

Administrative Leadership Team Meeting  
Monday, January 23, 2017 10:00 AM Central

Mokena Elementary School  
Mokena Elementary School  
11244 Willowcrest Lane  
Mokena, IL 60448

- I. Welcome
  - I.A. Celebrations - Professional or Personal
  - I.B. Questions on Previous Meeting Minutes
- II. Member Items
  - II.A. New Student Registration Process
  - II.B. Extended Day - Feb. 1st
  - II.C. Administrative Budget Retreat
  - II.D. Yearbook Ordering
  - II.E. Book Read
  - II.F. Other:
- III. Next Meeting – January 30 - MJH - Recorder, Raphael, Timekeeper, Kathleen
- IV. Communication Plan: Minutes will be posted on BoardBook.

## NEW STUDENT REGISTRATION CHECKLIST



### DISTRICT

#### Student Cumulative File

- Student's name (last name first) on the file folder tab
- New Student Residency Verification with 3 proofs
  - Cat 1 Real Estate proof
  - Cat 2 proof 1
  - Cat 2 proof 2
- New Student Pre-Enrollment form (check both sides completed)
  - Home Language Survey? Copy to Asst Sup office
  - Student Services? Copy to Stu Serv office and request IEP copy
- Copy of Original Birth Certificate
- Request for Records (not required for Kindergarten, unless special education services were provided prior to enrollment)
  - Fax to previous school immediately
  - File in district binder, waiting on records, then...
  - File in district binder, records received with date
  - Forward folder to appropriate school(s)
- Transportation form, if applicable, copied to Transportation
- Entry label (completed) on folder

#### Skyward

- Create student record
  - Last Name
  - First Name
  - Middle Name (\* entered if no middle name)
  - Birth Date
  - Gender
  - Federal Race
  - Language/Native Language (should be same)
  - Language Spoken at Home
- Create Family 1 address record in Address Master, following data entry protocol
- Fee Assessment (automatic? monthly reconciliation? all students assigned fees?)
- Send file to appropriate school

### SCHOOL

New Student File is received from District

- Skyward
  - Family
    - Select Relationship to Student
    - Custodial Parent (Custodial Parent should NOT be Emergency Contact)
  - Birth Certificate info (Y/N, City, State Country of Birth), if received. If not, follow up to obtain.
  - Create Entry record
    - first day student will be in classroom
    - previously attended school listed in note area

- Place in Homeroom
- (MES/MIS) Update attending student count by classroom and email to remainder of office
- Office/current schedule/set up/utilities/student homeroom quick entry
- Office/student generation/entry by class
- Print class roster: Office/current schedule/reports/class roster/print
- Attach schedule: Office/student schedule general/set up/utilities/mass add change delete
- Email:
  - Student's teacher
  - All specials teachers
  - Technology
  - Curriculum
  - Food Service
  - Transportation
  - Learning Center
  - Health Coordinator
  - Student Services
  - cc: Principal and school office
- Arrange with custodian desk and chair to homeroom
- Welcome letter and forms for parents. Ask parent to arrive 15 minutes prior to start of school to meet teacher
  - Form
  - Form
  - Form
  - Form
- Health File
  - Physical/Immunizations (ALL)
  - Eye exam (K)
  - Dental, by May 1 (K, 2 6)
- Permanent Record File
- Print new verification report: Families/online registration/reports/verification status/School not registered
- Follow up with family, if needed
- Cumulative records file received from previous school, if applicable

# **MOKENA SCHOOL DISTRICT 159**

## **5 YEAR (2015-2020) STRATEGIC PLAN UPDATE**




**Strategic Planning Team  
Presentation  
Administrative Leadership  
Team  
January 11, 2017**

# Mokena SD 159

## Mission Statement


To engage, inspire, and equip all students with tools for life-long academic, social, and emotional success.



# Mokena SD 159

## Vision Statement

To provide an innovative curriculum that motivates and challenges each individual student, in collaboration with stakeholders, to succeed in a globally competitive society.



# Mokena SD 159

## Core Values

We believe ...

