

AGENDA
BOARD OF EDUCATION – MOKENA SCHOOL DISTRICT 159
Mokena Elementary School
April 12, 2012
7:00 PM

- I. ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. COMMUNICATIONS**
 - Public
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 - Board of Education
- IV. SUPERINTENDENT REPORT**
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IX. ASSIGN SUPERINTENDENT PRESIDENT PRO-TEM- for purposes of electing a Board president

X. REORGANIZATION OF THE BOARD

- Election of President
- Election of Vice-President
- Election of Secretary
- Committee Structure
 - 1. Meeting Dates

XI. ITEMS FOR MAY 10, 2012 AGENDA

XII. FOR THE GOOD OF MOKENA

XIII. CLOSED SESSION For Purposes of Personnel and Leasing; not to return.
Pursuant of 5 ILCS 120/2 (c)(1)(5)

XIV. ADJOURNMENT

**MINUTES OF REGULAR MEETING
BOARD OF EDUCATION- MOKENA SCHOOL DISTRICT 159
MOKENA ELEMENTARY SCHOOL
MARCH 8, 2012**

BOARD OF EDUCATION

	PRESENT	ABSENT
Mr. John Troy – President	✓	
Mr. Joseph Spalla – Vice President	✓	
Mr. Patrick Markham – Secretary	✓	
Mr. Michael Ford	✓	
Mr. Mark Franceschini	✓	
Mrs. Katherine Moore	✓	
Mr. Scott Peters	✓	

STAFF PRESENT:

Steve Stein, Superintendent; Chuck Vitton, Assistant Superintendent of Instruction; Kirt Hendrick, Director of Business Operation; Karen Perry, Assistant to the Superintendent, Mike Rolinitis, Principal; Nancy Chibe, Principal; Chris Clavenna, Principal; Judy Splayt, Asst. Principal; Don Shaughnessy, Dean of Students, Ann Lewandowski, Director of Food Services, Ken Stanley, Director of Buildings and Grounds; Ron Kaczorowski, Director of Transportation; Steve Hastings, Director of Technology, Mary Louise Knoerzer, Board Secretary. Debi Blank, Kathy Arduino, Michelle Matt, Joyce Siska, Kim Truffa, Judy Kuypers, Heather Esgar,

VISITORS PRESENT:

Joe Moore, Andrea Espinosa, Peter Hitterman, Cne Doran, Renee Roberson, Kristen Welch.

PRESS

Ryan Bray, Mokena Messenger; Ginger Brashinger, Southtown Star; Paul Dailing, Mokena Patch

OPENING AND ROLL CALL

President Troy called the Regular meeting of the Board of Education of Mokena Public School District 159 to order at 7:03 p.m. on March 8, 2012.

PLEDGE OF ALLEGIANCE

Mrs. Splayt along with students Turner Doran, Haley Hitterman, Logan Gilberston and Katelyn Edmier led the Board of Education and audience in the Pledge of Allegiance.

COMMUNICATIONS

PUBLIC

Kathy Arduino, teacher, spoke on behalf of Early Start and charging tuition for the program.

Andrea Espinosa, a parent of child who benefited from ES, requested the Board to keep the program available in the District at a reasonable cost; the great benefits of program.

Joe Moore, parent and resident of Mokena, spoke on behalf of ES, requesting the program remain in the district for the good of ALL Mokena residents and the education process.

Kirstin Welch, a parent and resident of Mokena, advocated for full day kindergarten; advocated for ES.

Bill Phelps, a parent and resident of Mokena, asked the Board to consider a carnival as a source of revenue for the district; talked to vendor; some minor details worked out.

MTA- No comment

Board of Education

Kathy Moore spoke on the benefits and outcomes of the Early Start program in the district.

EDUCATIONAL SHOWCASE –Mrs. Splayt introduced teacher Heather Esgar and students Turner Doran, Haley Hitterman, Logan Gilberston and Katelyn Edmier to the BOE. All participated in a PowerPoint

presentation of samples from their writing binders. The students shared with the Board some of the decorated binders.

SUPERINTENDENT REPORT

Mr. Stein reported:

- no FOIA request
- He and Mr. Troy attended a leaders meeting with the Village of Mokena; School organizations or clubs possible having a booth at French Market
- Received Certificate of Recognition from Will County ROE

APPROVAL OF PREVIOUS MINUTES

Mr. Peters, seconded by Mr. Spalla to approve the following previous meeting minutes:

Regular Meeting, February 8, 2012, Special meeting February 23, 2012 and Closed Session, February 8 12, 2012 and February 23, 2012 part 1 and part 2.

On Roll Call

Ayes: Mr. Ford, Mr. Franceschini, Mr. Markham, Mrs. Moore, Mr. Peters, Mr. Spalla, Mr. Troy

Nays: None

Abstain: None

MOTION CARRIED 7-0

CLOSED SESSION

At 7:43 p.m. Mr. Spalla moved to adjourn to Closed Session for purposes of personnel; to return. The motion was seconded by Mr. Ford.

On Roll Call

Ayes: Mr. Ford, Mr. Franceschini, Mr. Markham, Mrs. Moore, Mr. Peters, Mr. Spalla, Mr. Troy,

Nays: None

Abstain: None

MOTION CARRIED 7-0

OPEN SESSION

At 8:30 p.m., President Troy called Open Session to order. The Board meeting was opened by unanimous vote.

INFORMATION REPORTS

FINANCIAL REPORT

Mr. Hendrick reviewed the Financial Report with the Board of Education. Mr. Hendrick presented to BOE contingency fund charts and graphs summarizing the activity.

TREASURER REPORT

Mr. Hendrick reviewed the Treasurer's Report with the Board of Education. Mr. Hendrick presented to BOE charts reflecting the status of categorical payments.

Mr. Troy commended Mr. Hendrick and the business office for their hard work on developing the additional graphs and charts.

LINCOLN WAY SPECIAL EDUCATION MINUTES

Mrs. Moore reviewed the important points:

- Fundraiser March 31, 2012 – Fashion/Talent Show
- SELF program will be located in Dist. 122
- Sealcoating bid
- Federal Grants in process of being filed
- June 11-Loose the Training Wheels

COMMITTEE REPORTS

- **Finance-** Chairman Peters reported the committee met 2/29/2012 regarding:

- Annual audit results
- Overview of Professional Negotiations Agreement
- Fiscal 2012-2013 budget
- StratPlan presentation
- Meet w/directors and principals on March 30 for 2012-13 budget
- **Policy**-Chairman Markham reported the committee had second readings of policies: after some discussion the following policies are:
 - 2:150 Committees- approved for second reading
 - 2:110 Qualifications, Term, and Duties of Board Officers- approved for second reading
 - 2:210 Organization of BOE meetings – approved for second reading
 - 4:60 Purchases and contract- send back to committee for further clarification
 - 4:150 Facility Management- contingent on the results from 4:60
- **Building & Grounds/Transportation**- Chairman Ford reported the committee:
 - Next Meeting March 29 at MIS
- **Parent Advisory**- Chairman Spalla reported:
 - Next meeting March 22
- **Curriculum** –Mr. Troy reported the committee:
 - Discussion regarding Early Start Program for 2012-2013
 - Kindergarten discussion move to March 28th
- **Technology**- Chairman Spalla reported the committee had:
 - Equipment for BOE meetings needs to be reconsidered
 - Reviewed plan for 2012-2013 budget
 - Update memory on older equipment
 - Must align Technology to Curriculum
 - Next meeting April 19

JOINT CONFERENCE REPORT

Mr. Peters shared with the Board of Education his experiences at the Joint Conference in November. He participated in a workshop regarding bargaining and how to handle RIF; very informative. Cyber Bullying (internet/cell phones) workshop also was very informative. Senate Bill 7 workshop was interesting as well.

BID PROCESS FOR CUSOTDIAL AND MAINTENANCE

Mr. Hendrick presented to Board of Education the basic process for bidding on custodial and maintenance supplies for 2012-2012 school year.

BUDGET CALENDAR

Mr. Hendrick presented to Board of Education the budget calendar for 2012-2013.

FEES FOR 2012-2013

Mr. Stein presented to the Board of Education the fees for student book fees, transportation fees, lunch fee, building usage fees and Schedule B Activity fees to the Board for 2012-2013. The BOE was in agreement that the current fees continue for the 2012-2013 school year. Mr. Spalla requested revisiting the fee for transportation due to lack of future payments from the state of Illinois.

FEES FOR EARLY START

Dr. Vitton presented to the Board of Education the suggested fee for this program.

BUS LEASES for 2012-2013

Mr. Hendrick presented to the Board of Education the bus lease replacement calendar. He is requesting action on leases for four new buses in April. Some Board members asked to consider District #210.

ACTION REQUESTS**PERSONNEL****Recommended Motion:**

Mr. Markham moved to approve personnel recommendations 1 through 10 as presented. The motion was seconded by Mr. Spalla.

