



## ***MOKENA SCHOOL DISTRICT 159*** **ACTION REQUEST**

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Date: September 19, 2012

To: Board of Education  
Steve Stein, Superintendent

From: John Troy, Director of Business Operations

Re: **Fiscal Year 2012-2013 Budget Hearing**

### **Declare 2012-2013 Budget Hearing Open**

After the start of the regular meeting, the Board President should declare the Fiscal Year 2012- 2013 Budget Hearing at 7:00 PM. The President should ask if anyone wishes to address the Board regarding the 2012-2013 Budget. The budget hearing is an opportunity for members of the community to make comments regarding the proposed budget.

At the time that the questions and comments regarding the proposed budget seem to be exhausted, the President will call for a motion regarding closing the Hearing.

### **Recommended Motion:**

*"I move that we close the 2012–2013 Budget Hearing."*

**Moved By:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

# INFORMATION REPORTS

## ***Treasurer's Report Income Summary***

***August 01, 2012 - August 31, 2012***

<i>Fund</i>	<i>Beg Bal</i>	<i>Revenues</i>	<i>Expenses</i>	<i>Change</i>	<i>End Bal</i>	<i>% Chnge</i>
10 EDUCATION FUND	\$4,356,932.17	\$1,184,313.16	\$1,148,777.93	\$35,535.23	\$4,392,467.40	0.8%
20 OM FUND	\$1,671,992.14	\$99,425.08	\$139,248.16	\$39,823.08-	\$1,632,169.06	-2.4%
30 BOND - INTEREST FUND	\$1,442,572.41	\$156,916.68	\$0.00	\$156,916.68	\$1,599,489.09	10.9%
40 TRANSPORTATION FUND	\$1,951,416.53	\$130,417.19	\$79,503.66	\$50,913.53	\$2,002,330.06	2.6%
50 IMRF FUND	\$142,968.80	\$29,874.16	\$26,236.07	\$3,638.09	\$146,606.89	2.5%
61 NEW CONSTRUCTION FUND	\$753,075.26	\$49.27	\$0.00	\$49.27	\$753,124.53	0.0%
70 WORKING CASH FUND	\$1,678,975.28	\$4,313.25	\$0.00	\$4,313.25	\$1,683,288.53	0.3%
80 TORT FUND	\$111,251.18	\$3,549.56	\$16,182.00	\$12,632.44-	\$98,618.74	-11.4%
<b>Totals :</b>	<b>\$12,109,183.77</b>	<b>\$1,608,858.35</b>	<b>\$1,409,947.82</b>	<b>\$198,910.53</b>	<b>\$12,308,094.30</b>	<b>0.00</b>

**Mokena School District 159**  
**Treasurer's Detail Investment Report**  
**August 31, 2012**

<b>Fund</b>	<b>Mokena St Bank Checking</b>	<b>Certificates of Deposit</b>	<b>Commercial Paper</b>	<b>Federal Agencies</b>	<b>IIIT Money Market</b>	<b>Illinois Funds Money Market</b>	<b>ISDLAF Money Market</b>	<b>Fund Balances</b>
<b>10</b> <b>Education &amp; Adequacy Grant</b>	\$ 133,158.29	\$ 3,302,901.24	\$ -	\$ -	\$ 6,894.75	\$ 45,925.68	\$ 903,587.44	\$ 4,392,467.40
<b>20</b> <b>Operations &amp; Maintenance</b>	\$ 5,835.62	\$ 1,583,390.07	\$ -	\$ -	\$ 996.80	\$ 41,895.91	\$ 50.66	\$ 1,632,169.06
<b>30</b> <b>Bond &amp; Interest</b>	\$ 41.31	\$ 934,458.65	\$ -	\$ -	\$ 4,347.93	\$ 6,446.24	\$ 654,194.96	\$ 1,599,489.09
<b>40</b> <b>Transportation</b>	\$ 195,067.91	\$ 1,724,477.25	\$ -	\$ -	\$ 2,894.55	\$ 12,581.21	\$ 67,309.14	\$ 2,002,330.06
<b>50</b> <b>IMRF</b>	\$ 2,406.21	\$ 133,007.60	\$ -	\$ -	\$ 697.49	\$ 174.31	\$ 10,321.28	\$ 146,606.89
<b>61</b> <b>New Construction</b>	\$ 25,287.18	\$ -	\$ -	\$ -	\$ -	\$ 2,303.69	\$ 725,533.66	\$ 753,124.53
<b>70</b> <b>Working Cash</b>	\$ 4,052.69	\$ 1,601,804.12	\$ -	\$ -	\$ 865.23	\$ 4,039.79	\$ 72,526.70	\$ 1,683,288.53
<b>80</b> <b>Tort Fund</b>	\$ 4,374.11	\$ 46,172.95	\$ -	\$ -	\$ 65.56	\$ -	\$ 48,006.12	\$ 98,618.74
<b>TOTALS</b>	\$ 370,223.32	\$ 9,326,211.88	\$ -	\$ -	\$ 16,762.31	\$ 113,366.83	\$2,481,529.96	\$ 12,308,094.30
Percentages	3.008%	75.773%	0.000%	0.000%	0.136%	0.921%	20.162%	100.000%



