

INFORMATION  
REPORTS



# MOKENA PUBLIC SCHOOLS DISTRICT 159

## Board Information Report

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**TO:** Board of Education

**FROM:** Dr. Omar Castillo  
Superintendent

**DATE:** November 20, 2013

**RE:** Severe Allergies

One of the goals of our school district is to maintain a safe environment conducive to learning. Based on the severe allergic reactions that have occurred recently with students and staff, there are some proactive measures we will continue to enforce and others we have put in place at this time to strengthen the safety of our students and staff with food allergies. Below is a list of the safety measures we have immediately begun to act upon:

1. Re-evaluate school buildings to properly designate "Nut-free" zones. This would include classrooms, library, computer labs, etc. Signs have been hung in all "Nut-free" zones.
2. Designate area in ALL school cafeterias for a "peanut free" table. Notify students the location of this table.
3. Review students' with allergies health files to make sure there is an updated health plan and/or 504 plan.
4. Create procedures to be followed for nurses in an allergic reaction situation. Until the procedures are complete, we will follow the most up to date health plan or 504 plan.
5. A ConnectED message will be sent out to parents regarding peanut free zones in all buildings and cafeterias.
6. Install paper towel dispensers in all bathrooms.
7. Research the possibility to add hand sanitizer dispensers on the walls in all cafeterias, bathrooms, and classrooms.
8. Re-evaluate the cleaning procedures with maintenance, custodial, food service, and transportation staff.
9. Resend nut-free/food allergy letters home to parents.
10. The Epi-NOW emergency kits will be presented to the Board at our next meeting.
11. Require all staff complete an online training on allergic reactions by December 1<sup>st</sup>.

As an administrative team, we continue to problem-solve with each building administrator in regards to procedures in the lunchroom, facilities, and the office of the Health Services Coordinators. Please feel free to contact any of building or district administrators with questions and/or concerns. I can assure all parents and community members that we all maintain the students' best interest in mind when making any decisions.

Thank you.



# MOKENA PUBLIC SCHOOLS DISTRICT 159

## Board Information Report

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TO: Board of Education

FROM: Dr. Omar Castillo  
Superintendent

DATE: November 20, 2013

RE: Superintendent's Information Report

1. New School State School Report Cards

On October 31st the Illinois State Board of Education released a new school report card to keep parents and community members informed and engaged. You can find the new report card as well as the information regarding this new reporting document at the following site: [www.illinoisreportcard.com](http://www.illinoisreportcard.com). The website includes a new layout to this report card as well as interactive functions to this new reporting system. We have posted on our district website the district and school report cards at-a-glance.

2. Will County State's Attorney

Back by popular demand, Will County State's Attorney Jim Glasgow spoke at Mokena Elementary School on Thursday, November 7th. Glasgow talked about the dangers in the growing level of violence in video games. With the success of the Meteor Coffee at Mokena Junior High, we expected a great turnout for this event. With the support of the Mokena Parent Teacher Association and the Mokena Educational Foundation, we were able to get the word out and have a successful event. I would like to also thank the MJHS National Junior Honors Society for providing the childcare for this event.

3. Superintendent's Roundtable

On Thursday November 14<sup>th</sup> Senator Michael Hasting of the 19<sup>th</sup> Legislative District sponsored a roundtable discussion with area superintendents regarding educational issues facing our school districts today. Among the topics discussed were, but not limited to: Common Core Standards, State Assessment, Pension Reform, and Teacher Evaluation. This was a great opportunity for all area superintendents to meet with Senator Hasting and voice our opinion and concerns with legislative issues.



# MOKENA PUBLIC SCHOOLS DISTRICT 159

## Board Information Report

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TO: Board of Education  
FROM: Kathleen Wilkey  
Assistant Superintendent of Instruction  
DATE: November 20, 2013  
RE: Assistant Superintendent of Instruction's Information Report

1. **Common Core State Standards Staff Survey Results** This month we asked our staff to complete a survey that would help determine our readiness for the CCSS at this time. The survey included questions regarding staff knowledge, parent knowledge, and community knowledge. Below is a brief summary of the results:

### Strengths –

- The majority of Mokena Teachers are somewhat knowledgeable about CCSS
- Administrators of Mokena have a good understanding of CCSS
- We have began offering various levels of professional development on CCSS
- We are in the process of developing an implementation plan for CCSS
- Community interest in the CCSS is present

### Weaknesses –

- We have shared limited information with parents regarding the CCSS
- We have not been articulating with higher institutions regarding CCSS
- There has been little engagement with the local businesses on CCSS

The CCSS committee, comprised of teachers and administrators, developed some initial next steps to address some of the weaknesses found in the survey results. The next steps include:

- Providing additional resources for our staff (i.e. CCSS Capture the Core Newsletter [http://www.isbe.net/common\\_core/htmls/news.htm](http://www.isbe.net/common_core/htmls/news.htm) , monthly talking points on the CCSS for teachers to use)
- Provide resources for our parents (i.e. National PTA website, talking points about the CCSS to help their students at home, etc.)
- Post “user-friendly” CCSS grade level guides on the website for teachers, students, parents, and community members to access

2. **AIMSweb Parent Letters** For the first time this fall, all parents of K-3 students received a copy of their child's fall reading benchmarking information accompanied by a letter explaining the reports from the principal. The fourth and fifth grade letters and scores will be distributed during parent teacher conferences. Any parents who do not attend parent teacher conferences will receive their child's scores accompanied by the letter in the mail the week we return from conferences.

- 3. Kindergarten Report Cards:** This fall we are piloting an online assessment program for kindergarten report cards. The program is called ESGI, Educational Software for Guiding Instruction. This website automates our assessments and provides us with quick reports for teachers and parents. In addition, ESGI's assessment tool helps teachers collect thousands of bits of data involved with assessing letters, sounds, sight words, blends, number identification, etc. In addition to the school report card, parents will receive a detailed letter indicated areas of strength and weaknesses on the material presented in both reading and math up to this point. At conferences, teachers will offer additional guided materials for parents to use at home with their children to reinforce the skills the child has not yet mastered.



# MOKENA PUBLIC SCHOOLS DISTRICT 159

## Board Information Report

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TO: Board of Education

FROM: Mrs. Eileen Parente  
Director of Student Services

DATE: October 16, 2013

RE: Student Services Information Report

### 1. ISBE Focus Monitoring

As reported earlier, the ISBE Focus Monitoring Team will be in our district from Nov. 19<sup>th</sup> through Nov. 21<sup>st</sup>. They have identified 34 teachers and administrators to interview, and have identified 27 special education records to review. The District Focus Monitoring Team will be participating in an Entrance Meeting on the 19<sup>th</sup> and then an Exit Meeting on the 21<sup>st</sup>. At the Exit Meeting, information will be shared verbally indicating ISBE's recommendations. The formal findings will be sent to within 6 weeks.

### 2. Parent Input Statement

In the spirit of the IEP process, we have put into place another way to encourage parental input. We are asking parents to fill out a *Parent Input Form* prior to the IEP meeting. The purpose is to gather information from parents regarding their thoughts and impressions on their child's educational program. The form is attached.

### 3. Teaming in Student Services

There are several new members to the Student Services Department. Because teaming and collaboration between teachers, administrators, and support personnel is critical for effective IEP meetings, the Department is reading *A Guide to Collaboration for IEP Teams*. The themes addressed are, effective meeting management and conflict resolution and prevention. Each team will be reading and reflecting on what practices we can put into place within our department to create a safe, collaborative, and effective IEP meeting.



## Mokena School District 159 Parent Input Form

To: \_\_\_\_\_ Date: \_\_\_\_\_

Parents are their children's best advocates. Parents know their children better than anyone else. That is why parents are so important when a child needs special education. The hallmarks of effective home-school collaboration include open communication and involvement of parents in all stages of the learning process. All parents want to see their child progress.

