

INFORMATION REPORTS

Mokena School District 159
Truth in Taxation Notice of Proposed Levy
Notice of Proposed Property Tax Increase For
Mokena School District 159

- I. A public hearing to approve a proposed property tax levy increase for Mokena School District 159 for 2012 will be held on Wednesday, December 19, 2012 at 7:00 PM at Mokena Elementary School 11244 Willowcrest Lane, Mokena, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Mr. John Troy, Director of Business Operations, 11244 Willowcrest Lane, Mokena, Illinois, at (708) 342-4900.

- II. The corporate and special purpose property taxes extended or abated for 2011 were \$12,431,740.92.

The proposed corporate and special purpose property taxes to be levied for 2012 are \$13,052,000. This represents a 4.99% increase over the previous year.

- III. The property taxes extended for debt service and public building commission leases for 2011 were \$2,125,340.40.

The estimated property taxes to be levied for debt service and public building commission leases for 2012 are \$2,230,000. This represents a 4.92% increase over the previous year.

- IV. The total property taxes extended or abated for 2011 were \$14,557,090.96.

The estimated total property taxes to be levied for 2012 are \$15,282,000. This represents a 4.98% increase over the previous year.



MOKENA SCHOOL DISTRICT 159 **INFORMAION REPORT**

Date: December 5, 2012

To: Board of Education

From: Steve Stein, Superintendent

Re: Board Policies

Attached are a few policies for your review. Changes have been highlighted in yellow and/or lined out. As noted on the agenda some policies are new; one administrative procedure is being requested to be adopted.

- 2:200 Types of School Board meetings
- 2:200-AP Administrative Procedures for School Bd. meetings (new)
- 2:250 E-2 Immediately Available Public Records/Web-Posted Reports

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

Board of Education

Types of Board of Education Meetings

General

For all meetings of the Board of Education and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board of Education. Unless otherwise specified, all meetings alternate between Mokena Junior High School, Mokena Elementary School and Mokena Intermediate School. Board policy 2:220, *Board of Education Meeting Procedure*, governs meeting quorum requirements.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05 (a) of that Act. ~~administered by the Illinois Attorney General's Public Access Counselor.~~ The Superintendent may identify other employees to receive the training. Each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act. ~~may also take the training even though no Board member is specifically designated.~~

Regular Meetings

The Board of Education announces the time and place for its regular meetings at the beginning of each fiscal year after elections. The Superintendent shall prepare and make available the calendar of regular Board of Education meetings. Meeting dates may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting. Items may be added to the agenda upon unanimous approval of those Board members present; no action will be taken on such items.

Closed Meetings

The Board of Education and Board of Education committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2(c)(1).
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act,

provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).

5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
6. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
8. Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8).
9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).
12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
13. Self-evaluation, practices and procedures, or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).
14. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
15. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(28).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board of Education member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within 3 months of the vote.

No final Board of Education action will be taken at a closed meeting.

Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours,

or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

Special Meetings

Special meetings may be called by the President or by any 3 members of the Board of Education by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

No matters will be discussed, considered, or brought before the Board of Education at any special meeting other than such matters as were included in the stated purpose of the meeting.

Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

Posting on the District Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each regular meeting which shall remain posted until the regular meeting is concluded.

LEGAL REF.: 5 ILCS 120/1 et seq.
5 ILCS 140/, Freedom of Information Act.
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:110 (Qualifications Term, and Duties of Board Officers), 2:210 (Organizational Board of Education Meetings), 2:120 (Board Member Development, 2:230 (Public Participation at School Board 2:220 (Board of Education Meeting Procedure), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks)