On Roll Call

Ayes: Mr. Ford, Mr. Franceschini, Mr. Markham, Mrs. Moore, Mr. Peters, Mr. Spalla, Mr. Troy
Nays: None Abstain: None

MOTION CARRIED 7-0**1. Administrative –New Hire**

Eileen Parente	Director of	District	7/1/2012	\$100,000
	Student Services			

2. Administrator Recommendations for the 2012-2013

Charles Vitton	Assistant Superintendent of Instruction	12 months
Kirt Hendrick	Director of Business Operations	12 months
Michael Rolinitis	Principal of Mokena Junior High	12 months
Christine Clavenna	Principal of Mokena Elementary School	12 months
Judith Splayt	Assistant Principal of Mokena Elementary School	10.5 months
Steve Hastings	Director of Technology	12 months
Ken Stanley	Director of Buildings and Grounds	12 months
Ann Lewandowski	Director of Food Service	200 days
Ron Kaczorowski	Director of Transportation	11 months

3. First Year Teachers to Rehire for Year Two

Michael Manns
Andrea Kinsella-Lacny
Nicole Kmiec
Nicole Marx
Allison Kwiatoski

4. Second Year Teachers to Rehire for Year Three

Renee Missella
Lori Meehan

5. Third Year Teachers to Rehire for Year Four

Kathryn Flaherty

6. Renewal- Part-time Certified Staff

Laura Dosen

7. Honorable Dismissal –Certified Staff

Jennifer Macie Teacher - MJH

8. Non-Renewal- Certified Staff

XXX-XX-5256

9. Classified – New Hire

Debbie Kurowski	Food Server	District	March 9, 2012	3 hours/day \$8.31/hour/166/year
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Felicia Davis	Food Server	District	March 9, 2012	3 hours/day \$8.31hour/166/year
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10. Certified - Resignation

Meghan Darnell	teacher	MES	5/27/2012
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DISTRICT BILLS

Recommended Motion:

Mrs. Moore reviewed District bills this month. Mrs. Moore moved to approve the bills as presented. The motion was seconded by Mr. Peters.

On Roll Call

Ayes:	Mr. Ford, Mr. Franceschini, Mr. Markham, Mrs. Moore, Mr. Peters, Mr. Spalla, Mr. Troy
Nays:	None
Abstain:	None

MOTION CARRIED 7-0

BOARD POLICY 4:110

Recommended Motion:

Mr. Ford move to approve policy 4:110 transportation as presented. The motion was seconded Mr. Franceschini.

On Roll Call

Ayes:	Mr. Ford, Mr. Franceschini, Mr. Markham, Mrs. Moore, Mr. Peters, Mr. Spalla, Mr. Troy
Nays:	None
Abstain:	None

MOTION CARRIED 7-0

PREPARATION OF THE FISCAL YEAR 2012-2013 TENTATIVE BUDGET

Recommended Motion:

Mr. Spalla moved that the Board of Education authorize the preparation of the Fiscal 2012-2013 for Mokena School District 159. The motion was seconded by Mrs. Moore.

On Roll Call

Ayes:	Mr. Ford, Mr. Franceschini, Mr. Markham, Mrs. Moore, Mr. Peters, Mr. Spalla, Mr. Troy
Nays:	None
Abstain:	None

MOTION CARRIED 7-0

VERBATIM DESTRUCTION OF CLOSED SESSION MINUTES

Recommended Motion:

Mr. Spalla moved to approve the Superintendent's recommendation to destroy the verbatim audio recordings of the Closed Session Meeting proceedings as presented. Mr. Peters seconded the motion.

On Roll Call

Ayes:	Mr. Ford, Mr. Franceschini, Mr. Markham, Mrs. Moore, Mr. Peters, Mr. Spalla, Mr. Troy
Nays:	None
Abstain:	None

MOTION CARRIED 7-0

SEMI-ANNUAL REVIEW OF CLOSED SESSION

Recommended Motion:

Closed Session minutes were reviewed by Mr. Peters, Mr. Ford and Mr. Stein.

Mr. Peters moved to approve Closed Session minutes 11/14/2007, 09/13/2010 and 09/08/2011 to be opened as presented between January 13, 1982 and January 21, 2012. Mr. Spalla seconded the motion.

On Roll Call

Ayes:	Mr. Ford, Mr. Franceschini, Mr. Markham, Mrs. Moore, Mr. Peters, Mr. Spalla, Mr. Troy
Nays:	None
Abstain:	None

MOTION CARRIED 7-0

FEES FOR EARLY START**Recommended Motion:**

Mrs. Moore moved that Mokena School District 159 continue to offer the Early Start program for at-risk preschoolers in the district, at a fee of \$168.00 per year. Mr. Peters seconded the motion.

Discussion regarding this action took place among Board of Education and some audience members. Mrs. Moore stated she was not locked into the \$168 fee. Mr. Peters concurred; wants to maintain the program. Mr. Ford advocates for ES; would like to offset the cost of the program by one-third

No Roll Call vote taken.

Amended Motion:

Mr. Spalla motioned to amend the motion that Mokena School District 159 continue to offer the Early Start program for at-risk preschoolers in the district, at a fee of \$75 per month. Mr. Markham seconded the motion.

On Roll Call

Ayes: Mr. Ford, Mr. Franceschini, Mr. Markham, Mrs. Moore, Mr. Peters, Mr. Spalla, Mr. Troy
Nays: None Abstain: None

MOTION CARRIED 7-0

APPOINTMENT OF LIAISON TO MEF AND PTA

Mr. Troy appointed Mr. Franceschini to the Mokena Educational Foundation as a liaison.

On Roll Call

Ayes: Mr. Ford, Mr. Franceschini, Mr. Markham, Mrs. Moore, Mr. Peters, Mr. Spalla, Mr. Troy
Nays: None Abstain: None

MOTION CARRIED 7-0

Mr. Troy appointed Mr. Markham to PTA as a liaison.

On Roll Call

Ayes: Mr. Ford, Mr. Franceschini, Mr. Markham, Mrs. Moore, Mr. Peters, Mr. Spalla, Mr. Troy
Nays: None Abstain: None

MOTION CARRIED 7-0

ITEMS FOR April 12, 2012 AGENDA

- Policies-first and second readings
- School Fees
- Carnival opportunity explored by BOE

GOOD OF MOKENA

- Mrs. Moore and her husband Joe Moore stated they will sponsor two students for Early Start for the 2012-2013 school year who cannot afford the tuition based program.
- Mr. Spalla reported the Band Students participated in IGSMA and Ensemble contest; MIS 24 -1st place ratings-2 2nd place ratings; MJH 64 1st place ratings- 25 2nd place ratings.

CLOSED SESSION

At 10:50 p.m. Mr. Ford moved to adjourn to Closed Session for purposes of personnel and leasing; not to return. The motion was seconded by Mr. Spalla.

On Roll Call

Ayes: Mr. Ford, Mr. Franceschini, Mr. Markham, Mrs. Moore, Mr. Peters, Mr. Spalla, Mr. Troy,
Nays: None Abstain: None

MOTION CARRIED 7-0

President

Secretary

**MINUTES SPECIAL MEETING
MOKENA SCHOOL DISTRICT 159 - BOARD OF EDUCATION
MOKENA ELEMENTARY SCHOOL
MARCH 26, 2012**

BOARD OF EDUCATION

	PRESENT	ABSENT
Mr. John Troy – President	✓	
Mr. Joseph Spalla– Vice President	✓	
Mr. Patrick Markham	✓	
Mr. Mike Ford	✓	
Mr. Franceschini	✓	
Mrs. Kathy Moore	✓	Via phone
Mr. Scott Peters	✓	Arrived at 7:15pm

STAFF PRESENT:

Steve Stein, Superintendent, Chuck Vitton, Assistant Superintendent of Instruction, Kirt Hendrick, Director of Business Operations.

VISITORS:

Jeffrey Cohen- IASB

PRESS: none

PLEDGE OF ALLEGIANCE

Mr. Troy led the Board of Education in the Pledge of Allegiance.

OPEN SESSION and ROLL CALL

Mr. Troy called the Special Meeting of Board of Education of Mokena Public School District 159 to order at 6:30 pm on March 26, 2012.

INFORMATION REPORTS**DISTRICT DIRECTION**

Mr. Jeffrey Cohen facilitated the Goals discussion; the Board of Education ranked their goals of the District:

1. Fiscal Management
2. Curriculum
3. Community Engagement
4. Staff
5. Climate & Culture

Next Steps were discussed;

1. Create action steps for each goal
2. Review Goals with Administration and Board
3. Incorporate Goals with Superintendent Goals
4. Adopt Goals by June 2012
5. Present Goals in a "State of the District" address by Mr. Stein in May 2012

ISBE MAINTENANCE GRANT

Mr. Hendrick reviewed with the Board of Education the Maintenance Grant Program. This program is a dollar for dollar state matching grant program providing up to \$50,000 for the maintenance or upkeep of buildings or structures for educational purposes. Thus a district would develop a list of projects that would cost at least \$100,000, with the total cost to the local district being only \$50,000. The district would have 5 years to complete the projects funded by the grant.

Discussion was had among the Board regarding this grant application. The BOE decided to postpone action for the special Meeting on March 29, 2012.

CARNIVAL

Mr. Troy will present information regarding a carnival hosted by BOE of MPS at Special Meeting on March 29, 2012.

ACTION REQUEST

No action was taken

ADJOURNMENT

At 10:15 pm, Mr. Spalla moved to adjourn the Special Meeting of Board of Education of Mokena Public School District 159 on March 26, 2012. The motion was seconded by Mr. Franceschini. Meeting adjourned by unanimous vote.

President

Secretary

**MINUTES SPECIAL MEETING
MOKENA SCHOOL DISTRICT 159 - BOARD OF EDUCATION
MOKENA ELEMENTARY SCHOOL
MARCH 29, 2012**

BOARD OF EDUCATION

	PRESENT	ABSENT
Mr. John Troy – President		✓
Mr. Joseph Spalla– Vice President	✓	
Mr. Patrick Markham	✓	
Mr. Mike Ford	✓	
Mr. Franceschini	✓	
Mrs. Kathy Moore	✓	Via phone at 6:38pm
Mr. Scott Peters		✓

STAFF PRESENT:

Steve Stein, Superintendent, Kirt Hendrick, Director of Business Operations, Mary Louise Knoerzer, Board secretary.

VISITORS: none**PRESS:**

Ginger Brashinger; Southtown Star, Ryan Bray; Mokena Messenger

PLEDGE OF ALLEGIANCE

Mr. Stein led the Board of Education in the Pledge of Allegiance.

OPEN SESSION and ROLL CALL

President Pro-Tem Mr. Spalla called the Special Meeting of Board of Education of Mokena Public School District 159 to order at 6:33pm on March 29, 2012.

