

AGENDA
BOARD OF EDUCATION – MOKENA SCHOOL DISTRICT 159
Mokena Elementary School
October 13, 2011
7:00 PM

I.	ROLL CALL	
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ACTION REQUESTS



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

Date: October 13, 2011

To: Steve Stein, Interim Superintendent

From: Board of Education

Re: Appointment of Board Secretary

Board President:

"Is there a motion to appoint someone to fill the vacancy of secretary for the Board of Education effective immediately?"

Recommended Motion:

"I make a motion to appoint _____ to fill the vacancy of secretary for the Board of Education effective immediately."

Moved By: _____

Seconded By: _____



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

Date: October 13, 2011

To: Steve Stein, Interim Superintendent

From: Board of Education

Re: Appointment of New Board Member

Board President:

"Is there a motion to appoint someone to fill the vacancy on the Board of Education effective immediately for the remainder of the term ending April 2013?"

Recommended Motion:

"I make a motion to appoint _____ to fill the vacancy on the Board of Education effective immediately for the remainder of the term ending April 2013."

Moved By: _____

Seconded By: _____

INFORMATION REPORTS

Financial Report Income Summary
September 01, 2011 - September 30, 2011

<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	\$4,696,384.35	\$3,572,024.28	\$1,023,319.82	\$2,548,704.46	\$7,245,088.81	54.3%
20 OM FUND	\$1,671,302.61	\$321,586.33	\$146,667.87	\$174,918.46	\$1,846,221.07	10.5%
30 BOND - INTEREST FUND	\$1,518,875.78	\$598,714.92	\$17,940.00-	\$616,654.92	\$2,135,530.70	40.6%
40 TRANSPORTATION FUND	\$1,901,963.53	\$221,745.61	\$62,740.89	\$159,004.72	\$2,060,968.25	8.4%
50 IMRF FUND	\$220,090.09	\$115,290.61	\$39,646.28	\$75,644.33	\$295,734.42	34.4%
61 NEW CONSTRUCTION FUND	\$755,135.58	\$27.86	\$0.00	\$27.86	\$755,163.44	0.0%
70 WORKING CASH FUND	\$1,622,461.18	\$17,949.81	\$0.00	\$17,949.81	\$1,640,410.99	1.1%
80 TORT FUND	\$192,120.47	\$37,068.40	\$0.00	\$37,068.40	\$229,188.87	19.3%
Totals :	\$12,578,333.59	\$4,884,407.82	\$1,254,434.86	\$3,629,972.96	\$16,208,306.55	0.00

Mokena School District 159
Treasurer's Detail Investment Report
September 30, 2011

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	\$ 98,683.02	\$ 3,530,924.42	\$ -	\$ -	\$ 28.62	\$ 55,880.64	\$3,559,572.11	\$ 7,245,088.81
20 Operations & Maintenance	\$ 8,020.33	\$ 1,609,331.06	\$ -	\$ -	\$ 22.70	\$ 31,869.09	\$ 196,977.89	\$ 1,846,221.07
30 Bond & Interest	\$ 20,980.97	\$ 638,697.73	\$ -	\$ -	\$ 4,266.49	\$ 6,440.96	\$1,465,144.55	\$ 2,135,530.70
40 Transportation	\$ 141,366.03	\$ 1,392,484.60	\$ -	\$ -	\$ 0.85	\$ 12,570.91	\$ 514,545.86	\$ 2,060,968.25
50 IMRF	\$ 119.14	\$ 176,349.42	\$ -	\$ -	\$ 52.89	\$ 174.19	\$ 119,038.78	\$ 295,734.42
61 New Construction	\$ 35,536.48	\$ -	\$ -	\$ -	\$ -	\$ 2,301.80	\$ 717,325.16	\$ 755,163.44
70 Working Cash	\$ 4,044.31	\$ 1,533,392.74	\$ -	\$ -	\$ 10.32	\$ 4,036.48	\$ 98,927.14	\$ 1,640,410.99
80 Tort Fund	\$ 1,921.22	\$ 53,816.62	\$ -	\$ -	\$ 0.44	\$ -	\$ 173,450.59	\$ 229,188.87
TOTALS	\$ 310,671.50	\$ 8,934,996.59	\$ -	\$ -	\$ 4,382.31	\$ 113,274.07	\$6,844,982.08	\$ 16,208,306.55
Percentages	1.917%	55.126%	0.000%	0.000%	0.027%	0.699%	42.231%	100.000%

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

MINUTES

Regular Meeting, September 15, 2011

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 September 2011.

I. CALL TO ORDER

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

II. ROLL CALL

Present: Timothy Doyle (District #114), James Gast (District #210), Susan Gillooley (District #122), Mary Kenny (District #161), Patrick Markham, substituting for Katherine Moore, (District #159), Patrick Usher (District #157C)

Absent: Katherine Moore (District #159)

Staff Present: Dr. Sally H. Bintz, Director
Craig Englert, Assistant Director for Finance and Operations
Cheryl Della Penna, Administrative Assistant
David Armbrecht, District 843 transportation supervisor
DiAnne Bielinski, Pioneer Grove Principal
Mollie Frick, District 843 supervisor
Holly Kasper, Lincoln-Way Area Special Education Association
Sue Kaczmarczyk, District 843 supervisor
Robin Latman, District 843 supervisor
Eileen Parente, District 843 supervisor
Liza Pawelek, District 843 supervisor
Pam Pedziwiatr, Lincoln-Way Area Special Education Association
Toni Strait, Lincoln-Way Area Special Education Association

III. APPROVAL OF MINUTES OF REGULAR MEETING OF AUGUST 18, 2011

A motion was made by Patrick Markham and seconded by Susan Gillooley to approve the minutes of the Regular and Closed Meetings of August 18, 2011.

