

# TAX LEVY HEARING



## ***MOKENA SCHOOL DISTRICT 159*** **ACTION REQUEST**

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Date: December 19, 2012

To: Board of Education  
Mr. Steve Stein, Superintendent

From: John Troy, Director of Business Operations

Subject: **2012 Levy Hearing and Approval**

The tentative 2012 tax levy was presented at the November 14, 2012 Board of Education Meeting. The tentative levy request did not require a public hearing because it was not greater than 105% of the final aggregate extension for the preceding year. The Board decided to hold a hearing in December to allow public input on the levy. At that time, the Board approved the publication of the Truth in Taxation notice and set the date for the 2012 Levy Hearing for Thursday, December 19, 2012. The following actions are being taken to adopt the 2012 Levy.

### **Approval of 2012 Levy & Related Documents**

#### **Adoption of Certificate of Compliance for Truth in Taxation Act**

The "Truth in Taxation Act" requires the publication of a notice in a newspaper of general circulation in the School District regarding the proposed levy. The notice may not be placed in the classified section of the newspaper. Although not required for the 2012 Levy, the notice was published in The Southtown Star Newspaper.

All the requirements of the Truth In Taxation Act having been met, as provided in the **THREE MOTIONS** following, the President should call for a motion authorizing the signature of the Certificate of Compliance with the Truth In Taxation Act.

#### **Adoption of 2012 Levy**

The Levy Adoption is the process of formally requesting that the Will County Clerk identify the tax rates necessary to generate the requested funds through the completion of a number of documents. These documents will be filed with the Clerk who will then certify to the County Treasurer that the funds should be collected from the property owners of the area comprising Mokena School District 159. Because of the notification process required by the Truth In Taxation Act, you may not adopt a levy that departs from that described in the official notice unless you publish a new notice.

#### **Certificate of Tax Levy**

The Certificate of Tax Levy is the document that is used by the County Clerk to create the tax rates for all funds excepting the Bond and Interest Fund. The Bond and Interest Fund

rate is set on the basis of documents filed with the Clerk at the time when a Bond sale is consummated. We recommend that the Board adopt a certificate of tax levy as described in the suggested motion. The Will County Clerk will enter the Bond & Interest levy amount.

## **2012 Levy Hearing – December 2012**

### **MOTIONS**

#### **Declare Levy Hearing Open**

The Board President should declare the 2012 Levy Hearing open at 7:00 PM **or later** in the meeting. The President should ask if anyone wishes to address the Board regarding the 2012 Levy. The Levy Hearing is an opportunity for members of the community to make comments regarding the proposed District Levy.

At the time that the questions and comments regarding the proposed Levy seem to be exhausted, the President will call for a motion regarding the Levy Hearing.

#### **1.) Recommended Motion:**

I move that we close the 2012 Levy Hearing.

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_  
(Roll Call Vote)

# INFORMATION REPORTS



***Treasurer's Report Income Summary***  
***November 01, 2012 - November 30, 2012***

<i>Fund</i>	<i>Beginning Balance</i>	<i>Revenues</i>	<i>Expenses</i>	<i>Change</i>	<i>Ending Balance</i>	<i>% Chnge</i>
10 EDUCATION FUND	\$6,830,538.67	\$220,382.65	\$1,414,200.14	\$1,193,817.49-	\$5,636,721.18	-17.5%
20 OM FUND	\$1,849,042.45	\$16,069.40	\$153,239.95	\$137,170.55-	\$1,711,871.90	-7.4%
30 BOND - INTEREST FUND	\$2,408,906.23	\$16,414.36	\$2,125,000.00	\$2,108,585.64-	\$300,320.59	-87.5%
40 TRANSPORTATION FUND	\$2,148,603.87	\$8,536.26	\$69,217.57	\$60,681.31-	\$2,087,922.56	-2.8%
50 IMRF FUND	\$221,708.76	\$3,087.58	\$57,956.83	\$54,869.25-	\$166,839.51	-24.7%
61 NEW CONSTRUCTION FUND	\$753,240.31	\$38.52	\$0.00	\$38.52	\$753,278.83	0.0%
70 WORKING CASH FUND	\$1,705,480.77	\$846.71	\$0.00	\$846.71	\$1,706,327.48	0.0%
80 TORT FUND	\$116,920.33	\$380.18	\$0.00	\$380.18	\$117,300.51	0.3%
<b>Totals :</b>	<b>\$16,034,441.39</b>	<b>\$265,755.66</b>	<b>\$3,819,614.49</b>	<b>\$3,553,858.83-</b>	<b>\$12,480,582.56</b>	<b>0.00</b>

**Mokena School District 159**  
**Treasurer's Detail Investment Report**  
**November 30, 2012**

<b>Fund</b>	<b>Mokena St Bank Checking</b>	<b>Certificates of Deposit</b>	<b>Commercial Paper</b>	<b>Federal Agencies</b>	<b>IIIT Money Market</b>	<b>Illinois Funds Money Market</b>	<b>ISDLAF Money Market</b>	<b>Fund Balances</b>
<b>10</b> <b>Education &amp; Adequacy Grant</b>	\$ 61,486.00	\$ 4,322,004.43	\$ -	\$ -	\$ 7,210.96	\$ 45,939.79	\$1,200,080.00	\$ 5,636,721.18
<b>20</b> <b>Operations &amp; Maintenance</b>	\$ 2,871.19	\$ 1,308,626.11	\$ -	\$ -	\$ 1,168.87	\$ 41,908.79	\$ 357,296.94	\$ 1,711,871.90
<b>30</b> <b>Bond &amp; Interest</b>	\$ 41.33	\$ 286,152.16	\$ -	\$ -	\$ 4,396.46	\$ 6,448.22	\$ 3,282.42	\$ 300,320.59
<b>40</b> <b>Transportation</b>	\$ 141,310.56	\$ 1,411,448.76	\$ -	\$ -	\$ 3,023.39	\$ 12,585.08	\$ 519,554.77	\$ 2,087,922.56
<b>50</b> <b>IMRF</b>	\$ 2,933.45	\$ 123,577.65	\$ -	\$ -	\$ 694.92	\$ 174.37	\$ 39,459.12	\$ 166,839.51
<b>61</b> <b>New Construction</b>	\$ 25,298.57	\$ -	\$ -	\$ -	\$ -	\$ 2,304.40	\$ 725,675.86	\$ 753,278.83
<b>70</b> <b>Working Cash</b>	\$ 4,054.52	\$ 1,170,295.08	\$ -	\$ -	\$ 1,019.92	\$ 4,041.03	\$ 526,916.93	\$ 1,706,327.48
<b>80</b> <b>Tort Fund</b>	\$ 4,376.08	\$ 42,899.39	\$ -	\$ -	\$ 70.17	\$ -	\$ 69,954.87	\$ 117,300.51
<b>TOTALS</b>	\$ 242,371.70	\$ 8,665,003.58	\$ -	\$ -	\$ 17,584.69	\$ 113,401.68	\$3,442,220.91	\$ 12,480,582.56
Percentages	1.942%	69.428%	0.000%	0.000%	0.141%	0.909%	27.581%	100.000%

