

AGENDA
BOARD OF EDUCATION – MOKENA SCHOOL DISTRICT 159
Mokena Elementary School
March 8, 2012
7:00 PM

- I. ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. COMMUNICATIONS**
 - Public
 - MTA
 - Board of Education
 - Educational Showcase- Mrs. Esgar and students :Turner Doran, Hayley Hitterman, Logan Gilberston and Katelyn Edmier
- IV. SUPERINTENDENT REPORT**
 - FOIA requests
- V. APPROVAL OF PREVIOUS MINUTES**
 - Regular Meeting –February 9, 20121
 - Special Meeting – February 23, 20127
 - Closed Session –February 9, 2012 part 1
 - Closed Session - February 9, 2012 part 2
 - Closed Session- February 23, 2012
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VIII. ITEMS FOR APRIL 12, 2012 AGENDA

IX. FOR THE GOOD OF MOKENA

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

XI. ADJOURNMENT

INFORMATION REPORTS

Treasurer's Report Income Summary
February 01, 2012 - February 29, 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	\$4,012,866.34	\$131,718.37	\$1,086,063.97	\$954,345.60-	\$3,058,520.74	-23.8%
20 OM FUND	\$1,460,240.54	\$87,995.11	\$114,550.27	\$26,555.16-	\$1,433,685.38	-1.8%
30 BOND - INTEREST FUND	\$330,490.51	\$0.77	\$0.00	\$0.77	\$330,491.28	0.0%
40 TRANSPORTATION FUND	\$1,899,569.58	\$9,312.29	\$68,083.15	\$58,770.86-	\$1,840,798.72	-3.1%
50 IMRF FUND	\$135,472.11	\$5.95	\$40,880.80	\$40,874.85-	\$94,597.26	-30.2%
61 NEW CONSTRUCTION FUND	\$754,624.38	\$149.09	\$0.00	\$149.09	\$754,773.47	0.0%
70 WORKING CASH FUND	\$1,643,387.05	\$109.91	\$0.00	\$109.91	\$1,643,496.96	0.0%
80 TORT FUND	\$229,220.81	\$37.97	\$0.00	\$37.97	\$229,258.78	0.0%
Totals :	\$10,465,871.32	\$229,329.46	\$1,309,578.19	\$1,080,248.73-	\$9,385,622.59	0.00

Mokena School District 159
Treasurer's Detail Investment Report
February 29, 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	\$ 97,775.30	\$ 2,550,317.29	\$ -	\$ -	\$ 38.98	\$ 55,896.60	\$ 354,492.57	\$ 3,058,520.74
20 Operations & Maintenance	\$ 23,263.28	\$ 1,087,687.29	\$ -	\$ -	\$ 30.92	\$ 31,878.20	\$ 290,825.69	\$ 1,433,685.38
30 Bond & Interest	\$ 6.94	\$ 318,178.91	\$ -	\$ -	\$ 5,811.88	\$ 6,442.80	\$ 50.75	\$ 330,491.28
40 Transportation	\$ 128,302.68	\$ 1,172,208.41	\$ -	\$ -	\$ 1.16	\$ 12,574.51	\$ 527,711.96	\$ 1,840,798.72
50 IMRF	\$ 2,324.83	\$ 85,126.23	\$ -	\$ -	\$ 72.04	\$ 174.24	\$ 6,899.92	\$ 94,597.26
61 New Construction	\$ 35,568.38	\$ -	\$ -	\$ -	\$ -	\$ 2,302.47	\$ 716,902.62	\$ 754,773.47
70 Working Cash	\$ 4,047.94	\$ 1,087,997.05	\$ -	\$ -	\$ 14.06	\$ 4,037.63	\$ 547,400.28	\$ 1,643,496.96
80 Tort Fund	\$ 922.20	\$ 38,184.82	\$ -	\$ -	\$ 0.59	\$ -	\$ 190,151.17	\$ 229,258.78
TOTALS	\$ 292,211.55	\$ 6,339,700.00	\$ -	\$ -	\$ 5,969.63	\$ 113,306.45	\$2,634,434.96	\$ 9,385,622.59
Percentages	3.113%	67.547%	0.000%	0.000%	0.064%	1.207%	28.069%	100.000%