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

Motion carried: 6 Aye, 0 Nay

IV. PUBLIC COMMENT

V. REPORTS

A. Treasurer's Report – Financial and Payables

Mr. Englert provided the Treasurer's Report for the Governing Board. He indicated that a preliminary breakdown of the individual year-end reconciliation of funds was provided to the business managers.

B. Review of Advisory Committee Minutes

Dr. Bintz reviewed the minutes from the September 6, 2011 Advisory Meeting.

C. Director's Report

1. *Transition House*

Dr. Bintz informed the Governing Board that the landscaping was completed by the Brickman Landscaping Company as a donation project. The Cooperative is most grateful for this generous

work. The Transition House continues to be used as a site for various meetings and events for schools and educational facilities in the area. The students enrolled at the Transition House are doing well. Some of them are working or attending junior college as well.

2. *Parent Advisory Council*

Dr. Bintz stated that the Parent Advisory Council met on September 12, 2011 and is preparing for the Parent University in November.

3. *Transportation*

Dr. Bintz indicated that the donated wheelchair buses to transport senior citizens in the community to a play at the Lincoln-Way North High School. The Cooperative is presently transporting 500 students daily. There are currently 64 buses in use compared to 59 at this time last year. All of the buses have cameras installed on them as well as two of the mini vans. Every wheelchair bus has a monitor on board.

4. *ESY – Revised Schedule*

Dr. Bintz reported her recommendation to the Advisory Committee, which they approved, that the extended school year be adjusted to conduct two six-week sessions next year instead of one six-week session and one eight-week session. One of the new sessions would run for 2.5 hours and the other 4 or 5 hours long. This change would logistically accommodate the various school year calendars of the other districts.

5. *Elementary Private School Initiative*

Dr. Bintz reported on the elementary private school initiative and provided updated information regarding students being absorbed into the existing Cooperative and Districts' classes. She distributed a summary of the private placements and some factors to consider as the Cooperative plans for the future.

6. *Joint Board Meeting – February 6, 2012*

Dr. Bintz stated that the Advisory Committee was in agreement with the proposed February 6, 2012 date for the Cooperative to host the Joint Board Meeting.

D. Principals' Reports

Mackay Education Center

In Principal Debbie Heffernan's absence, Dr. Bintz reported that the Mackay Center graduated their first 2011-12 MacTrack credit recovery student this week from Lincoln-Way North. September 16 marks the middle of the first quarter and mid-term grades will be sent out next week.

Pioneer Grove Educational Center

DiAnne Bielinski reported that the Pioneer Grove Educational Center has had a smooth opening to school. One half hour was added to the education day this year. The Center has added art, story time, and expanded adapted physical education and music services to the curriculum this year.

VI. APPROVAL OF THE CONSENT AGENDA

Acting on the recommendation of the Director, James Gast moved, seconded by Susan Gillooley, for the Governing Board to ratify the Consent Agenda as follows:

A. Approval of Current Payables

Current payables were presented for review in each respective fund.

B. Approval of Financial Statement

The Financial Statement for the month of August, 2011 and investments through September 15, 2011 were presented.

C. Approval of Personnel Items as Listed:

1. Retirement

Non-Certified Staff

Jay Parsons, bus driver, effective October 28, 2011.

2. Resignation

Non-Certified Staff

Linda Loftus, paraprofessional, effective August 19, 2011.

Mary Minor Starmann, paraprofessional, effective August 31, 2011.

3. Employment

Non-Certified Staff

Christopher Drake, bus driver, at a rate of \$16.27 per hour, effective September 1, 2011.

Keith Elias, paraprofessional, at a rate of \$12.02 per hour, effective August 30, 2011.

Roger Dryfhout, bus driver, at a rate of \$13.50 per hour, effective September 1, 2011.

Matthew Hurst, paraprofessional, at a rate of \$12.02 per hour, effective September 6, 2011.

Jerry Wilson, bus monitor, at a rate of \$9.00 per hour, effective August 31, 2011.

James Visny, bus driver, at a rate of \$13.67 per hour, effective August 18, 2011.

D. FMLA Requests

Employee 9862 to begin August 25, 2011 for up to 12 weeks if necessary.

Employee 5767 to begin August 18, 2011 for up to 12 weeks if necessary.

E. FOIA Request

None were received.

CONSENT VOTE:

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

Motion carried: *6 Aye, 0 Nay*

VII. **ACTION ITEMS**

A. Copier Agreement

A motion was made by James Gast and seconded by Susan Gillooley to approve the recommended settlement agreement as presented with Ricoh Corporation to cover copier billings.

Voting Aye: *Gast, Gillooley, Klene, Molinare, Moore, Murphy*

Motion carried: *6 Aye, 0 Nay*

B. Acceptance of Gift

A motion was made by Patrick Usher and seconded by Mary Kenny to accept a donation in the amount of \$3,500.00 from the Knights of Columbus Council #10926 to be designated for special education classes.

Voting Aye: *Gast, Gillooley, Klene, Molinare, Moore, Murphy*

Motion carried: *6 Aye, 0 Nay*

VIII. **INFORMATION ITEMS AND ANNOUNCEMENTS**

The next regular meeting of the Board of Special Education will be held at 7:00 p.m. on October 20, 2011 at the Pioneer Grove Educational Center in Frankfort.

IX. **ADJOURNMENT**

A motion was made by Susan Gillooley and seconded by James Gast that the meeting be adjourned. All members voted Aye. Motion carried. President Pro Tem Doyle declared the meeting adjourned at 8:14 p.m.

