

INFORMATION REPORTS



MOKENA PUBLIC SCHOOLS DISTRICT 159

INFORMATION REPORT

Date: June 12, 2013

To: Board of Education
Steve Stein
Superintendent

From: John Troy
Director of Business Operations

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

Included in your June meeting packet is the Monthly Financial Report for May, 2013. 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 \$5,330,178 or 28.47 % of budgeted revenues. The expenditures for the month in all funds were \$1,777,205 or 9.55 % 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%				
Totals	\$17,541,658	99.93%	\$17,655,929	94.75%				
Thru May	\$13,159,644	74.96%	\$15,999,336	85.86%	\$16,073,383	85.85%	\$17,298,818	92.96%
Budget	\$17,554,246		\$18,634,723		\$18,722,724		\$18,608,693	



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Notes to Financial report:

Revenue

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

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.

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.

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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Expenses

Page 3, Transportation Sp Ed Student Aide. Over-budget, conservatively budgeted due to financial condition of the State.

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 depending on sales tax revenues received by the State.

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 – Over budget, additional sick days and needs for meetings (IEPs and such). 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 – 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. So this account will stay zero until the end of the fiscal year.

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.

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



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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 recommends not reducing fees this fiscal year.

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 12, Bond Service Charges - This was for a 843 Bond charge that was not on their budget at the time we set our budget. This will continue to go over budget to approx \$18,000 dollars.

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.

Notes to Bills List:

Medical Insurance Retirees. Contractual health insurance retirement obligations from prior teacher contracts. Current contract does not contain this provision.

Page 8. Oconomowoc Developmental. Special education private placement

Page 9. Sovereign Leasing. Bus lease payment. We will have another lease payment in July when we receive three new buses. Starting with this purchase we will be piggy backing on Lincolnway's leasing of buses. The District will save over \$15,000 dollars on the lease of the three buses.



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Page 2, & 6. Canon & Martin Whalen – Canon bill is for the equipment and Martin Whalen bill is for the service/toner. The contracts have expired and were subject to bid. Additional details are in the board package.

Mokena School District 159
Treasurer's Detail Investment Report
May 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	\$ 23,009.19	\$ 1,776,437.20	\$ -	\$ -	\$ 7,981.64	\$ 45,952.46	\$2,002,189.59	\$ 3,855,570.08
20 Operations & Maintenance	\$ 20,394.62	\$ 1,625,404.30	\$ -	\$ -	\$ 1,730.84	\$ 41,920.33	\$ 6,743.78	\$ 1,696,193.87
30 Bond & Interest	\$ 41.36	\$ 210,794.60	\$ -	\$ -	\$ 4,293.76	\$ 6,449.99	\$ 757,726.39	\$ 979,306.10
40 Transportation	\$ 244,140.57	\$ 1,825,578.08	\$ -	\$ -	\$ 3,558.24	\$ 12,588.54	\$ 179,677.97	\$ 2,265,543.40
50 IMRF	\$ 112.54	\$ 9,101.99	\$ -	\$ -	\$ 680.99	\$ 174.42	\$ 87,360.15	\$ 97,430.09
61 New Construction	\$ 15,318.36	\$ -	\$ -	\$ -	\$ -	\$ 2,305.03	\$ 735,941.89	\$ 753,565.28
70 Working Cash	\$ 3,057.29	\$ 904,174.97	\$ -	\$ -	\$ 1,377.94	\$ 4,042.14	\$ 814,830.70	\$ 1,727,483.04
80 Tort Fund	\$ 3,579.23	\$ 31,601.90	\$ -	\$ -	\$ 81.43	\$ -	\$ 66,633.39	\$ 101,895.95
TOTALS	\$ 309,653.16	\$ 6,383,093.04	\$ -	\$ -	\$ 19,704.84	\$ 113,432.91	\$4,651,103.86	\$ 11,476,987.81
Percentages	2.698%	55.616%	0.000%	0.000%	0.172%	0.988%	40.525%	100.000%

