

AGENDA
MOKENA SCHOOL DISTRICT 159
BOARD OF EDUCATION
COMMITTEE OF THE WHOLE
Mokena Elementary School
September 5, 2012
7:00 PM

I.	ROLL CALL	
II.	PLEDGE OF ALLEGIANCE	
III.	COMMUNICATIONS	
	• Public	
	• MTA/PTA/MEF	
	• Board of Education	
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	• Introduction of new staff	
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IX. ADJOURNMENT

INFORMATION REPORTS

MOKENA SCHOOL DISTRICT 159 STUDENT ACTIVITY
month ending JULY 2012

Monthly Statement of						
Student Activity	Starting Balance	Ending Balance	July	Cumulative	July	Cumulative
Name of Account	07/01/12	07/31/12	Deposits	Deposits	Expenditures	Expenditures
MES						
Learning Center	\$ 8,475.43	\$ 8,445.48	\$ -	\$ -	\$ 29.95	\$ 29.95
Pop/Water	\$ 372.44	\$ 39.12	\$ 214.90	\$ 214.90	\$ 548.22	\$ 548.22
School Store	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Student Activity	\$ 20,636.45	\$ 20,333.81	\$ 568.36	\$ 568.36	\$ 871.00	\$ 871.00
Student Council	\$ 940.24	\$ 940.24	\$ -	\$ -	\$ -	\$ -
Total MES	\$ 30,424.56	\$ 29,758.65	\$ 783.26	\$ 783.26	\$ 1,449.17	\$ 1,449.17
MIS						
4th Grade	\$ 1,450.22	\$ 1,450.22	\$ -	\$ -	\$ -	\$ -
5th Grade Fund	\$ 6,117.09	\$ 6,117.09	\$ -	\$ -	\$ -	\$ -
Book Fair	\$ 4,784.61	\$ 4,784.61	\$ -	\$ -	\$ -	\$ -
Pop/Water	\$ 328.15	\$ 321.40	\$ -	\$ -	\$ 6.75	\$ 6.75
School Store	\$ 1,335.42	\$ 1,030.69	\$ -	\$ -	\$ 304.73	\$ 304.73
Student Activity	\$ 2,241.33	\$ 2,453.95	\$ 212.62	\$ 212.62	\$ -	\$ -
Student Council	\$ 132.04	\$ 132.04	\$ -	\$ -	\$ -	\$ -
Total MIS	\$ 16,388.86	\$ 16,290.00	\$ 212.62	\$ 212.62	\$ 311.48	\$ 311.48
MJH						
Agenda Books	\$ 5,143.19	\$ 5,143.19	\$ -	\$ -	\$ -	\$ -
Athletic Activities	\$ (1,246.43)	\$ (1,246.43)	\$ -	\$ -	\$ -	\$ -
Book Covers/Library	\$ 3,700.21	\$ 3,700.21	\$ -	\$ -	\$ -	\$ -
General 8th/7th	\$ (4,062.95)	\$ (4,062.95)	\$ -	\$ -	\$ -	\$ -
Gym Suits	\$ 5,305.18	\$ 5,305.18	\$ -	\$ -	\$ -	\$ -
NJHS	\$ (534.86)	\$ (534.86)	\$ -	\$ -	\$ -	\$ -
Yearbook	\$ 4,582.76	\$ 4,582.76	\$ -	\$ -	\$ -	\$ -
Pop/Water	\$ (1,215.99)	\$ (1,336.08)	\$ -	\$ -	\$ 120.09	\$ 120.09
Athletic Gate and Referees	\$ 6,602.85	\$ 6,602.85	\$ -	\$ -	\$ -	\$ -
Student Council	\$ 1,299.99	\$ 1,299.99	\$ -	\$ -	\$ -	\$ -
Student Pictures	\$ 4,186.40	\$ 4,186.40	\$ -	\$ -	\$ -	\$ -
Total MJH	\$ 23,760.35	\$ 23,640.26	\$ -	\$ -	\$ 120.09	\$ 120.09
GRAND TOTAL Bldg Activity	\$101,398.63	\$69,688.91	\$ 995.88	\$995.88	\$1,880.74	\$1,880.74



MOKENA SCHOOL DISTRICT 159 **INFORMATION REPORT**

Date: September 5, 2012

To: Board of Education

From: Steve Stein, Superintendent

RE: Possible addendum to current student handbook

At the last 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. We are presenting these points to you this evening as a first reading. We are meeting again on September 13 to discuss any recommendations you as the Board of Education may have. If these additions are agreeable, the following items would be brought back to you for action at the September 19 Board of Education meeting.

One of the other points of discussion was whether or not to add an online bullying reporting form. The two examples we currently have are from Barrington School District and Lenox School District in Massachusetts. The discussion revolved around whether or not the form should be able to be submitted online or if the form should be available online, but turned in to the office.

- 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, should describe in writing 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 *Bullying Reporting Form* shall be completed. 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.

Lenox Bullying Prevention & Intervention Incident Reporting Form

Form A

Today's date: ____/____/____

Person(s) Reporting: _____ Telephone: ____-____-____

Cell Phone: ____-____-____ E-mail: _____

Place an **X** in the appropriate box:

☐ Student ☐ Student (witness/bystander) ☐ Parent/Guardian ☐ School Personnel ☐ Other

Name of target(s): _____ Grade: _____
(Please print)

Name of alleged Aggressor: _____ Grade: _____

Type of alleged incident: Bullying ☐ , Retaliation ☐

School: () Morris Elementary () Lenox Memorial () Other _____

Date the incident occurred. ____/____/____ ____/____/____ ____/____/____

Time of incident: *Mo./Day/Year* *Mo./Day/Year* *Mo./Day/Year*

Location (be specific): : _____

Briefly describe what happened:

Witnesses (list people who saw the incident or have information about it):

Name: _____ () Student () Staff () Other _____

Name: _____ () Student () Staff () Other _____

Name: _____ () Student () Staff () Other _____

SIGNATURE

____/____/____
DATE

Please submit this form to your building principal.
Under law, this form can be completed anonymously.