## Certificate of Deposit Investments - Nov 2012

Financial Facility	Date Invested	Rate	Opening Balance	Maturity Date
Apple Bank for Savings	08/01/12	0.170%	\$ 249,127.61	12/27/2012
Associated Bank, NA - WI	07/30/12	0.100%	\$ 249,800.00	2/20/2013
Banco Popular De Puerto Rico	06/20/12	0.350%	\$ 249,062.24	12/20/2012
Banco Popular De Puerto Rico - IL	07/30/12	0.100%	\$ 249,800.00	2/20/2013
Bank Leumi-NY	05/30/12	0.350%	\$ 249,100.00	5/30/2013
Bank of China-NY	05/30/12	0.360%	\$ 249,100.00	5/30/2013
Bank of East Asia	09/06/12	0.100%	\$ 249,900.00	12/20/2012
Bank of India	08/30/12	0.252%	\$ 249,059.00	2/27/2013
Bank of the Sierra	09/06/12	0.090%	\$ 82,900.00	12/20/2012
Bank of the Sierra	09/06/12	0.090%	\$ 84,000.00	12/20/2012
Bank of the Sierra	09/06/12	0.090%	\$ 83,000.00	12/20/2012
Bank of The West-CA	05/30/12	0.450%	\$ 248,800.00	5/30/2013
Beal Bank USA	09/26/12	0.100%	\$ 249,092.87	12/26/2012
Capital Pacific Bank	09/20/12	0.100%	\$ 190,145.00	3/20/2013
Customers Bank	08/31/12	0.200%	\$ 249,247.76	3/1/2013
East West Bank	05/30/12	0.390%	\$ 249,000.00	5/30/2013
Enterprise Bank & Trust-MO	07/30/12	0.100%	\$ 249,800.00	2/20/2013
<b>Financial Federal Savings Bank-TN</b>	06/06/12	0.300%	\$ 248,000.00	12/3/2012
First Niagara Bank	09/28/12	0.151%	\$ 249,183.81	3/28/2013
Firstbank of Puerto Rico	06/01/12	0.350%	\$ 249,375.38	6/3/2013
GE Capital Retail Bank	06/01/12	0.400%	\$ 248,118.60	5/31/2013
Goldman Sachs Bank	06/06/12	0.350%	\$ 248,120.59	6/6/2013
Huntington National Bank	06/08/12	0.150%	\$ 249,252.22	12/10/2012
<b>Liberty Bank-MO</b>	06/06/12	0.350%	\$ 248,000.00	3/4/2013
Mizuho Corporate Bank	06/06/12	0.300%	\$ 158,156.22	6/6/2013
Old Plank Trail Comm Bank-IL	05/30/12	0.300%	\$ 100,000.00	5/30/2013
<b>Onewest Bank-CA</b>	11/07/12	0.450%	\$ 248,000.00	5/6/2013
Pacific Trust Bank	09/20/12	0.100%	\$ 249,800.00	3/20/2013
PlainsCapital Bank	09/20/12	0.100%	\$ 249,800.00	3/20/2013
Private Bank-MI	06/28/12	0.260%	\$ 249,500.00	4/3/2013
<b>Royal Savings Bank-IL</b>	11/07/12	0.380%	\$ 248,000.00	5/6/2013
<b>Southside Bank-TX</b>	06/06/12	0.430%	\$ 248,000.00	6/6/2013
Sovereign Bank	06/27/12	0.300%	\$ 249,062.28	12/27/2012
<b>State Bank of India</b>	11/07/12	0.450%	\$ 248,000.00	5/6/2013
Sterling National Bank-NY	07/30/12	0.100%	\$ 249,800.00	2/20/2013
<b>Tennessee State Bank-TN</b>	06/06/12	0.300%	\$ 248,000.00	12/3/2012
The First NA	09/20/12	0.700%	\$ 249,900.00	12/26/2012
<b>Tristate Capital Bank-PA</b>	06/06/12	0.550%	\$ 248,000.00	6/6/2013
Total			\$ 8,665,003.58	

IIIT Investments
PMA Investments
PMA-DTC Investments



**MOKENA SCHOOL DISTRICT 159 AND  
MOKENA PARK DISTRICT**

**INTERGOVERNMENTAL  
AGREEMENT**

**REGARDING USE OF BASEBALL FIELDS & GREEN SPACE BEHIND and  
ADJACENT TO MES AND MIS**

This Intergovernmental Agreement ("Agreement") is hereby made and entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, 2012, by and between the Mokena Park District ("Park District") and the Board of Education of Mokena School District No. 159, Will County, Illinois ("School District").