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

MINUTES

Regular Meeting, February 16, 2012

Minutes of the regular meeting of the Board of Special Education, Will County, Illinois, held at Pioneer Grove Educational Center, 601 Willow Street, Frankfort, Illinois, at 7:00 p.m. on the 16th day of February 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) entered after Roll Call, Mary Kenny (District 161), Patrick Usher (District #157c), Katherine Moore (District #159)

Staff Present:

Dr. Sally H. Bintz, Director

Craig Englert, Assistant Director for Finance and Operations

David Armbrrecht, District 843 Transportation Supervisor

Holly Kasper, Vice President, Lincoln-Way Area Special Education Association

Toni Strait, President, Lincoln-Way Area Special Education Association

Sarah Rexroad- District #843 Supervisor

DiAnne Bielinski- Pioneer Grove School Principal

Debbie Heffernan- Mackay Education Center Principal

Mollie Frick- District #843 Supervisor

Sue Kaczmarczyk- District #843 Supervisor

Denise Faris – Board Secretary (substitute)

Marc Mozga- Visitor

Jon Montgomery- Visitor

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

A motion was made by Patrick Usher and seconded by Mary Kenny to approve the minutes of the Regular Meeting of January 19, 2012.

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

Abstain: *Doyle*

Motion carried: *4 Aye, 0 Nay, 1 Abstain*

IV. PUBLIC COMMENT

Jon Montgomery, parent of a student at Pioneer Grove School, related that he was producing a documentary about autism that revolves around his family and son. Mr. Montgomery said he would like to film his son's IEP meeting and talk with the staff members involved to see if they would agree to be filmed.

V. REPORTS

A. Treasurer's Report – Financial and Payables

Dr. Bintz commented that this was "crunch time" and it was important to have the cooperation of the feeder boards so that bills could be processed in a timely fashion.

Mr. Englert said the Cooperative had received one Special Education reimbursement for personnel and he was expecting one more reimbursement that totals more than \$400,000 prior to the end of the year. He said the expected reimbursement was due in December.

Dr. Bintz related there was a small change in this year's IDEA grant and she would make the feeder school districts aware of this.

B. Director's Report

1. Dr. Bintz discussed the Advisory Committee meeting of February 7, 2012, that was held in District 122. She said the session focused on technology. Dr. Bintz reviewed her presentation.

She also related that District 122 would discontinue sending students to the Phonology and Communication Development programs beginning with the 2012-2013 school year because it is able to accommodate the students in the district.

Dr. Bintz reviewed additional information that was discussed at the Advisory Committee meeting. She said that if Reductions in Force were necessary, SB 7 procedures would be followed. Staff would be notified of their Senate Bill & Group Rankings by March 11. Dr. Bintz said she was working with the Union. She said the next meeting would be held at the Summit Hill administrative offices.

2. Dr. Bintz reported that the Foundation met on Saturday to plan for its fund raiser and award a grant. She introduced Kathy High, a social worker, who received a grant to fund the Right Choice Project, which focuses on behavior management. Ms. High said the project was a full year curriculum and is evidenced based. She thanked the Foundation for the grant.

Dr. Bintz said that all recipients of Foundation grants would provide the Governing Board with updates on their projects. She said the Foundation fund raiser will be held the last Saturday in March at Hickory Creek Junior High School.

3. Dr. Bintz reported that she was in the beginning stages of identifying classes and program needs for the 2012-2013 school year. She said she is anticipating increases in some class sizes while there would be decreases in others.
4. Dr. Bintz announced that Lose the Training Wheels would be conducted during the week of June 11 at the Spencer Campus.
5. Dr. Bintz called members' attention to the Facility Usage Projections that she prepared. She said that it was suggested by one of the superintendents that she restate the challenges that confront LWASE regarding facilities. She reviewed the information in the report. Dr. Bintz suggested that a sub-committee of the Board be formed to address the challenges noted in the report. She thought that the members' input would be helpful. Dr. Bintz recommended that the sub-committee work on the matter over the summer months. She said that this proposal could be discussed at the next Board meeting. Mrs. Gillooley suggested that the committee be called the Site and Long Range Planning Committee.
6. Dr. Bintz referred to the SELF Proposal. She said she shared this proposal with the superintendents. Dr. Bintz said that due to financial issues she thought it was best to use the current site. She said it was better to have students together for efficiency of staff. Dr. Bintz reviewed the cost summary. She related that the superintendents would like LWASE to agree to the understanding that major renovations would be completed in the same manner that was done in District 122. Dr. Bintz said there was "a gentleman's agreement" on this matter and she is asking the Board later in the agenda to approve LWASE entering into this leasing agreement. She reported that the superintendents had unanimously approved it at their February Advisory Committee meeting.