Barrington School District 220 Bullying/Harassment Report Form

Barrington School District maintains a firm policy prohibiting all forms of bullying. Everyone is to be treated with respect and dignity. Bullying by any student, teacher, administrator or other school personnel which creates an intimidating environment will not be tolerated under any circumstances.

- Only use this form to report issues relating to racism, bullying, cyber-bullying, harassment -

Your name: _____ (optional, but helpful)
Please understand, without providing your contact information it may be difficult to pursue this report.

I am a: ☐ Student ☐ Guardian/Family Member

My School: - _____ (required)

Describe what happened:
Include information on the bully, victim, any witnesses/bystanders; the more detail you provide the better.

Location: - _____ Other: _____

Date and Time this happened:

What sort of help would you like with this issue? (optional)

Have you told anyone else about this incident? Who? (optional)

Additional Information: (optional)

Bullying/Harassment Report Form

Send

This form is sent to the appropriate school personnel, who will research your report and respond as necessary.

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
<ul style="list-style-type: none"> *Annual schedule of regular meetings for the current school year that are posted at the beginning of each calendar or fiscal year *Public notice of each Board meeting that is posted at least 48 hours before the meeting and remains posted until the meeting is concluded *Agenda of each regular meeting that is posted at least 48 hours before a meeting and remains posted until the meeting is concluded 	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"> *Description of the District and its records including: <ul style="list-style-type: none"> 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 Brief description of the methods whereby the 	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. 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>

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
<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>website in which case it must post directions on the website for accessing that information.</p>
<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>
<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.</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



MOKENA SCHOOL DISTRICT 159 **INFORMATION REPORT**

Date: August 31, 2012

To: Steve Stein
Superintendent

From: Ken Stanley
John Scannell

Re: Disposal of Property

I am seeking permission to dispose of our 1996 Ford F250 truck. The transmission is worn out, it now leaks anti-freeze.

We purchased this vehicle from the Mokena Park District for \$1.00 for the express use of garbage hauling after daily lunch and nightly clean-up.

The park has a similar deal on a Ford Ranger for us for \$1.00. This is a running pick-up the park does not need.

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

MINUTES

Regular Meeting, August 16, 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 16th day August 2012.

I. CALL TO ORDER

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

II. ROLL CALL

Present: James Gast (District #210), Deborah Kedzior (District #122); Mary Kenny (District #161), Katherine Moore (District #159); Patrick Usher (District #157C)

Absent: Timothy Doyle (District #114)

Staff Present: Dr. Sally H. Bintz, Director
Craig Englert, Assistant Director for Finance and Operations
Cheryl Della Penna, Administrative Assistant
David Armbrrecht, Transportation Supervisor
DiAnne Bielinski, Principal, Pioneer Grove
Judy Boyens, Supervisor
Julie Egan, Supervisor
Mollie Frick, Supervisor
Sue Kaczmarczyk, Supervisor
Holly Kasper, Lincoln-Way Area Special Education Association
Robin Latman, Supervisor
Karen Ryan, Assistant Principal, Mackay Center
Sarah Rexroad, supervisor

III. APPROVAL OF MINUTES OF REGULAR MEETING OF JULY 19, 2012

A motion was made by Mary Kenny and seconded by Deborah Kedzior to approve the minutes of the Regular Meeting of July 19, 2012.

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

Motion carried: 5 Aye, 0 Nay

IV. RECESS MEETING AND CONVENE PUBLIC HEARING ON BUDGET

A motion was made by Patrick Usher and seconded by Mary Kenny to recess the meeting and convene a Public Hearing on the 2012-2013 budget.

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

Motion carried: 5 Aye, 0 Nay

The Public Hearing meeting was convened by President Moore at 7:02 p.m.

ROLL CALL

Present: James Gast (District #210), Deborah Kedzior (District #122); Mary Kenny (District #161), Katherine Moore (District #159); Patrick Usher (District #157C)

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

A motion was made by Deborah Kedzior and seconded by Patrick Usher to close the Public Hearing on the 2012-2013 budget.

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

Motion carried: 5 Aye, 0 Nay

The Public Hearing was closed at 7:05 p.m.

V. REGULAR MEETING RECONVENED

The regular meeting was reconvened by President Moore at 7:05 p.m.

ROLL CALL

Present: James Gast (District #210), Deborah Kedzior (District #122); Mary Kenny (District #161), Katherine Moore (District #159); Patrick Usher (District #157C)

VI. PUBLIC COMMENT

There were no comments.

VII. 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 August 14, 2012 Advisory Meeting.

C. Director's Report

1. *Parent Advisory Council*

Dr. Bintz stated that the Parent Advisory Council will conduct their first meeting of the school year in September.

2. *Opening of School*

Dr. Bintz indicated that Opening Day for the Cooperative took place on August 13, 2012 at Lincoln-Way East High School. She expressed her appreciation to District 210 for providing the site and their assistance for the event. The theme for this school year is *WE are 843*. Dr. Bintz will reach out to more staff and publicize what is going on in the Cooperative classrooms throughout the year.