Respectfully submitted,
Cheryl A. Della Penna,
Administrative Assistant

President

Secretary

Mokena School District 159

2011-12 Budget Calendar

Budget Preparation Activity

**Tentative
Deadline
Dates**

03/9/11	Superintendent seeks authorization from the Board of Education to prepare a tentative budget for 2011-12.
03/14/11	Director of Building & Grounds meets with Principals to determine needs.
03/21/11	Director of Buildings & Grounds submits recommended improvements/maintenance listing for 2011-12 Budget to Business Manager.
03/28/11	Director of Buildings and Grounds and Business Manager make recommendations to the Superintendent for the extent of capital improvements/ maintenance activities to be included in the budget preparation process.
04/04/11	Principals present and discuss 2011-12 budget needs with Business Manager.
04/15/11	Last day for Fiscal Year '11 (Current Year) Purchase Requisitions.
04/15/11	Business Manager presents to Superintendent final recommendations for the extent of capital improvements/maintenance activities to be included in the budget preparation process.
5/03/11	Principals distribute requisitions to staff members who begin supplies/materials ordering process for 2011-12.
05/09/11	Teacher prepared supply requisitions for next year due to Principals.
05/16/11	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.
05/17/11	Superintendent finalizes expenditure levels.
05/20/11	Business Manager reviews finalized expenditures with individual Administrators.
05/21/11	Principals review 2011-12 budget needs with Superintendent.
05/27/11	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.
06/13/11	Administrators receive description copy of their expenditure budget.
08/10/11	Legal Notice for tentative budget. Budget review copy available.
08/10/11	Tentative budget presented to the Board of Education.
09/14/11	Board of Education conducts a budget hearing and adopts the final budget for 2011-12.
10/12/11	Board of Education sets a hearing on the 2011 levy.
11/09/11	Board of Education adopts the 2011 levy.



Mokena School District 159 **Information Report**

Date: October 5, 2011

To: Board of Education
Mr. Steve Stein, Interim Superintendent of Schools

From: Dr. Charles Vitton
Assistant Superintendent of Instruction

Re: 2011 ISAT Results

The Illinois Standards Achievement Tests were administered to our students in April of 2011. This year, students in grades three through eight were assessed in Reading and Mathematics. Additionally, the students in grades 4 and 7 were assessed in Science. The assessment of students in all grades provides useful information for our teaching staff and the administration. It will better assist us in determining the effectiveness of our curriculum alignment to the state standards, identifying students in grades 3-8 for special services and improve our ability to track student achievement.

Once again, our students performed exceptionally well on the ISAT. Our students' scores either held constant or went up in almost every area at every grade level. On average, 86% of our students met or exceeded state standards in Reading and 91% of our students met or exceeded in Mathematics. Our Science scores held relatively constant with 91% of our 4th graders and 86% of our 7th graders meeting or exceeding state standards.

Once again, we are proud of these results. I would like to thank the staff for their efforts, the students for their hard work and the parents for their continual support. These scores are a reflection of the collaborative effort of everyone involved in the education of our students.



MOKENA SCHOOL DISTRICT 159 **INFORMATION REPORT**

Date: October 1, 2011

To: Board of Education
Mr. Steve Stein, Interim Superintendent

From: Kirt Hendrick, Director of Business Operations

Re: **Regional Office of Education Annual Life Safety Inspection**

The Will County Regional Office of Education conducted their annual Health/Life Safety Inspection of our schools on September 20, 2011. We received the report summary from the Regional Superintendent that we have included with this report. We have addressed each item by school. ***All items have been completed.***

Mokena Elementary

Paper products are more than 18 inches from the ceiling.

Mokena Intermediate

The desk in the Library has been removed.

Mokena Junior High

No violations

We have addressed the above items as noted, and will respond by letter on the actions taken within thirty days of receipt of the inspection reports. Inspector Larry Surges also noted in his report that the custodial and maintenance staff are doing a great job. The buildings are clean and in good working order.



MOKENA SCHOOL DISTRICT 159 **INFORMATION REPORT**

Date: October 13, 2011

To: Board of Education

From: Steve Stein, Interim Superintendent

Re: Itemized Salary compensation Report (P.A. 96-0434)

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

1. Presented and approved by your school board at a regularly scheduled school board meeting;
2. Sent to our Regional Office of Education; and
3. Posted on our school district website by October 1.
4. The report must cover compensation paid the previous school year.

Attached you will find a copy of our district's Itemized Salary Compensation Report. In order to remain in compliance with this act, we are asking that the Board approve the Salary Compensation Report as an Action item this evening.

In addition to the Itemized Salary Compensation Report, the new law requires districts to post each contract it has entered into with each employee group. The teachers' contract will be posted on the district website by the prescribed date as mandated by law.

Mokena School District 159 2011-2012 Type 75 Administrators

Title	Base Salary	Bonuses	Annuities	Pension Contributions	Cost of Health Insurance	Cost of Life Insurance	Paid Sick & Vacation Payouts	Other Compensation or Income
Interim Superintendent	\$ 98,114.00	0	\$ 300	\$ 10,211	\$ 15,526	\$ 168	0	0
Assistant to the Superintendent	\$ 127,500.00	0		\$ 13,229	\$ 15,526	\$ 336		
Assistant Superintendent	\$ 105,000.00	0	\$ 1,050	\$ 11,003	\$ 6,036	\$ 168	0	0
Director of Business Operations	\$ 88,000.00	0		\$ 15,610	\$ 14,948	\$ 168	0	0
Interim Director of Student Services	\$ 60,000.00	0		\$ -	\$ -	\$ -	0	0
Principal Mokena Junior High	\$ 92,000.00	0		\$ 9,545	\$ 15,526	\$ 168	0	0
Dean of Students Mokena Junior High	\$ 53,000.00	0		\$ 5,499	\$ 5,915	\$ 168	0	0
Interim Principal Mokena Intermediate School	\$ 60,000.00	0		\$ -	\$ -	\$ -	0	0
Principal Mokena Elementary School	\$ 60,000.00	0		\$ 6,225	\$ 15,526	\$ 168	0	0
Assistant Principal Mokena Elementary School	\$ 62,537.00	0	\$ 626	\$ 6,553	\$ 15,526	\$ 168	0	0



MOKENA SCHOOL DISTRICT 159 **INFORMATION REPORT**

Date: October 6, 2011

To: Board of Education

From: Steve Stein, Interim Superintendent

RE: Annual Agenda Calendar

As requested by the Board is a calendar that was developed of monthly Board of Education agendas. I have attached the calendar for your review.