INFORMATION REPORTS**CARNIVAL**

Mr. Markham requested on behalf of Mr. Troy who was not present, permission to have the carnival contract be reviewed by the school attorney. Also to notify the school organizations of a possible carnival in which they can sponsor a booth.

Discussion ensued among the Board. There was a consensus to have Mr. Fester review the contract.

ACTION REQUEST**ISBE MAINTENANCE GRANTS****Recommended motion:**

Mr. Ford moved to approve that Mokena School District 159 to file the Illinois State Board of Education application Maintenance Grant as presented. The motion was seconded by Mrs. Moore.

On Roll Call

Ayes: Mr. Ford, Mr. Franceschini, Mr. Markham, Mrs. Moore, Mr. Spalla.

Nays: None

Abstain: None

MOTION CARRIED 5-0

ADJOURNMENT

At 6:43pm, Mr. Markham moved to adjourn the Special Meeting of Board of Education of Mokena Public School District 159 on March 29, 2012. The motion was seconded by Mr. Franceschini. Meeting adjourned by unanimous vote.

President

Secretary

INFORMATION REPORTS

Treasurer's Report Income Summary
March 01, 2012 - March 31, 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	\$3,058,520.74	\$111,197.54	\$1,065,617.24	\$954,419.70-	\$2,104,101.04	-31.2%
20 OM FUND	\$1,433,685.38	\$86,037.08	\$126,561.35	\$40,524.27-	\$1,393,161.11	-2.8%
30 BOND - INTEREST FUND	\$330,491.28	\$2,471.01	\$0.00	\$2,471.01	\$332,962.29	0.7%
40 TRANSPORTATION FUND	\$1,840,798.72	\$13,176.03	\$66,436.45	\$53,260.42-	\$1,787,538.30	-2.9%
50 IMRF FUND	\$94,597.26	\$4,453.54	\$40,943.93	\$36,490.39-	\$58,106.87	-38.6%
61 NEW CONSTRUCTION FUND	\$754,773.47	\$25.83	\$0.00	\$25.83	\$754,799.30	0.0%
70 WORKING CASH FUND	\$1,643,496.96	\$1,702.24	\$0.00	\$1,702.24	\$1,645,199.20	0.1%
80 TORT FUND	\$229,258.78	\$928.90	\$10,000.00	\$9,071.10-	\$220,187.68	-4.0%
Totals :	\$9,385,622.59	\$219,992.17	\$1,309,558.97	\$1,089,566.80-	\$8,296,055.79	0.00

Mokena School District 159
Treasurer's Detail Investment Report
March 31, 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	\$ 107,968.00	\$ 1,812,431.84	\$ -	\$ -	\$ 38.98	\$ 55,900.85	\$ 127,761.37	\$ 2,104,101.04
20 Operations & Maintenance	\$ 16,113.59	\$ 770,853.35	\$ -	\$ -	\$ 30.92	\$ 31,880.62	\$ 574,282.63	\$ 1,393,161.11
30 Bond & Interest	\$ 6.94	\$ 225,496.13	\$ -	\$ -	\$ 5,811.88	\$ 6,443.29	\$ 95,204.05	\$ 332,962.29
40 Transportation	\$ 137,823.43	\$ 830,754.20	\$ -	\$ -	\$ 1.16	\$ 12,575.47	\$ 806,384.04	\$ 1,787,538.30
50 IMRF	\$ 2,325.21	\$ 55,329.70	\$ -	\$ -	\$ 72.04	\$ 174.25	\$ 205.67	\$ 58,106.87
61 New Construction	\$ 25,574.18	\$ -	\$ -	\$ -	\$ -	\$ 2,302.64	\$ 726,922.48	\$ 754,799.30
70 Working Cash	\$ 4,048.60	\$ 771,072.89	\$ -	\$ -	\$ 14.06	\$ 4,037.94	\$ 866,025.71	\$ 1,645,199.20
80 Tort Fund	\$ 922.35	\$ 27,061.89	\$ -	\$ -	\$ 0.59	\$ -	\$ 192,202.85	\$ 220,187.68
TOTALS	\$ 294,782.30	\$ 4,493,000.00	\$ -	\$ -	\$ 5,969.63	\$ 113,315.06	\$3,388,988.80	\$ 8,296,055.79
Percentages	3.553%	54.158%	0.000%	0.000%	0.072%	1.366%	40.851%	100.000%

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

MINUTES

Regular Meeting, March 15, 2012

Minutes of the regular meeting of the Board of Special Education, Will County, Illinois, held at Pioneer Grove Educational Center, 601 Willow Street, Frankfort, IL 60423, at 7:00 p.m. on the 15th day March 2012.

I. CALL TO ORDER

The meeting was called to at 7:10 p.m.

II. ROLL CALL

Present: Timothy Doyle (District #114), Christopher Kosel, alternate for James Gast (District #210), Susan Gillooley (District #122), and Mary Kenny (District #161)

Absent: Katherine Moore (District #159) and Patrick Usher (District #157C)

Staff Present: Dr. Sally H. Bintz, Director
Craig Englert, Assistant Director for Finance and Operations
David Armbrecht, District 843 Transportation Supervisor
DiAnne Bielinski, Pioneer Grove Principal
Mollie Frick, District 843 Supervisor
Karen Ryan, Mackay Education Center Assistant Principal
Sue Kaczmarczyk, District 843 Supervisor
Holly Kasper, Vice President, Lincoln-Way Area Special Education Association
Robin Latman, District 843 Supervisor
Sarah Rexroad, District 843 Supervisor
Eileen Parente, District 843 Supervisor
Jean Kienzle, District 843 Speech/Language Pathologist
Toni Strait, President, Lincoln-Way Area Special Education Association

Visitors Present: Julie Egan
Carolyn Zimba, Board Secretary (substitute)

President Katherine Moore arrived at 7:20 p.m.

III. APPROVAL OF MINUTES OF REGULAR MEETING OF FEBRUARY 16, 2012

A motion was made by Mary Kenny and seconded by Christopher Kosel to approve the minutes of the Regular Meeting of February 16, 2012.

Voting Aye: Doyle, Kosel, Gillooley, Kenny

Motion carried: 4 Aye, 0 Nay

IV. PUBLICCOMMENT

No public comment was received.

V. REPORTS

A. Treasurer's Report – Financial and Payables

Dr. Bintz informed the Board that the budget is balanced as expected. The Board Members were asked to remind their respective District Administrators of the importance of making timely payments to District 843 as the ability of the Cooperative to meet payroll deadlines is entirely dependent upon the receipt of these payments.

Mr. Craig Englert advised the Board that one more categorical payment (owed since December 2011) is expected to be received from the State this June 2012.

Dr. Bintz advised the Board that no questions have been received concerning the bills.

B. Review of Advisory Committee Minutes – March 6, 2012

Dr. Bintz reviewed the minutes with the Board from the March 6, 2012 Advisory Committee Meeting.

C. Director's Report

1. Lincoln-Way Special Education Foundation – March 31, 2012 Fundraiser

Dr. Bintz provided the board with a flyer announcing tickets are on sale for the Lincoln-Way Area Special Education Foundation's Spring Fund Raiser. Monies raised will be used to fund grants for the Cooperative staff.

2. Chicago School of Professional Psychology Partnership

Dr. Bintz provided the Board with the PowerPoint presentation given to the Cooperative's PPS staff. The Chicago School of Professional Psychology is one of largest schools for psychologists in the country. District 843 is entering into a partnership with them that will provide, in the short-term, three interns at a minimal cost. It is basically a wash financially because the Cooperative receives the same amount back in reimbursements.

Dr. Bintz is very excited about this partnership.

3. Special Education Profiles

The Board was provided with the 2010- 2011 Special Education Profile Data which shows the age ranges and disability areas of the special education students. This report provides valuable information that is proactively used at the district level. The High School uses this report in their planning as it provides them with data on the number of students they will be receiving and the type of disabilities they have.

The report also provides a comparison of where we are right now compared to 2007 – 2010. The report indicates that District 843 has been very successful in meeting all of our mandated expectations.

4. Senate Bill 7 Joint Committee Update

The Cooperative delivered their lists to the two respective unions last Friday. Letters have also been sent out to all staff informing them of their status. Several errors were made due to the amount and variety of data. The errors were corrected and the Cooperative now has a complete and accurate database.

The District has until May 10, 2012 to refine their job descriptions for the purpose of putting staff into job classifications for next year.

5. Roof Bids Update

Craig Englert advised the Board that the Cooperative is planning on an April 12, 2012 bid opening with Board approval to be asked for at the April 19, 2012 meeting.

The original consultant provided a cost estimate of \$300,000 for each section. The architects concurred with those numbers. It will be determined if it will be better to complete this project in sections or if any savings would be realized in doing it all at once.

The Advisory Committee recommended doing half of the roof at a time. The Board concurred but asked the Cooperative to bid the job three ways. If half of the roof will be done, students will have to move to Hickory Creek during the length of the project. If the whole roof will be done, the staff would also have to be moved to the Mackay Center.

Dr. Bintz confirmed that the cost of this project will be dispersed based on the percentage of enrollment of each of the member districts.

6. FOIA Requests

No requests were received this month.

D. Principals' Reports

1. DiAnne Bielinski, Pioneer Grove School Principal

The Illinois Alternative Assessment was finished last week. There were 8 participants this year. The students at Pioneer Grove continue to make steady progress. The School's family event will be an Easter egg hunt to be held on Saturday, April 7 in the gym.

Dr. Bintz added that she observed today's kite flying event. Dr. Bintz noted that the students really enjoyed the experience and that this is another positive outcome of having increased gym time.