3. *Special Education Directors' Conference*

Dr. Bintz reported on the Special Education Directors' Conference that took place in Springfield in July. She indicated several of the Cooperative Supervisors attended, as well as PPS directors from some of the districts.

4. *Program and Staff Update*

Dr. Bintz stated that there were several unexpected and late resignations this summer; however, the positions have been filled with quality staff. The renovation work at the Oakview site is on schedule with an expected completion date and transition of students from the Spencer Campus early in October. The Cooperative recently purchased slightly used furniture from the Mary Drew School to be used in the new SELF classrooms at Oakview.

5. *Transportation*

Mr. Englert indicated that the Cooperative has started the year with 536 students riding buses compared to 487 at the beginning of the last school year. The Cooperative is looking at a vehicle shortage. Mr. Englert stated that he has been in touch with another cooperative that have three year old vehicles with less than 20,000 miles on them that may be available for purchase. Mr.

Englert stated he will return to the September board meeting with the request to purchase mini-vans.

6. *Joint Site and Long Range Planning Committee*

Dr. Bintz stated that the Committee met two times this summer. A variety of topics were covered. It was recommended that when Pioneer Grove is full, the administration should relocate and not the students. In the meantime, Dr. Bintz has met with Mary Harrison at District 210 to discuss a joint Cooperative/District #210 report to the committee regarding the Mackay Center and its future needs.

7. *Director Succession*

Dr. Bintz asked the Governing Board if they would approve of the Advisory Committee taking the lead in putting together a time line and successor plan for the new director search to be effective July 1, 2015. The Governing Board was in agreement that the Advisory Committee should be informed the Governing Board has approved this procedure.

8. *IMRF Salary and Benefits Report*

Mr. Englert reported that a new law requires an employer participating in IMRF to post on its website the total compensation package for each employee that has a total compensation package that exceeds \$75,000 per year.

9. *FMLA*

Dr. Bintz reported leaves for the following employees have been designated as FMLA leave entitlement:

Employee 1062, teacher, beginning December 12, 2012

Employee 5839, social worker, beginning November 5, 2012

Employee 7542, social worker, beginning February 20, 2013

10. *Topic Regarding iPads*

Dr. Bintz stated that Board Member Kedzior asked to revisit the topic about the use of iPads by Governing Board Members. Mrs. Kedzior talked about the efficiency associated with the use of the devices by her district board. Discussion took place about possibly purchasing iPads and the cost associated with that purchase. Dr. Bintz indicated that she will purchase three iPads for a trial use.

11. *Board Setting Goals*

Mrs. Kedzior asked what the Governing Board's position was regarding existing goals. Currently the Cooperative does not follow a goal setting procedure. Mrs. Kenny indicated that the Cooperative has used the Director's goals as a guide for the Cooperative's goals. Discussion took place among the Governing Board members about the possibility of creating goals or a long range vision or plan for the Cooperative.

D. *Principals' Reports*

Mackay Education Center

Assistant Principal Karen Ryan reported that all of the Mackay Center students were in attendance on the first day of school. The School Improvement Committee recommended more therapeutic support changes while maintaining the educational environment at the Mackay Center. Four new students were staffed into the Center this week. There are 39 students attending at this time. This school year a guidance counselor has been added to the staff. There will be field trips to provide community services activities for students.

Pioneer Grove Educational Center

Mrs. Bielinski reported that Pioneer Grove welcomed the students back to school today. There will be a Home Depot Childrens' Workshop on August 24 where staff from the Home Depot will work on a project with the students. This is the second year that this event will take place. The parent back to school pizza night will take place on September 11, 2012.

VIII. 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 July, 2012 and investments through August 16, 2012 was presented.
- C. Approval of Personnel Items as Listed:
 - 1. Resignation
 - Certified Staff**
Diane Barnes-Maguire, speech pathologist, effective August 2, 2012.
Caillin Hannon, teacher, effective August 1, 2012.
Sara Lawson, school psychologist, effective August 13, 2012.
Anita Brown, Speech-language pathologist, effective August 14, 2012.
 - Non-Certified Staff**
Christopher Drake, bus driver, effective July 23, 2012.
Debbie Rapsky, paraprofessional, effective August 1, 2012.
 - 2. Employment
 - Christine Grzybowski*, speech pathologist, at a salary of \$48,311, effective August 13, 2012.
 - Lauralyn Randles*, orientation and mobility substitute, effective August 13, 2012, at a rate of \$55.00 per hour.
 - Marie Goulet-Raffety*, school social worker, effective August 13, 2014, at a salary of \$53,127.20.
 - Rachel Taggart*, AIM III teacher, at a salary of \$43,031, effective August 13, 2012.
 - Dennis Varel*, school psychologist, for 30 days at \$500.00 per day.
 - Non-Certified Staff**
Paraprofessionals (these employees are being recalled from their dismissal in April, 2012)
Stacy Taheny
Mary Sweeny
Melissa Maine
- D. Reading of Policy 270.13 - First Reading
Board of Education Section – School Board Meeting Procedure

IX. CLOSED SESSION

A motion was made by Patrick Usher and seconded by Mary Kenny to move to closed session at 8:06 p.m. for the purpose of discussing:

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

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

Motion carried: 5 Aye, 0 Nay

OPEN SESSION

A motion was made by Mary Kenny and seconded by Deborah Kedzior to return to open session at 8:15 p.m. On voice vote the motion carried.