- ▶ children are the first priority
- ▶ the educational community will motivate students to become life-long learners and develop strategies for problem-solving in an ever-changing world
- ▶ education should meet the needs of all students so that every child can learn in a safe, positive and caring environment
- ▶ all members of the school community should be respectfully and actively engaged in the learning process
- ▶ a quality learning community requires prudent investment of human and financial resources

# GOAL AREAS

## 2016 UPDATE

### **Goal Area 1: Curriculum**

Dr. Wilkey and Mr. Smith

### **Goal Area 2: Communication**

Dr. Rolinitis, Mr. McAtee, and Dr. Castillo

### **Goal Area 3: Professional Development**

Mrs. Parente, Mrs. Splayt, and Mrs. Nolan

### **Goal Area 4: Facilities and Maintenance**

Mr. Obafemi and Mr. Joe Sierra

### **Goal Area 5: Public Relations**

Mrs. Kirchner and Dr. Melnyczenko



# Goal Area 1: Curriculum

**Goal: Update and improve curriculum to enhance teaching and learning to engage students to reach their potential.**

|    | Action Steps: What will be done?   | Who will be the person(s) responsible?   | What is the deadline? | How will the action step be evaluated for success?  |
|----|--|--|-----------------------|---|
| A. | Create a scope and sequence with technology that aligns to the Common Core State Standards | Assistant Superintendent of Instruction; Director of Technology                            | June 2020             | Document that outlines the CCSS alignment with technology   |
| B. | Update and improve technology infrastructure   | Director of Technology   | June 2018             | Project completion of the approved network infrastructure plan. Project completion of the Skyward student management system |
| C. | Create common assessments  | Assistant Superintendent of Instruction; Curriculum Committee Members                      | June 2020             | Assessments that have been tested for validity and reliability  |
| D. | Implement diagnostic assessments for data analysis to address individual student needs     | Assistant Superintendent of Instruction, Director of Special Services, and RtI Coordinator | June 2017             | Completion of data analysis timeline and full implementation of diagnostic assessments.                                     |
| E. | Incorporate more exploratory classes to address different learning styles                  | Principal of MJH   | June 2017             | Implementation of new/updated Exploratory Classes   |
| F. | Meet the needs of all students through progressive curriculum and innovative staff         | Administrative Team  | June 2020             | All the above   |

# Goal Area 1: Curriculum

## Suggested Tasks:

A1. Create curriculum committees for each curricular area – *Committees have met for ELA, Math, and Science and will be meeting for PE and Music in January*

A2. Identify curriculum standards for each content area program by completing common template – *Currently being done for ELA, Math, PE and Music.*

A3. Identify quarter alignment for curriculum standards on template that includes technology integration by standard – *Quarterly alignment has been completed for ELA and Math.*

B1. Execute the network infrastructure upgrade plan approved by the school board at the February 2015 school board meeting – *Accomplished and upgrades were presented over the course of Fall 2015 board meetings*

B2. Complete Skyward student management system Implementation – *Student management system has converted from STI to Skyward. The full implementation of the program is making progress through the support of staff sub groups. The financial management system will begin to take way this Winter.*

B3. Setup a teacher device showcase to allow teachers to review a selection of computers to use as their main instructional device – *New certified staff devices were selected, purchased, and delivered this Fall 2015*

B4. Purchase teacher devices as part of the continuation of the device refresh plan presented at prior board meetings – *see above*

C1. Using quarter alignment from curriculum templates, develop common quarterly assessments – *In grades 6-8, the ELA department has implemented the first round of common quarterly assessments in Fall of 2015.*

C2. Implement common quarterly assessments to determine validity and reliability – *see above, A review of the assessments was completed and changes for the third quarter common assessments have been determined.*

D1. Identify new diagnostic assessment system for all students in the district – *Implementation of FastBridge assessment program*

D2. Pilot diagnostic assessment system – *Completed in Spring 2015*

D3. Implement new diagnostic assessment system - *with implementation this Fall 2015*

E1. Survey students, parents, and staff on current and future Exploratory classes – *Parents and students were surveyed in the Spring of 2015. The results are what determined the four advisory classes this year.*

E2. Analyze survey results to identify top Exploratory classes – *see above*

E3. Determine needs assessment for Exploratory classes – *Over the summer staff teaching the Exploratory classes identified the curriculum and resources needed for the Exploratory classes over multiple grade levels. Materials were purchased for the music and computers classes (We purchased ukuleles, acoustic panels, and other related supplies for music. We purchased additional software for computers)*

# Goal Area 1: Curriculum

## Suggested Tasks:

A1. Create curriculum committees for each curricular area – *Committees ongoing for ELA, Math, Science, PE and Music. Social Studies committees will begin this school year.*

A2. Identify curriculum standards for each content area program by completing common template – *Completed for ELA, Math, PE and Music. Science will be finalized this year, Social Studies will begin and finalized in 2017-18 school year.*