2. Karen Ryan, Assistant Principal for Mackay Education Center

Ms. Ryan passed out pictures of the students working on their art project for the Asset Day at Lincoln-Way East High School. The staff is very proud of the students and their accomplishment. The art work they completed will travel and may first be on display at the New Lenox Public Library. Sue Gillooley suggested that the art work be put on display at the Lincoln-Way Area Special Education Foundation Fund Raiser Event.

Dr. Bintz added that several of the students went to the special games at Lincoln Way Central. Dr. Bintz noted this is always a positive experience for the students and it is very unusual for alternate schools to participate in such events.

VI. CLOSED SESSION

A motion was made by Timothy Doyle, seconded by Sue Gillooley to enter into Closed Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of employees of the Cooperative and matters relating to individual students.

Voting aye: Doyle, Kosel, Gillooley, Kenny, Moore

Motion carried: 5 Aye, 0 Nay

The Board entered Closed Session at 7:34 p.m.

The Board returned to Open Session at 7:56 p.m.

VII. APPROVAL OF CONSENT AGENDA

A. Approval of Current Payables

Current payables as presented for review in each respective fund.

B. Approval of Financial Statement:

The Financial Statement for the month of February, 2012 and Investments as of February 29, 2012 as

presented.

C. Approval of Personnel Items:

1. Resignation

Eileen Parente, Supervisor, effective June 30, 2012.

Dr. Bintz said goodbye to Eileen, who has taken a position with District 159, and expressed her sadness at her departure but acknowledged she is happy for District 159's gain. President Moore said they are very happy to have her. Eileen's replacement will be Julie Egan, currently a Director of Special Services at District 161.

2. Employment

Certified Staff

Julie Egan, Supervisor, effective July 1, 2012

Judith Boyens, Supervisor, effective July 1, 2012

Melissa Maine, Paraprofessional, effective upon receipt of physical

Laura Henly, Psychologist Intern, effective August 13, 2012

Chelsea Halweg, Psychologist Intern, effective August 13, 2012

Non-Certified Staff

George Bolokowicz, Bus Driver, at an hourly rate of \$20.21 effective February 24, 2012

3. Job Description: "Guidance Counselor"

4. FMLA Requests:

Employee 0678 to begin February 24, 2012 for up to 12 workweeks, if necessary.

Employee 2984 to begin March 2, 2012 for up to 12 workweeks, if necessary.

Employee 4658 to begin February 13, 2012 for up to 12 workweeks, if necessary.

5. FOIA Requests:

No requests were received.

A motion was made by Sue Gillooley, seconded by Mary Kenny to approve the Consent Agenda.

Voting aye: Doyle*, Kosel, Gillooley, Kenny, Moore

Motion carried: 5 Aye, 0 Nay

**Mr. Doyle subsequently changed his vote to "Nay".*

Motion carried: 4 Aye, 1 Nay

VIII. **ACTION ITEMS**

A. *Contractual Continued Service*

A motion was made by Christopher Kosel, seconded by Susan Gillooley to approve the Director's recommendation to approve the following staff for contractual continued service for the 2012-2013 school year:

Melissa Marin-Hunter, School Psychologist

Susan Murphy, Speech Pathologist

Deborah Novelli, Speech Pathologist
Karen Wingfield, Teacher
Lindsay King, Teacher

Voting aye: Doyle, Kosel, Gillooley, Kenny, Moore
Motion carried: 5 Aye, 0 Nay

- B. *Resolution Authorizing Honorable Dismissal of First-Year Teacher and Fourth Year Teacher*
A motion was made by Susan Gillooley, seconded by Timothy Doyle, to approve the Director's Recommendation to approve the Resolution Authorizing the Honorable Dismissal of a First-Year and Fourth-Year Teacher.

Voting aye: Doyle, Kosel, Gillooley, Kenny, Moore
Motion carried: 5 Aye, 0 Nay

- C. *Joint Site and Long Range Planning Committee*
Dr. Bintz explained that this committee would consist of one representative from each District, either the Superintendent or a Board Member. The purpose is to meet on a semi-regular basis to discuss long range site planning; i.e., planning for the time when District 843 becomes too big for Pioneer Grove, Mackay and the Administrative Offices. The current commitment would be to have these meetings over the course of one year.

A motion was made by Susan Gillooley, seconded by Mary Kenny to approve the Joint Site and Long Range Planning Committee.

Voting aye: Doyle, Kosel, Gillooley, Kenny, Moore
Motion carried: 5 Aye, 0 Nay

- D. *Director Goals for 2012-2013*
A motion was made by Timothy Doyle, seconded by Susan Gillooley to approve the Director Goals for 2012-2013 as presented by Dr. Bintz.

Voting aye: Doyle, Kosel, Gillooley, Kenny, Moore
Motion carried: 5 Aye, 0 Nay

IX. INFORMATION ITEMS AND ANNOUNCEMENTS

The next regular meeting of the Board of Special Education will be held at the Mackay Center, New Lenox, Illinois on April 19, 2012 at 7:00 p.m.

Dr. Bintz announced that District 843's Administrative Assistant is doing well and will be returning to work a week from this Monday. She and the rest of the staff are very happy and are eagerly awaiting her return.

X. ADJOURNMENT

A motion was made by Timothy Doyle, seconded by Christopher Kosel that the meeting be adjourned.

Voting aye: Doyle, Kosel, Gillooley, Kenny, Moore
Motion carried: 5 Aye, 0 Nay

The meeting was adjourned at 8:02 p.m.

Respectfully submitted,

Carolyn Zimba, Board Secretary (Substitute)

Signed:

President

Secretary



MOKENA SCHOOL DISTRICT 159 **INFORMATION REPORT**

Date: April 5, 2012

To: Board of Education
Mr. Steve Stein, Superintendent

From: Kirt A. Hendrick, Director of Business Operations

Re: Bid Process for Purchasing of Custodial and Maintenance supplies

In the back pocket of this Board packet are pages that provide details about the bidding process for Custodial and Maintenance supplies. With Board authorization at this meeting, we will initiate the bidding process for these supplies.

With Board Action in May to award the business to the various vendors, we would develop the purchase orders for the supplies with delivery to take place in May and June, and billing in July.

Please call me with any questions.



MOKENA SCHOOL DISTRICT 159 INFORMATION REPORT

Date: April 2, 2012

To: Board of Education

From: Steve Stein, Superintendent

Re: Summer Hours

The schedule for summer hours worked well last summer. I would like to continue the practice for this summer. I would suggest the schedule as of Monday, June 4, 2012 through August 3, 2012.

7.5-Hour Employees

Monday – Thursday - 7:00 - 4:00 p.m.
Friday - Closed

8-Hour Employees

Monday – Thursday - 7:00 – 4:00 p.m.
Friday - Closed



MOKENA SCHOOL DISTRICT 159

INFORMATION REPORT

25

Date: March 12, 2012

To: Board of Education
Mr. Steve Stein, Superintendent

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

RE: Standardized Testing for Enrichment

In December of 2010, I had proposed a revision to the district's standardized testing procedures in order to save money and reduce the amount of time students are taken away from classroom instruction. When brought to the Board of Education for action, it was stalled in a 3-3 tie. I am once again bringing this information to the Board for their review.

Listed below are the overall standardized testing costs for FY11 and FY12. These assessments are primarily used to identify students for the Enrichment Program.

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.

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.

I will plan to bring this information to the Board for action in May. If you have any questions regarding this information, please contact me accordingly.



MOKENA SCHOOL DISTRICT 159 INFORMATION REPORT

Date: March 9, 2012

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 at next month's meeting, I will plan to purchase a class set of Charlotte's Web. There are funds in the FY12 curriculum budget for this purchase.

If you have any questions, please contact me accordingly.

Supplemental Novel List

Mokena School District 159

Adopted April 2006; Revised March 2012

Kindergarten

- I Like Balloons
- At The Zoo
- Pets
- Dressing Up
- Moms and Dads
- Little Things
- Big Things
- In the Shopping Cart
- Mom
- Dad

First Grade

- Soccer at the Park
- Sally's Red Bucket
- The Lion and the Mouse
- The Island Picnic

Second Grade

- Molly's Pilgrim
- Muggie Maggie
- Charlotte's Web
- Frindle
- Trumpet of the Swans (enr)
- Starfishers to the Rescue (enr)
- Through the Garden Door (enr)
- Discovering the Titanic (enr)

Third Grade

- King of the Birds
- Fables
- Don't Tell the Whole World
- Fossils Tell of Long Ago
- She Come Bringing Me That Little Girl
- The Cactus Flower Bakery
- The Spooky Tale of Prewitt Peacock
- Willie's Not the Hugging Kind
- What's Cooking, Jenny Archer?
- The Paper Crane
- Play Ball, Amelia Bedelia
- The Show-and-Tell War
- Mr. Popper's Penguin's (enr)
- Little House in the Big Woods (enr)

Fourth Grade

- Indian in the Cupboard
- Little House on the Prairie
- The Lion, Witch and the Wardrobe
- Top Secret
- Stone Fox
- Taste of Blackberries
- Tales of a Fourth Grade Nothing
- Running Out of Time
- Bound For Oregon (enr)
- Kid in the Red Jacket

Fifth Grade

- Sign of the Beaver
- Shiloh
- Maniac Magee
- Egypt Game
- Wrinkle in Time
- Fig Pudding
- Bridge to Terabithia
- The Best School Year Ever
- George Washington's Socks
- Finding Buck McHenry
- Dear Mr. Henshaw
- Island of the Blue Dolphins
- Night of the Twisters
- House on Hackman's Hill
- Among the Hidden
- Regarding the Fountain (enr)

Sixth Grade

- Number the Stars
- The Westing Game
- The Bright Shadow
- Freak the Mighty
- A View from Saturday
- My Louisiana Sky
- Holes
- Bearstone
- Reaching Dustin
- Stormbreaker
- Love That Dog
- Joyful Noise: Poems for Two Voices (enr)
- Tales of King Arthur
- King Arthur – His Knights and Their Ladies

