

**AGENDA
MOKENA SCHOOL DISTRICT 159
BOARD OF EDUCATION
COMMITTEE OF THE WHOLE**

**Mokena Elementary School
August 1, 2012
7:00 PM**

- I. ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. COMMUNICATIONS**
 - Public
 - MTA/PTA/MEF
 - Board of Education
- IV. SUPERINTENDENT REPORT**
- V. INFORMATION REPORTS**
 - A. Finance
 - 1. Preliminary Budget Review 3 & pocket
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 - B. Curriculum
 - C. Parent Advisory/Discipline
 - D. Policy
 - E. Buildings & Grounds/Transportation
 - F. Technology
 - G. Lincoln-Way Special Education Minutes..... 5
 - H. Interviews Dates Board Vacancydiscussion
- VI. CLOSED SESSION** For Purposes of Personnel, Leasing and Student Discipline; to return. Pursuant of 5 ILCS 120/2 (c)(1)(5)(9).
- VII. ACTION REQUESTS**
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 - 1. Certified - New Hire
 - 2. Classified - Resignation
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INFORMATION REPORTS



MOKENA SCHOOL DISTRICT 159 **INFORMATION REPORT**

Date: July 26, 2012

To: Board of Education

From: Steve Stein, Superintendent

RE: Preliminary Budget Review

Included with this packet are documents relating to the FY13 school district budget. You are receiving a very tentative budget for Revenues and Expenditures. You received the tentative expenditure portion of the budget at the meeting of the Board of Education on Wednesday, July 18, 2012.

There has only been a minor change on the expenditure side. That change came with budgeting \$157,650 for commercial liability in the Ed fund and \$100,000 for the same thing in Tort. We believe the \$157,650 amount to be accurate for this payment, however, it was decided to move this payment to Tort in order to bring down that fund balance. We left \$15,000 in the Ed fund for treasure's bond and workers comp payroll audit.

Since that time we have been working to develop the revenue portion of the budget. That is a challenge every year, but a special challenge in the uncertain climate of Illinois politics.

You will notice that the format of the enclosed documents is different from the Excel worksheet format that was used to share the tentative expenditures. The tentative expenditure and revenue budget numbers have been brought in to the Budget Planner part of the district's STI fund accounting program. This is the next step in the progress of moving toward the adoption of the final budget by the end of the 1st quarter of the fiscal year (September 30). This is an STI fund accounting document, but will also be downloaded into Excel for further analysis and discussions.



MOKENA SCHOOL DISTRICT 159 **INFORMATION REPORT**

Date: July 26, 2012

To: Board of Education

From: Steve Stein, Superintendent

RE: Level of Reserves

With having put the brakes on many areas of spending in the last few years such as, preventative maintenance, major technology updates, and purchases of textbooks, to name a few areas, it seems prudent to make certain that we have the ability to plan to reinstate some of these things.

Based on the FY12 budget and fund balances, our low point for our overall fund balance was the month of April at \$7,723,452.83. This figure represents 43.7% of our FY12 budget.

In light of the budget difficulties at the state level, it would seem wise to maintain an overall fund balance of at least 45% of our annual budget. With the possibility of the state shifting pension payments and reducing transportation reimbursement to local districts, it seems important that we keep this 45% fund balance floor.

This discussion is an important philosophical one for the Board, especially in light of the strategic prioritization meetings the Board held. It would be my suggestion that we continue to finalize this discussion once the next business manager has been determined by the Board.

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

MINUTES

Regular Meeting, July 19, 2012

Minutes of the regular meeting of the Board of Special Education, Will County, Illinois, held at Lincoln-Way Transition House, 310 Colorado Street, Frankfort, IL 60423, at 7:00 p.m. on the 19th day July 2012.

I. CALL TO ORDER

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

II. ROLL CALL

Present: Timothy Doyle (District #114), James Gast (District #210), Deborah Kedzior (District #122), Mary Kenny (District #161), Katherine Moore (District #159) arrived at 7:19 p.m., Patrick Usher (District #157C)

Staff Present: Dr. Sally H. Bintz,
Craig Englert,
Cheryl Della Penna

III. APPROVAL OF MINUTES OF THE REGULAR MEETING OF JUNE 21, 2012

A motion was made by Mary Kenny and seconded by Deborah Kedzior to approve the minutes of the Regular Meeting of June 21, 2012.

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

Motion carried: 5 Aye, 0 Nay

IV. PUBLIC COMMENT

V. REPORTS

A. Treasurer's Report – Financial and Payables

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

B. Director's Report

1. *New Website*

Dr. Bintz informed the Governing Board that the Cooperative has activated a new website. She displayed the site for the Governing Board to see and reviewed some of the new features. The website continues to be a way to provide up-to-date communication for parents and staff.

