

2013-2014 BUDGET
HEARING



Mokena School District 159

Action Request

Date: September 25, 2013

To: Board of Education
Omar Castillo, Superintendent

From: John Troy, Director of Business Operations

Re: **Fiscal Year 2013-2014 Budget Hearing**

Declare 2013-2014 Budget Hearing Open

After the start of the regular meeting, the Board President should declare the Fiscal Year 2013- 2014 Budget Hearing at 7:00 PM. The President should ask if anyone wishes to address the Board regarding the 2013-2014 Budget. The budget hearing is an opportunity for members of the community to make comments regarding the proposed budget.

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

Recommended Motion:

"I move that we close the 2013–2014 Budget Hearing."

Moved By: _____

Seconded By: _____

Closed the Budget Hearing

*Re-open the Regular September 25, 2013 Board of Education meeting.
(Board consensus)*

INFORMATION REPORTS



MOKENA PUBLIC SCHOOLS

DISTRICT 159

Board Information Report

TO: Board of Education

FROM: Dr. Omar Castillo
Superintendent

DATE: September 25, 2013

RE: Superintendent's Information Report

1. Teacher Evaluation Training

In collaboration with the Will County Regional Office of Education (ROE), ROE staff presented to our administrative staff an Administrator's Academy (AA) on Teacher Evaluation following the Danielson Model. In addition, they also provided our administrator's with a presentation of the EvaluWise iPad App to facilitate classroom visits and observation. The Regional Superintendent provided our district with thirty free licenses to begin working with this App. We invited the other Lincoln-Way feeder districts and the Manhattan School District joined us for the EvaluWise training. These trainings served two major purposes. First, the trainings provided our administrators with the required AA for the school. Second, we began the discussion of our district moving and developing a new teacher evaluation tool. We will keep you up to date as we begin working with our evaluation committee to develop this new tool.

2. Mokena Teachers Association (MTA)

To continue building a positive relationship with the MTA the administrative team met this afternoon to discuss any topics that have been brought to their attention by their membership that we need to address. As an administrative team, we believe in the importance of keeping the lines of communication open with the MTA to be able to quickly address any concerns our teachers have before they become big issues. We will continue to meet with them on a monthly basis to have these conversations. I would like to thank the MTA leadership for their willingness to meet with us and build the positive relationships that we need to have to move forward.

3. New Lenox Withdrawal Agreement

At the last District 843 Advisory Committee Meeting, the district superintendents' were presented with the final draft of the New Lenox Withdrawal Agreement. This agreement has now been forwarded to each of the district attorneys for their feedback. Our attorney has provided his feedback and that has been submitted to the District 843 attorney for his review. At the October Board meeting, all district superintendents' plan on presenting the final agreement to each Board for their review.



MOKENA PUBLIC SCHOOLS DISTRICT 159

Board Information Report

TO: Board of Education

FROM: Kathleen Wilkey
Assistant Superintendent of Instruction

DATE: September 25, 2013

RE: Assistant Superintendent of Instruction's Information Report

1. **Professional Development** This month we provided a variety of targeted professional development to support district initiatives. Those professional development opportunities included:
 - Interactive Projector Training – There were 3 Levels of training provided on September 11th.
 1. The building trainers participated in the third level of training on the projectors
 2. MJH staff participated in the second level of training that included the introduction to the EasiTeach projector software program
 3. MIS staff participated in the initial interactive projector training that included becoming familiar with the basic tools and functions of the system.
 - Journeys Reading Program Question & Answers Opportunity (K-3 staff) – The teachers were given an opportunity to work with a professional development provider to discuss questions they have had during the first three weeks of the new textbook implementation. Questions were gathered ahead of time and the PD provider was able to provide answers and suggestions for the teachers to implement the program.
 - Teacher Evaluation Danielson Framework: Domain 1 – Planning and Preparation – Teachers were provided an overview of Domain 1 from the Danielson Framework. This framework is what the district will be transitioning to next year. In addition to this overview, the teachers were presented with the pre-conference form that is being used during all evaluations this year. This form was used last year, but we have identified the alignment of the Danielson Domain 1 components and the current evaluation propositions as it relates to the pre-conference form.
2. **Science Fair** The MJH science department discussed the possibility of bringing back the science fair into the program. There will be continued discussions over the next few weeks that will include ways to integrate the science fair into the curriculum, if possible, while still preparing for the transition to the Next Generation Science Standards.

3. **Benchmarking/Grade Level Data Analysis (GLDA) Meetings** All fall benchmarking took place during the first few weeks of September. We were able to collect at least 3 data points for every student in the district. The data collected focuses on reading and math instruction in grades K-8, as well as science and social studies vocabulary data in grades 6-8. GLDA's took place at MIS on Monday, September 23rd at MIS and both Wednesday, September 25th & Friday, September 27th at MES. These meetings provide the grade level teams the opportunity to analyze data and set both grade level and teacher level goals. At MJH, we will be starting the GLDA process on Wednesday, October 2nd during the extended day meetings. We will continue meeting on various days throughout October.



MOKENA PUBLIC SCHOOLS

DISTRICT 159

Board Information Report

TO: Board of Education

FROM: Mrs. Eileen Parente
Director of Student Services

DATE: September 25, 2013

RE: Student Services Information Report

1. Fall 2013 McKinney-Vento Liaison Workshop

The McKinney-Vento Homeless Assistance Act includes a definition of who is considered homeless. We will be having the ROE representative attend one of our administrative leadership Team Meetings in order to provide an overview of the law and the schools obligations to these students. The social workers also will be attending a workshop in which they will be educated on the law and the community resources that are available for students and families who fall under this category.

2. Non-Violent Crisis Intervention Trainings

Schools are required to respond to students who appear agitated, disruptive, and at times become a physical harm to themselves or others. The school social workers attending a 4 day training in late August to become certified trainers in CPI (Crisis Prevention Intervention). The philosophy of this program is to provide the best "Care, Welfare, Safety, and Security" for individuals in your charge, even in violent moments. The philosophy of the program focuses mainly on using a variety of de-escalating strategies and using physical management as a last resort.

The social workers have successfully trained approximately half of the Student Services personnel and support personnel at this time. By mid-October all personnel in Student Services will be trained, along with all building administrators. The goal is to expand the program over time, and to train our general education staff and parents on the de-escalation strategies that are outlined in this approach.

3. ISBE Special Education Focused Monitoring / District Team Training

On September 19th, a team of teachers and administrators attended the Focus Monitoring/District Team Training. This training covered a brief overview of what is focus monitoring, using our data for educational improvement, a panel discussion, and an overview of the process that will occur as ISBE visits. The foundational principle is that "students with disabilities are general education students first", thus educating them to the fullest degree in the general education environment.

The first step in this two-year process is to schedule an on-site visit. We have tentatively scheduled the visit on October 22nd through October 25th. At this time, the ISBE Team will be conducting a public forum, interviewing staff, and reviewing students' special education files. There will be an exit meeting on the last day of this visitation to orally review their findings. The district will receive a formal letter of findings within 45 days of the last day of the visit. At the time of receiving this correspondence, the corrective action outlined in the findings needs to be addressed within one calendar year, within the second year of monitoring ISBE expects that the data in this specific indicator changes to reflect improvement.



MOKENA PUBLIC SCHOOLS

DISTRICT 159

INFORMATION REPORT

To: Board of Education

From: John Troy
Director of Business Operations & Transportation

Date: September 25, 2013

Re: Business Operations & Transportation Information Report

1. Electrical Energy Contract

The District's current electrical contract expires in December, 2013. I keep in touch with Mike Perry, an energy consultant with Midwest Energy, on a regular basis in order to monitor the current electric market conditions. In discussing with Mr. Perry, and I agree, current rates are at a very low level and it would be in the best interest of the District to lock into these low rates for the next two years. In the front pocket of this package is a proposed Ameren contract presented by Midwest as well as a savings analysis. I provided a proposed contract from Ameren for your review. I placed this item on the agenda for action in the event the Board wishes to approve the contract. Energy prices do fluctuate, however, there is not expected to be large swing in the next month so approval of this matter could wait to the October meeting if so desired..

A note on broker fees - the broker, Midwest Energy, gets compensated through Ameren — that is, the broker's fee is built into the price the supplier charges to us the customer. While some brokers may try to convince you that their service is "free," this is nonsense; the supplier simply passes that cost on to us, the customer. The electricity supplier collects the broker's fee and remits it to the broker — but it is us the customer that pays it. With this in mind I am working with Midwest to get the best possible fee structure.

2. New Used Bus.

The District received a quote from Midwest Transit for a 2009 bus with approximately 50,000 miles of \$40,667.00. The price includes pre delivery, License and title, Safety Lane and delivery. This price is below the board approved price of \$45,000. Ron and I have inspected a very similar bus to the one quoted however Midwest just got this bus in and we will inspect it in the next week or so prior to making the purchase decision.



MOKENA PUBLIC SCHOOLS DISTRICT 159

Board Information Report

TO: Board of Education

FROM: Mr. Steve Hastings
Director of Technology

DATE: September 25, 2013

RE: District Technology Information Report

1. Interactive Projector Bid

The due date for organizations to respond to the projector RFP was September 6th. The bid packet was responded to by five (5) organizations. CDW-G was the lowest bidder. Pending board approval, a purchase order will be placed on September 26th for the projectors. There is approximately a two week lead time for delivery. This will put us on a schedule to start installing projectors at MES and MIS in mid-October.