C. Principals' Report

DiAnne Bielinski, Pioneer Grove School Principal, reported that representatives of Home Depot's Kids' Workshop Program visited the school and taught the students how to make individual bug boxes. She said the students loved the program. Ms. Bielinski said that Home Depot had expressed interest in returning. Ms. Bielinski also announced that Pioneer Grove would hold Family Night next Friday. She related that many families return to participate in the Family Nights.

In discussion, Dr. Bintz related that the first child with a Do Not Resuscitate order has entered the District. She said she was glad that the District had acted proactively regarding this type of situation.

Debbie Heffernan, Mackay Education Center Principal, related that two former Mackay students had graduated. She said that one student who did not finish school by his choice, returned to work with Ms. Heffernan and he will graduate. Ms. Heffernan stated that an eighth grade student from District 207U was accepted at the school. Ms. Heffernan also shared that some Mackay students and one teacher would attend the Special Games at the high school on March 7.

Dr. Bintz said that a third town hall meeting would be held at Summit Hill at the end of the month.

VI. **CONSENT AGENDA**

Acting on the recommendation of the Director, Susan Gillooley moved, seconded by James Gast, for the Governing Board to ratify the amended 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 January 2012 and investments through February 16, 2012 as presented.

C. Approval of Parent Liaison Job Description

D. Approval of Personnel Items as Listed:

1. Resignation

Certified Staff

Barbara Luoma, part-time supervisor at Transition House, effective February 9, 2012

Beverly Wilson, part-time supervisor at Transition House, effective February 1, 2012

Non-Certified Staff

Danielle Keska, paraprofessional, effective February 3, 2012

Margie Morita, paraprofessional, effective January 23, 2012

2. Employment

Certified Staff

Jean Long, hearing impaired itinerant, four days per week for a total of 47 days, at \$200.00 per day, effective March 12, 2012.

Non-Certified Staff

Rhea Fitzpatrick, bus driver, effective January 31, 2012

Jessica Schroeder, paraprofessional, effective February 17, 2012

Mary Sweeny, paraprofessional, effective February 6, 2012

Cynthia Cotter, paraprofessional, effective February 6, 2012

Laura Ryan, paraprofessional, effective February 13, 2012

Michelle Jennings, paraprofessional, effective January 17, 2012

David Pagel, bus driver, effective February 16, 2012

Maxwell Malecki, bus monitor, effective February 3, 2012

Barbara Luoma, parent and staff liaison, effective February 16, 2012

E. FMLA Request

The following employees' requests are for up to 12 workweeks, if necessary:

Employee 3578 to begin February 1, 2012

Employee 0993 to begin February 1, 2012

Employee 8496 to begin August 13, 2012

Employee 2722 to begin April 26, 2012

Employee 5643 to begin February 16, 2012

Employee 8489 to begin January 18, 2012

F. FOIA Requests

No requests were received.

CONSENT VOTE:

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

Motion carried: 6 Aye, 0 Nay

VI. **CLOSED SESSION**

A motion was made by Susan Gillooley moved and seconded by Timothy Doyle that the Board of Education enter Closed Session to discuss the purchases or lease of property and matters relating to individual students.

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

Motion carried: 6 Aye, 0 Nay

The Board entered Closed Session at 7:42 p.m.

The Board returned to Open Session at 8:02 p.m.

VIII. ACTION ITEMS

A. Approval to Apply for Federal Grants

A motion was made by Patrick Usher and seconded by Timothy Doyle that the Board of Education authorize the LWASE administration to apply for federal grants.

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

Motion carried: 6 Aye, 0 Nay

B. Auditor Contract

A motion was made by Susan Gillooley and seconded by Mary Kenny to approve the auditor contract.

