF
 - MTA
 - Board of Education
- IV. SUPERINTENDENT REPORT**
- V. PRINCIPAL REPORTS**
- VI. INFORMATION REPORTS**
 - A. Financial Report 3 & front pocket
 - B. Treasurer Report 5
 - C. Insurance Update verbal
 - D. Resolution of Interest Earnings 9
 - E. Interactive Projectors Implementation 11
 - F. District 843 Special Education Minutes 12
 - G. Managed Print Contract verbal
- VII. ACTION REQUESTS**
 - A. District Bills (Ford) rear pocket
 - B. Approval of Reading Program 19
 - C. Consent Agenda:
 - 1. Revised School Calendar 2012 -2013 20
 - 2. Parent/Student Handbook 2013-2014 22
 - 3. Special Education Attorney approval 23
 - 4. Updated Job Descriptions: 24
 - a. District Secretary/Receptionist
 - b. Administrative Assistant for Business Operations
 - c. Payroll /Accounting Coordinator
 - d. Payroll/Benefits Clerk
 - e. Administrative Assistant for Student Services
 - f. Administrative Assistant for Instructional Services
 - g. Executive Secretary to Superintendent
 - h. Director of Business Operations and Transportation
 - D. Personnel 25
 - 1. Certified - Retirement
 - 2. Classified – New Hire
 - 3. Classified Staff- Re-Assignment
 - 4. Director of Business Operations and Transportation-increase
 - 5. Administrator – New Hire- forthcoming
- VIII. ITEMS FOR JUNE 19 MEETING**
- IX. FOR THE GOOD OF MOKENA**
- X. CLOSED SESSION** For Purposes of Student discipline. Pursuant of ILCS 120/2(c)(9).
- XI. ADJOURNMENT**



24

Mokena School District 159

Action Report

Date: May 15, 2013

To: Board of Education

From: Steve Stein, Superintendent

Re: Job Descriptions Update

Due to changes that have occurred in the district office in the last few months and the re-aligning of the Student Services Department, I have met with the district office staff to discuss how these changes affect their job descriptions. The secretaries reviewed, made changes and discussed the changes with their assigned administrators. The following job descriptions were sent out in a Board brief the week ending May 3, 2013.

Updated Job Descriptions:

- a. District Secretary/Receptionist
- b. Administrative Assistant for Business Operations
- c. Payroll /Accounting Coordinator
- d. Payroll/Benefits Clerk
- e. Administrative Assistant for Student Services
- f. Administrative Assistant for Instructional Services
- g. Executive Secretary to the Superintendent
- h. Director of Business Operations and Transportation

If the job descriptions listed above meets with your approval the approval, the following motion would be appropriate:

Recommended Motion:

"I move to approve the job descriptions as presented."

Addendum
PERSONNEL ACTION REQUEST
Mokena School District 159
REGULAR MEETING
Personnel Recommendations – May 15, 2013

5. Administrator- New Hire

Kathleen Wilkey	Assistant Superintendent of Instruction	District	2013-2014 school year	\$103,000
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Recommended Motion:

"Move to approve personnel recommendations 1 through 5 as presented, subject to successful background check, drug screening (if applicable) and physical."

Kathleen M. Wilkey

Objective:

To obtain the role of a building or district administrative position.

Experience:

August 2011-Present

Elmhurst Community Unit School District 205, Elmhurst, IL

- EC-12 Math/Science Coordinator
 - Member of the Curriculum and Instruction Team
 - Oversee all math and science curriculum programs for the district
 - Oversee 6th and 9th grade math placement for the district
 - Oversee REACH math placement
 - Plan and coordinate professional development for the math and science departments
 - Develop short and long term curriculum goals for the district with the C & I team
 - Work with outside resources to enhance the elementary and middle school science program
 - Develop and implement STEM labs into both math and science classrooms
 - Identify and implement technology into the math/science programs
 - Work with DuPage ROE STEM consultants to enhance our programs and present our district programs at ROE workshops
 - Member of the district RtI team
 - Oversee math intervention programs for the district
 - Work with Special Education Coordinators to integrate Math/Science into special education classes
 - Work with Title 1 schools to provide suggestions and ideas for program offerings
 - Work with Title 3 coordinator to identify trainings for teachers on ELL strategies
 - Attend PTA and Foundation Board meetings when requested
 - Attend board and board sub-committee meetings as requested
 - Oversee the development of the middle school math placement appeals process
 - Coordinate vertical articulation meetings between elementary, middle, and high school teachers
 - Observe a minimum of 5 early childhood through grade 12 classes per week
 - Assist with the coordination of grade level meetings
 - Organize and plan monthly math and science department chair meetings
 - Plan and coordinate summer math and science curriculum work
 - Serve on the district Rising Star team
 - Completed Teacher Evaluator program for the state of Illinois to evaluate staff

