

AGENDA
BOARD OF EDUCATION – MOKENA SCHOOL DISTRICT 159
Mokena Elementary School
May 16, 2012
7:00 PM

I.	ROLL CALL	
II.	PLEDGE OF ALLEGIANCE	
III.	COMMUNICATIONS	
	• Public	
	• MTA	
	• Board of Education	
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IX. ITEMS FOR JUNE, 2012 AGENDA

X. FOR THE GOOD OF MOKENA

XI. CLOSED SESSION For Purposes of Personnel, Leasing and Student Discipline; not to return.
Pursuant of 5 ILCS 120/2 (c)(1)(5)(9).

XII. ADJOURNMENT

INFORMATION REPORTS

Treasurer's Report Income Summary
April 01, 2012 - April 30, 2012

<i>Fund</i>	<i>Beginning Balance</i>	<i>Revenues</i>	<i>Expenses</i>	<i>Change</i>	<i>Ending Balance</i>	<i>% Change</i>
10 EDUCATION FUND	\$2,104,101.04	\$275,166.67	\$813,302.90	\$538,136.23-	\$1,565,964.81	-25.6%
20 OM FUND	\$1,393,161.11	\$91,497.44	\$169,405.79	\$77,908.35-	\$1,315,252.76	-5.6%
30 BOND - INTEREST FUND	\$332,962.29	\$413.66	\$0.00	\$413.66	\$333,375.95	0.1%
40 TRANSPORTATION FUND	\$1,787,538.30	\$101,383.05	\$36,703.00	\$64,680.05	\$1,852,218.35	3.6%
50 IMRF FUND	\$58,106.87	\$24,042.60	\$46,565.55	\$22,522.95-	\$35,583.92	-38.8%
61 NEW CONSTRUCTION FUND	\$754,799.30	\$45.49	\$625.00	\$579.51-	\$754,219.79	-0.1%
70 WORKING CASH FUND	\$1,645,199.20	\$1,392.91	\$0.00	\$1,392.91	\$1,646,592.11	0.1%
80 TORT FUND	\$220,187.68	\$57.46	\$0.00	\$57.46	\$220,245.14	0.0%
Totals :	\$8,296,055.79	\$493,999.28	\$1,066,602.24	\$572,602.96-	\$7,723,452.83	0.00

Mokena School District 159
Treasurer's Detail Investment Report
April 30, 2012

Fund	Mokena St Bank Checking	Certificates of Deposit	Commercial Paper	Federal Agencies	IIIT Money Market	Illinois Funds Money Market	ISDLAF Money Market	Fund Balances
10 Education & Adequacy Grant	\$ 20,846.32	\$ 962,228.08	\$ -	\$ -	\$ 503,407.31	\$ 55,909.45	\$ 23,573.65	\$ 1,565,964.81
20 Operations & Maintenance	\$ 10,648.31	\$ 908,109.50	\$ -	\$ -	\$ 214,120.74	\$ 31,885.51	\$ 150,488.70	\$ 1,315,252.76
30 Bond & Interest	\$ 6.94	\$ 163,262.60	\$ -	\$ -	\$ 68,453.15	\$ 6,444.28	\$ 95,208.98	\$ 333,375.95
40 Transportation	\$ 125,670.86	\$ 626,478.61	\$ -	\$ -	\$ 230,727.23	\$ 12,577.40	\$ 856,764.25	\$ 1,852,218.35
50 IMRF	\$ 3,368.71	\$ 15,059.54	\$ -	\$ -	\$ 15,438.97	\$ 174.27	\$ 1,542.43	\$ 35,583.92
61 New Construction	\$ 25,269.11	\$ -	\$ -	\$ -	\$ -	\$ 2,303.00	\$ 726,647.68	\$ 754,219.79
70 Working Cash	\$ 4,049.79	\$ 558,268.44	\$ -	\$ -	\$ 214,164.82	\$ 4,038.56	\$ 866,070.50	\$ 1,646,592.11
80 Tort Fund	\$ 922.62	\$ 19,593.23	\$ -	\$ -	\$ 7,516.50	\$ -	\$ 192,212.79	\$ 220,245.14
TOTALS	\$ 190,782.66	\$ 3,253,000.00	\$ -	\$ -	\$ 1,253,828.72	\$ 113,332.47	\$2,912,508.98	\$ 7,723,452.83
Percentages	2.470%	42.118%	0.000%	0.000%	16.234%	1.467%	37.710%	100.000%

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

MINUTES

Regular Meeting, April 19, 2012

Minutes of the regular meeting of the Board of Special Education, Will County, Illinois, held at Mackay Education Center, 516 S. Cedar Road, New Lenox, IL 60451, at 7:00 p.m. on the 19th day of April 2012.

I. CALL TO ORDER

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

II. ROLL CALL

Present: Timothy Doyle (District #114), James Gast (District #210), Susan Gillooley (District #122) arrived at 7:03 p.m., Mary Kenny (District #161), Katherine Moore (District #159), Patrick Usher (District #157C)

Staff Present: Dr. Sally H. Bintz, Director
Craig Englert, Assistant Director for Finance and Operations
Dave Armbrecht, Transportation Supervisor
Cheryl Della Penna, Administrative Assistant
DiAnne Bielinski, Pioneer Grove Principal
Susan Cachey, Teacher
Debra Heffernan, Mackay Center Principal
Sue Kaczmarczyk, Supervisor
Holly Kasper, Lincoln-Way Area Special Education Association
Robin Latman, Supervisor
Janis Nicholson, Teacher
Eileen Parente, Supervisor
Sarah Rexroad, Supervisor
Karen Ryan, Mackay Center Asst. Principal

Visitors Present: Mike Turner

III. APPROVAL OF MINUTES OF CLOSED SESSION OF FEBRUARY 16, 2012 AND THE REGULAR MEETING AND CLOSED SESSION OF MARCH 15, 2012

A motion was made by Mary Kenny and seconded by Timothy Doyle to approve the minutes of the Closed Session of February 16, 2012 and the Regular and Closed Session Meetings of March 15, 2012.

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

Motion carried: 5 Aye, 0 Nay

IV. PUBLIC COMMENT

Mr. Mike Turner, parent from District 157C, addressed the Governing Board with regard to the proposed roof repair at Pioneer Grove Educational Center. He requested that the Governing Board consider repairing the entire roof instead of completing half this year and half next school year. Mr. Turner specifically was concerned about some of the challenges of having to move students and equipment during the summer for the roofing work to be done. The Governing Board thanked Mr. Turner for his comments.

V. REPORTS

A. Treasurer's Report – Financial and Payables

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

B. Review of Advisory Committee Minutes

Dr. Bintz reviewed the minutes from the April 17, 2012 Advisory Meeting.

C. Director's Report

1. *Parent Advisory Council*

Dr. Bintz stated that the Parent Advisory Council will hold the last meeting for this school year on May 7, 2012. Barb Luoma will continue to work as a parent and staff liaison for the PAC.

2. *Foundation*

Dr. Bintz reported that the next meeting of the Foundation will occur on May 5, 2012. The Cooperative employees who received grants will provide a grant outcome report so that the Foundation Board can review the results of their activities. Dr. Bintz stated that in the beginning of the new school year there should be more information sent to the Cooperative staff regarding writing for a grant.

3. *Interim Financial Report*

Mr. Englert reviewed the Interim Financial Report.

4. *Teacher Appreciation Week*

Dr. Bintz stated that Teacher Appreciation Week is May 7 – 11 and she would be distributing an appreciation gift to the staff.

5. *Mackay Center Awards Night*

Dr. Bintz stated that Mackay Awards Night will take place on May 15, 2012 at 6:30 at the Pioneer Grove Educational Center. She invited the Governing Board to stop by if they are available to do so.

6. *Joint Site and Long Range Planning Committee*

Dr. Bintz expressed appreciation to Mr. Doyle, Mr. Usher, and Mr. Gast, for representing the Cooperative on the Joint Site and Long Range Planning Committee. The new committee will be looking at the resources that the Cooperative has available at the district levels and what will be needed for the future.

D. Principals' Reports

Mackay Education Center

Mrs. Heffernan, principal of Mackay Education Center, reported that the students finished their mid terms and that the Prairie State Achievement Test will take place next week. Mrs. Heffernan stated that recently a graduate of the Mackay Center returned to speak to the classes. The principal stated this was an extremely positive experience for the Mackay students. The art project produced by the students for the Asset Day at Lincoln-Way East High School was exhibited at the entrance of the Asset Day event. The Mackay students also prepared treats for the guests at the Governing Board meeting this evening. Mrs. Moore expressed her appreciation for the refreshments and having the art project on display in the Governing Board meeting room this evening. Mrs. Heffernan introduced Mrs. Suzanne Cachey and Mrs. Janis Nicholson, two of the teachers at the Mackay Center. Ms. Cachey spoke to the Governing Board about how the students worked on completing the art project.

Pioneer Grove Educational Center

Mrs. Bielinski, principal of the Pioneer Grove Educational Center, reported that the Center has three re-evaluations and six annual reviews remaining to be completed for this school year. She was happy to report that three of the building students will be moving on to the regular education buildings for next year. The next PSO sponsored event will be the *Spring Fling* Parent Student Dance to be held on April 27, 2012 in the Pioneer Grove Gymnasium.

VI. APPROVAL OF THE CONSENT AGENDA

Acting on the recommendation of the Director, Susan Gillooley 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 March 2012 and investments through April 19, 2012 was presented.

C. Approval of Personnel Items as Listed:

1. Employment

Audrey Fields, occupational therapist, at a salary of \$38.00 per hour, effective upon receipt of personnel documents, not to exceed 30 days.

Christine Kath, orientation and mobility, at a salary of \$60.00 per hour, effective upon receipt of personnel documents, not to exceed 30 days.

Lauralyn Randles, orientation and mobility, at a salary of \$55.00 per hour, effective upon receipt of personnel documents, not to exceed 30 days.

Carol Shepardson, orientation and mobility, at a salary of \$65.00 per hour, effective upon receipt of personnel documents, not to exceed 30 days.

Matthew Tevere, counselor, at a salary of \$45,556, effective August 13, 2012.

Non-Certified Staff

Dan O'Leary, bus driver, at a rate of \$13.50 per hour, effective March 21, 2012.

2. Resignation

Non-Certified Staff

Cheri Mooney, paraprofessional, effective at the end of the 2011-2012 school year.

- D. Job Descriptions: ♦Classroom Teacher – Mackay Educational Center
♦Reading Specialist

E. FMLA Requests

Employee 6610 to begin March 10, 2012

Employee 5513 to begin March 19, 2012

Employee 0824 to begin March 27, 2012

Employee 2987 to begin April 4, 2012

Employee 8043 to begin April 5, 2012

F. FOIA Request

No requests were received.

CONSENT VOTE:

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

Motion carried: *6 Aye, 0 Nay*

VII. **CLOSED SESSION**

A motion was made by Patrick Usher and seconded by Susan Gillooley to move to closed session at 7:40 p.m. for the purpose of discussing:

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

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

Motion carried: *6 Aye, 0 Nay*

OPEN SESSION

A motion was made by Susan Gillooley and seconded by Timothy Doyle to return to open session at 7:51 p.m. On voice vote the motion carried.

VIII. **ACTION ITEMS**

- A. Calendar Adoption for 2012-2013 School Year

A motion was made by James Gast and seconded by Susan Gillooley to approve the proposed calendar for the 2012-2013 school year.

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

Motion carried: *6 Aye, 0 Nay*

- B. Summer Working Hours

A motion was made by Timothy Doyle and seconded by Patrick Usher to approve the summer work hour schedule to include Monday through Thursday 7:00 a.m. – 4:00 p.m. and Friday Closed, effective June 4 through August 3, 2012.

