

INFORMATION
REPORTS



Mokena School District 159 Information Report

Date: March 1, 2013
To: Board of Education
Steve Stein, Superintendent
From: John Troy, Director of Business Operations
RE: Fees for 2013-2014 Early Start and Early Childhood

The following is the fee schedule that is currently in place for the 2012-2013 school year for the Early Start and Early Childhood programs. I had previously briefed the Board on the fee structure in a brief dated February 1, 2013.

Early Start Fee

The current registration fee for this program is \$75/month for a 9 month program= \$675

We currently have 35 students in the program. Assuming the number stays the same:

A 10% reduction would lower the fee to 67.50/month or \$607.50 per year. The cost to the District would be \$2,295.

A 20% reduction would lower the fee to \$60/month or \$540 per year. The cost to the District would be \$4,590.

We currently have 17 students who receive this service free of charge because they qualified for free and reduced lunch.

EARLY CHILDHOOD

This fee is currently \$25 and was set by the Cooperative. District 159 will be taking this program back beginning Fall of 2013 -2014. We feel the fee for this program should be the same as Kindergarten. The fee is \$128 for books and materials.



Mokena School District 159 INFORMATION Report

Date: March 1, 2013

To: Board of Education

From: Steve Stein, Superintendent

Re: Board Policy 5:125

Attached is Policy 5:125 Personal Technology and Social Media: Usage and Conduct for your review. This is a new policy being established in response to legislation. This recommendation was in the PRESS October 2012 issue.

I will be happy to answer any questions you might have regarding the policy. I would hope to adopt this policy at the next regular Board meeting.

General Personnel

Personal Technology and Social Media; Usage and Conduct

Definitions

Includes - Means “includes without limitation” or “includes, but is not limited to.”

Social media - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes *Facebook, LinkedIn, MySpace, Twitter, and YouTube*.

Personal technology - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes smartphones such as BlackBerry®, Android®, iPhone®, and other devices, such as, iPads® and iPods®.

Usage and Conduct

All District employees who use personal technology and social media shall:

1. Adhere to the high standards for appropriate school relationships in policy 5:120, *Ethics and Conduct* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:120, *Ethics and Conduct*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Comply with policy 5:130, *Responsibilities Concerning Internal Information*. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval. For District employees, proper approval may include implied consent under the circumstances.
5. Refrain from using the District’s logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
6. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
7. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students’ viewing of inappropriate Internet materials through the District employee’s personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees’ personal technology and social media.
8. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for

any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Ethics and Conduct*.
2. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that no one for the District, or on its behalf, requests of an employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.
5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.
Ill. Human Rights Act, 775 ILCS 5/5A-102.
Code of Ethics for Ill. Educators, 23 Ill.Admin.Code §22.20.
Garcetti v. Ceballos, 547 U.S. 410 (2006).
Pickering v. High School Dist. 205, 391 U.S. 563 (1968).
Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:120 (Ethics and Conduct), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

ADOPTED: MARCH 20, 2013

General Personnel

Exhibit - Employee Receipt of Board Policy on Personal Technology and Social Media

I, the individual whose signature appears below, acknowledge receipt of the Board policy 5:125, *Personal Technology and Social Media; Usage and Conduct*. I affirm that I have read the policy and agree to comply with its requirements.

Name (please print)

Signature

Date

ADPOTED: March 20, 2013

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

MINUTES

Regular Meeting, February 21, 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 21st day February 2013.

