

AGENDA
BOARD OF EDUCATION – MOKENA SCHOOL DISTRICT 159
Mokena Elementary School
July 17, 2013
7:00 PM

- I. ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC/COMMUNICATIONS**
 - MTA
 - Board of Education
- IV. PRINCIPAL REPORTS**
- V. SUPERINTENDENT REPORT-** recognizing new member- Aaron Janik
- VI. APPROVAL OF PREVIOUS MINUTES**
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 - 3. Classified – re-assignment
 - 4. Classified – resignation
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 - 6. Classified – New Hire
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- X. FOR THE GOOD OF MOKENA**
- XI. ADJOURNMENT**

INFORMATION REPORTS



MOKENA PUBLIC SCHOOLS DISTRICT 159

INFORMATION REPORT

Date: July 10, 2013

To: Board of Education
Dr. Omar Castillo
Superintendent

From: John Troy
Director of Business Operations

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

Included in your July meeting packet is the Monthly Financial Report for June, 2013. This is our last financial report for FY 13. The revenue and expenditures are listed by individual account. Also attached please find Notes to the Financial Report and Bills and a State Revenue Summary.

The revenue for the month in all funds was \$3,288,068 or 17.56 % of budgeted revenues. The expenditures for the month in all funds were \$934,937 or 5.02 % of the budgeted expenditures.

Month	FY 12				FY 13			
	Revenue	<u>% of Bud. Rev.</u>	Expense	<u>% of Bud. Exp.</u>	Revenue	<u>% of Bud. Rev.</u>	Expense	<u>% of Bud. Exp.</u>
July	\$306,170	1.74%	\$1,201,018	6.45%	\$1,306,655	6.98%	\$1,290,542	6.94%
August	\$2,195,129	12.50%	\$929,290	4.99%	\$1,608,858	8.59%	\$1,409,947	7.58%
September	\$4,884,408	27.82%	\$1,254,435	6.73%	\$5,732,440	30.62%	\$1,356,906	7.29%
October	\$651,914	3.71%	\$1,340,215	7.19%	\$639,075	3.41%	\$1,288,262	6.92%
November	\$402,559	2.29%	\$2,464,852	13.23%	\$265,755	1.42%	\$3,819,614	20.53%
December	\$620,611	3.54%	\$2,810,671	15.08%	\$316,134	1.69%	\$1,381,083	7.42%
January	\$459,427	2.62%	\$1,261,208	6.77%	\$716,651	3.83%	\$1,261,786	6.78%
February	\$229,329	1.31%	\$1,309,578	7.03%	\$157,637	0.84%	\$1,330,570	7.15%
March	\$219,992	1.25%	\$1,309,558	7.03%	\$392,020	2.09%	\$1,372,210	7.37%
April	\$493,999	2.81%	\$1,066,602	5.72%	\$217,331	1.16%	\$1,010,693	4.43
May	\$2,696,106	15.36%	\$1,051,909	5.64%	\$5,330,178	28.47%	\$1,777,205	9.55%
June	\$4,382,014	24.96%	\$1,656,593	8.89%	\$3,288,068	17.56%	\$934,937	5.02%
Year End	\$17,541,658	99.93%	\$17,655,929	94.75%	\$19,970,806	106.6%	\$18,233,757	97.98%
Budget	\$17,554,246		\$18,634,723		\$18,722,724		\$18,608,693	



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The fiscal year of the District ended on June 30, 2013. The Business Office is busy doing year end closing of the books and preparation of the FY 14 budget. Our auditor has already been in for a couple days of examination and is scheduled to complete that examination in the August time frame.

The fiscal year ended financially on a high note. The District received approximately \$1.25 million of revenues in excess of budget and expended approximately \$375 thousand less than budget. The result of this will be surplus of approximately \$1.625 million dollars in excess of the budgeted surplus of \$114,031 for a total surplus of **\$1,737,049 dollars**. Please note these are unaudited numbers.

Revenues:

Levy - The spring levy funds received were in excess of budget. The levy calculation is complicated and estimating future levies is a difficult task. It appears that the spring levy budget was calculated using a CPI of 1.5% when it should have used a CPI of 3.0%. This resulted in a very conservative estimate of spring levy funds. In total the levy dollars received from all funds was approximately **\$500,000** in excess of budget. However, in the past the Will County Treasurer has missed the June 27th payment date and if that was repeated, which fortunately it was not, it would have swung the pendulum in the other direction.

Registration/Transportation Fees - The District is on a cash basis of accounting meaning revenues are recorded in the fiscal year they are received. In the past the District had an early spring registration process, however, when fees were charged for transportation it was decided to postpone early registration to July to allow for the receipt of these fees in the fiscal year for which the service was provided (recall the District's fiscal year ends/begins on June 30/July 1). However, the District received feedback from parents that the later registration came during prime vacation season, in addition, the late registration was burdensome to the staff. Weighing the pros and cons of early versus late registration the District decided to return to early spring registration this year. This decision came after the budget and will result in a one-time bump in registration and transportation fees received this year but actually for next year. As a result the District took in approximately **\$320,000** more than budgeted for these fees.

General State Aid - The last couple of years of dealing with late payments from the State has been very difficult from a budgeting standpoint. The State made two GSA payments from FY 12 in FY 13. The District anticipated similar delays, however, the State surprised us and in May and June made all of their GSA payments for the year. The State also caught up somewhat on their categorical funding. The result is approximately **\$130,000** of revenue in excess of budget for combined GSA and categorical funds received this year.



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Special Ed Children Requiring Services, Special Ed Orphanage, and Medicaid - Budgeting for special ed. is difficult and the revenues received from claims are dependent upon the services needed by the children and often times these services are unanticipated. In these three areas the combined claims/revenues exceeded budget by approximately \$140,000. Please note that the expense side of the ledger on special education was up significantly as well.

Activity Fees, Building Revenue, Builders Contributions, O&M Misc. Revenue - In comparison to last year activity fees increased. It should be noted that we had a corresponding unbudgeted expense of approximately \$14,000 for activity fee refunds. We had tremendous use of our facilities this year as is reflected in our building revenues. In a sign that the economy is improving our impact fee revenues from new homes being built increased significantly. Lastly, O&M misc. revenue exceeded budget largely because of energy efficiency grant money received. In all, the combined revenues in these areas exceeded budget by approximately \$130,000.

Expenses:

Education Fund - Early on in the FY 13 it was known that the special education was going to be over budget by a large amount. Year-end total expenses in this area came in approximately \$400,000 over budget. This was a large whole to fill, fortunately, salaries in the education fund were conservatively estimated and no lump sum TRS retirement payments were required this year. The education fund in total ended up approximately only \$20,000 dollars over budget. Therefore, the education contingency funds in technology and fees were not expended.

O&M Fund - The O&M fund ended up approximately \$325,000 under budget. A portion of this came as a result of a \$125,000 under budget building electric account. The combination of switching suppliers and mild weather resulted in significantly lower electric bills. The rest of the savings came from conservative spending and not using the \$100,000 contingency O&M funds this year. The \$100,000 will need to be budgeted and spent next year as required under the matching funds maintenance grant program.

Transportation Fund - The transportation fund was over budget by approximately \$30,000. Special education bus monitors were not budgeted in transportation and in order to claim reimbursement from the State it was necessary to transfer that expense into the transportation fund. Furthermore, we had to pay the State back \$16,000 dollars due to an error on the transportation claim.

Bond & Interest Fund - The bond and interest fund was over budget by approximately \$15,500 due to unbudgeted District 843 bond service charges.

IMRF, FICA, Medicare Fund - This fund was under budget approximately \$58,000 due to conservative estimates on staffing and their associated benefits.



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Tort Fund - The tort fund was under budget by approximately \$55,000 dollars. The District did not have any legal expenses in the tort area saving the \$15,000 budgeted for this expense. The commercial liability payments were lower than budgeted due to correctly making payments in the fiscal year due. i.e. we did not prepay FY 14 payments in FY 13.

Fund Balance Policy:

Board Policy 4:20- Fund Balances

"The Superintendent or designee shall maintain fund balances adequate to ensure the District's ability to maintain levels of service, maintain its credit rating, and pay its obligations in a prompt manner in spite of unforeseen events or unexpected expenses. The superintendent shall inform the Board whenever the District must draw upon reserves or borrow money."

"The School District shall seek to maintain the year-end average fund balance to no less than 33% and no greater than 65% of the annual expenditures. In the event that the year-end average fund balance falls outside of this range the Superintendent or designee shall provide the Board with an explanatory report detailing plans for operating outside the established range and a timeline for returning within this range. For example, implementing a curriculum or technology improvement plan, or saving for a significant capital improvement project."

The year-end average fund balance is \$11,817,583

The year-end annual expenditures were \$18,233,757

65% of year-end expenditures is \$11,851,942

The year-end average fund balance is no greater than 65% of year end expenditures.

Notes to Financial report:

Revenue

Page 1, Levy Prior Year Fall – Over budget, levy tax collections and distributions were better than expected.

Page 1, Ed Fund Levy Curr Yr. Spring – Over budget due to a conservative estimation such as using a CPI of 1.5% instead of 3%. This is repeated in each of the Curr Yr Spring levy accounts



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Page 1, Food Sales to Pupils – Under-budget, food sales over the last several years has expectantly tracked downward with enrollment.

Page 1, Textbooks/Workbooks fees – Over budget as a result of pre-registration we changed registration from summer to spring which resulted in a shift in the fiscal year fees are received.

Page 1, District 159 Annual Rent – Under budget, we continue to have a high usage of our facilities and will have additional 843 rents due prior to the end of the year. Note that the church no longer rents the gym which was about \$7,000 dollars.

Page 1. Activity Fees - Over-budget – more children than anticipated signed up for activities. This will be offset somewhat by refunds on the expense side.

Page 1. Ed Fund Gen. State Aid – Over-budget received two of last year's payments this year and the State is unusually up to date in it's payments.