X. ACTION ITEMS

- A. Approve FY 2012-13 Budget
A motion was made by James Gast and seconded by Mary Kenny to approve the 2012-2013 budget.
Voting Aye: Gast, Kedzior, Kenny, Moore, Usher
Motion carried: 5 Aye, 0 Nay
- B. Mackay Life Safety Survey

A motion was made by Patrick Usher and seconded by Mary Kenny to accept the Ten-Year Safety Survey Report for the Mackay Center as presented.

Voting Aye: Gast, Kedzior, Kenny, Moore, Usher
Motion carried: 5 Aye, 0 Nay

- C. Appoint Pioneer Grove Principal for School Year 2013-2014

A motion was made by James Gast and seconded by Mary Kenny to approve Sue Kaczmarczyk as the Principal of Pioneer Grove, effective July 1, 2013 at a salary yet to be determined.

Voting Aye: Gast, Kedzior, Kenny, Moore, Usher
Motion carried: 5 Aye, 0 Nay

XI. INFORMATION ITEMS AND ANNOUNCEMENTS

The next regular meeting of the Board of Special Education will be held at 7:00 p.m. on September 20, 2012 at the Pioneer Grove Educational Center in Frankfort.

XII. ADJOURNMENT

A motion was made by James Gast and seconded by Deborah Kedzior that the meeting be adjourned. All members voted Aye. Motion carried. President Moore declared the meeting adjourned at 8:32 p.m.

Respectfully submitted,
Cheryl A. Della Penna,
Administrative Assistant

President

Secretary



MOKENA SCHOOL DISTRICT 159 **INFORMATION REPORT**

Date: August 29, 2012

To: Board of Education

From: Steve Stein, Superintendent

Re: Annual Posting of Administrators Salary and Compensation

On August 13, 2009, Governor Quinn signed into law P.A. 96-0434 which requires school districts to annually prepare an itemized salary compensation report for every employee holding an administrative certificate and working in that capacity. The report must be:

- Presented and approved by the school board at a regularly scheduled school board meeting
- Sent to the Regional Office of Education
- Posted on the district website by October 1

Attached is the district's Salary Compensation Report for your review. The information for the Director of Business Operations will be added once the individual has been approved by the board. At the September 19, 2012 board meeting we will be asking for your approval of the Salary Compensation Report.

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	TBD	0	0			\$ -	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 **INFORMATION REPORT**

Date: August 31, 2012

To: Board of Education

From: Steve Stein, Superintendent

Re: New Requirement for the FY2012 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 Shared Services or Outsourcing Report for your review. At the September 19, 2012 board meeting, we will be asking for your approval of the Shared Services or Outsourcing Report.

	A	B	C	D	E
1	REPORT ON SHARED SERVICES OR OUTSOURCING				
2	School Code, Section 17-1.1 (Public Act 97-0357)				
3	Fiscal Year Ending June 30, 2012				
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: http://www.isbe.net/sfms/afr/afr.htm .				
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	Service or Function (Check all that apply)			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				
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 **INFORMATION REPORT**

Date: September 5, 2012
To: Board of Education
From: Steve Stein, Superintendent
RE: District Student Enrollment

The school year is off to a great start and it feels as if things are getting into the normal routine. It is obvious that all three building principals have done an excellent job putting procedures and routines into place which has been the chief reason for the smooth beginning. As is customary, I provide an annual enrollment update to the Board at the beginning of each year. Below is a summary of our enrollment by grade level.

	<u>Enrollment</u>	<u>Sections</u>	<u>Ave. Class Size</u>
ES/EC	73	3 a.m./3 p.m.	
Kindergarten	142	3 a.m./3 p.m.	
1 st Grade	152	6	25.3
2 nd Grade	154	6	25.6
3 rd Grade	184	7	26.3
4 th Grade	188	7	26.9
5 th Grade	181	7	25.9
6 th Grade	207		
7 th Grade	229		
8 th Grade	230		
Total	1740		

From the end of last year, May 2012 to the beginning of this school year, we have lost a total of 76 students. This is a 4.1% decrease in our enrollment.

In 2004 the school district contracted with Ehlers and Associates to conduct an enrollment study. The conclusion of the study was that district enrollment would stabilize by the 2013-2014

school year within a range of 2,275 to 2,375 students. Obviously state funding changes, the economic downturn, and the move away from full-day Kindergarten, among other factors, have combined to lower our current enrollment beyond the expectations of the study.

Historically, our Kindergarten through eighth grade total student enrollment is as follows:

<u>Year</u>	<u>Enrollment</u>
2000-2001	2215
2001-2002	2311
2002-2003	2337
2003-2004	2304
2004-2005	2322
2005-2006	2272
2006-2007	2199
2007-2008	2125
2008-2009	2081
2009-2010	2003*
2010-2011	1962
2011-2012	1816

*Note that the 2009-2010 school year was the last year the district offered full-day Kindergarten.



MOKENA SCHOOL DISTRICT 159 **INFORMATION**

Date: August 27, 2012

To: Board of Education
Steve Stein, Superintendent

From: Ron Kaczorowski

Re: Summary of Bus Enrollment

As of August 20, 2012, the District will run ten 10 bus routes at each school.
In addition, there are two (2) MJH band buses and four (4) kindergarten buses.

	Enrollment	2011-2012			Enrollment	2012-2013		
		Student Walkers	Bused Students	Bused Under 1.5 miles		Student Walkers	Bused Students	Bused Under 1.5 miles
MJH	691	279	412	17	660	189	451	24
MIS	404	120	276	21	370	79	285	18
MES	731	182	467	36	715	114	574	23

As of August 27, 2012, the District has collected \$181,975 for transportation fees in cash, checks or charges. An additional \$33,075 will be collected through automatic debits beginning September 4, 2012 through May1, 2013.