I. CALL TO ORDER

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

II. ROLL CALL

Present: Timothy Doyle (District #114), James Gast (District #210), Deborah Kedzior (District #122), Mary Kenny (District #161), Katherine Moore (District #159) via phone, Patrick Usher (District #157C)

Staff Present: Dr. Sally H. Bintz, Director
Craig Englert, Assistant Director for Finance and Operations
Cheryl Della Penna, Administrative Assistant
DiAnne Bielinski, Pioneer Grove Principal
Judy Boyens, District 843 Supervisor
Julie Egan, District 843 Supervisor
Mollie Frick, District 843 Supervisor
Kate Griffith, District 843 Teacher
Debbie Heffernan, Mackay Principal
Sue Kaczmarczyk, District 843 Supervisor
Holly Kasper, Lincoln-Way Area Special Education Association
Robin Latman, District 843 Supervisor
Sarah Rexroad, District 843 Supervisor

III. APPROVAL OF MINUTES OF REGULAR MEETING AND CLOSED SESSION OF JANUARY 17, 2013

A motion was made by James Gast and seconded by Deborah Kedzior to approve the minutes of the Regular and Closed Session Meetings of January 17, 2013.

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

Motion carried: 6 Aye, 0 Nay

IV. PUBLIC COMMENT

There were no comments.

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 February 12, 2013 Advisory Meeting.

C. Director's Report

1. *Parent Advisory Council*

Dr. Bintz reported that the Parent Advisory Council continues to meet on a monthly basis and are currently working on parent mentoring.

2. *Foundation – Award Grants to Recipients and Fundraiser*

Dr. Bintz informed the Governing Board that the Foundation met on February 9 where the eight grant applications remaining from the original 18 submitted in October were reviewed. Two

grants were awarded. The Winter Raffle proceeds were used to fund the two grants. Dr. Bintz recognized the following grant recipients:

Dawn Roiland and Melinda Green	\$529.00	Materials to create a raised garden bed at the Transition House <i>Mrs. Rexroad accepted the grant on behalf of Mrs. Roiland and Mrs. Green.</i>
Guerdy Toussaint	\$749.91	iPad and accessories to be used in the SELF and CD programs at Oakview and Mokena Schools <i>Mrs. Latman accepted the grant on behalf of Ms. Toussaint.</i>

Dr. Bintz expressed her appreciation to the Foundation Directors for the opportunity to be able to provide grants to the Cooperative Staff. The Director reminded the Governing Board about the Spring Fashion Show to be held on March 23, 2013 at the Hickory Creek Middle School in Frankfort. Mrs. Fronck, a Foundation Director who was in attendance, stated that she has secured the student models, talent, and volunteers, but is still in need of business donations and ads or dedications.

3. *2013-2014 Classes and Programs*

Dr. Bintz reviewed the details she provided the LWASE Staff Members regarding the programs and services the member districts will be utilizing in the upcoming year. The most significant decrease in services is the result of three districts running their own Early Childhood classrooms next year. District 157C will be employing their own occupational and physical therapists. District 159 will be hiring its own paraprofessionals next year, as well as a social worker. Due to a limited number of students being referred to the Phonological Classrooms, LWASE will not have that class next year. Dr. Bintz stated that LWASE will continue to run its DK, AI, STEP, CD, SCII, SELF, DHH, Transition House, Mackay Center, and Pioneer Grove classes. The Director indicated that the taking back of classes and services by the member districts is a reflection of the growth of the member districts and the continuation of low incidence focus of LWASE.

4. *iCan Bike Camp*

Dr. Bintz informed the Governing Board that the iCan Bike Camp, formerly known as the Lose The Training Wheels, will host its 6th camp on June 10 through June 14, 2013 at the Spencer Campus in New Lenox. The Cooperative is looking forward to this event and volunteers are needed to assist with the program.

5. *Strategic Plan for the Future of LWASE*

Dr. Bintz stated that the Superintendents requested documentation along with her recommendations and actions in support of LWASE's partnership with the member districts. She highlighted support of a united Cooperative and educational partner with the member districts. Dr. Bintz reviewed the document with the Governing Board and provided her thoughts regarding the delivery of services to students with special needs.