2. Type To Learn

Starting this year, the school district is offering parents of currently enrolled students the opportunity to practice typing skills at home. The district utilizes the Type to Learn typing skills program to teach keyboarding skills. Parents can download the client program from the district's website to a home computer and access the same lessons that the student will see at school. Progress made at home will be recorded on-line and can be reviewed by teachers at school. The program is currently taught for grades 2-8, however, it is available to kindergarten and 1st grade students for home use.



MOKENA PUBLIC SCHOOLS

DISTRICT 159

INFORMATION REPORT

Date: September 25, 2013

To: Board of Education

From: John Troy
Director of Business Operations & Transportation

Re: **Monthly Financial Report – August, 2013**

Included in your August meeting packet is the Monthly Financial Report for July, 2013. The revenue and expenditures are listed by individual account. Attached also please find notes to the financial report and bills.

Table 1 illustrates expenses broken down by our accounting objects. This may be useful to the Board in seeing an overall picture of how the district expends it's funds.

Table 2 is a 3 year historical perspective of overall revenues and expenses.

The revenue for the month in all funds was \$1,047,718. The expenditures for the month in all funds were \$1,093,214.

Table 1: Expenses broken down by Object

	Salaries	Benefits	Purchased Services	Supplies & Materials	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							
October							
November							
January							
February							
March							
April							
May							

Please note that the August financial report contains the prior year's budget. Once the Board adopts the new budget we will be back on track and the financial reports will then reflect the new budget.



MOKENA PUBLIC SCHOOLS DISTRICT 159 INFORMATION REPORT

Table 2: Three year overall revenue and expense perspective

Month	FY 14				FY 13				FY 12			
	% of Bud.		% of Bud.		% of Bud.		% of Bud.		% of Bud.		% of Bud.	
	Revenue	Rev.	Expense	Exp.	Revenue	Rev.	Expense	Exp.	Revenue	Rev.	Expense	Exp.
July	\$450,314		\$1,363,288		\$1,306,655	6.98%	\$1,290,542	6.94%	\$306,170	1.74%	\$1,201,018	6.45%
August	\$1,047,718		\$1,093,214		\$1,608,858	8.59%	\$1,409,947	7.58%	\$2,195,129	12.50%	\$929,290	4.99%
September					\$5,732,440	30.62%	\$1,356,906	7.29%	\$4,884,408	27.82%	\$1,254,435	6.73%
October					\$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 Aug.	\$1,498,032		\$2,456,502		\$2,915,513		\$2,700,489		\$2,501,299		\$2,130,308	
Year End Budget					\$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	



MOKENA PUBLIC SCHOOLS

DISTRICT 159

INFORMATION REPORT

Notes to Financial Report:

Notes to Bills List:

Page 1. American Sealcoating: Necessary maintenance on the MJHS parking lot and MES playgrounds in order fix drainage and extend the life of the surface.

Page 4. Gallagher Materials Inc.: Cold patch asphalt for MES back road surface. Temporary fix to repair damage from poor drainage.

Page 4. Grainger. The electronic timers connect to our door entry keypads so that they can only be activated during certain hours.

Page 5. Intelligent Solutions: Cable drops bring computer cable and power cords from the ceiling down to a group of desks in the center of the room. These drops prevent cables from being routed along the floor.

Page 5. IL State Board of Education: This was a refund back to the ISBE for an excess of orphanage funds received last year that we were not entitled to.

Page 8. Performance Chemical. Contractor held former bid on pricing.

Page 8. Professional Development Alliance. Funds came from Title II grant money. This professional development will provide the administrators with the tools, (including iPads) applications, and training necessary to conduct teacher evaluations.

Page 9. Thermosystems Inc.: Univents are the heating and air conditioning units along the wall in the classrooms.

Treasurer's Report Income Summary
August 01, 2013 - August 31, 2013

<i>Fund</i>	<i>Beginning Balance</i>	<i>Revenues</i>	<i>Expenses</i>	<i>Change</i>	<i>Ending Balance</i>	<i>% Change</i>
10 EDUCATION FUND	\$4,822,873.47	\$746,547.55	\$890,431.98	\$143,884.43-	\$4,678,989.04	-3.0%
20 OM FUND	\$1,828,481.78	\$106,640.77	\$110,159.09	\$3,518.32-	\$1,824,963.46	-0.2%
30 BOND - INTEREST FUND	\$1,452,213.08	\$124,278.06	\$0.00	\$124,278.06	\$1,576,491.14	8.6%
40 TRANSPORTATION FUND	\$2,137,995.68	\$38,849.18	\$57,706.71	\$18,857.53-	\$2,119,138.15	-0.9%
50 IMRF FUND	\$144,278.68	\$25,039.63	\$29,653.78	\$4,614.15-	\$139,664.53	-3.2%
61 NEW CONSTRUCTION FUND	\$753,608.94	\$18.81	\$0.00	\$18.81	\$753,627.75	0.0%
70 WORKING CASH FUND	\$1,741,297.39	\$3,478.30	\$0.00	\$3,478.30	\$1,744,775.69	0.2%
80 TORT FUND	\$36,455.30	\$2,865.76	\$5,263.00	\$2,397.24-	\$34,058.06	-6.6%
Totals :	\$12,917,204.32	\$1,047,718.06	\$1,093,214.56	\$45,496.50-	\$12,871,707.82	0.00

Mokena School District 159
Treasurer's Detail Investment Report
August 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	\$ 64,069.70	\$ 3,926,903.04	\$ -	\$ -	\$ 7,987.55	\$ 45,954.25	\$ 634,074.50	\$ 4,678,989.04
20 Operations & Maintenance	\$ 26,532.38	\$ 1,738,774.98	\$ -	\$ -	\$ 1,732.14	\$ 41,921.97	\$ 16,001.99	\$ 1,824,963.46
30 Bond & Interest	\$ 41.37	\$ 1,074,272.20	\$ -	\$ -	\$ 4,296.94	\$ 6,450.25	\$ 491,430.38	\$ 1,576,491.14
40 Transportation	\$ 154,393.74	\$ 1,930,981.86	\$ -	\$ -	\$ 3,560.88	\$ 12,589.04	\$ 17,612.63	\$ 2,119,138.15
50 IMRF	\$ 56.66	\$ 64,596.32	\$ -	\$ -	\$ 681.50	\$ 174.42	\$ 74,155.63	\$ 139,664.53
61 New Construction	\$ 10,323.16	\$ -	\$ -	\$ -	\$ -	\$ 2,305.12	\$ 740,999.47	\$ 753,627.75
70 Working Cash	\$ 3,058.57	\$ 1,471,005.45	\$ -	\$ -	\$ 1,378.96	\$ 4,042.30	\$ 265,290.41	\$ 1,744,775.69
80 Tort Fund	\$ 3,317.66	\$ 29,642.80	\$ -	\$ -	\$ 81.48	\$ -	\$ 1,016.12	\$ 34,058.06
TOTALS	\$ 261,793.24	\$ 10,236,176.65	\$ -	\$ -	\$ 19,719.45	\$ 113,437.35	\$ 2,240,581.13	\$ 12,871,707.82
Percentages	2.034%	79.525%	0.000%	0.000%	0.153%	0.881%	17.407%	100.000%

Certificate of Deposit Investments - Aug 2013

Financial Facility	Date Invested	Gross Rate	Net Rate	Opening Balance	Maturity Date
Associated Bank, NA - WI	05/30/13	0.250%	0.150%	\$ 249,800.00	11/27/2013
Arvest Bank-AR	06/13/13	0.455%	0.100%	\$ 173,759.23	12/12/2013
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 India	03/06/13	0.200%	0.151%	\$ 249,060.85	9/4/2013
Bank of New England	08/22/13	0.400%	0.156%	\$ 249,700.00	5/22/2014
Banco Popular De Puerto Rico	06/05/13	0.300%	0.220%	\$ 249,099.76	12/15/2013
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 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
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
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
First National Bank of St Louis-MO	06/13/13	0.455%	0.100%	\$ 246,435.87	12/12/2013
IDB Bank-NY	06/06/13	0.500%	0.193%	\$ 249,500.00	4/15/2014
ISDLAF-Term Series	06/14/13		0.120%	\$ 1,000,000.00	6/14/2013
ISDLAF-Term Series	06/28/13		0.100%	\$ 750,000.00	1/22/2014
ISDLAF-Term Series	06/28/13		0.080%	\$ 750,000.00	11/22/2013
Lanmark Community Bank-TN	08/22/13	0.400%	0.100%	\$ 249,700.00	5/22/2014
Merchants Bank of Indiana-IN	03/06/13	0.350%	0.200%	\$ 248,000.00	9/3/2013
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
Plainscapital Bank-TX	05/30/13	0.350%	0.170%	\$ 249,690.00	11/27/2013
Private Bank-MI	05/30/13	0.250%	0.150%	\$ 249,800.00	12/9/2013
Republic Bank of Chicago-IL	06/05/13	0.350%	0.100%	\$ 249,900.00	10/2/2013
Rockford B&TC-IL	06/05/13	0.400%	0.143%	\$ 249,600.00	4/15/2014
Siate 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							\$	10,236,176.65	
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IIIT Investments
PMA Investments
PMA-DTC Investments