WHEREAS, the Park District and the School District are public agencies authorized to enter into intergovernmental agreements for the sharing of governmental functions by the Illinois Constitution, Article VII, Section 10, and by Section 3 and 5 of the Intergovernmental Cooperation Act (5 ILCS 220/3.5);

WHEREAS, the School District and the Park District both desire to make the School District's Baseball Fields and Green Space behind and adjacent to MES and MIS (herein referred to as the "Fields") more readily available to the Community for recreational purpose; and

WHEREAS, the Park District and the School District wish to cooperate in doing so, thereby reducing costs to the taxpayers;

IT IS HEREBY AGREED BY THE PARTIES, for and in consideration of the mutual promises and covenants made herein, the sufficiency of which each party hereby acknowledges, as follows:

1. INCORPORATION OF RECITALS. The recitals made above are incorporated herein as stipulations of the parties.

2. PERMITTED USE OF PROPERTY. The School District shall permit the Park District to use the “Fields” at Mokena Elementary and Intermediate School during times when they are not being used for School District purposes, in accordance with schedules for facility utilization developed and approved annually by the Superintendent of Schools of the School District and the Director / Manager of the Park District, subject to the following:

A. The “Fields” are defined to include two (2) baseball fields and the surrounding green space behind and adjacent to MES and MIS as indicated in **Exhibit A**, all as presently configured on the grounds of Mokena Elementary and Intermediate School located at 11244 Willowcrest Lane and 11331 W. 195<sup>th</sup> Street, respectively in Mokena, Illinois. Nothing herein prevents the School District from adding to, subtracting from, or moving such “Fields” as they presently exist, but such alternations shall not change the obligations of the parties. Should any additional amenities be added, this Agreement shall pertain only to the “Fields” unless otherwise agreed by the parties.

B. The School District shall have priority at all times in the use of the “Fields”, and such use shall take precedence over this Agreement. However, the Park District shall have priority in the scheduling of the “Fields” over third parties, except for the Blue Demons Baseball Organization, who shall have the first right of refusal during their season (approximately April 1 thru July 30) for usage of the two baseball fields. In consideration of all the past improvements made to the Fields by The Blue Demons organization, they shall not be charged a fee by the Park District. The parties will promptly provide each other with notice of scheduled events, including changes, and any cancellations. Once the Park

District has scheduled its events, third parties will be allowed to schedule events as the calendar allows. In addition, the Park District will provide the School District a comprehensive written schedule once the Blue Demons and the Park District have completed their initial scheduling as stated above. The schedule shall be updated and provided to the School District upon the scheduling by the Park District of any third party users. The School District reserves the right to reject any proposed third party user it deems inappropriate and will provide an explanation to the Park District for any such rejection.

C. The Park District will promptly repair, at its own expense, any damage to the "Fields" which arises out of its use or any organization permitted to use the "Fields". However, any damage not caused by the Park District to any improvements that were installed / constructed by other organizations will be the responsibility of that organization. Each organization will be required to sign a hold harmless agreement with the Park District and the School District for any improvements that they install or construct.

D. The Park District will, throughout the term of this Agreement, maintain insurance adequate to cover liabilities arising out of its use of the "Fields". In no event, however, shall the limits of such liability be less than the following: General Liability coverage - - specifically Bodily Injury, Personal Injury, and Property Damage - - with limits of not less than \$1,000,000 per occurrence. On an annual basis, within the first two months of the calendar year (Jan. -- Feb.) the Park District will deliver a copy of a certificate evincing the aforesaid liability insurance coverage to the School District. This Agreement shall be subject to

termination by the School District if adequate insurance, as determined by the School District, is not maintained.

E. The Park District shall be responsible for the regular maintenance of the “Fields”, including the following: year-round lawn cutting and maintenance; grass seeding and fertilization; weed control; garbage pick-up; and provision and maintenance of portable toilet. The Park District may only apply fertilizing and weed control substances on Fridays after School District events are done and must notify the School District before such applications. The Park District will also inspect, maintain and mulch as needed the playscape area to the south of MES, just west of where Willowcrest Lane dead-ends. However, the Park District will not repair or replace any equipment in playscape area but will notify School District of any repairs or replacements that need to be addressed.

F. Any improvements or upgrades to the “Fields” shall be presented to the School District for approval prior to the commencement of any work. Said improvements shall take place on a timeline that is agreeable to both Districts.

G. The School District need not provide any equipment (*i.e.*, bases, fences, tables, etc.) for Park District use of the “Fields”. No Park District equipment shall be left or stored at the School District property, unless previously approved by the School District, which approval shall not be unreasonably withheld.

H. All injuries which occur during the Park District’s use of the “Fields” shall be immediately (within 24 hours) reported in writing or email to the School District and appropriate reporting forms shall be completed.

I. Use of the "Fields" by the Park District shall be subject to the terms and conditions of the School District Rules and Regulations Relating to Community Use of School Buildings, as amended from time to time, to the extent they are not inconsistent with the terms and conditions of this Agreement.

J. The Park District shall indemnify and hold the School District harmless from any and all liabilities, costs, expenses or earnings, including attorney's fees, arising out of or connected with the Park District's use of the "Fields".

K. The School District shall be responsible for maintaining its own property, except as otherwise specifically provided herein.

3. EFFECTIVE DATE AND TERM OF AGREEMENT. This Agreement shall become effective on the date it is executed by both parties hereto (subject to Paragraph 8 below) and shall remain in effect until Dec. 1, 2014, unless previously canceled by mutual agreement of all the parties hereto. Provided, however, that either the Park District or the School District may terminate this Agreement upon ninety (90) days prior written notice to the other party to this Agreement, except for termination due to inadequate insurance as provided in Paragraph 2 D above, in which case this Agreement may be terminated upon ten (10) days prior written notice. If notice is given after the school year has started, the Park District may finish out their programs for the remainder of their program semester. This agreement will automatically be renewed for twenty-four (24) months unless prior written notice is given by either party.

4. AMENDMENT. This Agreement may be amended only in writing with the approval of the Park District and the School District.

5. GOVERNING LAW AND SEVERABILITY. This Agreement has been executed in Illinois, and shall be construed in accordance with the Constitution and the laws of

the State of Illinois in every respect. If any provision of this Agreement is invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and each remaining term, covenant or condition of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

6. COMPLETE AGREEMENT. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements and communications between the parties concerning such subject matter, whether oral or written. The parties acknowledge the continued effectiveness of a separate agreement regarding use of certain properties other than the "Fields".

7. AGREEMENT BINDING. This Agreement shall inure to the benefit of the parties, their successors, assigns, heirs, executors and personal representatives, and shall be binding upon their respective governing Boards and their successors and assigns.

8. EXECUTION. This Agreement shall be executed in a sufficient number of counterparts so that the Park District and the School District shall each have a copy of this Agreement containing original signatures. Each of the counterparts shall be considered an original, and all of the counterparts taken together shall be considered one and the same instrument and regarded for all purposes as one original.

9. HEADINGS. All paragraph headings contained herein are for convenient reference only and shall not be deemed a part of the text of this Agreement.