## ***MOKENA SCHOOL DISTRICT 159*** **INFORMATION REPORT**

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**Date:** September 14, 2012

**To:** Board of Education

**From:** Steve Stein, Superintendent

**RE:** Possible addendum to current student handbook

At the September 13 meeting of the Parent-Teacher Advisory Committee, the committee discussed and agreed that the four items listed below be added to our current handbook as an addendum. Bullet three has been revised (highlighted); therefore the committee is bringing this back as a first reading. If these additions are agreeable, the following items would be brought back to you for action at the October Board of Education meeting.

- Any employee or student who believes that he or she has been subjected to bullying has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties, but proper enforcement of this policy may require disclosure of any or all information received.
- The Building Principal/Designee shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to any form of bullying.
- In all reports of bullying, the target, and or reporter (or appropriate representative), should describe in the Bullying Report Form the specifics of the complaint to ensure that the subsequent investigation is focused on the relevant facts. Anonymous complaints of bullying or retaliation will be reviewed but are inherently difficult to investigate and may not be procedurally fair; as a result no disciplinary action shall be taken on anonymous complaints unless verified by clear and convincing evidence. All other complaints will be reviewed based on a preponderance of evidence standard. The person reporting the incident must complete the Bullying Reporting Form. Bullying Reporting Forms are available to all students and staff at each school as well as online on the Mokena School District website.
- The principal or designee will promptly notify the parents or guardians of the target and aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

# ACTION REQUESTS

**Action Request**  
Mokena School District 159  
**REGULAR MEETING**  
Personnel Recommendations – September 19, 2012

NAME	POSITION	BUILDING	EFFECTIVE DATE	EMPLOYMENT DETAIL
<b>1. Classified – Retirement</b>				
Cathy Cassidy	Building Aide	MJH	10/19/2012	
<b>2. Classified- New Hire</b>				
Dawn Nelligan	Sub-Food Server	District	As needed	\$8.31/hr
Karen Pavlacka	Sub-Food Server	District	As needed	\$8.31/hr
Laura Shanesy	Sub-Food Server	District	As needed	\$8.31/hr
Therese Dydo	Sub-Nurse	District	As needed	\$15.62/hr
Margaret Piarowski	Sub-Nurse	District	As needed	\$15.62/hr
<b>3. Transportation- Re-hire as Part-Time Classified Staff</b>				
Ron Kaczorowski	Director of Transportation	District	10/8/2012	

**Recommended Motion:**

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

August 31, 2012

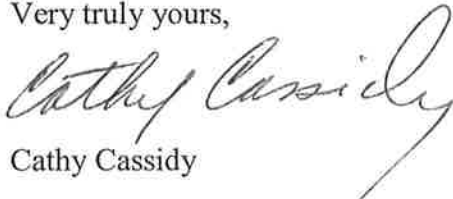
Mr. Mike Rolinitis  
Principal  
Mokena Junior High School  
19815 Kirkstone Way  
Mokena, Illinois 60448

**Re: Notice of Retirement**

Dear Mr. Rolinitis:

After 26 years working for Mokena School District 159 I write to you to tender my Notice of Retirement effective October 19, 2012. I want to thank you and the administration of Mokena Junior High School for the opportunity of being part of a professionally rewarding and challenging experience. I will cherish the friendships I have made and will take with me many wonderful memories during my time here. I wish the administration, staff, and students a very successful remainder 2012-2013 school year.