ILLINOIS STATE BOARD OF EDUCATION PAYMENTS - Aug FY14

-121.6

DATE	ACCOUNT NUMBER	PROGRAM	AMOUNT
8/13/2013	10.4932.13	Title II-FY13	\$ 19,053.00
	10.3001.30	General State Aid-FY14 (60%)	\$ 18,703.32
	20.3001.30	General State Aid-FY14 (40%)	\$ 12,468.88
	10.4300.11	Title I-FY13	\$ 47,230.00
8/22/2013	10.3001.30	General State Aid-FY14	\$ 18,703.32
	20.3001.30	General State Aid-FY14 (40%)	\$ 12,468.88
Total			\$ 128,627.40



MOKENA PUBLIC SCHOOLS DISTRICT 159

Board Information Report

TO: Board of Education

FROM: Dr. Omar Castillo
Superintendent

DATE: September 25, 2013

RE: Enrollment Report 2013

Due to the transition that sometimes occurs over the summer and first week of school, it is common practice for school districts to use 10th day enrollment numbers to make any necessary staffing decisions (Detailed 10th day Enrollment numbers are attached). I am happy to report to you that at this time based on our 10th day enrollment numbers, we are staffed properly across the district. Below I will share some historical as well as some 10th day numbers:

The following table shows the historic K-8 student enrollments and enrollment by grade level and class averages:

<u>Year</u>	<u>Enrollment</u>
2001-2002	2311
2002-2003	2337
2003-2004	2304
2004-2005	2322
2005-2006	2272
2006-2007	2199
2007-2008	2125
2008-2009	2081
2009-2010	2003
2010-2011	1962
2011-2012	1814
2012-2013	1749
2013-2014	1620

<u>Grade</u>	<u>Attending Students</u>
Kdg.	147
1 st	154
2 nd	154
3 rd	153
4 th	183
5 th	189
6 th	190
7 th	209
8 th	241

<u>Grade</u>	<u>Average Class Size</u>
Kdg.	24.5
1 st	25.5
2 nd	25.0
3 rd	23.8
4 th	26.6
5 th	27.1
6 th	(26/27)*
7 th	(26/27)*
8 th	(26/27)*

* Note: As one who has much experience with junior high scheduling, I can confidently say that due to the scheduling configuration at MJHS it is difficult to get an accurate class average, but Mr. Rolinitis tries to maintain a class size at about 26/27 students per class.



MOKENA PUBLIC SCHOOLS

DISTRICT 159

Information Report

September 25, 2013

TO: Board of Education

FROM: John Troy
Director of Business Operations & Transportation

RE: Extra-Curricular Fees

The Board at its September 21, 2013 Board meeting directed the administration to recommend a lower extra-curricular fee structure for the FY 14 school year. Table 1 illustrates a comparison of our current fee structure and tax rate to that of surrounding Districts.

After careful consideration the administration recommends reducing all extra-curricular fees to a flat rate structure of \$50 dollars for each sport activity; \$25 dollars for each club activity; and \$10 dollars for each intramural activity. (See Table 2). This recommended reduction in fees has been accounted for in the District's FY 14 tentative budget. Last year total revenue received from fees was \$82,731, this year we are budgeting \$35,000 dollars in revenues.

Table 1. Comparison of current fees with surrounding Districts

District	B-Ball	Band	V-Ball	Track	Cheer	Intramurals	Tax Rate
Frankfort 157-C	35	35	35	35	35	35	3.6144
Manhattan 114	40		40	40	40	40	3.5600
Mokena 159	250	80	225	100	125	26	2.4452
New Lenox 122	25	60	25	25	25		3.3846
Summit Hill 161	50	\$25/mo	50	50	50	30	3.3782
Homer 33C	25	25	25	25	25		3.4189



MOKENA PUBLIC SCHOOLS DISTRICT 159

Information Report

Table 2. Current fees and proposed changes for 2013-2014

Activity	Approx # of kids	Current Fees	Approx. Total Current Fee Receipts	Proposed New Fees	Approx Total New fee Receipts
Basketball	100	\$250	\$25,000	\$50	\$5,000
Cross Country	25	\$200	\$5,000	\$50	\$1,250
Track	65	\$100	\$6,500	\$50	\$3,250
Volleyball	30	\$225	\$6,750	\$50	\$1,500
Cheerleading	20	\$125	\$2,500	\$50	\$1,000
Poms	20	\$125	\$2,500	\$50	\$1,000
Scholastic Bowl	15	\$100	\$1,500	\$25	\$375
Debate Club	20	\$20	\$400	\$25	\$500
Drama Team	45	\$40	\$1,800	\$25	\$1,125
Intramurals	70	\$10	\$700	\$10	\$700
Angler's Club	15	\$45	\$675	\$25	\$375
Band	50	\$80	\$4,000	\$50	\$2,500
Jazz	20	60	\$1,200	\$50	\$1,000
Choir	50	\$80	\$4,000	\$50	\$2,500
Percussion Ensemble	10	\$35	\$350	\$25	\$250
Exercise Club	24	\$15	\$360	\$25	\$600
Intramurals	65	\$26	\$1,690	\$10	\$650
Just Say No	24	\$21	\$504	\$25	\$600
Play/Talent show	50	\$22	\$1,100	\$25	\$1,250
Girls On the Run GOTR	24	55	\$1,320	\$25	\$600
Approximate total revenue:			\$67,849		\$26,025
Approx total loss in revenue due to reduction:					\$41,824

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

MINUTES

Regular Meeting, August 15, 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 15th day August 2013.

I. CALL TO ORDER

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

II. ROLL CALL

Present: Stacy Cesta (District #159), James Gast (District #210), Mark Gray (District #114), Pam Kohlbacher (District #161), Kathy Miller (District #122), Patrick Usher (District #157C)

Staff Present: Dr. Sally H. Bintz, Director
Craig Englert, Assistant Director for Finance and Operations
Cheryl Della Penna, Administrative Assistant
Judith Boyens, District 843 Supervisor
Sue Kaczmarczyk, Pioneer Grove Principal
Robin Latman, District 843 Supervisor
Sarah Rexroad, Mackay Center Principal

III. APPROVAL OF MINUTES OF REGULAR MEETING AND CLOSED SESSION OF July 18, 2013

A motion was made by Pam Kohlbacher and seconded by Stacy Cesta to approve the minutes of the Regular Meeting and Closed Session of July 18, 2013.

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

Motion carried: 6 Aye, 0 Nay

IV. RECESS MEETING AND CONVENE PUBLIC HEARING ON BUDGET

A motion was made by Kathy Miller and seconded by Pam Kohlbacher to recess the meeting and convene a Public Hearing on the 2013-2014 budget.

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

Motion carried: 6 Aye, 0 Nay

The Public Hearing meeting was convened by President Usher at 7:02 p.m.

ROLL CALL

Present: Stacy Cesta (District #159), James Gast (District #210), Mark Gray (District #114), Pam Kohlbacher (District #161), Kathy Miller (District #122), Patrick Usher (District #157C)

Board President Usher asked if the Governing Board members wanted to make any comments. There were no Governing Board member comments. Governing Board President Usher asked if there were any public comments. Hearing none, President Usher asked for a motion to adjourn the Hearing.

A motion was made by Mark Gray and seconded by Stacy Cesta to close the Public Hearing on the 2013-2014 budget.

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

Motion carried: 6 Aye, 0 Nay

The Public Hearing was closed at 7:05 p.m.

V. REGULAR MEETING RECONVENED

The regular meeting was reconvened by President Usher at 7:05 p.m.

ROLL CALL

Present: Stacy Cesta (District #159), James Gast (District #210), Mark Gray (District #114), Pam Kohlbacher (District #161), Kathy Miller (District #122), Patrick Usher (District #157C)

VI. PUBLIC COMMENT

There were no comments.

VII. REPORTS

A. Treasurer's Report – Financial and Payables

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

B. Review of Advisory Committee Minutes

Dr. Bintz reviewed the minutes from the August 13, 2013 Advisory Meeting.

C. Director's Report

1. *Parent Advisory Council*

No report was available.

2. *Opening of School*

Dr. Bintz indicated that Opening Day for the Cooperative will take place on August 16, 2013 at Lincoln-Way East High School. This year's theme is *Cooperative Connections*. She expressed her appreciation to District 210 for providing the site and for the assistance with this event. Dr. Bintz invited the Governing Board members to stop by that morning if their schedule permits. This year the Cooperative has invited Patti Vasquez, a motivational speaker, comedian, and mother of a child with special needs, to be the guest speaker.

3. *Special Education Directors' Conference*

Dr. Bintz reported on the Special Education Directors' Conference that took place in Springfield on August 7 through 9. She indicated several of the Cooperative Supervisors attended, as well as PPS directors from some of the districts.