A3. Identify quarter alignment for curriculum standards on template that includes technology integration by standard – *Quarterly alignment has been completed for ELA and Math. Technology integration is beginning this year.*

B1. Execute the network infrastructure upgrade plan approved by the school board at the February 2015 school board meeting – *Completed and update provided at Dec. 2015 school board presentation.*

B2. Complete Skyward student management system Implementation – *The full implementation of the Student Management program is making progress through the support of staff sub groups and will continue this school year. The financial management system is currently being implemented.*

B3. Setup a teacher device showcase to allow teachers to review a selection of computers to use as their main instructional device – *Completed and update provided at Dec. 2015 presentation.*

B4. Purchase teacher devices as part of the continuation of the device refresh plan presented at prior board meetings – *see above*

C1. Using quarter alignment from curriculum templates, develop common quarterly assessments – *In grades 6-8, the ELA department has implemented quarters one and three. Development of quarters two and four will take place this year.*

C2. Implement common quarterly assessments to determine validity and reliability – *see above, A review of the assessments was completed and changes for the first and third quarter common assessments have been determined.*

D1. Identify new diagnostic assessment system for all students in the district – *Implementation of FastBridge assessment program completed for first year. Continuation of the program will take place this year.*

D2. Pilot diagnostic assessment system – *Completed.*

D3. Implement new diagnostic assessment system – *Completed*

E1. Survey students, parents, and staff on current and future Exploratory classes – *Completed*

E2. Analyze survey results to identify top Exploratory classes – *Completed*

E3. Determine needs assessment for Exploratory classes – *Completed summer 2015. Revisions and updates to the program took place in Summer 2016.*

# Goal Area 2: Communication

**Goal: To provide optimum parental communication at all levels.**

|    | Action Steps: What will be done?                                  | Who will be the person(s) responsible?  | What is the deadline? | How will the action step be evaluated for success?                                  |
|----|---|---|-----------------------|---|
| A. | Provide a digital "Welcome Packet"                                | Administrative Leadership Team, School Technical Assistants and 12-month Administrative Assistants  | July 2016             | Webpage will be created for the "Welcome Packet" with links.                        |
| B. | Improve websites  | Superintendent's Office, School Technical Assistants, 12-month Administrative Assistants, teachers. | July 2015             | District and School Websites will go live and updated on a regular basis.           |
| C. | Utilize social media  | District/School Administrators or designee and Technical Assistants                                 | July 2017             | Social media consistently used for educational purposes.                            |
| D. | Specifically tailor communication from teacher to parents (K – 8) | School Administrators or designee and teachers.   | July 2017             | Provide a consistent method of communication to parents across grade levels.        |
| E. | Involve parents through volunteer opportunities                   | School Administrators or designee, teachers, and organization/club/sport sponsors.                  | July 2016             | Volunteer opportunities posted on school websites with number of volunteers needed. |

## **Goal Area 2: Communication**

**A. Through the registration process work is being done in the DO to create a digital welcome packet. Also, some of the local agencies are now linked to the District web site.**

**B. Web sites are updated and still under construction. The sites are up and running, but they are still in the early stages.**

**C. MIS, MJH and District have a Twitter account, but they are not being used consistently.**

**D. While I think this one was designed to encourage teachers to share consistent messages, we are doing several things that can fall under this category:**

**The Skyward Family Access site allows for regular communication between school and home. Parents can access grades, attendance and regular announcements from the staff. At MJHS the message center is being used to help remind students about homework and other classroom announcements. The Family Access site is going to continue to grow over the next several months to provide even more information to parents.**

**Skylert Messages have replaced and surpassed ConnectEd as an easy way for the schools to send home information.**

**MJHS sends home regular messages including announcements and Dr. Rolinitis' "Principal's Weekly Message"**

**MES and MIS are sending home a regular monthly Newsletters**

## **Goal Area 2: Communication Continued**

**All buildings are using it to remind families of upcoming events and activities.**

**The majority of messages are going out via email - very positive feedback from Skylert**

**Meteor Coffee - Dr. Rolinitis has continued the MJHS Meteor Coffees once a month.**

**Parent University - Mrs. Parente has worked with her department to develop several Parent University events.**

**Watchdog System - In process**

**D1 - One of our tasks is to transition to a more paperless school district. We are accomplishing this through:**

**Paperless report cards and progress reports at almost every level.**

**Skylert messages instead of sending fliers home**

**MES posts Newsletter online and sends out link to parents via SkyAlert**

**MJHS and MIS are sending home Newsletters/Messages home via Email instead of printing**

**Use of Skyward messaging for teachers to contact parents**

## Goal Area 2: Communication

A. Through the registration process work is being done in the DO to create a digital welcome packet. Also, some of the local agencies are now linked to the District web site. **Complete – Community link on main website provides new families with information for community organizations.**