ADOPTED: September 12, 2007

REVISED: February 10, 2010

REVISE: December 19, 2012

School Board

Administrative Procedure - Types of School Board Meetings

Meeting Type	Notice	Agenda	Notice to News Media	District's Website
Regular	<p>Given once a year when the Board adopts its regular meeting schedule. 105 ILCS 5/10-6, 5/10-16.</p> <p>The notice and agenda must be continuously available for public review during the entire 48-hour period before the meeting. Posting on the District's website satisfies the requirement for continuous posting. However, to comply with the legislative intent, posting on the District's website does not replace the posting described in the Agenda column. 5 ILCS 120/2.02, amended by P.A. 97-827 (eff. 1-1-2013).</p>	<p>Post at the District's main office and at the meeting site, at least 48 hours before the meeting. 5 ILCS 120/2.02.</p>	<p>Give to any news media that filed an annual request for such notices. 5 ILCS 120/2.02.</p>	<p>Post the annual schedule of regular meetings and post a public notice of each meeting along with the meeting agenda. 5 ILCS 120/2.02.</p> <p>Post regular Board meeting minutes within 7 days after approval; the minutes remain there for at least 60 days. 5 ILCS 120/2.06.</p>
Special	<p>Post a notice at the District's main office or, if no main office exists, at the meeting site, at least 48 hours before the meeting. 5 ILCS 120/2.02.</p> <p>The notice and agenda must be continuously available and/or posted on the District's website as provided in the Regular meeting row.</p> <p>Notice to Board members must be served by mail 48 hours before the meeting or by personal service 24 hours before the meeting. 105 ILCS 5/10-16.</p>	<p>Include with the public notice. 5 ILCS 120/2.02.</p>	<p>Give to any news media that files an annual request. Must also give the same notice as that given Board members if the news media provides an address or telephone number within the District's jurisdiction. 5 ILCS 120/2.02.</p>	<p>Post a public notice of each meeting along with the meeting agenda, at least 48 hrs before the meeting. The notice and agenda must remain posted on the website until the meeting is concluded. 5 ILCS 120/2.02.</p>
Emergency	<p>Post the notice at the District's main office or, if no main office exists, at the meeting site, as soon as practicable before the meeting. 5 ILCS 120/2.02.</p> <p>The notice and agenda must be continuously available and/or posted on the District's website as provided in the Regular meeting row.</p> <p>No specific notice to Board members is specified, but it is advisable to provide the notice as soon as possible.</p>	<p>No State law requirements.</p>	<p>Same as for special meetings.</p>	<p>Post a public notice. 5 ILCS 120/2.02.</p>

Meeting Type	Notice	Agenda	Notice to News Media	District's Website
Closed	May hold a closed meeting, or close a portion of an open meeting, upon a majority vote of a quorum present, taken at a properly noticed open meeting. 5 ILCS 120/2a.	None required, but only topics specified in the vote to hold the closed meeting may be considered. 5 ILCS 120/2a.	No additional notice required.	Post a public notice. 5 ILCS 120/2.02.
Rescheduled or Reconvened	Post a notice at the District's main office or, if no main office exists, at the meeting site at least 48 hours before the meeting. 5 ILCS 120/2.02. The notice and agenda must be continuously available and/or posted on the District's website as provided in the Regular meeting row. No notice is needed when an open meeting is reconvened within 24 hours, or when the time and place of a reconvened meeting was announced at the original meeting and the agenda is not changed. 5 ILCS 120/2.02.	Included with any public notice.	Same as for a special meeting.	Post a public notice. 5 ILCS 120/2.02.

ADOPTED : December 19, 2012

Exhibit - Immediately Available District Public Records and Web-Posted Reports and Records

The District's Freedom of Information Officer designates the public records that are listed in this table as being immediately available to the public. The records that are asterisked are posted on the District's website and may be immediately inspected, downloaded, printed, and/or copied. Any asterisked public record is also immediately available for inspection or copying upon request at the District's administrative office during its regular business hours, provided any applicable fees are paid. Records without an asterisk will be provided within 5 business days as allowed by the Freedom of Information Act, provided any applicable fees are paid.