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

Motion carried: *6 Aye, 0 Nay*

C. Notice of Dismissal of Non-Certified Personnel

A motion was made by Patrick Usher and seconded by Susan Gillooley that the Governing Board approve the Resolution for Dismissal of Non-Certified Personnel as follows:

Penelope Hills	Katherine Hopkins
Kimberly Weber	Florence Schneider
Lonna Janel	Luke Thrall
Megan Lutrell	Jean O'Reilly
Megan Brady	Kyle Zilis
Mary Ritter	Becky Novota
Gina Barrett	Stacy Taheny
Susan Gonzales	Michelle Jennings
Susan Ralston	Cynthia Cotter
Callie Giels	Mary Sweeny
Matthew Tevere	Laura Ryan
Matthew Hurst	Jessica Schroeder
Jean Kilmartin	Melissa Maine

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

Motion carried: 6 Aye, 0 Nay

D. Acceptance of Gifts

A motion was made by Mary Kenny and seconded by Susan Gillooley that the Governing Board accept the following gifts:

♦\$1,050.00 from the St. Mary Mokena Knights of Columbus Council 6993 to be designated to students with Intellectual Disabilities.

♦\$500.00 from the Frankfort Area Jaycees

♦ Picnic Table for the Transition House from Mr. Louie Malvestuto

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

Motion carried: 6 Aye, 0 Nay

Dr. Bintz asked Mrs. Latman who was in attendance to speak about the Field Day activities that are scheduled in early May. Mrs. Latman also expressed her appreciation to the Frankfort Area Jaycees for their donation which will be used to purchase awards for the students at the Field Day events. The Field Day Activities for the Cooperative program students will take place at Wilson Creek on May 2 and for the Pioneer Grove Educational Center students on May 4.

E. Termination of Employee

A motion was made by James Gast and seconded by Timothy Doyle that the Governing Board terminate employee 3638 due to inability to perform assigned job responsibilities.

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

Motion carried: 6 Aye, 0 Nay

F. Salary Adjustment – Transportation Supervisor

A motion was made by Susan Gillooley and seconded by James Gast to increase the salary for David Armbricht, Transportation Supervisor, for the 2012-2013 school year as presented.

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

Voting Nay: Doyle

Motion carried: 6 Aye, 1 Nay

G. Salary Adjustment – Technology Coordinator

A motion was made by Susan Gillooley and seconded by Patrick Usher to increase the salary for Michael Frantini, Technology Coordinator, for the 2012-2014 school years as presented.

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

Voting Nay: Doyle

Motion carried: 6 Aye, 1 Nay

H. Roof Bids Approval

A motion was made by James Gast and seconded by Susan Gillooley that the Governing Board approve the base bid #2 from National Roofing Company in the amount of \$245,100 for the replacement of the north half of the roof at the Pioneer Grove Educational Center and alternate bid #1 in the amount of \$45,000 for replacement of the fascia around the upper perimeter of Mackay Education Center.

Voting Aye: Gast, Gillooley, Moore, Usher

Voting Nay: Doyle, Kenny

Motion carried: 4 Aye, 2 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 May 17, 2012 at the Pioneer Grove Educational Center in Frankfort.

X. ADJOURNMENT

A motion was made by James Gast and seconded by Susan Gillooley that the meeting be adjourned. All members voted Aye. Motion carried. President Moore declared the meeting adjourned at 8:18 p.m.

Respectfully submitted,
Cheryl A. Della Penna,
Administrative Assistant

President

Secretary



MOKENA SCHOOL DISTRICT 159 **INFORMATION REPORT**

Date: May 9, 2012

To: Board of Education

From: Steve Stein, Superintendent

Re: School Holiday Waiver

At the February 9, 2012 Board meeting, the Board of Education approved the 2012-2013 school calendar. At this time, the Board, the educators and the community of Mokena Public Schools were made aware; we will conduct classes on Lincoln's birthday, February 12, 2013 and Casmir Pulaski Day, March 4, 2013.

The District will honor Lincoln's birthday and Casmir Pulaski Day through instructional activities conducted on these day. The May 16, 2012 School Board meeting shall serve as the public hearing to both the educators and the community of Mokena Public Schools that Mokena School District 159 is requesting school to be conducted on these holidays as well as any holiday listed below according to School Code 24-2 with no expiration date for this request.

Section 24-2 of School Code accommodates the needs of districts to use legal school holidays for other purposes without having to submit a waiver to obtain the approval of ISBE. With the enactment of Public Act 96-64 in 2009 these changes can now be made at the local level. This Act provides a school board to hold school or schedule teachers' institutes, parent-teacher conferences, or staff development activities (including school improvement and in-service training) on the following legal school holidays:

- The birthday of Dr. Martin Luther King, Jr. (third Monday in January)
- The birthday of President Abraham Lincoln (February 12)
- The birthday of Casmir Pulaski (first Monday in March)
- Columbus Day (second Monday in October)
- Veterans' Day (November 11)

I would be glad to answers any questions you may have.



MOKENA SCHOOL DISTRICT 159 **INFORMATION REPORT**

Date: May 9, 2012

To: Board of Education

From: Steve Stein
Superintendent

Re: Classified Employee Handbook

After many months of careful review, consideration and collaboration by the handbook team, the classified employee handbook has been updated. The administrators have already evaluated and contributed to the handbook. School District attorney, Mr. Fester has also reviewed the document. A draft is attached for your review. Please note that Mr. Fester's updates are in red and the district's changes are in blue.

This will be an information item for the May 16, 2012 board meeting. Your approval will be requested at the June 6, 2012 board meeting so that it can be distributed to the classified staff prior to the start of the new fiscal year.

Members of the handbook team worked extensively in compiling, reviewing, and editing the to develop a handbook that we believe will benefit our classified employees. The members of the handbook team are:

Steve Stein	Kirt Hendrick
Donna Dockus	Luann Lodes
Shirley Pinkul	Peggy Ryan

Please contact me if you have any questions about the handbook.



MOKENA SCHOOL DISTRICT 159 **INFORMATION REPORT**

Date: May 1, 2012

To: Board of Education
Steve Stein, Superintendent

From: Kirt Hendrick, Director of Business Operations

Re: **Resolution Designating Interest Earnings for FY2013**

As presented each fiscal year, in the past Mokena Board of Education has had the ability to move interest from one operating fund to another based upon the Board's needs. The ability to move the interest earned from one fund to another provided flexibility for providing additional support for projects necessary for operations. The Board has approved the movement of interest, through the budget process, to support Educational Fund, Building Maintenance Fund, and Illinois Municipal Retirement/Social Security Fund. We will continue to need the flexibility to move earned interest between funds in the future should the need arise. The attached resolution provides us with flexibility to move earned interest between funds in the future.

Effective in 2009, The State of Illinois changed the school code so that a school board cannot transfer accumulated interest between funds unless the board has, before each fiscal year ends, designated accumulated interest to remain as interest into the next fiscal year. In order to keep the interest as accumulated interest and maintain the ability to transfer the funds, Mokena School District will be required to pass a resolution each school year.

I have attached a copy of the resolution for your review. We will be bringing an action request for approval in June.

**RESOLUTION
DESIGNATING INTEREST EARNINGS
FOR FISCAL YEAR 2012-13**

WHEREAS, by regulation (23 Ill. Administrative Code 100.50(a)(4)), the Illinois State Board of Education now specifies that, unless a statute or school board resolution provides otherwise, interest earnings on school district funds shall be added to and become part of principal as of June 30 of each fiscal year;

WHEREAS, this Board wishes to retain the option of later transferring some or all of the interest earned during this fiscal year and previous fiscal years under Section 10-22.44 of the School Code (105 ILCS 5/10-22.44);

NOW, THEREFORE, Be It Resolved by the Board of Education of Mokena School District No. 159, Will County, Illinois, as follows:

1. All interest earned in each fund of this School District during the current fiscal year is hereby designated as interest and not as the principal balance in that fund for the fiscal year beginning July 1, 2012, and is subject to being transferred as interest to the extent permitted by law.

2. All interest earned in each fund of this School District during any prior fiscal year and retained in the School District fund for which it accrued is hereby designated as interest and not as part of the principal balance in that fund for the fiscal year beginning July 1, 2012, and is subject to being transferred as interest to the extent permitted by law.

3. The School District Treasurer is directed to maintain a record of the total of all interest earnings so designated for each School District fund as of July 1, 2012, and to provide a report of that record to the Board.

4. This resolution shall take effect upon its adoption.

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

By: _____
President

Attest: _____
Secretary



MOKENA SCHOOL DISTRICT 159 **INFORMATION REPORT**

Date: April 4, 2012

To: Board of Education
Steve Stein, Superintendent

From: Mike Rolinitis, Principal

Re: Extracurricular Fees

Throughout this school year we have been discussing fees for extracurricular programs and the feasibility of a "Pay-to-Participate" option for extracurricular activities.

History:

Due to the failure of the referendum in 2010, the board of education elected to discontinue funding most extracurricular activities (schedule B). A conglomeration of community groups worked tirelessly to privately fund a streamlined extracurricular program for FY11. At the close of FY11, the board again concluded that it could not fund schedule B. After FY12 began, the board approved a pay-to-participate program but it was too late to schedule most activities so the vast majority of our activities did not take place in FY12.

At the most recent regular board meeting, the board of education approved maximum fees for our extracurricular activities and during the board "committee of the whole" meeting on May 2nd the board continued to discuss fees. This document is to further explain the current situation regarding extracurricular sign-ups and the fee structure.

Current Situation:

After the approval of the fees on April 18, 2012 a sign-up sheet was sent out including the particulars for payment and details about the sign-up process. The sign-ups began on April 19th and is concluding today on May 4th.

We have received multiple complaints and fielded a cacophony of questions regarding how we arrived at the fees, what we are going to do if a team is not complete, details about each season and dozens of others. I must admit that there were many questions for which I had no answer and many others that I had to share that we had not considered and would have to deal with it if or when the situation occurs.

Many shared that they wanted to sign up their children for more than one activity but the cost was very prohibitive so they forced their child to select one. This created another dilemma. What if their child tried out for basketball but didn't make the team and wants to apply that money to another activity? In our current situation, we can't transfer the money because we need to have them commit up front so that child would not be able to try out for the second activity unless they pay for it now. Some girls want to try out for

both Poms and Cheerleading hoping to make one of the two teams. These questions have almost been endless. In normal times when we did not have a pay-to-play fee, a student could try out for every activity and only pay a fee for those activities when they made the team.

I have previously shared that our conference is beginning to lose patience with us. We are a member of the Des Plaines Valley Conference (DPVC). According to our rules, we must participate in 4 competitive sports to maintain our place in the conference. We were unable to fulfill our commitment in FY12. There is grave concern in the DPVC that Mokena will not participate again in FY13 thus weakening the conference for a second year. There are other schools who are interested in joining the DPVC and it would be fairly easy to replace MJHS with another school who would guarantee full participation. Although the DPVC principals are sympathetic to our plight and several are not too far from our financial situation, it is doubtful that they will allow us to continue without full participation.

I have contacted the DPVC principals and have informed them that the board of education is discussing fees on the 16th of May and the fee structure may change. I have asked that they delay their decision regarding our status until May 17th. I told them that I would be able to submit a letter of commitment or inform them that we will not participate on the 17th. As of this writing, four of the seven other schools have contacted me and are willing to wait.

As of this writing, we have the following numbers of students who have signed up and paid:

Activity	Number Needed	Number Signed Up
Athletic/Competitive		
Boys' Volleyball 6/7 th	15	3
Boys' Volleyball 8 th	15	1
Girls' Volleyball 6/7 th	15	18
Girls' Volleyball 8 th	15	10
Boys' Basketball 6 th	20	11
Boys' Basketball 7 th	15	24
Boys' Basketball 8 th	15	16
Girls' Basketball 6 th	20	7
Girls' Basketball 7 th	15	9
Girls' Basketball 8 th	15	11
Track	65	25
Cross Country	25	19
Scholastic Bowl	15	17
Cheerleading	20	15

Poms	20	28
Clubs		
Activity	Number Needed	Number Signed Up
Drama Team	45	22
Debate Club	20	11
Angler's Club	15	13
Jazz Band	20	13
Percussion Ensemble	10	4

Although I am confident that there are several more sign-up sheets coming in this afternoon, it is clear that there are very few activities poised to have enough students to run in FY13. There are only five activities with enough students; 7th & 8th grade boys' basketball, 6/7th grade girls' volleyball, scholastic bowl, and poms. There is only one other group that is close; 8th grade girls' basketball. According to this data, we will not be able to hold our status in the conference and we will not be able to have any group actually move forward except the scholastic bowl team.