Dr. Bintz said the contract was with the firm of Evans, Marshall and Pease, which the Co-Op has used for three years. Mr. Englert said there was an increase of two percent over last year's fee charged by the auditors.

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

Motion carried: 6 Aye, 0 Nay

C. Approval to Participate in Sealcoating Bid

A motion was made by Timothy Doyle and seconded by Mary Kenny to approve LWASE to participate in a joint district sealcoating bid process.

Mr. Englert explained this was an opportunity to collaborate on bids and possibly save money. He said the work provided by this contract would affect Districts 157C and 843.

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

Motion carried: 6 Aye, 0 Nay

D. Approval of SELF Classroom Site Leasing Agreement

A motion was made by Timothy Doyle and seconded by Mary Kenny to approve the lease for use of facilities with New Lenox School District #122 substantially in the form presented.

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

Motion carried: 6 Aye, 0 Nay

IX. INFORMATION ITEMS AND ANNOUNCEMENTS

Dr. Bintz suggested that the April meeting be held at the Mackay Center so that new members could view the facility. That was agreeable with the Board.

President Moore thanked Mrs. Kenny for running the last meeting in her absence. President Moore asked that outstanding evaluations of Dr. Bintz be sent to her as soon as possible. It was agreeable with the Board that President Moore present the review to Dr. Bintz when President Moore compiled the Board members' evaluations.

The next regular meeting of the Board of Special Education will be held at 7:00 p.m. on March 15, 2012 at the Pioneer Grove Educational Center, Frankfort, IL.

X. ADJOURNMENT

A motion was made by Susan Gillooey and seconded by Mary Kenny that the meeting be adjourned. All members voted Aye. Motion carried. President Moore declared the meeting adjourned at 8:15 p.m.

Respectfully submitted,

Denise Faris

Board Secretary (substitute)

President

Secretary

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 ~~appoint no more than 2 Board members to serve on a committee~~ make all Board committee appointments subject to approval of the Board.
2. The committee chairman or the Board ~~President and the committee members~~ 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 ~~meetings shall be conducted in accordance with Roberts Rules of Order.~~ 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: March 8, 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, ~~unless specifically stated otherwise;~~ 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: March 8, 2012

Board of Education

Organizational Board of Education Meeting

During a March meeting ~~in odd-numbered years~~, the Board of Education shall establish ~~establishes~~ 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. Appointments shall be made to standing committees.

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: March 8, 2012

Operational Services

Purchases and Contracts

The Superintendent shall manage the District's purchases and contracts in accordance with the law, the standards set forth in this policy, and other applicable Board policies.

Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with Illinois law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the Board of Education.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services. Purchases of items not included in the budget require prior Board of Education approval, except in an emergency.

Notwithstanding the above, all contracts and agreements for goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, shall be approved by the Board of Education. Concerning these contracts and agreements, the Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.

All contracts for supplies, materials, or work involving an expenditure in excess of ~~\$20,000~~ \$10,000 shall be made in accordance with the State law bidding procedure, unless specifically exempted.

All contracts for the construction, lease, or purchase of school buildings shall be in compliance with State law and Board policy 4:150, *Facility Management and Building Programs*.

LEGAL REF.: 105 ILCS 5/10-20.21.
820 ILCS 130/0.01 et seq.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:150 (Facility Management and Building Programs)

ADOPTED: September 12, 2007

REVISED: March 8, 2012

Operational Services

Facility Management and Building Programs

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance the law, the standards set forth in this policy, and other applicable Board policies. The Superintendent or designee shall cooperate with and facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, and (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district.

Standards for Managing Buildings and Grounds

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. Prior Board of Education approval is needed for all renovations or permanent alterations to buildings or grounds when the total cost will exceed **\$10,000** ~~\$12,500~~ (unless emergency dictates), including the cost equivalent of staff time. This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

Standards for Green Cleaning

For each District school with 50 or more students, the Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

Standards for Facility Construction and Building Programs

As appropriate, the Board of Education will authorize the production of a comprehensive study to determine the need for facility construction and expansion. Periodically, the Superintendent or designee shall provide the Board with projected facility needs, enrollment trends, and other data impacting facility use. Board of Education approval is needed for all new facility construction and expansion.