IN WITNESS WHEREOF, the undersigned duly authorized representatives of the Park District and the School District have caused this Agreement to be executed on the day and date first above written.

BOARD OF COMMISSIONERS, MOKENA  
COMMUNITY PARK DISTRICT

BOARD OF EDUCATION, MOKENA  
SCHOOL DISTRICT NO. 159,

WILL COUNTY, ILLINOIS

By: \_\_\_\_\_  
President, Board of Commissioners

By: \_\_\_\_\_  
President, Board of Education

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

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

ATTEST:

By: \_\_\_\_\_  
Secretary, Board of Commissioners

By: \_\_\_\_\_  
Secretary, Board of Education

12\_0910 inter govt agrmt btwn 159 & mpd for ball fields.doc



## ***MOKENA SCHOOL DISTRICT 159***

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**Date:** December 13, 2012

**To:** Board of Education  
Steve Stein, Superintendent

**From:** John Troy, Director of Business Operations

**RE:** Fees for 2013-2014 School Year

The following is the fee schedule that is currently in place for the 2012-2013 school year. As I had previously briefed the Board any changes to the fee structure for the 2013-2014 school year need to be made by the regular February Board meeting. This time frame is necessary in order to allow the staff a sufficient period of time to prepare for early registration and inform the parents. To this end I welcome any input from the Board with regard to additional information that it would like to see presented at the January Board meeting that may facilitate this decision making process.

### **Registration Fees**

	<u>Kindergarten</u>	<u>Grades 1-3</u>	<u>Grades 4-8</u>
Registration	\$128	\$181	\$184
Milk	\$40	N/A	N/A
Technology	N/A	\$35	\$35
Locker	N/A	N/A	\$15
<b>Total</b>	<b>\$168</b>	<b>\$216</b>	<b>\$234</b>

Any families that qualify for the free lunch program have their fees waived.

### **Early Start Fee**

Registration fee \$75/month - 9 month program= \$675

### **Transportation Fee**

\$200	Per student living over 1.5 miles from school or in a hazard zone
\$375	Per student living within 1.5 miles from school

### **Building Usage Fee**



\$35/hour	Monday through Saturday
\$70/hour	Sunday

**Lunch Fee**

\$2.50	Student Lunch
\$3.00	Adult Lunch

**Schedule B Fees; Extracurriculars**

Basketball	\$250
Cross Country	\$200
Track	\$100
Volleyball	\$225
Cheerleading	\$125
Poms	\$125
Scholastic Bowl	\$100
Debate Club	\$20
Drama Team	\$40
Intramurals MJH	\$10
Angler's Club	\$45
Band -MJH	\$80
Jazz	60
Choir	\$80
Percussion Ens	\$35

**MIS**

Exercise Club	\$15
Intramurals	\$26
Launch	
Newspaper	\$29
Outdoor Ed	\$33
Just Say No	\$21
Play/Talent show	\$22
Girls On the Run (GOTR)	TBD
Rocket Readers	\$13
Singing Club	\$13



## ***MOKENA SCHOOL DISTRICT 159*** **INFORMATION REPORT**

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Date: December 12, 2012  
To: Board of Education  
Steve Stein, Superintendent  
From: John Troy, Director of Business Operations  
Re: Disposal of Equipment

The following is a list of broken & outdated overhead projectors that MIS needs to dispose of:

**Serial Numbers:**

1072080	1157315
1157316	1935853
1376713	1754302
1195213	1787035
1978086	1170746
1170749	1787042
1376730	4142068
1376715	1376708
1573743	1353121
1170755	1074226
	1195208

Also, the Buildings and Grounds Department needs to dispose of an old air compressor that is leaking and is inoperable.

I will be glad to answer any questions you may have regarding this disposal of equipment.



## **MOKENA SCHOOL DISTRICT 159 INFORMAION REPORT**

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Date: December 13, 2012

To: Board of Education

From: Steve Hastings, director of Technology

Re: Technology Update

### **Internet connectivity Information gathering**

- Any new internet service has to be planned for during the e-Rate filing period (usually (December-March) for the next school year in order to get discounts/funds. Any company can submit a bid during the e-rate bidding period once the district files for new service requests.
- Comcast budgetary proposal – See handout
- ICN Rate chart for 2013-14
  - Our district allocation for ICN if there is state funding is \$4079 based on our FTE. This amount is applied to the rate chart below in the with state funding columns

Bandwidth	PPM	Monthly No State Funding	Annually no state funding	Monthly With State Funding	Annually With State Funding
10	\$14.00	\$140	\$1,680	\$0	\$0
20	\$13.50	\$270	\$3,240	\$0	\$0
50	\$11.50	\$575	\$6,900	\$235	\$2,821

- Still need to engage ATT for options
  - ATT provides current connectivity to ICN and also the VPN that allows MES and MJH to communicate with each other
  - With our current configuration we can only do a maximum of 50 MB connection to the internet
  - We are currently only utilizing 20 MB of the 50 MB capacity. Increasing our internet bandwidth to 50 MB only involves increased costs with ICN
  - Anything above 50 MB would involve infrastructure changes to the current configuration
  - The current contract with ATT for network services expires July 2014. This is perfect timing for having improved services in place for the start of the 14-15 school year (first year of online testing)

- Larger scale enhancements to internet connectivity need to be integrated into infrastructure improvements/upgrades (redundancy, higher desktop bandwidth etc).

#### **Intelligent Solutions Inc. Network Assessment**

- See handout
- I have asked ISI to prepare a proposal for a network reconfiguration that, if approved, would take place over a spring break/summer time frame. This would not involve any new equipment. This would involve reconfiguring our current equipment to ensure we are taking advantage of what we have.

#### **Unifi Wireless – Ubiquiti Networks**

- A bridge solution to allow the district to get wireless in the classroom at a very low cost. Proper network design and planning is still needed for the district in the long term.
- Would open up technology possibilities for classroom immediately
- Unifi AP - \$199 for 3 pack / approximately \$66 per AP – entire district (\$7,000-\$9,000)
- Software based wireless controller
- Will pilot in 3 classrooms, one in each building. If successful will gradually roll out into other rooms based on configuration options and capacity restraints.

#### **Other Items**

- No updates on state testing requirements. Hardware requirements are supposed to be released by the end of the year. Testing time frames are still up in the air since the test is still being developed
- Administrative team technology planning meeting – January 2<sup>nd</sup>.