I am also confident that it is not an issue about having enough students interested in these activities. Mokena has gone for decades fully filling its teams, clubs and activities. The only change is the fees. Parents are either unwilling or unable to pay the current fees at a level that will allow us to fill our teams. It seems clear to me that if we want to have teams, the fee structure has to change.

Fee Considerations:

Attached you will find a set of spreadsheets with multiple options. The first set outlines various flat rates for each activity. The second set of pages shows costs in a percentage basis. I believe the charts are fairly straightforward and are easy to understand. I have highlighted the four athletic activities that we must guarantee to the conference in light gray.

It is my understanding that it is the goal of the board of education to eventually return most of our programming and activities to where they were in FY10 where we had full team and full participation in every sport and activity. I believe we want to work our way toward that goal incrementally. In my opinion, the first step is to ensure that we field teams on a fee basis until the district can afford to either pay for them completely or turn the fee into a token contribution to offset a portion of the costs. At this time, the fees are clearly too high for parents and families to pay. Therefore, I recommend that the board consider drastically reducing the fees for activities.

Conclusions:

I recommend that the board consider the set of spreadsheets that outline each activity by percentage. I believe that the threshold for full participation in all of our activities is at the level where the students pay 25% of the cost and the board will pick up the rest. I firmly believe that if you were to set the fees at this level and I adjust some of the

policies for signing up, we will have full participation in all of our activities and I can commit to the conference that we will have full teams for DPVC competition.

If the fees are changed, I will return all of the current sign-up sheets to the appropriate families with a revised fee list. Next we would re-advertise the fee structure and send multiple Connect Ed messages informing our families of the changes. I would then ask that they be turned in with payment by May 24th.

There are other options to consider should the fee structure change:

- Parents could be asked to put a deposit down at sign-up time and then be required to pay the remainder when the student makes the team. Those who do not make the team would be refunded their deposit.
- Or, parents could sign their children up for the activity and then only be assessed the fee if the child makes the team.

I will be happy to discuss this item in greater detail at the board meeting on May 16th and I will be able to discuss this if anyone has questions in the days prior to the meeting.

FLAT RATES

District 159 Extracurricular Fee Chart

May 4, 2012

MJHS	Estimated program Cost	Participant s	2011-12 Recommen ded	12-13 projected	Student Pays Full Price		Student Pays \$200		Student Pays \$150		Student Pays \$100		Student Pays \$50	
					Student	District	Student	District	Student	District	Student	District	Student	District
Basketball	\$30,000	100	\$308	\$310	\$310 \$31,000	\$0	\$200 \$20,000	\$110 \$11,000	\$150 \$15,000	\$160 \$16,000	\$100 \$10,000	\$210 \$21,000	\$50 \$5,000	\$260 \$26,000
Volleyball	\$17,000	60	\$290	\$295	\$295 \$17,700	\$0	\$200 \$12,000	\$95 \$5,700	\$150 \$9,000	\$145 \$8,700	\$100 \$6,000	\$195 \$11,700	\$50 \$3,000	\$245 \$14,700
Track	\$13,500	65	\$215	\$215	\$215 \$13,975	\$0	\$200 \$13,000	\$15 \$975	\$150 \$9,750	\$65 \$4,225	\$100 \$6,500	\$115 \$7,475	\$50 \$3,250	\$165 \$10,725
Cross Country	\$6,200	25	\$260	\$260	\$260 \$6,500	\$0	\$200 \$5,000	\$60 \$1,500	\$150 \$3,750	\$110 \$2,750	\$100 \$2,500	\$160 \$4,000	\$50 \$1,250	\$210 \$5,250
Cheerleading	\$3,100	20	\$160	\$160	\$160 \$3,200	\$0			\$150 \$3,000	\$10 \$200	\$100 \$2,000	\$60 \$1,200	\$50 \$1,000	\$110 \$2,200
Poms	\$3,000	20	\$152	\$155	\$155 \$3,100	\$0			\$150 \$3,000	\$5 \$100	\$100 \$2,000	\$52 \$1,040	\$50 \$1,000	\$105 \$2,100
Scholastic Bowl	\$1,900	15	\$130	\$130	\$130 \$1,950	\$0					\$100 \$1,500	\$30 \$1,040	\$50 \$750	\$80 \$1,200
Debate Club	\$525	20	\$28	\$28	\$28 \$560	\$0								
Drama Team	\$4,072	45	\$95	\$95	\$95 \$4,275	\$0							\$50 \$2,250	\$45 \$2,025
Intramurals	\$18,883	70	\$28	\$29	\$29 \$2,030	\$0								

FLAT RATES

District 159 Extracurricular Fee Chart

May 4, 2012

MJHS	Estimated Cost	Participants	2011-12 Recommended	12-13 projected	Student Pays Full Price	Student Pays \$200	Student Pays \$150	Student Pays \$100	Student Pays \$50
Angler's Club	\$882	15	\$62	\$62	\$62 \$0 \$930 \$0				\$50 \$12 \$750 \$180
Jazz Director	\$1,390	20	\$73	\$73	\$73 \$0 \$1,460 \$0				\$50 \$23 \$1,000 \$460
Percussion Ens	\$421	10	\$45	\$45	\$45 \$0 \$450 \$0				

Subtotal MJHS	\$100,873			\$67,025	\$19,175	\$54,225	\$31,975	\$39,275	\$47,455	\$22,290	\$64,840
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FLAT RATES

District 159 Extracurricular Fee Chart

May 4, 2012

MIS	Estimated Cost	Participants	2011-12 Recommended	12-13 projected	Student Pays Full Price		Student Pays \$30		Student Pays \$20		Student Pays \$10	
					Student	District	Student	District	Student	District	Student	District
Exercise Club	\$421	24	\$19	\$19	\$19	\$0					\$10	\$9
					\$456	\$0					\$240	\$216
Intramurals	\$2,245	75	\$32	\$32	\$32	\$0	\$30	\$2	\$20	\$12	\$10	\$22
					\$2,400	\$0	\$2,250	\$150	\$1,500	\$900	\$750	\$1,650
Launch News	\$681	20	\$36	\$36	\$36	\$0	\$30	\$6	\$20	\$16	\$10	\$26
					\$720	\$0	\$600	\$120	\$400	\$320	\$200	\$520
Outdoor Ed	\$6,992	225	\$33	\$33	\$33	\$0	\$30	\$3	\$20	\$13	\$10	\$23
					\$7,425	\$0	\$6,750	\$675	\$4,500	\$2,925	\$2,250	\$5,175
Peer Mediation	\$523	20	\$28	\$28	\$28	\$0			\$20	\$8	\$10	\$18
					\$560	\$0			\$400	\$160	\$200	\$360
Play Director	\$1,294	50	\$28	\$28	\$28	\$0			\$20	\$8	\$10	\$18
					\$1,400	\$0			\$1,000	\$400	\$500	\$900
Rocket Readers	\$303	23	\$14	\$14	\$14	\$0					\$10	\$4
					\$322	\$0					\$230	\$92
Singing Club	\$500	33	\$16	\$16	\$16	\$0					\$10	\$6
					\$528	\$0					\$330	\$198
Subtotal MIS	\$12,959						\$12,866	\$945	\$9,106	\$4,705	\$4,700	\$9,111



MOKENA SCHOOL DISTRICT 159 **INFORMATION REPORT**

Date: April 4, 2012

To: Board of Education
Steve Stein, Superintendent

From: Mike Rolinitis, Principal

Re: Music program

In recent months, the administration has worked closely with the music department to develop several options that will help alleviate our concerns. Several options have been considered and each has its advantages and disadvantages. Some come with a higher monetary commitment while others have a higher human cost. Many of the options we have considered seemed promising at the outset, but fell apart at some point as we tried to work out the details.

We come to you at this point with another set of possible options to consider for the Band and Choir programs. I will again attempt to outline some of the challenges with each option. Some may seem familiar.

Option 1 – Keep things the same as they are this year

The first and least complex option is to just keep things the same as they are this year. This is a grueling schedule for the music teachers and we will still have to pay Mrs. Thomas an overload to teach the extra course at MJHS, but we know that even though it is difficult, technically it works.

In this Option, Mrs. Thomas begins her day at MJHS teaching a zero hour class of Concert Band. She then she stays at MJHS to teach one period of 6th grade general music. She then returns to MES where she teaches several levels of general music and PE. We are forced to pay her a one period overload because we do not have enough coverage for her full load. Additionally, we have to have her contractual day end earlier than everyone else at MES because she starts her day so early at MJHS teaching band.

Mrs. Maffia begins her day at MJHS teaching Symphonic Band in zero hour. She then races over to MES to teach the MIS cadet band. She then returns to MJHS where she teaches three sections of 6th grade general music and three sections of choir. We are forced to give her an extra plan time to allow for travel and to accommodate the fact that she is teaching an overloaded schedule. Additionally, I have to allow her contract day to end a half hour before the normal day to accommodate the additional zero hour class.

Challenges:

- This is a very taxing schedule on both music teachers. They are attempting to do everything in the program with one less person. I am concerned that this schedule takes a toll on the teachers in a way that will cause them to burn out rather quickly and may cause them to seek other positions where they would not be as stressed as they are now. It is my fear that these positions will become revolving doors for new teachers to get some experience and then move on to other, less demanding jobs. This will have a chilling effect on one of our most successful programs. It is my fear that over time, the music program will erode and no longer be as stellar as it is currently.
- There will need to be some curricular changes in the program to help reduce the workload.
- There would still be no 4th grade band and one teacher will have to work with all of the beginners at MIS. Historically, we have had around 100 students in beginning band. It will be extremely difficult for one instructor to work with that many students at the beginning level.
- I would submit that this is not a long term solution. It would be my hope that in the future we would consider an option that reduces the demands of these positions while maintaining the quality of our music program.

Option 2 - Move Band into the school day and Move Choir to an Extracurricular

Band would be taught during the school day, and we would continue to offer two bands. In this option there will be no zero hour class and no band bus. The Symphonic Band would meet in place of the semester classes. Band students would no longer have the option of being in semester classes (music, computers, Spanish, drama, French and art). The Concert band would meet during the homeroom/lunch period times in place of study hall/homeroom. Concert band students would be assigned a band lunch and would eat lunch during the normal 7th grade lunch period. Concert Band would meet during the normal 7th grade homeroom time. Both Symphonic Band and Concert Band would be taught by Mrs. Maffia.

Mrs. Maffia will teach all 6th grade general music sections at MJHS. Mrs. Thomas would continue to teach Music and PE at MES. Mrs. Thomas would teach the MIS beginning/cadet band program to 5th grade students with the help from Mrs. Leo at its present time and location.

Choir would be changed to an extracurricular club that meets after school for all students interested in performing. Choir would no longer be a curricular class, but students would still be expected to perform in concerts and contests.

	Start	7:50 AM	8:38 AM	9:24 AM	10:10 AM	10:56 AM	11:38 AM	12:08 PM	12:42 PM	1:28 PM	
Music	End	8:34 AM	9:20 AM	10:06 AM	10:52 AM	11:38 AM	12:08 PM	12:38 PM	1:24 PM	2:15 PM	After School
Option 2											
Thomas	M100	MIS Band	Out of Building								
Maffia	Music	Music 6-1	Music 6-2	Music 6-3	Sym Band	Lunch	Con Band Lunch	Concert Band	Plan	Music 6-4	Choir EC

Concerns with Option 2

- Symphonic Band students would miss out on semester classes (computers, music, drama, Spanish, art and French)
- If we are able to begin teaching LW Spanish 1 again in the future, Symphonic Band students would not have the option to take it during the school day.
- Mrs. Maffia's case load will still be the largest in the building managing around 300 students including the two bands and her music classes. There may need to be some curricular considerations made to reduce the amount of work included in these classes.
- Although the quality of the band program at MJHS should be maintained as it is now under this option, the quality of the choir program would most likely diminish.
- Concert band may suffer because of the students not being able to socialize with their friends during their regular lunch periods.
- Choir students may elect to do other things rather than join a singing club after school, thus reducing the enrollment in the program.
- Band would begin at MIS in 5th grade instead of 4th reducing the quality of the program by having one less year of learning their instruments.