The purpose of this form is to gather your input in your child's educational program. Your input is extremely valuable. Please take a few moments to complete the following items and return the form to your child's case manager by \_\_\_\_\_.

**What are the strengths of your child, both in school and at home?**

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**What do you see as your child's successes this school year?**

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**What are the areas of weakness that you have noted?**

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**Are there other concerns, such as social skills or behavioral issues?**

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**PLEASE TURN OVER TO COMPLETE**

**What motivates your child, both in school and at home?**

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**What is/are the most important goal(s) that you would like to see accomplished in the upcoming year?**

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**When working with your child at home, what helps your child learn?**

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**What are your educational dreams for your child within the next 3 years?**

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**Is there any other information that we should know about that would assist us in your child's educational program?**

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**Additional Comments (attach, if necessary):**

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# MOKENA PUBLIC SCHOOLS DISTRICT 159

## Board Information Report

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**TO:** Board of Education  
Dr. Omar Castillo, Superintendent

**FROM:** Mr. John Troy  
Director of Business Operations & Transportation

**DATE:** November 20, 2013

**RE:** New Job Description – Lead Supervising Bus Driver

Attached you will find a new job description for the position of Lead Supervising Bus Driver. This position was created to assist in the daily operation and supervision of the bus barn. It is anticipated that this position would be filled by an existing bus driver and no new staff would be necessary. The position of assistant transportation director is a part-time position and we are currently using this person on an as-needed basis. Currently we have budgeted \$18,000 dollars for the assistant transportation director position which is approximately 600 hours. We do not envision using this person for this amount of time. The Lead Supervising Bus Driver position would be a stipend position in addition to the wages for regular bus driving duties. The recommended stipend would be \$5,000 dollars pro-rated for this year. We are expecting that there will be a significant savings that we could possibly use to invest in transportation routing software.

This is the first read for this job description and if there are no objections we will bring this back to the Board in December for a second read.



**MOKENA SCHOOL DISTRICT 159**

**POSITION DESCRIPTION**

**JOB TITLE:** Director of Business Operations and Transportation

**LOCATION:** District Office

**TITLE OF IMMEDIATE SUPERVISOR:** Superintendent

**QUALIFICATIONS**

1. Experience in school business office operations.
2. Ability to operate independently and meet critical timelines.
3. Strong communication skills and the ability to maintain a positive public relations image.
4. Obtain and maintain a current CDL license.

**DESCRIPTION OF DUTIES**

1. Administer the business affairs of the District in such a way as to provide the best possible educational services with the resources available.
2. Insure that the school district derives maximum educational dividends from the prudent expenditure of available reserve.
3. Assist the Superintendent in the overall administrative effort, keeping him/her informed and seeking counsel or decision as necessary.
4. Provide monthly accounting of all income and expenditures.
5. Assist in annual audit preparation; analyze financial statements.
6. Responsible for budget development, preparation and filing of state budget forms.
7. Develop financial data and make financial projections as directed by the Superintendent.
8. Establish and supervise a program of budget control.
9. Responsible for the receipt and expenditure of all school district funds.
10. Monitor cash flow and make appropriate inter fund loans as needed.
11. Maintain an internal auditing and control program of all funds.

12. Develop and administer a program for purchasing supplies and equipment and for maintaining existing equipment and facilities.
13. Budget and recommend appropriate spending in the area of facilities management.
14. Prepare, review and recommend bid projects.
15. Assist in collective bargaining negotiations and other legal matters pertaining to the District.
16. Assist in administering the operation and maintenance of the building and grounds, food service and transportation programs.
17. Supervise the maintenance of a system of inventory for capital equipment within the district.
18. Recommend and direct the use and rental of all buildings by school and community organizations.
19. Organize and direct a program to provide for the security of the buildings, grounds and equipment of the district.
20. Recommend changes and improvements in the business operations of the school system to provide the best student and staff services at the lowest overall cost.
21. Develop and file tax levies; investigate tax objections as warranted.
22. In the role of Treasurer, assume responsibility for the investment of district funds.
23. Manage the District's insurance program and oversee the appropriate filing of claims.
24. Develop appropriate administrative procedures relative to business office and district processes.
25. Determine and recommend appropriate costs for reimbursable expenditures and monitor the collection of appropriate fees (i.e., student tuition, rental of classroom space).
26. Prepare appropriate financial grant reports and file with appropriate offices.
27. Hire and oversee the training of new drivers.
28. Develop specifications and oversee bids for new equipment, including buses.
29. Responsible for obtaining competitive prices and arranging delivery of fuel purchases as needed.
30. Maintain compliance with federal and state mandates regarding random drug testing and other regulations regarding transportation services.
31. Maintain records for students who must pay bus fees.
32. Collect bus fees.
33. Make recommendations and file proper documents regarding hazardous routes.

34. Communicate regularly with staff regarding policies and procedures.
35. Maintain all transportation records, including CDL licenses for drivers and depreciation schedule on bus fleet.
36. Oversee the use of transportation funds in a fiscally responsible manner.
37. Prepare and submit for appropriate payroll and accounts payable information to the business office in a timely manner.
38. Complete and fill appropriate state and federal reports pertaining to transportation services (i.e. transportation reimbursement report).
39. Communicate to parents, students and staff regarding transportation issues.
40. Keep abreast of road conditions and make recommendations to superintendent when transportation needs indicate school closing should be considered.
41. Conduct evaluations of bus drivers and recommend salary given within given range.
42. Report to an accident scene; deliver a new bus to accident if replacement is needed.
43. If a breakdown occurs at a given stop; deliver a bus to the scene.
44. Monitor bus radio while buses are in operation throughout the school day.
45. Fill-in when an additional sub driver as needed.
46. Drive sports bus to events if needed.
47. Assume such other duties as may be assigned by the Superintendent.

**TERMS OF EMPLOYMENT:**

12 months

Update: ~~June~~, 2013  
*Nov.*



# MOKENA PUBLIC SCHOOLS DISTRICT 159

## Board Information Report

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TO: Board of Education

FROM: Mr. Steve Hastings  
Director of Technology

DATE: November 20, 2013

RE: District Technology Information Report

1. Interactive Projectors

The maintenance department is approximately 50% done with installing the projectors. Assuming no unforeseen delays, we are on track for our installation goal.

2. Technology Committee

The technology committee has conducted two meetings. These first two meetings were focused on group dynamics and bringing the group up to speed on currently active projects. The group has begun utilizing an online discussion group to communicate between meetings and to help facilitate further discussion. The next meeting will be in early December.

3. Network Infrastructure

The chart below outlines the basic framework being proposed for changes to the district's network infrastructure:

Project	Proposed Configuration	Timeline
Internet connectivity	<ul style="list-style-type: none"> <li>• Primary – 500MB Internet connection</li> <li>• Secondary – 50MB Internet connection</li> </ul>	Spring 2014 with implementation in July 2014
School interconnectivity	<ul style="list-style-type: none"> <li>• 500MB connection between MES and MJH</li> <li>• Maintenance of district owned direct fiber link between MIS and MES</li> </ul>	Spring 2014 with implementation in July 2014
Network Infrastructure	Replace all current network equipment. Implement	Still to be determined based on specifications

	equipment that will support the district's future technology needs.	and costs. Earliest implementation time table would be summer 2014 with the latest time table starting summer 2015.
Telephone Equipment	Utilize an Internet/Cloud based phone service.	Eliminate district owned equipment and move district to a complete internet service model where district does not own equipment but pays one monthly fee for all phone services. This will be done in conjunction with phone service changes.
Telephone Services	Eliminate as much of the current phone services/lines as possible and consolidate to internet based services.	To be determined based on cost/benefit analysis of termination of services. Earliest implementation would be 2014; latest implementation would be summer 2015.