B. Web sites are updated and still under construction. The sites are up and running, but they are still in the early stages. **Ongoing – Administrators and designees are updating websites on a regular basis.**

C. MIS, MJH and District have a Twitter account, but they are not being used consistently. **In Progress – Twitter accounts are new and follow a similar format: District-@MokenaSD159, MES-@MESStars159, MIS-@MISRockets159, and MJH-@MJH Meteors159**

D. While I think this one was designed to encourage teachers to share consistent messages, we are doing several things that can fall under this category:

**In Progress - The Skyward Family Access site allows for regular communication between school and home. Parents can access grades, attendance and regular announcements from the staff. At MJHS the message center is being used to help remind students about homework and other classroom announcements. The Family Access site is going to continue to grow over the next several months to provide even more information to parents.**

**Skylert Messages have replaced and surpassed ConnectEd as an easy way for the schools to send home information.**

E. Schools requests volunteers on a case by case basis at this time. **In progress**

## Goal Area 2: Communication Continued

All buildings are using it to remind families of upcoming events and activities.

The majority of messages are going out via email - very positive feedback from Skylert –  
**Completed through Skylert**

Meteor Coffee - Dr. Rolinitis will continue the MJHS Meteor Coffees once a month. - **Complete**

Parent University - Mrs. Parente has worked with her department to develop several Parent University events. **Complete**

D1 - One of our tasks is to transition to a more paperless school district. **This is in progress through Skyward Parent Access and Skylert:**

**Paperless report cards and progress reports at almost every level.**

**Skylert messages instead of sending fliers home**

**MES posts Newsletter online and sends out link to parents via Skylert**

**MJHS and MIS are sending home Newsletters/Messages home via Email instead of printing**

**Use of Skyward messaging for teachers to contact parents**

**MJHS sends home regular messages including announcements and Dr. Rolinitis' "Principal's Weekly Message"**

**MES and MIS are sending home a regular monthly Newsletters**

# Goal Area 3: Professional Development

**Goal: Provide staff and parents with structured and sustained educational best practices that will improve academic, social, and emotional learning for all students.**

|    | Action Steps: What will be done?   | Who will be the person(s) responsible?                                | What is the deadline? | How will the action step be evaluated for success?                                    |
|----|--|---|-----------------------|---|
| A. | Conduct a needs assessment for both staff and parent development at least yearly           | Assistant Superintendent of Instruction; Director of Student Services | June 2016             | Completed survey results  |
| B. | Prioritize the identified needs and allocate funds accordingly                             | Assistant Superintendent of Instruction; Director of Student Services | September 2016        | Budget accurately reflects appropriate funds to support professional development plan |
| C. | Determine available resources, both internal and external, to deliver learning sessions    | Assistant Superintendent of Instruction; Director of Student Services | June 2018             | Database of internal and external parent/staff development providers                  |
| D. | Create a parent and staff development timeline   | Assistant Superintendent of Instruction; Director of Student Services | June 2016             | Completed timeline/information handouts   |
| E. | Collect and analyze feedback about sessions and determine future success of implementation | Assistant Superintendent of Instruction; Director of Student Services | June 2016             | Annual survey results from both parent and staff professional development             |

# Goal Area 3: Professional Development

## Suggested Tasks:

### A1. Develop needs assessment survey

- Needs Assessment currently used is developed through the cooperative and serves broader needs for all LW districts.
- February/March 2016 to develop District 159 only Needs Assessment.

### A2. Develop annual timeline for implementation of the needs assessment (include collection, analysis, and communication of data results).

- Currently Needs Assessment is collected during the month of March/April, analyzed during May, communicated to School Board during the summer months, and communicated in the Fall to the district staff.

### B2. Allocate professional development budget using local, state, and federal funds based on needs assessment data results

- Asst. Superintendent and Director of Student Services, analyzes funding sources to ensure that the district is fiscally-responsible in providing professional development opportunities for staff and parents.

### D1. Develop parent development annual timeline according to needs assessment

- Parent Academy is implemented.
- Expansion of topics continues to be explored.