Option 3 – Band and Choir become Extracurricular

A third option is to move Band and Choir back to an extracurricular activity. Band would still be held in the morning as a zero hour class. Choir would remain as part of the study hall time but all grade levels would not meet every day. This is similar to how it was prior to the shift to making all of our music classes curricular. There is a sub-option to move choir to an after school activity.

Even though the preparation for concerts and other performances remains the same, there would be no grading of assignments or additional responsibilities that come with a curricular class.

Teachers would be paid a stipend that would need to be developed on schedule B to sponsor the programs. If these classes are considered "extra" and we are compensating the teachers for it through schedule B, the zero hour is not considered part of their regular school day. If this is the case, we can then schedule the teachers differently during the day and this could allow us to eliminate paying the overload to Mrs. Thomas.

Since these programs fall under the umbrella of schedule B, we would need to decide if there should be a fee assessed to each program like we have done with all other extra curriculars.

There would be no 4th grade Band program. Beginners will start in 5th grade.

Concerns with Option 3:

- It may turn out that the stipend that we pay the teachers to sponsor these programs will be equivalent to the amount of money we are currently paying Mrs. Thomas.
- Moving band and choir could reduce the number of students participating.
- Even though the classes would no longer be graded, the preparation and rehearsal times are the same.
- If a fee is assessed, it may diminish the numbers of students in the program.
- This option has little effect on staff burnout concerns

Supplemental Information:

There is realistically only one other option to consider and that includes hiring an additional teacher or teacher's aide to assist in the program. I believe I can justify the need for a part time music teacher that would bring our program up to where it was two years ago. Having said that, I have to share that if the board were to consider adding or reinstating positions, there may be others to consider that are part of the teaching the core curriculum subjects that should take priority.

**AGREEMENT FOR RECIPROCAL REPORTING AND COOPERATION BETWEEN
MOKENA SCHOOL DISTRICT 159 AND
THE MOKENA POLICE DEPARTMENT**

The Board of Education of Mokena School District 159, Will County, Illinois ("School District") and the Mokena Police Department, Will County, Illinois ("Department") (collectively, "Parties"), pursuant to Sections 1-7(A)(8) and 5-905(1)(h) of the Illinois Juvenile Court Act of 1987, 705 ILCS 405/1-1, et seq., and Sections 10-20.14 and 22-20 of the Illinois School Code, 105ILCS 5/1-1, et seq., agree to maintain on-going communication and a mutually supportive partnership for a reciprocal reporting system regarding criminal offenses committed by each student attending school at a School District school ("District Student"). This agreement shall be known and is referred to herein as the Reciprocal Reporting Agreement.

I. GENERAL COOPERATION

A. The Superintendent of the School District will provide the Department with a list of School District administrators who will have responsibility for reporting suspected criminal offenses committed by District Students as provided pursuant to Section II.A of this Reciprocal Reporting Agreement. The Chief of the Department will provide the School District with a list of those officers of the Department who have responsibility for reporting criminal activity of District Students, as provided pursuant to Section II.B of this Reciprocal Reporting Agreement.

II. REPORTING OF STUDENT CRIMINAL ACTIVITY

A. By the School District to the Department.

1. The School District will promptly report to the Department the activity of all District Students that involves or is suspected to involve:

- a. Criminal gang activity;
- b. Possession or use of weapons such as guns and knives, explosives, or any item used as a weapon;
- c. Sale of drugs or other intoxicants;
- d. Possession of significant quantities of drugs or other intoxicants;
- e. Fights or other violent activity which might reasonably carryover into the Village of Mokena;
- f. Domestic or sexual abuse, neglect, look -out, and runaway situations;
- g. Bomb threat or improper activation of the fire alarm system;
- h. Assault - Threats against staff or student(s), including "hit lists" which impede the educational setting;
- I. Any state or federal crime occurring or which has occurred on School District property or at a School District event, which might reasonably carryover into the Village of Mokena;
- j. Any other activities involving District Students that threatens the safety of District students and community members on or off School District property.

2. Where violence or other activity poses an imminent threat to the safety of District Students or community members, the information will be immediately shared with the Department in accordance with Section II.B of this Agreement; otherwise, the information will be shared between the Parties as early as reasonably possible, depending on the circumstances surrounding the situation.

3. Where information regarding a District Student does not constitute an immediate threat to the safety of District Students or community members, or is deemed to be minor and unlikely to assist in the protection or safety of District Students or community members and becomes incorporated into the District Student's record under the provisions of the Illinois School Student Records Act 105 ILCS 10/1, et seq., the School District shall not disclose the information to the Department absent the specific, written consent of the student's parent/guardian or by an order of a court of proper jurisdiction.

B. By the Department to the School District.

1. The Department will report to the School District the same information referenced in Section II.A. of this Reciprocal Reporting Agreement within the same time frames, where the activity of District Students or others within the School District might reasonably carryover onto school grounds or school activities.

2. As provided by Sections 1-7(A)(8) and 5-905(1)(h) of the Illinois Juvenile Court Act of 1987, the Department will report to the School District the following offenses or suspected offenses within the time frames referenced in Section II.A of this Reciprocal Reporting Agreement with respect to a District Student who has been taken into custody or arrested for:

- a. Unlawful use of weapons under Section 24-1 of the Illinois Criminal Code of 1961, 720 ILCS 5/24-1, et seq.;
- b. A violation of the Illinois Controlled Substances Act, 720 ILCS 570/100, et seq.;
- c. A violation of the Cannabis Control Act, 720 ILCS 550/1, et seq.;
- d. A forcible felony, as defined by Section 2-8 of the Illinois Criminal Code of 1961; or
- e. Any offense classified by Illinois law as a felony or a Class A or B misdemeanor.

3. In accordance with Section 22-20 of the Illinois School Code, the Department will provide the School District with the following information whenever any District Student is detained for proceedings under the Illinois Juvenile Court Act of 1987 or for any criminal offense or any violation of a municipal or county ordinance: (a) the basis for detaining the District Student; (b) the county or municipal ordinance that was violated by the District Student, if applicable; (c) the circumstances surrounding the events which led to the District Student's detention; and (d) the status of the proceedings. According to the provisions of Section 22-20 of the Illinois School Code, the Parties agree that the Department will share information with the School District whenever a District Student is detained or referred for further proceedings as a delinquent minor, a neglected minor, or an abused minor under the Illinois Juvenile Court Act of 1987. This includes, but is not limited to, instances where a

petition is filed in court:

- a. That a minor is abused, neglected, or dependent under the provisions of Section 2-13 of the Illinois Juvenile Court Act of 1987;
- b. That a minor requires authoritative intervention under Section 3-15 of the Illinois Juvenile Court Act of 1987;
- c. That a minor is addicted and eligible for treatment under Section 4-12 of the Illinois Juvenile Court Act of 1987
- d. That a minor is delinquent under the Section 5-501 of the Illinois Juvenile Court Act of 1987; or
- e. By court or law enforcement authorities initiating formal proceedings in regard to a minor for any other purposes specified under the Illinois Juvenile Court Act of 1987.

Section 22-20 of the Illinois School Code further provides that

All courts and law enforcement agencies of the State of Illinois and its political subdivisions shall report to the principal of any public school in this State whenever a child enrolled therein is detained for proceedings under the Illinois Juvenile Court Act of 1987, as heretofore and hereafter amended, or for any criminal offense or any violation of a municipal or county ordinance. The report shall include the basis for detaining the child, circumstances surrounding the events, which led to the child's detention, and status of proceedings. The report shall be updated as appropriate to notify the principal of developments and the disposition of the matter.

The information derived thereby shall be kept separate from and shall not become a part of the official school record of such child and shall not be a public record. Such information shall be used solely by the principal, counselors and teachers of the school to aid in the proper rehabilitation of the child and to protect the safety of students and employees in the school.

For purposes of applying the above provisions of Section 22-20 of the Illinois School Code and administering this Reciprocal Reporting Agreement, the School District and the Department recognize that the detention of a District Student includes not only arrest but whenever a law enforcement official reasonably believes the District Student is not free to leave the presence of the law enforcement official. This includes, for example, when a student is stopped for conduct, which may lead to, or results in, the issuance of a ticket for violation of a municipal ordinance. However, in administering this Reciprocal Reporting Agreement, the Department may, but shall not be obligated to, initiate reporting to the School District of the detention of District Students for conduct that is deemed by the Department to be minor and unlikely to assist in the rehabilitation of the District Student or the protection or safety of District Students and employees of the School District. More generally, the Department will share information with the School District where a District Student's misconduct outside of school is likely to be carried into a School District or School District activities, or have a significant impact on the safety and well being of District Students, School District employees, or

community members. In turn, the School District will share information with the Department where student misconduct in the School District or at School District activities is likely to extend into the community or involve an offense for which reporting is required by law.

III. OTHER TERMS AND CONDITIONS

A. **Confidentiality of Law Enforcement Records.** Any law enforcement or records subject to disclosure under this Reciprocal Reporting Agreement shall not be disclosed or made available in any form to any person or agency other than as set forth in this Reciprocal Reporting Agreement or as authorized by law.

B. **Content of Criminal Activity Information.** All criminal activity information shall include the names of all involved persons, including District Students and minors, except in cases where the name of the victim is protected under the Rights of Crime Victims and Witnesses Act, 725 ILCS 120/1, et seq., as amended, or other applicable law.

C. **Confidentiality of Criminal Activity Information.** The Parties shall develop procedures designed to ensure that any criminal activity information is not available to other employees, or any persons other than as authorized by this Agreement or by law.

D. **Term and Renewal.** This Reciprocal Reporting Agreement shall immediately take effect on the date of its execution and shall be in full force and effect for a period of two (2) years thereafter. This Reciprocal Reporting Agreement shall automatically renew for successive two (2) year periods unless terminated pursuant to Section III.E of this Reciprocal Reporting Agreement.

E. **Termination.** This Reciprocal Reporting Agreement may be terminated at any time upon thirty (30) days advance written notice by either party.

F. **Amendments and Modifications.** This Reciprocal Reporting Agreement may be modified or amended from time to time provided, however, that no such amendment or modifications shall be effective unless reduced to writing and duly signed by an authorized representative of the Parties.

G. **Savings Clause.** If any provision of this Reciprocal Reporting Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, the remaining parts or portions of this Reciprocal Reporting Agreement shall remain in full force and effect.

H. **Information.** Information may be communicated verbally or in writing between the Parties at any time deemed necessary by the Parties.

I. **Entire Agreement.** This Agreement sets forth all the covenants, conditions and promises between the Parties. There are no covenants, promises, agreements, conditions, or understandings between the Parties, either oral or written, other than those contained in this Reciprocal Reporting Agreement.

J. **Governing Law.** This Reciprocal Reporting Agreement shall be governed by the laws of the State of Illinois both as to interpretation and performance.

K. **Non-Liability.** The Department and the School District shall each utilize their best efforts to provide the information to be reported under this Reciprocal Reporting Agreement, but in no event shall either party be liable for the failure to provide such information, whether through inadvertence or otherwise.

L. **No Third Party Beneficiaries.** There are no intended or implied third party beneficiaries of this Reciprocal Reporting Agreement.

M. **Immunities.** Nothing in this Reciprocal Reporting Agreement shall be intended, nor shall it be interpreted, to waive any and all statutory or common law privileges and or immunities of the School District or the Department, which are hereby specifically reserved.

IN WITNESS WHEREOF, the Department and the School District have caused this Reciprocal Reporting Agreement to be executed on their behalf and attested by their duly authorized officers, on the dates herein set forth.