# MOKENA PUBLIC SCHOOLS DISTRICT 159

## INFORMATION REPORT

**To:** Board of Education  
Dr. Omar Castillo, Superintendent

**From:** John Troy  
Director of Business Operations & Transportation

**Date:** November 20, 2013

**Re:** **October Financial Report**

Included in your November meeting packet is the Monthly Financial Report for October, 2013. The revenue and expenditures are listed by individual account. Also attached please find Notes to the financial report and bills list.

The revenue for the month in all funds was \$864,317.64 or 4.56 % of budgeted revenues. The expenditures for the month in all funds were \$1,284,265.05 or 6.53 % of the budgeted expenditures.

**Table 1: Expenses broken down by Object**

	Salaries	Benefits	Purchased Services	Supplies & Materials	Capital & Non-Capital Outlay	Other	Total
July	\$434,976.15	\$114,279.48	\$312,036.60	\$26,019.65	\$3,000.00	\$472,917.05	\$1,363,288.28
August	\$540,871.73	\$133,025.80	\$324,547.03	\$87,272.55	\$4,398.90	\$3,098.55	\$1,093,214.56
September	\$679,662.46	\$154,545.67	\$360,882.90	\$198,398.04	\$29,372.19	\$11,278.68	\$1,434,139.95
October	\$707,772.92	\$164,032.53	\$771,612.09	\$103,946.30	\$7,648.40	(\$470,747.19)	\$1,284,265.05
November							
January							
February							
March							
April							
May							

Table 2: Three year history of Revenues & Expenses

Month	FY 14			FY 13			FY 12					
	Revenue	% of Bud. Rev.	Expense	% of Bud. Exp.	Revenue	% of Bud. Rev.	Expense	% of Bud. Exp.	Revenue	% of Bud. Rev.	Expense	% of Bud. Exp.
July	\$450,314	2.38%	\$1,363,288	6.92%	\$1,306,655	6.98%	\$1,290,542	6.94%	\$306,170	1.74%	\$1,201,018	6.45%
August	\$1,047,718	5.53%	\$1,093,214	5.55%	\$1,608,858	8.59%	\$1,409,947	7.58%	\$2,195,129	12.50%	\$929,290	4.99%
September	\$5,473,431	28.9%	\$1,434,139	7.28%	\$5,732,440	30.62%	\$1,356,906	7.29%	\$4,884,408	27.82%	\$1,254,435	6.73%
October	\$864,317	4.56%	\$1,284,265	6.53%	\$639,075	3.41%	\$1,288,262	6.92%	\$651,914	3.71%	\$1,340,215	7.19%
November					\$265,755	1.42%	\$3,819,614	20.53%	\$402,559	2.29%	\$2,464,852	13.23%
December					\$316,134	1.69%	\$1,381,083	7.42%	\$620,611	3.54%	\$2,810,671	15.08%
January					\$716,651	3.83%	\$1,261,786	6.78%	\$459,427	2.62%	\$1,261,208	6.77%
February					\$157,637	0.84%	\$1,330,570	7.15%	\$229,329	1.31%	\$1,309,578	7.03%
March					\$392,020	2.09%	\$1,372,210	7.37%	\$219,992	1.25%	\$1,309,558	7.03%
April					\$217,331	1.16%	\$1,010,693	4.43	\$493,999	2.81%	\$1,066,602	5.72%
May					\$5,330,178	28.47%	\$1,777,205	9.55%	\$2,696,106	15.36%	\$1,051,909	5.64%
June					\$3,288,068	17.56%	\$934,937	5.02%	\$4,382,014	24.96%	\$1,656,593	8.89%
Total thru Oct.	\$7,835,780	41.37%*	\$5,174,906	26.30%*	\$9,287,028	46.5%**	\$5,345,657	29.31%**	\$8,037,621	45.82%***	\$4,724,958	26.76%**
Year End Budget	\$18,937,300		\$19,675,501		\$19,970,806	106.60%	\$18,233,757	97.98%	\$17,541,658	99.93%	\$17,655,929	94.75%
					\$18,722,724		\$18,608,693		\$17,554,246		\$18,634,723	

\* compared to budget

\*\* compared to year end actual



# MOKENA PUBLIC SCHOOLS DISTRICT 159

## INFORMATION REPORT

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### Budget Transfers:

In this year's budget we created many new special education accounts in order to more closely track and budget our expenses in this area. Since we operated under the old budget for several months prior to the adoption of the new budget it was necessary to debit the old account numbers. Once the new budget was established we then transferred the amounts to the correct new account number. It was during this process that it was noticed that adaptive instruction was budgeted twice.

Adaptive instruction account number 10.4120.673.10 was also budgeted as account number 10.4122.306.10. Additionally, text and workbooks, account nos. 10.1101.412.10 and 10.1101.420.10 were not budgeted. Therefore, a \$7,000 and \$10,000 dollar budget transfer was made from the duplicate adaptive instructive account into text and workbooks to properly fund these accounts. The remainder of the adaptive instruction account, no. 10.4120.673.10, of \$112,462 was then transferred into the now combined adaptive instruction account no. 10.4122.306.10 for a total budget of \$241,924. We do not anticipate expending this entire budgeted amount. These budget transfers were necessary in order to correct these errors and ensure that they do not carry over into the next budgeting cycle

Date	Transfer From	Transfer To	Amount	Comments
10/31/2013	10.4120.673.10	10.4122.306.10	\$112,462	Transfer to correct budget account
10/31/2013	10.4120.673.10	10.1101.412.10	\$7,000	Transfer to correct budget account
10/31/2013	10.4120.673.10	10.1101.420.10	\$10,000	Transfer to correct budget account

### Notes to Financial Report:

**Page 1. Locker & Technology Fees** – These fees were included in the registration fees, we will break them out for next month.

**Page 1. Activity Fees** – As a result of the Board's decision to lower fees and to avoid the need to perform multiple refunds the receipt of fees was delayed. We have since started collecting fees which will be reported in next month's financials.

**Page 1. Miscellaneous Revenues** – These accounts were created to facilitate the reorganization of student activity accounts. Much of the revenue that in the past went into student activity will now be reported on the District's budget.

**Page 4. Workbooks** – These accounts were initially over because special education workbooks were billed here. We created a separate account for special education workbooks in order to closer track them. The budget for MES and MIS is still over, however the overall budget for workbooks/textbooks will not be over budget. This was necessary to reallocate resources to where they were needed for our curriculum purchases.



# MOKENA PUBLIC SCHOOLS DISTRICT 159

## INFORMATION REPORT

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**Page 8. Purchased Services Curriculum.** This is over budget mainly due to the iPads and related training workshop. These items will be transferred to other budget areas such as software licenses and Title I.

**Page 8. Books – Learning Center MIS –** This is over budget due to our reorganization of student activity accounts. This is the amount paid for books from the book fair. The corresponding revenue is shown in Miscellaneous Revenue – MIS.

**Page 8. Supplies – Library Grant Software and Barcodes –**This is over budget because the cost of the licenses increased this year.

**Page 8. Salaries District Receptionist –** A portion of the receptionist salary was transferred to transportation for transportation claims and state reporting purposes.

**Page 9. Salaries Ass. Supt of Bus Secr. –** A portion of the receptionist salary was transferred to transportation for transportation claims and state reporting purposes.

**Page 11. Special Education –** New special education accounts were set up this year to clearly identify each area where we receive services from District 843. This new format will allow us to better track and budget. In making the transition this was the area where the error occurred and adaptive instruction was budgeted twice. Now that the error is corrected it should not be an issue in future budgeting.

**Page 12. Non-Capital Equipment –** This is over budget due to the installation of our security locks and cameras. Although sufficient funds were budgeted overall we apportioned the cost between the buildings which then caused one building to go over budget.

### Notes to Bills List:

**Page 1. A-beep –** Three of our bus's two way radios needed replacing

**Page 1. Bank of New York Mellon –** Principal and interest payment on our two outstanding bonds.

**Page 1. Partial Transportation Refunds –** Throughout the bills list you will see partial refunds to parents whose MIS children take the bus and also participate in band. Because there is no band bus for MIS these students, and band starts before school these student are unable to take the morning bus. Those parents who paid the full transportation fee are getting a 50% refund.