**D2. Communicate parent development annual calendar via email, website, etc.**

- Parent Academy is posted on website, Skylert message send monthly on the opportunities available, and brochures available in schools.

**D3. Develop staff development annual timeline according to needs assessment**

- Currently Needs Assessment is collected during the month of March/April, analyzed during May, communicated to School Board during the summer months, and communicated in the Fall to the district staff.

**D4. Communicate staff development annual calendar via email, website, etc.**

- Currently staff development calendar is communicated to building administrators and staff via email.

**E1. Gather parent/staff development feedback concluding each opportunity**

- Staff feedback is collected concluding each opportunity.
- Parent feedback is not collected at this time.
- June 2016 Parent feedback form to be developed and used.

**E3. Analyze feedback on completed parent/staff development**

- Staff feedback forms are collected and analyzed.
- Parent feedback form to be developed by June 2016.

**E4. Incorporate strengths and weaknesses of parent/staff feedback when developing upcoming year's professional development calendar**

- Staff feedback forms are collected and analyzed.
- Parent feedback form to be developed by June 2016.

# Goal Area 3: Professional Development

## Suggested Tasks:

### A1. Develop needs assessment survey

- Needs Assessment currently used is developed through the cooperative and serves broader needs for all LW districts.
- February/March 2017 to develop District 159 only Needs Assessment.

### A2. Develop annual timeline for implementation of the needs assessment (include collection, analysis, and communication of data results).

- Beginning second year implementation of formal Needs Assessment that is collected during the month of March/April, analyzed during May, communicated to School Board during the summer months, and communicated in the Fall to the district staff.

### B2. Allocate professional development budget using local, state, and federal funds based on needs assessment data results

- Beginning second year implementation, the Asst . Superintendent and Director of Student Services, analyzes funding sources to ensure that the district is fiscally-responsible in providing professional development opportunities for staff and parents.

### D1. Develop parent development annual timeline according to needs assessment

- Beginning third year of Parent Academies.
- Spring 2016 results from Needs Assessment will drive topics.

**D2. Communicate parent development annual calendar via email, website, etc.**

- Beginning year two of Parent Academy communication on website, Skylert message send monthly on the opportunities available, and brochures available in schools.

**D3. Develop staff development annual timeline according to needs assessment**

- Currently Needs Assessment is collected during the month of March/April, analyzed during May, communicated to School Board during the summer months, and communicated in the Fall to the district staff.

**D4. Communicate staff development annual calendar via email, website, etc.**

- Currently staff development calendar is communicated to building administrators and staff via email.

**E1. Gather parent/staff development feedback concluding each opportunity**

- Staff feedback is collected concluding each opportunity.
- Parent feedback is not collected at this time.
- Summer 2016 Parent feedback form to be developed and used.

**E3. Analyze feedback on completed parent/staff development**

- Staff feedback forms are collected and analyzed.
- Parent feedback form to be developed by Summer 2016.

**E4. Incorporate strengths and weaknesses of parent/staff feedback when developing upcoming year's professional development calendar**

- Staff feedback forms are collected and analyzed.
- Parent feedback form will be analyzed Summer 2017.

## Goal Area 4: Facilities and Maintenance

### Goal: Provide an investment plan for our facilities to promote a positive learning environment

|    | Action Steps: What will be done?  | Who will be the person(s) responsible?                                      | What is the deadline? | How will the objective be evaluated for success?                 |
|----|---|---|-----------------------|--|
| A. | Address HVAC needs  | Building & Grounds, District Business Office                                | June 2019             | Board approval of an HVAC renovation plan.                       |
| B. | Create a homelike environment using color   | Building & Grounds, District Business Office, Building level administrators | June 2019             | Positive feedback from building administrators, parents & Board. |
| C. | Conduct a facilities assessment to determine appropriate space usage and maintenance challenges | Building & Grounds, District Business Office, Building level administrators | June 2015             | Positive feedback from building administrators, parents & Board. |
| D. | Determine priorities and write detailed action steps with timelines                             | Building & Grounds, District Business Office                                | June 2015             | Positive feedback from building administrators, parents & Board. |
| E. | Implement initial ongoing and future plan as they relate to students and curriculum             | Building & Grounds, District Business Office                                | June 2015             | Positive feedback from building administrators, parents & Board. |
| F. | Evaluate progress annually and amend plan as needed   | Building & Grounds, District Business Office                                | Continuing            | Positive feedback from building administrators, parents & Board. |