Page 1. Special Ed Orphanage – Over budget due to new students whose costs are 100% reimbursed from the State.

Page 1. Special Ed Home/Hospital – Over budget, significant unbudgeted reimbursement from the state for these services.

Page 1. Special Ed Children Requiring Services – Over budget, significant unbudgeted reimbursement from the state.

Page 1, Early Childhood at Risk - Under budget, no revenue/grant money will be received.

Page 2, IDEA Flow-Federal Funds – Over budget, additional fed money,

Page 2, Special Ed Medicaid – Over budget, additional Medicaid state reimbursement for low income students.

Page 2. Builder's Contribution. These are impact fees paid by new home builders. Over-budget, a sign that the economy is turning around.

Page 2. O & M Misc Revenue – Over-budget, we received a lighting grant.

Page 2. Transportation Fees – Over budget as a result of pre-registration for next year and the shift in the fiscal year in which fees are received..

Page 2. St Mary's Transportation – This is a new account and therefore was unbudgeted the fees were transferred from the Transportation fee account. This will allow us to track St. Mary's fees received more closely.



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Page 3, Transportation Sp Ed Student Aide. Over-budget, conservatively budgeted due to financial condition of the State which surprisingly has been up to date in payments. In fact on July 1 we received all GSA and categorical payments due from the State except for \$176.

Page 3 Corporate Personal Property Replacement Tax. Over budget, this is the replacement tax that was instituted when the tax on corporate personal property was abolished. Our percentage is fixed but the amount received fluctuates is depending on sales tax revenues received by the State.

Expenses

Page 4, Pass Stipends - not enough was budgeted to cover the actual stipends.

Page 4, Workbooks-MES – Much of this will be expended for workbooks for next year.

Page 4, Workbooks-MIS - The amount budgeted and ordered for this year takes into account the additional excess workbooks that were ordered last year.

Page 4, Benefit Teacher Tuition Reimbursement – Contractual reimbursement that was not budgeted, will not be used this year as no teacher put in for it.

Page 4, Activity Fee Refund - These are refunded fees for transportation and extra-curriculars that was not budgeted

Page 5. Salaries Substitute Teachers – Under budget, At the end of the year the portion for staff development will added up and then transferred to account 10.2210.110, see page 7..

Page 6, Supplies and Membership fees, Athletic – Over budget due to reimbursement of student activity account that paid these district fees.

Page 7, Salaries Staff Development – Over budget, past practice was to at year end transfer in out of the substitute teacher account only the budget amount not the actual amount. This year we transferred the actual amount. This account is for substitute teachers needed for institute days. We accrue all the substitute teacher expense in account 10.1111.112.5 Salaries –Substitute Teachers, page 5, then at the end of the fiscal year transfer out those salaries that are due to institute days. This allows us to keep track of the actual costs of staff development.

Page 8, Testing Materials – Over budget due to increased costs of materials.

Page 8, Purchases Services Board of Education – This amount is over budget due to the fee for the search for the new superintendent.

Page 8, Postage-MJH - The amount budgeted here was premised upon returning the MJHS postage machine. However, we have a contract that runs for several more years. The buyout that the vendor, Pitney Bowes, has offered provides minimal savings. This item will continue to go over budget by \$141.33/mo.



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Page 9, Professional Assoc. Fee - An additional association fee that was not budgeted. \$54.00.

Page 9, Student Food Refunds - Additional unanticipated refunds.

Page 10, Special Ed AI Costs - Over budget. This is for 843 provided special ed adaptive instruction to some of our students. This was not budgeted. At the time of budgeting we had no students who had adaptive instruction in their IEP. Subsequently that has changed. This will continue to go over budget.

Page 10, Special Ed Preschool – Over budget. Additional students and costs caused this account to go significantly over budget.

Page 10, Special Ed Hearing/Vision – Over budget. additional expense for these unanticipated but mandated services.

Page 10, Special Ed Private Tuition. Under budget, less children in private placements.

Page 10, Contingency -Technology - The administration is working on a technology implementation plan that will likely incorporate the use of these funds.

Page 10, Contingency – Fees – The admin recommended not reducing fees this fiscal year due to the uncertainty of State financing.

Page 11, Supplies O&M – Maintenance- We sent back a large order of lights and got a refund of \$5,124.01. This brought us closer in-line with budget. We are watching our O&M expenses closely.

Page 11, Supplies O&M – Custodial – Over budget, additional necessary supplies required for proper maintenance. We are watching our inventory closely.

Page 11, Contingency – O&M Fund – Contingency set aside for the “get \$50k spend \$100K” State O&M grant. We have already received the \$50,000 and have up to 5 years to spend the \$100,000.

Page 11, Building Electric/Gas – Under budget due to mild winter and savings in switching suppliers.

Page 12, Bond Service Charges - This was for a 843 Bond charge that was not on their budget at the time we set our budget.

Page 12 Sp Ed Bus Monitors – This is a new account established this year and accounts for payments to the 843 special ed cooperative for IEP required bus monitors. This is necessary because the State will reimburse the District in its transportation claim for a portion of the cost of these monitors if it is paid out of the transportation fund. This has not been budgeted this way in the past and I have solicited the State for an audit to try and recover past salaries paid by the District.

Page 12, 15 Salaries/IMRF/FICA/Medicare-Transportation Director - The part-time transportation director position was not firmed up until after the budget was set. The amount expended will exceed the amount budgeted. However, note that there was an additional \$6,000 budgeted in Salaries-Transportation for a potential stipend that will not be used as a result of this part-time position.



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Notes to Bills List:

Page 1. Baytree Leasing. This is the last lease in our telephone lease.

Page 3. Performance Chemical. Wax and new finishing unit for school floors. The new finishing unit has greatly improved the efficiency of the custodians which has allowed them to accomplish more of the summer projects such as room painting.

Page 3, Software Technology - INOW is the student information system software that the District uses and Budget Planner is a module in the accounting software.

MOKENA SCHOOL DISTRICT 159
OUTSTANDING STATE PROGRAM PAYMENTS FY 2012-2013

STATE FUNDING ONLY

Program	Function	PAYMENT AMOUNT	Date Scheduled	Date Disbursed / Vouchered	Processed By Comptroller	Date Received	PAID AMOUNT	BALANCE DUE to Date @ 8/1/2012
General State Aid	3001	\$33,306.98	8/10/2012	8/7/2012	8/10/2012	8/14/2012	\$33,306.98	\$0.00
General State Aid	3001	\$33,306.98	8/20/2012	8/15/2012	8/20/2012	8/22/2012	\$33,306.98	\$0.00
General State Aid	3001	\$33,311.74	9/10/2012	9/5/2012	9/10/2012	9/12/2012	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	9/20/2012	9/17/2012	9/20/2012	9/24/2012	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	10/10/2012	10/4/2012	10/10/2012	10/12/2012	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	10/20/2012	10/16/2012	10/19/2012	10/23/2012	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	11/10/2012	11/7/2012	11/9/2012	11/14/2012	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	11/20/2012	11/16/2012	11/20/2012	11/26/2012	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	12/10/2012	12/5/2012	12/10/2012	12/12/2012	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	12/20/2012	12/17/2012	12/20/2012	12/26/2012	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	1/10/2013	1/7/2013	1/10/2013	1/14/2013	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	1/20/2013	1/15/2013	1/18/2013	1/23/2013	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	2/10/2013	2/5/2013	2/8/2013	2/13/2013	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	2/20/2013	2/15/2013	2/20/2013	2/22/2013	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	3/10/2013	3/6/2013	3/8/2013	3/12/2013	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	3/20/2013	3/15/2013	3/20/2013	3/22/2013	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	4/10/2013	4/4/2013	4/10/2013	4/12/2013	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	4/20/2013	4/16/2013	4/19/2013	4/23/2013	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	5/10/2013	5/7/2013	5/10/2013	5/14/2013	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	5/20/2013	5/15/2013	5/20/2013	5/22/2013	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.74	6/10/2013	6/4/2013	6/10/2013	6/12/2013	\$33,311.74	\$0.00
General State Aid	3001	\$33,311.75	6/20/2013	6/17/2013	6/20/2013	6/24/2013	\$33,311.75	\$0.00
3001 Total		\$732,848.77					\$732,848.77	\$0.00
General State Aide/Special	3001	\$24,083.73	8/1/2012	1/3/2013	1/8/2013	1/10/2013	\$24,083.73	\$0.00
3001 Total		\$24,083.73					\$24,083.73	\$0.00
Spec Ed Private Facility Tuition	3100	\$60,864.78	3/30/2012	3/27/2012	7/2/2012	7/5/2012	\$60,864.78	\$0.00
Spec Ed Private Facility Tuition	3100	\$60,864.79	6/20/2012	6/18/2012	9/21/2012	9/25/2012	\$60,864.79	\$0.00
Spec Ed Private Facility Tuition	3100	\$41,011.14	9/30/2012	9/24/2012	1/17/2013	1/22/2013	\$41,011.14	\$0.00
Spec Ed Private Facility Tuition	3100	\$39,555.95	12/30/2012	12/20/2012	4/16/2013	4/18/2013	\$39,555.95	\$0.00
Spec Ed Private Facility Tuition	3100	\$39,163.43	3/30/2013	3/26/2013	4/30/2013	5/2/2013	\$39,163.43	\$0.00
Spec Ed Private Facility Tuition	3100	\$39,163.42	6/20/2013	Scheduled				\$39,163.42
3100 Total		\$280,623.51					\$241,460.09	\$39,163.42
Funding for Children Req Sp Ed	3105	\$62,416.82	3/30/2012	3/27/2012	7/2/2012	7/5/2012	\$62,416.82	\$0.00
Funding for Children Req Sp Ed	3105	\$62,416.82	6/20/2012	6/18/2012	9/21/2012	9/25/2012	\$62,416.82	\$0.00