**Page 2. CDW Government –** This is for the wall mounted projectors which was awarded to CDW under the District's bid process.

**Page 4. G.W. Berheimer Co. –** The \$1,008.15 motor charge is for one of the large motors used in the Districts heating and air conditioning system.

**Page 6. Lincolnway Area Sp Ed –** This year we created additional accounts in order to illustrate and track more concisely what we are being billed for by District 843.

**Page 7. Mokena Junior High –** The student activity account is being reimbursed for costs that should be paid through the budget. This year we are reorganizing student activity to facilitate proper budgeting.

**Treasurer's Report Income Summary**  
**October 01, 2013 - October 31, 2013**

<u>Fund</u>	<u>Beginning Balance</u>	<u>Revenues</u>	<u>Expenses</u>	<u>Change</u>	<u>Ending Balance</u>	<u>% Change</u>
10 EDUCATION FUND	\$7,405,374.96	\$619,629.83	\$975,680.94	\$356,051.11-	\$7,049,323.85	-4.8%
20 OM FUND	\$2,115,418.16	\$84,809.08	\$146,284.86	\$61,475.78-	\$2,053,942.38	-2.9%
30 BOND - INTEREST FUND	\$2,365,937.47	\$103,636.94	\$0.00	\$103,636.94	\$2,469,574.41	4.4%
40 TRANSPORTATION FUND	\$2,207,874.52	\$23,631.49	\$112,124.23	\$88,492.74-	\$2,119,381.78	-4.0%
50 IMRF FUND	\$249,255.91	\$27,356.38	\$44,912.02	\$17,555.64-	\$231,700.27	-7.0%
61 NEW CONSTRUCTION FUND	\$753,665.12	\$17.68	\$0.00	\$17.68	\$753,682.80	0.0%
70 WORKING CASH FUND	\$1,766,476.67	\$2,846.84	\$0.00	\$2,846.84	\$1,769,323.51	0.2%
80 TORT FUND	\$46,996.34	\$2,389.40	\$5,263.00	\$2,873.60-	\$44,122.74	-6.1%
<b>Totals :</b>	<b>\$16,910,999.15</b>	<b>\$864,317.64</b>	<b>\$1,284,265.05</b>	<b>\$419,947.41-</b>	<b>\$16,491,051.74</b>	<b>0.00</b>

**Mokena School District 159**  
**Treasurer's Detail Investment Report**  
**October 31, 2013**

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	\$ 482,895.23	\$ 6,458,261.21	\$ -	\$ -	\$ 7,987.98	\$ 45,955.90	\$ 54,223.53	\$ 7,049,323.85
20 Operations & Maintenance	\$ 20,055.43	\$ 1,975,133.09	\$ -	\$ -	\$ 1,732.23	\$ 41,923.47	\$ 15,098.16	\$ 2,053,942.38
30 Bond & Interest	\$ 41.38	\$ 1,777,841.82	\$ -	\$ -	\$ 4,297.17	\$ 6,450.48	\$ 680,943.56	\$ 2,469,574.41
40 Transportation	\$ 121,765.13	\$ 1,928,316.67	\$ -	\$ -	\$ 3,561.07	\$ 12,589.50	\$ 53,149.41	\$ 2,119,381.78
50 IMRF	\$ 21,680.54	\$ 188,863.08	\$ -	\$ -	\$ 681.54	\$ 174.42	\$ 20,300.69	\$ 231,700.27
61 New Construction	\$ 10,325.57	\$ -	\$ -	\$ -	\$ -	\$ 2,305.20	\$ 741,052.03	\$ 753,682.80
70 Working Cash	\$ 3,059.29	\$ 1,712,385.78	\$ -	\$ -	\$ 1,379.03	\$ 4,042.45	\$ 48,456.96	\$ 1,769,323.51
80 Tort Fund	\$ 2,070.33	\$ 40,778.65	\$ -	\$ -	\$ 81.48	\$ -	\$ 1,192.28	\$ 44,122.74
<b>TOTALS</b>	\$ 661,892.90	\$ 14,081,580.30	\$ -	\$ -	\$ 19,720.50	\$ 113,441.42	\$ 1,614,416.62	\$ 16,491,051.74
Percentages	4.014%	85.389%	0.000%	0.000%	0.120%	0.688%	9.790%	100.000%

## Certificate of Deposit Investments - Oct 2013

Financial Facility	Date Invested	Gross Rate	Net Rate	Opening Balance	Maturity Date
Arvest Bank-AR	06/13/13	0.455%	0.100%	\$ 173,759.23	12/12/2013
Associated Bank, NA - WI	05/30/13	0.250%	0.150%	\$ 249,800.00	11/27/2013
Banco Popular North America	05/30/13	0.350%	0.170%	\$ 83,000.00	11/27/2013
Banco Popular North America	05/30/13	0.350%	0.170%	\$ 84,000.00	11/27/2013
Banco Popular North America	05/30/13	0.350%	0.170%	\$ 82,690.00	11/27/2013
Bank Leumi-NY	05/30/13	0.650%	0.400%	\$ 248,900.00	6/11/2014
Bank of America-NC	06/13/13	0.455%	0.100%	\$ 246,435.87	12/12/2013
Bank of Baroda	06/06/13	0.150%	0.100%	\$ 249,062.39	12/12/2013
Bank of China-NY	05/31/13	0.350%	0.205%	\$ 249,600.00	1/16/2014
Bank of East Asia	05/30/13	0.550%	0.270%	\$ 249,400.00	3/5/2014
Bank of India	09/11/13	0.350%	0.201%	\$ 249,185.43	3/12/2014
Bank of New England	08/22/13	0.400%	0.156%	\$ 249,700.00	5/22/2014
Bank of North America	09/30/13	0.400%	0.351%	\$ 249,121.08	9/30/2014
Bankco Popular De Puerto Rico	06/05/13	0.300%	0.220%	\$ 249,099.76	12/5/2013
Bofi Federal Bank	05/30/13	.00 350	0.170%	\$ 249,700.00	11/27/2013
City National Bank-CA	05/31/13	0.350%	0.154%	\$ 249,800.00	11/27/2013
Cole Taylor Bank-IL	05/30/13	0.250%	0.150%	\$ 249,800.00	11/27/2013
Discover Bank	09/25/13	0.450%	0.401%	\$ 248,120.29	9/25/2014
Everbank-FL	06/13/13	0.455%	0.100%	\$ 159,832.54	12/12/2013
Far East National Bank	08/08/13	0.400%	0.230%	\$ 249,600.00	3/19/2014
Financial Federal Bank-TN	05/30/13	0.250%	0.140%	\$ 249,800.00	11/27/2013
The First, NA-ME	10/03/13	0.270%	0.100%	\$ 249,800.00	5/14/2014
First Guaranty Bank-LA	10/03/13	0.550%	0.193%	\$ 249,500.00	9/17/2014
First National Bank of St Louis-MO	06/13/13	0.455%	0.100%	\$ 246,435.87	12/12/2013
GE Capital Retail Bank	09/03/13	0.200%	0.102%	\$ 249,121.56	3/6/2014
IDB Bank-NY	06/06/13	0.500%	0.193%	\$ 249,500.00	4/15/2014
Lanmark Community Bank-TN	08/22/13	0.400%	0.100%	\$ 249,700.00	5/22/2014
Luana Savings Bank-IA	10/03/13	0.250%	0.100%	\$ 249,800.00	5/14/2014
Mizuho Corporate Bank	09/11/13	0.300%	0.101%	\$ 249,246.21	3/11/2014
Onwest Bank-CA	05/30/13	0.600%	0.421%	\$ 248,900.00	6/11/2014
Oriental Bank/Puerto Rico	08/16/13	0.250%	0.130%	\$ 249,073.65	11/14/2013
Orrstown Bank-PA	09/04/13	0.350%	0.100%	\$ 249,700.00	4/15/2014
Pacific Alliance-CA	10/03/13	0.450%	0.120%	\$ 249,400.00	9/17/2014
Plainscapital Bank-TX	05/30/13	0.350%	0.170%	\$ 249,690.00	11/27/2013
PMA-Term Series	06/14/13		0.120%	\$ 1,000,000.00	6/14/2013
PMA-Term Series	06/28/13		0.100%	\$ 750,000.00	1/22/2014
PMA-Term Series	06/28/13		0.080%	\$ 750,000.00	11/22/2013
PMA-Term Series	09/06/13		0.100%	\$ 500,000.00	3/24/2014
PMA-Term Series	09/06/13		0.110%	\$ 550,000.00	4/8/2014
PMA-Term Series	09/20/13		0.120%	\$ 800,000.00	6/17/2014
Private Bank-MI	05/30/13	0.250%	0.150%	\$ 249,800.00	12/9/2013
Rockford B&TC-IL	06/05/13	0.400%	0.143%	\$ 249,600.00	4/15/2014