AUGUST

GENERAL

Kinderbridge Contract (if needed)
Ivy League Contract

INFORMATION REPORT

Tentative Budget

ACTION REQUESTS

Parent –Student Handbook
Semi-Annual Review of Closed Session Minutes
Verbatim Destruction of Closed Session Minutes
Referendum question on Budget
Bonding of Treasurer/2 yr. appointment

SEPTEMBER

GENERAL INFORMATION

Petitions for Board Vacancies- every 2 years

INFORMATION REPORTS

Enrollment Update (6th day)
Budget
Technology Update
Itemized Salary Comparison Report

ACTION REQUESTS

Budget Hearing
Hazardous Walking Routes
Annual Application for Recognition of Schools
Resolution to Abate and Transfer Working Cash Funds
Resolution to Transfer from Education Fund to Operational Fund

OCTOBER

GENERAL INFORMATION

Deadline to Post all Salary information for Administrators

INFORMATION REPORT

Tuition Reimbursement
ISAT Scores
Summary of Grants
School Report Cards posted by 10/31
Interagency Agreement
Regional Office of Education Annual Life Safety Inspection
ROE compliance Review – every 5 yrs- due 2013

ACTION REQUESTS

District Audit (need to send to ROE by 10/15)

NOVEMBER

INFORMATION REPORT

Annual Statement of Financial Affairs
School Improvement Plans
Enrollment Update

ACTION REQUESTS

Medicaid
Finance Committee Recomm.
Gas Contract (if needed)
Levy Hearing
Certificate of Compliance with the Truth in Taxation Action
Certificate of Tax Levy Resolution

DECEMBER

GENERAL INFORMATION

Adopt February Referendum Resolution- Dec 13 – first day to file; Dec. 20 last day to file

INFORMATION REPORTS

Joint Conference Reports

JANUARY

GENERAL INFORMATION

Superintendent Evaluation Process

INFORMATION REPORTS:

School Calendar
Projected Enrollment and Staffing
Certify Candidates for April Election

FEBRUARY

INFORMATION REPORT

Tuition Reimbursement
Renewal of Administrator Contracts

ACTION REPORT

Semi-Annual Review of Closed Session Minutes
Verbatim Destruction of Closed Session Minutes
School Calendar

MARCH

GENERAL INFORMATION

Superintendent Goal Setting

INFORMATION REPORT

Kindergarten Registration
Budget Calendar
Student Book Fees
Building Usage Fees
Principal Evaluations due

ACTION REPORTS

Release Employees
Renewal of Administrator Contracts

APRIL

INFORMATION REPORTS

Tax Extension
Student Tuition
Canvas Election Results

ACTION REQUESTS

Student Book Fees
Building Usage Fees
Summer 2010 Office Hours
Summer Temporary Custodial Positions
Authorization to Amend District Budget

MAY

INFORMATION REPORTS:

Statement of Economic Interest
Resolution Designating Interest Earnings
Medical Insurance
Seat new Board of Education member (May 3rd)

ACTION REQUESTS

Summer Office Hours
Food Bids

JUNE

GENERAL INFORMATION

Annual Audit Date

INFORMATION REPORTS

Course Reimbursements

ACTION REQUESTS

Medical Insurance
Amended Budget Hearing
Resolution Authorizing Fund Transfers
Adoption of Amended Budget

JULY (if needed)

INFORMATION REPORTS

Parent/Student Handbook

ACTION REPORTS

Personnel



MOKENA JUNIOR HIGH SCHOOL

DISTRICT 159

19815 Kirkstone Way • Mokena, IL 60448-1334 • (708) 342-4870 • www.mokena159.org

Mokena Public Schools Position Description

Job Title: Dean of Students

Location: Mokena Junior High Office

Title of Immediate Supervisor: Principal

Work Year: 10.5 months

Qualifications:

Type 75 Administrative Certificate or is currently enrolled in a program and is actively seeking a Type 75 Administrative Certificate

Description of Duties:

1. Coordinate and implement student discipline program.
2. Monitor attendance and truancy issues and serve as liaison with the Will County Regional Superintendent of Schools Truancy Office.
3. Coordinate and manage lunchroom supervision.
4. Attend weekly Student Support Team meetings.
5. Attend monthly Lincoln-Way Area Law Enforcement meetings
6. Supervise and evaluate building and physical education/athletic aides.
7. Supervise and evaluate office aides and non-certified office staff.
8. Coordinate and evaluate student athletic programs.
9. Assist with supervision of athletic and extracurricular events and activities.
10. Supervise athletic director.
11. Review and approve evaluations of coaches submitted by athletic director.
12. Attend monthly Athletic Booster, PTA, and Music Booster Meetings in coordination with the building principal.
13. Coordinate and evaluate student extracurricular programs.
14. Attend office staff, department chairperson, faculty, administrative and school improvement team meetings.
15. Coordinate state and local testing programs.
16. Other duties as assigned by the principal or superintendent.