2. *Roof Repair at Pioneer Grove Educational Center and Mackay Center Work*

Mr. Englert provided the Governing Board with an update on the roof repair at Pioneer Grove Educational Center. He spoke about the work procedure and that the Cooperative's architect is present during the inspection of the roof during each segment of the repair. The project is on track and should be completed in time for the opening of school.

Mr. Englert also indicated that the replacement of the fascia around the upper perimeter at the Mackay Center work is 95% completed.

Mrs. Moore entered the meeting at this time.

3. *Joint Site and Long Range Planning Committee*

Dr. Bintz indicated that the members of the Joint Site and Long Range Planning Committee (Timothy Doyle-#114, Michael Sass-#122, Patrick Usher-#157C, Steve Stein-#159, Barbara Rains-

#161, and Jim Gast-#210) were present at the initial meeting on July 17, 2012. Discussion took place about facts and figures and what the Cooperative currently has and what they may need in the future. The topic came up about what the cost would be to relocate the administrative offices to Mary Drew School, Cherry Hill if space would be available, or to Mackay Center and the domino effect if that took place. The growth of elementary classrooms will affect the high school in the future. Dr. Bintz and Dr. Sass will meet with Dr. Wyllie next week to make him aware of the conversations that took place at the meeting that pertain to the high school. Another topic discussed was the succession plan for replacement of the Director at the end of the 2014-15 school year. The next meeting is scheduled for July 31, 2012.

4. *2011-2012 Budget*

Dr. Bintz stated she and Mr. Englert attended Board meetings at Manhattan, Mokena, Frankfort, and Summit Hill to answer any budget questions from the Boards. The Cooperative will conduct its budget hearing at the August 16, 2012 Governing Board Meeting.

5. *Interim Financial Report*

Mr. Englert reviewed the Interim Financial Report with the Governing Board

6. *Student Activity Report*

The Student Activity Report was presented to the Governing Board.

7. *Opening Day of School*

Dr. Bintz informed the Governing Board that the opening day of school for the Cooperative is August 13, 2012 to be held at Lincoln-Way East High School. The theme this year is "We Are 843." Dr. Bintz invited the Governing Board to attend the opening day institute if they are available.

8. *School Board Meeting Procedure*

Dr. Bintz indicated that during her Open Meeting Acts annual training, she became aware of information regarding Public Body rules and a quorum at meetings. Discussion took place regarding whether the Cooperative should have a policy regarding permitting electronic attendance at Board Meetings. The Members would like to proceed with having a policy in place concerning this option.

9. *FMLA Requests*

Dr. Bintz stated no FMLA requests were received.

VI. **APPROVAL OF THE CONSENT AGENDA**

Acting on the recommendation of the Director, James Gast moved, seconded by Patrick Usher, 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 June, 2012 and investments through July 19, 2012 was presented.

C. **Approval of Personnel Items as Listed:**

1. **Employment**

2012-2013 School Year

Certified Staff

Gabrielle Baehl, Social Worker, effective August 13, 2012, at a salary not to exceed 50,681.03

Audrey Fields, Occupational Therapist, effective August 13, 2012, at a salary of \$50,440.25

Lauren Kracik, teacher, effective August 13, 2012, at a salary of \$43,031.00

Jennifer Olech, DHH teacher, effective August 13, 2012, at a salary of \$58,269 and a stipend of \$10,000 for technical consultation.

Lisa Wheeler, permanent substitute teacher, up to 75 days for the 2012-13 school year at a salary of \$27,140.06.

Non-Certified Staff

Paraprofessionals (these employees are being recalled from their dismissal in April, 2012)

Rebecca Novota

Jean O'Reilly

Kyle Zilis

2. Resignation

Non-Certified Staff

Callie Giels, effective August 1, 2012

Anna Ludvigsen, effective July 13, 2012

Kimberly Weber, effective August 12, 2012

3. Retirement

Non-Certified Staff

Barb Lakomy, effective August 12, 2012, after 12 years of service

D. FOIA Requests

Dr. Bintz stated no FOIA requests were received.

CONSENT VOTE:

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

Motion carried: *6 Aye, 0 Nay*

VIII ACTION ITEMS

A. Governing Board Meeting Dates for 2012-2013

A motion was made by Mary Kenny and seconded by James Gast to approve the meeting dates for the 2012-2013 school year as presented.

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

Motion carried: *6 Aye, 0 Nay*

B. Purchase of Furniture

A motion was made by Timothy Doyle and seconded by Patrick Usher that the Governing Board authorize Dr. Bintz and Mr. Englert to use their discretion to expend up to \$20,000 for furniture to be purchased from District 161 for the Oakview SELF program classrooms.