Safra National Bank	09/27/13	0.350%	0.201%	\$	249,369.93	9/26/2014
State Bank of India-NY	05/30/13	0.300%	0.152%	\$	249,800.00	11/27/2013
Sterling National Bank-NY	08/22/13	0.400%	0.100%	\$	249,700.00	5/22/2014
Tomato Bank CA	05/31/13	0.280%	0.130%	\$	249,700.00	1/16/2014
Virginia Heritage Bank-VA	06/13/13	0.330%	0.101%	\$	249,800.00	12/13/2013
Washington Trust Company of Westerly-RI	06/13/13	0.455%	0.100%	\$	173,536.49	12/12/2013
Total				\$	14,081,580.30	

PMA Investments
PMA-DTC Investments

**MOKENA SCHOOL DISTRICT 159**  
**OUTSTANDING STATE PROGRAM PAYMENTS FY 2013-2014**  
 STATE FUNDING ONLY

Program	Function	PAYMENT AMOUNT	Date Scheduled	Date Disbursed / Vouchered	Processed By Comptroller	Date Received	PAID AMOUNT	BALANCE DUE to- Date @ 10/31/2013
General State Aid	3001	\$31,172.20	8/10/2013	8/5/2013	8/9/2013	8/13/2013	\$31,172.20	\$0.00
General State Aid	3001	\$31,172.20	8/20/2013	8/14/2013	8/20/2013	8/22/2013	\$31,172.20	\$0.00
General State Aid	3001	\$31,168.91	9/10/2013	9/4/2013	9/10/2013	9/12/2013	\$31,168.91	\$0.00
General State Aid	3001	\$31,168.91	9/20/2013	9/16/2013	9/20/2013	9/24/2013	\$31,168.91	\$0.00
General State Aid	3001	\$31,168.91	10/10/2013	10/7/2013	10/10/2013	10/15/2013	\$31,168.91	\$0.00
General State Aid	3001	\$31,168.91	10/20/2013	10/15/2013	10/18/2013	10/22/2013	\$31,168.91	\$0.00
General State Aid	3001	\$31,168.91	11/10/2013					\$31,168.91
General State Aid	3001	\$31,168.91	11/20/2013					\$31,168.91
General State Aid	3001	\$31,168.91	12/10/2013					\$31,168.91
General State Aid	3001	\$31,168.91	12/20/2013					\$31,168.91
General State Aid	3001	\$31,168.91	1/10/2014					\$31,168.91
General State Aid	3001	\$31,168.91	1/20/2014					\$31,168.91
General State Aid	3001	\$31,168.91	2/10/2014					\$31,168.91
General State Aid	3001	\$31,168.91	2/20/2014					\$31,168.91
General State Aid	3001	\$31,168.91	3/10/2014					\$31,168.91
General State Aid	3001	\$31,168.91	3/20/2014					\$31,168.91
General State Aid	3001	\$31,168.91	4/10/2014					\$31,168.91
General State Aid	3001	\$31,168.91	4/20/2014					\$31,168.91
General State Aid	3001	\$31,168.91	5/10/2014					\$31,168.91
General State Aid	3001	\$31,168.91	5/20/2014					\$31,168.91
General State Aid	3001	\$31,168.91	6/10/2014					\$31,168.91
General State Aid	3001	\$31,168.91	6/20/2014					\$31,168.91
General State Aide/Special	3001 Total	\$685,722.64					\$187,020.04	\$498,702.60
General State Aide/Special	3001 Total	\$0.00					\$0.00	\$0.00
Spec Ed Private Facility Tuition	3100	\$39,163.42	6/20/2013	6/17/2013	7/1/2013	7/3/2013	\$39,163.42	\$0.00
Spec Ed Private Facility Tuition	3100	\$29,484.53	9/30/2013	9/23/2013				\$29,484.53
Spec Ed Private Facility Tuition	3100 Total	\$68,647.95					\$0.00	\$29,484.53
Funding for Children Req Sp Ed	3105	\$53,971.29	6/20/2013	6/17/2013	7/1/2013	7/3/2013	\$53,971.29	\$0.00
Funding for Children Req Sp Ed	3105	\$50,599.00	9/30/2013	9/23/2013				\$50,599.00
Funding for Children Req Sp Ed	3105	\$50,599.00	12/30/2013					\$50,599.00
Funding for Children Req Sp Ed	3105	\$50,599.00	3/30/2014					\$50,599.00

Funding for Children Req Sp Ed	3105	6/20/2014											
3105 Total	\$50,599.00												\$50,599.00
Special Ed - Personnel	\$256,367.29	6/20/2013	6/17/2013	7/1/2013	7/3/2013								\$202,396.00
3110	\$48,959.25	9/30/2013	9/23/2013										\$0.00
3110 Total	\$47,919.75												\$47,919.75
3120	\$96,879.00												\$0.00
3120 Total	\$0.00												\$0.00
3145	\$0.00												\$0.00
3145 Total	\$0.00												\$0.00
Bilingual Ed	\$6,179.00	8/20/2013	8/27/2013	9/12/2013	9/16/2013								\$0.00
3305	\$6,179.00												\$0.00
3305 Total	\$6,179.00												\$0.00
State Free Lunch	\$176.13	6/13/2013	6/4/2013	7/9/2013	7/11/2013								\$0.00
3360	\$105.51	6/26/2013	8/26/2013	8/29/2013	9/3/2013								\$0.00
3360 Total	\$62.55	8/7/2013	9/17/2013	10/16/2013	10/18/2013								\$0.00
State Free Lunch	\$181.05	10/15/2013											\$181.05
3360	\$525.24												\$0.00
3360 Total	\$525.24												\$0.00
Transportation - Regular	\$5,465.65	9/30/2013	9/23/2013										\$5,465.65
3500	\$5,465.65												\$0.00
3500 Total	\$5,465.65												\$5,465.65
Transportation - Special Ed	\$75,102.04	6/15/2013	6/17/2013	7/1/2013	7/3/2013								\$0.00
3510	\$81,523.78	9/30/2013	9/23/2013										\$81,523.78
3510 Total	\$156,625.82												\$0.00
<b>Total Receivable</b>	<b>Grand Total</b>												<b>\$865,673.36</b>

Unpaid Categoricals Receivable from ISBE - By Month

Project Frozen  
FY13 Funds



## *Mokena School District 159* Information Report

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Date: November 1, 2013

To: Board of Education  
Dr. Omar Castillo, Superintendent

From: John Troy, Director of Business Operations

Re: **Annual Statement of Affairs for the Fiscal Year Ending 6/30/2013**

The School Code, Section 10-17 (105ILCS 5/10-17) states that, school districts are required to complete the Annual Statement of Affairs Report (ASA). Attached is a copy of the district's ASA Report for the fiscal year ending June 30, 2013.