# ACTION REQUESTS





## ***MOKENA SCHOOL DISTRICT 159*** **ACTION REQUEST**

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**Date:** December 19, 2012  
**To:** Steve Stein, Superintendent  
**From:** Board of Education  
**RE:** Third Party Search Firm

**Recommended Motion:**

*"....move to engage the firm of \_\_\_\_\_ for a Superintendent search, subject to Board Attorney review."*

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

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





## ***MOKENA SCHOOL DISTRICT 159*** **ACTION REQUEST**

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**Date:** December 12, 2012  
**To:** Board of Education  
**From:** Steve Stein, Superintendent  
**RE:** Cancellation of January 2, 2013 Board Meeting

At the December 5, 2012 Board meeting, I spoke of the limited personnel available during the holiday break beginning December 24 through January 4, 2013. Therefore I would like to recommend the January 2, 2013 Committee of the Whole meeting be cancelled. If this meets with your approval, it was suggested a Special meeting be placed on the calendar for the Board to continue working on their goals and priorities. The date that was a consensus among the Board was January 12, 2013 from 7:00 – 9:00 am.

**Recommended Motion:**

*"....Move to cancel the January 2, 2013 Board meeting and add a Special meeting for January 12, 2013."*

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

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



## ***MOKENA SCHOOL DISTRICT 159*** **ACTION REQUEST**

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**Date:** December 12, 2012

**To:** Board of Education  
Mr. Steve Stein, Superintendent of Schools

**From:** Dr. Charles J. Vitton, Assistant Superintendent for Instruction

**Re:** Children's Internet Protection Act (CIPA) Compliance

**At the November 14<sup>th</sup> meeting of the Board of Education, I outlined the regulations contained in the Children's Internet Protection Act (CIPA) and how Mokena School District 159 was meeting compliance with these provisions. A summary of these items from the November Board meeting follows:**

### **Requirements of CIPA**

**CIPA requirements include the following three items:**

#### **1. Technology Protection Measure**

A technology protection measure is a specific technology that blocks or filters Internet access. It must protect against access by adults and minors to visual depictions that are obscene, child pornography, or — with respect to use of computers with Internet access by minors — harmful to minors. It may be disabled for adults engaged in bona fide research or other lawful purposes. For schools, the policy must also include monitoring the online activities of minors.

Mokena School District 159 currently utilizes McAfee Web Gateway 7 for Internet filtering to block access to inappropriate content by students and staff.

#### **2. Internet Safety Policy**

**The Internet safety policy must address the following issues:**

- Access by minors to inappropriate matter on the Internet and World Wide Web
- The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
- Unauthorized access including "hacking" and other unlawful activities by minors online
- Unauthorized disclosure, use, and dissemination of personal information regarding minors

- Measures designed to restrict minors' access to materials harmful to minors
- Education of minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Mokena School District 159 currently employs a Student Acceptable Use Policy that addresses all aspects of Internet safety contained in CIPA. The AUP is part of the annual Parent-Student Handbook and outlines appropriate usage of all district technology and subsequent consequences for unauthorized use. Parents and students must sign the AUP each year prior to the beginning of school.

The education of students/minors regarding appropriate online behavior is conducted through:

Mokena Elementary School: CyberSmart! Curriculum

Mokena Intermediate School: Presentations by Illinois Attorney General's Office  
(Sarah Migas)

Mokena Junior High School: Presentations by Illinois Attorney General's Office  
(Sarah Migas) and activities related to Rachel's Challenge

In addition, a parent tutorial related to cyberbullying is available on the District website. This tutorial explores the general characteristics of cyber bullying, the definition of cyber bullying, identifying the roles of the bully, victim and the bystanders relative to cyber bullying, and identifies ways in which schools and adults can reduce school violence and cyber bullying.

### **3. Public Notice and Hearing**

The authority with responsibility for administration of the school or library must provide reasonable public notice and hold at least one public hearing to address a proposed technology protection measure and Internet safety policy. The hearing requirement may be satisfied if your school board meeting has the opportunity for public input and notice of the Board vote on the Internet Safety Policy is provided to the public in advance of the school board meeting. Adoption of amendments to the Internet Safety Policy should also comply with the public notice/hearing requirement.

If this proposal meets with your approval, the following motion would be appropriate:

***"I move to approve Mokena School District's CIPA compliance documentation as presented".***



## ***MOKENA SCHOOL DISTRICT 159*** **ACTION REPORT**

---

Date: December 1, 2012

To: Board of Education  
Mr. Steve Stein, Superintendent

From: John Troy, Director of Business Operations

Re: Illinois School District Liquid Asset Fund Resolution

The district has been informed that the USA Patriot Act requires financial institutions such as banks and security companies to request new identifying information and authorizations in order to maintain current and accurate client account information. The Illinois School District Liquid Asset Fund, which is administered by PMA, is reconfirming that Mokena School District 159 still wishes to participate in the plan.

Mokena School District 159 has been working with the Illinois Liquid Asset Fund since 1993. The participation in this fund helps Mokena School District 159 obtain higher interest on liquid funds meeting all of the state collateral obligations. If you have any questions, please contact me.

**Recommended Motion:**

*"I move that the Board of Education adopt the resolution to participate in the Liquid Asset Fund as presented."*

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

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



## ***MOKENA SCHOOL DISTRICT 159***

### **ACTION REQUEST**

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Date: December 19, 2012

To: Board of Education  
Mr. Steve Stein, Superintendent

From: John Troy, Director of Business Operations

#### **2.) Recommended Motion:**

The District is in compliance with the Truth In Taxation Act so I move that this Board of Education authorize the President to sign the Certification of Compliance with the Truth In Taxation Act for the 2012 Levy.

