

February 20, 2024

Julie: Good morning. Dr. Cohen mentioned at one of our meetings (I believe the IASB meeting) that he did a review of the board policies. Please correct me if I'm wrong, but it seemed to have been shared with Eric since you both agreed there was little out of compliance. When was this review done? Given the discussion about the policy committee since at least last fall, why hasn't this information been shared or otherwise communicated to all 7 board members?

A: (Mark) I reviewed the policy manual with our administrative team and came up with a list of policies we would recommend changing. I have not shared the list with any Board members yet; I was waiting for some direction on the policy committee first.

Kelli: The BOE tasked Mark to draft revision to BOE Policy 2:150 for 1st look in February and Board vote in March. Noted below - this was also not reflected in our meeting minutes which should be updated.

A: (Mark) I have not had a chance to review this policy with John yet. I apologize for the delay. I can have it ready next month.

Kelli: On your Jan report, Student fees were listed as an item for February but not provided. Can you comment as to the delay?

A: (Mark) Dr. Johnson asked for more time to get updated costs ready for the Board. Student fees may only be charged for items students use or consume. Workbooks, licenses for software, chromebook depreciation, and other similar costs may make up student fees. We typically put all of those in a spreadsheet for the Board to review. At this time we are about done getting costs for next year and we will have a fee memo ready to go in March. We do not start the registration process until April and fees will be set by then.

Kelli: For my own knowledge: can you explain why sometimes support for items on our consent agenda are included on the public board book and sometimes not? If we are taking action do we need to provide the public the support to those actions? What determines what is shared?

A: (Mark) Often items on the consent agenda were information items the month before. We usually don't go out of our way to post the same memo twice. Other items may not have a memo at all, like the calendar. There is always some supporting material for each agenda item, however.

Kelli: What is PMA?

A: (Teri) PMA stands for Prudent Man Advisors. Here is a link to their website.

<https://www.pmanetwork.com/pma-illinois-resources/>

PMA is a financial advisor to public entities, specifically schools, libraries, and municipalities. PMA is the financial advisor for Mokena 159. We use PMA to handle the compliance posting on the Electronic Municipal Market Access. Here's little information about EMMA.

<https://www.investopedia.com/terms/e/electronic-municipal-market-access-emma.asp>

Kelli: Please send the Board a copy of the administrative procedure on the "Insurance Committee" and how it works.

A: (Mark) The insurance committee is called for by our collective bargaining agreements. It allows the unions to discuss the types of plans we offer. We typically meet before renewal (mid April) to begin the discussion around claims and plans. When our renewal rates come out we discuss the impact and any options for plan changes. Our representatives from Alliant (our insurance broker) usually attend all meetings and provide most of the information to our labor representatives. I do not understand your request for an administrative procedure.

Kelli: What / where can the Board reference the reason / cost of the transition to Skyward's Qmlativ platform from Skyward SMS/PAC?

A: (Teri) Skyward SMS, our current product is being replaced by Qmlativ. Skyward will transition every school district from SMS to Qmlativ over the next 10 years. Q has been out for 8 years already and many schools have already made the transition. We want to begin our transition process.

Below are the costs associated with our last three year contract:

Line # ▲	Catalog	Description	Quantity	Unit	Unit Cost	Total Amount
100		Financial Management Core (SAAS) - !	1,502		3.89000	5,842.78
110		Support Fee - Business Suite	1,502		2.00000	3,004.00
120		True Time (SAAS) - Software License	1,502		1.50000	2,253.00
130		Fixed Assets (SAAS) - Software Licens	1,502		0.10000	150.20
140		Insurance Tracking (SAAS) - Software	1,502		0.09000	135.18
150		Food Service (SAAS) - Software Licens	1,502		1.04000	1,562.08
160		Student Management Core (SAAS) - S	1,502		4.41000	6,623.82
170		New Student Online Enrollment (SAAS	1,502		2.00000	3,004.00
180		Support Fee - Student Management S	1,502		2.00000	3,004.00
190		LMS/One Roster API (SAAS) - Softwar	1,502		0.25000	375.50
200		Special Ed (SAAS) - Software License	1,502		0.10000	150.20
210		Fee Tracking (SAAS) - Software Licens	1,502		0.08000	120.16
220		Textbook Tracking (SAAS) - Software I	1,502		0.06000	90.12

Our quote for our next three year contract offers a discount if we choose a three year contract over a single year.