Seventh Grade

- Where the Red Fern Grows
- Ryan White: My Own Story
- The Dark is Rising
- True Confessions of Charlotte Doyle
- Words by Heart
- The Trouble with Lemons
- A Family Apart
- Tangerine
- Out of the Dust
- Nothing But the Truth
- Touching Spirit Bear
- Lincoln: A Photo Biography
- My Brother Sam is Dead
- The Lightning Thief

Eighth Grade

- Across Five Aprils
- Incident at Hawk's Hill
- Lupita Manana
- Roll of Thunder Hear My Cry
- Witch of Blackbird Pond
- The Giver
- Walk Two Moons
- Eleanor Roosevelt
- The Illustrated Man
- Good Night, Mr. Tom
- A Christmas Carol
- All But My Life
- Call of the Wild
- Under A War Torn Sky



MOKENA SCHOOL DISTRICT 159 **INFORMATION REPORT**

Date: March 23, 2012

To: Board of Education
Mr. Steve Stein, Superintendent

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

RE: Certified Transfers

Due to teacher retirements and non-renewals, the administrative team has made several transfers of certified staff for the 2012-2013 school year. These transfers are:

Mrs. Cathy Lark – moved from Specialized Instruction at MES to 1st grade teacher
Mrs. Cheryl Behland – moved from 2nd grade at MES to 5th grade teacher at MIS
Mrs. Maureen McDonough – moved from 5th grade teacher at MIS to Reading Specialist
Mrs. Pat Haiser – moved from LD to Specialized Instruction teacher at MIS

We are confident that these staff members will do an outstanding job in their new assignments.



MOKENA SCHOOL DISTRICT 159

INFORMATION REPORT

Date: April 4, 2012

To: Board of Education
Steve Stein, Superintendent

From: Kirt Hendrick, Director of Business Operations

Re: Student Tuition Cost for 2012-13

The student tuition figure to be used for the 2012-2013 school year is based upon the Per Capita Tuition charge furnished to the Illinois State Board of Education on Pages 28 & 29 of our Fiscal Year 2010-11 Annual Financial Report (AFR). This figure is determined from specific revenue and expenses identified from our audited accounting records. We use the Fiscal Year 2010-11 AFR as this is the most current audited information available. The AFR indicates a Per Capita Tuition Charge of \$6,713.98, a decrease 6.6% over last year's figure of \$7,190.56. The Per Capita Tuition Charge (from this report) is increased by 10% to arrive at the annual tuition amount we charge to students who are not residents of the district.

The monthly tuition charge payable over a nine-month period is assessed to parents who are moving into the district, but are still out-of-district residents at the start of the school year. Per past practice, if occupancy occurs prior to October 15, we return the tuition checks to the family. Any students who are paying tuition cannot be included in the average daily attendance calculations that are used to determine our General State Aid.

Attached is a report indicating the history of the annual tuition charges.

The figures for FY13 are as follows:

<u>Per Capita Charge</u>	<u>110%</u>	<u>Monthly Tuition Charge</u>
<u>\$6,713.98</u>	<u>\$7,385.38</u>	<u>\$820.60</u>
<i>Base</i>	<i>Annual Tuition</i>	<i>9 Month Payment</i>

attachment



MOKENA SCHOOL DISTRICT 159

INFORMATION REPORT

Date: April 5, 2012

To: Board of Education
Mr. Steve Stein, Superintendent

From: Kirt Hendrick, Director of Business Operations

Re: 2011 Tax Extension

We received the completed 2011 Mokena School District Tax Extension from the Will County Clerk's Office. For 2011, the **Equalized Assessed Value (EAV)** for the property in Mokena School District 159 is \$595,333,347. This is a decrease of \$25,728,425 or 4.14% from the 2010 EAV of \$621,061,772. The new EAV included \$4,971,675 in new property. The year-to-year change by type is as follows:

<u>Levy Yr</u>	<u>Residential</u>	<u>Commercial</u>	<u>Industrial</u>	<u>Farm</u>
2011	\$503,476,754	\$72,343,361	\$19,011,857	\$501,375
2010	\$523,979,012	\$75,569,982	\$21,007,482	\$505,296
2009	\$536,501,846	\$71,735,964	\$22,579,345	\$845,932

Maximum legal rates and the Property Tax Extension Limitation Law (PTELL) or TAX CAP LAW for equalized assessed valuation controls the tax rates. The restricted tax rate limits the increase in extension to either the Consumer Price Index or 5%, whichever is lower. The Consumer Price Index used for the 2011 Levy approved last December is 1.5%, compared to 2.7% for the 2010 Levy. We already know that next year's CPI increase is 3.0% from the month of December 2011, Department of Labor report.

Although the existing property EAV has decreased, and the resultant tax rate has increased, the tax cap limits the levy growth. What we will actually receive from local tax revenue is based on either the CPI or 5%, **whichever is lower**, multiplied by last year's tax extension. The Limiting Rate Calculation with a 1.5% increase in our previous extension provided the 2011 operating rate of 2.0882 which is more than the 2010 rate of 1.9556.

Our total rate includes Bond & Interest payments. The Bond and Interest rate for 2011 is 0.3570 which increased from last year's rate of 0.3069. The total rate (which includes the Bond and Interest rate) for 2011 is 2.4452 compared to last year's rate of 2.2625.

The Bond and Interest payments continue to rise somewhat with a \$219,301 increase of which we will also receive about half this fiscal year. With these payments we continue to pay down our outstanding debt and will retire our three bond obligations with the 2018 levy extension. The last bond payment is scheduled for December 2019.

Tax caps continue to have an impact on the District's total tax rate. During the past twelve years, the highest total tax rate for Mokena School District was the 2000 Levy and was 2.7006. The rate then declined as the overall EAV increased. Now that overall EAV is declining, the overall rate has begun to increase.

The 2011 Levy Extension provides \$286,266 more in operating funds and \$219,301 more in Bond & Interest for a total increase of \$505,567. Attached at the end of this report is a table containing an eleven year history of Mokena School District 159 tax rates and tax extensions. The table directly below contains rate and levy extension amounts for the 2010 and 2011 Levy Years.

FUNDS	2010	2011
RATES EXTENDED		
Education	1.5848	1.6830
Operation & Maint.	0.1642	0.1884
Special Education	0.0593	0.0655
Transportation	0.0600	0.0655
Tort	0.0190	0.0082
IMRF	0.0291	0.0339
Social Security	0.0300	0.0339
Fire Prevention/Safety	0	0
Working Cash	0.0092	0.0098
SUBTOTAL	1.9556	2.0882
BOND & INTEREST	0.3069	0.357
TOTAL	2.2625	2.4452
LEVIES EXTENDED		
Education	9,842,588	10,019,460
Operation & Maint.	1,019,783	1,121,608
Special Education	368,290	389,943
Transportation	372,637	389,943
Tort	118,002	48,817
IMRF	180,729	201,818
Social Security	186,319	201,818
Fire Prevention/Safety	0	0
Working Cash	57,138	58,343
SUBTOTAL	12,145,485	12,431,751
BOND & INTEREST	1,906,039	2,125,340
TOTAL	14,051,524	14,557,091
	6%	8%
EAV	621,061,772	595,333,347

As you may recall, the result of State legislation in 2006, taxing bodies have had the maximum rate of levy changed from the old rates that the local taxpayers approved to the new Statewide rates established by the State legislature. The following reflects those changes for school districts. Tax Capped districts are still restricted by the reductions from the Tax Cap Law.

<u>Fund</u>	<u>Old Maximum Rate</u>	<u>New Maximum Rate</u>
Education	1.7200%	3.5000%
Building (O &M)	0.2500%	0.5500%
Transportation	0.1200%	none
IMRF	- -	none
Social Security	- -	none
Tort Immunity	- -	none
Special Education	0.0200%	0.4000%
Working Cash	0.0500%	0.0500%
Life Safety	0.0500%	0.0500%

Please call me to with questions you may have about the levy extension.

FUNDS	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
RATES EXTENDED											
Education	1.7200	1.7200	1.6560	1.6915	1.6028	1.5065	1.5065	1.5168	1.4985	1.5848	1.6830
Operation & Maint.	0.2500	0.2500	0.2381	0.2027	0.1941	0.1799	0.1825	0.1807	0.1830	0.1642	0.1884
Special Education	0.0200	0.0200	0.0191	0.2000	0.0187	0.0185	0.0200	0.0200	0.0203	0.0593	0.0655
Transportation	0.1200	0.1200	0.1060	0.0825	0.0833	0.0731	0.0685	0.0600	0.0600	0.0600	0.0655
Tort	0.0279	0.0328	0.0197	0.0100	0.0110	0.0144	0.0021	0.0022	0.0190	0.0190	0.0082
IMRF	0.0361	0.0220	0.3530	0.0341	0.0327	0.0369	0.0180	0.0220	0.0288	0.0291	0.0339
Social Security	0.0457	0.0277	0.0465	0.0435	0.0422	0.0467	0.0180	0.0200	0.0248	0.0300	0.0339
Fire Prevention/Safety	0.0084	0	0	0	0	0	0	0	0	0	0
Working Cash	0.0261	0.0307	0.0108	0.0078	0.0070	0.0083	0.0080	0.0078	0.0083	0.0092	0.0098
SUBTOTAL	2.2542	2.2232	2.1315	2.0921	1.9918	1.8991	1.8236	1.8295	1.8427	1.9556	2.0882
BOND & INTEREST	0.4116	0.4066	0.3598	0.3487	0.3145	0.2881	0.2749	0.2727	0.2854	0.3069	0.357
TOTAL	2.6658	2.6298	2.4913	2.4408	2.3063	2.1872	2.0985	2.1022	2.1281	2.2625	2.4452