**RESOLUTION AUTHORIZING HONORABLE DISMISSAL AND REASSIGNMENT
OF AN EDUCATIONAL SUPPORT PERSONNEL EMPLOYEE**

WHEREAS, the individual hereinafter set forth is an educational support personnel employee employed by the Board of Education of Mokena School District No. 159, Will County, Illinois; and

WHEREAS, pursuant to Section 10-23.5 of the *Illinois School Code* (105 ILCS 5/10-23.5) this Board of Education is empowered to dismiss or remove educational support personnel employees as a result of a decision of the Board of Education to decrease the number of educational support personnel employees employed by the Board or to discontinue some particular type of educational support service; and

WHEREAS, pursuant to Section 10-23.5 of the *Illinois School Code* (105 ILCS 5/10-23.5) this Board of Education has received recommendations from the administration advising that it is necessary for this Board to decrease the number of educational support personnel employees employed by the Board or to discontinue some particular type of educational support service; and

WHEREAS, this Board of Education has determined that the educational support personnel employee hereinafter set forth shall be honorably dismissed as a full-time employee effective at the end of the workday on October 5, 2012, as a result of the decision of this Board of Education to decrease the number of educational support personnel employees employed by the Board; and

WHEREAS, effective October 8, 2012, the employee named herein shall be reassigned to a part-time support service position as directed by the Superintendent;

WHEREAS, pursuant to Section 10-23.5 of the *Illinois School Code* (105 ILCS 5/10-23.5) the Board is required to give this educational support personnel employee written notice of honorable dismissal, stating the specific reasons therefor, not less than thirty (30) days prior to the employee's dismissal date.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of Mokena School District No. 159, Will County, Illinois, as follows:

Section 1. That the above recitals are hereby incorporated and adopted and made part of this Resolution.

Section 2. That the following educational support personnel employee within the designated category of position is hereby honorably dismissed from full-time employment by reason of the decision of this Board of Education to decrease the number of educational support personnel employees employed by the Board:

NAME

Ron Kaczorowski

CATEGORY OF POSITION

Director of Transportation

Section 3. That the President and Secretary of the Board of Education are hereby authorized and directed to give this educational support personnel employee written notice of this Board's decision to honorably him from full-time employment effective at the end of the workday on October 5, 2012, and reassign him to part-time employment. The notice shall be sent by certified mail, return receipt, and regular U.S. mail, at least thirty (30) days prior to the employee's dismissal date and further, the notice and statement of honorable dismissal shall be substantially in the form of Exhibit 1 attached hereto.

Section 4. That the Superintendent, or designee, shall also either personally deliver and/or send by certified mail, return receipt requested, at least thirty (30) days prior to the employee's dismissal date, a copy of the notice to the employee honorably dismissed pursuant to this Resolution.

Section 5. That this Resolution shall be in full force and effect immediately upon its adoption.

Member _____ moved adoption of the foregoing Resolution and Member

_____ seconded it. Upon roll call vote, the members voted as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Adopted this 5th day of September, 2012

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

President, Board of Education

ATTEST:

Secretary, Board of Education

NOTICE OF STATEMENT OF HONORABLE DISMISSAL

September 6, 2012

**VIA REGULAR U.S. MAIL, CERTIFIED MAIL,
RETURN RECEIPT REQUESTED, and HAND DELIVERY**

Dear Mr. Kaczorowski:

YOU ARE HEREBY NOTIFIED that due to a decision of the Board of Education of Mokena School District No. 159, Will County, Illinois to decrease the number of educational support personnel employees employed by the Board, you will be dismissed from full-time employment at the end of the workday on October 5, 2012. This is an honorable dismissal. Effective October 8, 2012, you will be reassigned to part-time support staff work, which will be communicated to you by the Superintendent.

This notice of dismissal is being sent to you pursuant to a Resolution of the Board of Education of Mokena School District No. 159, Will County, Illinois, duly adopted at a meeting held on September 5, 2012.

Very truly yours,

Board of Education
Mokena School District No. 159
Will County, Illinois

By: _____
President, Board of Education

ATTEST:

Secretary, Board of Education

EXHIBIT 1

ACTION REQUESTS

Action Request

Mokena School District 159

REGULAR MEETING

Personnel Recommendations – September 5, 2012

NAME	POSITION	BUILDING	EFFECTIVE DATE	EMPLOYMENT DETAIL
1. Administrative - New Hire				
John Troy	Director of Business Operations	District	9/6/2012- 6/30/2013	\$68,000 annual salary, prorated
2. Classified – New Hire				
Verne Umgelder	Part-time custodian	MJH	8/20/2012	228 days/yr 4 hrs/day \$10.15/hr
Bob Mrozek	Part-time custodian	MJH	8/20/2012	228 days/yr 4 hrs/day \$10.15/hr
3. Classified- Leave of Absence				
Rachel Aguirre	Bus Driver	District	8/20/2012	
4. Transportation- Honorable Dismissal of Full-Time Classified Staff				
Ron Kaczorowski	Director of Transportation	District	10/5/2012	

Recommended Motion:

"Move to approve personnel recommendations 1 through 4 as presented, subject to successful background check, drug screening (if applicable) and physical."