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

Motion carried: *6 Aye, 0 Nay*

IX. INFORMATION ITEMS AND ANNOUNCEMENTS

The next regular meeting of the Board of Special Education will be held at 7:00 p.m. on August 16th, 2012

X ADJOURNMENT

A motion was made by Patrick Usher and seconded by Deborah Kedzior that the meeting be adjourned. All members voted Aye. Motion carried. President Moore declared the meeting adjourned at 7:55 p.m.

Respectfully submitted,
Cheryl A. Della Penna,
Administrative Assistant

President _____

Secretary _____

ACTION REQUESTS

Action Request
Mokena School District 159
REGULAR MEETING
Personnel Recommendations – AUGUST 1, 2012

NAME	POSITION	BUILDING	EFFECTIVE DATE	EMPLOYMENT DETAIL
1. Certified – New Hire				
Antony Soyak	Teacher	MES/MJH	2012-2013 school year	Lane 4, Step A \$39, 274
Karen Bussean	Teacher	MES/MJH	2012-2013 school year	Lane 1, Step A \$21, 253.80- (.60FTE)
2. Classified - Resignation				
Sandy McSherry	Administrative Secretary	MES	7/18/2012	
Maria Barto	Bus Driver	District	7/19/2012	
3. Classified- Reassignment				
Lin Silvestri	Administrative Secretary	MES	2012-2013 school year	\$14.45/hr, 7.5hrs/day 12 Months
4. Transportation				

Recommended Motion:

"Move to approve personnel recommendations 1 through 3 (4) as presented, subject to successful background check, drug screening (if applicable) and physical."



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

Date: July 23, 2012

To: Mr. Steve Stein
Board of Education

From: Anna Kirchner
Judy Splayt

RE: Employment of Anthony Soyak – MES Music/PE/5th Grade Band/MJH
Concert Band

It is our pleasure that we recommend to you for employment Mr. Anthony Soyak. Anthony will take the full time position of music/physical education at MES, 5th grade cadet band, and concert band at MJH.

Anthony was the clear candidate after the interview process. His knowledge in the area of music was commendable. Anthony's recommendations based on student interaction, general music skills, and professionalism was excellent. He will be a role model for the students of District 159.

It is our recommendation, that the School Board approve the employment of Anthony Soyak at Lane 4 – Step A at a salary of \$39,274 beginning August 16, 2012, for the 2012-2013 school year, per the current Professional Negotiations Agreement.

ANTHONY J. SOYAK

8001 SAYRE AVE | BURBANK, IL 60459 | 708-373-3457 | AJSOYAK@GMAIL.COM

June 10, 2012

Michael Rolinitis, Principal
Mokena Junior High
19815 Kirkstone Way
Mokena, IL 60448

Dear Mr. Rolinitis,

Please accept this letter in application for the position of Junior High Music Teacher in Mokena School District 159. I am a recent graduate of Roosevelt University, where I earned a bachelor's degree in music education and a master's degree in music performance. Because of my teaching experiences at Mokena Junior High School and Lincoln-Way East High School, I am very familiar with the Mokena and Frankfort schools and community. Mr. Christopher Mroczek, my cooperating teacher at Lincoln-Way East High School, encouraged my interest in your district and believed that it would be a wonderful place for me to teach and learn.

I believe that my professional preparation and experiences are highly compatible with the position of Music Teacher at Mokena Junior High School. During my student teaching at Lincoln-Way East High School, I rehearsed all levels of concert bands, jazz band, marching band, taught beginning and advanced percussion methods, piano I, and coached instrumental sectionals. After student teaching, I continued to be a member of the percussion staff and helped The Marching Griffins reach semi-finals at the Bands of America Grand Nationals Competition. At Liberty Junior High School, I taught the 7th and 8th grade bands, jazz band, and all instrumental lessons. In addition, I organized and administered all travel for both community and festival performances. Further, I prepared and performed with all ensembles at the District 66 Winter Invitational and the Liberty Junior High Winter Band Concert.

As an educator, I believe the purpose of education is to provide experiences and opportunities that maximize the academic and social growth of all students. I believe music education provides students with both musical and educational experiences. As a result, students will have the opportunity to learn a musical instrument, contribute to a musical ensemble, develop musical literacy, increase musical knowledge, and develop lifelong musicianship and character.

The qualities of creativity, passion, and dedication are essential to teaching and developing a music program destined for success. These are the qualities I have embraced and demonstrated as an educator. I believe that you would be looking for someone who can show these values, along with an enthusiastic personality to your music program at Mokena Junior High School.

Thank you for your consideration of my application, and I welcome the opportunity to discuss the ways that I can contribute to Mokena Junior High School's future growth. Thank you for your time and I look forward to hearing from you.