Web-posted records and information	Web-posting statutory reference and special instructions
<p>*Annual schedule of regular meetings for the current school year that are posted at the beginning of each calendar or fiscal year</p> <p>*Public notice of each Board meeting that is posted at least 48 hours before the meeting and remains posted until the meeting is concluded</p> <p>*Agenda of each regular meeting that is posted at least 48 hours before a meeting and remains posted until the meeting is concluded</p> <p>Note: For school districts that do not post board meeting notices and/or agendas on a website (because they do not have a website maintained by a fulltime staff member), the notice and agenda must be continuously available for public review during the entire 48-hour period preceding the meeting</p>	<p>5 ILCS 120/2.02, amended by P.A. 97-827, ef.1-1-13.</p>
<p>*Official open meeting minutes that are posted within 10 days of the Board's approval and remain posted for at least 60 days</p>	<p>5 ILCS 120/2.06(b), amended by P.A. 96-1473.</p>
<p>*Description of the District and its records including: Summary of the District's purpose Functional subdivisions Total amount of operating budget Number and location of all of its separate offices Approximate number of full and part-time employees (see also, salary and benefits information report for the Superintendent, administrators, and teachers, District's Statement of Affairs) Identification and membership of the Board</p>	<p>5 ILCS 140/4, amended by P.A.96-542. The District must prominently post the list at each administrative office and make it available for inspection and copying.</p>

Web-posted records and information	Web-posting statutory reference and special instructions
<p>Brief description of the methods whereby the public may request information and public records</p> <p>Directory information for the Freedom of Information Officer</p> <p>Address where requests for public records should be directed</p> <p>Fees</p>	
<p>Annual budget for current fiscal year, itemized by receipts and expenditures</p>	<p>105 ILCS 5/17-1.2.</p> <p>This may be accomplished using ISBE's School District Budget Form 50-36 or the summary pages from it. ¹</p> <p>The District must notify the parents or guardians of its students that the budget has been web-posted and what the website's address is.</p>
<p>*District Report Card and a Report Card for each School (the Report Cards will be provided by ISBE by Oct. 31, 2013 and Oct. 31 of each subsequent school year)</p>	<p>105 ILCS 5/10-17a, amended by P.A. 97-671.</p> <p>Annually, no more than 30 calendar days after receiving the Report Cards from the State Superintendent, the District must: (1) present them at a regular Board meeting, (2) post them the District's website, (3) make them available to a newspaper of general circulation serving the District, and (4) upon request, send them home to parents/guardians.</p> <p>The District also must send a written notice home to parents/guardians stating: (1) that the Report Cards are available on the website, (2) the website's address, (3) that a printed copy will be sent upon request, and (4) the telephone number to request a printed copy.</p>
<p>*A list of all contracts in excess of \$25,000 and any contracts with an exclusive bargaining representative.</p>	<p>105 ILCS 5/10-20.44.</p> <p>There is no statutory timeline for web-posting.</p> <p>Each year, in conjunction with the</p>

Web-posted records and information	Web-posting statutory reference and special instructions
	submission of the Statement of Affairs to ISBE, before Dec. 1, the District must submit to ISBE an annual report on all contracts over \$25,000 awarded during the previous fiscal year.
Annual Statement of Affairs	105 ILCS 5/10-17. The District is not required to web-post this document. It must, annually by Dec. 1, submit the Statement to ISBE for posting on ISBE's website, have copies of the Statement available in the main administrative office, and publish a summary of the Statement in a newspaper of general circulation published in the District.
*Administrator and Teacher Salary and Benefits Report (itemized salary report for the Superintendent and all administrators and teachers); <i>benefits</i> includes without limitation vacation days, sick days, bonuses, annuities, and retirement enhancements	105 ILCS 5/10-20.47, amended by P.A. 97-256. Annually on or before October 1: (1) the information must be presented at a regular Board meeting and posted on the District's website, and (2) after the Board meeting at which the information was presented, the Report must be provided to ISBE.
*As an employer that participates in the Illinois Municipal Retirement Fund (IMRF), a compensation report for employees who have a total compensation package that exceeds \$75,000 per year; <i>total compensation package</i> means salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted As of May 1, 2012, IASB has not received a response from the Ill. Attorney General's office to its request for guidance concerning whether this requirement applies to employees who do not participate in IMRF, e.g., TRS participants.	5 ILCS 120/7.3, added by P.A. 97-609. The report must be posted within 6 business days after the District approves a budget. The District may choose to post a physical copy of this information at its principal office in lieu of posting the information directly on the website in which case it must post directions on the website for accessing that information.
*As an employer that participates in the Illinois Municipal Retirement Fund, a compensation report for employees who have a total compensation package that is equal to or in excess	5 ILCS 120/7.3, added by P.A. 97-609. The report must be posted at least 6 days before the District approves an employee's total compensation