MOKENA POLICE DEPARTMENT

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

By: _____

Randy W. Rogers

By: _____

Its: _____

POLICE CHIEF

Its: _____

Attest: _____

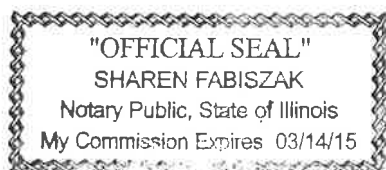
Sharon Fabiszak

Attest: _____

Date: _____

4-19-12

Date: _____



RECIPROCAL REPORTING AGREEMENT ARRESTS OR DETENTIONS

School District: _____

School Representative: _____

Law Enforcement Representative: _____

Student: _____ D.O.B. _____

Per our reciprocal reporting agreement, the Mokena Police Department would like to inform you that the above student was arrested or taken into custody by this department on _____, for the offense of:

_____ Underage possession of an alcoholic beverage

_____ Underage consumption of an alcoholic beverage

_____ Possession of cannabis

_____ Possession of a controlled substance

_____ Possession of drug paraphernalia

_____ Unlawful use of a weapon

_____ Battery

_____ Burglary

_____ Burglary to motor vehicle

_____ Other



MOKENA SCHOOL DISTRICT 159 **INFORMATION REPORT**

Date: May 6, 2012

To: Board of Education
Steve Stein, Superintendent

From: Kirt Hendrick, Director of Business Operations

Re: Mokena School District Natural Gas Supply

The two year contract for natural gas supply with Nicor Enerchange will expire on June 30, 2012. The rate that the district paid during this term was (-) 1 cent per therm, and the supplier was Nicor Enerchange.

Working with Mike Perry of Midwest Energy we have secured three bids to supply natural gas. The suppliers were given our therm use from January 2011 to December 2011. Nordic Energy, CenterPoint Energy and Nicor Enerchange provided bids.

Of the three suppliers Nicor Enerchange had the lowest offer with the NGI minus (-) \$.01. CenterPoint was second with NGI + \$.005 and Nordic was third with a bid of NGI + \$.006. The next page contains a spreadsheet documenting each suppliers cost and how it would affect the district's cost. I included the cost of the utility to indicate the districts cost if they go back to Nicor Gas Rate 4.

Our Gas Contract is up on June 1, 2012, and with no rollover clause we will have to move fast to execute the attached contract to prevent the district to going back to Nicor Gas Rate 4. We are asking that this contract be approved to allow the district to continue the favorable cost of (-1) cent per therm cost for the next two years.



Nicor Enerchange

An AGL Resources Company

EXHIBIT A

April 23, 2012

Attached and made a part of that certain Master Retail Natural Gas Agreement between Sequent Energy Management, L.P., d/b/a Nicor Enerchange (Seller) and Mokena School District 159 (Buyer), dated October 7, 2009.

Facilities:

LDC Account #	Service Address
64-51-70-2000	19815 Kirkstone Way, Mokena, IL 60448
11-27-00-2000	11331 W. 196 th Street, Mokena, IL 60448
58-85-12-2000	11244 W. Willowcrest, Mokena, IL 60448
61-01-00-2000	11331 W. 195 th Street, Mokena, IL 60448
48-85-12-2000	11244 W. Willowcrest, Mokena, IL 60448

Delivery Point: Nicor Gas City Gate

Delivery Date: July 1, 2012

The delivery date will be the later of the Delivery Date of this Exhibit or the date of acceptance by the Utility of the Seller as Buyer's gas supplier. If the Delivery Date is delayed, Buyer will pay any cost incurred by Seller to liquidate the monthly volumes contracted up to the actual Delivery Date. Seller will use commercially reasonable efforts to sell the contracted monthly volumes at market rates upon being informed by Buyer, or Buyer's Utility, that the Delivery Date has been postponed.

Term:

The term of this Exhibit A commences with the Delivery Date and will continue for 24 months. It will automatically renew for successive one year terms thereafter until terminated with sixty (60) days written notice prior to the end of any annual term. Upon renewal, the price shall be the Natural Gas Intelligence Bidweek Gas Price Index Chicago Citygate \$0.0200 per therm, for all baseload volumes delivered, unless otherwise set forth in a new Exhibit A or a Transaction Confirmation.

Service: Full Requirements, Firm

The monthly volumes set forth below constitute Buyer's baseload volumes.

Delivery Period	Volumes (therms)	Delivery Period	Volumes (therms)
Jul 2012	500	Jul 2013	500
Aug 2012	500	Aug 2013	500
Sep 2012	1,000	Sep 2013	1,000
Oct 2012	5,000	Oct 2013	5,000
Nov 2012	13,500	Nov 2013	13,500
Dec 2012	22,500	Dec 2013	22,500
Jan 2013	27,000	Jan 2014	27,000
Feb 2013	19,000	Feb 2014	19,000
Mar 2013	14,500	Mar 2014	14,500
Apr 2013	9,500	Apr 2014	9,500
May 2013	6,500	May 2014	6,500
Jun 2013	1,500	Jun 2014	1,500
Total	121,000	Total	121,000

Price:

Baseload volumes will be billed at \$0.0100 per therm below the Natural Gas Intelligence Bidweek Gas Price Index Chicago Citygate for all volumes not covered by a separate Transaction Confirmation(s). If such index is not available in the future, Seller and Buyer will mutually agree on an alternative first of month index publication that reports index prices for Chicago citygates.

Incremental or Buy-Back Volumes:

Actual monthly metered consumption plus GLU, if applicable, above or below contracted volumes will be billed based on the simple average of the Gas Daily Daily Chicago Citygate Midpoint Daily postings for the respective month. The price will be at the simple average of the Gas Daily Daily Chicago Citygate Midpoint plus \$0.0130 for all volumes (therms) over the contracted volume and at the simple average of the Gas Daily Daily Chicago Citygate Midpoint minus \$0.0130 for all volumes (therms) under the contracted volume.

Storage Transfer Provision:

If applicable, Seller shall acquire Buyer's existing storage inventory via a storage transfer effectuated by Buyer with its Utility. Seller will pay market pricing for such transfer and will credit Buyer's invoice accordingly.

Special Services:**1. Storage and Balancing Service:**

- **Buyer's Obligations:** Buyer shall agree to be grouped or pooled by the Seller, and pay all costs and penalties assessed by Buyer's Utility if Buyer's use is over the maximum daily contracted quantity assigned by Buyer's Utility. Upon termination or expiration of this agreement, Seller shall have the right to sell Buyer inventory gas, as applicable to properly balance Seller's pool, and will invoice Buyer for such gas at appropriate market rates.
- **Seller's Obligations:** Seller shall manage all of Buyer's storage. Seller shall pay all costs and penalties assessed by Buyer's Utility, provided Buyer's use is within the maximum daily contracted quantity assigned by Buyer's Utility. Title, ownership and risk of loss of gas shall remain with the Seller while gas is in storage.

- 2. Consolidated Billing Service:** Seller shall provide an administrative billing service for Buyer. Seller shall receive Buyer's gas distribution invoices from Utility, for the accounts listed above, consolidate them, and apply them to the invoice so as to create a single natural gas invoice for Buyer. If Buyer fails to make timely payment when invoices/bills are due, the Seller in its own discretion and on five (5) days written notice, may cease to provide administrative billing services for Buyer.

Other Agreed Upon Provisions:

Adjusted Payment Terms: In lieu of the due date listed in Section 4.5 of the Master Retail Natural Gas Agreement, Buyer agrees to pay invoiced amounts within 45 days from the date of the invoice.

Mokena School District 159 (Buyer)

Sequent Energy Management, L.P.,
d/b/a Nicor Enerchange (Seller)

By: _____

By: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Mokena School District Gas
Term -- January 2011 Thru Dec 2011

Billing Month	Actual Therms Used*1	NGI	GSC - Nicor Rates	Nicor Gas Cost Rate 4 <i>Note 2</i>	Current Supplier Nicor Enerchange		Nordic Gas		CenterPoint Energy's Cost	
					Price Per Therm	Gas Supply Cost <i>Note 3</i>	GSC - Nicor Gas Cost	Gas Supply Cost <i>Note 4</i>	NGI index cost plus \$.03	Gas Supply Cost <i>Note 5</i>
					Index Cost	NGI - .01	Index Cost	NGI + .006	Index Cost	NGI + .005
	(Therms)	\$/Therm	\$/Therm	\$	\$/Therm	\$	\$/Therm	\$	\$/Therm	\$
Jan-11	26876	0.4319	\$0.4800	\$12,900.41	\$0.4219	\$11,338.92	\$0.4379	\$11,768.94	\$0.4369	\$11,742.06
Feb-11	19068	0.4610	\$0.5300	\$10,106.10	\$0.4510	\$8,599.72	\$0.4670	\$8,904.81	\$0.4660	\$8,885.74
Mar-11	14235	0.3950	\$0.5100	\$7,259.61	\$0.3850	\$5,480.29	\$0.4010	\$5,708.04	\$0.4000	\$5,693.81
Apr-11	9478	0.4420	\$0.4800	\$4,549.59	\$0.4320	\$4,094.63	\$0.4480	\$4,246.28	\$0.4470	\$4,236.80
May-11	6378	0.4490	\$0.5000	\$3,189.04	\$0.4390	\$2,799.97	\$0.4550	\$2,902.02	\$0.4540	\$2,895.65
Jun-11	1512	0.4390	\$0.5000	\$756.19	\$0.4290	\$648.81	\$0.4450	\$673.01	\$0.4440	\$671.50
Jul-11	539	0.4380	\$0.5500	\$296.56	\$0.4280	\$230.78	\$0.4440	\$239.41	\$0.4430	\$238.87
Aug-11	783	0.4490	\$0.5800	\$454.18	\$0.4390	\$343.77	\$0.4550	\$356.30	\$0.4540	\$355.51
Sep-11	2380	0.3960	\$0.5100	\$1,213.81	\$0.3860	\$918.69	\$0.4020	\$956.77	\$0.4010	\$954.39
Oct-11	6873	0.3920	\$0.5100	\$3,505.33	\$0.3820	\$2,625.56	\$0.3980	\$2,735.53	\$0.3970	\$2,728.66
Nov-11	13410	0.3830	\$0.4800	\$6,436.64	\$0.3730	\$5,001.81	\$0.3890	\$5,216.36	\$0.3880	\$5,202.95
Dec-11	19733	0.3720	\$0.4800	\$9,471.80	\$0.3620	\$7,143.32	\$0.3780	\$7,459.05	\$0.3770	\$7,439.31
Totals	121265			\$60,139.27		\$49,226.28		\$51,166.52		\$51,045.26
Savings Vs. Nicor Gas						\$10,913		\$8,973		\$9,094

Note 1 - Actual Therms Used is defined as the actual therms consumed by the facility as documented by Nicor Gas (local Utility)

Note 2 - Cost for Mokena School District if they were with Nicor Gas (Utility)

Note 3 - Current Contract Cost with Nicor Enerchange -- NGI Minus (-) 1 cent

Note 4 - Nordic Energy's Gas Offer cost -- NGI plus (+) .006

Note 5 - Centerpoint Energy's Gas Offer cost -- NGI plus (+) .005

School Board

Access to District Public Records

Full access to the District's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures.

Freedom of Information Officer

The Superintendent shall serve as the District's Freedom of Information Officer and ~~is assigned~~ **assumes** all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees but the delegation shall not relieve the Superintendent of the responsibility for the action that was delegated. The Superintendent or designee(s) shall report any FOIA requests and the status of the District's response to the Board at each regular Board meeting. This report will convey the basic message of the FOIA request.

Definition

The District's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School District.

Requesting Records

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. All requests for inspection and copying shall immediately be forwarded to the District's Freedom of Information Officer or designee.

Responding to Requests

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; or
3. Complying with the request would be unduly burdensome.

Within 5 business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to 5 business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the ~~delay~~ **extension**, and (2) either inform the person of the date on which a response will be made, or agree with the person in writing on a compliance period.

When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request.