JOHN G. TROY

21349 Prestancia Drive, Mokena, IL 60448

Home: 815-469-6144

email: john.troy@comcast.net

Cell: 708-805-3614

July 23, 2012

Mokena Elementary School District 159
Mr. Steve Stein, Superintendent
District Office
11244 Willowcrest Ln.
Mokena, IL 60448

RE: Business Manager Position

Dear Superintendent Stein,

I am applying for the business manager position available at Mokena Elementary School District. I believe I have the necessary qualifications and experience and would like to be considered for the position.

I have a wide breadth of school district experience having served on the school district's school board for over 3 years. I am currently pursuing my type 75 Chief School Business Official certificate through Northern Illinois University which I will receive in the spring of 2013. In addition, I possess the necessary business, financial, and legal skills that are required for the chief school business official position.

In April 2009 I was elected as a School Board Member to the Mokena Elementary School District 159 School Board. In May 2011, and again in May 2012, I was elected President of the Board by my fellow School Board members. As a former school board member I am particularly aware of the financial issues confronting schools today and the impact it has on our children. I have worked with the Board and the community on a three year balanced budget plan. I was on the Board's negotiating team which successfully negotiated a new teachers' union contract. I introduced the concept of Education Program Review Technique (EPRT) to the Board during goal/priority setting work sessions. I enjoyed working with the administration and our community on our common goal of providing our children with the very best education possible.

I am an attorney and have founded, operated, and served as Chief Executive and General Counsel for two successful businesses, NEO-Concepts, Inc. and Ashford Glen Realty. Neo-Concepts was started in 2000 and in 5 years, prior to it's sale, built a portfolio of over 450 owned and operated automated teller machines (ATMs) in retail establishments across 13 states. NEO-Concepts managed and processed over \$20 million dollars in monthly ATM cash transactions. Ashford Glen Realty was started in 2005 and is a successful residential property management and condominium conversion company.

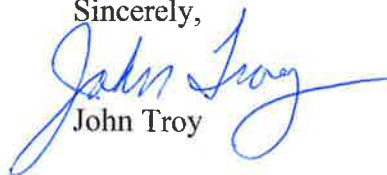
My ambition, drive for success, attention to detail, and customer satisfaction are my personal attributes that contributed to the success of these companies.

I enjoy working in school law helping parents achieve the appropriate education for their special needs children. Recently, I had the great pleasure of helping a couple through a difficult and lengthy legal process involving the education of their special needs daughter. The school district denied the parents' disabled child a free and appropriate education (FAPE) as required by law. FAPE falls under the Individuals with Disabilities Education Act (IDEA). I handled this matter pro bono from mediation with the school, through an appeal to the District court, and finally to an appeal to the Seventh Circuit Court of Appeals where I successfully achieved an equitable settlement between the parents and district.

Early in my career, I worked as an engineering group leader for Underwriters Laboratories, Inc. (UL). UL is a not for profit company whose mission is testing for public safety. I managed a group of 20 plus engineers and technicians. I was responsible for a \$2 million dollar budget. My specific area of technical expertise was information technology equipment, fire protection equipment, burglary protection equipment, telephone equipment, and automated teller machines. I was a technical instructor in UL's Safety College. I presented technical seminars throughout the United States, Europe, and Asia. My experience at UL provided me with a wide breadth of technology, business, financial, and management experience.

Thank you for your time and consideration. I would like to have the opportunity to meet with you and discuss the position available and personally elaborate on my qualifications.

Sincerely,



John Troy

JOHN G. TROY

21349 Prestancia Drive, Mokena, IL 60448

Home: 815-469-6144

email: john.troy@comcast.net

Cell: 708-805-3614

EXPERIENCE

NORTHERN ILLINOS UNIVERSITY, DEKALB, IL

2012

- Enrolled in Expedited Chief School Business Official Type 75 Certificate Program

ILLINOIS CERIFICATION TESTING SYSTEM

2012

- Passed Chief School Business Official Exam
- Passed Basic Skills Exam

MOKENA ELEMENTARY SCHOOL DISTRICT BOARD OF EDUCATION MOKENA, IL

**APRIL 2009 -
JULY 2012**

- Elected to a four year term in April 2009.
- Elected President by peers in May 2011, re-elected President in April 2012

ASHFORD GLEN REALTY, LLC. TINLEY PARK, IL

2005 -PRESENT

Co-Founder, Chief Executive, and General Counsel

Ashford Glen Realty is a real estate management company providing investment, management, and operations services for residential apartment and condominium buildings.

- Conduct due diligence review on potential new purchases and perform transactional closing on purchased properties and converted condominium sales.
- Manage condominium conversion processes, including drafting bylaws, overseeing production of engineering reports, and ensuring compliance with all state and local regulations.
- Perform all general contractor duties for condominium conversion construction process including working with architect, trades (carpenters, plumbers, electricians, and fire protection sprinkler fitters, and village inspectors.)
- Litigate all eviction and rent recovery actions.
- Manage all tenant applications including drafting leases, overseeing credit review processes, and drafting eviction notices, all to ensure legal compliance with landlord-tenant and discrimination laws.
- Organize corporate structure, conduct shareholder meetings, and interface with state and local governments.
- Draft, file, and prosecute all property tax appeals.

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- Negotiate all contracts with all outside vendors, including trades, landscaping, garbage, and snow removal.
- Drafted and negotiated easement agreements with Village of Tinley Park.

NEO-CONCEPTS, INC. TINLEY PARK, IL

2000 - 2005

NEO-Concepts was a financial services company which provided placement, management, and operation services of automated teller machines (ATMs) to retail business partners. Prior to the sale of the company in 2005 NEO-Concepts owned and operated over 410 ATM machines across 13 states.