Respectfully submitted,

Anthony Soyak

ANTHONY J. SOYAK

8001 SAYRE AVE | BURBANK, IL 60459 | 708-373-3457 | AJSOYAK@GMAIL.COM

CERTIFICATION

Illinois Type 10: Special Teaching Certificate K-12 Music Endorsement

EDUCATION

Roosevelt University
Master of Music, 2011
Concentration: Music Performance

Roosevelt University
Bachelor of Music Education, 2011

Central Michigan University
Bachelor of Music, 2009

EDUCATIONAL EXPERIENCE

Lincoln-Way East High School - Frankfort, IL: Student Teacher

Fall 2011

- Taught, rehearsed, and conducted the Symphonic Band and Wind Ensemble
- Taught fundamentals of playing technique in beginning and advanced percussion classes
- Taught the Piano I class, where students learned to play piano and use related technology
- Coached brass and woodwind sectionals in Concert and Jazz Bands
- Instructed the front ensemble of the Marching Griffins
- Arranged music for the front ensemble of the Marching Griffins
- Assisted in visual marching fundamentals rehearsals for the Marching Griffins

Liberty Junior High School - Burbank, IL: Student Teacher

Fall 2011

- Prepared lessons and taught the 7th and 8th Grade daily group lessons, where the students developed fundamental skills of musicianship
- Taught, rehearsed, and conducted the 7th and 8th Grade Bands and Jazz Band
- Coached brass and woodwind sectionals in Concert and Jazz Bands
- Organized and administered travel and performances for all ensembles
- Assisted in designing the band program website
- Coached drumline, where students learned playing and marching techniques

Roosevelt Middle School - River Forest, IL

Fall 2010

- Taught, rehearsed, and conducted Concert Band
- Prepared lessons teaching music fundamentals

Downers Grove South High School - Downers Grove, IL

Fall 2009

- Taught, rehearsed, and conducted Symphonic Band
- Taught beginning percussion classes where students learned the basic fundamentals of playing technique

WORK EXPERIENCE

Roosevelt University Chicago College of Performing Arts - Chicago, IL

Fall 2009 - Spring 2011

- Graduate assistant for Wind Ensemble and Symphony Orchestra
- Managed student workers and members of the ensemble
- Communicated with faculty on a daily basis
- Created rehearsal schedules, spreadsheets, and ensemble set up charts

COLLEGIATE PERFORMANCE EXPERIENCE

Roosevelt University

- Wind Ensemble
- Symphony Orchestra
- Percussion Ensemble
- Chamber Ensemble

Central Michigan University

- Wind Symphony
- Symphony Orchestra
- Percussion Ensemble
- Marching Chippewas

PROFESSIONAL PERFORMANCE EXPERIENCE

- Toledo Symphony Orchestra - Toledo, OH
- Traverse Symphony Orchestra - Traverse City, MI
- West Michigan Symphony Orchestra - Muskegon, MI
- Saginaw Bay Symphony Orchestra - Saginaw, MI
- Saginaw Choral Society - Saginaw, MI
- Midland Symphony Orchestra - Midland, MI

TECHNOLOGY SKILLS

- *Power School*
- *Smart Music*
- *Sibelius*
- *Garage Band*
- *Microsoft Office*
- *iWork*

PROFESSIONAL ASSOCIATIONS

- NAfME - The National Association for Music Education - Member since Fall 2009 - Present
- IMEA - Illinois Music Educators Association - Attended since 2010 - Present

REFERENCES

Mr. Christopher Mroczek

Music Department Chair
Lincoln-Way East High School
201 Colorado Avenue
Frankfort, IL 60423
(630) 803-2540
cmroczek@lw210.org

Mr. John Thomson

Music Education Faculty
Roosevelt University
251 Wood Court
Wilmette, IL 60091
(847) 280-7079
Thomson.John@comcast.net

Dr. Wesley Brewer

Assistant Professor of Instrumental Music Education
Roosevelt University
430 S. Michigan Avenue
Chicago, IL 60605
(520) 403-8336
Wesley.Brewer@me.com

Dr. Cheryl Frazes-Hill

Head of Music Education
Roosevelt University
430 S. Michigan Avenue
Chicago, IL 60605
(847) 414-9722
chill@roosevelt.edu

Mrs. Mary Jo Ferneding

Music Education Faculty
Roosevelt University
430 S. Michigan Avenue
Chicago, IL 60605
773-814-5231
mj.ferneding@gmail.com

Mr. David Lee

Director of Bands
Liberty Junior High School
5900 West 81st Street
Burbank, IL 60459
(708) 952-3255 ext. 55185
davidlee@bsd111.org

Mr. Ronald Polancich

Music Education Faculty
501 Checker Drive
Buffalo Grove, IL 60089
Cell: (847) 814-8012
Home: (847) 459-8012
rpolancich@gmail.com