Program	Function	PAYMENT AMOUNT	Date Scheduled	Date Disbursed / Vouchered	Processed By Comptroller	Date Received	PAID AMOUNT	BALANCE DUE to Date @ 8/1/2012
Funding for Children Req Sp Ed	3105	\$53,971.29	3/30/2012	9/24/2012	1/8/2013	1/10/2013	\$53,971.29	\$0.00
Funding for Children Req Sp Ed	3105	\$53,971.29	12/30/2012	12/19/2012	3/26/2013	3/28/2013	\$53,971.29	\$0.00
Funding for Children Req Sp Ed	3105	\$53,971.29	3/30/2013	3/26/2013	4/30/2013	5/2/2013	\$53,971.29	\$0.00
Funding for Children Req Sp Ed	3105	\$53,971.29	6/20/2013	Scheduled				\$53,971.29
	3105 Total	\$340,718.80					\$286,747.51	\$53,971.29
Special Ed - Personnel	3110	\$50,725.00	6/20/2012	6/18/2012	9/21/2012	9/25/2012	\$50,725.00	\$0.00
Special Ed - Personnel	3110	\$48,959.25	9/30/2012	9/24/2012	1/8/2013	1/10/2013	\$48,959.25	\$0.00
Special Ed - Personnel	3110	\$48,959.25	12/30/2012	12/19/2012	3/25/2013	3/27/2013	\$48,959.25	\$0.00
Special Ed - Personnel	3110	\$48,959.25	3/30/2013	3/26/2013	4/29/2013	5/1/2013	\$48,959.25	\$0.00
Special Ed - Personnel	3110	\$48,959.25	6/20/2013	Scheduled				\$48,959.25
	3110 Total	\$246,562.00					\$197,602.75	\$48,959.25
Special Ed - Orphanage	3120	\$64,594.47	8/31/2012	8/29/2012	10/23/2012	10/25/2012	\$64,594.47	\$0.00
Special Ed - Orphanage	3120	\$21,117.83	9/30/2012	9/24/2012	1/17/2013	1/22/2013	\$21,117.83	\$0.00
	3120 Total	\$85,712.30					\$85,712.30	\$0.00
Special Ed - Summer School	3145	\$849.72	12/15/2012	12/13/2012	1/31/2013	2/4/2013	\$849.72	\$0.00
	3145 Total	\$849.72					\$849.72	\$0.00
Bilingual Ed	3305	\$518.00	5/15/2012	4/24/2012	7/12/2012	7/16/2012	\$518.00	\$0.00
Bilingual Ed	3305	\$3,451.00	8/20/2012	8/28/2012	10/23/2012	10/25/2012	\$3,451.00	\$0.00
Bilingual Ed	3305	\$206.00	2/15/2013	5/21/2013	6/24/2013	6/26/2013	\$4,240.00	(\$4,034.00)
	3305 Total	\$4,175.00					\$8,209.00	(\$4,034.00)
State Free Lunch	3360	\$204.80	6/11/2012	5/8/2012	7/18/2012	7/20/2012	\$204.80	\$0.00
State Free Lunch	3360	\$203.30	6/17/2012	6/5/2012	7/18/2012	7/20/2012	\$203.30	\$0.00
State Free Lunch	3360	\$206.75	7/3/2012	8/28/2012	9/25/2012	9/27/2012	\$206.75	\$0.00
State Free Lunch	3360	\$66.78	9/11/2012	9/18/2012	9/24/2012	9/26/2012	\$66.78	\$0.00
State Free Lunch	3360	\$136.97	10/9/2012	10/16/2012	11/16/2012	11/20/2012	\$136.97	\$0.00
State Free Lunch	3360	\$156.50	11/20/2012	11/21/2012	1/28/2013	1/30/2013	\$156.50	\$0.00
State Free Lunch	3360	\$128.04	1/15/2013	12/18/2012	1/28/2013	1/30/2013	\$128.04	\$0.00
State Free Lunch	3360	\$121.43	2/19/2013	1/15/2013	1/28/2013	1/30/2013	\$121.43	\$0.00
State Free Lunch	3360	\$159.23	4/1/2013	2/14/2013	3/21/2013	3/25/2013	\$159.23	\$0.00
State Free Lunch	3360	\$148.26	5/20/2013	3/19/2013	5/2/2013	5/6/2013	\$148.26	\$0.00
State Free Lunch	3360	\$165.79	6/5/2013	4/24/2013	6/13/1900	5/24/2013	\$165.79	\$0.00
State Free Lunch	3360	\$145.11	6/9/2013	5/7/2013	5/24/2013	5/24/2013	\$145.11	\$0.00
State Free Lunch	3360	\$176.13	6/13/2013	6/4/2013				\$176.13
	3360 Total	\$1,392.80					\$1,842.96	\$0.00
Transportation - Regular	3500	\$26,083.85	3/30/2012	3/28/2012	7/2/2012	7/5/2012	\$26,083.85	\$0.00
Transportation - Regular	3500	\$30,753.54	6/15/2012	6/18/2012	9/21/2012	9/25/2012	\$46,672.08	(\$15,918.54)
	3500 Total	\$56,837.39					\$72,755.93	(\$15,918.54)

Program	Function	PAYMENT AMOUNT	Date Scheduled	Date Disbursed / Vouchered	Processed By Comptroller	Date Received	PAID AMOUNT	BALANCE DUE to Date @ 8/1/2012
Transportation - Special Ed	3510	\$64,431.40	3/30/2012	3/28/2012	6/28/2012	7/2/2012	\$64,431.40	\$0.00
Transportation - Special Ed	3510	\$64,431.40	6/15/2012	6/18/2012	9/21/2012	9/25/2012	\$64,431.40	\$0.00
Transportation - Special Ed	3510	\$75,031.29	9/30/2012	9/24/2012	1/8/2013	1/10/2013	\$75,031.29	\$0.00
Transportation - Special Ed	3510	\$75,105.68	12/30/2012	12/19/2012	3/25/2013	3/27/2013	\$75,105.68	\$0.00
Transportation - Special Ed	3510	\$75,102.05	3/30/2013	3/26/2013	4/29/2013	5/1/2013	\$75,102.05	\$0.00
Transportation - Special Ed	3510	\$75,102.04	6/15/2013	Scheduled				\$75,102.04
	3510 Total	\$429,203.86					\$354,101.82	\$75,102.04
Total Receivable	Grand Total	\$2,203,007.88					\$2,006,214.58	\$197,243.46

Unpaid Categoricals Receivable from ISBE - By Month

Project Frozen
FY12 Funds

Treasurer's Report Income Summary
June 01, 2013 - June 30, 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	\$3,855,570.08	\$2,276,070.36	\$635,740.18	\$1,640,330.18	\$5,495,900.26	42.5%
20 OM FUND	\$1,696,193.87	\$359,964.01	\$135,114.52	\$224,849.49	\$1,921,043.36	13.3%
30 BOND - INTEREST FUND	\$979,306.10	\$450,182.57	\$0.00	\$450,182.57	\$1,429,488.67	46.0%
40 TRANSPORTATION FUND	\$2,265,543.40	\$91,355.91	\$130,879.67	\$39,523.76-	\$2,226,019.64	-1.7%
50 IMRF FUND	\$97,430.09	\$86,774.87	\$27,939.24	\$58,835.63	\$156,265.72	60.4%
61 NEW CONSTRUCTION FUND	\$753,565.28	\$22.47	\$0.00	\$22.47	\$753,587.75	0.0%
70 WORKING CASH FUND	\$1,727,483.04	\$13,183.07	\$0.00	\$13,183.07	\$1,740,666.11	0.8%
80 TORT FUND	\$101,895.95	\$10,514.53	\$5,263.00	\$5,251.53	\$107,147.48	5.2%
Totals :	\$11,476,987.81	\$3,288,067.79	\$934,936.61	\$2,353,131.18	\$13,830,118.99	0.00

Mokena School District 159
Treasurer's Detail Investment Report
June 30, 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	\$ 29,309.75	\$ 3,438,561.93	\$ -	\$ -	\$ 7,982.49	\$ 45,953.16	\$1,974,092.93	\$ 5,495,900.26
20 Operations & Maintenance	\$ 9,119.19	\$ 1,748,279.64	\$ -	\$ -	\$ 1,731.04	\$ 41,920.96	\$ 119,992.53	\$ 1,921,043.36
30 Bond & Interest	\$ 41.36	\$ 1,021,401.87	\$ -	\$ -	\$ 4,294.23	\$ 6,450.09	\$ 397,301.12	\$ 1,429,488.67
40 Transportation	\$ 123,737.16	\$ 2,083,487.80	\$ -	\$ -	\$ 3,558.63	\$ 12,588.73	\$ 2,647.32	\$ 2,226,019.64
50 IMRF	\$ 115.65	\$ 13,877.96	\$ -	\$ -	\$ 681.07	\$ 174.42	\$ 141,416.62	\$ 156,265.72
61 New Construction	\$ 10,319.73	\$ -	\$ -	\$ -	\$ -	\$ 2,305.06	\$ 740,962.96	\$ 753,587.75
70 Working Cash	\$ 3,057.56	\$ 1,378,609.89	\$ -	\$ -	\$ 1,378.09	\$ 4,042.20	\$ 353,578.37	\$ 1,740,666.11
80 Tort Fund	\$ 3,316.56	\$ 48,183.91	\$ -	\$ -	\$ 81.43	\$ -	\$ 55,565.58	\$ 107,147.48
TOTALS	\$ 179,016.96	\$ 9,732,403.00	\$ -	\$ -	\$ 19,706.98	\$ 113,434.62	\$3,785,557.43	\$ 13,830,118.99
Percentages	1.294%	70.371%	0.000%	0.000%	0.142%	0.820%	27.372%	100.000%

Certificate of Deposit Investments - Jun 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
Bankco Popular De Puerto Rico	06/05/13	0.300%	0.220%	\$ 249,099.76	12/5/2013
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	0.350%	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
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
Landmark Community Bank-TN	05/14/13	0.300%	0.150%	\$ 248,000.00	8/12/2013
Merchants Bank of Indiana-IN	03/06/13	0.350%	0.200%	\$ 248,000.00	9/3/2013
Onewest Bank-CA	05/30/13	0.600%	0.421%	\$ 248,900.00	6/11/2014
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
State Bank of India-NY	05/30/13	0.300%	0.152%	\$ 249,800.00	11/27/2013
Sterling National Bank-NY	05/14/13	0.250%	0.100%	\$ 248,000.00	8/12/2013
The First, N.A.-ME	05/14/13	0.250%	0.100%	\$ 248,000.00	8/12/2013
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				\$ 9,732,403.00	

IIIT Investments
PMA Investments
PMA-DTC Investments

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

MINUTES

Regular Meeting, June 20, 2013

Minutes of the regular meeting of the Board of Special Education, Will County, Illinois, held at Lincoln-Way Transition House, 310 Colorado Street, Frankfort, IL 60423, at 7:00 p.m. on the 20th day June 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

Visitors Present:

III. APPROVAL OF MINUTES OF REGULAR MEETING AND CLOSED SESSION OF MAY 16, 2013

A motion was made by Kathy Miller and seconded by James Gast to approve the minutes of the Regular Meeting and Closed Session of May 16, 2013.