Copying Fees

Persons making a request for copies of public records must pay any applicable copying fee. The Freedom of Information Officer shall, as needed, recommend a copying fee schedule for the Board's approval. Copying fees, except when fixed by statute, are reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. No copying fees shall be charged for the first 50 pages of black and white, letter or legal sized copies. No copying fee shall be charged for electronic copies other than the actual cost of the recording medium.

Access

The inspection and copying of a public record that is the subject of an approved access request is permitted at the District's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.

Many public records are immediately available from the District's website including, but not limited to, a description of the District and the methods for requesting a public record.

Preserving Public Records

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g. a litigation hold), District auditor, or other individual authorized by the School Board or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

LEGAL REF.: 5 ILCS 140/, Illinois Freedom of Information Act.
105 ILCS 5/10-16.
820 ILCS 130/5.

CROSS REF.: 2:140 (Communications To and From the Board), 5:150 (Personnel Records),
7:340 (Student Records)

ADOPTED: September 12, 2007

REVISED: November 14, 2007

REVISED: February 10, 2010

REVISED: January 12, 2012

REVISED : June 20, 2012

General School Administration

Administrative Responsibility of the Building Principal

The Board of Education, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools. The primary responsibility of a Building Principal is the improvement of instruction. Each Building Principal shall perform all duties as described in The School Code as well as such other duties as specified in his or her employment agreement or as agreed upon by the Building Principal and Superintendent.

The Superintendent or designee shall develop and maintain a principal and assistant principal evaluation plan that complies with Section 24A-15 of The School Code. Using that plan, the Superintendent or designee shall evaluate each Building Principal and Assistant Principal. The Superintendent or designee may conduct additional evaluations.

The Board of Education and each Building Principal and Assistant Principal shall enter into an employment agreement that conforms to Board policy and State law. The terms of an individual employment contract, when in conflict with the evaluation plan or this policy, will control.

LEGAL REF.: 10 ILCS 5/4-6.2.

105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 10-23.8a, 10-23.8b, and 5/24A-15.

105 ILCS 127/1 et seq.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 5:250 (Leave of Absence)

ADOPTED: September 12, 2007

REVISED: June 20, 2012

General School Administration

Succession of Authority

If the Superintendent, Building Principal, or other administrator is temporarily unavailable, the succession of authority and responsibility of the respective office shall follow a succession plan, developed by the Superintendent and approved by the School Board.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 3:30
(Chain of Command)

ADOPTED: June 20, 2012

General School Administration

Administrative Procedure - Succession Plan

If the Superintendent, Building Principal, or other administrator is temporarily unavailable, the succession of authority and responsibility of the respective office shall be as stated below. If the first person on the succession list is unavailable, the second person shall be the responsible person, and so on, in order through the list. The designated individual shall communicate with the School Board President in cases of importance and/or emergency.

Superintendent

Assistant Superintendent of Instruction

Director of Student Services

Director of Business Operations

Mokena Junior High Principal

Mokena Elementary School Principal

Mokena Intermediate School Principal

Mokena Elementary Assistant Principal

Mokena Junior High Assistant Principal

ADOPTED: June 20, 2012

General Personnel

Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall immediately report ~~such a case~~ or cause a report to be made to the Illinois Department of Children and Family Services on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. All District employees shall sign the *Acknowledgement of Mandated Reporter Status* form provided by the Illinois Department of Child and Family Services (DCFS) and the Superintendent or designee shall ensure that the signed forms are retained.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 800/843-5678, or online at www.cybertipline.com. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

The Superintendent shall execute the requirements in Board policy 5:150, Personnel Records, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

The Superintendent shall notify the State Superintendent and the regional superintendent in writing when he or she has a reasonable cause to believe that a certificate holder was dismissed or resigned from the District as a result of an act that caused a child to be considered an abused or neglected child. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the certificate holder.

The Superintendent or designee shall provide staff development opportunities for school personnel working with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect.

Each individual School Board member must, if an allegation is raised to the member during an open or closed School Board meeting that a student is an abused child as defined in the Act, direct or cause the School Board to direct the Superintendent or other equivalent school administrator to comply with the requirements of the Act concerning the reporting of child abuse.

LEGAL REF.: 325 ILCS 5/1 et seq.

CROSS REF.: 2:20 (Powers and Duties of the School Board), 5:20 (Sexual Harassment), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

ADOPTED: September 12, 2007

REVISED: January 13, 2010

REVISED: June 20, 2012

General Personnel

Staff Development Program

The Superintendent or designee shall implement a staff development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for certificated staff members shall be designed to effectuate the District and School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

The staff development program shall provide, at a minimum, at least once every 2 years, the in-service training of certificated school personnel and administrators shall include training on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

The staff development program shall provide, at a minimum, once every 2 years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.

LEGAL REF.: 105 ILCS 5/2-3.60, 5/10-22.39, 5/10-23.12, 5/24-5, and 110/3.
745 ILCS 49/1 et seq., Good Samaritan Act.

CROSS REF.: 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Hazardous and Infectious Materials), 5:90 (General Personnel - Abused and Neglected Child Reporting), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day)6:160(English Language Learners), 7:285 (Food Allergy Management program).

ADMIN PROC.: 4:170-AP6 (Plan for Responding to a Medical Emergency at an Indoor Physical Fitness Facility), 5:100-AP (Staff Development Program), 5:150-AP (Personnel Records), 7:250-AP1 (Measures to Control the Spread of Head Lice at School)

ADOPTED: January 13, 2010

Instruction

Home and Hospital Instruction

A student who is absent from school, or whose physician anticipates that the student will be absent for an extended period of time or ongoing intermittent absences, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by the Illinois State Board of Education rule governing the continuum of placement options for home/hospital services. Appropriate educational services from qualified staff ~~shall begin as soon as eligibility is established~~ will begin no later than 5 school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

LEGAL REF.: 105 ILCS 5/10-22.6a, 5/14-13.01, 5/18-4.5, and 5/18-8.05.
23 Ill.Admin.Code §226.300.

CROSS REF.: 6:120 (Education of Children with Disabilities), 7:10 (Equal Educational Opportunity)

ADOPTED: September 12, 2007

REVISED: June 20, 2012

Instruction

Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In Kindergarten through Grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level.
2. In grades 7 and 8, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
3. In grades Kindergarten 4-through 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
4. In grades kindergarten through 8, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
5. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship, in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in bullying prevention may be included.
6. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
7. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day, except on block scheduled days for those schools in block scheduling, in a physical education course. For exemptions and substitutions, see policy 7:260, Exemption from Physical Activity.
8. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) other components necessary to develop a sound mind in a healthy body, and (d) dangers and avoidance of abduction.
9. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.

10. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
11. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics, Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State.
In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.
12. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
13. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.
14. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
15. In all schools offering a secondary agricultural education program, courses as required by 105 ILCS 5/2-3.80.

LEGAL REF.: 5 ILCS 465/3 and 465/3a.
20 ILCS 2605/2605-480.
Public Law 108-447, Section 111 of Division J.
105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-5, 5/27-6, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-21, 5/27-22, 5/27-23, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-24.2, 435/0.01 et seq., and 110/3.
625 ILCS 5/6-408.5.
23 Ill.Admin.Code §§1.420, 1.430, and 1.440.
Consolidated Appropriations Act of 2005, Pub. L. No. 108-447, Section 111 of Division J.
Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008).
47 C.F.R. §54.520.

CROSS REF.: 6:40 (Curriculum Development), 7:260 (Exemption from Physical Activity)

ADOPTED: September 12, 2007

REVISED: June 20, 2012

Students

Student Athlete Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by student athletes. The program shall:

1. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:
 - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
2. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
3. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
4. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

LEGAL.: 105 ILCS 5/10-20.53.

CROSS REF.: 4:170(Safety), 7:300(Extracurricular Athletics)

ADOPTED: JUNE 20, 2012

Students

Administrative Procedure - Program for Managing Student Athlete Concussions and Head Injuries

Definitions

Concussion - A type of traumatic brain injury caused by a bump, blow, or jolt to the head that alters the way the brain normally functions. A concussion can also occur from a blow to the body that causes the head to move rapidly back and forth. These injuries may or may not cause a loss of consciousness. See *Concussion in Sports*, www.cdc.gov/concussion/sports/index.html. This site contains excellent resources for the recognition, response, and prevention of concussions. The Illinois High School Association (IHSA) website contains comprehensive resources that State law requires schools use to educate coaches, student athletes, and parents/guardians. These are available at: www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/SchoolResources.aspx.

Student athlete - A student who has participated in one or more practices and/or interscholastic athletic contests in any sport offered by or under the auspices of a high school. This definition is from the IHSA's by-laws, www.ihsa.org/AbouttheIHSA/ConstitutionBylawsPolicies.aspx. All Illinois school boards, even those that currently have no *student athletes*, are required to adopt a student athlete concussion and head injury policy that is in compliance with IHSA protocols, policies, and by-laws (105 ILCS 5/10-20.53, added by P.A. 97-204). This administrative procedure implements Board policy 7:305, *Student Athlete Concussions and Head Injuries*.

Actor	Action
Superintendent or designee	<p>Identify the staff members who are responsible for student athletes, including Building Principals, and require that they comply with IHSA concussion protocols, policies, and by-laws, including its <i>Protocol for NFHS Concussion Playing Rules</i>, and its <i>Return to Play Policy</i>. Available at: www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/SchoolResources.aspx.</p> <p>Hold the identified staff members responsible for implementing this procedure.</p>
Building Principals	<p>Instruct coaches, trainers, and other staff members who are responsible for student athletes to review and abide by the IHSA protocols, policies, and by-laws regarding concussions and head injuries. Available at: www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx.</p> <p>Require that:</p> <ol style="list-style-type: none"> 1. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (e.g., loss of consciousness, headache, dizziness, confusion, or balance problems) in a practice or game is removed from participation or competition at that time. 2. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury is not allowed to return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. 3. If not cleared to return to that contest, a student athlete is not allowed to

Actor	Action
	<p>return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.</p> <p>Place all written information concerning an injury to a student athlete, including without limitation, a return-to-play clearance from a student's physician or an athletic trainer, in the student's school student record.</p>
<p>Building Principals, Coaches, and Trainers (and other staff members who are responsible for student athletes)</p>	<p>Inform student athletes and their parents/guardians about Board policy 7:305, <i>Student Athlete Concussions and Head Injuries</i> by referring to it in exhibit 7:300-E1, <i>Agreement to Participate</i>, or other agreement, contract, code, or written instrument that a student athlete and his or her parent/guardian are required to sign before the student is allowed to participate in a practice or interscholastic competition.</p> <p>Inform student athletes and their parents/guardians about concussions and head injuries by:</p> <ol style="list-style-type: none"> 1. Giving them a copy of the IHSA's <i>Concussion Information Sheet</i> at the time they sign exhibit 7:300-E1, <i>Agreement to Participate</i>, or other agreement, contract, code, or written instrument that a student athlete and his or her parent/guardian are required to sign before the student is allowed to participate in a practice or interscholastic competition. The <i>Concussion Information Sheet</i>, also known as <i>Sign off (DOC)</i>, is at www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ParentGuardianResources.aspx. 2. Use educational material provided by IHSA to educate student athletes and parents/guardians about the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury. See www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx. The Center for Disease Control and Prevention offers free printed educational materials on concussions that can be ordered or downloaded and distributed to parents, students, and coaches. Available at: www.cdc.gov/concussion/. <p>Follow the IHSA concussion management guidelines. Available at: www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx. These guidelines, in summary, require that:</p> <ol style="list-style-type: none"> 1. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (e.g., loss of consciousness, headache, dizziness, confusion, or balance problems) in a practice or game shall be removed from participation or competition at that time. 2. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. 3. If not cleared to return to that contest, a student athlete may not return to

Actor	Action
	<p>play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.</p> <p>Learn concussion symptoms and danger signs. Available at: www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/CoachingResources.aspx.</p> <p>Understand before the season begins how to respond if a student athlete exhibits signs, symptoms, or behaviors consistent with a concussion (e.g., loss of consciousness, headache, dizziness, confusion, or balance problems) in a practice or game.</p> <p>Do not assess a head injury; instead, take the student athlete out of play and seek the advice of a health care professional.</p> <p>Inform the student athlete's parent/guardian about a possible concussion and give the parent/guardian a fact sheet on concussion. Available at: www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ParentGuardianResources.aspx.</p>

ADOPTED: June 20, 2012

Students

Exhibit - Agreement to Participate

On District letterhead

Each student and his or her parent/guardian must read and sign this *Agreement to Participate* each year before being allowed to participate in interscholastic sport(s) or intramural athletics. The completed *Agreement* should be returned to the Coach.