Web-posted records and information	Web-posting statutory reference and special instructions
<p>of \$150,000 per year; <i>total compensation package</i> means payment by the employer to the employee for salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted</p> <p>As of October 1, May 1, 2012, IASB has not received a response from the Ill. Attorney General's office to its request for guidance concerning whether this requirement applies to employees who do not participate in IMRF, e.g., TRS participants.</p>	<p>package that is equal to or in excess of \$150,000. The District may choose to post a physical copy of this information at its principal office in lieu of posting the information directly on the website in which case it must post directions on the website for accessing that information.</p>
<p>A description of activities to address intergroup conflict (an optional program authorized by Sec. 27-23.6)</p>	<p>105 ILCS 5/27-23.6(c).</p>
<p>*Log of Board Members' Training and Development Activities</p>	<p>105 ILCS 5/10-16a, added by P.A. 97-8. The District must post on its website the names of all Board members who have completed professional development leadership training (required for board members taking office after 6/13/2011).</p> <p>5 ILCS 120/1.05(b) and (c), amended by P.A. 97-504. Each Board member must complete training on the Open Meetings Act. After completing the training, each Board member must file a copy of their certificate of completion with the School Board.</p> <p>105 ILCS 5/24-16.5, added by P.A. 97-8. After the implementation of the Performance Evaluation Reform Act (PERA) evaluations, each Board member participating in PERA evaluations must complete a training program.</p>

ADOPTED: September 19, 2012

REVISED: **December 19, 2012**

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

MINUTES

Regular Meeting, November 15, 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 15th day of November, 2012.

I. CALL TO ORDER

The meeting was called to order by President Katherine Moore at 7:00 p.m.

II. ROLL CALL

Present: Maureen Broderick, substituting for Deborah Kedzior, arrived at 7:07 p.m. (District #122), Timothy Doyle (District #114), Mary Kenny (District #161), Katherine Moore (District #159), Patrick Usher (District #157C)

Absent: James Gast (District #210) and Deborah Kedzior (District #122)

Staff Present: Dr. Sally H. Bintz, Director
Craig Englert, Assistant Director for Finance and Operations
Cheryl Della Penna, Administrative Assistant
David Armbrecht, District 843 Transportation Supervisor
DiAnne Bielinski, Pioneer Grove Principal
Judy Boyens, supervisor
Julie Egan, supervisor
Johanna Frick, teacher
Mollie Frick, supervisor
Sue Fronek, speech pathologist
Jeanne Hartung, teacher
Robin Latman, supervisor
Jennifer Olech, teacher
Pam Pedziwiatr, speech pathologist
Ina Phelps, teacher
Natalie Pufahl, teacher
Sarah Rexroad, supervisor
Anne Trovato, speech pathologist
Lisa Villarrubia, teacher

Visitors Present: Ken Buck
Todd Hayden, Cooperative Attorney

III. APPROVAL OF MINUTES OF REGULAR MEETING AND CLOSED SESSION OF OCTOBER 18, 2012

A motion was made by Mary Kenny and seconded by Timothy Doyle to approve the minutes of the Regular and Closed Session Meetings of October 18, 2012.