When making decisions pertaining to design and construction of school facilities, the Board of Education will confer with members of the staff and community, the Illinois State Board of Education, and educational and architectural consultants, as it deems appropriate. The Board's facility goals are to:

1. Integrate facilities planning with other aspects of planning and goal-setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State or federal law.
7. Provide for low maintenance costs and energy efficiency.

Naming Buildings and Facilities

Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and

stature of the school or facility. Any request to name or rename an existing facility should be submitted to the Board of Education. When a facility is to be named or renamed, the Board President will appoint a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board. The Board will make the final selection. The committee shall operate under the following guidelines:

1. The committee will encourage input from the community, staff members, and students.
2. Consideration will be given to names of local communities, neighborhoods, streets, landmarks, historical considerations, and individuals who have made a contribution to the District, community, State, or nation.
3. The name will not duplicate or cause confusion with the names of existing facilities in the District.

The Superintendent or designee may name a room or designate some area on a school's property in honor of an individual or group that has performed outstanding service to the school without using this policy.

LEGAL REF.: 42 U.S.C. §12101 et seq.
105 ILCS 5/10-22.36, 5/17-2.11, and 230/5-1 et seq.
820 ILCS 130/0.01 et seq.
Ill.Admin.Code Part 151, School Construction Program, and Part 180, Health/Life Safety Code for Public Schools.

CROSS REF.: 2:150 (Committees), 2:170 (Procurement of Architectural, Engineering, and Land Surveying Services), 4:60 (Purchases and Contracts), 8:70 (Accommodating Individuals with Disabilities)

ADOPTED: September 12, 2007

REVISED: February 10, 2010

REVISED: March 8, 2012





MOKENA SCHOOL DISTRICT 159 **INFORMATION REPORT**

Date: March 1, 2012

To: Board of Education
Mr. Steve Stein, Superintendent

From: Kirt A. Hendrick,
Director of Business Operations

Re: **Budget Calendar**

We have provided for your information the 2012-13 Budget Calendar with the tentative dates for preparation of next school year's budget. As you can see, the process takes time for planning and gathering information. The process involves all of the administrative staff & support staff to gain the budget information. We will be working with the Board Finance Committee to go over the assumptions, revenues and expenses prior to presenting the budget plan to the Board of Education.

Please call me with any questions.

Mokena School District 159

2012-13 Budget Calendar - Budget Preparation Activity

Dates

- 03/8/12 Superintendent seeks authorization from the Board of Education to prepare a tentative budget for 2012-13.
- 03/12/12 Director of Building & Grounds meets with Principals to develop a prioritized need list. Director of Business Operations meets with the Directors (Food Service, Transportation, and Curriculum to develop prioritized need lists.
- 03/16/12 Director of Buildings & Grounds and Director of Business Operations meet regarding custodial / maintenance / HVAC supply bidding recommendations. (April Board meeting authorization for bidding)
- 03/29/12 Building / Grounds / Transportation Meeting - Director of Buildings and Grounds, Director of Business Operations and Superintendent discuss prioritized needs with the BGS committee -
- 03/30/12 Finance Meeting – Afternoon – short meetings with Principals, Directors and the Director of Business Operations to discuss the prioritized need lists for the areas.
- 04/05/12 Committee Chairs, Board President, Director of Business Operations and Superintendent meet individually to present committee recommendations for prioritized need lists.
- 04/16/12 Director of Business Operations presents to Superintendent final recommendations for the extent of capital improvements and prioritized projects to be included in the budget preparation process.
- 04/19/12 Last day for Fiscal Year '12 (Current Year) Purchase Requisitions.
- 5/01/12 Principals distribute requisitions to staff members who begin supplies/materials ordering process for 2012-13.
- 05/07/12 Teacher prepared supply requisitions for next year due to Principals.
- 05/14/12 Superintendent determines the extent of capital improvements/ maintenance activities to be included in the budget preparation process and informs Administrative Team and Director of Buildings and Grounds of same.
- 05/16/12 Superintendent finalizes recommended expenditure levels.
- 05/18/12 Director of Business Operations reviews finalized expenditures with individual Administrators.
- 05/25/12 Principals submit building-level approved requisitions to district office. Principals inform individual staff members of the status, approval or disapproval, of each requisition. Director of Buildings and Grounds informs each building of the status, approval or disapproval, for each requisition.
- 07/18/12 Finance Committee Meeting – presentation of FY12 budget end of year report and tentative FY13 Budget report.
- 07/20/12 Administrators receive description copy of their expenditure budget.
- 08/09/12 Tentative budget presented to the Board of Education.
- 08/10/12 Legal Notice for tentative budget. Budget review copy available for 30 days.
- 09/13/12 Board of Education conducts a budget hearing and adopts the final budget for 2012-13.