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_  
(Roll Call Vote)

#### **3.) Recommended Motion:**

I move that the Board adopts a certificate of tax levy resolution for the 2012 Levy in the amounts of: Education Fund, \$ 10,480,000; Building Operations & Maintenance Fund, \$ 1,200,000 Transportation Fund, \$415,000; Working Cash Fund, \$61,000; Municipal Retirement Fund, \$215,000; Social Security Fund, \$215,000; Tort Immunity Fund \$51,000; Special Education Fund, \$415,000; for a total operating levy in the amount of \$13,052,000.  
**(As Presented in the Certificate of Tax Levy)**

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_  
(Roll Call Vote)

**CERTIFICATE OF COMPLIANCE WITH TRUTH IN TAXATION**  
**IN ACCORDANCE WITH CHAPTER 35 SECTIONS 200/18-55**  
**THROUGH 200/18-100 ILLINOIS COMPILED STATUTES**

I, Patrick Markham, President, Mokena School District 159 Board of Education, hereby certify to the County Clerk that Mokena School District 159 has complied with all provisions of the Property Tax Code, Division 2, "Truth in Taxation Act", with respect to the adoption of the **2012** Tax Levy.

Said public hearing was held on December 19, 2012.

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(Presiding President of Mokena School District 159)

Dated: December 19, 2012

Original: ☒ X  
Amended: ☐

# ILLINOIS STATE BOARD OF EDUCATION

School Business and Support Services Division

217/785-8779

## CERTIFICATE OF TAX LEVY

A copy of this Certificate of Tax Levy shall be filed with the County Clerk of each county in which the school district is located on or before the last Tuesday of December.

District Name	Mokena Elementary	District Number	159	County	Will
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### Amount of Levy

Educational	\$ 10,480,000	Fire Prevention & Safety *	\$ 0
Operations & Maintenance	\$ 1,200,000	Tort Immunity	\$ 51,000
Transportation	\$ 415,000	Special Education	\$ 415,000
Working Cash	\$ 61,000	Leasing	\$ 0
Municipal Retirement	\$ 215,000		\$ 0
Social Security	\$ 215,000	Other	\$ 0
		Total Levy	\$ 13,052,000

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

#### See explanation on reverse side.

Note: Any district proposing to adopt a levy must comply with the provisions set forth in the Truth in Taxation Law.

#### We hereby certify that we require:

the sum of 10,480,000 dollars to be levied as a special tax for educational purposes; and  
the sum of 1,200,000 dollars to be levied as a special tax for operations and maintenance purposes; and  
the sum of 415,000 dollars to be levied as a special tax for transportation purposes; and  
the sum of 61,000 dollars to be levied as a special tax for a working cash fund; and  
the sum of 215,000 dollars to be levied as a special tax for municipal retirement purposes; and  
the sum of 215,000 dollars to be levied as a special tax for social security purposes; and  
the sum of 0 dollars to be levied as a special tax for fire prevention, safety, energy conservation, disabled accessibility, school security and specified repair purposes; and  
the sum of 51,000 dollars to be levied as a special tax for tort immunity purposes; and  
the sum of 415,000 dollars to be levied as a special tax for special education purposes; and  
the sum of 0 dollars to be levied as a special tax for leasing of educational facilities or computer technology or both, and temporary relocation expense purposes; and  
the sum of 0 dollars to be levied as a special tax for \_\_\_\_\_; and  
the sum of 0 dollars to be levied as a special tax for \_\_\_\_\_  
on the taxable property of our school district for the year 2012

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2012.

(President)

(Clerk or Secretary of the School Board of Said School District)

When any school is authorized to issue bonds, the school board shall file a certified copy of the resolution in the office of the county clerk of each county in which the district is situated to provide for the issuance of the bonds and to levy a tax to pay for them. The county clerk shall extend the tax for bonds and interest as set forth in the certified copy of the resolution, each year during the life of the bond issue. Therefore to avoid a possible duplication of tax levies, the school board should not include a levy for bonds and interest in the district's annual tax levy.

Number of bond issues of said school district that have not been paid in full

2

(Detach and Return to School District)

This is to certify that the Certificate of Tax Levy for School District No. 159, Will County, Illinois, on the equalized assessed value of all taxable property of said school district for the year 2012 was filed in the office of the County Clerk of this County on 2012.

In addition to an extension of taxes authorized by levies made by the Board of Education (Directors), an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon.

The total levy, as provided in the original resolution(s), for said purposes for the year 2012, is \$ \_\_\_\_\_.



## ***MOKENA SCHOOL DISTRICT 159*** **ACTION REQUEST**

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**Date:** December 11, 2012

**To:** Board of Education

**From:** Steve Stein, Superintendent

**Re:** Board Policies

Attached you will find Board Policies presented as Information at the December 5, 2012 Committee of the Whole meeting.

- 2:200 Types of School Board meetings .....
- 2:200-AP Administrative Procedures for School Bd. meetings (new) .....
- 2:250 E-2 Immediately Available Public Records/Web-Posted Reports

**Recommended Motion:**

*".....move to approve the following policies as presented: 2:200, 2:200-AP and 2:50 E-2 "*

Moved By: \_\_\_\_\_

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



## **Board of Education**

### **Types of Board of Education Meetings**

#### **General**

For all meetings of the Board of Education and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board of Education. Unless otherwise specified, all meetings alternate between Mokena Junior High School, Mokena Elementary School and Mokena Intermediate School. Board policy 2:220, *Board of Education Meeting Procedure*, governs meeting quorum requirements.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05 (a) of that Act. ~~administered by the Illinois Attorney General's Public Access Counselor.~~ The Superintendent may identify other employees to receive the training. Each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act. ~~may also take the training even though no Board member is specifically designated.~~

#### **Regular Meetings**

The Board of Education announces the time and place for its regular meetings at the beginning of each fiscal year after elections. The Superintendent shall prepare and make available the calendar of regular Board of Education meetings. Meeting dates may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting. Items may be added to the agenda upon unanimous approval of those Board members present; no action will be taken on such items.

#### **Closed Meetings**

The Board of Education and Board of Education committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2(c)(1).
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act,

provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).

5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
6. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
8. Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8).
9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).
12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
13. Self-evaluation, practices and procedures, or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).
14. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
15. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(28).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board of Education member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within 3 months of the vote.

No final Board of Education action will be taken at a closed meeting.

#### Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours,

or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

#### Special Meetings

Special meetings may be called by the President or by any 3 members of the Board of Education by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

No matters will be discussed, considered, or brought before the Board of Education at any special meeting other than such matters as were included in the stated purpose of the meeting.

#### Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

#### Posting on the District Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each regular meeting which shall remain posted until the regular meeting is concluded.