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

Voting Abstain: Kohlbacher

Motion carried: 5 Aye, 1 Abstain

IV. PUBLIC COMMENT

V. 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 June 11, 2013 Advisory Meeting. The 2013-2014 meetings will take place at the Summit Hill School Administrative Center and Mrs. Rains (Dist. #161 Superintendent) will serve as chairperson.

C. Director's Report

1. *Parent Advisory Council*

The Parent Advisory Council does not meet during the summer months.

2. *2013-2014 Budget*

Dr. Bintz presented the proposed 2013-2014 budget. Mr. Englert reviewed various sections of the budget and highlighted the aspects of the budget of interest to the individual districts. Dr. Bintz asked that the Governing Board review the budget with their individual boards. Dr. Bintz and Mr. Englert will be available to attend any of the district board meetings to answer questions regarding details of the budget prior to the public hearing which will take place at the August 15, 2013. Governing Board Meeting.

3. *iCan Bike Camp*

Dr. Bintz reported that the iCan Bike Camp was completed the week of June 10, 2013 at the Spencer Campus in New Lenox. She stated that it continues to be a successful event. There were 35 riders and approximately 60% of the students mastered riding a bicycle. The Director indicated her appreciation to District 122 for offering the location for the camp. Mr. Usher was in attendance on the launch day and expressed his support for this unique program.

4. *ESY*

Dr. Bintz indicated that the ESY program being held at Grand Prairie began on June 17, 2013 with close to 300 students participating in the six-week program. The ESY program continues to grow. She expressed appreciation to District #157C for assisting the Cooperative with a location and for their generous hospitality. The program is running smoothly and Dr. Bintz indicated that next year the students at Pioneer Grove will be able to remain in that facility for the summer program.

5. *Summer Work Projects*

Mr. Englert indicated that the major project taking place is at the Pioneer Grove Educational Center. The southeast side of the roof is being replaced and work is scheduled to continue for approximately the next three weeks. There is also minor life safety work scheduled at Pioneer Grove and the Mackay Center this summer.

6. *Time Line for Withdrawal of New Lenox SD #122 from LWASE*

Dr. Bintz reviewed the information that she presented to the Advisory Committee on June 11, 2013. The Director indicated that as a result of a meeting held on June 5, 2013 between LWASE and District #122 there was general consensus on the substantive issues with the exception of two areas: the Oster-Oakview SELF program and Year End Reconciliation of Program Costs. It was also agreed to extend and amend the initial transportation language but needed approval before including it in the final document. Dr. Bintz indicated that when the agreement is reached on substance, it will be essentially finalized by the attorneys. Upon consensus from the Advisory Committee and the Governing Board, it will then go to District #122's Board for final approval in August. The Director stated that should the Governing Board pass the Settlement Agreement, it will be under the stipulation that all of the member district boards have approved a resolution agreeing to District 122's withdrawal from LWASE. Dr. Bintz reminded the Board Members that the member district boards' action for the vote on the withdrawal request must take place before December 18, 2013. Mr. Gast stated that as District #122 withdraws from the Cooperative, there are more new out of district students attending the Cooperative programs. He is concerned about precedent setting and fairness regarding nonmember districts, fund balances, and how District 122 will be recognized in the future as a nonmember district. Mr. Gast stated the importance of the member districts' position that there is a benefit in being a member of the Cooperative.

D. *Principals' Reports*

Dr. Bintz stated that the Principals were not in attendance for this meeting. Pioneer Grove and the Mackay Center each have new principals replacing the two principals who retired and currently there is transition occurring at both of these facilities.

VI. APPROVAL OF THE CONSENT AGENDA

Acting on the recommendation of the Director, James Gast moved, seconded by Kathy Miller, for the Governing Board to ratify the Consent Agenda as follows:

A. *Approval of Current Payables*

Current payables were presented for review in each respective fund.

B. *Approval of Financial Statement*

CONSENT VOTE:

Voting Aye: Cesta, Gast, Gray, Kohlbacher, Miller, Usher
Motion carried: 6 Aye, 0 Nay

VII. CLOSED SESSION

A motion was made by Stacy Cesta and seconded by James Gast to move to closed session at 7:58 p.m. for the purpose of discussing:

- A. The appointment, employment, compensation, or dismissal of specific employees of the Cooperative.
- B. Negotiation Matters

Voting Aye: Cesta, Gast, Gray, Kohlbacher, Miller, Usher
Motion carried: 6 Aye, 0 Nay

OPEN SESSION

A motion was made by Mark Gray and seconded by Kathy Miller to return to open session at 8:10 p.m. On voice vote the motion carried.

VIII. ACTION ITEMS

- A. Resolution to Appoint Treasurer

A motion was made by Stacy Cesta and seconded by James Gast to approve the Resolution to appoint Craig Englert as Treasurer for the 2013-2014 school year at a salary of \$5,300.

Voting Aye: Cesta, Gast, Gray, Kohlbacher, Miller, Usher
Motion carried: 6 Aye, 0 Nay

- B. Treasurer's Bond

A motion was made by James Gast and seconded by Kathy Miller to approve the Treasurer's Bond in the amount of \$1,500,000.00 effective July 1, 2013 to June 30, 2014.

Voting Aye: Cesta, Gast, Gray, Kohlbacher, Miller, Usher
Motion carried: 6 Aye, 0 Nay

- C. Approval of Depositories of Funds for 2012-2013 School Year

A motion was made by Stacy Cesta and seconded by Pam Kohlbacher to approve Harris Bank, Fifth Third Bank, and Illinois School District Liquid Asset Fund as Depositories of Funds for the 2013-2014 school year.

Voting Aye: Cesta, Gast, Gray, Kohlbacher, Miller, Usher
Motion carried: 6 Aye, 0 Nay

- D. Approval of Resolution to Establish Prevailing Wage Rate

A motion was made by James Gast and seconded by Pam Kohlbacher to approve the Resolution to Establish Prevailing Wage Rate as presented.

Voting Aye: Cesta, Gast, Gray, Kohlbacher, Miller, Usher
Motion carried: 6 Aye, 0 Nay

- E. Review of Closed Minutes

A motion was made by James Gast and seconded by Kathy Miller that the Governing Board not open to the public the Closed Minutes of 12/20/12, 1/17/13, 2/21/13, 4/18/13, and 5/16/13 relating to confidential personnel issues, litigation involving individual students, and collective negotiating matters.

Voting Aye: Cesta, Gast, Gray, Kohlbacher, Miller, Usher
Motion carried: 6 Aye, 0 Nay

- F. Destruction of Audio Recordings of Closed Meetings

A motion was made by Pam Kohlbacher and seconded by Stacy Cesta that the Governing Board approve the destruction of audio recordings of the Closed Minutes of 6/16/11, 8/18/11, 10/20/11, 11/17/11 relating to confidential personnel issues, matter relating to individual student, litigation, and due process hearing.

Voting Aye: Cesta, Gast, Gray, Kohlbacher, Miller, Usher
Motion carried: 6 Aye, 0 Nay

G. Retirement Notification

A motion was made by Mark Gray and seconded by James Gast that the Governing Board approve the retirement notification from Patricia Bodach, Speech Pathologist, effective at the conclusion of school year 2016/2017.

Voting Aye: Cesta, Gast, Gray, Kohlbacher, Miller, Usher
Motion carried: 6 Aye, 0 Nay

H. Salaries for Principals

A motion was made by Pam Kohlbacher and seconded by Mark Gray that the Governing Board approve the salaries for principals at the Mackay Education Center and Pioneer Grove Educational Center as presented.

Voting Aye: Cesta, Gast, Gray, Kohlbacher, Miller, Usher
Motion carried: 6 Aye, 0 Nay

I. Custodian Services Contract

A motion was made by Stacy Cesta and seconded by Kathy Miller that the Governing Board approve the contract rate adjustment of \$118,052 for the 2013/2014 school year.

Voting Aye: Cesta, Gast, Gray, Kohlbacher, Miller, Usher
Motion carried: 6 Aye, 0 Nay

J. FMLA Policy 500.06 Revision

A motion was made by Kathy Miller and seconded by James Gast that the Governing Board approve the second reading of the revised FMLA Policy 500.06 as presented.

Voting Aye: Cesta, Gast, Gray, Kohlbacher, Miller, Usher
Motion carried: 6 Aye, 0 Nay

K. Purchase of Minivans

A motion was made by Mark Gray and seconded by James Gast that the Governing Board approve the purchase of two minivans for a price not to exceed \$14,000 per van.