## **Goal Area 4: Facilities and Maintenance**

### **Suggested Tasks:**

#### **A1. Budget Contingency funds in the O&M budget to support initiative**

- **Issue Working Cash Bonds**

#### **A2. Issue an RFP for Energy Performance Contracting**

- **Developing the new framework for the revised RFP**

#### **A3. Select an Energy Performance Contractor to review facilities and perform assessments**

- **Reimagining the Energy Performance Contract with the goal of District and contractor partnership**

#### **B1. Meet with administrators to determine interior design needs.**

- **Engaging in ongoing discussion about design needs**

#### **B2. Based upon feedback develop a building level interior design scheme.**

- **Collaborating with building level administrators to develop design theme**
- 

### **C1. Create a current facilities use map for each building**

- **Facilities maps are being revised to reflect ongoing building updates**

### **C2. Evaluate each space for optimal and best use for student learning**

- **New Computer Lab**
- **Multi-Purpose Room**

### **C3. Identify unique maintenance challenges involved.**

- **Select a partner to develop a comprehensive detailed maintenance plan**

### **D1. Prioritize action steps and create a detailed plan for accomplishing action steps A, B, & C.**

- **Currently working with different entities to develop business partnership to address the needs identified in this section. Additionally, diligently working on using the District borrowing abilities to refinance existing bonds to fine the projects**

### **D2. Create a Master Facilities Maintenance and Utilization plan.**

- **Working on creating the Master Facilities Maintenance plan**
- **Engaging in ongoing dialogues with district stakeholders (administrators and staff) to develop a utilization plan that takes into account projected enrollment growth and evolving program needs**

**E1. Incorporate implementation of plans into budget**

- **Plans are being developed with a focus on financial impact.**

**E2. Provide labor, materials, and schedules for plan implementation**

- **As building design updates are being made, labor, materials, and scheduled are taken into consideration.**

**F1. Update Board via Board Briefs and Board Presentations on progress**

- **Board will continued to be updated by Board Briefs and Presentations on benchmarks to the District Facilities and Maintenance plan**

**F2. Regularly report progress at District and Building Administration Level meetings**

- **Progress to the plan will continued to be shared at District and Building Administration level meetings**

**F3. Update plan annually adjusting for budget and changing priorities.**

- **Firm commitment to annually adjust budget to reflect changing District mission and priorities**
- 

# MOKENA ELEMENTARY SCHOOL

Completed Projects In The First Quarter

Of Fiscal Year 2016

- Renovated Band Room/New Multi Purpose Room
- Front Office new carpet/tile
- South Gym/asbestos abatement/replaced damaged floor section, refinished and sealed entire floor
- South Gym/bleachers removed/front of stage painted
- Painted classrooms/stripped and waxed floors
- Learning Center/Section of carpet replaced/windows tinted
- Changed five classroom uninvent motors
- New lighting in front of the building
- Landscaping/mulch/new flag pole
- Parking lot sealed and striped
- Removed bushes from court yard/mulched
- Mulched both playgrounds

# MOKENA INTERMEDIATE SCHOOL

## Completed Projects In The First Quarter


### Of Fiscal year 2016

- Roofing project
- Parking lot seal coated and striped
- North Gym floor stripped and resealed
- Floors stripped and waxed
- Painted new computer lab/principal's office / reception area outside principal's office
- Installed wiring for new computer lab and a new designated electrical box
- Replaced a section of concrete ADA compliant
- Replaced three classroom uninvent motors
- New computer lab
- Landscaping
- Main Office new flooring/carpet /furniture
- Conference Room new carpet

# **MOKENA JUNIOR HIGH**

*Completed Projects In The first Quarter*

*Of Fiscal Year 2016*

- New lights installed by main entrance
  - Parking lot seal coated and striped
  - Mulched in front of building
  - Stairway landing stripped and waxed
  - Painted a-wing stairways and hand rails
  - Installed sound baffles in the Art Room
  - Installed new kick plates in the main hallway
  - Gym floor stripped and resealed
  - New furniture for conference room/new chairs for teachers lounge
  - Replaced and rebuild three water pumps
  - Replaced three chiller motors
- 

## **Goal Area 4: Facilities and Maintenance**

### **Suggested Tasks:**

#### **A1. Budget Contingency funds in the O&M budget to support initiative**

- **Issue Working Cash Bonds-Bonds were issued in March 2016**

#### **A2. Issue an RFP for Energy Performance Contracting**

- **Developing the new framework for the revised RFP-RFP was released and awarded in February 2016**