Voting Aye: Doyle, Kenny, Moore, Usher

Motion carried: 4 Aye, 0 Nay

IV. PUBLIC COMMENT

There were no comments.

MOVE AGENDA ITEM ON AGENDA

A motion was made by Timothy Doyle and seconded by Mary Kenny to move the Director's Report to the beginning of the REPORTS section of the Agenda.

Voting Aye: Doyle, Kenny, Moore, Usher

Motion carried: 4 Aye, 0 Nay

V. REPORTS

C. Director's Report

1. *Foundation*

Dr. Bintz informed the Governing Board that the recipients of the 2012 Foundation Grants were in the audience to be recognized and awarded their grants. This year the Foundation provided \$6,000 in grants. Following are the staff members who received grants:

<u>STAFF MEMBER</u>	<u>GRANT REQUEST</u>
Gail Malvestuto - - - - - Andrea Teichmiller Sue Fronek	Grant application to work in the summer of 2013 to expand social thinking activities
Lisa Villarrubia - - - - -	Computerized skill building program called IXL Math
Jennifer Olech - - - - -	Hearing Awareness Activity Kit (HAAK)
Tracey Lesh - - - - -	Dukane LCD Projector, VGA adapter for iPad, iTune gift cards
Natalie Pufahl - - - - -	TT-12 Interactive Document Camera
Sarah Rexroad - - - - -	ABAS-II Examination Kit with Intervention Planner and Scoring Assistant
Anne Trovato - - - - -	iPod touch player, laptop headphones with microphone, Phillips Fidelio docking speaker
Debbie Novelli - - - - - and EC Team	iPad, accessories, iTune card, two year extended warranty
Robin Latman - - - - -	Webcam with microphone, captel phone, weather radio, Sonic book alarm clock, clarity alert master, strobe light, and smoke detector
Ina Phelps - - - - - Pam Pedziwiatr Christine Sicinski Sandy Gardner Trish Roberts Madeline Hurley	Age/grade appropriate educational games and learning activities

The Foundation is also sponsoring a 50/50 holiday cash raffle. Fifty percent of the monies will be awarded to one winner. Fifty percent of the monies generated will be held by the Foundation to fund mini-grant requests submitted by Cooperative staff to benefit the Cooperative's classes and students. These additional funds to the Foundation should allow for grants to be awarded during the middle of the school year. The Foundation will sponsor a spring fashion and variety show fund raiser on March 23, 2013. Dr. Bintz and Mrs. Moore expressed appreciation to Sue Fronek for her organization skills in putting together this event.

2. *Parent Advisory Council*

Dr. Bintz reported that the Parent University sponsored by the Parent Advisory Council on November 3, 2012 at the Pioneer Grove Educational Center was a success. This event was well organized and attended. Mr. Buck, president of PLASE, was in the audience and Dr. Bintz indicated that this year the Parent Advisory Council and PLASE worked together on this program and she appreciated the efforts extended by both organizations for the success of this activity.

3. *Joint Site and Long Range Planning Committee*

Dr. Bintz indicated that she is recommending that the Joint Site and Long Ranged Planning Committee postpone future meetings. The director has met and had discussions with some of the member districts regarding student projections for next year. At this time the Pioneer Grove numbers that were projected cannot be confirmed and more analysis is required.

4. *Student Enrollment Report*

Dr. Bintz briefly reviewed the 2012 Student Enrollment Report.

5. *Blackboard Connect*

Dr. Bintz stated that the Cooperative is up and running the new staff and parent automated calling system (Blackboard Connect) to be utilized for emergency school closings and other important Cooperative information.

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 November 13, 2012 Advisory Meeting.