Voting Aye: Cesta, Gast, Gray, Kohlbacher, Miller, Usher
Motion carried: 6 Aye, 0 Nay

IX. INFORMATION ITEMS AND ANNOUNCEMENTS

The next regular meeting of the Board of Special Education will be held at 7:00 p.m. on July 18, 2013 at the Lincoln-Way Transition House in Frankfort.

X. ADJOURNMENT

A motion was made by James Gast and seconded by Kathy Miller that the meeting be adjourned. All members voted Aye. Motion carried. President Usher declared the meeting adjourned at 8:32 p.m.

Respectfully submitted,
Cheryl A. Della Penna,
Administrative Assistant

President

Secretary



Mokena School District 159 **Information Report**

Date: July, 2013

To: Board of Education

From: Anna Kirchner, Principal

Re: Job Descriptions Update

I have reviewed with the secretaries and made some changes of the job descriptions in our elementary office. The job descriptions included in this packet are:

Administrative secretary – 12 month
Administrative secretary – 10 ½ month
Receptionist

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



MOKENA SCHOOL DISTRICT 159

POSITION DESCRIPTION

JOB TITLE: Administrative Secretary

LOCATION: Mokena Elementary School

TITLE OF IMMEDIATE SUPERVISOR: Principal

QUALIFICATIONS:

1. Evidence of good clerical, typing and communication skills.
2. Cheerful and professional attitude as well as discretion in dealing with confidential information and the public.
3. Ability to handle numerous tasks simultaneously with attention to detail.
4. Ability to follow through on projects with limited supervision.

DESCRIPTION OF DUTIES:

1. Serve as secretary for building administrators
2. Assist students, staff and visitors
3. Perform general clerical, typing, mail distribution, and other secretarial duties as needed
4. Prepare daily, monthly, yearly attendance reports
5. Create and maintain the Custody Alert list
6. Assist in coordinating registration materials
7. Work at Kindergarten and new/late student registration during summer
8. Enter all new Kindergarten students registration information
9. Create and distribute monthly newsletter for MES
10. Serve as Early Childhood/Early Start secretary
11. Maintain and edit Connect Ed
12. Oversee MES Stars calendar
13. Maintain and edit District website calendar
14. Manage Field Trip requests
15. Make appointments and give building tours
16. Compile information for State Report Card, End of Year Report, etc. for ISBE website
17. Maintain student files
18. Alert administration to attendance problems
19. Generate attendance letters.
20. Maintain and update Student Enrollment form
21. Complete necessary paperwork for transferring students
22. Enter and update Permission to Publish Photograph and Use of Internet forms/STI
23. Handle end-of-year and beginning of the year student management entries, calendars, master schedules and class lists

24. Generate electronic report cards and final grade labels
25. Maintain and edit all information entered into the student management system.
26. Maintain all staff attendance records and generate reports
27. Coordinate with sub caller/call and arrange all subs for MES staff
28. Maintain and edit Staff Resource forms on website
29. Cover for other Administrative Secretary in their absence
30. Assist at front desk when needed
31. Create Kindergarten diplomas and Track Perfect Attendance

TERMS OF EMPLOYMENT:

12 months, 8 hours per day

BENEFITS:

As listed for Classified Full Time 12 month staff

Revised: 7/2013



MOKENA SCHOOL DISTRICT 159

POSITION DESCRIPTION

JOB TITLE: Administrative Secretary

LOCATION: Mokena Elementary School

TITLE OF IMMEDIATE SUPERVISOR: Principal

QUALIFICATIONS:

1. Experience in secretarial and bookkeeping practices.
2. Proficient in Microsoft Word and Excel.
3. Cheerful and professional attitude as well as discretion in dealing with confidential information and the public.
4. Ability to handle children with understanding
5. Ability to handle numerous tasks simultaneously with attention to details.

DESCRIPTION OF DUTIES:

1. Serve as secretary for building administrators.
2. Serve as backup to attendance secretary in her absence and receptionist on a daily basis.
3. Assist students, staff and visitors.
4. Assist with preparation and running of Kindergarten registration.
5. Oversee Yearbook sales.
6. Maintain Student Activity Fund and balance to monthly statement.
7. Maintain school budget accounts, record all expenditures accurately and maintain current data regarding availability of funds. Reconcile general ledger for the school accounts on a monthly basis.
8. Assume responsibility for ordering school supplies and maintaining inventory.
9. Maintain petty cash records.
10. Register staff for staff development workshops and conferences.
11. Assist principal with preparing for staff meetings and running errands.

12. Assist with end of the day dismissal.

13. Perform other duties as requested.

TERMS OF EMPLOYMENT:

10.5 Months/7.5 hours per day

BENEFITS:

As listed for Classified Full Time 10.5 month staff

Revised: 7/2013



MOKENA SCHOOL DISTRICT 159

POSITION DESCRIPTION

JOB TITLE: Receptionist

LOCATION: Mokena Elementary School

TITLE OF IMMEDIATE SUPERVISOR: Principal

QUALIFICATIONS:

1. Evidence of good clerical, typing and communications skills, including familiarity with Microsoft Office products.
2. Cheerful and professional attitude as well as discretion in dealing with confidential information and the public.
3. Ability to handle numerous tasks simultaneously with attention to details.
4. Ability to follow through on projects with limited supervision.
5. Excellent organizational and communications skills.

DESCRIPTION OF DUTIES:

1. Respond to telephones and intercom system.
2. Perform general clerical, typing, mail distribution, and other secretarial duties as needed.
3. Greet and assist students, staff and visitors.
4. Deliver messages to students and teachers.
5. Keep MES school calendar current.
6. Assist principal or assistant principal with various tasks.
7. Responsible for keeping "Virtual Backpack" bulletin board in MES vestibule current.
8. Fill in for Administrative Secretaries, when necessary.
9. Track students with regard to tardiness and early dismissal.
10. Keep abreast of school activities, programs and policies that affect day-to-day happenings.
11. Notify the attendance secretary of needed changes in student emergency procedure information.

12. Work at Kindergarten registration.
13. Update and maintain teacher class schedules.
14. Provide assistance with end-of-the day dismissal.

TERMS OF EMPLOYMENT:

9 months, 7 hours a day

BENEFITS:

As listed for Classified Part-time staff

Revised: 7/2013

ACTION REQUESTS

PERSONNEL ACTION REQUEST
Mokena School District 159
REGULAR MEETING
Personnel Recommendations – July 17, 2013

NAME	POSITION	BUILDING	EFFECTIVE DATE	EMPLOYMENT DETAIL
1. Certified –New Hire				
Crystal Vargos	PE Teacher	MJH	2013-2014 School year	\$36,308 Lane 1, Step A
2. Classified -Resignation				
Dawn Olson	Para-Professional	District	6/27/2013	
3. Classified - Reassignment				
Karen Kaz	Para-Professional	MES	2013-2014 year	\$11.00/hr-7hrs/day 174 days/yr
4. Certified- Leave of Absence				
Rebecca Edwards	Teacher	MIS	9/10/-10/8/2013or upon dr.'s release	
5. Classified – New Hire				
Amanda Archer	Building Aide	MES	2013-14 school year	\$8.31/hr-6.75hr/day 174 days/yr
6. Classified – Increase in hours				
Katherine Arroyo	Building Aide	MJH	2013-14 school year	\$8.59/hr-6.5hrs/day 174 days/yr
Lynette Chiaramonte	Building Aide	MES	2013-14 school year	\$8.52/hr-4.75 hrs/day 174 days/yr

Recommended Motion:

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



MOKENA JUNIOR HIGH SCHOOL

DISTRICT 159

19815 Kirkstone Way • Mokena, IL 60448-1334 • (708) 342-4870 • www.mokena159.org

Date: July 2, 2013

To: Dr Omar Castillo, BOE

From: Mr. Michael Rolinitis, Principal
Mrs. Mari Jo Hanson, Assistant Principal

RE: Physical Education Teacher

Due to the resignation of Mrs. Kim VanDeWoestyne, we are in need of a physical education teacher at MJHS. Prior to her resignation, Mrs. VanDeWoestyne had requested a leave of absence for the entire second semester. After an extensive search, we hired Miss Crystal Vargos to complete the school year.

Miss Vargos showed herself to be of the highest quality over the next several months as she seamlessly became an integral part of the Mokena Junior High School PE department and MJHS family. She volunteered for multiple events and helped out wherever it was needed. The only logical choice to fill this position is Miss Vargos.

Miss Vargos came to us as a very highly recommended candidate from the physical education department at Illinois State University; earning praise from several of her instructors and advisors. Miss Vargos lived up to these recommendations and beyond. I am very pleased to recommend her for the position of MJHS physical education teacher. I am recommending that she begin at Lane 1, Step A will all appropriate benefits outlined in the collectively bargained agreement.

Crystal Vargos

January 21st, 2013

Mokena Junior High School
19815 Kirkstone Way
Mokena, IL 60448

Dear Michael Rolinitis,

I am writing in response to your advertisement on the District 159 website. I have recently graduated with a B.S. degree in Physical Education from Illinois State University. I am interested in the full time Physical Education opening at Mokena Junior High School.

I feel as though I am a great candidate for the position because of my past experience with teaching physical activities to children at various schools. I completed my student teaching at Paul Revere Primary School and Nathan Hale Middle School and fully enjoyed my time at both places. I am currently working as a substitute teacher in District 130. I have been a volunteer coach for both volleyball and track teams, and I am a member of the Illinois Association for Health, Physical Education, Recreation and Dance. I have had the opportunity to work with a variety of students, including children with special needs. These activities have helped me develop valuable skills throughout my experience as a future physical education teacher.

I am extremely interested in the current job opening at Mokena Junior High School. I feel as though I have much to offer. I would welcome the opportunity to interview for this position. Thank you for your time and consideration.