6. *Reinstitution and Reorganization of the Joint Site and Long Range Planning Committee*

Dr. Bintz advised the Governing Board that the Superintendents agreed to reinstitute the Joint Site and Long Range Planning Committee and reorganize it under the name of Joint Long Range Planning Committee. It was agreed that the Committee would begin work in May after the Cooperative Governing Board reorganizes. Mr. Gast inquired about the purpose of reactivating the Committee. Dr. Bintz stated the Committee could be able to determine where the Cooperative is heading financially and with their programs.

7. *Initial Report on Petition for Withdrawal of New Lenox SD #122 from LWASE*

Dr. Bintz provided an initial report for withdrawal of New Lenox School District from LWASE that the Cooperative attorney and Mr. Englert compiled with regard to the legal and operational issues associated with the withdrawal. Dr. Bintz reviewed the comprehensive report with the

Superintendents at the February Advisory Committee Meeting. She stated that it was important that sufficient time be taken by the districts and their boards to review and consider the proposal from New Lenox for the withdrawal and to look at the key aspects of the process. Discussion took place among the Board Members.

8. *Director's Succession Plan*

Dr. Bintz reported that Dr. Hurlburt and Mrs. Rains are on the Committee to spearhead the search for the Director's successor. The current timetable does not indicate postings until early next year. Dr. Bintz will keep the Governing Board informed about this process.

D. Principals' Reports

Mackay Education Center

Mrs. Heffernan indicated that the students at Mackay Education Center are involved in community service. The students are going to a local nursing home to volunteer and this has been an eye opening experience for the students. The Mackay Center is working with the Lincoln-Way High School Asset Program. The students are participating in a toy drive for the Pediatric Oncology Foundation. The students are also working with Mary Harrison at Lincoln-Way High School to provide assistance for the special games that will occur on March 1, 2013. Goldie the dog, from the Interquest Detection Canines of Chicago, took a tour of the Mackay Center. Goldie will be making routine visits at Lincoln-Way High School and will also stop by the Mackay Center.

Pioneer Grove Educational Center

DiAnne Bielinski reported that the Pioneer Grove classes are learning about different cultures and holidays. Recently the students were exposed to the Chinese New Year and that event was incorporated into music and art classes. On February 15 the Parent/Child Dance took place. The students and parents were involved in dancing with DJ services provided by one of the parents. Photographs were taken of the participants and sent to the families along with a poem.

Director Comments

Dr. Bintz informed the Governing Board that the parents of a CD student who attends the Cooperative from an out of Cooperative school district have once again asked for donations be made to the CD program to honor the memory of the father of one of the parents. This is the second time in the past two years that the family has requested a memorial be sent to the Cooperative in lieu of flowers due to the passing of their loved ones. Dr. Bintz was very grateful for the contributions.

E. FMLA Requests

Employee 1433, bus driver, to begin January 7, 2013
Employee 5805, paraprofessional, to begin January 19, 2013
Employee 6068, paraprofessional, to begin January 21, 2013
Employee 8042, paraprofessional, to begin January 24, 2013
Employee 0103, bus driver, to begin March 6, 2013

VI. APPROVAL OF THE CONSENT AGENDA

Acting on the recommendation of the Director, James Gast moved, seconded by Deborah Kedzior, for the Governing Board to ratify the Consent Agenda as follows:

A. Approval of Current Payables

Current payables were presented for review in each respective fund.

B. Approval of Financial Statement

The Financial Statement for the month of January 2013 and investments through February 21, 2013 was presented.

C. Approval of Personnel Items as Listed:

1. Employment

Non-Certified Staff

Abby Dudley, student aide, at a rate of \$8.25 per hour, effective February 13, 2013.
Thomas Lennon, bus driver, at a rate of \$13.840 per hour, effective January 14, 2013.
Neal Nijakowski, bus driver, at a rate of \$13.50 per hour, effective February 21, 2013.
Gail Stetich, bus monitor, at a rate of \$9.27 per hour, effective February 24, 2013.

- D. FOIA Request
No requests were received.