MOKENA SCHOOL DISTRICT 159 **INFORMATION REPORT**

Date: March 1, 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 proposal to maintain the same fee structure for the 2012-2013 school year. Obviously we will continue to consider these fees on a yearly basis. Below you will find the specifics for each type of fee.

Building Usage Fee

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

It should be noted that district organizations such as PTA, Education Foundation, Music Boosters, Athletic Boosters, as well as the Girl Scouts, Boy Scouts, and Lions Club have not been charged to utilize the facilities for their activities.

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

For families who cannot afford to pay the total amount of fees at one time, we have offered a payment plan whereby the family can pay the amount due over nine equal installments. 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



MOKENA SCHOOL DISTRICT 159 **INFORMATION REPORT**

Date: March 2, 2012

To: Board of Education
Mr. Steve Stein, Superintendent

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

RE: Early Start Program Fees

At the February 23rd meeting of the Board of Education, it was decided to continue the Early Start program for the 2012-2013 school year contingent on an administrative recommendation regarding an increase in fees. After conferring with our attorneys, we found that there is no limit to the amount of fees we may charge for the program. However, it should be noted that the higher the fee the less likely we will garner full capacity enrollment in the program.

In order to offset a larger portion of the costs associated with Early Start, I believe it is appropriate to no more than double or triple the registration fees. This would hopefully keep the program accessible to most of those students who need early intervention.

A breakdown of the Early Start fees, and the increased amounts, are listed below:

Current Early Start Fees:	\$168.00
Double of ES Fees:	\$336.00
Tripe of ES Fees:	\$504.00

There is an Action Report later in the board packet, with motions for your consideration.

ACTION REQUESTS

Action Request
Mokena School District 159
REGULAR MEETING
Personnel Recommendations – March 8, 2012

NAME	POSITION	BUILDING	EFFECTIVE DATE	EMPLOYMENT DETAIL
1. Administrative –New Hire				
Eileen Parente	Director of Student Services	District	7/1/2012	\$100,000
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
Felicia Davis	Food Server	District	March 9, 2012	3 hours/day \$8.31hour/166/year

Recommended Motion:

"Move to approve personnel recommendations 1 and 9 as presented, subject to successful background check, drug screening (if applicable) and physical."



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

Date: February 27, 2012

To: Board of Education

From: Steve Stein, Superintendent

Re: Hiring of Director of Student Services

After conducting our search process, Dr. Vitton, Mr. Rolinitis, and I are recommending that Mrs. Eileen Parente be hired as the next Director of Student Services. Mrs. Parente comes to us with twenty-nine years of experience in the field of special education. For seventeen of those years she served in various roles at the district level.

Since 2008, Mrs. Parente has served as a supervisor in the Lincoln-Way 843 Special Education Cooperative. These experiences have provided Mrs. Parente with an extensive background in leadership and management in all areas of special education from personnel to curriculum and instruction.

Over the course of this school year, Mrs. Parente has shared the Director of Student Services position with Mrs. Shoemaker. Through is arrangement, as well as her work in various Coop related programs housed in our district, Mrs. Parente has an extensive understanding of our district's special education programs. As a full-time member of our administrative team, we look forward to having the benefit of her knowledge and expertise.

As this is a district level position, commensurate with that of an assistant superintendent, my recommendation is that her base salary be established at \$100,000.

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

"Move to approve Mrs. Eileen Parente as the Director of Student Services for the 2012-2013 school year".



MOKENA SCHOOL DISTRICT 159 **ACTION REPORT**

Date: March 1, 2012

To: Board of Education
Steve Stein, Superintendent

From: Ann Lewandowski

Re: Personnel Change
Food Server – Debbie Kurowski
Food Server – Felicia Davis

Ms. Debbie Kurowski will be filling a vacancy created by the resignation of Mrs. Schuler. She will work 166 days, 3 hours per day for \$8.31 per hour.