Very truly yours,



Cathy Cassidy





## ***MOKENA SCHOOL DISTRICT 159*** **ACTION REPORT**

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**Date:** September 19, 2012

**To:** Board of Education  
Steve Stein, Superintendent

**From:** Ann Lewandowski

**Re: Personnel Change**  
Sub Food Server – Dawn Nelligan  
Sub Food Server – Karen Pavlacka  
Sub Food Server - Laura Shanesy

I am recommending the hiring of Dawn Nelligan, Karen Pavlacka and Laura Shanesy as Sub Food servers. They will fill in as needed, at \$8.31 per hour.



## ***MOKENA SCHOOL DISTRICT 159*** **ACTION REQUEST**

---

**Date:** September 13, 2012

**To:** Board of Education

**From:** Steve Stein, Superintendent

**Re:** Board Policies

Attached are the Board Policies presented as Information (first read) at the September 5, 2012 Board meeting.

- 2:250-E2 Immediately Available Public Records and Web Posted Reports and Records
- 4:120 Food Service
- 6:235 Access To Electronic Network
- 7:220 AP Electronic Recordings on School Buses

**Recommended Motion:**

*".....move to approve the following policies as presented: Policy 2:250 E-2; 4:120; 6:235; and 7:220 AP."*

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

### **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.

<b>Web-posted records and information</b>	<b>Web-posting statutory reference and special instructions</b>
<ul style="list-style-type: none"> <li>*Annual schedule of regular meetings for the current school year that are posted at the beginning of each calendar or fiscal year</li> <li>*Public notice of each Board meeting that is posted at least 48 hours before the meeting and remains posted until the meeting is concluded</li> <li>*Agenda of each regular meeting that is posted at least 48 hours before a meeting and remains posted until the meeting is concluded</li> </ul>	5 ILCS 120/2.02.
*Official open meeting minutes that are posted within 10 days of the Board's approval and remain posted for at least 60 days	5 ILCS 120/2.06(b), amended by P.A. 96-1473.
<ul style="list-style-type: none"> <li>*Description of the District and its records including: <ul style="list-style-type: none"> <li>Summary of the District's purpose</li> <li>Functional subdivisions</li> <li>Total amount of operating budget</li> <li>Number and location of all of its separate offices</li> <li>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)</li> <li>Identification and membership of the Board</li> <li>Brief description of the methods whereby the</li> </ul> </li> </ul>	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.

Web-posted records and information	Web-posting statutory reference and special instructions
<p>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. <sup>1</sup></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:</p> <p>(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>

Web-posted records and information	Web-posting statutory reference and special instructions
<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 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.</p>
<p>Annual Statement of Affairs</p>	<p>105 ILCS 5/10-17.</p> <p>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.</p>
<p>*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</p>	<p>105 ILCS 5/10-20.47, amended by P.A. 97-256.</p> <p>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.</p>
<p>*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</p>	<p>5 ILCS 120/7.3, added by P.A. 97-609.</p> <p>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</p>

Web-posted records and information	Web-posting statutory reference and special instructions
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.	website in which case it must post directions on the website for accessing that information.
<p>*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 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 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>5 ILCS 120/7.3, added by P.A. 97-609.</p> <p>The report must be posted at least 6 days before the District approves an employee's total compensation 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>
A description of activities to address intergroup conflict (an optional program authorized by Sec. 27-23.6)	105 ILCS 5/27-23.6(c).
*Log of Board Members' Training and Development Activities	<p>105 ILCS 5/10-16a, added by P.A. 97-8.</p> <p>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.</p> <p>Each Board member must complete training on the Open Meetings Act. After completing the training,</p>

Web-posted records and information	Web-posting statutory reference and special instructions
	<p>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.</p> <p>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

## **Operational Services**

### **Food Services**

Good nutrition shall be promoted in the District's meal programs and in other food and beverages that are sold to students during the school day. The Superintendent shall manage a food service program that complies with this policy and is in alignment with Board policy 6:50, *School Wellness*. The type and amounts of food and beverages sold to students before school and during the regular school day in any school that participates in the School Breakfast Program or the National School Lunch Program ~~shall comply with any applicable mandates in the Illinois State Board of Education's School Food Service rule and the federal rules implementing the National School Lunch Act and Child Nutrition Act.~~ must consist of nutritious, well-balanced, and age-appropriate meals that reflect food and nutrition requirements specified by the U.S. Dept. of Agriculture. The type and amounts of food and beverages sold to students before school and during the regular school day in any school that participates in the School Breakfast Program or the National School Lunch Program shall comply with any applicable mandates in the Illinois State Board of Education's *School Food Service rule and the federal rules implementing the National School Lunch Act and Child Nutrition Act.*

The food service program shall restrict the sale of foods of minimal nutritional value as defined by the U.S. Department of Agriculture in the food service areas during meal periods. All revenue from the sale of any food or beverages sold in competition with the School Breakfast Program or National School Lunch Program to students in food service areas during the meal period shall accrue to the nonprofit school lunch program account.