LEVIES EXTENDED

Education	5,437,235	5,790,308	6,156,745	6,848,050	7,537,460	8,231,100	8,945,038	9,535,390	9,465,472	9,842,588	10,019,460
Operation & Maint.	790,296	841,614	885,218	820,632	912,791	973,361	1,083,617	1,135,974	1,155,943	1,019,783	1,121,608
Special Education	63,223	67,329	71,010	80,970	87,940	100,096	118,753	125,730	128,228	368,290	389,943
Transportation	379,342	403,974	394,091	334,002	391,733	395,513	406,728	377,191	378,998	372,637	389,943
Tort	88,197	110,419	73,241	40,485	51,730	77,912	12,469	13,830	120,016	118,002	48,817
IMRF	114,119	74,062	131,239	138,054	153,778	199,650	106,877	138,303	181,919	180,729	201,818
Social Security	144,466	93,250	172,879	176,110	198,453	252,674	106,877	125,730	156,652	186,319	201,818
Fire Prevention/Safety	26,554	0	0	0	0	0	0	0	0	0	0
Working Cash	82,507	103,350	40,152	31,578	32,918	44,908	47,501	49,035	52,428	57,138	58,343
SUBTOTAL	7,125,939	7,484,310	7,924,579	8,469,882	9,366,803	10,275,213	10,827,860	11,501,184	11,639,657	12,145,485	12,431,761
BOND & INTEREST	1,301,143	1,368,801	1,337,679	1,411,715	1,478,993	1,558,785	1,632,254	1,714,333	1,802,766	1,906,039	2,125,340
TOTAL	8,427,082	8,853,112	9,262,259	9,881,597	10,845,796	11,833,998	12,460,114	13,215,517	13,442,423	14,051,524	14,557,091
	6%	5%	5%	7%	10%	9%	5%	6%	2%	6%	8%
EAV	316,118,297	336,645,832	371,784,175	404,850,747	470,268,251	541,056,913	593,762,832	628,651,721	631,663,087	621,061,772	595,333,347



MOKENA SCHOOL DISTRICT 159

Information Report

Date: April 5, 2012

To: Board of Education
Mr. Steve Stein, Superintendent

From: Mr. Kirt Hendrick, Director of Business Operations

RE: Bus Leasing for 2012-2013 Year

Our five-year bus lease replacement program will see the termination of the second set of leases on June 30, 2012. At that point in time, four bus leases from the 2007-2008 lease agreement will be completed. Midwest Transit has already made arrangements for these buses and we will need to turn the buses in as arranged per our leasing agreement.

We have a fleet of 15 buses. We own 3 buses, used as spares. We lease 12 buses. This number of buses is what is needed for the district. At the conclusion of the 2012-2013 school year there will be four more buses coming off of lease. At that time, another needs assessment will be necessary to determine the number of buses needed for the 2013-14 school year. For your information, the bus lease termination schedule is as follows:

Termination Year	Number of Buses
11-12	4 buses
12-13	4 buses
13-14	2 buses
14-15	2 buses

Additional Cost Information:

We were able to acquire a commitment from Mr. Bruce Kozlowski, Midwest Transit Equipment Regional Sales Manager, of a rate of \$10,559 per new bus for a five-year lease. This represents a 9% increase from the lease price from June, 2011. The cost for our leases per fiscal year will be \$42,236 for these four buses. He has also provided a quote for one year old buses of \$10,123, which is a 4.5% increase over the cost from June, 2011.

We request that action be taken on the leasing of four buses from Midwest Transit Equipment to maintain our fleet at the current level for next year. An action request is included in this packet.



MOKENA SCHOOL DISTRICT 159

INFORMATION REPORT

Date: April 5, 2012

To: Board of Education

From: Steve Stein, Superintendent

RE: Possible Pension Reform

The proposal to shift part of the State's pension obligation onto the local school districts is very much alive in the State Capitol. Governor Pat Quinn, Senate President John Cullerton, and House Speaker Michael Madigan are all supporting the plan. They propose to shift the "normal costs" of the Teachers' Retirement System (TRS) – about 1/3 of the total pension liability – onto the budgets of local school districts. The other 2/3 of the pension costs, the unfunded liability caused by the State not making the proper pension payments over the years, would still be borne by the State. A similar proposal for the State University Retirement System is also in the works.

The "normal costs" for TRS would amount to about \$700 million statewide. School districts can calculate their annual share by multiplying the entire TRS payroll of the district by 7.65%.

There is no legislation drafted at this time, but it is likely that there will be no property tax levy to generate revenue to pay this new cost. It is still possible that this new cost will be due *in total, up front*, without any phase in period.

There is also still discussion of making changes to the retirement benefits of those currently participating in TRS. A new "Tier II" benefit level was implemented for those employees who began participation in TRS beginning January 1, 2011. Talks now revolve around making some of those same "Tier II" benefit changes for employees who began participation in TRS before January 1, 2011. Specifically on the table are proposals to raise the retirement age from 62 to 67 and to end the provision for a compounding Cost of Living Adjustment (COLA).

The Springfield State Journal-Register recently printed an article after it found a TRS document describing the possible insolvency of the retirement system (<http://www.sj-r.com/top-stories/x1440921815/TRS-director-Retirees-might-have-to-take-COLA-cut>). In the TRS memo, it explained how it might be necessary for the system to cut the benefits of current TRS *annuitants*.

Some points to consider when discussing the pension cost shift:

- Shifting the pension costs to the local school district will mean a cut in the education program
- Because of education labor laws, it is too late for school districts to lay off teachers for the 2012-13 school year
- Collective bargaining agreements are currently in place in school districts, making it difficult to make required cuts until the bargaining contracts expire
- Shifting the cost of pensions to the school district should include shifting the authority for setting pension benefits to the school district as well – including placing school board members and administrators on the TRS Board of Trustees
- New costs should be added to the local school district without relief from other costs (removing mandates such as driver's education, physical education, bilingual education, etc.)
- If the shift is done immediately, approximately 20,000 teachers could be laid off statewide



MOKENA SCHOOL DISTRICT 159 **INFORMATION REPORT**

Date: April 5, 2012
To: Board of Education
From: Steve Stein, Superintendent
RE: School Photographer

In order to provide school pictures each year, the district contracts with a firm to provide not only a service to parents, but also to the district.

Beyond providing a cherished professional quality photo of each year of school for parents to purchase, the district also receives photos for student files, identification cards for students and staff, and digital photos of students for our student management system.

Additionally, the schools also receive a commission for the total number of pictures purchased. This money goes back into the building's activity fund to be used for purchases that directly go back to the students. Some things that have been purchased in the past include, LCD projectors, wood chips for the Playscape, STARs quality incentives prizes, and some classroom projects such as butterflies in first grade.

We have worked with Van Gogh Photographers for at least the last 11 years and have been extremely happy with the quality of the product and service they provide.

Our contract with Van Gogh expires in June 2012 and in preparation of this, I've asked them, along with Life Touch, to submit a proposal for service. On the next page you will find a breakdown of some of the differences.

	Van Gogh		Life Touch		
Base Price	10.00		12.00		
CD Only	25.00		15.00		
Price Freeze	Until Yr. 3		Until Yr. 3		
School Commission	20%		20%		
Specials	<ul style="list-style-type: none"> • Fun-Pack 10.00 per sale or commission , whichever is greater. • Get both for 12-13 • All students get free class pic. 		<ul style="list-style-type: none"> • 250.00 grant to each bld. If participate in spring pics. • SmileSafe Kids. 		

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, my recommendation would be to sign a five year commitment with Van Gogh. I will bring this for action at the May meeting.

ACTION REQUESTS

Action Request
Mokena School District 159

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REGULAR MEETING

Personnel Recommendations – April 12, 2012

NAME	POSITION	BUILDING	EFFECTIVE DATE	EMPLOYMENT DETAIL
1. Administrative –Resignation				
Christine Clavenna	Principal	MES	6/30/2012	
2. Administrative – New Hire				
Eric Melnyczenko	Principal	MIS	2012-2013 school year	\$80,000
3. Administrative – Salary Increase				
Charles Vitton	Assistant Superintendent of Instruction	District	1/1/2012-6/30/2012	2.5% increase based on their 2010-11 annual salary
Michael Rolinitis	Principal	MJH	1/1/2012 - 6/30/2012	2.5% increase based on their 2010-11 annual salary
Judith Splayt	Assistant Principal	MES	1/1/2012 – 6/30/2012	2.5% increase based on their 2010-11 annual salary
4. Classified – Resignation				
Molly Janik	Nurse	MES/MIS	4/5/2012	
Debra Mulvaney	Building Aide	MIS	4/5/2012	
Felicia Davis	Food Server	District	4/6/2012	
5. Classified- Elimination of Health Aide Position at MIS				
Linda Petty	Health Aide	MIS	End of 2011-2012 school year	
6. Classified – Leave of Absence				
Jennifer McGee	Custodian	MIS	3/12/- 6/11/2012	
Beverly Whittier	Food Server		4/16/2012- until doctor's release	
7. Classified- New Hire				
Pam Sanders	Building Aide	MIS	4/16/2012	6.5hrs/day 5/wk \$8.31/hr
Julie Sicinski	Sub Building Aide	MIS		\$8.31/hour
Neula Gavin	Nurse	MES/MIS	4/16/2012 thru remainder of 2011-2012 school year	\$22/hour

8. Stipends for non- certified staff for the 2011-2012 school year

A salary stipend of 2.699% (based on the annual salary amount for the 2010-2011 school year) will be granted to non-certified staff and Directors who have not become new Mokena 159 employees or assigned to new positions since July 1, 2012.

Recommended Motion:

"Move to approve personnel recommendations 1 through 8 as presented, subject to successful background check, drug screening (if applicable) and physical."