Mr. Stephen Squires

Conductor and Professor of Core Music Studies
Roosevelt University
820 N Ridgeland Ave
Oak Park, IL 60302
(708) 243-7629
SSquires@roosevelt.edu

Mrs. Judy Moe

Music Education Faculty
Roosevelt University
430 S. Michigan Avenue
Chicago, IL 60605
(847) 207-3906
judyimoe@aol.com



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

Date: July 23, 2012

To: Mr. Steve Stein
Board of Education

From: Anna Kirchner
Judy Splayt

RE: Employment of Karen Bussean – MES PE/5th Grade Band/MJH Chorus

It is our pleasure that we recommend to you for employment Mrs. Karen Bussean. Karen will take the part time position of physical education at MES, 5th grade cadet band, and chorus at MJH.

Karen has been an active member of the music boosters and a very supportive parent to the music program here in Mokena. She currently is working with our summer band students.

It is our recommendation, that the School Board approve the employment of Karen Bussean at Lane 1 – Step A at a salary of \$21,253.80 beginning August 16, 2012, for the 2012-2013 school year, per the current Professional Negotiations Agreement.

KAREN D. BUSSEAN

11031 Denny Avenue
Mokena, Illinois 60448

Telephone: (708) 479-0192
Email: kbussean@comcast.net

Dear Mr. Rolinitis:

Please accept the attached resume as my expressed interest in joining Mokena Public Schools as a part-time music instructor. I am confident that my combination of experience, education and work with the students of this district will make me an immediate asset toward the educational needs of the music students.

This past spring, I was a classroom aid in the music department where I worked with the students individually and in sectionals. I also aided Mrs. Maffia wherever needed. For six years, I maintained the title of Music Booster President. During my tenure as president, the Music Boosters purchased many instruments and supplies for the students of this district. My ability to lead and communicate has been essential to the record of success our Booster organization has shown.

This summer I will be teaching summer band in the Mokena School District. I will be responsible for teaching students to march in a parade, the first parade our district has been involved in for several years. I will also be holding a concert at the end of the summer session to showcase what the students have learned.

Realizing that this summary cannot provide all the information you will need, I welcome the opportunity to speak with you personally. Thank you for your consideration.

Kind regards,



Karen Bussean

attachment: resume

KAREN D. BUSSEAN

11031 Denny Avenue
Mokena, Illinois 60448

Telephone: (708) 479-0192
Email: kbussean@comcast.net

PROFILE

- ✓ Dedicated, student-focused music educator with experience instructing students of various skill levels, along with music program leadership and fundraising coordination.
- ✓ Polished interpersonal communication skills; works effectively with students, parents, fellow educators and administrators.
- ✓ Demonstrated ability to build and sustain a productive learning environment which fosters individual and group achievement; experience with various student ages and populations.
- ✓ Serves as a role model through extensive participation in music activities and booster support with a focus on teamwork, practice, discipline and fun.
- ✓ Type 10 Teacher Certificate (K-12) Music Education: State of Illinois

EDUCATION

UNIVERSITY OF ILLINOIS, Urbana-Champaign, Illinois

B.S. Music Education, 1990

- Honors: Phi Eta Sigma & Delta Sigma Phi Honor Societies, Dean's List of Honor Students
- Member: Sigma Alpha Iota (Women's Music Fraternity), Alpha Omicron Pi (Social Fraternity)
- Section Leader: Fighting Illini Basketball Band, Marching Illini

EXPERIENCE

SELF-EMPLOYED

1986 to Present

Private Music Teacher

Provide hands-on instruction to young students at various skill levels, developing and implementing lessons and exercises to teach piano and woodwinds (clarinet, oboe, flute, saxophone and bassoon).

- Work closely with students with one-on-one attention to evaluate skill level and customize instruction according to each child's learning ability.
- Interact with parents to provide progress updates and provide recommendations for at-home exercises and students' practice habits.

LINCOLN-WAY EAST HIGH SCHOOL, Frankfort, Illinois

2010 to Present

President Elect: Music Boosters (2012-Present)

Serve in a support capacity to the sitting president while learning all aspects of the position of president to effectively transition into the 2013 term.

- Lead meetings among the Music Boosters to discuss school programs, activities, competitions and fundraising campaigns (e.g. car wash events).
- Plan and administer the annual invitational marching band competition for bands throughout Illinois; recruit volunteers and coordinate all event logistics.

Photographer: Music Department (2010-Present)

Provide effective and high-quality photos of all student music programs for the music department's website. Responsible for field photography, photo retouching and meeting deadlines.

- Conducted action photography of music performances, ceremonies, featured programs and individuals.
- Upload photos to the website and update other information to ensure high-quality presentation.