4. *Program and Staff Update*

Dr. Bintz stated that the Cooperative is fully staffed. The Director stated that even though the Cooperative lost ten EC classrooms, the student enrollment for the 2013-14 school year is down by only ten students. The student population is going up at Pioneer Grove, Mackay Center, and developmental kindergarten.

5. *ESY and Summer Work Projects*

Dr. Bintz provided the Governing Board with a compilation of the parent evaluation feedback form that parents of ESY students completed. The comments were very positive about the operation of this year's program. Dr. Bintz expressed her appreciation to District 157C for allowing the Cooperative to conduct the classes at the Grand Prairie School.

Mr. Englert indicated that the Cooperative has completed the repair on the Pioneer Grove roof and the work was finished at \$15,000 under budget. The doors on the lower level of Pioneer Grove will be replaced to make them fire code compliant. There are a couple of minor repairs to be completed at Pioneer Grove and the school year should begin with work completed on time.

6. *Security*

Mr. Englert stated that he surveyed all of the member districts to see what type of security they have in place. It was determined that all of the districts have some form of exterior security cameras with the exception of the Cooperative. Mr. Englert stated that he would recommend obtaining prices on exterior camera systems. The estimated cost of exterior camera systems should run \$30,000 and the card access system would cost \$15,000 to \$20,000. Mr. Englert reported that the Superintendents were in agreement with the Cooperative securing estimates and returning to them in September with that information. Dr. Bintz also stated she mentioned at the Advisory Committee meeting that she would recommend that the local police periodically make appearances in the Cooperative buildings to provide the general public with a visible security presence.

7. *Insurance Update*

Mr. Englert stated that the Cooperative insurance rates are going up 12.5% for PPO and 5% for HMO and he stated it is necessary to look at new plan designs and the structure of insurance plans. He has been in contact with an insurance vendor that provided non-specific samples to improve the Cooperative's insurance and there was no charge associated with the information that he has received to date. Should the Cooperative want to implement the recommendations that Mr. Englert was given, and if approval is granted to move forward, the Superintendents indicated that the agreement must have a caveat stating that utilizing the services of the company will provide a corresponding savings to the Cooperative. Should the Cooperative want to implement the recommendations from the insurance company, the proposal would cost \$25,000. Mr. Englert indicated that the Cooperative has an insurance committee made up of members from the two unions and other Cooperative staff. The members are very proactive in their effort to minimize the cost of the present insurance.

8. *Joint Site and Long Range Planning Committee*

Dr. Bintz provided the Governing Board with minutes from the Joint Long Range Planning Committee meeting that was conducted on August 5, 2013 and reviewed the details from the meeting. She stated that meeting pertained to programming, financial structures, and Cooperative buildings. Dr. Bintz stated that the member district's superintendents would be surveyed in October to gauge the districts' future plans for the Cooperative service usage. The Committee agreed that the current financial billing and reconciliation processes were appropriate to the member districts. Dr. Bintz stated that the billing works well based on the relationships among the districts and the Cooperative. She stated as far as the Cooperative buildings, the Mackay Center is the biggest challenge as it has limited space and increasing enrollment. There are no junior high school students in the building at this time.

9. *Withdrawal of New Lenox SD #122 from LWASE: Amended Time Line / Status of Withdrawal*

Dr. Bintz reviewed the draft Withdrawal Agreement dated August 5, 2013. She highlighted the changes to the Oakview Lease/Self Program, as well as liabilities and/or payments for liabilities in connection with the Pioneer Grove building and the Transition House. There was a discussion regarding nursing services to Cooperative students and Dr. Bintz stated that the Superintendents agreed that the current practice of having building based nurses serving Cooperative students housed in their building was an appropriate and efficient process. The Director indicated that the finalized draft should be completed in the near future and forwarded to the Superintendents for their review and submission to their attorneys for verification of the legal language.

D. *Principals' Reports*

Mackay Education Center

Mrs. Rexroad stated that the Mackay Center has been active this summer with repairs and updating. She expressed her gratitude to District #210 for providing a person to paint the identity on the Mackay building. There was open house held at the Center today. Mrs. Rexroad also provided the names and description of the new student programs for this year. This year a driver's education program will be

available to the students. The starting time at the Center has been moved up 50 minutes in an attempt to provide more flexibility for the students to start their day.

Pioneer Grove Educational Center

Mrs. Kaczmarczyk reported that Pioneer Grove has held trainings this week for staff. They have also been preparing their classrooms. August 19 will be the first institute day and families can come to visit with their students in the morning. The first PSO meeting will be August 28, 2013. Mrs. Kaczmarczyk stated that she was disappointed with the last minute resignations of staff, however, she is very excited about the new staff she has been able to locate to welcomed the students back to school.

VIII. APPROVAL OF THE CONSENT AGENDA

Acting on the recommendation of the Director, James Gast moved, seconded by Stacy Cesta, 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

The Financial Statement for the month of July, 2012 and investments through August 16, 2012 was presented.

C. Approval of Personnel Items as Listed:

1. Resignation

Certified Staff

Cristin Evans, Instructional Support Team, effective July 29, 2013.

Caroline Meanwell, school psychologist, effective August 6, 2013.

Jennifer Olech, DHH teacher and technical consultant, effective August 12, 2013.

Laura Wong, teacher, effective July 20, 2013.

Non-Certified Staff

Inez Davis, paraprofessional, effective August 12, 2013.

Mary Fulford, bus driver, effective August 3, 2013.

Susan Salazar, bus driver, effective August 12, 2013.

Matt Shearer, paraprofessional, effective August 14, 2013.

2. Employment

Certified Staff

Nicol Bessette, school psychologist, at a salary of \$57,373.00, effective August 19, 2013.

Debra Heffernan, substitute administrator, up to 25 days for the 2013-2014 school year, at a rate of \$545.00 per day.

Lisa Hackney, DHH teacher, at a salary of \$43,825, effective August 16, 2013.

Mary Richards, occupational therapist, at a salary of \$40.00 per hour, effective August 19, 2013.

Emily Vuckovich, permanent substitute teacher, at a salary of \$43,110, effective August 16, 2013.

Lisa Wheeler, SCII teacher, at a salary of \$66,234, effective August 16, 2013.

Non-Certified Staff

Paraprofessionals (these employees are being recalled from their honorable dismissal in April, 2013)

Diana Campbell, paraprofessional at Oakview School.

Chasity Anderson, paraprofessional at Mackay Center.

Thi Tran, paraprofessional at Mokena Elementary School.

IX. ACTION ITEMS

A. Approve FY 2013-14 Budget

A motion was made by Stacy Cesta and seconded by Kathy Miller to approve the 2013-2014 budget.

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

Motion carried: 6 Aye, 0 Nay

B. Acceptance of Gifts

that the Governing Board approve the acceptance of

- *a donation of a recumbent exercise bike at a value of \$150.00 from Mr. Charles Riemma to be used in the Pioneer Grove Sensory Room.*
- *a donation of \$200.00 from the Beta Omega Chapter of the Delta Kappa Gamma Society International for the use of the Transition House and Pioneer Grove to hold meetings to continue education, fellowship and service to others.*

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

Motion carried: 6 Aye, 0 Nay

X. INFORMATION ITEMS AND ANNOUNCEMENTS

The next regular meeting of the Board of Special Education will be held at 7:00 p.m. on September 19, 2013 at the Pioneer Grove Educational Center in Frankfort.

XI. ADJOURNMENT

A motion was made by James Gast and seconded by Mark Gray that the meeting be adjourned. All members voted Aye. Motion carried. President Usher declared the meeting adjourned at 8:07 p.m.

Respectfully submitted,
Cheryl A. Della Penna,
Administrative Assistant

President

Secretary



Mokena School District 159 **Information Report**

Date: September, 2013

To: Board of Education

From: Eileen Parente, Director of Student Services

Re: Job Descriptions Update

The building principals and I have reviewed the job descriptions for the Health Office. Some changes have been made to the Health Service Coordinator and Health Aide (MES only). The changes have been reviewed with the nurses. The job descriptions included in this packet are:

Health Service Coordinator
Health Aide

We would be happy to answer any questions you might have regarding the job description updates. We wish to adopt these job descriptions at the next regular Board meeting in October.



Job Description

Title: Health Services Coordinator

Minimum Qualifications:

- Appropriately licensed/certified by the Illinois State Board of Education.
- BSN Degree with minimum two years experience.
- CPR certified. Experience in blood-borne pathogens requirements and procedures.

Preferred Qualifications:

- Pediatric nursing experience.
- Proficient in computer skills.
- Hearing and Vision Screening Certified through IIDPH.

Accountable to:

- Building Principal
- Director of Student Services, Building Administrators

Primary Objective:

- Assist the Building Principal and Assistant Principal under the direct supervision of the Director of Student Services to provide services for effective health programming for children from birth through age 21, and to assist parents and professionals in meeting the health needs of children and youth.