The information for this ISBE report comes from the FY13 Annual Financial Report and the payroll and accounting programs. The district is required to publish the following pages of the report in the newspaper by December 1, 2013:

- Published Summary page 4
- Salary Schedule page 5
- Payments Over \$2,500 page 6

The ASA Report must be filed with Illinois State Board of Education (ISBE) electronically no later than December 15 annually. ISBE will publish the ASA on the ISBE website by January 15 of the following year.



## Mokena School District 159 Information Report

**Date:** November 20, 2013

**To:** Board of Education

**From:** Dr. Omar Castillo  
Superintendent

**RE:** 1<sup>st</sup> Quarter Discipline Report

One of the main goals of our school district is to maintain a safe environment for our students to learn and our staff to work. With this goal in mind, our schools have implemented programs like Positive Behavior Supports (PBS) to teach expected behavior and promote positive social growth. Along with that, our school district had previously created an electronic Bullying reporting system that continues to be used as needed to report bullying incidents. Below you will find the data regarding the use of both the Bullying Reporting system as well as the number of discipline infractions by school and grade level for the 1<sup>st</sup> Quarter of this school year compared to the same time period last school year.

1. Bullying Reporting – 7 incidents, 5 at MJHS, 2 at MIS (Same Student)
2. Discipline Infractions :

### Mokena Elementary School

Grade	2012-2013	2013-2014
Kindergarten	4	0
Grade 1	7	12 (6 referrals are for one student)
Grade 2	10	2
Grade 3	11	6
<b>MES Total</b>	<b>32</b>	<b>20</b>

### Mokena Intermediate School

Grade	2012-2013	2013-2014
4 <sup>th</sup>	9	3
5 <sup>th</sup>	15	7
<b>MIS Total</b>	<b>24</b>	<b>10</b>

### Mokena Junior High School

Grade	2012-2013	2013-2014
6 <sup>th</sup>	57	35
7 <sup>th</sup>	31	24
8 <sup>th</sup>	53	22
<b>MJHS Total</b>	<b>141</b>	<b>81</b>

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

**MINUTES**

**Regular Meeting, October 22, 2013**

Minutes of the regular meeting of the Board of Special Education, Will County, Illinois, held at Pioneer Grove Educational Center, 601 Willow Street, Frankfort, Illinois, at 7:00 p.m. on the 22<sup>nd</sup> day October 2013.

I. CALL TO ORDER

The meeting was called to order by President Patrick Usher at 7:00 p.m.

II. ROLL CALL

Present: James Gast (District #210), Mark Gray (District #114), Pam Kohlbacher (District #161), Kathy Miller (District #122), Patrick Usher (District #157C)

Member Absent: Stacy Cesta (District #159)

Staff Present: Dr. Sally H. Bintz, Director  
Craig Englert, Assistant Director for Finance and Operations  
Cheryl Della Penna, Administrative Assistant  
Danielle Devine, District 843 teacher  
Julie Egan, District 843 supervisor  
Johanna Frick, District 843 teacher  
Mollie Frick, District 843 supervisor  
Sue Kaczmarczyk, Pioneer Grove Principal  
Natalie Pufahl, District 843 teacher  
Sarah Rexroad, Mackay Center Principal

III. APPROVAL OF MINUTES OF REGULAR MEETING AND CLOSED SESSION OF SEPTEMBER 19, 2013

*A motion was made by Kathy Miller and seconded by James Gast to approve the minutes of the Regular Meeting and Closed Session of September 19, 2013.*

*Voting Aye: Gast, Gray, Kohlbacher, Miller, Usher*

*Motion carried: 5 Aye, 0 Nay*

IV. PUBLIC COMMENT

V. REPORTS

A. Treasurer's Report

Mr. Englert reviewed the Treasurer's Report with the Governing Board.

B. Review of Advisory Committee Minutes

Dr. Bintz reviewed the minutes from the October 8, 2013 Advisory Meeting.

C. Director's Report

1. *Foundation*

Dr. Bintz reported the Foundation meets three or four times per year and the next meeting will take place on October 26, 2013 at 8:00 a.m. The Foundation's main activities are fundraisers and the awarding of grants.

2. *Parent Advisory Council – Parent University*

Dr. Bintz reported that the Parent Advisory Council will offer the fourth Parent University on November 2, 2013. This event will be sponsored by the Parent Advisory Council with support and assistance from the PLASE organization. Two enlightening and interactive guest speaker presentations will be offered during the Parent University event.

4. *Joint Long Range Planning Committee*

Dr. Bintz informed the Governing Board that the next Joint Long Range Planning Committee will meet on November 4, 2013. The Director will provide the Advisory Committee and Governing Board with recommendations that are developed during the Long Range Planning Committee meeting.

5. *Final New Lenox SD #122 Withdrawal Agreement*

Dr. Bintz stated that she was pleased with the spirit in which the withdrawal agreement was developed and that all involved have worked toward maintaining services for the students. The Director reviewed the summary of the terms of the Withdrawal Agreement with the Governing Board.

6. *Will County Health/Life Safety Annual Inspection Report*

Dr. Bintz indicated the 2013/2014 Health/Life Safety Annual Inspection Report for the Cooperative facilities indicated no violations.

D. Principals' Reports

Pioneer Grove Educational Center

Sue Kaczmarczyk reported that Homecoming week took place at Pioneer Grove the week of October 7, 2013. The festivities included a trip to a pumpkin patch field, a tug of war sports day, and a pep assembly and parade on Friday, October 11. The Homecoming dance for the Middle school and High school students was also held. Parents will be involved in the Halloween parade which will take place within the Pioneer Grove building. Four staff members from Home Depot will return to Pioneer Grove next week to assist the students in building airplanes which will coincide with the space and aeronautical building theme currently featured in the building. The students will again have access to the pool at Lincoln-Way East. Dr. Bintz expressed her appreciation to District #210 for allowing the students to use the pool at no charge and for providing Lincoln-Way space at Lincoln-Way Central for the *iCan Bike Camp* which will take place in June 2014. Mrs. Kaczmarczyk informed the Governing Board that she is enjoying the students and staff and takes great pleasure in her role as Principal at Pioneer Grove.

Mackay Education Center

Mrs. Rexroad reported that there was the first PACT graduate on October 7 which left an opening for another student to participate in this program. The students have been participating in two after school groups identified as "*minecraft video*" and "*girls*" groups to encourage peer socialization and friendship. The students will visit Irons Oaks Environmental Learning Center on October 29 and participate in team building and trust activities.

E. FMLA

Dr. Bintz reported leaves for the following employees have been designated as FMLA leave entitlement:

Employee 2811 to begin October 1, 2013 for up to three workweeks.

Employee 5526 to begin October 3, 2013 for up to twelve workweeks.

Employee 5920 to begin December 20, 2013 for up to eight workweeks.

F. FOIA Request

Request from Mike Fitch requesting the most recent version of any collective bargaining agreements with any employee groups.

VI. APPROVAL OF THE CONSENT AGENDA

**Acting on the recommendation of the Director, Mark Gray moved, seconded by Kathy Miller, 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  
Information regarding the Financial Statement for the month of September 2013 and investments through October 22, 2013 was provided to the Governing Board.
- C. Approval of Personnel Items as Listed:
1. Retirement  
**Non-Certified Staff**  
Jeanne Guca, paraprofessional, effective September 25, 2013 – thirteen years of service.
  2. Resignation  
**Non-Certified Staff**  
*Olga Blagojevic*, paraprofessional, effective October 9, 2013.  
*Katie Luna*, bus driver, effective October 3, 2013.
  3. Employment  
**Non-Certified Staff**  
*Janice Allen*, bus monitor, effective October 11, 2013, at a rate of \$9.00 per hour.  
*Jessica Gleason*, student worker at Transportation, three days per week 8:45 a.m. to Noon, effective September 27, 2013, at a rate of \$8.25 per hour.  
*Justin Henry*, student worker at Cooperative three days per week Noon – 2:00 p.m., effective October 7, 2013, at a rate of \$8.25 per hour.  
*Elaine Johnson*, bus monitor, effective October 11, 2013, at a rate of \$9.00 per hour.  
*Jeri Sandt*, bus monitor, effective October 11, 2013, at a rate of \$9.00 per hour.  
*Gwendolyn Sidebottom*, bus monitor, effective October 11, 2013, at a rate of \$10.43 per hour.  
  