Student name (printed) _____

1. I wish to participate in the interscholastic sport(s) or intramural athletics that are circled: baseball, basketball, cheerleading, cross country, field hockey, football, golf, gymnastics, lacrosse, soccer, softball, swimming/diving, tennis, track, volleyball, wrestling, other (identify sports) _____. (Another *Agreement* must be signed if the student later decides to participate in a sport not circled above.)
2. Before I will be allowed to participate, I must provide the School District with a certificate of physical fitness (if participating in interscholastic sport(s), the Pre-Participation Physical Examination Form serves this purpose), show proof of accident insurance coverage, and complete any forms required by the Illinois High School Association (IHSA).
3. I agree to abide by all conduct rules and will behave in a sportsmanlike manner. I agree to follow the coaches' instructions, playing techniques, and training schedule as well as all safety rules.
4. I understand that Board policy 7:305, *Student Athlete Concussions and Head Injuries*, requires, among other things, that a student athlete who exhibits signs and symptoms, or behaviors consistent with a concussion or head injury must be removed from participation or competition at that time and that such student will not be allowed to return to play unless cleared to do so by a physician licensed to practice medicine in all its branches or a certified athletic trainer.
5. I am aware that with participation in sports comes the risk of injury, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the highest risk. I am aware that participating in sports involves travel with the team. I acknowledge and accept the risks inherent in the sport(s) or athletics in which I will be participating and in all travel involved. I agree to hold the District, its employees, agents, coaches, School Board members, and volunteers harmless from any and all liability, actions, claims, or demands of any kind and nature whatsoever that may arise by or in connection with my participating in the school-sponsored interscholastic sport(s) or intramural athletics. The terms hereof shall serve as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, and for all members of my family.

Student signature

Date

To be read and signed by the parent/guardian of the student:

1. I am the parent/guardian of the above named student and give my permission for my child or ward to participate in the interscholastic sport(s) or intramural athletics indicated. I have read the above *Agreement to Participate* and understand its terms.
2. I acknowledge having received the attached *Concussion Information Sheet*.
3. I understand that all sports can involve many **risks of injury**, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the higher risk. I am aware that participating in sports involves travel with the team. In consideration of the School District permitting my child to participate, I agree to hold the District, its employees, agents, coaches, Board members and volunteers harmless from any and all liability, actions, claims or demands of any kind and nature whatsoever that may arise by or in connection with the participation of my child in the sport(s) or athletics. I assume all responsibility and certify that my child is in good physical health and is capable of participation in the above indicated sport or athletics.

Parent/Guardian signature

Date

Emergency Contact Information

Name: _____ Relationship to student: _____

Day phone number: _____ Evening phone number: _____

Cell phone number: _____ Other: _____

Name: _____ Relationship to student: _____

Day phone number: _____ Evening phone number: _____

Cell phone number: _____ Other: _____

Name: _____ Relationship to student: _____

Day phone number: _____ Evening phone number: _____

Cell phone number: _____ Other: _____

Name: _____ Relationship to student: _____

Day phone number: _____ Evening phone number: _____

Cell phone number: _____ Other: _____

Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

<ul style="list-style-type: none">• Headaches• “Pressure in head”• Nausea or vomiting• Neck pain• Balance problems or dizziness• Blurred, double, or fuzzy vision• Sensitivity to light or noise• Feeling sluggish or slowed down• Feeling foggy or groggy• Drowsiness• Change in sleep patterns	<ul style="list-style-type: none">• Amnesia• “Don’t feel right”• Fatigue or low energy• Sadness• Nervousness or anxiety• Irritability• More emotional• Confusion• Concentration or memory problems (forgetting game plays)• Repeating the same question/comment
--	--

Signs observed by teammates, parents and coaches include:

<ul style="list-style-type: none">• Appears dazed• Vacant facial expression• Confused about assignment• Forgets plays• Is unsure of game, score, or opponent• Moves clumsily or displays incoordination• Answers questions slowly• Slurred speech• Shows behavior or personality changes• Can’t recall events prior to hit• Can’t recall events after hit• Seizures or convulsions• Any change in typical behavior or personality• Loses consciousness

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a

period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>

Adapted by the Illinois High School Association from the CDC and the 3rd International Conference on Concussion in Sport, Document created 7/1/2011.

ADOPTED: June 20, 2012

ACTION REQUESTS

Action Request

Mokena School District 159

REGULAR MEETING

Personnel Recommendations – May 16, 2012

NAME	POSITION	BUILDING	EFFECTIVE DATE	EMPLOYMENT DETAIL
1. Certified –Certified – New Hire				
Stacey Curtis	Teacher	MIS	2012 -2013 school year	Lane 1, Step A \$35, 423
Daniel Dumford	Teacher	MIS	2012-2013 school year	Lane 4, Step E \$44, 203
Mary Ann Ornelas	Extended Sub Teacher	MES	5/9/2012 thru the end 2011-2012 school year	\$149.84/day
2. Family Medical Leave of Absence				
Jennifer Thomas	Teacher	MES	4/25/2012 thru end 2011-2012 school year	
3. Classified – New Hire				
Anna Schuler	Sub Building Aide	MES	5/17/2012	\$8.31/day as needed

Recommended Motion:

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



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

Date: May 11, 2012

To: Board of Education
Mr. Steve Stein, Superintendent

From: Dr. Charles J. Vitton, Assistant Superintendent of Instruction

Re: Stacey Curtis Employment

Due to the retirements and transfers in place for the 2012-2013 school year, we are in need of hiring additional staff for the 5th grade team at Mokena Intermediate School. At this time, I am requesting that the Board approve the hire of Mrs. Stacey Curtis to fill one of these vacant 5th grade teaching positions. Mrs. Curtis has been a student teacher this semester with Mrs. McDonnell at MIS and has done a fine job. We are confident that Stacey will be a great addition to the 5th grade team at MIS.

If this request meets with your approval, the following motion would be appropriate:

"Move to hire Mrs. Stacey Curtis as a 5th grade teacher at Mokena Intermediate School for the 2012-2013 school year".

Lane 1, Step A - \$35,423

Stacey Nicole Curtis

21535 Carlton St., Crest Hill, IL 60403

(815) 690-1091

Stacey.Curtis@trnty.edu

OBJECTIVE: To obtain an elementary teaching position.

EDUCATION:

- Bachelor of Arts, Trinity Christian College, Palos Heights, IL

Major: Elementary Education

Type 03, K-9 Certificate

Middle School Endorsement: Social Sciences, Science, and Language Arts, intent to complete Mathematics endorsement in 2012- 2013.

Science and Language Arts Endorsements will be complete Summer of 2012.

PROFFESIONAL EXPERIENCE:

2 years experience teaching Preschool and Assistant to Director, Knowledge Learning Corp., Westmont, IL 2003-2005.

- Getting to know the children and their individual needs is a priority. This is extremely important when planning differentiated lessons and flexibly grouping the students.
- Keenly aware of individual student learning styles, intelligences, and preferences; utilized this information to plan daily lessons.
- Taught the children using centers, allowing for maximum flexibility and targeted instruction based on individual learner characteristics.
- Value working collaboratively with colleagues. Fostered relationships, focused on creating teams of teachers that could together plan across the curriculum.
- Enthusiastic about positively impacting the lives of children. Passionate about children and their development.

RELATED EXPERIENCE:

3 years of related experience working with a variety of age groups at Parkview Christian Church, Lockport, IL 2009-present.

- Children's Ministries Large and Small group Leader: duties include assisting in curriculum selection, curriculum development, direct instruction in large groups and small groups, special events coordinator, team development, and more.

VOLUNTEER EXPERIENCE:

- 2009-2011, room mom, parent volunteer Our Savior Lutheran Preschool and Plainfield School District #202

RELATED SKILLS:

- Understanding of both PC and Mac platforms including Keynote, Numbers, i-movie, PowerPoint, Publisher, SharePoint Designer and more.
- Avid reader and able to translate my love for reading to young children

• ADDITIOANL REFERENCES AVAILABLE UPON REQUEST



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

Date: May 11, 2012

To: Board of Education
Mr. Steve Stein, Superintendent

From: Dr. Charles J. Vitton, Assistant Superintendent of Instruction

Re: Daniel Dumford Employment

Due to the retirements and transfers in place for the 2012-2013 school year, we are in need of hiring additional staff for the 5th grade team at Mokena Intermediate School. At this time, I am requesting that the Board approve the hire of Mr. Daniel Dumford to fill one of these vacant 5th grade teaching positions. Mr. Dumford was employed as a full-time 4th grade teacher at St. Jude Catholic School in New Lenox the past six years. We are confident that Dan will do a fine job as part of the 5th grade team.

If this request meets with your approval, the following motion would be appropriate:

“Move to hire Mr. Daniel Dumford as a 5th grade teacher at Mokena Intermediate School for the 2012-2013 school year”.

Lane 4, Step E - \$44,203

Daniel S. Dumford
5917 Pershing Avenue, Downers Grove, IL 60516, 630-324-6966
d.dumford@comcast.net

Objective

To obtain a full time teaching position that will utilize degreed coursework in elementary education within an environment that fosters the intellectual development of children.

Education

National-Louis University, Lombard, IL
Masters Arts Teaching, 2004 Type 03

University of Iowa, Iowa City, IA
Bachelor of General Studies Degree, 1990

Professional Experience

St. Jude Catholic School, New Lenox, Illinois

2006-Present

4th Grade teacher:

- Provide a safe and nurturing environment
- Mentored two student teachers for various time lengths
- Developed guided reading centers that instruct students on different reading strategies
- Tested students using Aimes Web
- Formulated creative lesson plans that touch on all of the multiple intelligences
- Developed differentiated curriculum
- Developed a math curriculum for grades K-8 to improve math test scores

Elizabeth Ide Elementary School, Darien, Illinois

2005

Teacher Aide:

- Assist teacher in Early Childhood classroom
- One-on-one aide to a student with Down's Syndrome

Lakeview Junior High, Darien, Illinois

Teacher Aide:

2006

- Assist 7th grade Special Education
- Assisted with 8 students throughout the day

Woodridge Park District, Woodridge, Illinois

2007-Present

Swim Coach;

- Head coach of team of 190 swimmers with 6 assistants
- Coached all levels of swimming including children with special needs
- Promote skills and knowledge of swimming while teaching the swimmers about hard work, determination and team work

Additional Work Experience

Senior Trade Analyst, Omaha Nebraska 1997 - 2002
Ameritrade

Arb Clerk and Trade Clerk, Chicago, Illinois 1992 - 1997
Brian Wilson, Chicago Board of Trade,

Activities and Awards

- Illinois State High School State Champion, 50 yard freestyle, 1985
- University of Iowa Varsity Letter Winner, Swimming, 1986-1989
- Big Ten Individual Champion, 50 yard freestyle, 1987
- United States Olympic Trials Qualifier, Swimming, 1988

Community and Volunteer Involvement

- Vice-President Mallard Landing Homeowners Association
- Darien Youth Club basketball and soccer coach

References

Available Upon Request



Mokena School District 159 **Action Request**

Date: April 25, 2012

To: Board of Education
Mr. Steve Stein, Superintendent

From: Chris Clavenna, MES Principal
Judy Splayt, MES Assistant Principal

Re: Medical Leave for Jennifer Thomas

Jennifer Thomas has requested a medical leave as part of the Family Medical Leave Act beginning April 25, 2012 and concluding July 25, 2012.