Major Areas of Accountability*:

- Serve as an advocate for all children and youth.
- Consult and collaborate with educators, parents, children, and other professionals or agencies to improve student outcomes.
- Provides direct professional nursing services, illness and emergency care to students and staff in response to the nursing assessment and in accordance with professional standards, school policy and procedures and state law regarding nurse practice.
- Maintains confidentiality regarding all school and health related issues.
- Evaluates health status of students by means of maintain school health and immunization records.
- Follow-up and enforce established IDPH immunization requirements.
- Assess the health needs and accommodations of students with regard to their individual health problems; develop Individual Health Plans and Individual Emergency Plans, implement and evaluate plans as necessary.
- Maintains and distribute health alerts to those with a need to know and to building crisis folders.
- Delegation of health office related duties to health office assistant as appropriate and necessary.
- Act as a resource person for parents and students to secure needed medical, dental, or other treatment using appropriate follow-up.
- Interpret and act as a liaison between local schools and representatives of the medical profession, and between parents and school personnel regarding health related issues.
- Coordinate activities for emergency care for illness and/or injury for the prevention of communicable diseases.
- Protect students and staff by attention to environmental health factors.
- Perform parent interviews regarding student's health and complete Health History summaries for student with Individual Education Plans and Section 504 Plans.

Job Description

- Supervise the student's self administration of necessary medications at school per physician orders and school policies.
- Participate in the formulation and yearly review and revision of the total school health program.
- Review records to assure that goals of health program have been met.
- Implement Federal, state, and County health-related mandates.
- Maintain HIPAA and FERPA guidelines as appropriate without compromise of one over the other.
- Plan and perform Vision and Hearing Screenings as followed-up health care as required by State.
- Complete required yearly Federal, State and County Health Reports.
- Act in concert with legal requirements and ethical codes of the profession.
- Reports any and all violations of rules and regulations to the Building Principal and Director of Student Services.
- Engage in professional growth including continuous inquiry, professional development practices, application and sharing of research based practices.
- Demonstrate cultural competence and behaviors consistent with the core values, visions, and mission of District 159.

Requirements:

- Bending, carrying, climbing must be able to travel between job sites, lifting, pushing-pulling, reaching, sitting, standing, and walking. Must be able to occasionally lift, move, or push items of 50 lbs such as assisting children or moving/rearranging furniture.
- CPI Trained and Certified.

Working Conditions:

- Includes extremes of temperature and humidity.
- Hazards include stairs and communicable diseases.

*All areas of accountability considered essential functions of the job.



Job Description

Title: Health Aide

Minimum Qualifications:

- High School Diploma.
- Experience with MS Windows based computers.
- Demonstrate aptitude for tasks involved.

Accountable to:

- Building Principal

Primary Objective:

- To assist the school nurse in the smooth and efficient operation of the school health service in order to realize the service's maximum positive impact on the educational environment.

Major Areas of Accountability*:

- Administer first aid to sick or injured children or staff as per State recommendations.
- Assist with minor health needs of students.
- Assist with vision and hearing screenings.
- Assist with up-to-date school health and immunization records.
- Assist the Health Services Coordinator in making phone as directed and approved by the building administrator.
- Alphabetize and file Health History Forms, Dental Forms, and Immunization Records.
- Assist Health Services Coordinator with entering data into district student data-base.
- Provide supplemental clerical work assigned by the Principal.

Requirements:

- Bending, carrying, climbing must be able to travel between job sites, lifting, pushing-pulling, reaching, sitting, standing, and walking. Must be able to occasionally lift, move, or push items of 50 lbs such as assisting children or moving/rearranging furniture.
- CPI Trained and Certified.

Working Conditions:

- Includes extremes of temperature and humidity.
- Hazards include stairs and communicable diseases.

*All areas of accountability considered essential functions of the job.

Mokena SD 159 - Essential Board Process Procedures

- √ Placing items on the agenda
 - Board President
- √ Participating during public forums
 - Follow policy
 - Listen mode
 - Follow Robert's Rules
 - Three (3) minutes
- √ Asking agenda questions
- √ Communicating with Superintendent
 - 365/24/7
 - Appointments are preferred
- √ Communicating with members
- √ Communicating with staff
 - Work creation goes through Superintendent
- √ Visiting campuses
- √ Responding to complaints
 - Use Chain of Command
 - Put Chain of Command on back of business cards
- √ Communicating with the media
 - Board President speaks for the Board
- √ Communicating with the public
 - Individual/Owner
 - Superintendent addresses issue
 - Friday Board Packet
 - By Friday
 - Communicate resolutions to the Board
- √ Orienting new members
- √ Conducting closed sessions
 - What's discussed in closed session stays in closed session
- √ Celebrating our success
 - Use Board agenda to celebrate success
 - Schools – students – staff

Mokena SD 159
Board/Superintendent Communication Expectations
July 15, 2013
Public spoken at meeting and status

This board expects:

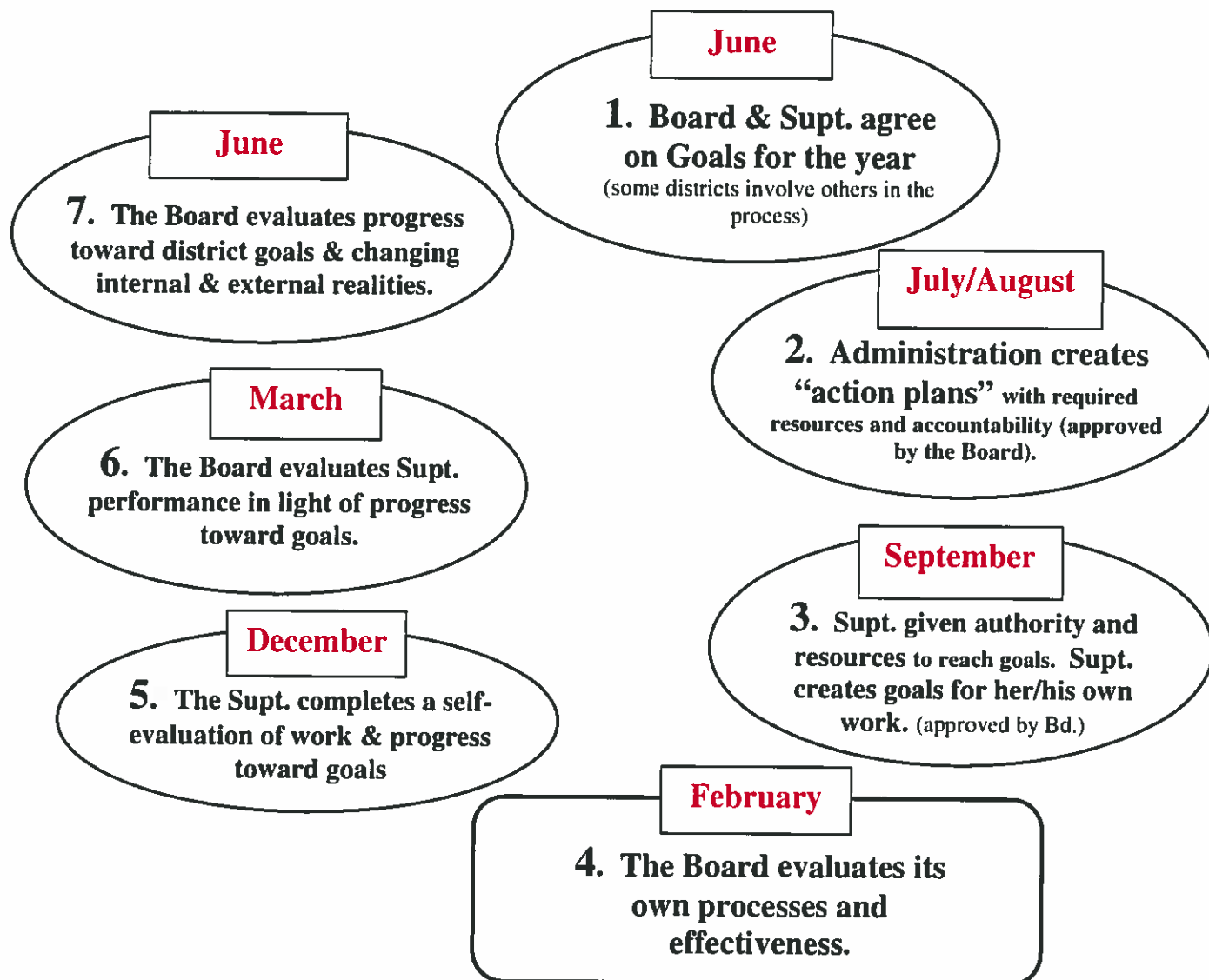
1. A regular communication from the superintendent every **Friday**, via **email**.
2. To be notified via **text message** as soon as possible for
 - a. School emergency (lock down, fire, etc.)
 - b. Student emergency (arrest, injury, death)
 - c. Staff emergency (arrest, injury, death)
3. To receive board packets and supporting documentation **Thursday** before the scheduled board meeting. **Email any changes to the agenda.**
4. That all board members will receive the same information.
 - a. One member's request for additional information results in all members receiving or having the same access to the information.
 - b. Special communications are done for all board members.
5. That board members will treat each other and staff with **respect**.
6. That the superintendent and staff will treat **all** board members with respect.
7. That reasonable requests for additional information (**file cabinet ready**) will be satisfied in a timely manner.
8. No surprises!
 - a. **Action items not previously discussed**
 - b. **Litigation**
 - c. **Major concerns at schools and staff related**
9. Other?