#### **A3. Select an Energy Performance Contractor to review facilities and perform assessments**

- **Reimagining the Energy Performance Contract with the goal of District and contractor partnership-Energy Performance Contract was awarded in March 2016**

#### **B1. Meet with administrators to determine interior design needs.**

- **Engaging in ongoing discussion about design needs-**

#### **B2. Based upon feedback develop a building level interior design scheme.**

- **Collaborating with building level administrators to develop design theme**

### **C1. Create a current facilities use map for each building**

- **Facilities maps are being revised to reflect ongoing building updates-Maps are being updated as required**

### **C2. Evaluate each space for optimal and best use for student learning**

- **New Computer Lab**
- **Multi-Purpose Room**

### **C3. Identify unique maintenance challenges involved.**

- **Select a partner to develop a comprehensive detailed maintenance plan-Performance Services was selected to complete phase one**

### **D1. Prioritize action steps and create a detailed plan for accomplishing action steps A, B, & C.**

- **Currently working with different entities to develop business partnership to address the needs identified in this section.**

### **D2. Create a Master Facilities Maintenance and Utilization plan.**

- **Working on creating the Master Facilities Maintenance plan**
- **Engaging in ongoing dialogues with district stakeholders (administrators and staff) to develop a utilization plan that takes into account projected enrollment growth and evolving program needs**

**E1. Incorporate implementation of plans into budget**

- **Plans are being developed with a focus on financial impact.**

**E2. Provide labor, materials, and schedules for plan implementation**

- **As building design updates are being made, labor, materials, and scheduled are taken into consideration.**

**F1. Update Board via Board Briefs and Board Presentations on progress**

- **Board will continued to be updated by Board Briefs and Presentations on benchmarks to the District Facilities and Maintenance plan**

**F2. Regularly report progress at District and Building Administration Level meetings**

- **Progress to the plan will continued to be shared at District and Building Administration level meetings**

**F3. Update plan annually adjusting for budget and changing priorities.**

- **Firm commitment to annually adjust budget to reflect changing District mission and priorities**
- 

# MOKENA ELEMENTARY SCHOOL

Completed Projects In The First Quarter

Of Fiscal Year 2016

- Renovated Band Room/New Multi Purpose Room-
- Central play lot had asphalt installed and seal coating
- HVAC upgrade and building automation
- Front Office new carpet/tile
- South Gym/asbestos abatement/replaced damaged floor section, refinished and sealed entire floor
- South Gym/bleachers removed/front of stage painted
- Painted classrooms/stripped and waxed floors
- Learning Center/Section of carpet replaced/windows tinted
- Changed five classroom uninvent motors
- New lighting in front of the building
- Landscaping/mulch/new flag pole
- Parking lot sealed and striped
- Removed bushes from court yard/mulched
- Mulched both playgrounds

# MOKENA INTERMEDIATE SCHOOL

## Completed Projects In The First Quarter

### Of Fiscal year 2016

- Roofing project
- Parking lot seal coated and striped
- North Gym floor stripped and resealed
- Floors stripped and waxed
- Painted new computer lab/principal's office / reception area outside principal's office
- Installed wiring for new computer lab and a new designated electrical box
- Replaced a section of concrete ADA compliant
- Replaced three classroom uninvent motors
- New computer lab
- Landscaping
- Main Office new flooring/carpet /furniture
- Conference Room new carpet

# MOKENA JUNIOR HIGH

Completed Projects In The first Quarter

Of Fiscal Year 2016

- New lights installed by main entrance
- Replace concrete at the main entrance
- Asphalt in front and back parking lot
- Upgraded building automation
- Added air conditions to both East and West gymnasiums
- Parking lot seal coated and striped
- Mulched in front of building
- Stairway landing stripped and waxed
- Painted a-wing stairways and hand rails
- Installed sound baffles in the Art Room
- Installed new kick plates in the main hallway
- Gym floor stripped and resealed
- New furniture for conference room/new chairs for teachers lounge
- Replaced and rebuild three water pumps
- Replaced three chiller motors