Communications Chairperson: Music Boosters (2011-2012)

Recorded minutes at monthly executive board and general booster meetings. Posted minutes on music department website and distributed updates, events and schedules via email.

KAREN D. BUSSEAN

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MOKENA SCHOOL DISTRICT 159, Mokena, Illinois

2006 to 2012

President: Music Boosters (2006-2012)

Spearheaded numerous initiatives and campaigns to raise funds, gain publicity and provide vital support to music department programs and student musicians.

- Administered monthly meetings with the Music Boosters, school administrators and music teachers.
- Partnered with the Boosters Vice President to oversee various subcommittees for awards, 501(c)(3) requirements, Market Day and Dippin' Dots fundraisers and school spirit programs.
- Coordinated fundraising events to help pay for musical instruments, music stands and other resources.

Band Aid (2012)

Supported the music teacher in providing instruction to 110 students, leading rehearsals of individual student sections over a four-week period.

Summer Band Director (2012)

Taught 40 students over a five-week period in music fundamentals and individual instruments, preparing the band for participation in a parade (marching) and concert (stationary).

MANGAN, LANGHENRY, GILLEN & LUNDQUIST, Joliet, Illinois

1/1997 to 9/2000

O'REILLY, CUNNINGHAM, NORTON & MANCINI, Wheaton, Illinois

10/1994 to 8/1995

JOHNSON & BELL, LTD., Chicago, Illinois

2/1992 to 10/1994

O'CONNOR, SCHIFF & MYERS, Chicago, Illinois

12/1990 to 2/1992

Legal Secretary, Billing Administrator

Provided legal assistance for the partners and associates at fast-paced private law firms which specialized in medical malpractice defense, insurance defense, product liability defense, premises liability defense and benefit disputes.

- Executed time-sensitive projects, i.e. produced a variety of court documents – such as motions, pleadings, depositions, subpoenas, affidavits, discovery and routine correspondence.
- Provided litigation support – maintaining case files, examining real estate records and arranging for serving of legal documents – all while maintaining strict client confidentiality.
- Maintained business calendars and organized attorney diaries and legal records system with past and current files on a wide range of cases.

UNIVERSITY OF ILLINOIS BAND DEPARTMENT, Champaign, Illinois

4/1987 to 8/1989

Secretary to the Director & Associate Director of Bands

Maintained a high degree of administrative support for a 800-student band program, including the development and implementation of a new data entry system.

ACTIVITIES

Membership Chairperson: Mokena PTA (Parent-Teacher Association), 2010-2012

Girl Scout Cookie Program Chairperson: Girl Scouts of the USA, 2008-2012

Advancement Chairperson: Cub Scouts (Boy Scouts of America), 2004-Present



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

Date: July 25, 2012

To: Steve Stein, Superintendent
Board of Education

From: Anna Kirchner, Principal
Judy Splayt, Assistant Principal

RE: Resignation of Sandy McSherry; Employment status change for
Lin Silvestri

Due to the resignation of Sandy McSherry as an 11 month administrative secretary, the recommendation is to change Lin Silvestri from a 10.5 month attendance secretary to a 12 month administrative secretary. The building administration feels by adding Mrs. Silvestri as a 12 month employee and adding a part time receptionist will best meet the needs of the MES office, parents, and students.

It is our recommendation, that the School Board approve the employment of Lin Silvestri as a 12 month administrative secretary at the wage of \$14.45/hour.



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

Date: 7/19/2012
To: Board of Education
From: Steve Stein, Superintendent
Re: **Fiscal year 2012-2013 Special Education Budget**

It is our recommendation that you approve the Fiscal Year 2012-2013 Budget for the Lincoln-Way Area Special Education Cooperative, District #843.

Recommended Motion:

"The Board authorizes Mokena School District 159 representative to approve the Fiscal Year 2012-2013 Budget for the Lincoln-Way Area Special Education Cooperative, District #843 as presented."



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

Date: August 1, 2012
To: Board of Education
From: Kirt Hendrick
Re: Appointment of Treasurer

In keeping with 105 ILCS 5/8-1 paragraph C of the 2008 Illinois School Code, it is my recommendation that the Board of Education appoint Steve Stein to serve as the district's treasurer beginning August 1, 2012 and concluding on June 30, 2013, and approve the notice and resolution as presented.

Attached is the official document that needs to be approved. Notice the fixed amount of the bond is \$ 7,030,496. If this recommendation meets with your approval, the following motion would be appropriate and appreciated: *"...move to approve the recommendation to appoint Steve Stein to serve as District 159's treasurer for a term beginning August 1, 2012, and concluding on June 30, 2013, and approve the notice and resolution as presented."*

attachment



NOTICE OF APPOINTMENT OF SCHOOL TREASURER

Please be advised that the Board of Education of Mokena School District Number 159 of Will County, has this 1st day of August, 2012, in compliance with the provisions of Article 8-1 of The Illinois School Code of 2000, appointed Steve Stein, as our School Treasurer for a term beginning August 1, 2012 and concluding on June 30, 2013.