One knows
All Knows

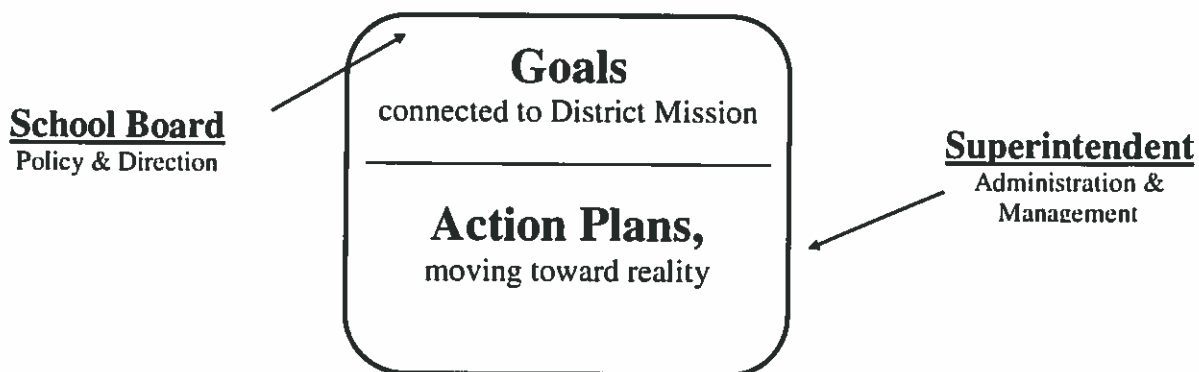
This superintendent expects:

1. That requests for additions to the agenda will be received at least **eight (8)** days before the meeting.
2. That direction is only given at board meetings when a majority of the board votes to give direction.
3. That board members will be respectful toward staff and be respectful of staff's time.
4. That board members will read all supporting documentation before the board meeting.
5. That board members will call **Superintendent** with questions about agenda items or supporting materials at least **forty-eight (48) hours** before the scheduled board meeting.
6. That the board of the whole will vote to put an item on a future agenda before significant staff time is expended. **Board President will prioritize the final list during the Superintendent/Board President planning meeting while reflecting on the Annual Calendar.**
7. No surprises!
 - a. **Questions at a meeting without previous notice or heads-up**

The Annual Planning & Evaluation Cycle



A Partnership



Core Values/Belief Statements

We believe that:

- children are our first priority
- students need to be prepared to become responsible and productive citizens in an ever-changing world
- education should meet the needs of all students so that every child can learn
- all members of the school community are to be actively engaged in the learning process
- a quality learning community requires prudent investment of human and financial resources
- the function of education is to instill the passion to become life-long learners and develop strategies for problem solving
- all members of the school community should respect themselves and others
- learning is best accomplished in a safe, positive and caring environment

Mission Statement

Mokena Public School District 159's mission is to provide a quality educational environment in order to prepare students to be confident, life-long learners and productive citizens by challenging them to reach their fullest potential through a collaborative partnership of students, staff family and community.

Vision Statement

Mokena Public School District 159 students will be provided the best educational experience. This will be achieved by maximizing student performance; collaboratively promoting a positive district culture; facilitating open communication throughout the community; and responsibly utilizing all available resources.

Areas of Focus

1. **Communication**
2. **Customer Service**
3. **Facilities**
4. **Curriculum**
5. **Technology**

Respectfully Signed on _____, 2013.

Danielle Didrickson, President

Jim Andresen, Vice-President

Anna Briscoe, Board Secretary

Stacy Cesta, Member

Aaron Janik, Member

Patrick Markham, Member

Joseph Spalla, Member

Dr. Omar Castillo, Superintendent

Approved on _____, 2013

ACTION REQUESTS

PERSONNEL ACTION REQUEST

Mokena School District 159

REGULAR MEETING

Personnel Recommendations – September 25, 2013

NAME	POSITION	BUILDING	EFFECTIVE DATE	EMPLOYMENT DETAIL
1. Administrative-reassignment				
Mari Jo Hanson	Interim Principal	MIS	9/9/-10/15/2013	Per diem rate
2. Certified Resignation				
Anthony Soyak	Teacher	MES	7/25/2013	
3. Classified-New Hire				
Rachael Aguirre	Bus Driver floater	District	2013-14 school year	\$14.24/hr/4.25/day 174 days/yr
Sunyoo Ku	Food Server	District	9/16/2013	\$8.31/hr 3 hrs/day 167 days/yr
Fania Berg	Sub Para-pro	MES	9/26/2013	\$85/day
Fania Berg	Sub Bldg aide	MES	9/26/2013	\$8.31/hr
Laura Spaulding	Sub Bldg aide	MES	9/26/2013	\$8.31/hr
4. Classified –Resignation				
Mike Bartos	Bus Driver	District	8/19/2013	
5. Classified-LOA				
Jeanine Wentzlaff	Cook	MJH	9/9/2013-1/5/2014	
6. Certified –LOA				
Carrie Bidinger	Social Worker	MIS	10/28-2013- 2/27/2014 or upon Dr.'s release	
7. Classified re-assignment				
Karen Hertzog	Sub Cook	MJH	9/9/2013-1/5/2014	\$ 12.21/hr 6 hrs/c 5days/wk
Dina Fugett	Food Server	District	9/9/2013	\$8.31/hr 3hrs/day 5 days/wk
8. Certified – Extended Sub				
Deborah Hocking	Teacher	MIS	8/30/2013	\$155.02/day
Jocelyn Pascale	Social Worker	MIS	10/28/2013	\$155.02/day

Recommended Motion:

"Move to approve personnel recommendations 1 through 8 as presented, subject to successful background check, drug screening (if applicable) and physical."



Mokena School District 159

Action Report

Date: September 9, 2013

To: Board of Education
Dr. Omar Castillo

From: John Troy, Director of Business Operations

Re: Annual Posting of Administrators Salary and Compensation

On August 13, 2009, Governor Quinn signed into law P.A. 96-0434 which requires school districts to annually prepare an itemized salary compensation report for every employee holding an administrative certificate and working in that capacity. The report must be:

- Presented and approved by the school board at a regularly scheduled school board meeting
- Sent to the Regional Office of Education
- Posted on the district website by October 1

Attached is the district's Salary Compensation Report for your review. At the September 25, 2013 board meeting, we will be asking for your approval of this report.

Recommended Motion:

"I move to approve the Administrator's Annual Salary and Compensation Report as presented."

Moved by: _____

Seconded by: _____

Mokena School District 159 2013-2014 Type 75 Administrators

Title	Base Salary	Bonuses	Annuities	Pension Contributions	Cost of Health Insurance	Cost of Life Insurance	Paid Sick & Vacation Payouts	Other Compensation or Income
Superintendent	\$ 137,500	0	0	\$ 14,266	\$ 17,519	\$ 384	0	0
Assistant Superintendent	\$ 103,000	0	0	\$ 10,687	\$ 17,519	\$ 192	0	0
Director of Business Operations	\$ 85,000	0	0	\$ 8,819	\$ 21,469	\$ 192	0	0
Director of Student Services	\$ 102,500	0	0	\$ 10,635	\$ 21,469	\$ 192	0	0
Principal Mokena Junior High	\$ 97,389	0	0	\$ 10,104	\$ 21,469	\$ 192	0	0
Assistant Principal Mokena Junior High	\$ 61,500	0	0	\$ 6,381	\$ 21,341	\$ 192	0	0
Principal Mokena Intermediate School	\$ 82,000	0	0	\$ 8,508	\$ 15,460	\$ 192	0	0
Principal Mokena Elementary School	\$ 82,000	0	0	\$ 8,508	\$ 21,469	\$ 192	0	0
Assistant Principal Mokena Elementary School	\$ 66,200	0	0	\$ 6,868	\$ 21,469	\$ 192	0	0



Mokena School District 159

Action Report

Date: September 9, 2013

To: Board of Education
Dr. Omar Castillo, Superintendent

From: John Troy, Director of Business Operations

Re: Report on Shared Services or Outsourcing

According to Illinois School Code ILCS 5/17-1.1 and effective January 1, 2012, all school districts and joint agreement entities are required to report attempts to improve fiscal efficiency through Shared Services or Outsourcing as provided in the Annual Financial Report (AFR). The report must be:

- Completed by the district prior to the AFR being submitted
- Presented to the school board for approval
- Published on the school district's website

The regional superintendent will compile and publish a report summarizing those attempts to fiscal efficiency.


Attached is the district's Shared Services or Outsourcing Report for your review. At the September 25, 2013 board meeting, we will be asking for your approval of this report.

Recommendation Motion:

"I move to approve the Report on Shared Services or Outsourcing as presented."

