

**MEETING NOTES**  
**Building & Grounds / Transportation Committee Meeting**  
Mokena School District 159

Location: MIS Learning Ctr.

Date: Wednesday, Sept. 7, 2011

Time: 7:30 pm

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**PRESENT:** Kirt Hendrick, Chris Clavenna, Ken Stanley, Ron Kaczorowski, Steve Stein (later) (Administration). Pamela DeGregoria (later), Suzanne Gillund, Mary Labeledz (later), Jennifer Fitzpatrick (later), Cathy Erickson (Committee Members). Joe Spalla (later), Mike Ford (Board Members). Bill Zoetvelt (Visitor). Press from the Messenger and Southtown.

**Pledge of Allegiance**

**Previous Meeting Notes**

Mr. Ford noted that there was a correction to the Meeting Notes from Aug. 25, 2011: There are currently 68 students from St. Mary's being bussed by the District and not 90 as stated in the notes.

**Task Updates from Committee Members**

1. Enrollment history spreadsheet was passed out prior to the start of the meeting by Ms. Wikstrom and more information was given out by Ms. DeGregoria near the end of the meeting.

It was suggested to go back and show the year at which the enrollment peaked at MES for comparison. Also it would be helpful to show the total enrollment for the District at the bottom. **(Belinda Wikstrom and Pamela DeGregoria)**

2. Ms. Clavenna passed out staff charts for MES, MIS and MJH which showed administration, certified staff and building aides that work in the subject building and their respective position. **(Suzanne Gillund and Chris Clavenna)**

3. Ms. Clavenna distributed floor plans for each school building. **(Gina Zoetvelt and Ken Stanley)**

4. Mr. Hendrick distributed a spreadsheet listing non-certified staff and a separate spreadsheet listing custodial workers at each school building. He also passed out job descriptions for several positions in the building and an inventory list for all the buildings (although the header listed it as only MIS). **(Pat Markham, Kirt Hendrick, Ron K. and Ken S.)**

5. Mr. Ford discussed the long and short term priorities briefly with Mr. Stanley and Mr. Ron K. to develop and prioritize the long and short term needs for the Bldg. & Grounds and Transportation Departments along with a budget amount and they plan on meeting to discuss those issues in more detail within the coming weeks. **(Mike Ford, Ron K. and Ken S.)**

6. Cost that would be associated with the closing of MIS, ie. moving, technology relocation, etc. were not discussed. **(Joe Spalla)**

- Analyzing the non-certified staff spreadsheet that was passed out, it was noted by Mr. Hendrick and Mr. Stein that you could not just eliminate those positions that were associated with the MIS building if MIS were to close.
- Mr. Stein and the administration were going to analyze which non-certified MIS positions could possibly be eliminated and the corresponding savings and report back at the next meeting.
- Mr. Stein, Ms. Clavenna and the administration were going to further analyze the MES and MIS buildings based on the floor plans and capacity, to see if MES could accommodate students from MIS. Mr. Stein stated that a class size needs to be established in order to conduct a proper capacity analysis and he thought that it should be a Board discussion to determine that size. Other issues that need to be considered in the analysis are transportation, lunch, gym, library / learning center, special ed, kindergarten, storage space, etc.
- It was discussed whether it should be looked at to possibly evaluate moving 4<sup>th</sup> grade to MES and 5<sup>th</sup> grade to MJH. Mr. Ron K. stated that it could not be done because of transportation issues. Ms. Clavenna stated that because of the difference in ages at that level, 5<sup>th</sup> to 8<sup>th</sup> graders, that it would not be advised.
- It was also discussed about partially using MES and whether it could be partitioned off in order to share with another tenant. Mr. Stanley stated that that was looked at previously and it could not be done for a reasonable cost taking into account proper ingress and egress for each user.
- Mr. Ford did read an email sent to him from Ms. Fitzpatrick about the closing of a building in the School District in which she is employed (Dolton 148). The superintendent at that District, Dr. Purcell, has kindly offered her time to come and speak to this committee about the issues that they faced. It was decided that we would welcome her to come and share her insight with respect to this issue and Ms. Fitzpatrick will try and arrange that.

### **Schedule**

The timeline of the Committee and its decision about the future of MIS was discussed. It was stated that the Committee will try to maintain a meeting schedule of every other week until late November. Mr. Ford stated that he would like to hold a public forum meeting in late October to discuss the Committee's recommendation for MIS (the data and report would be available prior to the public forum meeting) and then make their final recommendation to the Board in November with a vote expected at the December Board meeting.

**Building & Grounds / Transportation Information Updates**

Mr. K and Mr. Stanley gave brief updates on their respective departments.

**Next meeting was scheduled for Thursday, September 22, 2011, 7:00 pm at the Learning Center in MIS.**

**Adjournment**

END OF NOTES