Sincerely,

Crystal Vargos

Crystal Vargas

Education and Certification

Illinois State University: Normal, IL

B.S. Degree: December 2012

Major: Physical Education K-12

Minor: Health Education 9-12

Endorsements: Health Education 6-8 and Social Sciences

Certified in the American Sport Education Program

Academic Accomplishments

- Dean's list: 2011-2012
- Chosen as one of three representatives of Illinois State University for the Accreditation of Teacher Education Process: May 2012
- Independent research study presentation: Illinois State University Undergraduate Symposium: April 2012
- Independent research study presentation: I.A.H.P.E.R.D Convention: November 2011
- Study abroad trip to Opole University of Technology in Opole, Poland: Summer 2011
- International independent research study presentation: Movement is Medicine conference in Opole, Poland: May 2011
- Independent research study: *Youth Sports and Burnouts*: Spring 2011

Professional Development Experience

- Student Teacher at Paul Revere Primary School: October-December 2012
- Student Teacher at Nathan Hale Middle School: August-October 2012
- Member of the Illinois Association for Health, Physical Education, Recreation and Dance: October 2010-present
- Member of Alpha Sigma Pi: National Society of Leadership and Success: January 2011-present
- Member of the Illinois State University Physical Education Teacher Education Club: August 2009-May 2012

Extra-curricular Activities

- Volunteer for the Paul Revere Primary School Girls on the Run 5k: November 2012
- Volunteer volleyball assistant at Bremen High School: September-October 2012
- Volunteer volleyball assistant at Kingsley Junior High School: November 2011
- Volunteer assistant for Heritage Manor Enterprises Nursing Home: August-December 2011
- Volunteer Track assistant at Kingsley Junior High School: March-May 2009-2012
- Varsity and junior varsity volleyball coach at Andrew High School: June-July 2008

Crystal Vargas

References

Sherri Sera

Student teaching cooperative teacher
(708)-489-3533 ex. 8328

Michael Bednarz

Student teaching cooperative teacher
(708)-385-6690 ex. 8144

Deborah Garrahy

Illinois State University professor and mentor
(309) 438-5187



Mokena School District 159

Action Request

Date: July 1, 2013

To: Dr. Omar Castillo, Superintendent
Board of Education

From: Eric S. Melnyczenko, Principal

RE: Maternity Leave for Rebecca Edwards – MIS 5th Grade Teacher

Mrs. Rebecca Edwards and her husband are expecting their first child very soon. Rebecca would like to take a maternity leave, tentatively scheduled to begin September 10, 2013. Her tentative return date would be October 8, 2013. Mrs. Edwards will provide any and all documentation related to her maternity leave. Rebecca plans on utilizing some of her sick leave while additionally taking some days as unpaid leave. She will coordinate her days with the Payroll office.

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

“Move to approve the maternity leave for Rebecca Edwards tentatively scheduled to begin September 10, 2013, with a tentative return date of October 8, 2013.”



MOKENA JUNIOR HIGH SCHOOL DISTRICT 159

19815 Kirkstone Way • Mokena, IL 60448-1334 • (708) 342-4870 • www.mokena159.org

Date: July 10, 2013

To: Dr Omar Castillo, BOE

From: Mr. Michael Rolinitis, Principal
Mrs. Mari Jo Hanson, Assistant Principal

RE: Change in Hours

Due to the reassignment of Tracy Tervin to Instructional Aide at MJHS, I have a need to fill her 6.5 hour building aide position. I am going to do this by increasing Miss Katherine Arroyo to 6.5 hours and hiring a new 5 hour aide at a later date.

Therefore, I am recommending that Katherine Arroyo be increased from a 5 hour Building Aide to a 6.5 hour building aide. She will work 174 days per school year with three paid holidays. Miss Arroyo's salary for 2013-2014 will be \$8.59 per hour.

This is not an increase in FTE.



Mokena School District 159

Action Request

Date: July 11, 2013

To: Board of Education
Dr. Omar Castillo, Superintendent

From: Anna Kirchner, MES Principal
Judy Splayt, MES Assistant Principal

Re: MES Building Aide New Hire/Increase in Hours

Due to the reassignment of Karen Kaz as a para professional aide for the 2013-2014 school year, we are in need of hiring a full time building aide to fill her position. We interviewed several candidates and after careful consideration elected to offer the position to Amanda Archer. Ms. Archer comes to us with experience having worked with children as a teacher at Immanuel Lutheran Preschool, Little Blossoms Early Education, and Sandbox Childcare. In addition, she holds a paraprofessional certificate. We believe Ms. Archer will be an excellent addition to the MES family. She grew up in Mokena and her children attend school in District 159.

With so many of our building aides accepting positions as instructional aides coupled with the reduction in 3rd Grade from seven sections to six, the building aide schedule was completely revamped. In doing so, we eliminated the 4.25 hour building aide position held by Lynette Chiaramonte and moved her to the 4.75 hour position that became available.

Mokena Elementary School				
	Position	Days @ Year	Hours @ Day	Rate of Pay
Amanda Archer	Building Aide	174 days	6.75 hours	\$8.31/hour
Lynette Chiaramonte	Building Aide	174 days	4.75 hours	\$8.52/hour

If these classified building aide positions meet with Board approval, the following motion would be appropriate:

“Move to accept the classified building aide positions as identified above for Mokena Elementary School for the 2013-2014 School Year.”



Mokena School District 159

Action Request

Date: 7/10/2013
To: Board of Education
From: Omar Castillo, Superintendent
Re: **Fiscal year 2013-2014 Special Education Budget**

It is our recommendation that you approve the Fiscal Year 2013-2014 Budget for the Lincoln-Way Area Special Education Cooperative, District #843.

Recommended Motion:

"The Board authorizes Mokena School District 159 representative to approve the Fiscal Year 2013-2014 Budget for the Lincoln-Way Area Special Education Cooperative, District #843 as presented."



Mokena School District 159

Action Request

Date: July 17, 2013
To: Board of Education
From: Dr. Omar Castillo, Superintendent
Re: Appointment of Treasurer

In keeping with 105 ILCS 5/8-1 paragraph C of the 2008 Illinois School Code, it is my recommendation that the Board of Education appoint John Troy to serve as the district's treasurer beginning July 17, 2013 and concluding on June 30, 2015, and approve the notice and resolution as presented.

Attached is the official document that needs to be approved. If this recommendation meets with your approval, the following motion would be appropriate and appreciated:

Recommended Motion:

"...move to approve the recommendation to appoint John Troy to serve as District 159's treasurer for a term beginning July 17, 2013, and concluding on June 30, 2015, and approve the notice and resolution as presented."



NOTICE OF APPOINTMENT OF SCHOOL TREASURER

Please be advised that the Board of Education of Mokena School District Number 159 of Will County, has this 17th day of July, 2013 in compliance with the provisions of Article 8-1 of The Illinois School Code of 2000, appointed John G. Troy, as our School Treasurer for a term beginning July 17, 2013 and concluding on June 30, 2015.

The Board has also designated the Treasurer, John G. Troy, of Will County, Illinois, as the depository for the school funds for Mokena School District Number 159.

Complying with the provisions of Article 8-2 of the above-mentioned Statutes, we have fixed the amount of bond for the school treasurer at four million one-hundred fifty thousand dollars (\$4,150,000), which said bond being a surety bond we have duly approved. Original and one copy of said bond are herewith transmitted to you for your approval.

Board of Education
Mokena Public School District #159
Will County, Illinois

President_____

Secretary_____

Date_____



Mokena School District 159

Action report

Date: July 1, 2013

To: Board of Education
Dr. Omar Castillo, 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.

Recommendation:

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

Moved by: _____

Seconded by: _____

**RESOLUTION AUTHORIZING OR REAUTHORIZING
PARTICIPATION IN "THE FUND"**

**A RESOLUTION FOR FORMAL APPROVAL OF THE TREASURER'S PARTICIPATION IN THE FUND BY THE BOARD
OF THE SCHOOL DISTRICT OR COMMUNITY COLLEGE ON BEHALF OF WHICH THE TREASURER ACTS**

WHEREAS this Board deems it to be in the best interest of Mokena School District 159
(insert name of School District or Community College) to participate in the Illinois School District Liquid Asset Fund Plus (the
"Fund"); and

WHEREAS, this Board deems it to be in the best interest of this school entity for its Treasurer to make use of, from time to time, the Fund and its programs, including the Multi-Class Series (Liquid Class and MAX Class), Term Series, Fixed Income Investments, and other Fund services that may be offered by the Trustees of the Fund; and

WHEREAS, this Board deems it to be in the best interest of this school entity for its Treasurer to make use of, from time to time, PMA Financial Network, Inc., PMA Securities, Inc., Prudent Man Advisors, Inc. and Harris N.A., and/or their successors; and

WHEREAS, various materials regarding the Fund have been presented to this Board, including copies of its Information Statement and Declaration of Trust,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD:

- That the Board authorizes (or reauthorizes) its participation in the Fund by the Treasurer of this school entity; and
- That the Treasurer or those acting on behalf of the Treasurer shall invest the school entity's available funds from time to time and withdraw such funds from time to time in accordance with the provisions of the Declaration of Trust; and
- That the Treasurer or those acting on behalf of the Treasurer shall make use of, from time to time, Fixed Income Investments offered by the Fund and which are legal under Illinois investment statutes, including but not limited to 30 ILCS235 and that which are also permitted by this school entity's investment policy; and
- That monies of this entity may be invested at the discretion of the Treasurer or those acting on behalf of the Treasurer through the intermediaries PMA Securities, Inc., PMA Financial Network, Inc., and Prudent Man Advisors, Inc. and/or their successors; and
- That the entity may open depository accounts, make permitted investments, enter into wire transfer agreements, safekeeping agreements, third party surety agreements securing deposits, collateral agreements, letters of credit, and lockbox agreements with institutions participating in Fund programs including BMO Harris Bank, its successor, or programs of PMA Financial Network, Inc. and PMA Securities, Inc., and that any depository institutions shall be deemed eligible depositories for District funds per Illinois School Code Section 8-7. Monies of this entity may be deposited in financial institutions, from time to time in the discretion of the Authorized Officials, pursuant to the Fixed Income Investment Program available to participants of the Fund through the intermediaries PMA Financial Network, Inc. and PMA Securities, Inc. PMA Financial Network Inc. and/or PMA Securities, Inc. are authorized to act on behalf of this school entity as its agent with respect to such accounts and agreements; and
- That the Treasurer or those acting on behalf of the Treasurer may execute documents, financial planning contracts, financial advisory contracts and other applicable agreements, as necessary, with PMA Financial Network, Inc., PMA Securities, Inc., Prudent Man Advisors, Inc., and Harris N.A., and/or their successors. The following individuals, or their successors, currently holding the office or position are designated as "Authorized Officials" with full power and authority to effectuate the investment and withdrawal of monies, contracts and agreements on behalf of this school entity.