Moved by: _____

Seconded by: _____

	A	B	C	D	E
1	REPORT ON SHARED SERVICES OR OUTSOURCING				
2	School Code, Section 17-1.1 (Public Act 97-0357)				
3	Fiscal Year Ending June 30, 2013				
5	Complete the following for attempts to improve fiscal efficiency through shared services or outsourcing in the prior, current and next fiscal years. For additional information, please see the following website: http://www.isbe.net/sfms/aftr/aftr.htm .				
6	0				
7	U				
8	<input type="checkbox"/> Check if the schedule is not applicable.	Prior Fiscal Year	Current Fiscal Year	Next Fiscal Year	Name of the Local Education Agency (LEA) Participating in the Joint Agreement, Cooperative or Shared Service.
9	Indicate with an (X) if Deficit Reduction Plan is Required for Annual Budget 			Barriers to Implementation	(Limit text to 200 characters, for additional space use line 33 and 38)
10	Service or Function (Check all that apply)				
11	Curriculum Planning				
12	Custodial Services				
13	Educational Shared Programs				
14	Employee Benefits				
15	Energy Purchasing				
16	Food Services	x	x	x	Northern Illinois Independent Purchasing Cooperative
17	Grant Writing				
18	Grounds Maintenance Services				
19	Insurance	x	x	x	Illinois Public Risk Fund
20	Investment Pools				
21	Legal Services				
22	Maintenance Services				
23	Personnel Recruitment				
24	Professional Development				
25	Shared Personnel				
26	Special Education Cooperatives	x	x	x	Lincoln-Way Area Special Education District #843
27	STEM (science, technology, engineering and math) Program Offerings				
28	Supply & Equipment Purchasing				
29	Technology Services				
30	Transportation	x	x	x	Lincoln-Way High School/gas for buses & district vehicles
31	Vocational Education Cooperatives				
32	All Other Joint/Cooperative Agreements				
33	Other	x	x	x	Lincoln-Way High School/Shared paper bid
34					
35	Additional space for Column (D) - Barriers to Implementation:				
36					
37					
38					
40	Additional space for Column (E) - Name of LEA:				
41					
42					
43					
44					

**RESOLUTION BY THE MOKENA BOARD OF EDUCATION DESIRING TO
RETAIN "APPROVED STATUS"
OF HAZARDOUS WALKING CONDITIONS ROUTES FOR THE
2013-14 SCHOOL YEAR**

WHEREAS, the Board of Education of School District #159, Will County, Illinois, desires to retain "approved status" of hazardous routes so designated during the 2013-14 school year,

NOW THEREFORE, be it resolved by the Board of Education of School District #159, Will County, Illinois that said previously approved conditions for:

LaPorte Road	at Everett Lane	159-01-4
LaPorte Road	at Timberview Drive	159-01-5
Schoolhouse Road	at Rock Island Railroad Tracks	159-05-1
Schoolhouse Road	at Rock Island Railroad Tracks	159-05-2
Wolf Road	at Rock Island Railroad Tracks	159-05-3
Wolf Road	at Rock Island Railroad Tracks	159-05-4
Wolf Road	from Willowcrest Ln. to 3 rd St.	159-05-5
Wolf Road	from Parker St. to 195 th St.	159-05-6
East Side of 115 th Avenue	195 th St. to 0.1 Miles South	159-05-07
East Side of 115 th Avenue	195 th St. to 0.1 Miles South	159-05-08
116 th Avenue	195 th St. to 0.1 Miles North	159-05-09
116 th Avenue	195 th St. to 0.1 Miles North	159-05-10
Schoolhouse Road	at Rock Island Railroad Tracks	159-05-11
Wolf Road	at Rock Island Railroad Tracks	159-05-12
Wolf Road	from Parker St. to 195 th St.	159-05-13
East Side of 115 th Avenue	195 th St. to 0.1 Miles South	159-05-14
116 th Avenue	195 th St. to 0.1 Miles North	159-05-15
Francis Rd.	Arden to 115 th Avenue	159-05-16
Francis Rd.	Arden to 115 th Avenue	159-05-17
Francis Rd.	Arden to 115 th Avenue	159-05-18

Mokena School District #159 requests ISBE reimbursable transportation for the identified population of the 2013-14 school year.



The resolution having been read by the Board Secretary at the regular meeting of the Mokena Board of Education held Wednesday, September 25, 2013, was adopted this 25th day of September, 2013 by roll call vote of YEA and NAY to with:

MEMBERS WITH YEA

MEMBERS WITH NAY



Mokena School District 159

Action Request

Date: September 25, 2013

To: Board of Education

**From: Dr. Omar Castillo
Superintendent**

RE: Annual Application for Recognition of Schools

Attached you will find copies of the Annual Application for Recognition of Schools that the district is required to submit to the Regional Office of Education by September 30th, 2013. Part of the requirement for submission is that the applications for each school be approved by the Board of Education.

This application process is performed on an annual basis in order to provide verification to the county and the state that District 159 is operating within the parameters and meets the criteria of the Illinois Administrative Code, Part I, Subparts A, B, C, D, E, F, and G, as outlined in the attached applications.

If you have any questions with regard to this process, please do not hesitate to contact me. If the Board is in agreement, the following motion would be appropriate and appreciated:

"Move to approve the Annual Application for Recognition of Schools for Mokena Elementary School, Mokena Intermediate School, and Mokena Junior High School for the 2013-2014 school year, as presented."

Application for Recognition of Public Schools 2013-2014

Mokena Elem School
56-0991590-02 2002

Pending - District Admin

-
- YES** Do you have any paraprofessionals in your school?
- YES** In accordance with the 23 Illinois Administrative Code Part I, Subpart A, Sections 1.10-1.100, School Recognition Requirements rules, i.e., accountability framework including school improvement plans, operational requirements, state assessment, waiver of State Board Rules and School Code Mandates, etc.
- YES** In accordance with the 23 Illinois Administrative Code, Part I, Subpart B, Sections 1.210-1.290, School Governance rules, i.e., equal opportunities for all students, waiver of school fees, discipline, absenteeism, and truancy policies, and use of isolated time out and physical restraint, etc.
- YES** In accordance with the 23 Illinois Administrative Code, Part I, Subpart C, Sections 1.310-1.330, School District Administration rules, i.e., administrative responsibilities, evaluation of certified staff in contractual continued service, and hazardous materials training, etc.
- YES** In accordance with 23 Illinois Administrative Code, Part I, Subpart D, Sections 1.410-1.470, The Instructional Program Rules, i.e., basic standards, criteria for elementary and high schools, required course substitute, special programs, credit earned through proficiency examinations, consumer education proficiency tests, ethnic foreign language credit and program approval, adult and continuing education, etc.
- YES** In accordance with the 23 Illinois Administrative Code, Part I, Subpart E, Sections 1.510-1.530, Support Services rules, i.e., transportation, health services, and training of school bus driver instructors, etc.
- YES** In accordance with the 23 Illinois Administrative Code, Part I, Subpart F, Sections 1.610-1.660, Staff Certification Requirements rules, i.e., noncertificated personnel, transcripts of credits, records of professional personnel, and records of professional personnel, etc.
- YES** In accordance with the 23 Illinois Administrative Code, Part I, Subpart G, Sections 1.705-1.790, Staff Qualifications rules, i.e., requirements for elementary teachers, requirements for teachers of middle grades, requirements for secondary teachers and specified subject area teachers in grades 6 and above, standards for reading, media services, pupil personnel services, special education personnel, requirements for bilingual education teachers, teachers of English as a second language, substitute teachers, and supervision of speech-language pathology assistants etc.

Application for Recognition of Public Schools 2013-2014**Mokena Intermediate School**
56-0991590-02 2004**Pending - District Admin**

-
- YES** Do you have any paraprofessionals in your school?
- YES** In accordance with the 23 Illinois Administrative Code Part I, Subpart A, Sections 1.10-1.100, School Recognition Requirements rules, i.e., accountability framework including school improvement plans, operational requirements, state assessment, waiver of State Board Rules and School Code Mandates, etc.
- YES** In accordance with the 23 Illinois Administrative Code, Part I, Subpart B, Sections 1.210-1.290, School Governance rules, i.e., equal opportunities for all students, waiver of school fees, discipline, absenteeism, and truancy policies, and use of isolated time out and physical restraint, etc.
- YES** In accordance with the 23 Illinois Administrative Code, Part I, Subpart C, Sections 1.310-1.330, School District Administration rules, i.e., administrative responsibilities, evaluation of certified staff in contractual continued service, and hazardous materials training, etc.
- YES** In accordance with 23 Illinois Administrative Code, Part I, Subpart D, Sections 1.410-1.470, The Instructional Program Rules, i.e., basic standards, criteria for elementary and high schools, required course substitute, special programs, credit earned through proficiency examinations, consumer education proficiency tests, ethnic foreign language credit and program approval, adult and continuing education, etc.
- YES** In accordance with the 23 Illinois Administrative Code, Part I, Subpart E, Sections 1.510-1.530, Support Services rules, i.e., transportation, health services, and training of school bus driver instructors, etc.
- YES** In accordance with the 23 Illinois Administrative Code, Part I, Subpart F, Sections 1.610-1.660, Staff Certification Requirements rules, i.e., noncertificated personnel, transcripts of credits, records of professional personnel, and records of professional personnel, etc.
- YES** In accordance with the 23 Illinois Administrative Code, Part I, Subpart G, Sections 1.705-1.790, Staff Qualifications rules, i.e., requirements for elementary teachers, requirements for teachers of middle grades, requirements for secondary teachers and specified subject area teachers in grades 6 and above, standards for reading, media services, pupil personnel services, special education personnel, requirements for bilingual education teachers, teachers of English as a second language, substitute teachers, and supervision of speech-language pathology assistants etc.