LEGAL REF.: B. Russell National School Lunch Act, 42 U.S.C. §1751 et seq.  
Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq.  
42 U.S.C. §1779, as implemented by 7 C.F.R. §210.11.  
105 ILCS 125.  
23 Ill.Admin.Code Part 305, School Food Service.

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:50 (School Wellness)

ADOPTED: September 12, 2007

REVISED: September 19, 2012



## **Instruction**

### **Access to Electronic Networks**

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### **Curriculum and Appropriate Online Behavior**

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library-media center materials. As required by federal law (CIPA, 2008) and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

### **Acceptable Use**

All use of the District's electronic network must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Acceptable Use Policy* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### **Internet Safety**

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. The Superintendent or designee may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Limiting student access to inappropriate matter as well as restricting access to harmful materials,
2. Student safety and security when using electronic communications,
3. Limiting unauthorized access, including "hacking" and other unlawful activities, and

4. Limiting unauthorized disclosure, use, and dissemination of personal identification information.

#### Acceptable Use Policy

Each staff member must sign the District's *Staff Acceptable Use Policy for Internet Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Student Acceptable Use Policy for Internet Access* before being granted unsupervised use.

All users of the District's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Acceptable Use Policy for Internet Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.  
Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).  
Enhances Education Through Technology, 20 U.S.C §6751 et seq.  
720 ILCS 135/0.01.

CROSS REF.: 6:40 (Curriculum Development), 6:210 (Instructional Materials), 6:230 (Learning Center), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline), 7:310 (Publications)

ADOPTED: September 12, 2007

## **Students**

### **Administrative Procedure - Electronic Recordings on School Buses**

#### **Review of Electronic Recordings**

Electronic video and audio recordings are viewed to investigate an incident reported by a bus driver, administrator, law enforcement officer working in the District, supervisor, student, or other person. They are also viewed at random.

Viewing and/or listening to electronic video and/or audio recordings is limited to law enforcement officers working in the District and District personnel. These individuals must have, (1) a law enforcement, security, or safety reason, or (2) a need to investigate and/or monitor student or driver conduct. A written log will be kept of those individuals viewing a video recording stating the time, name of individual viewing it, and date the video recording was viewed.

If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

An electronic video or audio recording may be reused or erased after 14 days unless it is needed for an educational or administrative purpose.

#### **Notice of Electronic Recordings 720 ILCS 5/14-3(m).**

The Eavesdropping Act exempts electronic recordings on school buses from its coverage when transportation is provided for a school activity, provided the School Board adopted a policy authorizing their use. Notice of the adopted policy regarding video and audio recordings shall be: (1) clearly posted on the front door and interior of the school bus, (2) provided to students and parents/guardians, and (3) included in student handbooks and other documents.

**ADOPTED: September 19, 2012**

**RESOLUTION BY THE MOKENA BOARD OF EDUCATION DESIRING TO  
RETAIN "APPROVED STATUS"  
OF HAZARDOUS WALKING CONDITIONS ROUTES FOR THE  
2012-2013 SCHOOL YEAR**

**WHEREAS**, the Board of Education of School District #159, Will County, Illinois, desires to retain "approved status" of hazardous routes so designated during the 2012-2013 school year,  
**NOW THEREFORE**, be it resolved by the Board of Education of School District #159, Will County, Illinois that said previously approved conditions for:

LaPorte Road	at Everett Lane	159-01-4
LaPorte Road	at Timberview Drive	159-01-5
Schoolhouse Road	at Rock Island Railroad Tracks	159-05-1
Schoolhouse Road	at Rock Island Railroad Tracks	159-05-2
Wolf Road	at Rock Island Railroad Tracks	159-05-3
Wolf Road	at Rock Island Railroad Tracks	159-05-4
Wolf Road	from Willowcrest Ln. to 3 <sup>rd</sup> St.	159-05-5
Wolf Road	from Parker St. to 195 <sup>th</sup> St.	159-05-6
East Side of 115 <sup>th</sup> Avenue	195 <sup>th</sup> St. to 0.1 Miles South	159-05-07
East Side of 115 <sup>th</sup> Avenue	195 <sup>th</sup> St. to 0.1 Miles South	159-05-08
116 <sup>th</sup> Avenue	195 <sup>th</sup> St. to 0.1 Miles North	159-05-09
116 <sup>th</sup> Avenue	195 <sup>th</sup> St. to 0.1 Miles North	159-05-10
Schoolhouse Road	at Rock Island Railroad Tracks	159-05-11
Wolf Road	at Rock Island Railroad Tracks	159-05-12
Wolf Road	from Parker St. to 195 <sup>th</sup> St.	159-05-13
East Side of 115 <sup>th</sup> Avenue	195 <sup>th</sup> St. to 0.1 Miles South	159-05-14
116 <sup>th</sup> Avenue	195 <sup>th</sup> St. to 0.1 Miles North	159-05-15
Francis Rd.	Arden to 115 <sup>th</sup> Avenue	159-05-16
Francis Rd.	Arden to 115 <sup>th</sup> Avenue	159-05-17
Francis Rd.	Arden to 115 <sup>th</sup> Avenue	159-05-18

Mokena School District #159 requests ISBE reimbursable transportation for the identified population of the 2012-2013 school year.



The resolution having been read by the Board Secretary at the regular meeting of the Mokena Board of Education held Wednesday, September 19, 2012, was adopted this 19th day of September, 2012 by roll call vote of YEA and NAY to with:

MEMBERS WITH YEA

\_\_\_\_\_

\_\_\_\_\_

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MEMBERS WITH NAY

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## ***MOKENA SCHOOL DISTRICT 159*** **ACTION REQUEST**

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Date: September 14, 2011

To: Board of Education  
Steve Stein, Superintendent

From: John Troy, Director of Business Operations

Re: **Disposal of Equipment**

As presented at the previous Board meeting the 1996 Ford F250 truck's transmission is worn out and leaks anti-freeze. The vehicle was purchased from the Mokena Park District for \$1.00 for the express use of garbage hauling after daily lunch and nightly clean-up.

**Recommended Motion:**

*"I move to approve the disposal of the 1996 Ford F250 truck."*

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_



## ***MOKENA SCHOOL DISTRICT 159*** **ACTION REQUEST**

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Date: September 14, 2011

To: Board of Education  
Steve Stein, Superintendent

From: John Troy, Director of Business Operations

Re: Salary Compensation Report

As presented for your review at the previous Board meeting was the District's Salary Compensation Report. The report will be sent to the Regional Office of Education and posted on the District website by October 1, 2012.

**Recommended Motion:**

*"I move to approve the Salary Compensation Report as presented."*

**Moved By:**

\_\_\_\_\_

**Seconded By:**

\_\_\_\_\_

Mokena School District 159 2012-2013 Type 75 Administrators

Title	Base Salary	Bonuses	Annuities	Pension Contributions	Cost of Health Insurance	Cost of Life Insurance	Paid Sick & Vacation Payouts	Other Compensation or Income
Superintendent	\$ 127,500	0	0	\$ 13,228	\$ 21,126	\$ 384	0	0
Assistant Superintendent	\$ 108,439	0	0	\$ 11,251	\$ 7,096	\$ 384	0	0
Director of Business Operations	\$ 68,000	0	0	\$ 11,901	\$ 21,126	\$ 192	0	0
Director of Student Services	\$ 100,000	0	0	\$ 10,375	\$ 21,126	\$ 192	0	0
Principal Mokena Junior High	\$ 95,013	0	0	\$ 9,858	\$ 21,126	\$ 192	0	0
Assistant Principal Mokena Junior High	\$ 60,000	0	0	\$ 6,225	\$ 21,005	\$ 192	0	0
Principal Mokena Intermediate School	\$ 80,000	0	0	\$ 8,300	\$ 15,061	\$ 192	0	0
Principal Mokena Elementary School	\$ 80,000	0	0	\$ 8,300	\$ 21,126	\$ 192	0	0
Assistant Principal Mokena Elementary School	\$ 64,585	0	0	\$ 6,701	\$ 21,126	\$ 192	0	0