D. Principals' Reports

Mackay Education Center

Dr. Bintz stated that Debbie Heffernan was in Denver, Colorado presenting at the University Council for Educational Administration Convention. The Director indicated the students have been participating in social interaction activities at Paradise Park Assisted Living Center in New Lenox to fulfill their community service. Enrollment is up at the Center.

Pioneer Grove Educational Center

DiAnne Bielinski reported on the recent family sensory night activity that was held on November 13. The art work in Pioneer Grove was complimented and the art teacher, Mrs. Berezin, was recognized for her involvement with the students. Mrs. Bielinski also reported that the Prestwick Country Club Ladies Social Group have made donations to Pioneer Grove and new projects that the students create are sent to the Country Club Social Group to show appreciation for their generous donations.

VI. **APPROVAL OF THE CONSENT AGENDA**

Acting on the recommendation of the Director, Timothy Doyle moved, seconded by Mary Kenny 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

Dr. Bintz provided verbal Information regarding the Financial Statement for the month of October 2012 and investments through November 15, 2012.

C. Approval of Personnel Items as Listed:

1. Resignation

Non-Certified Staff

Lauren Garvick, student worker, effective November 13, 2012.

Lourdes Sanchez, bus driver, effective November 9, 2012.

Laura Wathen, bus driver, effective October 29, 2012.

2. Employment

Certified Staff

Millie Herbst, speech pathologist, effective November 5 through May 29 at a salary of \$63 per hour.

Non-Certified Staff

Sara Cambron, student worker, effective November 20, 2012, at a rate of \$8.25 per hour.

Jennifer Dahlman, paraprofessional at Pioneer Grove Educational Center, effective October 29, 2012 at a rate of \$10.00 per hour.

John Hart, paraprofessional at Oakview School, effective October 24, 2012, at a rate of \$15.23 per hour.

William LaBeau, bus driver, effective November 15, 2012 at a rate of \$14.19 per hour.

Mark Martin, bus monitor, effective October 29, 2012, at a rate of \$9.00 per hour.

Matt Shearer, paraprofessional, STEP program at Mokena Elementary School, effective November 12, 2012 at a rate of \$10.00 per hour.

Todd Stevens, paraprofessional at Pioneer Grove Educational Center, effective November 5, 2012 at a rate of \$10.00 per hour.

3. Parental Leave

Carrie Grabowski, speech pathologist, effective November 5, 2012 through the end of the 2012-13 school year.

- D. FOIA Request
None were received.

CONSENT VOTE:

Voting Aye: *Broderick, Doyle, Kenny, Moore, Usher*
Motion carried: *5 Aye, 0 Nay*

VII. CLOSED SESSION

A motion was made by Mary Kenny and seconded by Patrick Usher to move to closed session at 8:02 p.m. for the purpose of discussing:

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

Voting Aye: *Broderick, Doyle, Kenny, Moore, Usher*
Motion carried: *5 Aye, 0 Nay*

OPEN SESSION

A motion was made by Timothy Doyle and seconded by Mary Kenny to return to open session at 8:22 p.m. On voice vote the motion carried.

VIII. ACTION ITEMS

- A. Holiday Office Schedule

A motion was made by Maureen Broderick and seconded by Patrick Usher to approve the Holiday Schedule for District 843 to close the District Office on December 24 and 31, 2012.

Voting Aye: *Broderick, Doyle, Kenny, Moore, Usher*
Motion carried: *5 Aye, 0 Nay*

- B. Employee Dismissal/Removal of Certified and Non-Certified Personnel

A motion was made by Maureen Broderick and seconded by Timothy Doyle to approve the removal of employee 3438 due to employee misconduct effective October 31, 2012.

Voting Aye: *Broderick, Doyle, Kenny, Moore, Usher*
Motion carried: *5 Aye, 0 Nay*

- C. Employee Resignation

A motion was made by Maureen Broderick and seconded by Timothy Doyle to accept the resignation of employee 3276 and to approve the resignation agreement with that employee.