Ms. Felicia Davis will be filling a vacancy created by the resignation of Mrs. Gabry. She will work 166 days, 3 hours per day for \$8.31 per hour.



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

Date: February 21, 2012

To: Board of Education

From: Steve Stein, Superintendent

Re: **Board Policy 4:110**

Attached you will find a copy of Board Policy 4:110 presented as Information at the January 12, 2012 Regular meeting. The Policy Committee reviewed these policies at their last committee meeting on February 2, 2012.

Recommended Motion:

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

1. 4:110 Transportation

Moved By: _____

Seconded By: _____

Operational Services

Transportation

The District shall provide ~~free~~ fee based transportation for all students in the District: (1) students residing at a distance of one and one-half miles or more from their assigned schools, will pay a fee of \$200 per student for the 2011-2012 school year or (2) residing within one and one-half miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard as determined by the Illinois Department of Transportation Rules. The District ~~may provide and~~ will charge a fee of \$375 per student for the 2011-2012 school year for transportation for other students residing within one and one-half miles from their assigned school. A student's parent(s)/guardian(s) may file a petition with the Board of Education requesting transportation due to the existence of a serious safety hazard. In order for student transportation to be as efficient as possible, it is the District's goal to have bus stops located where safe corners and sidewalks are available, or locations that allow students to assemble. Free transportation services and vehicle adaptation for special education students shall be provided if included in the students' individualized educational programs. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

Bus schedules and routes shall be determined by the Director of Transportation and shall be altered only with the Director of Transportation's approval and direction.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.
105 ILCS 5/10-22.22 and 5/29-1 et seq.
105 ILCS 45/1-15.
625 ILCS 5/1-182, 5/11-1414.1, and 5/13-109.
23 Ill.Admin.Code §§1.510 and 226.935.

CROSS REF.: 5:280 (Educational Support Personnel - Duties and Qualifications), 6:140
(Education of Homeless Children)

ADOPTED: September 12, 2007

REVISED: March 8, 2012



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

Date: March 2, 2012

To: Board of Education
Mr. Steve Stein,
Superintendent

From: Kirt A. Hendrick
Director of Business Operations

Re: **Preparation of the Fiscal Year 2012-13 Tentative Budget**

In the information section of your Board packet we have provided a schedule for the preparation of the tentative budget. Since the planning process starts early we will begin to gather all of the data necessary to prepare the budget and work with the Board's Finance Committee to review the assumptions, revenues and expenses.

Administration is requesting authorization to prepare the Fiscal Year 2012-2013 for Mokena School District 159.

Recommended Motion:

"I move that the Board of Education authorization preparation of the Fiscal Year 2012-13 for Mokena School District 159."

Moved By: _____

Seconded By: _____



MOKENA SCHOOL DISTRICT 159

ACTION REQUEST

Date: March 8, 2012

To: Board of Education

From: Steve Stein, Superintendent

RE: Destruction of Verbatim Record of Closed Session Minutes

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

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

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

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

2/25/2010
3/10/2010
3/22/2010
3/30/2010
4/13/2010
4/20/2010
5/12/2010

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

Recommended Motion:

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

Moved By: _____

Seconded By: _____



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

Date: March 2, 2012

To: Board of Education
Mr. Steve Stein, Superintendent

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

Re: Early Start Program Fees

In order to offset a larger portion of the costs associated with Early Start, I believe it is appropriate to no more than double or triple the registration fees. This would hopefully keep the program accessible to most of those students who need early intervention.

A breakdown of the Early Start fees, and the increased amounts, are listed below:

Current Early Start Fees:	\$168.00
Double of ES Fees:	\$336.00
Tripe of ES Fees:	\$504.00

Either of the two motions below would be appropriate:

"I move that Mokena School District 159 continue to offer the Early Start program for at-risk preschoolers in the district, at a fee of \$336.00 per year."

Moved By: _____

Seconded By: _____

OR

"I move that Mokena School District 159 continue to offer the Early Start program for at-risk preschoolers in the district, at a fee of \$504.00 per year"

Moved By: _____

Seconded By: _____