MOKENA SCHOOL DISTRICT 159 **INFORMATION REPORT**

Date: October 6, 2011

To: Board of Education
Kirt Hendrick, Director of Business Operations

From: Mr. Steve Stein, Interim Superintendent

Re: Mokena School District 159 and Mokena Park District
Intergovernmental Agreement

I have met with Jim Romanek, Executive Director for Mokena Park District on a few occasions. He inquired about the use of our track and inside field area at Mokena Junior High. For your review is the Intergovernmental Agreement for Mokena School District and Mokena Park District, that was drawn up with the assistance of John Izzo at Sraga Hauser, LLC. I will be asking to vote on this Intergovernmental Agreement later in this board meeting.

Please feel free to call me with any questions or concerns.

**MOKENA SCHOOL DISTRICT 159 AND
MOKENA PARK DISTRICT**

**INTERGOVERNMENTAL
AGREEMENT**

REGARDING USE OF JUNIOR HIGH SCHOOL TRACK

This Intergovernmental Agreement ("Agreement") is hereby made and entered into as of this _____ day of _____, 2011, by and between the Mokena Park District ("Park District") and the Board of Education of Mokena School District No. 159, Will County, Illinois ("School District").

WHEREAS, the Park District and the School District are public agencies authorized to enter into intergovernmental agreements for the sharing of governmental functions by the Illinois Constitution, Article VII, Section 10, and by Section 3 and 5 of the Intergovernmental Cooperation Act (5 ILCS 220/3.5);

WHEREAS, the School District and the Park District both desire to make the School District's Junior High School Track more readily available to the Community for recreational purpose; and

WHEREAS, the Park District and the School District wish to cooperate in doing so, thereby reducing costs to the taxpayers;

IT IS HEREBY AGREED BY THE PARTIES, for and in consideration of the mutual promises and covenants made herein, the sufficiency of which each party hereby acknowledges, as follows:

1. INCORPORATION OF RECITALS. The recitals made above are incorporated herein as stipulations of the parties.

2. PERMITTED USE OF PROPERTY. The School District shall permit the Park District to use the outdoor running track at Mokena Junior High School ("Track") during times when students are not in attendance, in accordance with schedules for facility utilization developed and approved annually by the Superintendent of Schools of the School District and the Park Manager of the Park District, subject to the following:

A. The "Track" is defined to include all lanes delineated for running any improved or graded surfaces immediately adjacent to those lanes, and the infield surrounded by those lanes, all as presently configured on the grounds of Mokena Junior High School located at 19815 Kirkstone Way in Mokena, Illinois. Nothing herein prevents the School District from adding to, subtracting from, or moving such track as it presently exists, but such alternations shall not change the obligations of the parties. Should any additional track or tracks be added, this Agreement shall pertain only to the largest outdoor track at the Junior High, unless otherwise agreed by the parties.

B. The School District shall have priority at all times in the use of the Track, and such use shall take precedence over this Agreement. However, the Park District shall have priority in the scheduling of the Track over third parties. The parties will promptly provide each other with notice of scheduled events, including changes. Once the Park District has scheduled its events, third parties will be allowed to schedule events as the calendar allows. In addition, the Park District and the School District agree to consult with each other before using the Track, or allowing a third party to use the Track, or allowing a third party to use the Track at a time when the other District is scheduled for such use.

- C. The Park District will promptly repair, at its own expense, any damage to the Track which arises out of its use.
- D. The Park District will, throughout the term of this Agreement, maintain insurance adequate to cover liabilities arising out of its use of the Track. In no event, however, shall the limits of such liability be less than the following: General Liability coverage - - specifically Bodily Injury, Personal Injury, and Property Damage - - with limits of not less than \$1,000,000 per occurrence. Upon request by the School District, the Park District will deliver a copy of a certificate evincing the aforesaid liability insurance coverage. This Agreement shall be subject to termination by the School District if adequate insurance, as determined by the School District, is not maintained.
- E. The Park District shall be responsible for the regular maintenance of the inside field of the Track, including the following: year-round lawn cutting (with zero turn mower, no tractor) and maintenance; grass seeding and fertilization; weed control; garbage pick-up; and provision and maintenance of portable toilet. The Park District may only apply fertilizing and weed control substances on Fridays after School District events are done and must notify the School District before such applications.
- F. The School District need not provide any equipment (*i.e.*, starting blocks, hurdles, poles, cones, tables, etc.) for Park District use of the Track. No Park District equipment shall be left or stored at the School District property, unless previously approved by the School District, which approval shall not be unreasonably withheld.

G. All injuries which occur during the Park District's use of the Track shall be immediately (within 24 hours) reported in writing to the School District and appropriate reporting forms shall be completed.

H. Use of the Track by the Park District shall be subject to the terms and conditions of the School District Rules and Regulations Relating to Community Use of School Buildings, as amended from time to time, to the extent they are not inconsistent with the terms and conditions of this Agreement.

I. The Park District shall each indemnify and hold the School District harmless from any and all liabilities, costs, expenses or earnings, including attorney's fees, arising out of or connected with the Park District's use of the Track.

J. The School District shall be responsible for maintaining its own property, except as otherwise specifically provided herein.

3. EFFECTIVE DATE AND TERM OF AGREEMENT. This Agreement shall become effective on the date it is executed by both parties hereto (subject to Paragraph 8 below) and shall remain in effect until July 1, 2025, unless previously canceled by mutual agreement of all the parties hereto. Provided, however, that either the Park District or the School District may terminate this Agreement upon one hundred eighty (180) days prior written notice to the other party to this Agreement, except for termination due to inadequate insurance as provided in Paragraph 2 D above, in which case this Agreement may be terminated upon ten (10) days prior written notice. If notice is given after the school year has started, the Park District may finish out their programs for the remainder of their program year.

4. AMENDMENT. This Agreement may be amended only in writing with the approval of the Park District and the School District.