Co-Founder, Chief Executive, and General Counsel

- Negotiated and drafted all contracts with vendors, merchants, sub-contractors, and service providers, including ATM purchases, armored car carriers, ATM field service providers, and cash suppliers.
- Litigated all breach of contract claims and negotiated all settlement agreements.
- Managed all regulatory compliance issues.
- Budgeted, and directed the cash management operations for the company, processing over \$20 million dollars in monthly ATM transactions.
- Managed and directed the day-to-day operations of the company.
- Managed banking relationships to ensure adequate cash flow.
- Developed workforce plans and programs that align with the company's overall strategic objectives.
- Assessed the workforce's current capabilities. Periodically examined future labor trends and expected vacancies in work force and subcontractors.
- Worked with other business leaders to develop business strategies that make sense in light of economic trends.
- Formulated annual plans, budgets, reports, and long term projections.
- Monitored and analyzed the utilization of all company resources. Ensured proper use of resources and worked to ensure proper accounting and reporting of all resources.
- Successfully negotiated the sale of the company's portfolio in 2005 to Cardtronics, Inc. Organized and performed all due diligence necessary for sale. Selected and managed outside counsel while directing, assisting and participating in negotiations, due diligence, closing and transition of assets.

UNDERWRITERS LABORATORIES (UL) NORTHBROOK, IL

1985 - 1999

UL is an independent product safety certification organization. UL develops standards and test procedures for products, materials, components, assemblies, tools and equipment, chiefly dealing with product safety.

Engineering Group Leader

- Prepared and managed a budget of over two million dollars and a team of 20 plus engineers and

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technicians performing product safety testing and certification in multiple technical areas including burglary and fire protection equipment, automated teller machines, telephone equipment, and information technology equipment.

- Organized and conducted biweekly budget billing review.
- Negotiated and managed a special services contract with Sandia National Laboratories for the performance testing of passive infrared detectors for use in protecting nuclear sites.
- Conducted private corporate seminars on testing and compliance to the UL Standard for Information Technology and Business Equipment (UL 1950). Presented seminars throughout the United States, Europe, and Asia.
- Liaison engineer to Toshiba Corporation. Over 25 visits to Toshiba factories in Japan to conduct on-site testing and certification of Toshiba's telecommunication and computer products.
- Consistently received an exceptional ranking on all performance reviews. Top ranked Engineering Group Leader at the UL Northbrook Office.

LAW OFFICE OF JOHN TROY
MOKENA, IL

1997 - PRESENT

Owner and Principal Attorney

Law Office of John Troy is a general practice law firm assisting clients in the following areas:

- Corporate Law - Served as General Counsel for Ashford Glen Realty, LLC. and. NEO-Concepts, Inc.
 - Provided legal counsel on issues arising from actual or anticipated lawsuits. Anticipated and guarded against risks facing the company.
 - Developed and recommended operating policy and procedural improvements to ensure that the company is in compliance with federal, state, and local regulatory requirements
 - Conducted and coordinated research into a variety of legal issues.
 - Represented the company and its officials in various legal proceedings. Prepared legal pleadings, motions, discoveries, stipulations, etc.
 - Wrote and administered complex vendor, client, and employment contracts.
 - Researched, reviewed, and analyzed laws and regulations that may impact the company's policies and/or business interests.
- School Law - Assist parents of children with disabilities at school district individual education plan (IEP) meetings, administrative due process hearings, and appeal litigation against school districts for violations of free and appropriate public education (FAPE).
 - In 2010 successfully completed a two year pro bono representation of a client in a FAPE matter. Advocated for the parents and the disabled child in mediation with the school, administrative due process hearing, appeal before the Federal District Court, and finally to an appeal to U.S. Court of Appeals for the 7th Circuit during which time I successfully achieved an equitable settlement between the district and the parents.

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Cell: 708-805-3614

- Employment Law - Assist clients in negotiating and drafting of employment, severance, and non-compete agreements. Prosecute claims of employment discrimination through the Equal Employment opportunity Commission (EEOC) and the Illinois Department of Human Rights (IDHR).
- Evictions/Landlord-Tenant - Representing both landlords and tenants, but focusing mainly on the rights of landlords. Address all breach of lease/tenancy issues with tenant(s), including nonpayment of rent or other lease violations, and ordinance violations, including violations of the Chicago Residential Landlord and Tenant Ordinance (CRLTO). Prosecute and manage all matters related to eviction proceedings.
- Real Estate Transactions - Represent buyers and sellers at all stages of residential and commercial real estate transactions, from the negotiation of terms through closing. Advocate to protect any unsatisfied contingencies for buyers, and work closely with sellers to ensure compliance with the provisions of the agreement and pass clear title to the buyer. Ensured performance of all appropriate due diligence, including financial and environmental. Draft and/or review contract, deed, riders, inspection reports, and all mortgage and closing documents.
- Estate Planning and Probate Administration - Assist individuals who want an effective plan for the distribution of property upon death. Prepare all the documents required including wills, trusts (revocable and irrevocable), powers of attorney, living wills, and advanced health care directives. Represent and advise executors and trustees on contested issues.
- Family Law - Protecting the rights of both the petitioner and the respondent in Illinois divorce proceedings.
- Personal Bankruptcy - Evaluate clients' debt and advice and assist clients in Chapter 7 and 13 bankruptcy proceedings as appropriate.