Mokena Jr High School
56-0991590-02 1001

Pending - District Admin

YES Do you have any paraprofessionals in your school?

YES In accordance with the 23 Illinois Administrative Code Part I, Subpart A, Sections 1.10-1.100, School Recognition Requirements rules, i.e., accountability framework including school improvement plans, operational requirements, state assessment, waiver of State Board Rules and School Code Mandates, etc.

YES In accordance with the 23 Illinois Administrative Code, Part I, Subpart B, Sections 1.210-1.290, School Governance rules, i.e., equal opportunities for all students, waiver of school fees, discipline, absenteeism, and truancy policies, and use of isolated time out and physical restraint, etc.

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YES In accordance with the 23 Illinois Administrative Code, Part I, Subpart F, Sections 1.610-1.660, Staff Certification Requirements rules, i.e., noncertificated personnel, transcripts of credits, records of professional personnel, and records of professional personnel, etc.

YES In accordance with the 23 Illinois Administrative Code, Part I, Subpart G, Sections 1.705-1.790, Staff Qualifications rules, i.e., requirements for elementary teachers, requirements for teachers of middle grades, requirements for secondary teachers and specified subject area teachers in grades 6 and above, standards for reading, media services, pupil personnel services, special education personnel, requirements for bilingual education teachers, teachers of English as a second language, substitute teachers, and supervision of speech-language pathology assistants etc.



Mokena School District 159

Action Request

Date: September, 2013
To: Board of Education
From: Omar Castillo, Superintendent
RE: Semi – Annual Review of Closed Minutes

The Closed Session Minute Review Committee (Briscoe/ Didrickson) is recommending that the following minutes be approved to be opened:

If the Board concurs with recommendation of the Committee, the following motion would be appropriate:

May 11, 2005
May 11, 2011
January 12, 2012
March 8, 2012 session 2

Recommended Motion:

"I move to approve the Closed Session Minutes between January 13, 1982 and August 23, July 2013 as presented above."



Mokena School District 159 **Action Request**

Date: September, 2013
To: Board of Education
From: Dr. Omar Castillo, Superintendent
RE: Destruction of Verbatim Record of Closed Session Minutes

According to the Illinois Open Meetings Act (5 ILCS 120/2.06 Minutes), all public bodies shall keep written minutes of all their meetings, whether open or closed, and a verbatim record of all their closed meetings in the form of an audio or video recording.

The Act goes on to stipulate that, "The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after

1. the public body approves the destruction of a particular recording; and
2. the public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section."

In compliance with this Act, it is my recommendation that the verbatim audio recordings of the following closed meeting proceedings that are older than 18 months be destroyed:

10/7/2011
10/13/2011
10/27/2011- part 1
10/27/2011- part 2
11/2/2011
11/10/2011
11/17/2011
11/28/2011
12/8/2011- part 1
12/8/011- part 2

If the Board is in agreement with this recommendation, the following motion would be appropriate.

Recommended Motion:

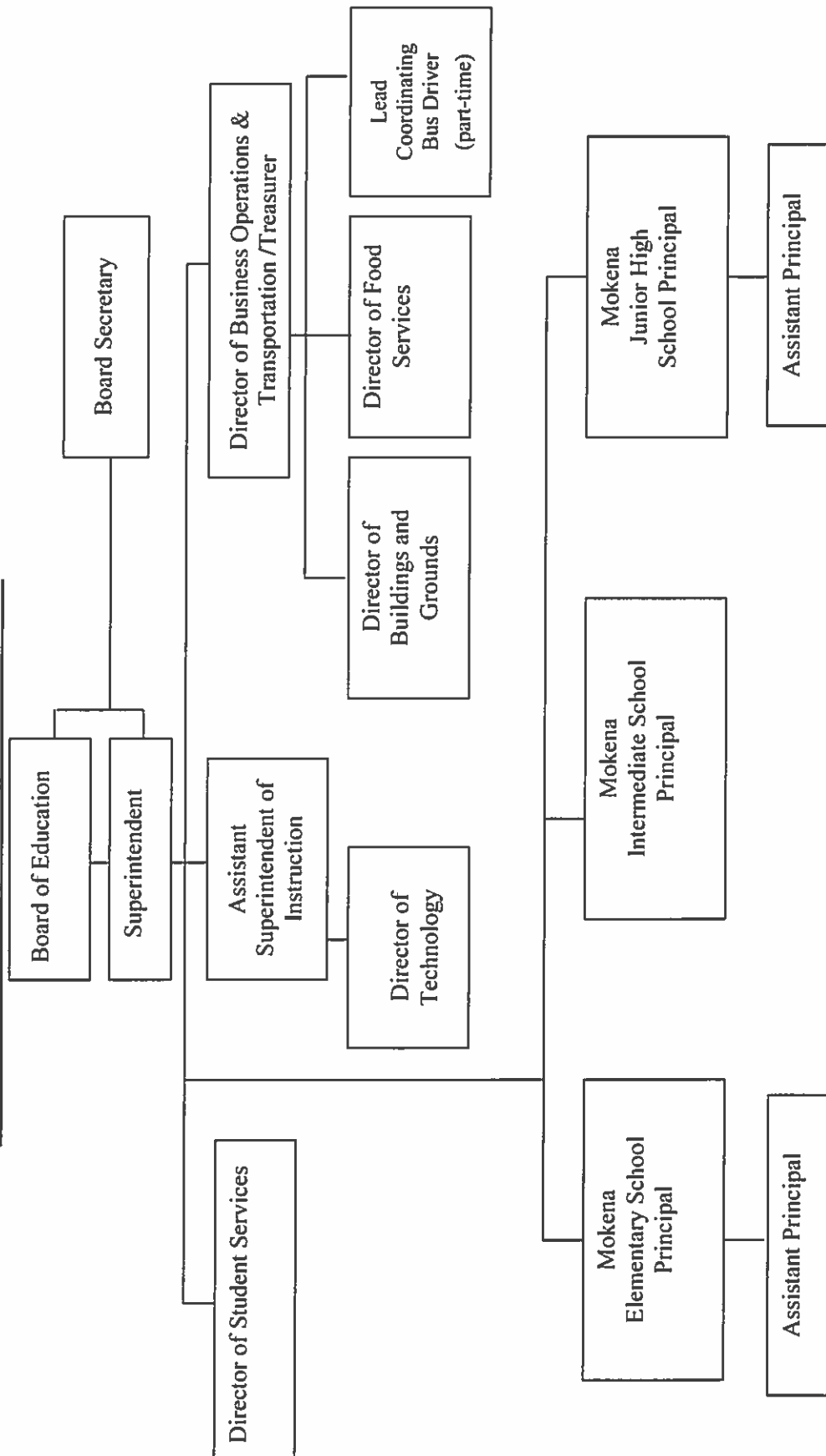
"I move to approve the Superintendent's recommendation to destroy the verbatim audio recordings of the Closed Session Meeting proceedings as, presented."

Moved By: _____

Seconded By: _____

General School Administration

Administrative Procedure – Organizational Chart





Mokena School District 159

Action Request

Date: September 16, 2013

To: Board of Education
Omar Castillo, Superintendent

From: John Troy, Director of Business Operations/Transportation

Re: **Adoption of 2013-2014 Budget**

Adoption of the 2013- 2014 Annual Budget

After the budget hearing is closed and there are no changes to the budget,

Recommended Motion:

"I move that this Board of Education approve the 2013-2014 Budget as presented."

Moved By: _____

Seconded By: _____



Mokena School District 159

Action Request

Date: September 25, 2013

To: Board of Education
Dr. Omar Castillo, Superintendent

From: Steve Hastings
Director of Technology

Subject: **RFP for Epson Brightlink Interactive Projectors**

A request for proposal (RFP) to purchase 37 Epson Brightlink 475Wi Interactive Projectors was issued with a return date of September 6, 2013. There were 5 respondents to the RFP. CDW-G was the lowest bidder with a total cost of \$49,099 or a per projector cost of \$1,327.

Recommended Motion:

"..... move that the Board of Education accept the bid to purchase 37 Epson Brightlink 475Wi Interactive projectors from CDW-G."

Moved by: _____

Seconded by: _____



MOKENA PUBLIC SCHOOLS

DISTRICT 159

Action Request

September 25, 2013

TO: Board of Education

FROM: John Troy
Director of Business Operations & Transportation

RE: Extra-Curricular Fees

If the recommendation in Table 2 of the extra-curricular fees information report meets with the Board's approval then the following would be an appropriate motion.

Recommended Motion:

"I move to revise and set the extra-curricular fees for the 2013-2014 school year to the amounts as presented in Table 2 of the extra-curricular fee information report."



MOKENA PUBLIC SCHOOLS

DISTRICT 159

ACTION REQUEST

To: Board of Education

From: John Troy
Director of Business Operations & Transportation

Date: September 25, 2013

Re: **Electrical Energy Contract**

If the Ameren electric contract presented by Midwest Energy meets with the Board's approval the following would be an appropriate motion:

Recommended Motion:

"I move to approve the Ameren electric contract entitled "Ameren Energy Marketing Company Electric Service Agreement, Exhibit A, Issued September 18, 2013"

Motioned by: _____

Second by: _____