MOKENA SCHOOL DIST 159

Selection Page

Product	3-year offer* FY 2025 through FY 2027 (July 1, 2024 through June 30, 2027)	1-year offer* FY 2025 (July 1, 2024 through June 30, 2025)
Business Suite-Core Modules	\$4.09	\$4.50
Fixed Assets	\$0.11	\$0.12
Insurance Tracking	\$0.09	\$0.10
Support - Business Suite	\$2.09	\$2.30
True Time	\$1.57	\$1.72
Student Mngmt-Core Modules	\$4.64	\$5.10
Fee Tracking	\$0.08	\$0.09
Food Service	\$1.10	\$1.21
LMS/One Roster API	\$0.26	\$0.29
New Student Online Enrollment	\$2.09	\$2.30
Special Education	\$0.11	\$0.12
Support - Student Suite	\$2.09	\$2.30
Textbook Tracking	\$0.06	\$0.07

All rates presented are per student unless indicated as yearly.

Student counts are gathered from the state website data.

A:(Lincoln) There is also a 10% discount on the database migration cost if we make a commitment to transition to Qmlativ a year ahead of time.

Kelli: Sealcoating, Striping and Patching at MES was not on our CIP 2023, please comment.

A: (Teri) See page 9 of the CIP 2023 for Sealcoating of parking lot at MIS.

📎 Mokena CIP Report Mar 2023 updated for Board.pdf



Mokena Intermediate School (continued)

Forthcoming Capital Improvements planned for future (2-3 years)

- Sealcoat parking lot
- Repair/replacement of exterior window lintels
- Add emergency lighting in select locations
- Fire alarm panel replacement with additional smoke detectors and audio/visual devices
- Address electrical panel clearances for code compliance
- Interior door, sink, and finish upgrades



Mokena School District #159
Capital Improvement Plan
March 2023

The CIP team added the MES lot to the project. We have the paving company doing work on Willowcrest Lane and wanted to take advantage of economies of scale to have the paving company do the patching on Willowcrest entrance, Metra lot, and parking lots. The sealcoating is a process that is best done every 5 years. Sealcoating this year will enhance the appearance of all the asphalt surfaces.

See below for page 12 of the CIP 2023. Sealcoating at MES was done in 2020 the last time.



MOKENA ELEMENTARY SCHOOL
Capital Improvement Planning Matrix

Mokena School District 159
Facilities Assessment Matrix - Mokena Elementary School
February 7, 2023

Category	Description	Priority	2020 Cost	Priority N Summer 2020	2021 Cost (w/ 4% Escalation)	2022 Cost (w/ 4% Escalation)	2023 Cost (w/ 4% Escalation)	2024 Cost (w/ 4% Escalation)	2025 Cost (w/ 4% Escalation)
SITE									
S 2021/22	The concrete walk and curb and gutter around the perimeter of the school has numerous cracks, cored holes and trip hazards. Replace in-kind.	1	\$179,000		\$74,464	\$116,164	Complete in 2022		
	Staff indicated a desire to remove all the existing asphalt at the south, west and northwest sides of the buildings. Currently these locations are for student activities. As discussed above, the pavement is generally in poor condition. Staff desires more functional program areas including more grass surfaces, playgrounds and walking paths.	1	\$0		\$0				
	Further educational programming is required.								
	Administration indicated that they wish to install a handicap accessible door with power operated opener and exterior/interior paddles. This item will be coded under Section 4 - Accessibility Section of the report.	1	\$0		\$0				
S 2020	The existing flag pole and base near the southeast corner of the building should be removed.	1	\$1,950		\$2,028				
	Retain the south asphalt area for play, the entire area should then be re-stripped and labeled on the asphalt. Remove and replace current pavement section.	2	\$79,594						
	The existing asphalt pavement for the drop off lanes and parking area east of the school appear to be in good condition. The parking lot and drive aisles should be routinely crack sealed and seal coat to help maximize the life of the asphalt.	2	\$17,245						
	Staff indicated this was repaved approximately 5 years ago.								
	Perform comprehensive site lighting study.	2	\$4,000						
	Staff indicated a desire for better site lighting throughout the campus. Perform detailed lighting study to develop energy efficient LED lighting options. Further study is required. Anticipated design and construction Allowance is earmarked herein.	2	\$390,000						
	Replace Playscape Structure and associated site improvements. Improvements include relocation of the playground area to west of the building, additional parking area where current playground exists, rubber surfacing for the new playground area and hard surface play area for MIS students/Willowcrest road improvements.	2	\$400,000				\$200,000	\$550,000	\$550,000
	There are downspouts located on the northeastern corner of the building that run down the face of the building and currently drain across the northern parking lot paving surface making a dangerous slipping and fall hazard during winter months.								
	Re-grading of this area will be required to achieve the following: <ul style="list-style-type: none"> A series of wheel stops for cars should be installed 60" off the face of the building thereby creating a walkable zone for pedestrians. A new accessible concrete sidewalk should be installed between the building and these wheel stops with; The down spouts running beneath the new side walk, daylighting to the parking lot or new areas drain. 	3	\$156,000						