5. GOVERNING LAW AND SEVERABILITY. This Agreement has been executed in Illinois, and shall be construed in accordance with the Constitution and the laws of the State of Illinois in every respect. If any provision of this Agreement is invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and each remaining term, covenant or condition of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

6. COMPLETE AGREEMENT. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements and communications between the parties concerning such subject matter, whether oral or written. The parties acknowledge the continued effectiveness of a separate agreement regarding use of certain properties other than the Track.

7. AGREEMENT BINDING. This Agreement shall inure to the benefit of the parties, their successors, assigns, heirs, executors and personal representatives, and shall be binding upon their respective governing Boards and their successors and assigns.

8. EXECUTION. This Agreement shall be executed in a sufficient number of counterparts so that the Park District and the School District shall each have a copy of this Agreement containing original signatures. Each of the counterparts shall be considered an original, and all of the counterparts taken together shall be considered one and the same instrument and regarded for all purposes as one original.

9. HEADINGS. All paragraph headings contained herein are for convenient reference only and shall not be deemed a part of the text of this Agreement.

IN WITNESS WHEREOF, the undersigned duly authorized representatives of the Park District and the School District have caused this Agreement to be executed on the day and date first above written.

BOARD OF COMMISSIONERS, MOKENA
COMMUNITY PARK DISTRICT

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

By: _____
President, Board of Commissioners

By: _____
President, Board of Education

Date: _____

Date: _____

ATTEST:

By: _____
Secretary, Board of Commissioners

By: _____
Secretary, Board of Education

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ACTION REQUESTS

Action Request
Mokena School District 159
REGULAR MEETING
Personnel Recommendations – October 13, 2011

NAME	POSITION	BUILDING	EFFECTIVE DATE	EMPLOYMENT DETAIL
1. Administrative – Contract				
Clavenna, Christine	Principal	MES	August 11, 2011	\$80,000/year
2. Certified- New Hire				
Macie, Jennifer	Teacher	MJH	September 28, 2011	Lane 3, Step D Salary Pending Negotiations
Baud , Marian	Social Worker	MIS	9/29/2011 thru 12/19/2011	149.84/day (long term sub rate)
Pizza, Leah	Teacher	MES	October 11, 2011	149.84/day (long term sub rate)
3. Certified – LOA				
Paez, Marilyn	Teacher	MES	October 11, 2011 6-8 weeks	Medical Leave
Bidinger, Carrie	Social worker	MIS	Extend leave thru 12/15/2011	Family Medical Leave
4. Classified – Re-assignment				
Novak, Jeff	Building Aide	MIS	October 14, 2011	25hrs/wk. \$8.31/hr 7.5hrs/wk \$9.43/hr
	Instructional Aide	MIS		
5. Classified– Resignation				
Bulthuis, Julie	Food Server	DO	September 26, 2011	
6. Certified– Resignation				
Hiotis-Jochum, Georgia	Social Worker	MIS	September 22, 2011	

Recommended Motion:

"Move to approve personnel recommendations 1 through 6 presented, subject to successful background check, drug screening (if applicable) and physical."



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

Date: October 6, 2011
To: Board of Education
From: Steve Stein, Interim-Superintendent
RE: MES Principal's Salary

With the speed at which changes needed to take place in early August, Mrs. Clavenna was hired as Principal of MES, however, the Board wanted additional time to consider the salary for the position.

Based on the level of responsibility of the position, I recommend that the Board finalized Mrs. Clavenna's contract for the 2011-2012 school year at a salary of \$80,000 per year. Her pay will be retroactive as of August 11, 2011, the date of her new assignment as MES principal.



MOKENA JUNIOR HIGH SCHOOL

DISTRICT 159

19815 Kirkstone Way • Mokena, IL 60448-1334 • (708) 342-4870 • www.mokena159.org

ACTION REPORT

To: Board of Education, Mr. Stein
CC: File
FR: Mr. Rolinitis
Date: September 27, 2011
RE: Math Teacher

It is with great pleasure that I recommend Mrs. Jennifer Macie to fill the vacancy in our Math Department at MJHS. This position is the one that was vacated when Mr. Shaughnessy was transferred to the office as Dean of Students.

Mrs. Macie is an experienced teacher who brings enthusiasm and excitement to the position. She has taught math previously at the junior high level and is currently working on educational research in the area of mathematics and special education.

I recommend Mrs. Macie be placed at BA+24, Step D.

mr/MR



MOKENA PUBLIC SCHOOLS

DISTRICT 159

11244 Willowcrest Lane • Mokena, IL 60448-1334 • (708) 342-4900 • www.mokena159.org

ACTION REQUEST

Date: October 4, 2011

To: Mr. Steve Stein, Interim Superintendent
Board of Education

CC: file

From: Sue Shoemaker, Director of Student Services
Dr. Chuck Vitton, Assistant Superintendent for Instruction

Re: Interim Social Worker at MIS, MES

As the interim social worker we hired at the last Board Meeting has been offered a full time, permanent position elsewhere, it is necessary to replace her with another interim social worker. Since this scenario has occurred three times thus far this year, it is recommended that the Board hire Marian Baud, a social worker retired from Lincoln-Way Area Cooperative 843 who worked at Mokena Junior High School, to fill this temporary vacancy as she is not likely to be accepting full time employment elsewhere; as well as having an established positive relationship with the District and staff from her previous employment here. Marian will work mostly at MIS, with two special education classes (only) to be covered at MES.

Marian will be paid at the long term substitute rate of \$149.84 per diem.

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

"Move to hire Ms. Marian Baud as a long-term social worker substitute at Mokena Intermediate and Mokena Elementary Schools"



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

Date: October 4, 2011

To: Board of Education
Mr. Steve Stein, Superintendent

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

RE: Hiring of Ms. Leah Pizza

Due to the medical leave of Marilyn Paez, we are seeking approval for the hiring of Ms. Leah Pizza as the long term substitute teacher. The effective date will be Tuesday, October 11, 2011. Leah has been a classroom aide in our district and is very familiar with the curriculum.