**Non-Certified Staff - Recall**  
Paraprofessionals (these employees are being recalled from honorable dismissal in April, 2013)  
*Jean Miller*, paraprofessional at Mokena Elementary School, effective October 2, 2013.  
*Laura Olsen*, paraprofessional at Oakview School, effective September 30, 2013.  
*Laura Ryan*, paraprofessional at Oakview School, effective October 9, 2013.
- D. First Reading of Policies  
Policy 715.01 – *Student Section* – Student Discipline (Update)  
Policy 500.02 – *Personnel Section* – Abused and Neglected Child Reporting (Update)  
Policy 500.50 – *Personnel Section* – Personnel Records (Update)  
Policy 200.250 – *Board of Education Section* – Access to District Public Records

**CONSENT VOTE:**

**Voting Aye:** *Gast, Gray, Kohlbacher, Miller, Usher*  
**Motion carried:** *5 Aye, 0 Nay*

VII. ACTION ITEMS

VIII. INFORMATION ITEMS AND ANNOUNCEMENTS

The next regular meeting of the Board of Special Education will be held at 7:00 p.m. on November 26, 2013 at the Administrative Center, Frankfort, IL.

IX. ADJOURNMENT

A motion was made by Mark Gray and seconded by Kathy Miller that the meeting be adjourned. All members voted Aye. Motion carried. President Usher declared the meeting adjourned at 7:41 p.m.

Respectfully submitted,  
Cheryl A. Della Penna,  
Administrative Assistant

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President

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Secretary

ACTION  
REQUESTS

**Action Request**  
**Mokena School District 159**  
**REGULAR MEETING**

Personnel Recommendations – November 20, 2013

<b>NAME</b>	<b>POSITION</b>	<b>BUILDING</b>	<b>EFFECTIVE DATE</b>	<b>EMPLOYMENT DETAIL</b>
<b>1. Classified – New Hire</b>				
Ginger Houchens	Food Server	District	11/01/2013	\$8.31/hr 5days/wk 3 hr/day
Debra Searles	Sub Food Server	District	10/10/2013	\$8.31/hr as needed
Hong Ragland	Sub Food Server	District	11/04/2013	\$8.31/hr as needed
<b>2. Classified – Status Change</b>				
Lilly Conway	Sub Food Server	District	10/15/2013	\$9.09/hr as needed
Marie Spalla	Sub Food Server	District	11/15/2013	\$8.69/hr as needed
<b>3. Administrative-extended LOA</b>				
Eric Melnyczenko	Principal	MIS	11/7-11/15/2013	
<b>4. Administrative – extended assignment</b>				
Mari Jo Hanson	Interim Principal	MIS	10/16-11/22/2013	
<b>5. Classified – Resignation</b>				
Lynn Georgan	Food Server	MJH	10/31/2013	
<b>6. Classified - Medical Leave of Absence</b>				
Donna Versetto	Para-Professional	MIS	10/22/-11/01/2013	

**Recommended Motion:**

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



## *Mokena School District 159* Action Request

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Date: November 20, 2013

To: Board of Education  
Dr. Omar Castillo,  
Superintendent

From: John Troy  
Director of Business Operations and Transportation

Subject: 2013 Real Estate Tax Levy

The Real Estate Tax Levy is a means by which local government agencies such as school districts acquire funds for its operation. The amount raised from property taxes is called the "Levy." Tax rates for the levy are computed by dividing the levy request for each fund by the equalized assessed valuation to provide a percentage factor for each fund. Equalized assessed valuation is the taxable value of property as determined through the County and State assessment processes.

Maximum legal rates and the Property Tax Extension Limitation Law (PTELL) or TAX CAP LAW for equalized assessed valuation controls the tax rates. The restricted tax rate limits the levy increases to either the Consumer Price Index or 5%, **which ever is lower**. The Consumer Price index used for the 2013 levy is 1.7% compared to 3.0% for the 2012 Levy. New property yields additional tax dollars above the existing property and is taxed at the full-assessed valuation when it first comes on the tax rolls. We are requesting more than we know that we will receive in order to provide fair assessment to new properties. This is to avoid the loss of current and future tax dollars by not taxing the new property and losing the future taxes due to the Tax Cap Law. If we don't project a high enough EAV to capture all new property, than we under levy and we will permanently lose access to the levy of the new property. Due to the nature of all the factors that will not be available until after we are required to provide a levy, we estimate high, referred to as balloon levy, knowing that the County Clerk will reduce the levy by applying the **Tax Cap formula** to the final EAV that will be calculated.

Each school district is required to certify annually and return to the respective county clerk, on or before the last Tuesday in December, its certificate of tax levy. The following are the basic requirements of The Truth in Taxation Act:

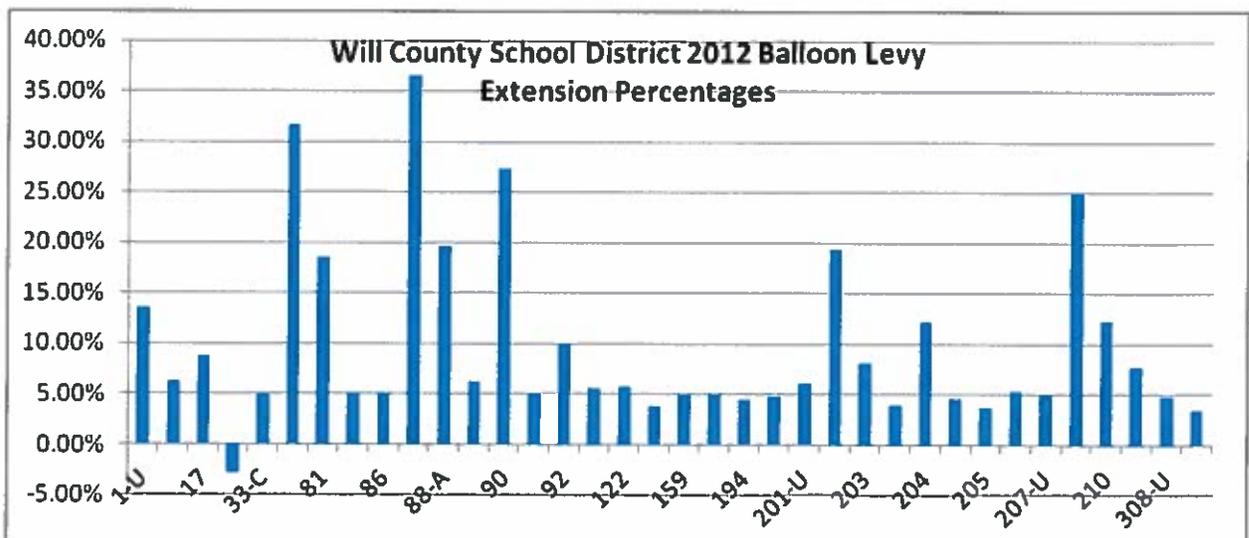
- At least 30 days prior to the adoption of its aggregate levy, the local board of education shall estimate the dollar amount of the aggregate levy for the current year exclusive of election cost.
- Any district proposing to increase its aggregate levy more than 105 percent of its prior year's extension, exclusive of election cost, must publish a notice prescribed by law, in a newspaper of general local circulation.