CONSENT VOTE:

Voting Aye: Doyle, Gast, Kedzior, Kenny, Moore, Usher
Motion carried: 6 Aye, 0 Nay

VII. **CLOSED SESSION**

A motion was made by Timothy Doyle and seconded by Deborah Kedzior to move to closed session at 7:32 p.m. for the purpose of discussing:

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

Voting Aye: Doyle, Gast, Kedzior, Kenny, Moore, Usher
Motion carried: 6 Aye, 0 Nay

OPEN SESSION

A motion was made by Mary Kenny and seconded by Deborah Kedzior to move to return to open session at 8:05 p.m. On voice vote the motion carried.

VIII. **ACTION ITEMS**

- A. Approval to Apply for Federal Grants

A motion was made by Patrick Usher and seconded by Deborah Kedzior to approve the application for Federal grant monies under IDEA Flow-through and Part B Preschool Flow-through for the 2013-2014 school year.

Voting Aye: Doyle, Gast, Kedzior, Kenny, Moore, Usher
Motion carried: 6 Aye, 0 Nay

- B. Bus Leases

A motion was made by Patrick Usher and seconded by James Gast to approve a five year lease of twelve (12) 24 passenger vehicles at an annual price of \$6,648 each with an option to cancel the lease after one year at a penalty of \$1,712 per bus and lease of three (3) wheelchair lift equipped similar sized vehicles at an annual price of \$8,006 each with an option to cancel the lease after one year at a penalty of \$1,514 per bus.

Voting Aye: Doyle, Gast, Kedzior, Kenny, Moore, Usher
Motion carried: 6 Aye, 0 Nay

- C. Bus Purchases

A motion was made by James Gast and seconded by Patrick Usher to approve the purchase of four (4) used passenger vehicles from Midwest at a price not to exceed \$22,713 each.

Voting Aye: Doyle, Gast, Kedzior, Kenny, Moore, Usher
Motion carried: 6 Aye, 0 Nay

- D. Capital Projects at Pioneer Grove

A motion was made by Deborah Kedzior and seconded by Patrick Usher to approve the replacement of one half of the Pioneer Grove roof at approximately \$275,000.

Voting Aye: Doyle, Kedzior, Kenny, Moore, Usher
Voting Nay: Gast
Motion carried: 5 Aye, 1 Nay

A motion was made by Deborah Kedzior and seconded by Patrick Usher to approve repair of the Pioneer Grove Life Safety items at an estimated cost of \$100,000.

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

Voting Nay: Gast

Motion carried: 5 Aye, 1 Nay

E. Appointment of Mackay Education Center Principal

A motion was made by Patrick Usher and seconded by Mary Kenny to approve the appointment of Sarah Rexroad as Principal of the Mackay Education Center for the 2013-2014 school year at a salary to be determined later.

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

Motion carried: 6 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 March 21, 2013 at the Pioneer Grove Educational Center, Frankfort, IL

X. ADJOURNMENT

A motion was made by Mary Kenny and seconded by Patrick Usher that the meeting be adjourned. All members voted Aye. Motion carried. Vice President Doyle declared the meeting adjourned at 8:23 p.m.

Respectfully submitted,
Cheryl A. Della Penna,
Administrative Assistant

President

Secretary

ACTION
REQUESTS



Mokena School District 159
Action Request

Date: March 1, 2013
To: Board of Education
From: John Troy, Director of Business Operations
RE: Fees- Transportation

Recommended Motion:

"I move to set the Transportation fees for the 2013-2014 school year at:"

- a. The same as the current fees for 2012-2013 school year.
- b. Reduce fees for riders greater than 1.5 miles to _____ and leave riders at less than 1.5 miles at the current rate of \$375.
- c. Reduce all bus fees to \$ _____.
- d. Reduce all fees to \$ _____ with a family cap of _____.
- e. Reduce all fees to _____ with a discount of _____% for each additional rider within the family.

First: _____

Second: _____