If this recommendation meets with your approval the following motion would be appropriate, "...move to accept the hiring of Ms. Leah Pizza as the long term substitute teacher for Mrs. Marilyn Paez."



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

Date: October 4, 2011

To: Board of Education
Mr. Steve Stein, Superintendent

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

RE: Medical Leave for Marilyn Paez

Due to unforeseen circumstances Marilyn Paez will need to take a medical leave effective Tuesday, October 11, 2011 for six to eight weeks. Her approximate return date will be on or around December 6, 2011 depending on recovery. Marilyn will be using sick days to cover this leave.



MOKENA INTERMEDIATE SCHOOL
MEMORANDUM
Action Request

TO: Board of Education
Steven Stein
FROM: Nancy J. Chibe
DATE: October 4, 2011
SUBJECT: MIS Action Request

Carrie Bidinger, Social Worker at MIS, is requesting an extension for her Leave of Absence during the 2011-2012 school year. She is requesting to extend her leave through December 15, 2011 and return to work on December 19, 2011.

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

"Move to extend the Leave of Absence for Mrs. Carrie Bidinger, Social Worker at Mokena Intermediate School, through December 15, 2011."



MOKENA INTERMEDIATE SCHOOL
Action Request

TO: Board of Education
Steven Stein, Interim Superintendent

FROM: Nancy J. Chibe, Interim Principal

DATE: September 22, 2011

SUBJECT: Aide reassignment

Due to the need to provide academic services to students, it is requested that Jeff Novak be reclassified from a full-time Building Aide to:

Group 5 Instructional Aide - 7.5 hours/week (25%) @ 49.43/hour
Building Aide - 25 hours/week (75%) @ \$8.31/hour

This change would cost an additional \$8.40/week plus benefits.

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

"Move to reclassify Jeff Novak as 75% Building Aide and 25% Instructional Aide at Mokena Intermediate School".



MOKENA SCHOOL DISTRICT 159 **ACTION REPORT**

Date: October 13, 2011

To: Board of Education
Steve Stein, Interim Superintendent

From: Ann Lewandowski

Re: Personnel Change
Food Server –Jodie Bulthuis - Resignation

Mrs. Bulthuis has decided because of personal reasons to resign her Food Server position as of September 26, 2011. She has worked for the District since March 27, 2006.

We wish her well.



MOKENA SCHOOL DISTRICT 159

ACTION REQUEST

Date: October 5, 2011

To: Board of Education
Mr. Steve Stein, Interim Superintendent

From: Mr. Kirt Hendrick, Director of Business Operations

Re: Fiscal Year 2011-12 Audit Report

We are expecting Mr. Ed McCormick to be in attendance at the October 13 Board meeting. He will be making a few remarks about his findings regarding our districts audited financial records for the last school year. Mr. McCormick has given me his assurance that he found our records in good order so there should not be any surprises when he officially summarizes the audit and makes his brief presentation.

The staff from Mulcahy, Pauritsch, Salvador Certified Public Accountants started work for this year's audit the beginning of August. All of the business office personnel provided the required audit reports, files, invoices and other material in a very organized fashion. This helped to facilitate the audit and allowed the audit team to complete their work in three days. Enclosed with your Board packet is a hard copy of the Annual Report that Mr. McCormick completes as part of his contract with our district.

A number of people play a vital role in achieving a clean audit report. We sincerely appreciate the efforts of all of our staff who participate in any aspect of fiscal management and record keeping of our school district. If the audit meets with our approval, the following motion would be appropriate and appreciated:

Recommended Motion:

".....move to approve the 2011-12 Fiscal Year Audit Report as presented."



MOKENA SCHOOL DISTRICT 159 **ACTION REPORT**

Date: October 13, 2011

To: Board of Education

From: Steve Stein, Interim Superintendent

Re: **Itemized Salary Compensation Report (P.A. 96-0434)**

In the *Information Report* presented earlier in this Board packet you were provided with a copy of the Itemized Salary Compensation Report for District 159 for the 2011-1012 school year. Due to the fact that the report needs to be approved by the Board of Education and posted on the district website by October 1, we are requesting your approval of the report this evening.

If the Itemized Salary Compensation Report meets with your approval, the following motion would be appropriate:

"move to approve the 2011-12 Itemized Salary Compensation Report as presented, sent to the Regional Office of Education , and posted on the District website as prescribed by Public Act".

96-0434.



MOKENA SCHOOL DISTRICT 159

ACTION REPORT

Date: October 5, 2011

To: Board of Education
Mr. Steve Stein, Interim Superintendent

From: Kirt Hendrick, Director of Business Operations

Re: **Ten Year Life Safety Report**

Illinois State Statutes require school districts to conduct a life safety inspection of their buildings every ten years to inspect for safety related problems. This inspection is separate from the annual life safety review conducted by the Regional Office of Education.

Mr. Rob Wroble from Legat Architects has prepared the request of services for Mokena Junior High to identify the scope of work needed for the ten year Life Safety survey. In his attached draft report, Mr. Wroble identifies the professional services to be provided and the related fees.

Recommended Motion:

"I move that the Mokena School District Board of Education approve the agreement for the Ten-Year Life Safety Proposal of Services for Mokena Junior High."

If you have questions regarding the proposal, please contact me.

Attached is the Proposal to Provide Professional Architectural Services.

September 16, 2011

VIA EMAIL & US MAIL

Mr. Kirt Hendrick
Business Manager
Mokena School District 159
11244 Willowcrest Lane
Mokena, Illinois 60448

Re: Ten Year Safety Survey for Mokena Junior High School
Proposal to Provide Professional Architectural Services

Dear Mr. Hendrick:

Legat Architects ("Architect") is pleased to have the opportunity to continue to provide professional architectural services to Mokena School District 159 ("Client"). The purpose of this letter is to confirm our understanding of the scope of work for the Ten Year Safety Survey for Mokena Junior High School and to identify the professional services to be provided and related fees.