## ***MOKENA SCHOOL DISTRICT 159*** **ACTION REPORT**

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Date: September 12, 2012

To: Board of Education

From: Steve Stein, Superintendent

Re: New Requirement for the FY 2012 Annual Financial Report

There is a new requirement for the FY2012 Annual Financial Report. According to Illinois School Code ILCS 5/17-1.1 and effective January 1, 2012, all school districts and joint agreement entities are required to report attempts to improve fiscal efficiency through Shared Services or Outsourcing as provided in the Annual Financial Report (AFR). The report must be:

- Completed by the district prior to the AFR being submitted
- Presented to the school board for approval
- Published on the school district's website

The regional superintendent will compile and publish a report summarizing those attempts to fiscal efficiency.

Attached is the district's updated Shared Services or Outsourcing Report. An update was made on line 28 Transportation; the gas for buses and district vehicles that is shared with Lincoln-Way High School was added.

**Recommended Motion:**

*"....move to approve the Mokena School District 159 Shared Services or Outsourcing Report".*



	A	B	C	D	E
1	<b>REPORT ON SHARED SERVICES OR OUTSOURCING</b>				
2	<b>School Code, Section 17-1.1 (Public Act 97-0357)</b>				
3	<b>Fiscal Year Ending June 30, 2012</b>				
4					
5	Complete the following for attempts to improve fiscal efficiency through shared services or outsourcing in the prior, current and next fiscal years. For additional information, please see the following website: <a href="http://www.isbe.net/sfms/afr/afr.htm">http://www.isbe.net/sfms/afr/afr.htm</a> .				
6	<input type="checkbox"/> Check if the schedule is not applicable.	Prior Fiscal Year	Current Fiscal Year	Next Fiscal Year	Name of the Local Education Agency (LEA) Participating in the Joint Agreement, Cooperative or Shared Service.
7	Indicate with an (X) if Deficit Reduction Plan Is Required for Annual Budget ➡				
8	<b>Service or Function (Check all that apply)</b>			Barriers to Implementation	(Limit text to 200 characters, for additional space use line 33 and 38)
9	Curriculum Planning				
10	Custodial Services				
11	Educational Shared Programs				
12	Employee Benefits				
13	Energy Purchasing				
14	Food Services		x	x	Northern Illinois Independent Purchasing Cooperative
15	Grant Writing				
16	Grounds Maintenance Services				
17	Insurance	x	x	x	Illinois Public Risk Fund
18	Investment Pools				
19	Legal Services				
20	Maintenance Services				
21	Personnel Recruitment				
22	Professional Development				
23	Shared Personnel				
24	Special Education Cooperatives	x	x	x	Lincoln-Way Area Special Education District #843
25	STEM (science, technology, engineering and math) Program Offerings				
26	Supply & Equipment Purchasing				
27	Technology Services				
28	Transportation	x	x	x	Lincoln-Way High School/gas for buses & district vehicles
29	Vocational Education Cooperatives				
30	All Other Joint/Cooperative Agreements				
31	Other	x	x	x	Lincoln-Way High School/Shared paper bid
32					
33	Additional space for Column (D) - Barriers to Implementation:				
34					
35					
36					
37					
38	Additional space for Column (E) - Name of LEA:				
39					
40					
41					
42					



## ***MOKENA SCHOOL DISTRICT 159*** **ACTION REQUEST**

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**Date:** September 14, 2012  
**To:** Board of Education  
**From:** Steve Stein, Superintendent  
**RE:** Mackay Education Center Life Safety Survey

As presented at previous Board meeting, District 843 was merely asking *approval* for the items to be included in the life safety plan for the Mackay Education Center. The District #843 Governing Board still approves bids and individual projects before they are scheduled.

**Recommended Motion:**

*"I move to approve Mackay Education Center Life Safety Survey as presented."*



## ***MOKENA SCHOOL DISTRICT 159*** **ACTION REQUEST**

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**Date:** September, 2012  
**To:** Board of Education  
**From:** Steve Stein, Superintendent  
**RE:** Semi – Annual Review of Closed Minutes

The Closed Session Minute Review Committee (Moore/Franceschini) is recommending that the following minutes be approved to be opened:

If the Board concurs with recommendation of the Committee, the following motion would be appropriate:

12/8/2011 Session 1  
11/17/2011

**Recommended Motion:**

*"I move to approve the Closed Session Minutes between January 13, 1982 and August 23, 2012 as presented above."*

On the following pages is a listing of the remaining Closed Session minutes that have not been opened.