EDUCATION

UNIVERSITY OF ILLINOIS, URBANA-CHAMPAIGN, IL **1985**

- Bachelor of Science, Electrical Engineering

DEPAUL UNIVERSITY, CHICAGO, IL **1993**

- Master of Business Administration

JOHN MARSHALL LAW SCHOOL, CHICAGO, IL **1997**

- Juris Doctor
 - Law Review

JOHN G. TROY

21349 Prestancia Drive, Mokena, IL 60448

Home: 815-469-6144

email: john.troy@comcast.net

Cell: 708-805-3614

CERTIFICATIONS & BAR ADMISSIONS

- Type 75 Certificate with Chief School Business Official Endorsement **Pending**
- Illinois Licensed Real Estate Broker **2006**
- Admitted to the Illinois Attorney Bar **1997**
- Admitted to practice before the United States Seventh Circuit Court of Appeals **2009**

REFERENCES

Denise Falbo
Former Mokena School Board Member
9921 Sussex Court
Mokena, IL 60448
(630) 887-8484

Elizabeth Karr & John Kennelly
Clients
2511 Sun Valley Road
Lisle, IL 60532
(630) 548-1683

Anthony J. Brouzas
Former Mokena School Board Member
Childress Duffy Ltd
500 N. Dearborn
Suite 1200
Chicago, IL 60654
(312) 494-0200

Maria Mueller / Arthur Jordan
Underwriters Laboratories, Inc
333 Pfingsten Road
Northbrook, IL 60062
(847) 272-8800

***DENISE J. FALBO
9921 SUSSEX COURT
MOKENA, IL 60448***

January 15, 2012

To Whom It May Concern:

I was asked by John Troy to provide to you a letter of recommendation on his behalf. I have known John since September of 2009. During this time, John and I served together as members of the Mokena Public Schools District 159 Board of Education. I left the Board in May, 2011 when my term ended, and shortly after, John was appointed Board President.

It is not often that we meet somebody with the ethics, character, intelligence and wisdom that John possesses. During our time together on the Board, John and I were challenged with extremely difficult decisions, as our school district sought an increase in its tax rate through multiple referenda. John is one of only a handful of board members I have served with, during my 5-1/2 years of service on school boards, that was extremely diligent, asked tough questions, and delved into issues with concern and detail. I could always rely on John to discuss honestly with me items of mutual concern and give me his perspective on any matter, even when we may not have agreed. John cares deeply about how his decisions impact the community, and honestly but respectfully voices his thoughts and opinions on issues.

In his capacity as a board member, John emerged as a leader. John thoroughly researches all issues prior to making decisions and takes the time to meet with district staff, when appropriate, such as when he has ideas to share or requires more information. As a result of his work, the Board, on several occasions, looked at issues from a different perspective, thus causing us to make a more calculated decision and consider the long-term impact of our decisions rather than just an immediate fix. First and foremost to John is that his decisions are what is best for the district's constituents and its students.

John served as a member of the Board's Policy Committee for the past 2-1/2 years and, together with his fellow committee members, virtually revamped and updated the

district's Board Policy to make sure it complied with current school law. His legal expertise was invaluable to this task.

John's understanding of school district finances is extensive and is one of his great strengths. I have dealt with several business managers during my time on two school boards and know that John's knowledge of school budgetary and personnel issues, referenda, legal contracts, teacher contract negotiations, the Open Meetings Act, the Model Ethics Act, and board policy would lend themselves well to his assuming such a position. I believe John's law degree and his experience with various business opportunities all greatly contribute to his qualifications and his breadth of knowledge.

In addition to John's strong character and financial competence, John interacts well with people, remains objective and always approaches his peers and others with respect. In my opinion, John Troy is more than qualified for a position as a business manager in your school district. In these times of financial challenges and inadequate state funding, John's diligence, expertise, and hard work would be great assets to any school district. I am honored to call John a friend. If you have questions or would like to discuss this further, please call me at (630) 887-8484 between the hours of 8:00 and 5:00 Monday through Friday. Thank you.

Sincerely,

Denise J. Falbo

Former Member of Mokena School District 159 Board of Education

Former Board Vice President

Former Governing Board Member for Lincoln-Way Special Education

Cooperative District 843

Former Member of Mokena Board of Education Finance Committee

ELIZABETH KARR & JOHN KENNELLY

January 12, 2012

To whom it may concern:

It is with great pleasure that I write this letter of recommendation for John Troy.

John Troy served as our legal representative in a Special Education case over the last 2 years to ensure our daughter received the appropriate educational setting as imposed by law. During this time John represented us Pro Bono.

I was initially impressed with John Troy's passion and perseverance in addition to his communication skills and professional demeanor. He consistently performs with the highest standards of quality and ethics and I heartily endorse him for the Business Manager position.

John is reliable, dedicated and eternally upbeat. He was able to calm our frustrations throughout the lengthy process. His confidence and endurance helped to bring about a successful resolution to our daughter's education needs. This was after a top flight Chicago-area special education law firm failed and told us to lower our expectations. Our daughter is well and thriving today in large part to John's efforts.

John is a hardworking, top-performing professional. He has my highest recommendation and I am happy to furnish more details if you would like additional information

Sincerely,

John Kennelly



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

Date: August 21, 2012
To: Steve Stein
Board of Education
From: Ken Stanley
RE: Employment of Part-time Custodians

It is our pleasure that we recommend to you for employment Verne Umgelder and Bob Mrozek as part time custodians to replace a full time custodian that resigned in August. To reduce expenditures in the department, we will hire vacancies with part-time positions if appropriate. Effective August 20, Verne and Bob will work four hour, five day shift at MJH.

It is our recommendation, that the School Board approve the employment of Verne and Bob at a salary of \$10.15/hour, for the 2012-2013 school year.