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

Date: April 5, 2012

To: Board of Education

From: Steve Stein, Superintendent

Re: Hiring of Mokena Intermediate School Principal

After conducting our search process, I am recommending that Mr. Eric Melnyczenko be hired as the Principal of Mokena Intermediate School. We had a total of 46 candidates apply for the position and narrowed it down to three excellent finalists. Dr. Vitton, Mr. Rolinitis, Mrs. Paris, Mrs. Coltri, and I conducted the final round interviews. Mr. Melnyczenko clearly showed himself to be the best candidate to lead MIS.

A former math teacher at Columbia Central School in Steger, Mr. Melnyczenko served as the assistant principal of Oak Glen Elementary in Lansing for the last two years.

In speaking with his current principal, Mrs. Morley, Eric was described as building outstanding rapport with students, staff, and parents. Mrs. Morley also described Eric as being instrumental in their usage of data to inform building-wide curricular and behavior decisions.

My recommendation is that his base salary be established at \$80,000.

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

"Move to approve Mr. Eric Melnyczenko as the Principal of Mokena Intermediate School for the 2012-2013 school year".

Eric S. Melnyczenko

13640 Highland St, Cedar Lake, IN, 46303 - (708) 466-2992 - emel9281@hotmail.com

PRINCIPAL

PROFESSIONAL OBJECTIVE

To lead as a dedicated and student-learning focused instructional leader with a strong commitment to using data to enhance student learning and teacher instruction. Solid team player with a proven track record of collaboration with school staff, administration, and parents to create the best opportunity for students to learn. Research-based leader with a vision for the future. Trustworthy professional with the desire to create and maintain open lines of communication and develop strong and lasting relationships with all members of the school community.

LEADERSHIP STYLE

Serious and quiet, interested in security and peaceful living. Extremely thorough, responsible, and dependable. Well-developed powers of concentration. Usually interested in supporting and promoting traditions and establishments. Well-organized and hard working, they work steadily towards identified goals. They can usually accomplish any task once they have set their mind to it. (Myers-Briggs)

EDUCATION

Illinois Type 75 Certificate #2411704 (K-12 Administration)

Doctoral Candidate in Educational Leadership (Anticipated 2014)
Purdue University, West Lafayette, Indiana

Master of Arts in Educational Administration (August 2009)
Governors State University, University Park, Illinois

Bachelor of Arts in Elementary Education (2005)
Governors State University, University Park, Illinois

PROFESSIONAL/ADMINISTRATIVE EXPERIENCE

OAK GLEN ELEMENTARY SCHOOL— LANSING, IL

July 2010 – Present

Assistant Principal

Assist the principal in the development and maintenance of the school's educational program, in overseeing the activities of all teachers and staff members, in the imposition of disciplinary measures for 30 employees and 470 students, in maintaining employee and student records, in the development of class schedules and assignment of students, and in the evaluation of the progress and needs of the school. Develop and maintain good relations with students, staff, parents, and the community. Participate in school activities. Assist in the development and maintenance of any documentation or records required by law, or by the Superintendent or Board of Education.

Highlights & Contributions

- Created data spreadsheets for teachers to track data on various measures of achievement for students
- Managed various data reports to analyze test scores and trends
- Served on Crisis Management team for district to create new emergency plans for the district
- Led PBIS Team to create goals and rewards for students.
- Worked with pupil conflict and disciplinary cases.
- Implemented Check In/Check Out tier II behavior intervention for students with behavior problems
- Revised district's monthly math assessments to reflect IL Assessment Objectives
- Assisted principal in development of school improvement plan
- Conducted employee evaluations per the union contract and state and district guidelines

Eric S. Melnyczenko

13640 Highland St, Cedar Lake, IN, 46303 - (708) 466-2992 - emel9281@hotmail.com

STEGER SCHOOL DISTRICT 194 – STEGER, IL

Jan. 2009 – Aug. 2009

Practicum Internship

Performed various administrative tasks under the supervision of building principal. Tasks include planning a student activity program, conducting faculty meetings, providing in-service for support personnel, participating in teacher observation and post-conference, inspecting building maintenance, working with pupil conflicts, participating in recruitment of support personnel and instructional staff, among others.

Highlights & Contributions

- Created a **Good News program** that recognizes the efforts of teachers and staff
- **Implemented** new substitute teacher procedures
- Conducted a Chess Tournament to **gauge interest** in Chess Club for following school year.
- Attended **Village Hall meeting** to invite community to Reality Store event
- Conducted various **staff surveys and studies**, such as grading patterns, retention and failure, and instructional needs
- Studied and discussed professional learning communities (**PLC's**) in collaborative setting
- **Coordinated** Reality Store event with volunteers, teachers, community, and students

IPC INTERNATIONAL CORPORATION – Calumet City, IL

2000 - 2007

Assistant Director of Public Safety

Interviewed, hired, managed, supervised, scheduled, deployed, disciplined, and made payroll for Public Safety Department of 28-30 individuals. Oversaw the security and safety of the shopping center's 13 million patrons. Coached and developed employees utilizing performance reviews. Assisted customers, including school-aged children, with safety needs and concerns. Responsible for the appropriate administration of required training for newly hired or assigned employees.

EDUCATION EXPERIENCE

STEGER SCHOOL DISTRICT 194 – Steger, IL

July 2006 – July 2010

Teacher: Mathematics, Columbia Central School

Taught according to a middle school philosophy using various strategies such as cooperative learning, T-charts, KWL, and graphic organizers. Developed and taught units in Mathematics such as algebraic equations, integers, ratios, proportions. Created projects based on units of study for students. Worked collaboratively with other teachers on various projects, such as scheduling, activity planning, etc. Provided tutoring before and after school, and during lunch

Highlights & Contributions

- **Team Leader** for Loop Team; created interdisciplinary activities and block schedule for students
- **Applied for and received \$2,000** award for Reality Store project for 8th grade students
- **Used data to provide interventions** for low-achieving students
- Modified curriculum for special needs students to promote positive classroom experience
- Assisted teachers with new technologies to be used in the district

PROFESSIONAL DEVELOPMENT

Steger Leadership Academy

Vocabulary Building for Grades 6-8

AA: Evaluation of Certified Staff

School Improvement

Fundamentals of Grant Writing

AA: Classroom Walkthroughs

Co-Teaching in the Inclusive Classroom

Instructional Strategies to Improve Student Math Performance on ISAT

Increase Your Students' Math Problem-Solving & Reasoning Skills

Brain Research: Making Instruction Meaningful

Highly Effective Ways to Communicate with Parents

Teacher Quality Enhancement – Essentials to Effective Instruction & Professional Learning Communities



Mokena Elementary School

Date: March 29, 2012

To: Board of Education

From: Chris Clavenna, Principal
Judy Splayt, Assistant Principal

Re: Resignation of Molly Janik

It is with regret that we ask the Board of Education to approve the resignation of Molly Janik effective April 5, 2012. Molly has been the nurse for both MES and MIS for the 2011-2012 school year. Molly has accepted a position as a nurse in the type of field that she came from previously. We wish Molly the best in her future endeavors.

If this recommendation meets with your approval the following motion would be appropriate, "... **move to accept the resignation of Molly Janik effective April 5, 2012**



MOKENA SCHOOL DISTRICT 159 **ACTION REPORT**

Date: April 12, 2012

To: Board of Education
Steve Stein, Superintendent

From: Ann Lewandowski

Re: Personnel Change
Food Server – Bev Whittier – Leave of Absence
Food Server – Felicia Davis - Resignation

Ms. Bev Whittier has requested a medical leave of absence till next school year or until her doctor releases her.

Ms. Felicia Davis has resigned as of April 6, 2012. Ms. Davis was an asset during the short period she worked with us. I am sorry to see her leave and hope everything works out for her in her new location.



Mokena Elementary School

Date: March 30, 2012

To: Board of Education
Steve Stein, Superintendent

From: Chris Clavenna, Principal
Judy Splayt, Assistant Principal

Re: Hire of Neula Gavin

With the resigning of Molly Janik as nurse of both Mokena Elementary School and Mokena Intermediate School, we would like to hire Neula Gavin for the remainder of the 2011-2012 school year. Mrs. Gavin would be paid \$22/hour.

Recommended Motion:

"...move to approve hiring Mrs. Neula Gavin as the nurse at MES and MIS for the remainder of the 2011-2012 school year."



MOKENA SCHOOL DISTRICT 159

ACTION REQUEST

Date: March 23, 2012

To: Board of Education

From: Steve Stein, Superintendent

Re: **Board Policies 2:150, 2:110, 2:210**

Attached you will find a copy of Board Policies 2:150, 2:110, 2:210 presented as Information at the March 8, 2012 Regular meeting. The Policy Committee reviewed these policies at their last committee meeting on February 15, 2012.

Recommended Motion:

"... move to approve the following policies as presented.":

1. 2:150 Committees
2. 2:110 Qualifications, Term and Duties of Board Officers
3. 2:210 Organizational Board of Education Meeting

Moved By: _____

Seconded By: _____

Board of Education

Committees

The Board of Education may establish committees to assist with the Board's governance function and, in some situations, to comply with State law requirements. These committees are known as Board committees and report directly to the Board. Committee members may include both Board members and non-Board members depending on the committee's purpose. The Board President makes all Board committee appointments subject to majority approval by the Board. Board committee meetings shall comply with the Open Meetings Act. A Board committee may not take final action on behalf of the Board – it may only make recommendations to the Board.

Committees shall operate under the following guidelines:

1. The Board President shall make all Board committee appointments subject to approval of the Board.
2. The committee chairman or the Board shall establish the committee's meeting dates, time, and place.
3. All Board members are welcome to attend and participate in committee meetings, however, only appointed members may vote at the committee meeting.
4. The Superintendent may attend all committee meetings.
5. Committees shall work under the directions, guidelines and timelines as directed by the Board.
6. All committees will use Roberts Rules of Order as a guide, when a question arises concerning procedure.