Mokena School District 159

Action Request

Date: May 8, 2012

To: Board of Education
Mr. Steve Stein, Superintendent

From: Chris Clavenna, MES Principal
Judy Splayt, MES Assistant Principal

Re: Hiring of Mary Ann Ornelas

Due to the family medical leave of Mrs. Jennifer Thomas, we would like you to approve the hiring of Mary Ann Ornelas as the long-term substitute teacher. The effective date will be Wednesday, May 9, 2012. Mrs. Ornelas has done a wonderful job substituting in our District most recently covering for Jennifer Thomas during her absence.

If this recommendation meets with your approval the following motion would be appropriate:

"Move to hire Mary Ann Ornelas as the long-term substitute teacher for Jennifer Thomas."



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

Date: April 7, 2012

To: Board of Education

From: Steve Stein, Superintendent

Re: School Photographer

As presented at the April Board meeting, I am recommending Van Gogh based on the customer service that we have consistently received from Van Gogh, as well as the fact that the sales representative is also the lead photographer.

Recommended Motion:

"... move to approve a five year contract with Van Gogh photographers".

Moved By:

Seconded By:



MOKENA SCHOOL DISTRICT 159 ACTION REQUEST

Date: April 20, 2012

To: Board of Education
Mr. Steve Stein, Superintendent

From: Dr. Charles J. Vitton, Assistant Superintendent for Instruction

Re: Standardized Testing / Enrichment Eligibility

As presented in the April 18th information report, I am making the recommendation to reduce the costs and time associated with the administration of standardized testing (CogAT, ITBS, Terra Nova) for the purposes of identifying students for the Enrichment Program. We have assessment data available to us via the curriculum-based measurements in Reading and Mathematics that we currently administer that will allow us to screen students for general levels of achievement. Based on these assessments, we can then determine which students (the top quartile) should warrant being a part of the standardized testing process for potential enrichment placement.

As stated in the previous information report, the overall standardized testing costs for FY11 and FY12 were:

FY11 (Actual) Testing Costs					
	# OF STUDENTS TESTED	Gr.	Materials	Scoring	Total by Grade
Terra Nova	185	1	\$2,835.72	\$2,948.74	\$5,784.46
Terra Nova/InView	189	3	\$2,835.72	\$3,320.46	\$6,156.18
Terra Nova/InView	237	5	\$392.97	\$4,058.33	\$4,451.30
CogAT	164/185	K & 1	\$2,653.04	\$2,904.70	\$5,557.74
ITBS	50	K	\$468.60	\$0.00	\$468.60
			\$9,186.05	\$13,232.23	\$22,418.28

FY12 (Estimated) Testing Costs					
	# OF STUDENTS TESTED	Gr.	Materials	Scoring	Total by Grade
Terra Nova	152	1	\$2,818.03	\$2,778.86	\$5,596.89
Terra Nova/InView	178	3	\$2,818.03	\$2,888.05	\$5,706.08
Terra Nova/InView	205	5	\$412.78	\$3,326.12	\$3,738.90
CogAT	128/152	K & 1	\$2,227.16	\$3,078.98	\$5,306.14
ITBS	50	K	\$496.71	\$0.00	\$496.71
			\$8,772.71	\$12,072.01	\$20,844.72

It is possible to reduce the costs of testing if we utilize the Reading and Mathematics universal screening / benchmarking data for grades K-5 (more than likely the winter scores). We can then determine the students performing in the top quartile at each grade level and administer the standardized tests to only those students. Teacher input would also be garnered, by grade level, to ensure that no student was "overlooked" that did not place in the top quartile. Placement into the Enrichment Program would be based on standardized testing (CogAT, ITBS, Terra Nova, In View) and the current matrix.

To Determine Students Selected for Standardized Testing for K-5 Enrichment Placement:

Kindergarten (To Take CogAT and ITBS for First Grade Placement)

Letter Sound Fluency (Winter)
Phoneme Segmentation Fluency (Winter)

Number Identification (Winter)
Missing Number (Winter)
Quantity Discrimination (Winter)

Teacher Recommendation

First Grade (To Take CogAT and Terra Nova for Second/Third Grade Placement)

Oral Reading Fluency (Winter)
Reading Accuracy (Winter)
Phoneme Segmentation Fluency (Winter)

Number Identification (Winter)
Missing Number (Winter)
Quantity Discrimination (Winter)
MCOMP (Winter)

Teacher Recommendation

Third Grade (To Take Terra Nova and In View for Fourth/Fifth Grade Placement)

Oral Reading Fluency (Winter)
Reading Accuracy (Winter)

MCOMP (Winter)
MCAP (Winter)

Teacher Recommendation

With regard to Enrichment at MJHS, since it is a departmentalized program and based on knowledge/skills in different curriculum areas, we would need to continue the testing program as it currently stands (testing all 5th graders) if we want to offer Enrichment in all areas.

Proposed FY13 Testing Costs (Approximations based on current enrollment)				
	Gr.	Materials	Scoring	Total by Grade
Terra Nova	1	\$ 845.00	\$ 832.00	\$ 1,677.00
Terra Nova/InView	3	\$ 845.00	\$ 866.00	\$ 1,711.00
Terra Nova/InView	5	\$ 436.00	\$ 3,525.00	\$ 3,961.00
CogAT	K & 1	\$ 668.00	\$ 923.00	\$ 1,591.00
ITBS	K	\$ 500.00	\$ -	\$ 500.00
		\$ 3,294.00	\$ 6,146.00	\$ 9,440.00

The difference between the FY12 costs (\$20,844.72) and the proposed FY13 costs (\$9,440.00) is \$11,404.72, or approximately a 55% reduction in standardized testing costs.

If this proposal meets with your approval, the following motion would be appropriate:

"As presented in this information report, utilize the Reading and Mathematics universal screening / benchmarking data to reduce the time and costs associated with administering the K-5 standardized testing for enrichment placement ".



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

To: Board of Education
Mr. Steve Stein, Superintendent

From: Dr. Charles J. Vitton, Assistant Superintendent for Instruction

RE: Second Grade Novel Additions

As grade levels teach the Reading/Language Arts curriculum, they at times make adjustments to the novel selections that have been adopted over the years. The teachers at second grade have requested that two additional novels be added to their grade level list for instructional purposes. These two novels are:

- Charlotte's Web by E.B. White
- Frindle by Andrew Clements

The grade level already has a class set of Frindle and, once approved, I will plan to purchase a class set of Charlotte's Web. There are funds in the FY12 curriculum budget for this purchase.

If this proposal meets with your approval, the following motion would be appropriate:

"Move to approve the adoption of Charlotte's Web and Frindle as novels for use in the second grade Reading/Language Arts curriculum".



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

Date: May 11, 2012

To: Board of Education
Mr. Steve Stein,
Superintendent

From: Kirt A. Hendrick,
Director of Business Operations

Re: Award of Custodial/Maintenance, Electrical, Filters, Vehicle Supply bids

In keeping with past practice, we requested that the Buildings and Grounds Department prepare a list of custodial supplies, district vehicle and maintenance supplies for the 2012-2013 school year. Sealed bids were due on or before the bid opening at 10:00 A.M., on Monday, April 30, 2012.

Attached are the spreadsheets outlining the names of the vendors, the items on which they were the low bidder and the total amounts. Purchase orders will be prepared for the items that will be purchased.

Items highlighted in orange may not be purchased if the District moves forward with additional bidding related to those items.

- Items 1, 2, 3, 4, 5, 7, 27, 28 - The staff has piloted a dilution control system for custodial cleaning chemicals at MIS. The system involves purchasing concentrated forms of cleaning chemicals that are then mixed at dispenser stations in the custodial closets. It is a type of lock-out system that provides precise mixtures for the cleaning supplies. Based on the ability to do different dilutions to achieve different cleaning needs, the number of different chemicals to be purchased would be reduced. The specific cleaning products proved very effective in the month trial, and the concentrates will be cheaper over the course of a year. They also satisfy the need to move toward more green chemicals.
- Item 32 - Paper towels – Paper towels versus electric hand dryers in student washrooms – We would like to move forward with a project to install power hand dryers in the student washrooms. The ISBE Maintenance Grant (job creation bill) could be used to install these hand dryers to be installed by outside contractors. The hand dryer project would then save on paper towel purchases year after year.

It is recommended that you approve the award for the purchase of custodial and maintenance supplies for the 2012-2013 school year, as presented, *to the lowest responsible bidders*.

Recommended Motion:

"... move that the Board of Education approve the purchase of custodial and transportation supplies for the 2012-2013 school year, as presented, to the lowest responsible bidders as outlined in the summary charts included in the packet".

Moved By:

Seconded By:



MOKENA SCHOOL DISTRICT 159 ACTION REQUEST

Date: May 10, 2012

To: Board of Education
Mr. Steve Stein
Superintendent

From: Kirt A. Hendrick, Director of Business Operations

Re: **Mokena School District Natural Gas Supply**

Discussion:

As described in the Information Report of this packet, we have secured three bids for the supply of natural gas. We are recommending that the Board of Education approve the 24-month natural gas supply contract with Nicor Enerchange to provide heating gas supply based upon the NGI's "Bidweek Survey" index - \$0.01

Recommendation:

"... move that the Board of Education approve the 24-month heating gas supply contract with Nicor Enerchange to provide heating gas supply based upon the NGI's "Bidweek Survey" index - \$0.01."

Moved By: _____

Seconded By: _____



MOKENA SCHOOL DISTRICT 159

ACTION REQUEST

Date: May 16, 2012

From: Board of Education
Steve Stein, Superintendent

Re: Schedule B: Extra-curricular

At the April 18 regular Board meeting, the fees listed below were approved by the Board of Education for Schedule B: extra-curricular activities. At the Committee of Whole Meeting on May 2, 2012, a discussion of extra-curricular activities took place. In Board briefs sent to you on May 4, 2012, Mr. Rolinitis submitted several scenarios for possible fee reduction. We would entertain a motion or any discussion you might have.

Schedule B Fees; Extracurriculars

Basketball	\$310
Cross Country	\$260
Track	\$215
Volleyball	\$295
Cheerleading	\$160
Poms	\$155
Scholastic bowl	\$130
Debate Club	\$28
Drama Team	\$28
Intramurals MJH	\$29
Angler's Club	\$62
Jazz Director	\$73
Percussion Ens	\$45

MIS

Exercise Club	\$19
Intramurals	\$32
Launch	
Newspaper	\$36
Outdoor Ed	\$33
Peer Mediation	\$28
Play Director	\$28
Rocket Readers	\$14
Singing Club	\$16

Recommended Motion:

Moved By: _____

Seconded By: _____



MOKENA SCHOOL DISTRICT 159

ACTION REQUEST

Date: May 11, 2012

To: Board of Education

From: Steve Stein, Superintendent
Mike Rolinitis, Principal

Re: Music/Band

We would like to recommend that we maintain our music program in generally the same way it was conducted this year with only one significant difference. Curricular and internal program changes can be conducted at the building level in conjunction with the district music teachers.

It is recommended that Mrs. Thomas begins her day at MJHS teaching a zero hour class of Concert Band at MJHS. She then she stays at MJHS to teach one period of 6th grade general music. She then returns to MES where she teaches several levels of general music and PE. We will pay her a one period overload because we do not have enough coverage at MJHS to cover the additional period. Scheduling issues will be resolved at the building level.

Mrs. Maffia begins her day at MJHS teaching Symphonic Band in zero hour. She then travels to MES to teach the MIS cadet band or in the fall it will be the beginning band. She then returns to MJHS where she teaches three sections of 6th grade general music and three sections of choir. Other scheduling issues will be resolved at the building level.

We are recommending that the board authorizing the hiring of an instructional aide for two hours per day for the 2012-2013 school year. We recognize that there is a need for additional help during the band instructional periods. The aide will be required to assist at both the junior high and with the MIS band. This instructional aide will need to have the ability to work with students on their music skills and be able to assist the teachers with music instruction.

Recommended Motion:

"...move to approve the hiring of an instructional aide for two hours per day for the 2012-2013 school year at Mokena Junior High."

Moved By: _____

Seconded By: _____