MOKENA SCHOOL DISTRICT 159

Date	
6/11/2008	Session 1
6/11/2008	Session 2
7/9/2008	
9/10/2008	
2/18/2009	
6/10/2009	Session 1
6/10/2009	Session 2
8/12/2009	
9/9/2009	
9/8/2010	
9/23/2010	
9/30/2010	
10/10/2010	
10/22/2010	session 1
10/22/2010	session 2
11/10/2010	
12/13/2010	
1/11/2011	
1/26/2011	
2/9/2011	
2/23/2011	
3/3/2011	
3/9/2011	
3/23/2011	
4/13/2011	Session 1
4/13/2011	Session 2
5/11/2011	Session 1
5/11/2011	Session 2
6/9/2011	Session 1
6/9/2011	Session 2
7/14/2011	Session 1
7/14/2011	Session 2
8/4/2011	
9/14/2011	
10/7/2011	
10/13/2011	
10/27/2011	Session 1
10/27/2011	Session 2
11/2/2011	
11/10/2011	
11/17/2011	
11/28/2011	
12/8/2011	Session 1
12/8/2011	Session 2
1/12/2012	
1/21/2012	
2/9/2012	session 1
2/9/2012	session 2
2/23/2012	
3/8/2012	session 1
3/8/2012	session 2

Date	
3/10/1982	
7/14/1982	
10/26/1983	
12/14/1983	
2/8/1984	
3/14/1984	
4/11/1984	
9/12/1984	
11/14/1984	
9/23/1985	
9/10/1986	
11/12/1986	
1/14/1987	
5/13/1987	
6/10/1987	
7/1/1987	
8/12/1987	
9/16/1987	
10/14/1987	
1/13/1988	
3/9/1988	
3/23/1988	
11/9/1988	
12/14/1988	
1/11/1989	
3/8/1989	
4/12/1989	
3/14/1990	
7/11/1990	
2/13/1991	
4/10/1991	
5/13/1991	
6/12/1991	
7/22/1991	
8/14/1991	
10/9/1991	
11/12/1991	
12/11/1991	
2/26/1992	
3/3/1992	
5/13/1992	
1/26/1994	
5/11/1994	
6/8/1994	Session 2
10/13/2004	
5/11/2005	
6/28/2006	
1/9/2008	
2/19/2008	
4/1/2008	
5/14/2008	

[illegible]



## ***MOKENA SCHOOL DISTRICT 159***

### **ACTION REQUEST**

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**Date:** September, 2012

**To:** Board of Education

**From:** Steve Stein, Superintendent

**RE:** Destruction of Verbatim Record of Closed Session Minutes

According to the Illinois Open Meetings Act (5 ILCS 120/2.06 Minutes), all public bodies shall keep written minutes of all their meetings, whether open or closed, and a verbatim record of all their closed meetings in the form of an audio or video recording.

The Act goes on to stipulate that, "The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after

1. the public body approves the destruction of a particular recording; and
2. the public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section."

In compliance with this Act, it is my recommendation that the verbatim audio recordings of the following closed meeting proceedings that are older than 18 months be destroyed:

9/8/2010
9/13/2010
9/23/2010
9/30/2010
10/10/2010
10/22/2010
10/22/2010
11/10/2010
12/13/2010
1/11/2011
1/26/2011
2/9/2011
2/23/2011

If the Board is in agreement with this recommendation, the following motion would be appropriate.

**Recommended Motion:**

*"I move to approve the Superintendent's recommendation to destroy the verbatim audio recordings of the Closed Session Meeting proceedings as, presented."*

**Moved By:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_



## ***MOKENA SCHOOL DISTRICT 159*** **ACTION REQUEST**

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Date: September 14, 2011

To: Board of Education  
Steve Stein, Superintendent

From: John Troy, Director of Business Operations

Re: **Adoption of 2012-2013 Budget**

### **Adoption of the 2012-2013 Annual Budget**

After the budget hearing is closed and there are no changes to the budget,

#### **Recommended Motion:**

*"I move that this Board of Education approve the 2012-2013 Budget as presented."*

**Moved By:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_