Name: <u>Omar Castillo</u>	Position: <u>Superintendent</u>	Signature: _____
	<u>Director of</u>	
Name: <u>John Troy</u>	Position: <u>Business Operations</u>	Signature: _____
	<u>Payroll/Acct.</u>	
Name: <u>Donna J. Dockus</u>	Position: <u>Coordinator</u>	Signature: _____
Name: _____	Position: _____	Signature: _____

It is hereby certified that Mokena School District 159, the Treasurer of which is
John Troy adopted this Resolution at a duly convened meeting of the Board of the entity held
on the 17 day of July, 2013, and that such Resolution is in full force and effect on this date, and that such
Resolution has not been modified, amended, or rescinded since its adoption.

Secretary of the Board



MOKENA PUBLIC SCHOOLS

DISTRICT 159

Action Report

July 11, 2013

TO: Board of Education
Dr. Omar Castillo, Superintendent

FROM: John Troy, Director of Business Operations
Kathleen Wilkey, Assistant Superintendent of Instruction

RE: Managed Print Contract and Printer Lease

Last month the District recommended to the Board that we engage in a partnership with Martin-Whalen Office Solutions for the District's new managed print contract (attached). This is a print volume priced program and the District should realize significant savings over the previous contract for several reasons. First the number of black and white printers has been greatly reduced and we would expect to see a corresponding reduction in print volumes. Second, the printing previously done on those black and white printers will now be networked to the copying machines which prints at 60% of the cost of black and white printers. Third, the copying machines will have the ability to retain print jobs until user codes are entered which will reduce unwanted/forgotten prints. Finally, the incorporation of the classroom interactive projectors combined with the PDF/Scan feature on the copying machines, a feature we do not get charged for, should help reduce print costs.

Last month we also presented the Board with a lease agreement from US Bank. However, we were able to negotiate more favorable lease terms with American Capital therefore we are recommending that the printers/copiers be leased through American Capital (lease forthcoming).

US Bank FMV Lease = \$3164.54
American Cap FMV Lease = \$3203.70

With a FMV (fair market value) lease from either company, return of the equipment will need to be addressed at the end of the lease. Also, an important note: In an FMV lease, the State of IL will apply a Usage Tax to the lease payment, which could be additional \$200 on the US Bank payment. American Capital does not charge the usage tax onto their payment.

US Bank \$1 Buyout Lease = \$3424.40
American Cap \$1 Buyout Lease = \$3285.52

In a \$1 Buyout lease, the District will own the equipment at the end of the lease. This will allow the district to eliminate the ship back costs and usage tax associated with an FMV lease. Also, since the District owns the equipment we will be able to either wholesale the equipment ourselves, or as in most instances, use the equipment for trade-in value on new technology. The difference between the lowest lease which is the FMV lease from US Bank where we will not own the equipment at the end of the lease and the recommended \$1,00 buy out lease from American Capital where we will own the equipment is \$120.98/mo or \$7,258.80 over the term of the lease. The administration believes that paying the additional money but owning the equipment at the end of the lease is the better deal.

The American Capital lease rate is 4.47% on the \$1 buy out and a leased amount of \$177,003.68 (attached).

If this meets with the Board's approval then the following motion would be appropriate;

Recommended Motion:

"Move that the District enter into the managed print contract with Martin Whalen Office Solutions as presented, and enter into the \$1 buy out printer lease agreement with American Capital for 60 months with a monthly lease payment of \$3285.52."

Motioned by: _____

Seconded by: _____

Mokena School Distric 159

Model	Accessories	Unit Price	Quantitiy	Extended Price Per Model
Xerox 5855	finisher and 2/3 hole punch	\$ 7,004.00	9	\$ 63,036.00
Xerox 5875	finisher and 2/3 hole punch	\$ 9,289.00	5	\$ 46,445.00
Xerox 7845	finisher, 2/3 hole punch and fax	\$ 7,688.65	4	\$ 30,754.60
Xerox 7845	finisher and 2/3 hole punch	\$ 7,466.25	2	\$ 14,932.50
Xerox 3635	cabinet/stand	\$ 1,737.00	2	\$ 3,474.00
Xerox 3635	none	\$ 1,548.00	2	\$ 3,096.00
Xerox Mobile Print	none	\$ 3,905.42	1	\$ 3,905.42
HP M401dn	none	\$ 422.12	18	\$ 7,598.16
HP M602x	envelope feeder	\$ 1,881.00	2	\$ 3,762.00

Total Financed Amount

\$ 177,003.68



Martin Whalen
OFFICE SOLUTIONS, INC.

TOTAL COVERAGE CONTRACT

BILL TO:				SHIP TO:			
Company Name Mokena School District 159				Company Name SAME			
Billing Address: 11244 Willowcrest Lane				Ship To Address SAME			
City, State, Zip Mokena, IL 60448			Phone # 708-342-4900	City, State, Zip Same			Phone # same
Contact (motor):				Phone:		Fax:	
Machine Location/Dept.:				E-Mail:			
PO#		Preferred Method of Motor Collection:					

TOTAL COVERAGE CONTRACT (TCC) SERVICE & SUPPLIES

MWOS will supply to the buyer all supplies (except paper and staples), parts, and labor required in the operation of buyer's equipment for 90 months from the date of installation or start date of _____. In consideration thereof, the buyer agrees to pay MWOS a base charge for the term of the agreement at the indicated TCC schedule below, according to contract terms

B/W Clicks per Month:	Monthly Charge	B/W clicks billed in Arrears Semi-Annually:	0.0047
Color Clicks per Month	Monthly Charge	Color clicks billed in Arrears Semi-Annually:	0.0470
B/W Prints per Month	Monthly Charge	B/W printer click billed in Arrears Semi-Annually:	0.0120
Color Prints per Month	Monthly Charge	Overage color prints billed Monthly:	

EQUIPMENT

Model	(6) X7845	Serial #		System #	W7845PT2	Start Meter	b/w:
							color:
Model	(9) X5855	Serial #		System #	5855APT	Start Meter	b/w:
							color:
Model	(5) X5875	Serial #		System #	5875APT	Start Meter	b/w:
							color:
Model	(4) X363S	Serial #		System #	MFP363335S1	Start Meter	b/w:
							color:
Model	(18) HP 451dn	Serial #		System #	Pro 400	Start Meter	b/w:
							color:
Model	(2) HP 602X	Serial #		System #	Ent 600	Start Meter	b/w:
							color:
Model		Serial #		System #		Start Meter	b/w:
							color:

Notes:
See attached spreadsheet

ACCEPTANCE

Customer Signature, Title		MWOS Mgmt.	
Date		MWOS Rep #	Date

All Agreements are subject to approval of MWOS, Inc. See reverse side for additional terms and conditions
Sales tax will be payable on any order that is subject to sales tax under Illinois state law. This is a non-cancelable agreement.

www.mwos.com

Terms and Conditions

Merlin Whalen Office Solutions (hereinafter referred to as MWOS) by its acceptance hereof, agrees to furnish to the named customer within, maintenance service as described below on the equipment listed on this agreement.