The Board has also designated the Treasurer, Steve Stein, as the depository for the school funds for Mokena School District Number 159.

Complying with the provisions of Article 8-2 of the above-mentioned Statutes, we have fixed the amount of bond for the school treasurer at seven million thirty thousand four hundred ninety six dollars (\$7,030,496), which said bond being a surety bond we have duly approved. Original and one copy of said bond are herewith transmitted to you for your approval.

Board of Education
Mokena Public School District #159
Will County, Illinois

President_____

Secretary_____

Date_____



The following Agreement is submitted this 25th day of July, 2012, between Mokena School District #159, and the Ivy League Before and After School Program.

1. The Ivy League agrees to provide a Kinderbridge Program for Mokena Elementary School
2. The Ivy League will operate its Program on regular and partial attendance school days with the Before School Session operating from 7:55 a.m. until the start of school and the after school session from the time school is out until 3:15 p.m. The program will not operate on vacation days and school holidays, emergency days, snow days, or institute days.
3. The Ivy League will provide all necessary staffing, materials, and management to effectively operate the Program. The Ivy League is an independent contractor and is not an agent, servant or employee of the District. The Ivy League's engagement with the District is limited solely to the operation of the Program. Neither party has the authority to act on behalf of the other party in any capacity. All communications by the Ivy League will be done directly with the parents.
4. While this Agreement is in effect, District 159 will provide at its cost the following items:
 - (a) A licensable space, with existing equipment, furniture and fixtures, to accommodate 40 children per site;
 - (b) Storage area space;
 - (c) Fire extinguishers and any other safety equipment required by state authorities;
 - (d) Access to the gymnasium and outdoor playground;
 - (e) Utilities, including, heating, lighting, power, toilet facilities, hot and cold water;
 - (f) Refuse removal.
5. The Ivy League will supply, at its cost, all necessary equipment to support the program, including but not limited to: sports equipment, games arts and crafts, tools for homework completion, and snacks and drinks. The Ivy League will provide clean-up after the program at all of the described locations.
6. The Ivy League will pay the District 35.00 per day of operation. Payment dates will be Oct 31, December 31, March 31, and June 30th.
7. The Ivy League agrees to maintain in full force and effect liability insurance covering the operation with limits of not less than One Million Dollars (\$1,000,000.00). The Ivy League shall list the District as a named insured under the Ivy League's insurance policy. Upon request from

the District, the Ivy League will provide the District with a certificate of insurance complying with the foregoing.
8. The Ivy League agrees to release, hold harmless and indemnify the District, its employees and agents from any kind, and all liability, claims, demands actions or causes of action,

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815-464-1265 fax 815-464-1140

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of any kind arising out of the operation of the Program. This indemnification does not extend to any claims,

damages, losses or expenses caused by, related to, or arising from any defect in, condition of or failure by District to provide physical maintenance of its school buildings and /or grounds or failure by District to comply with its other responsibilities under this Agreement.

9. The term of this Agreement is from August 1, 2012 to June 09, 2015 and will be reevaluated for the following year.

10. All notices given by either party pursuant to this Agreement shall be in writing and be either hand delivered or mailed to the other party at the addresses indicated below. The terms and conditions set forth in this Agreement shall constitute the entire Agreement between the Ivy League and District 122 unless otherwise agreed and shall be binding upon and inure to the benefit of modified at any point upon mutual agreement of both parties. Such Agreement will be attached to this original by means of an addendum.

11. The Ivy League agrees to comply with all applicable state and federal laws and regulations governing the Program. All staff from the Ivy League must submit to background checks and have suitable training before starting the program.

DISTRICT: MOKENA SCHOOL DISTRICT #159

Agreed to this _____ day of _____, 2012

BY: _____

Title: _____

THE IVY LEAGUE

Agreed to this 25 day of July, 2012

BY: Reguelym Revons

Title: President



The following Agreement is submitted this 25th day of July, 2012, between Mokena School District #159, and the Ivy League Before and After School Program.

1. The Ivy League agrees to provide a Before and After School Programs for Mokena Elementary and Mokena Intermediate Schools. The specific hours and terms of operation for each of the said facilities is identified on Exhibit A for regular school days.

Ivy League shall provide access to the program for any student currently enrolled in a District 159 School, but may restrict access on a first-come-first-serve basis where enrollment in the program exceeds facility space. Students who have been expelled or suspended from a District School shall be excluded from the program during the period of such expulsion or suspension.