Voting Aye: *Broderick, Doyle, Kenny, Moore, Usher*
Motion carried: *5 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 December 20, 2012 at the Administrative Center, Frankfort, IL.

X. ADJOURNMENT

A motion was made by Timothy Doyle and seconded by Mary Kenny that the meeting be adjourned. All members voted Aye. Motion carried. President Moore declared the meeting adjourned at 8:27 p.m.

Respectfully submitted,
Cheryl A. Della Penna,
Administrative Assistant

President

Secretary

ACTION REQUESTS



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

Date: December 5, 2012
To: Board of Education
From: Steve Stein, Superintendent
RE: Parent/Teacher Advisory Committee

As discussed at the November 14, 2012 regular Board meeting, there was a request to have more teachers and parents to attend and be able to attend these committee meetings. The request on behalf of the committee is to have the superintendent in charge. This is in compliance with Board Policy 2:150(Committees).

"Move to have the Parent/Teacher Advisory committee under the charge of the Superintendent."

PERSONNEL ACTION REQUEST

Mokena School District 159

REGULAR MEETING

Personnel Recommendations – December 05, 2012

NAME	POSITION	BUILDING	EFFECTIVE DATE	EMPLOYMENT DETAIL
1. Administrative – Resignation				
Steve Stein	Superintendent	District	6/30/2013	
2. Classified – New Hire				
Steven Hay	Custodian	District	11/26/2012	\$10.15/hr, 4 hrs/day 228 days/yr
3. Certified- Leave of Absence				
Judy Splayt	Assistant Principal	MES	12/17/2012- 2/3/2013 or upon dr.'s release	

Recommended Motion:

"Move to approve personnel recommendations 1 through 3 as presented, subject to successful background check, drug screening (if applicable) and physical."



MOKENA SCHOOL DISTRICT 159

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

November 20, 2012

Mr. Patrick Markham and Members of the Mokena School District 159 Board of Education:

It is with mixed emotions that I provide you notice of my intent to resign my position as superintendent of schools for Mokena School District 159, effective June 30, 2013. Beginning July 2013 I will assume the superintendency of Peotone Community School District 207U.

Being an administrator in District 159 has provided me with many proud professional moments, and I am most proud of having the privilege to serve as superintendent since August 2011.

For ten years I had the honor of working with the students, staff, parents, and members of the board as principal of Mokena Elementary School. During that time I came to see the educational excellence that takes place in small incremental ways on a daily basis. I came to know a staff that not only held high standards for themselves and their students but who also maintained a sense of family in a large elementary building.

As superintendent I have also found this sense of pride and promotion of high standards at Mokena Intermediate and Mokena Junior High Schools. Please know your teachers are excellent and are the foundation from which the success of your students is built.

I must also comment on the dedication of the non-certified support staff. We have been fortunate to have a great group of people serve our students as bus drivers, food service workers, custodians, maintenance workers, and secretaries. They have provided diligent service over the years to support the teaching staff and allow them to focus on curriculum and instruction.

In support of the students and staff, you have an outstanding administrative team. Many are new in their roles, however, their understanding of curriculum, building management, and intangible qualities such as leadership, systemic thinking, and ability to focus on the details are excellent.

Knowing the dedication and skill of the teachers, staff, and administration, I am certain that District 159 has come through its most difficult times and that great possibilities are ahead.

Sincerely,

Steve Stein
Superintendent

November 28, 2012

Mr. Steve Stein, Superintendent of Schools
Mokena Public Schools District 159
11244 Willowcrest Lane
Mokena, Illinois 60448

Dear Mr. Stein,

I am writing to inform you that I intend to take a medical leave of absence, due to impending shoulder surgery, beginning Monday, December 17, 2012 with an anticipated return to work on Monday, February 3, 2013.

I will utilize time off within the confines of my contract and will provide the district with necessary documentation to my release back to work.

Please let me know if there is anything else you may need prior to my medical leave.

Sincerely,



Judith A. Splayt
MES Assistant Principal