August 2008 – July 2011 **Morris Community Schools Districts 54, 60C, and 101, Morris, IL**

- Curriculum Coordinator – August 2009 to Present
 - Organize and plan monthly Tri-District superintendent and building principal meetings
 - Organize and plan monthly Quad-Curriculum teachers meetings
 - Plan and implement professional development for staff on in-service days and monthly afterschool offerings
 - Developed classroom walkthroughs checklist to provide feedback to teachers
 - Attend and present at each district's board meetings
 - Attend monthly joint school board curriculum committee meetings
 - Member of the District 101 Building Schedule Development Team
 - Member of the District 101 Rising Star School Improvement Team
 - Assist in developing District 54's school improvement plans
 - Member of District 101 and 54 initial RtI teams
 - Plan and coordinate all K-12 curriculum alignment and common assessment development
 - Analysis and dissemination of all K-12 state testing data to teachers
 - Design, Implement, and monitor MCHS testing cycle including EXPLORE, PLAN, ACT and practice PLAN and ACT exams
 - Plan and coordinate Data Team retreats for all buildings
 - Organize vertical articulation meetings and agendas for grades K-12
 - Develop three-year curriculum cycle – began implementation in summer of 2009
 - Developed and implemented a state approved two-year mentor program (D101 in 2009-2010 school year, D54 in 2010-2011 school year, and D60C in 2011-2012 school year)

- Provide training for support staff on the use of Power School
- Design and apply layout for District 54 community newsletter
- Correspond with the Grundy Area Vocational Center on program offerings
- Oversee CRISS strategies at MCHS
- Assist in the development and monitoring of district grants
- Developed and administered a Professional Development Program Audit; developed and approved plan for 2009-2010 school year through the Tri-District meetings, evaluated and revised for 2010-2011 school year
- Curriculum Coordinator – August 2008 to June 2009 (only District 54 and 60C)
 - Horizontal and Vertical Mapping of K-8 Curriculum
 - K-8 Curriculum Guide in common format – District 54 teachers developed a total of 52 curriculum guides to represent their curriculum offerings; Saratoga teachers developed a total of 58 curriculum guides to represent their curriculum offerings, includes a technology curriculum for K-8 as well as every grade level
 - Formative Assessment team training and pilot learning teams at all districts
 - Analyze writing (Saratoga) curriculum – One teacher from each grade level met to determine what the scope and sequence is for the writing curriculum
 - Analyze science (District 54) curriculum to determine the parallels between the E2T2 Science Lab and the current science curriculum
 - Provided professional development on ISAT writing for grades 3, 5, 6, and 8
 - Brought JJC Kid's College summer enrichment classes to Morris – first time to provide Kid's College off-site; providing scholarship money for students who qualify for free/reduced lunch program on a first come, first serve basis
 - Initiated teacher networking amongst grade/content levels – met across districts by grade/content groups to discuss curriculum as well as instructional strategies used in classes
 - Shared resources amongst schools to enhance curriculum offerings
 - Articulation meetings with the high school – one meeting in the fall and one in the Spring
 - Developed and implemented standards based report card for first and second grade (Saratoga); District 54 will implement in 2011-2012 school year
 - Coordinate Illinois Textbook Loan purchases; facilitate textbook selection committees
 - Coordinated mini-reading intervention fair – had samples of various reading intervention program information for grades K-8 (Saratoga)