1.0 Project:

- 1.1 Project Title: Ten Year Safety Survey for Mokena Junior High School
- 1.2 Project Address: 19815 Kirkstone Way, Mokena, Illinois 60448

2.0 Project Parameters:

- 2.1 Project Objective: Provide a Ten Year Safety Survey report in accordance with the guidelines established by the Illinois State Board of Education.
- 2.2 Time Parameters: Complete the final report and submit it to Mokena School District 159 for approval by the Board of Education.

3.0 Architect's Scope of Service:

- 3.1 The Architect will provide the following:
 - 3.1.1 A visual assessment of the existing facility to verify "as-built" conditions and identify violations of the Health and Life Safety Code for Public Schools, Part 180;
 - 3.1.2 Written description of any violation(s) observed including an estimate of probable cost to address the violation(s);
 - 3.1.3 Written report describing the existing conditions including building construction and systems;
 - 3.1.4 Site, First Floor, and Second Floor Safety Reference Plans including the minimum information identified in Section 180.120 of the Health and Life Safety Code;
 - 3.1.5 Certification of all information by a licensed architect;
 - 3.1.6 Entering all information into the IWAS website.
- 3.2 A representative of Legat Architects will meet with District Administrators to review all findings prior to submitting the final report.

Mr. Kirt Hendrick
Mokena School District 159
Proposal to Provide Professional Architectural Services
September 16, 2011
Page 2 of 3

4.0 Client Responsibilities:

- 4.1 The Client will provide access to the project site and to all original construction drawings, as-built documents, etc. that document the existing conditions.
- 4.2 The Client will grant access to the IWAS Health Life Safety Processing System for Mokena District 159 to the Architect for the purposes of preparing and submitting the Ten Year Safety Survey.

5.0 Compensation:

- 5.1 The Client will compensate the Architect on a Lump Sum basis in the amount of \$2,500.00.
- 5.2 Reimbursable Expenses will be in addition to the Architect's compensation and shall be invoiced using the multipliers indicated below times the expenses incurred by Legat Architects.
 - 5.2.1 The Architect will provide three copies of all required documentation. Reproduction costs for drawings, reports, etc. in addition to the three initial copies shall be invoiced at 1.10 times.
 - 5.2.2 Postage and delivery charges for documents and materials requested by the Client or required by authorities having jurisdiction shall be invoiced at 1.10 times.

6.0 Miscellaneous Provisions:

- 6.1 Unless otherwise provided in this Agreement, the Architect will have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.

If you are in agreement, please sign both copies of the agreement, keep one copy for your records, and forward the remaining copy to me.

If you have any questions regarding this proposal, please contact me at your earliest convenience.

Thank you.

Sincerely,
Legat Architects, Inc.

Robert W. Wroble, AIA LEED Ap
Associate Director | K-12 Education

EC

Berardo DeSimone

Mr. Kirt Hendrick
Mokena School District 159
Proposal to Provide Professional Architectural Services
September 16, 2011
Page 3 of 3

ACCEPTANCE An agreement with Legat Architects, Inc. may be initiated by completing of the acceptance block below and returning one copy of this proposal to Legat Architects, Inc.

We accept the terms of this Proposal:

SIGNATURE

NAME

TITLE

DATE



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

Date: October 6, 2011

To: Board of Education

From: Steve Stein, Interim Superintendent

Re: Delegate and Alternate Delegate Appointment for Joint Annual Conference
Delegate Assembly

It is a worthwhile experience to see in action and participate in the governance of the Illinois Association of School Boards. It provides an interesting insight into the process that yields the priorities and direction of the organization.

The Board will need to appoint a delegate and alternate delegate to attend the IASB Delegate Assembly on Saturday, November 19 at the Joint Annual Conference. The Delegate Assembly will be held from 10:30 a.m. – noon at the Hyatt Regency. Registration will take place from 7:30 a.m. – 11:00 a.m. Last year Frank Ventura served as our delegate, and Tim King served as our alternate.

If you have a chance to review the conference preview brochure in advance of our November 10th Board meeting, it may be wise to identify the workshops that are of interest to us as a district, and then make sure that we have representation at these workshops.

Please be aware that the full-day Pre-Conference Workshops that are offered on Friday, November 18 are an option for your consideration. (see page 5 of the Conference brochure.)



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

Date: October 13, 2011

To: Board of Education

From: Steve Stein, Interim Superintendent

Re: Mokena School District 159 and Mokena Park District
Intergovernmental Agreement

I presented earlier in the meeting the Mokena School District 159 and Mokena Park District Intergovernmental Agreement. This agreement is similar to our current IGA with the Park District but address the use of the track and infield of Mokena Junior High.

Recommended Motion:

“..... Move to approve the Mokena School District 159 and Mokena Park District Intergovernmental Agreement as presented.”

Moved By: _____

Seconded By: _____



MOKENA SCHOOL DISTRICT 159 **ACTION REQUEST**

Date: October 6, 2011

To: Steve Stein, Interim Superintendent

From: Board of Education

Re: Approval of Law Firms

Presentations were given as Information at the August 11, 2011 Regular meeting by law firms:

Scariano, Himes and Petrarca (SH& P)

Sraga, Hauser, LLC

Our current approved law firms are:

Sraga, Hauser, LLC

Ottosen Britz Kelly Cooper Gilbert & DiNolfo, Ltd. (OBKCG & D)

Recommended Motion:

"I move to approve the law firm(s).....as presented."

Moved By: _____

Seconded By: _____