Kelli: For YTD Expenditures: is timing the only reason capital projects are over YTD? Are there any other reasons you can cite for the other object overages?

A: (Teri) Yes, it's timing. The percentage is calculated as a steady cost per month. With Capital Projects, we pay a specific project all at once. This will skew the percentage for a YTD number.

Kelli: HR Update - what is the rationale for us offering Legal Shield? How much administrative burden? Is it 100% EE funded? How many EE Supplemental coverages do we offer?

A: (Teri)

The rationale is Strategic Plan Goal 4D: The District shall regularly review compensation trends in the region in order to attract and retain talented, diverse, and dedicated employees.

In our Strategic Plan Review 2023 the following was added as slide 40:

Goal 4D - The District shall regularly review compensation trends in the region in order to attract and retain talented, diverse, and dedicated employees.



Action steps toward the Goal

- Added Pet Insurance to open enrollment for FY24
- Added Open Enrollment Meetings to Each Building
- Added a High Deductible Health Plan with a Health Savings Account



Next Steps

- Adding Legal Shield as an ancillary option for FY25
- Enhance Benefit Package on an annual basis based on market needs
- Compare Benefit Package with neighboring districts to offer a competitive package



As far as administrative burden, it is extremely minimal as this would be a payroll deduction. It will be an additional slide on Kim's open enrollment, it will be added to our online portal as part of the open enrollment process. It is 100% EE funded.

We offer the following voluntary coverages:

Flexible Spending Accounts (Health Care & Dependent Care)

Guardian:

Voluntary Life Insurance for Employee, Spouse and Child(ren) - Policies are portable.

Accident Insurance

Critical Illness Insurance

Hospital Indemnity

Employee Assistance Program (No cost)

PetPartners

Pet Insurance

Kelli: Regular Meeting 1/17/24 Minutes

VIII says "none". Please update minutes to reflect the extensive conversation we had regarding Board Committees. Dr. Cohen was tasked by the BOE with drafting a change to our Committee policy including modifying the Parent teacher advisory and behavior interventions committee and bringing the draft for 1st read to our February meeting. We also agreed on policy committee, again.

A: (Mark) Cathy will work on changing the minutes to reflect the Board's conversation about committees.

Kelli: How will we handle the required public recital on this agreement? I can see now that the title on our public agenda is vague. Will the motion provide the public the necessary detail? I am struggling with this. I don't understand how this topic was discussed in closed session in December but now we discuss it in open? Is our Closed meeting exemption still applicable that will allow us to move it to closed session?

A: (Mark) I spoke with John about how to word this action item for the agenda. Regarding a discussion, I am not recommending the Board have one. In December I was given parameters for settling the issue and the teacher accepted those terms. Once the verbal terms are accepted the bargaining is all but over. The Board's attorney drafted the language and found the IEA's response acceptable.

Kelli: Good morning Mark,

On 2/14/23 I sent you the email below requesting you provide Julie and I access to the closed meeting recordings on our agenda for Board vote to destroy on 2/21/24. I have not received a response from you.

According to IL Open Meetings Act, I have the right to access verbatim recordings, Section 2.06 (f):

confidentiality provisions of State or federal law. Access to verbatim recordings shall be provided to duly elected officials or appointed officials filling a vacancy of an elected office in a public body, and access shall be granted in the public body's main office or official storage location, in the presence of a records secretary, an administrative official of the public body, or any elected official of the public body. No verbatim

District 159 Board Policy 2:220 is consistent, except to add that I should submit my request to our Superintendent or Board President - both of which I have done:

Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. Access to the verbatim recordings is available at the District's administrative offices or the verbatim recording's official storage location. Requests shall be made to the Superintendent or Board President. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order.