- 1) After execution by MWOS management, the term of this agreement shall commence on the installation date of the equipment or the start date indicated on the reverse side. After the initial term, the agreement shall automatically renew annually. MWOS reserves the right to cancel the contract with written notice if customer does not maintain their account with MWOS or one of MWOS's financial affiliates with current payments, or if manufacturer has announced that the product will no longer be supported with availability of parts or supplies.
- 2) **Faxed and copied documents:** You agree that a facsimile copy of the Agreement with facsimile signatures may be treated as an original and will be admissible as evidence of the Agreement.
- 3) During the period of this agreement, MWOS will maintain the equipment in good working condition in accordance with MWOS service policies. Service will include scheduled and unscheduled repairs requested by the customer during normal working hours (8:00 a.m.-5 p.m.), Monday through Friday except holidays. Customer agrees to allow MWOS access to clean, inspect or repair the equipment during hours listed above.
- 4) Customer will provide MWOS with true and accurate meter readings. It is the client's responsibility to report meter readings to MWOS in the time-frame specified in the meter bill cycle field and coinciding with the commencement date of the agreement. MWOS may, at its discretion, utilize an automated meter reading collection tool to facilitate meter reading collections. Meter readings not received by the date listed will be estimated, and customer agrees to pay invoices for estimated usage.
- 5) MWOS reserves the right to adjust the service rates to allow for inflation, market conditions, changes in volume, changes in wages, fuel or labor costs, etc. without notice.
- 6) Toner-inclusive black & white equipment agreements assume a 6% toner fill per click. Toner-inclusive color equipment agreements assume a 20% toner fill per click. The service rate may be adjusted based on actual toner usage. Single clicks are based on letter and legal size paper. Ledger (11x17) paper will be counted as two clicks/pages. MWOS reserves the right to invoice separately for shipping and handling of supplies related to this contract. This contract does not include "MICR" toner products. MICR toner may be used in the equipment but must be purchased separately.
- 7) MWOS may inventory, at customer's location, toner cartridges and other consumable supplies for use in the equipment covered in this contract. Inventory toner cartridges and other consumable supplies included in the agreement are the property of MWOS. MWOS reserves the right, and customer agrees to allow them access to their facility(s), to audit and adjust inventory levels during the term of this agreement or to remove any unused supplies at the conclusion of this agreement. Customer agrees that failure to return any unused toner cartridges may result in additional charges.
- 8) Customer shall pay reasonable costs in the collection of any amount due hereunder, in the recovery of any property pursuant to or in the enforcement of rights against the customer, including attorneys' fees, whether or not suit is brought, MWOS shall not be obligated to provide services as called for in the contract unless the customer is current with all payments due to MWOS or any of its financial affiliates.
- 9) The following services are not included or covered under this contract, and any services rendered for such causes shall be billable: a) Preparation for relocation of equipment, actual relocation or installation of relocated equipment, b) Installation or removal of accessories or attachments, c) Installation of any consumable item including, but not limited to paper, toner, staples, or any other consumable item referred to in the equipment operator's manual. d) Repairs made necessary by (1) service or alterations performed by another organization, (2) Electrical conditions external to the equipment that are inadequate or out of manufacturer's specifications, (3) Customer's failure to provide and maintain an operating environment that is clean and/or within temperature and humidity specifications, (4) Failure of customer to operate the equipment in accordance with the instructions contained in the operator's manual, accidents, neglect, misuse, failure of air conditioning, electrical power, power surges, strikes, or flood, (5) Operator inefficiency or misuse as determined solely by MWOS, including, but not limited to, improper changing or loading of paper, toner, or other supplies or peripheral attachments.
- 10) Customer shall provide a suitable place of installation as specified by MWOS in accordance with U/L and/or manufacturer's specifications, for electrical service, and machine clearances (for adequate operating and serviceability). Floor surface must be stable and level.
- 11) MWOS shall not be responsible for direct, incidental, or consequential damages including, but not limited to, lost profits or damages arising out of the use of the equipment.
- 12) MWOS will not be liable for delays or inability to service caused directly or indirectly by strikes, accidents, climate conditions, parts availability, unsafe travel conditions, or other reasons beyond our control.
- 13) This agreement does not include support or service related to any external and/or connected accessories or peripheral product, whether listed on this agreement or not. This agreement does not cover NIC or JetDirect cards, network and PC support. Service or support for software, calibration, and interface maintenance service for such accessories and devices may be available as a rider to this contract (for an additional fee), or on an hourly fee basis.
- 14) Client understands that equipment manufacturers may issue modifications or upgrades to the equipment, software, or print drivers. Client agrees that installation service for such modifications or upgrades is not covered under this agreement. Installation services (for modifications and upgrades) are available at the then current billable rate.
- 15) Changes to the operating environment are specifically beyond the scope of this agreement. Changes, (including, but not limited to, changing operating systems, network software, workstation software, passwords, hardware, etc.) may result in loss of functionality due to incompatibility, or such changes may necessitate adjustment of configuration settings to restore functionality. Services to restore functionality are available on an hourly fee basis.
- 16) MWOS reserves the right to withhold service and/or machine supplies if Customer's account with MWOS or any of MWOS's financial affiliates is not current.
- 17) This is a non-cancelable contract. Should MWOS accelerate the payments due, the payments for the remainder of the contract will become immediately due. The billing will be based on the average monthly usage over the past year, or the life of the contract, or the allowance, whichever is greatest.

Ver 5/15/09

Bradley
147 N. Kinzie Ave.
Bradley, IL 60915
Ph: 815-933-3358
Fax: 815-933-1117

Channahon
23157 Thomas Dillon Dr
Channahon, IL 60410
Ph: 815-741-4200
Fax: 815-741-5151

Tinley Park
18830 S. 81st Ave.
Tinley Park, IL 60487
Ph: 708-614-1234
Fax: 708-614-2300



Connected Installation Checklist

CUSTOMER INFORMATION:		INSTALLATION ADDRESS:	
Company Name Mokena School Dist 159		Company Name Mokena School Dist 159	
Address 11244 Willowcrest Lane		Address 11244 Willowcrest Lane	
City, State, Zip Mokena IL 60448	Phone # 708-342-4900	City, State, Zip Mokena IL 60448	
Primary Contact Steve Hastings	Phone # 708-342-4948	Phone #	Fax #
E-mail hastings@mokena159.org		Department/Location	
CUSTOMER IT CONTACT INFORMATION:			
Name Steve Hastings	Phone # 708-342-4948	Email hastings@mokena159.org	
INSTALLATION DETAILS:			
<input checked="" type="checkbox"/> Replacing current connected device ID # <input checked="" type="checkbox"/> Standard Print installation (1 server/5 workstations) <input checked="" type="checkbox"/> Network Scan to File <input checked="" type="checkbox"/> Scan to E-mail <input checked="" type="checkbox"/> Windows Environment		<input type="checkbox"/> Mac Environment <input type="checkbox"/> Fax Integration with fax server <input checked="" type="checkbox"/> Fax Forwarding <input checked="" type="checkbox"/> LDAP Integration <input checked="" type="checkbox"/> Install DCA	
EQUIPMENT BEING INSTALLED/LOCATION			
See Maps and Attached Order Specifics			
INSTALLATION NOTES:			
Network Printing, Scanning, and email capability. Fax forward to email or central mailbox. Enable Xerox Standard Accounting on all devices and enter passcodes for usage. Codes will be established by IT Administrator. Install CentreWare Web for management of MFPs and all network printers. Install Mobile Print on all machines.			
SCOPE OF WORK:			
MWOS Responsibilities: <ul style="list-style-type: none"> Connect the Printer/MFD to the network with client provided patch cable. Configure the Printer/MFD for the appropriate network or PC environments. Train client IT staff member and users on the use of print driver. Train client IT staff member on server configuration, up to 5 workstation implementation, and printer setup Confirm completed installation with a customer signed "Connectivity Support Agreement". MWOS agrees that information viewed is CONFIDENTIAL and may not be disclosed without consent unless ordered by law. MWOS is not responsible for PC/Server configurations, maintenance, power supply or troubleshooting issues unless directly related to the installation of your Printer/MFD. 		Client Responsibilities: <ul style="list-style-type: none"> Provide a tested network port near the Printer/MFD. Provide open ports for 3rd Party e-mail or FTP. Ensure workstations are in good working order. Provide proper power & phone line (if applicable). Ensure that an IS staff member or equivalent will be available during the entire installation process. Provide a patch cable to reach from network port to the Printer/MFD (MWOS can provide for a fee). 	
MWOS Representative X Gov		Date X	

Bradley
148 N. Kinzie Ave.
Bradley, IL 60915
Ph: 815-933-3358
Fax: 815-933-1117

Channahon
23157 Thomas Dillon Drive
Channahon, IL 60410
Ph: 815-741-4200
Fax: 815-741-5151

Tinley Park
18630 S. 81st Ave.
Tinley Park, IL 60487
Ph: 708-614-1234
Fax: 708-614-2300



Connectivity Support Agreement

1. Installation/Connectivity Support during first 30 days

From date of install MWOS will, for a period of 30 days, provide support and assistance for the following at no additional charge to the customer:

- Provide installation support, configuration assistance and training of your IT Staff and key operator for your hardware/software solution.
- Provide basic training of workstation operators in the functionality of the hardware/software solution.
- If an issue is encountered that does not directly relate to your new hardware device/software, MWOS will provide a recommendation outlining possible courses of action for your IT Staff or network administrator.

2. Connectivity Support after 30 days

After the 30 day period as detailed above has expired, additional configuration, software, and connectivity support as applicable to this MWOS supplied device can be provided via a Connectivity Support Agreement or our standard On-Site Support.

Connectivity Support Agreement prices (pricing subject to change):

Amount of time	Product Code	Price	Time Frame
5 Hours	ProSrv5	\$700.00	12 months
10 Hours	ProSrv10	\$1,350.00	12 months
20 Hours	ProSrv20	\$2,600.00	24 months
40 Hours	ProSrv40	\$5,000.00	24 months

☐ I accept the purchase of the MWOS Connectivity Support Agreement.

☐ 5 hours

☐ 10 hours

☐ 20 hours

☐ 40 hours

☒ I decline the purchase of the MWOS Connectivity Support Agreement. I understand that any support will be provided on a time and materials basis at the then current connectivity support labor rates.

Phone Support

A 30 minute minimum per incident fee will apply. All phone time and any off-line research time will be billed in 15 minute increments after the initial 30 minutes.

Web Support

A 30 minute minimum per incident fee will apply. Support will be billed in quarter hour increments after the initial 30 minutes.

On-Site Support

A 1 hour on site minimum plus a travel charge will apply. Support will be billed in quarter hour increments after the initial 60 minutes.

3. Agreement

The customer acknowledges that it is their responsibility to maintain a current backup of their program and data files to restore lost data. Neither MWOS nor its assignees may be held responsible for any loss of data or loss of use due to the installation and configuration of devices and their associated software. The customer is responsible for all network cabling and electrical wiring, and will provide the required physical and electrical environment for the equipment. The customer is responsible for making available to our systems integration personnel someone with sufficient knowledge of the network and applications to effect changes that will generate satisfactory results from the device. Satisfactory generation of a standard Windows test print page or scanned image shall be used as conclusive evidence that the MWOS device is functional. Additional work to modify output shall be billable as additional connectivity support. Software installed by MWOS at the customer's location is governed by its original licensing agreement and may be the customer's responsibility to maintain. The customer acknowledges that due to the complexities of the applications used within the computing environment, certain anomalies affecting output may exist that are inherent within the operating systems and applications. MWOS will not be considered responsible for re-coding or modifying applications or application output; nor is it the responsibility of MWOS to provide user training on the customer's installed operating systems or applications. MWOS will not be held responsible for file corruptions or file errors that cause inconsistent output. MWOS will not be responsible for any costs incurred by the customer or other entities for configuration, support, or troubleshooting related to the MWOS supplied hardware or software.

Client: _____ (Signature) _____ (Please Print) _____ (Date)

MWOS Rep: _____ (Signature) _____ (Please Print) _____ (Date)

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