LEGAL REF.: 5 ILCS 120/1 et seq.  
5 ILCS 140/, Freedom of Information Act.  
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:110 (Qualifications Term, and Duties of Board Officers), 2:210 (Organizational Board of Education Meetings), 2:120 (Board Member Development), 2:230 (Public Participation at School Board 2:220 (Board of Education Meeting Procedure), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks)

ADOPTED: September 12, 2007

REVISED: February 10, 2010

REVISE: December 19, 2012

## School Board

### Administrative Procedure - Types of School Board Meetings

Meeting Type	Notice	Agenda	Notice to News Media	District's Website
<b>Regular</b>	<p>Given once a year when the Board adopts its regular meeting schedule. 105 ILCS 5/10-6, 5/10-16.</p> <p>The notice and agenda must be continuously available for public review during the entire 48-hour period before the meeting. Posting on the District's website satisfies the requirement for continuous posting. However, to comply with the legislative intent, posting on the District's website does not replace the posting described in the <b>Agenda</b> column. 5 ILCS 120/2.02, amended by P.A. 97-827 (eff. 1-1-2013).</p>	<p>Post at the District's main office and at the meeting site, at least 48 hours before the meeting. 5 ILCS 120/2.02.</p>	<p>Give to any news media that filed an annual request for such notices. 5 ILCS 120/2.02.</p>	<p>Post the annual schedule of regular meetings and post a public notice of each meeting along with the meeting agenda. 5 ILCS 120/2.02.</p> <p>Post regular Board meeting minutes within 7 days after approval; the minutes remain there for at least 60 days. 5 ILCS 120/2.06.</p>
<b>Special</b>	<p>Post a notice at the District's main office or, if no main office exists, at the meeting site, at least 48 hours before the meeting. 5 ILCS 120/2.02.</p> <p>The notice and agenda must be continuously available and/or posted on the District's website as provided in the <b>Regular</b> meeting row.</p> <p>Notice to Board members must be served by mail 48 hours before the meeting or by personal service 24 hours before the meeting. 105 ILCS 5/10-16.</p>	<p>Include with the public notice. 5 ILCS 120/2.02.</p>	<p>Give to any news media that files an annual request. Must also give the same notice as that given Board members if the news media provides an address or telephone number within the District's jurisdiction. 5 ILCS 120/2.02.</p>	<p>Post a public notice of each meeting along with the meeting agenda, at least 48 hrs before the meeting. The notice and agenda must remain posted on the website until the meeting is concluded. 5 ILCS 120/2.02.</p>
<b>Emergency</b>	<p>Post the notice at the District's main office or, if no main office exists, at the meeting site, as soon as practicable before the meeting. 5 ILCS 120/2.02.</p> <p>The notice and agenda must be continuously available and/or posted on the District's website as provided in the <b>Regular</b> meeting row.</p> <p>No specific notice to Board members is specified, but it is advisable to provide the notice as soon as possible.</p>	<p>No State law requirements.</p>	<p>Same as for special meetings.</p>	<p>Post a public notice. 5 ILCS 120/2.02.</p>

Meeting Type	Notice	Agenda	Notice to News Media	District's Website
<b>Closed</b>	May hold a closed meeting, or close a portion of an open meeting, upon a majority vote of a quorum present, taken at a properly noticed open meeting. 5 ILCS 120/2a.	None required, but only topics specified in the vote to hold the closed meeting may be considered. 5 ILCS 120/2a.	No additional notice required.	Post a public notice. 5 ILCS 120/2.02.
<b>Rescheduled or Reconvened</b>	Post a notice at the District's main office or, if no main office exists, at the meeting site at least 48 hours before the meeting. 5 ILCS 120/2.02.  The notice and agenda must be continuously available and/or posted on the District's website as provided in the <b>Regular</b> meeting row.  No notice is needed when an open meeting is reconvened within 24 hours, or when the time and place of a reconvened meeting was announced at the original meeting and the agenda is not changed. 5 ILCS 120/2.02.	Included with any public notice.	Same as for a special meeting.	Post a public notice. 5 ILCS 120/2.02.

ADOPTED :        December 19, 2012



## Exhibit - Immediately Available District Public Records and Web-Posted Reports and Records

The District's Freedom of Information Officer designates the public records that are listed in this table as being immediately available to the public. The records that are asterisked are posted on the District's website and may be immediately inspected, downloaded, printed, and/or copied. Any asterisked public record is also immediately available for inspection or copying upon request at the District's administrative office during its regular business hours, provided any applicable fees are paid. Records without an asterisk will be provided within 5 business days as allowed by the Freedom of Information Act, provided any applicable fees are paid.

Web-posted records and information	Web-posting statutory reference and special instructions
<ul style="list-style-type: none"> <li>*Annual schedule of regular meetings for the current school year that are posted at the beginning of each calendar or fiscal year</li> <li>*Public notice of each Board meeting that is posted at least 48 hours before the meeting and remains posted until the meeting is concluded</li> <li>*Agenda of each regular meeting that is posted at least 48 hours before a meeting and remains posted until the meeting is concluded</li> <li><b>Note:</b> For school districts that do not post board meeting notices and/or agendas on a website (because they do not have a website maintained by a fulltime staff member), the notice and agenda must be continuously available for public review during the entire 48-hour period preceding the meeting</li> </ul>	5 ILCS 120/2.02, amended by P.A. 97-827, ef.1-1-13.
<ul style="list-style-type: none"> <li>*Official open meeting minutes that are posted within 10 days of the Board's approval and remain posted for at least 60 days</li> </ul>	5 ILCS 120/2.06(b), amended by P.A. 96-1473.
<ul style="list-style-type: none"> <li>*Description of the District and its records including:               <ul style="list-style-type: none"> <li>Summary of the District's purpose</li> <li>Functional subdivisions</li> <li>Total amount of operating budget</li> <li>Number and location of all of its separate offices</li> <li>Approximate number of full and part-time employees (see also, salary and benefits information report for the Superintendent, administrators, and teachers, District's Statement of Affairs)</li> <li>Identification and membership of the Board</li> </ul> </li> </ul>	5 ILCS 140/4, amended by P.A.96-542. The District must prominently post the list at each administrative office and make it available for inspection and copying.