- No levy of a taxing district shall be invalidated for failure to comply with the provisions of the Act if the failure is attributed to the newspaper's failure to reproduce the information accurately or to publish the notice as directed by the taxing district.
- The notice must be published no more than 14 days nor less than 7 days prior to the date of the public hearing.
- All hearings must be open to the public. The corporate authority of the taxing district is to explain the reasons for the proposed increase and is required to permit persons desiring to be heard an opportunity to present testimony within reasonable time limits.
- If a public hearing must be held, it may not coincide with the hearing on the proposed budget of the taxing district. The hearing must be convened no more than 14 days, nor less than seven days, after the notice publication. If the final levy ordinance adopted is greater than 105 percent of the prior year's extension and is in excess of the amount shown in the public notice, a second published notice of the adoption action must be made in the form and manner provided in Section 7 of the Truth in Taxation Act within 15 days. No hearing needs to be held after this subsequent publication.
- The levy filed with the county clerk may not request extension of an extension unless the levy ordinance meets the Truth in Taxation Act requirement. The school board must file a certification by the presiding officer of the board stating that the provisions of the Truth in Taxation Act have been met.

The following illustrates the District's prior balloon levy percentages:

2005	16.1%	2009	5.1%
2006	24.6%	2010	20.2%
2007	27.6%	2011	4.42%
2008	15.4%	2012	4.98%

The following table illustrates the balloon levy request percentages in 2012 for Will County School Districts.



We recommend that you approve the 2013 Truth in Taxation Law Resolution as presented for the proposed 2013 Levy and authorize the publication of notice of the public hearing on the proposed property tax levy. The notice will comply with requirements of the Truth In Taxation Law as shown in EXHIBIT A, and establish the levy hearing on December 18, 2013, at 7:00 p.m at Mokena Elementary School.

**Motion**

Upon the recommendation of Administration, I move that the Board adopt the Resolution entitled, "2013 Truth In Taxation Law Resolution" as presented for the proposed 2013 Levy. Further, I recommend that the Board authorize the publication of a notice of the public hearing on the proposed property tax levy as shown in EXHIBIT A.

**Moved by:** \_\_\_\_\_

**Seconded by:** \_\_\_\_\_

(Roll Call Vote)

**Truth in Taxation Notice of Proposed Levy****Notice of Proposed Property Tax Increase For  
Mokena School District 159**

- I. A public hearing to approve a proposed property tax levy increase for Mokena School District 159 for 2013 will be held on Wednesday, December 18, 2013 at 7:00 PM at Mokena Elementary School 11244 Willowcrest Lane, Mokena, Illinois. Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Mr. John Troy, Director of Business Operations, 11244 Willowcrest Lane, Mokena, Illinois, at (708) 342-4900.
- II. The corporate and special purpose property taxes extended or abated for 2012 were \$12,852,629.63 The proposed corporate and special purpose property taxes to be levied for 2013 are \$13,490,000. This represents an 4.96% increase over the previous year.
- III. The property taxes extended for debt service and public building commission leases for 2012 were \$2,230,154.71 The estimated property taxes to be levied for debt service and public building commission leases for 2013 are \$2,345,000. This represents a 5.15% increase over the previous year.
- IV. The total property taxes extended or abated for 2012 were \$15,082,784.34. The estimated total property taxes to be levied for 2013 are \$15,835,000\*. This represents a 4.99% increase over the previous year.

\*The District is subject to the Property Tax Extension Limit Law (PTELL) and the amount received will be limited to CPI (1.7%) plus new property growth.

**2013 LEVY CALCULATION PAGE**

Consumer Price Index: 1.70%

Actual Total EAV for 2012: \$565,025,263  
 Estimated % change from 2012 EAV: -5.00%

$\frac{\text{Prior Year Extension} \times (1 + \text{Lesser of } 5\% \text{ or CPI})}{\text{Total EAV - New Construction}}$

Limiting Rate:

Limiting Rate: 2.4351%  
 Estimated Capped Extension: \$13,168,529.38

Estimated New Construction for 2013: \$4,000,000  
 Estimated Total EAV for 2013: \$540,774,000  
 Total change from prior year: -4.29%

	Maximum Tax Rate:		Individual Fund Estimated Maximum Extension:		Prorated Extension based on prior year extension:		Manual Override:		Ballroom % Input:		Levy Amount:
	Prior Year Extension:	Rate:	Maximum Extension:	Maximum Extension:	on prior year extension:	Manual Override:	Ballroom % Input:	Levy Amount:	Ballroom % Input:		
Educational	\$10,318,491.35	3.50%	\$18,927,089.99	\$18,927,089.99	\$10,572,105.51	\$10,640,000	\$10,640,000	\$10,640,000.00		\$10,640,000.00	
Operations & Maintenance	\$1,181,467.82	0.55%	\$2,974,257.00	\$2,974,257.00	\$1,210,506.66	\$1,200,000	\$1,200,000	\$1,200,000.00		\$1,200,000.00	
Transportation	\$409,078.29	0.00%	\$0.00	\$0.00	\$419,132.87	\$440,000	\$440,000	\$440,000.00		\$440,000.00	
Working Cash	\$59,892.67	0.05%	\$270,387.00	\$270,387.00	\$61,364.75	\$65,000	\$65,000	\$65,000.00		\$65,000.00	
Municipal Retirement	\$211,884.47				\$217,092.30	\$300,000	\$300,000	\$300,000.00		\$300,000.00	
Social Security	\$211,884.47				\$217,092.30	\$300,000	\$300,000	\$300,000.00		\$300,000.00	
Fire Prevention & Safety *	\$0.00	0.00%	\$0.00	\$0.00	\$0.00			\$0.00		\$0.00	
Tort Immunity	\$50,852.27				\$52,102.15	\$120,000	\$120,000	\$120,000.00		\$120,000.00	
Special Education	\$409,078.29	0.40%	\$2,163,096.00	\$2,163,096.00	\$419,132.87	\$425,000	\$425,000	\$425,000.00		\$425,000.00	
Leasing	\$0.00	0.00%	\$0.00	\$0.00	\$0.00			\$0.00		\$0.00	
	\$0.00	0.00%	\$0.00	\$0.00	\$0.00			\$0.00		\$0.00	

Capped Extension/Levy \$12,852,629.63

\$24,334,829.99

\$13,490,000.00 Capped Levy \$13,490,000.00 4.96%

Truth in Taxation

SEDOL IMRF \$0.00

SEDOL IMRF \$0.00

\$321,470.62

Bond and Interest: \$2,230,154.71

Bond and Interest: \$2,345,000.00

\$2,345,000.00 5.15%

Total Extension/Levy \$15,082,784.34

Total Levy \$15,835,000.00

\$15,835,000.00 4.99%

\* Includes Fire Prevention, Safety, Energy Conservation, Disabled Accessibility, School Security, and Specified Repair Purposes.



**Mokena School District 159**  
**Action Request**

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**Date:** November 20, 2013

**To:** Board of Education

**From:** Omar Castillo, Superintendent

**Re: Petition for Withdrawal of New Lenox School District #122**

The petition for Withdrawal of New Lenox School District #122 from Lincoln-Way Area Special Education Joint Agreement District #843 has been an ongoing discussion for several months by both the Governing Board for District 843 and the Advisory (Superintendents) Board. A summary was provided by Dr. Bintz and Mr. Englert at the October 16, 2013 Board meeting. After all questions and concerns from all the Lincoln Way School Boards were addressed, the final agreement was drawn up by District #843 legal counsel. It was also agreed to have all districts vote upon the withdrawal agreement during their November Board meetings.

**The recommended motion by District #843 legal counsel is as follows:**

**"to approve the Resolution Approving the Petition for Withdrawal of New Lenox School District #122 from Lincoln-Way Area Special Education Joint Agreement District 843 effective July 1, 2014, and approve the Withdrawal Agreement as presented."**

First: \_\_\_\_\_

Seconded: \_\_\_\_\_