Special Board Committees

A special committee may be created for specific purposes or to investigate special issues. A special committee is automatically dissolved after presenting its final report to the Board or at the Board's discretion.

Standing Board Committees

A standing committee is created for an indefinite term although its members will fluctuate. Standing committees are:

1. **Parent-Teacher Advisory Committee**
This committee assists in the development of student discipline policy and procedure. Its members are parents/guardians and teachers, and may include persons whose expertise or experience is needed. The committee reviews such issues as administering medication in the schools, reciprocal reporting between the School District and local law enforcement agencies regarding criminal offenses committed by students, student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.
2. **The Behavioral Interventions Committee**, coordinated by the Executive Director of the Special Education Cooperative, develops, implements, and monitors procedures for using behavioral interventions in accordance with Board Policy 7:230, *Misconduct by Students with Disabilities*. Committee reports and recommendations are made to the School Board as requested by the Board. At the Board President's discretion, the Parent-Teacher Advisory Committee shall perform the duties assigned to the Behavioral Intervention Committee.
3. **Finance Committee**
4. **Technology Committee**

5. Curriculum Committee
6. Policy Committee
7. Building and Grounds/Transportation Committee

Nothing in this policy limits the authority of the Superintendent or designee to create and use committees that report to him or her or to other staff members.

LEGAL REF.: 5 ILCS 120/1 et seq.
105 ILCS 5/10-20.14 and 10/1 et seq.
23 Ill.Admin.Code Part 226.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of Board of Education Meetings), 2:220 (Board of Education Meeting Procedure), 2:240 (Board Policy Development), 7:190 (Student Discipline), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: September 12, 2007

REVISED: October 13, 2010

REVISED: June 9, 2011

REVISED: April 12, 2012

Board of Education

Qualifications, Term, and Duties of Board Officers

The Board of Education officers are: President, Vice President, Secretary, and Treasurer. These officers are elected at the Board's organizational meeting. Officers may one serve two terms in the same office during a four year term on the Board.

President

The Board of Education elects a President from its members for a 1 year term. The duties of the President are:

1. Preside at all meetings;
2. Make all Board committee appointments,; subject to approval by the Board
3. Be permitted to attend and observe any meeting of a Board committee;
4. Represent the Board on other boards or agencies;
5. Serve as chairperson of the Education Officers Electoral Board which hears challenges to Board of Education candidate nominating petitions;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Review appeals of record access requests that were denied;
9. Ensure that a quorum of the Board is physically present at all Board meetings;
10. Administer the oath of office to new Board members; and
11. Serve as the Board's official spokesperson to the media.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

Vice President

The Board of Education elects a Vice President from its members for a 1 year term. The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by a special Board election.

Secretary

The Secretary shall be a member of the Board who serves a 1 year term. The Secretary shall perform or delegate the following duties:

1. Keep Board meeting minutes;
2. Prepare Board meeting agendas and provide them, along with prior meeting minutes, to Board members before the next meeting;
3. Mail meeting notification and agenda to news media who have officially requested copies;
4. Keep records of the Board's official acts, and sign them, along with the President, before submitting them annually to the Treasurer on the first Monday of April and October and on such other times as the Treasurer requests;
5. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
6. Act as the local election authority for all Board of Education elections;

7. Arrange public inspection of the budget before adoption;
8. Publish required notices;
9. Sign official District documents requiring the Secretary's signature; and
10. Maintain Board policy, financial reports, publicity, and correspondence.

A permanent vacancy in the office of Secretary is filled by special Board election.

Recording Secretary

The Board may appoint a Recording Secretary who is a staff member. The Recording Secretary's primary responsibility shall be the keeping of records, in bound books with numbered pages, of all transactions of the Board of Education in regular and special open meetings. In addition, the Recording Secretary or Superintendent shall record all closed meeting minutes and receive notification from Board members who desire to attend a Board meeting by video or audio means pursuant to Board policy 2:220, *Board of Education Meeting Procedure*.

Treasurer

The Treasurer of the Board shall be either an elected member of the Board who serves a 1-year term or an appointed non-Board member who serves at the Board's pleasure. A Treasurer who is a Board member may not be compensated. A Treasurer who is not a Board member may be compensated provided it is established before the appointment. An appointed Treasurer must:

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

A vacancy in the Treasurer's office is filled by Board appointment.

LEGAL REF.: 5 ILCS 120/7 and 420/4A-106.
105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, and 5/17-1.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:210 (Organizational Board of Education Meeting)

ADOPTED: September 12, 2007

REVISED: June 9, 2010

REVISED: April 12, 2012

Board of Education

Organizational Board of Education Meeting

During a March meeting, the Board of Education shall establish a date for its organizational meeting to be held either at its regular April meeting or in the event of an election year sometime after the election authority canvasses the vote, but within 28 days after the consolidated election. The consolidated election is held on the first Tuesday in April of odd-numbered years.

At the organizational meeting the following shall occur:

1. Each successful candidate, before taking his or her seat on the Board, shall take the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct*.
2. The new Board of Education members shall be seated.
3. The Board of Education shall elect its officers who assume office immediately upon their election.
4. The Board of Education shall fix a time and date for its regular meetings.
5. Board member appointments shall be made to standing committees at the next regular scheduled meeting.

LEGAL REF.: 10 ILCS 5/2A-1 *et seq.*
105 ILCS 5/9-18, 5/10-5, 5/10-16, and 105 ILCS 5/10-16.5.

CROSS REF.: 2:150 (Committees), 2:30 (School District Elections), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of Board of Education Meetings), 2:220 (Board of Education Meeting Procedure), (2:230 (Public Participation at Board of Education Meetings and Petitions to the Board)

ADOPTED: September 12, 2007

REVISED: April 12, 2012



MOKENA SCHOOL DISTRICT 159

ACTION REQUEST

Date: April 5, 2012

To: Board of Education
Mr. Steve Stein, Superintendent

From: Mr. Kirt Hendrick, Director of Business Operations

Re: Authorization to Bid

As presented in the Information Report for the Custodial and Maintenance bid, specifics were listed for timelines and products requested for the Buildings and Grounds department.

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

Recommended motion:

"I authorize Mokena School District 159 to initiate the bidding process for the custodian and maintenance supplies according to board policy."

Moved By: _____

Seconded By: _____



MOKENA SCHOOL DISTRICT 159 ACTION REQUEST

Date: April 5, 2012

To: Board of Education
Mr. Steve Stein, Superintendent

From: Mr. Kirt Hendrick, Director of Business Operations

Re: Bus Leases 2012-2013

As presented earlier in the Information Report for the Bus Lease 2012-2013
We were able to acquire a commitment from Mr. Bruce Kozlowski, Midwest Transit Equipment Regional Sales Manager, of a rate of \$10,559 per new bus for a five-year lease. This represents a 9% increase from the lease price from June, 2011. The cost for our leases per fiscal year will be \$42,236 for these four buses. He has also provided a quote for one year old buses of \$10,123, which is a 4.5% increase over the cost from June, 2011

Either of the two motions would be appropriate:

*"I move that the Mokena School District Board of Education approve the lease of four **new** buses from Midwest Transit Equipment at the rate of \$10,559 per bus for a five year lease and authorize the Superintendent or the Superintendent's designee to sign the lease agreement."*

OR:

*"I move that the Mokena School District Board of Education approve the lease of four **One year old** buses from Midwest Transit Equipment at the rate of \$10,123 per bus for a five year lease and authorize the Superintendent or the Superintendent's designee to sign the lease agreement."*

Moved By: _____

Seconded By: _____



MOKENA SCHOOL DISTRICT 159 ACTION REQUEST

Date: April 2, 2012

To: Board of Education

From: Steve Stein, Superintendent

RE: Fees for 2012-2013 School Year

With the increases in most fees, instituted for this current school year, it is my recommendation to maintain the same fee structure for the 2012-2013 school year. Below you will find the specifics for each type of fee.

Building Usage Fee

\$35/hour	Monday through Saturday
\$70/hour	Sunday

Lunch Fee

\$2.50	Student Lunch
\$3.00	Adult Lunch

Transportation Fee

\$200	Per student living over 1.5 miles from school or in a hazard zone
\$375	Per student living within 1.5 miles from school

Registration Fees

	<u>Kindergarten</u>	<u>Grades 1-3</u>	<u>Grades 4-8</u>
Registration	\$128	\$181	\$184
Milk	\$40	N/A	N/A
Technology	N/A	\$35	\$35
Locker	N/A	N/A	\$15
Total	\$168	\$216	\$234

Any families that qualify for the free lunch program have their fees waived.

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

As noted, we eliminated fees for Student Council and National Honor Society.

Recommended Motion:

"... move to approve the fees for the 2012-2013 school year as presented."

Moved By: _____

Seconded By: _____



MOKENA SCHOOL DISTRICT 159 ACTION REQUEST

Date: April 5, 2012

To: Board of Education
Mr. Steve Stein, Superintendent

From: Mr. Kirt Hendrick, Director of Business Operations

Re: Summer Temporary Custodial Positions

The summer months are labor intensive with the custodial staff with the following types of projects: vinyl tile floors to strip and wax, carpet cleaning, painting, cleaning desks and lockers, and grounds work.

We are seeking your authorization to hire three (3) employees to work during the summer months for seasonal employment. This year we do not have a large project planned as in past years. As a result, we feel that three summer employees will be sufficient to cover our needs during this time.

The starting minimum hourly wage for inexperienced summer employees will be \$8.25 and \$8.37 for returning summer custodians.

As usual, once we identify viable applicants we will present employment recommendations for your approval by June. In the meantime, we would appreciate your authorization to begin the process of finding and hiring up to three (3) temporary summer custodians.

If you have questions, please contact me.

Recommended Motion:

"... move to authorize the process of finding and hiring up to three (3) summer temporary Custodial positions."

Moved By: _____

Seconded By: _____