



January 10, 2018 meeting

Summit Hill District 161 Board Briefs

Serving 2,900+ students living in portions of Tinley Park, Mokena, and Frankfort

For additional information, please contact Supt. Barb Rains at 815.469.9103

Summit Hill District 161 kindergarten registration drive begins February 6

Summit Hill School District 161's 2018-2019 Kindergarten registration drive is set to begin on Feb. 6, 2018. Parents may access the Summit Hill website at www.summithill.org to review the checklist of documents needed for registration. Parents may register their child at Dr. Julian Rogus School, 20027 South 88th Ave. in Frankfort between 3:45 p.m. and 7 p.m. Following completion of registration, students and parents may participate in a tour hosted by Rogus kindergarten teachers.

Parents have the option of enrolling their kindergartener in the extended day program or the half day program. Registration fee for extended day is \$150. Registration fee for half day is \$125. Payment options are available. A \$30 off registration fee incentive is available for those who complete their child's paid registration on or before Feb. 20, 2018.

Parents will need to present an official birth certificate (with certification seal from the county). Students must be 5 years old on or before Sept. 1, 2018. *If applicable*, proof of legal custody would include presentation of a court order or decree for legal guardianship, proof of legal custody through public aid documents, or proof of foster care.

To prove residency, one document must be provided from *Category 1* and two documents from *Category 2*.

Category 1 – One document

- Most recent property tax bill (homeowners) showing parent as taxpayer
- Mortgage papers **or** mortgage coupon book (homeowners)
- Closing papers - *Closing must have occurred before registration*
- Signed, dated, and notarized lease agreement **and** proof of last month's payment (renters)
- Housing letter (military personnel)
- If parent is not the actual homeowner, the owner of the property **and** the parent must prove residency by providing **ONE** document from Category 1 and **TWO** documents from Category 2.

Category 2 - Provide **Two** documents from this group to show proper address

- Most recent gas/electric/water bill **or** official start notice
- Current driver's license/state ID
- Current vehicle registration
- Current homeowners/renters' insurance policy
- Current public aid card

Upon completion of residency verification, parents will be given a username and password to access the online registration form. Parents can pay the registration fee online via credit/debit card. Yearly milk may be purchased as well. Payment plans are included in the registration form. For additional information, please call 815-469-9103. Bus transportation assignments will be available through PowerSchool in mid-August.

To reach as many residents as possible, a postcard mailer will be mailed later this month to all families living within school district boundaries. Local news stories and the District 161 Facebook page will also be utilized.

District wide proof of residency drive planned for February 26 and 27

Currently only parents of students new to the District show proof of residency. In March 2014, the District expanded its efforts to monitor residency by hosting a district wide proof of residency drive.

Since then, District personnel have spot-checked proof of residency documents. In February 2018, the District will host another district wide proof of residency drive. Incorporating this component every four years into the process helps ensure the District is utilizing its financial resources for students who are District residents.

Beginning next month, parents will be mailed a two-ply form and cover letter of instructions. The form contains a list of documents needed to prove residency in District 161. Parents will be asked to bring the two-ply form and associated documents to the District Administrative Center between 7 a.m. - 7 p.m. on Feb. 26 and Feb. 27. (The lines move quickly as there will be no copying of documents – just the marking of checkboxes.)

Upon completion of proof of residency, the student’s username and password for the online re-registration system will be recorded on the two-ply form. Parents will receive a copy of the form and District personnel will keep a copy for District records. The online student re-registration system will open on March 1.

Parents who complete the residency check will receive an early re-registration coupon entitling them to a credit towards re-registration fees if completed and paid on or before May 31, 2018. The Board will be setting re-registration fees for students in Grades 1-8 at its Jan. 24 Board meeting.

Board approves 2018-19 School District Calendar

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|------------------------------|---|
| August 20 & 21..... | Teachers Institute - No School |
| August 22..... | First Day of School |
| September 3..... | Labor Day - No School |
| September 14..... | 1/2 Day School in AM; PM Teacher In-service - No School |
| October 5..... | 1/2 Day School in AM; PM Teacher In-service - No School |
| October 8 | Columbus Day - No School |
| November 19 & 20..... | Parent/Teacher Conference Day - No School |
| November 21-23..... | Thanksgiving Holiday - No School |
| December 21..... | Last Day of School before Holiday Vacation |
| December 24 - January 4..... | Holiday Break |
| January 7..... | Classes resume after Holiday Break |
| January 18 | 1/2 Day School in AM; PM Teacher In-service - No School |
| January 21..... | Martin Luther King’s Birthday - No School |
| February 15..... | Institute Day - No School |
| February 18..... | President’s Day - No School |
| March 1 | 1/2 Day School in AM; PM Teacher In-service - No School |
| March 4..... | Pulaski Day - No School |
| March 25 - March 29..... | Spring Break |
| April 1..... | Classes resume after Spring Break |
| April 19 & 22..... | Spring Holiday |
| May 24..... | Teacher Institute - No School |
| May 27..... | Memorial Day - No School |
| June 3..... | Last day of school if no snow days used |
| June 10..... | Last day of school if all five snow days used |

In personnel matters, the Board

- approved the employment of Mary Jo Grzynski, FMLA teacher; David Dixon, custodian; and Lisa Parks, paraprofessional; and
- approved a child care leave.

In other matters, the Board

- approved the first reading of Board Policy 2:260, 4:15, 4:60, 4:110, 4:170, 5:200, 5:240, 5:290, 6:50, 6:60, 7:70, 7:180, 7:260 and 7:270;
- approved the 2018-19 student milk fee to remain at \$52.20/yearly;
- approved the updated Rules and Regulations to Govern Use of School Facilities Handbook;
- approved a one-year software agreement with Johnson Controls for the Metasys control system;
- authorized the destruction of closed session audio recordings for the period of January 1, 2016 through June 30, 2016;
- heard a preview of the Jan. 12, 2018 half-day in-service;
- heard an update on the 2017-2018 budget;
- heard an update on the cleaning service; and
- heard PMA's quarterly investment report.

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