2. The Ivy League will operate its Program on regular and partial attendance school days with the Before School Session operating from 6:30 a.m. until the start of school and the after school session from the time school is out until 6:30 p.m. The program will not operate on vacation days and school holidays, emergency days, snow days, or institute days.

3. The Ivy League will provide all necessary staffing, materials, and management to effectively operate the Program. The Ivy League is an independent contractor and is not an agent, servant or employee of the District. The Ivy League's engagement with the District is limited solely to the operation of the Program. Neither party has the authority to act on behalf of the other party in any capacity. All communications by the Ivy League will be done directly with the parents.

4. While this Agreement is in effect, District 159 will provide at its cost the following items:

- (a) A licensable space, with existing equipment, furniture and fixtures, to accommodate 40 children per site;
- (b) Storage area space;
- (c) Fire extinguishers and any other safety equipment required by state authorities;
- (d) Access to the gymnasium and outdoor playground;
- (e) Utilities, including, heating, lighting, power, toilet facilities, hot and cold water;
- (f) Refuse removal.

5. The Ivy League will supply, at its cost, all necessary equipment to support the program, including but not limited to: sports equipment, games arts and crafts, tools for homework completion, and snacks and drinks. The Ivy League will provide clean-up after the program at all of the described locations.

6. The Ivy League will pay the District 35.00 per day of operation. Payment dates will be Oct 31, December 31, March 31, and June 30th.

7. The Ivy League agrees to maintain in full force and effect liability insurance covering the operation with limits of not less than One Million Dollars (\$1,000,000.00). The Ivy League shall list the District as a named insured under the Ivy League's insurance policy. Upon request from

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The Ivy League
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the District, the Ivy League will provide the District with a certificate of insurance complying with the foregoing.

8. The Ivy League agrees to release, hold harmless and indemnify the District, its employees and agents from any kind, and all liability, claims, demands actions or causes of action, of any kind arising out of the operation of the Program. This indemnification does not extend to any claims, damages, losses or expenses caused by, related to, or arising from any defect in, condition of or failure by District to provide physical maintenance of its school buildings and /or grounds or failure by District to comply with its other responsibilities under this Agreement.

9. The term of this Agreement is from August 1, 2012 to June 09, 2015 and will be reevaluated for the following year.

10. All notices given by either party pursuant to this Agreement shall be in writing and be either hand delivered or mailed to the other party at the addresses indicated below. The terms and conditions set forth in this Agreement shall constitute the entire Agreement between the Ivy League and District 122 unless otherwise agreed and shall be binding upon and inure to the benefit of modified at any point upon mutual agreement of both parties. Such Agreement will be attached to this original by means of an addendum.

11. The Ivy League agrees to comply with all applicable state and federal laws and regulations governing the Program. All staff from the Ivy League must submit to background checks and have suitable training before starting the program.

DISTRICT: MOKENA SCHOOL DISTRICT #159

Agreed to this _____ day of _____, 2012

BY: _____

Title: _____

THE IVY LEAGUE

Agreed to this 25 day of July, 2012

BY: Gregory Lynn R. Evans

Title: President



EXHIBIT A

Hours of Operation:

Before and After School Program at each campus:

A. 6:30 a.m. – 9:00 a.m. and 2:15 p.m. – 6:30 p.m.

Ivy League will begin a program in each school but reserves the right to transport children to another school if enrollment does not reach 14 children.

Ivy League will offer a days off and summer program to the students of District 159 at our New Lenox Facility.



MOKENA SCHOOL DISTRICT 159 ACTION REPORT

Date: July 26, 2012

To: Board of Education

From: Steve Stein, Superintendent

Re: **Auditor Contract Renewal**

Mokena School District 159 has been using the auditing services of Mulcahy, Pauritsch, Salvador & Co.(MPS) since the 2005-2006 audit year. Mr. Edward McCormick, as the engagement partner, has provided Mokena School District with assistance on other accounting matters that we have had throughout the past three years.

To renew audit services through Mulcahy, Pauritsch, Salvador, the fees for the audit services are:

	<u>Audit</u>	<u>Single Audit</u>	<u>Total</u>
Year ended June 30, 2012	\$18,100	\$5,350	\$23,450
Year ended June 30, 2013	\$18,600	\$5,450	\$24,050
Year ended June 30, 2014	\$19,100	\$5,550	\$24,650

The contract does provide that Mulcahy, Pauritsch and Salvador & Co. must provide the final audit reports to the District within 60 days of completion of the audit. MPS was the audit firm recommended originally from 2009 thru 2011 based on audit proposals submitted & reviewed by the Finance Committee.

Recommended Motion:

"I move that the Board of Education accept the audit proposal from Mulcahy, Pauritsch and Salvador & Co for the Fiscal Year 2011-12, 2012-13, and 2013-14 audits."

Moved By: _____

Seconded By: _____