# Goal Area 5: Public Relations

**Goal: Promote and highlight the district's achievements and programs through a comprehensive and strategic public relations campaign.**

|    | Action Steps: What will be done?  | Who will be the person(s) responsible?          | What is the deadline? | How will the objective be evaluated for success? |
|----|---|---|-----------------------|--|
| A. | Implement a social media marketing campaign   | District or Building Administration or designee | June 2019             | Social media accounts active and followed        |
| B. | Recognize and celebrate excellence among current students   | District or Building Administration or designee | June 2019             | Student accomplishments shared                   |
| C. | Involve notable Mokena 159 alumni, highlighting their successes   | District or Building Administration or designee | June 2019             | Identify alumni and highlight their successes    |
| D. | Create a database of willing community members who have skills or experience who could enhance the curriculum | District or Building Administration or designee | June 2019             | Database completed                               |

# Goal Area 5: Public Relations

## Mokena Public School District Facebook Page Guidelines

The Mokena Public School District 159 Facebook page has been set up to allow Facebook users to comment on a post created by Isle Public Schools but users cannot create a “new” post. Users also cannot add pictures or tag individuals in pictures. Only the Administrator has such rights. All posts and comments are Public Record and as such are subject to Public Records laws.

### Disclaimer

The Mokena Public School 159 Facebook page is created and maintained by the Mokena Public Schools for the purpose of communicating with the parents of the children we serve and the Isle Public Schools District community. The Mokena Public Schools Facebook Page is provided for the school district community to share information on specific school district topics of interest. We will update this page as often as possible to share as much as we can about Mokena Public Schools and the achievements of the students and staff as well as other relevant school district community information. All posting of comments on this page are at the discretion of the page administrators. The intent of this policy is not to keep any negative or critical information from being posted, but to protect the privacy and rights of Mokena Public Schools staff and students. Naming specific employees or students in a negative way will not be allowed. The page administrators will review all postings to make sure they do not run afoul of the rules nor of the school district’s Acceptable Use Guidelines regarding Internet access and practices.

We welcome your thoughts and comments and look forward to what you have to say.

- **Break the law or encourage others to do so. This includes respecting copyright and fair use laws. If you are talking about somebody else's work, reference this or the person, and where possible include a link.**
- **Contain abusive or inappropriate language or statements. This includes remarks that are hateful as well as those that contain obscenities or are sexually explicit.**
- **Easily identify students and/or staff in defamatory, abusive, or generally negative terms.**
- **Do not show proper consideration for others' privacy or are considered likely to offend or provoke others – i.e. don't pick fights or goad others into inflammatory debates. Nobody likes a bully.**
- **Are spam – i.e. repeatedly posting the same comment or comments that are simply advertising/promoting a service or product. If you wouldn't want to receive it yourself, don't post it.**
- **Are political in nature.**

**The page administrators reserve the right to not post or to remove any comments at any time, for any reason. We also reserve the right to block individuals who misuse our Facebook page. Any advertisers that may appear on this site or be linked to the site have paid a fee for such access and none of the products, services or programs advertised are being promoted or endorsed by [school] and the Mokena Public School District 159. If you have a comment or would like to report an inappropriate comment for us to review, send an email to Mary Louise Knoerzer at [knoerzerm@mokena159.org](mailto:knoerzerm@mokena159.org).**

**Please note, you can also receive e-mail and phone text messages of our updates as they are posted through the settings of your personal Facebook account. Please keep in mind that if you do not want your comments or identifying information released in response to a public records request, DO NOT POST to this site. Instead, contact the school district by phone or in**

# GOAL AREA 5: PUBLIC RELATIONS

**A1: Director of Technology de-activated school Twitter accounts to re-create users with the same name formatting (e.g., MokenaSD159, MESStars159, MISRockets159, MJHSMeteors159)**

**Director of Technology linked Twitter accounts via TweetDeck in order to send the same message one time to all accounts.**

**Connecting Goal 3: Communication and Goal 5: Public Relations**

**Suggestion made by the Superintendent Parent/Teacher Advisory Committee was to send out a Skylert message at the beginning of the school year to all parents to survey how they prefer to receive messages: email, Skylert, Twitter, School Website, School Facebook Account, other social media, etc.**

**In addition, using the expertise of our staff and school board members to utilize the new resources available to us, i.e., Skyward, Outlook365, Website, Skylert, Family Access and social media to best communicate with our school community.**

## THINGS TO REMEMBER:

- A Strategic Plan is a fluid document
- Changes may be needed as we make progress
- There is a need to prioritize

## THEREFORE ...

- Resources within our budget are needed to accomplish these goals

**THANK YOU!**

**We hope you have enjoyed the presentation and have seen the progress we have made as a school community to reach our strategic goals since the implementation of this plan in July of 2015!**