Web-posted records and information	Web-posting statutory reference and special instructions
<p>Brief description of the methods whereby the public may request information and public records</p> <p>Directory information for the Freedom of Information Officer</p> <p>Address where requests for public records should be directed</p> <p>Fees</p>	
<p>Annual budget for current fiscal year, itemized by receipts and expenditures</p>	<p>105 ILCS 5/17-1.2.</p> <p>This may be accomplished using ISBE's School District Budget Form 50-36 or the summary pages from it. <sup>1</sup></p> <p>The District must notify the parents or guardians of its students that the budget has been web-posted and what the website's address is.</p>
<p>*District Report Card and a Report Card for each School (the Report Cards will be provided by ISBE by Oct. 31, 2013 and Oct. 31 of each subsequent school year)</p>	<p>105 ILCS 5/10-17a, amended by P.A. 97-671.</p> <p>Annually, no more than 30 calendar days after receiving the Report Cards from the State Superintendent, the District must: (1) present them at a regular Board meeting, (2) post them the District's website, (3) make them available to a newspaper of general circulation serving the District, and (4) upon request, send them home to parents/guardians.</p> <p>The District also must send a written notice home to parents/guardians stating: (1) that the Report Cards are available on the website, (2) the website's address, (3) that a printed copy will be sent upon request, and (4) the telephone number to request a printed copy.</p>
<p>*A list of all contracts in excess of \$25,000 and any contracts with an exclusive bargaining representative.</p>	<p>105 ILCS 5/10-20.44.</p> <p>There is no statutory timeline for web-posting.</p> <p>Each year, in conjunction with the</p>

Web-posted records and information	Web-posting statutory reference and special instructions
	submission of the Statement of Affairs to ISBE, before Dec. 1, the District must submit to ISBE an annual report on all contracts over \$25,000 awarded during the previous fiscal year.
Annual Statement of Affairs	105 ILCS 5/10-17. The District is not required to web-post this document. It must, annually by Dec. 1, submit the Statement to ISBE for posting on ISBE's website, have copies of the Statement available in the main administrative office, and publish a summary of the Statement in a newspaper of general circulation published in the District.
*Administrator and Teacher Salary and Benefits Report (itemized salary report for the Superintendent and all administrators and teachers); <i>benefits</i> includes without limitation vacation days, sick days, bonuses, annuities, and retirement enhancements	105 ILCS 5/10-20.47, amended by P.A. 97-256. Annually on or before October 1: (1) the information must be presented at a regular Board meeting and posted on the District's website, and (2) after the Board meeting at which the information was presented, the Report must be provided to ISBE.
*As an employer that participates in the Illinois Municipal Retirement Fund (IMRF), a compensation report for employees who have a total compensation package that exceeds \$75,000 per year; <i>total compensation package</i> means salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted  As of May 1, 2012, IASB has not received a response from the Ill. Attorney General's office to its request for guidance concerning whether this requirement applies to employees who do not participate in IMRF, e.g., TRS participants.	5 ILCS 120/7.3, added by P.A. 97-609. The report must be posted within 6 business days after the District approves a budget. The District may choose to post a physical copy of this information at its principal office in lieu of posting the information directly on the website in which case it must post directions on the website for accessing that information.
*As an employer that participates in the Illinois Municipal Retirement Fund, a compensation report for employees who have a total compensation package that is equal to or in excess	5 ILCS 120/7.3, added by P.A. 97-609. The report must be posted at least 6 days before the District approves an employee's total compensation



Web-posted records and information	Web-posting statutory reference and special instructions
<p>of \$150,000 per year; <i>total compensation package</i> means payment by the employer to the employee for salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted</p> <p>As of <b>October 1, May 1, 2012</b>, IASB has not received a response from the Ill. Attorney General's office to its request for guidance concerning whether this requirement applies to employees who do not participate in IMRF, e.g., TRS participants.</p>	<p>package that is equal to or in excess of \$150,000. The District may choose to post a physical copy of this information at its principal office in lieu of posting the information directly on the website in which case it must post directions on the website for accessing that information.</p>
<p>A description of activities to address intergroup conflict (an optional program authorized by Sec. 27-23.6)</p>	<p>105 ILCS 5/27-23.6(c).</p>
<p>*Log of Board Members' Training and Development Activities</p>	<p>105 ILCS 5/10-16a, added by P.A. 97-8. The District must post on its website the names of all Board members who have completed professional development leadership training (required for board members taking office after 6/13/2011).</p> <p>5 ILCS 120/1.05(b) and (c), amended by P.A. 97-504.</p> <p>Each Board member must complete training on the Open Meetings Act. After completing the training, each Board member must file a copy of their certificate of completion with the School Board.</p> <p>105 ILCS 5/24-16.5, added by P.A. 97-8. After the implementation of the Performance Evaluation Reform Act (PERA) evaluations, each Board member participating in PERA evaluations must complete a training program.</p>

ADOPTED: September 19, 2012

**REVISED:** December 19, 2012

## PERSONNEL ACTION REQUEST

Mokena School District 159

### REGULAR MEETING

Personnel Recommendations – December 19, 2012

NAME	POSITION	BUILDING	EFFECTIVE DATE	EMPLOYMENT DETAIL
<b>1. Certified- New Hire</b>				
Michael Manns	Athletic Director	MJH	12/10/2012- remainder of 2012-2013	Prorated as per Schedule B

**Recommended Motion:**

***"Move to approve personnel recommendation 1 as presented."***



# **MOKENA JUNIOR HIGH SCHOOL DISTRICT 159**

19815 Kirkstone Way • Mokena, IL 60448-1334 • (708) 342-4870 • [www.mokena159.org](http://www.mokena159.org)

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## **ACTION REQUEST**

To: Mr. Steve Stein, Board of Education  
From: Mr. Rolinitis  
CC: Mrs. Knoerzer, Mrs. Hanson  
Date: December 13, 2012  
RE: Recommendation for Athletic Director

---

I would like to recommend Mr. Michael Manns for the position of Mokena Junior High School Athletic Director for the remainder of the 2012-2013 school year.

This position became open when the previous Athletic Director, Mrs. VanDeWoestyne, was placed on Medical leave earlier this year.

Mr. Manns teaches Physical Education in MJHS and coaches three sports. He is very involved in our athletic program and will work closely with the administration, other coaches, parents and the players to develop a top notch athletic program.

Mr. Manns will begin this position on Monday, December 10, 2012 and his Schedule B stipend should be prorated to reflect his start date.