The right afforded to me via IL Open Meetings Act is not contingent upon the "will of the board". Nothing can limit or restrict this right afforded to me. Also, my request satisfies what is stipulated in both IL Open Meeting's Act and our Board of Education Policy.

I ask that you please respond to my request and provide me access to the recordings today or tomorrow morning in light of the agenda item. I really do not want our district to have violations of IL Open Meetings Act which we can certainly avoid here. I would venture to guess all of us do not want OMA violations.

The IL Attorney General has a public access counselor that you can reach out to if you like to hear from them directly, they are really helpful. They can be reached at (877) 299-3642.

<https://www.illinoisattorneygeneral.gov/open-and-honest-government/pac/>

Happy to talk on this if you'd like to contact me.

A: (Mark) I would like to start from the beginning regarding communication on this topic. We exchanged emails on Monday Feb. 12th about the review of closed session minutes and recordings. At 11:37 a.m. you wrote:

Good morning,

I noticed the closed session minutes on the agenda for next week. I would like to review closed session minutes / recordings from SY22-23. What is the easiest / best option for me to do that?

*Thanks,
Kelli MacMillan*

I responded at 3:32 p.m.:

They will be in the Board packet on Friday.

You responded to me at 9:31 p.m. that night with:

Not sure if you read my email right. I'm looking to review/listen to the closed sessions for the entire SY23-24. I don't think this is what will be in the board packet, is it?

Note that your first request was to listen to the recordings from last school year. These recordings are not to be destroyed yet; they are not over 18 months old. In your second email you requested to listen to the recordings from the current school year. I saw you at the PTA meeting the following day and asked if you could be more specific about your request. You asked if you could start by listening to the recordings of the closed session meetings regarding my last evaluation. My evaluation was last discussed in February and March of 2023 (the 22-23 school year). These recordings are not on the agenda to be destroyed as they are only 12 months old.

I did formally respond to your request in writing at 3:23 p.m. on Feb. 14th. Here was my response:

Kelli,

Per our conversation last night, it is my understanding that you wish to listen to the closed session recordings which cover the topic of my evaluation for the previous school year. These conversations took place in the February 2023 and March 2023 closed session meetings.

Board Policy 2:220 states:

Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. Access to the verbatim recordings is available at the District's administrative offices or the verbatim recording's official storage location. Requests shall be made to the Superintendent or Board President. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order. Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of Office in policy 2:80, Board Member Oath and Conduct.

After discussion with Mr. Bush it was decided that Lisa Zielinski and I would be present with you while you listen to the recordings of those meetings. We have looked at our calendars and have these times available:

Thursday February 22 - after 3 p.m.

Tuesday February 27 - anytime

Thursday February 29 - after 1 p.m.

Please let us know if any of these dates and times work for you and I will arrange for you to listen to the recordings in the District office. Thank you.

You replied to my email at 4:55 p.m. that same afternoon. Here is an excerpt from that email:

Modified request: I would like to listen to all of the closed session minutes that are on our next week's agenda to be destroyed. Which ones specifically are those? Mrs. Oost and I will be at the district office to begin this task tomorrow at 1:30pm and will most likely continue on Friday at 1:30pm. We will be listening to the recordings, just the two of us.

The closed session minutes that are on the agenda to be destroyed are from the 21-22 school year. (The memo in the Board packet specified that the minutes to be destroyed are from April - August 2022. The most recent recording to be destroyed is before the 22-23 school year began.) Each of your requests (3 separate emails) were for a different time period.

Mr. Bush responded to your request on Feb. 15th at 8:47 a.m.:

Good morning Board. There was a flurry of emails and feedback regarding a board member's request for access to closed session records. We will add an agenda item for Wednesday to discuss the Board's will on how these requests will be facilitated. Currently, the Board's will is not to proceed with today's request until discussed in open session Wednesday.

Kelli: Re: Mrs. Volpe report section "transition planning". Please explain the arrangement we have with Ms. Mundt as it stands now up until her proposed hire date of 7/1/24. If we have a contract, kindly forward that to the BOE. I would like to understand how we are protecting confidential information shared with Mrs. Mundt before her hire date and how she is compensated, etc. How much do we plan to spend from which budget line, before she is hired 7/1/24? What is the scope of what you have tasked Mrs. Volpe to accomplish with Mrs. Mundt over the next few months before she is hired?

A: (Mark) Her contract was in your Board packet last Friday.