July 2000 –July 2008

Lincoln-Way Community High School District 210, New Lenox, IL

- Assistant Principal – L-Way East H.S. (Fall 2006-Summer 2008)
 - Member of District Curriculum Team
 - Member of Staff Development Committee
 - Member of the Response to Intervention Team
 - Member of Screening Committee
 - Member of National Honor Society Selection Committee
 - Trained as an Assessment for Learning Team Facilitator
 - Coordination of AP Testing
 - Daily building checks/Furniture Inventory
 - Handle discipline referrals
 - Daily attendance procedures
 - Oversee mentor Program
 - Student Teacher coordination
 - Textbook ordering
 - Oversee master schedule – building level
 - Gifted Coordinator
 - 504 Coordinator
 - Music Boosters – Building Liaison
 - Evaluation of faculty and department chairs
- Summer School Coordinator – L-Way East H.S. (Summer 2007, 2008)
 - Staffing and Room Assignments
 - Oversee curriculum/ Staff evaluations
 - Building liaison for summer construction
 - Attend weekly construction meetings
 - Coordination with Local Fire Marshall regarding alternate fire exit plans
- Math Department Chair – L-Way East H.S. (Fall 2004- Spring 2006)
 - Study for the district on one-year Algebra programs
 - Evaluation of math faculty

- Curriculum review coordination: mapping and development of UbD templates
- Developed curriculum links for the department website
- Master Schedule – math department
- Inventorying/Ordering of textbooks and supplies
- Developed a rubric for placement of incoming freshmen
- Facilitator for Vertical Team with feeder schools
- Organized South Suburban Math Curriculum Council
- Dean of Students – L-Way Central H.S. (Fall 2003- Spring 2004)
 - Daily discipline referrals
 - Supervise activities
- Math Teacher – L-Way Central/East H.S. (Fall 2000- Spring 2006)
 - Taught Math Analysis and Trig, Plane Geometry, Algebra 1
 - Developed and Revised Curriculum for Geometry and Analysis and Trig
 - Member of textbook Selection Committee
 - Member of Academic Letter Committee
 - Member of School Spirit Committee
 - Sponsored student trip to Mu Alpha Theta National Convention in 2001 & 2002
 - Homebound instructor for 2003-2004 school year
- Athletic/Activities Coach (Fall 2000- Spring 2003)
 - Girls' Basketball (3 years)
 - Boys' and Girls' Volleyball (3 years)
 - Mathletes (3 years)

Fall 2004 **Joliet Junior College**, Joliet, IL
Adjunct Faculty – Taught 094 Elementary Algebra

Computer Skills: Proficient in Microsoft Office programs including:
 Word, Excel, Power Point, Publisher, Access, and Outlook
Proficient in PowerSchool, Skyward, PEARSON Limelight, and Mastery Manager

Education:
Fall 2004 – Present **Illinois State University**, Normal, IL
PhD in Educational Administration Foundations – expected December 2013
Dissertation: Patterns of Local Intergovernmental Cooperation in Illinois School Districts

May 2003 **Governors State University**, University Park, IL
Master of Arts - Educational Administration

May 2000 **Illinois Wesleyan University**, Bloomington, IL
Bachelor of Science - Mathematics

Certification: **Type 9** (Grades 6-12), Math Endorsement
Type 75, General Administrative, Superintendent and CSBO Endorsement

Professional Organizations:
August 2008 – 2011 ASCD and IASCD active member
August 2009 – 2011 IL ASCD Board Member: Regional Representative (Region 6)
August 2009 – 2011 SSCC High School (South Suburban Curriculum Council)
August 2009 – 2011 SSCC Elementary School

Community:
June 2001 Chaperone student trip to Voyager Wilderness Program, Boundary Waters, Canada
June 2001, 2002 Chaperone Mu Alpha Theta student math competition trips to Colorado and Mississippi
June 2006- 2008 Frankfort Lions Club Member
June 2007, 2008 Relay for Life, American Cancer Society – Logistics Coordinator
October 2008-2011 Morris Kiwanis Club Member, Club Secretary (2010), President-Elect (2011), Literacy Event Coordinator

Hobbies: Running, biking, gardening, fishing, boating, and spending quality time with my family