Certificate of Deposit Investments - May 2013

Financial Facility	Date Invested	Gross Rate	Net Rate	Opening Balance	Maturity Date
Bank of India	03/06/13	0.200%	0.151%	\$ 249,060.85	9/4/2013
Associated Bank, NA - WI	05/30/13	0.250%	0.150%	\$ 249,800.00	11/27/2013
Banco Popular North America	05/30/13	0.350%	0.170%	\$ 83,000.00	11/27/2013
Banco Popular North America	05/30/13	0.350%	0.170%	\$ 84,000.00	11/27/2013
Banco Popular North America	05/30/13	0.350%	0.170%	\$ 82,690.00	11/27/2013
Bank Leumi-NY	05/30/13	0.650%	0.400%	\$ 248,900.00	6/11/2014
Bank of 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
Financial Federal Bank-TN	05/30/13	0.250%	0.140%	\$ 249,800.00	11/27/2013
First National Bank of McGregor-TX	12/03/12	0.350%	0.200%	\$ 248,000.00	6/3/2013
Firstbank of Puerto Rico	06/01/12	0.500%	0.350%	\$ 249,375.38	6/3/2013
Goldman Sachs Bank	06/06/12	0.400%	0.351%	\$ 248,120.59	6/6/2013
Israel Discount Bank of New York-NY	12/03/12	0.350%	0.200%	\$ 248,000.00	6/6/2013
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
Mizuho Corporate Bank	06/06/12	0.400%	0.301%	\$ 158,156.22	6/6/2013
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
Southside Bank-TX	06/06/12	0.430%	0.280%	\$ 248,000.00	6/6/2013
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
Tristate Capital Bank-PA	06/06/12	0.550%	0.400%	\$ 248,000.00	6/6/2013
Total				\$ 6,383,093.04	

IIIT Investments
PMA Investments
PMA-DTC Investments

Treasurer's Report Income Summary
May 01, 2013 - May 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	\$1,588,231.64	\$3,782,201.78	\$1,514,863.34	\$2,267,338.44	\$3,855,570.08	142.8%
20 OM FUND	\$1,462,623.46	\$369,107.13	\$135,536.72	\$233,570.41	\$1,696,193.87	16.0%
30 BOND - INTEREST FUND	\$314,977.99	\$664,328.11	\$0.00	\$664,328.11	\$979,306.10	210.9%
40 TRANSPORTATION FUND	\$1,992,212.42	\$328,489.35	\$55,158.37	\$273,330.98	\$2,265,543.40	13.7%
50 IMRF FUND	\$12,887.32	\$150,926.75	\$66,383.98	\$84,542.77	\$97,430.09	656.0%
61 NEW CONSTRUCTION FUND	\$753,503.64	\$61.64	\$0.00	\$61.64	\$753,565.28	0.0%
70 WORKING CASH FUND	\$1,707,939.86	\$19,543.18	\$0.00	\$19,543.18	\$1,727,483.04	1.1%
80 TORT FUND	\$91,638.01	\$15,520.94	\$5,263.00	\$10,257.94	\$101,895.95	11.2%
Totals :	\$7,924,014.34	\$5,330,178.88	\$1,777,205.41	\$3,552,973.47	\$11,476,987.81	0.00

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	Scheduled				\$33,311.74
General State Aid	3001	\$33,311.75	6/20/2013	Scheduled				\$33,311.75
3001 Total		\$732,848.77					\$666,225.28	\$66,623.49
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	Scheduled			\$0.00	\$206.00
	3305 Total	\$4,175.00					\$3,969.00	\$206.00
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					\$1,935,351.09	\$268,106.95

Unpaid Categoricals Receivable from ISBE - By Month

Project Frozen
FY12 Funds

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

MINUTES

Regular Meeting, May 16, 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, IL 60423, at 7:00 p.m. on the 16th day May 2013.

I. CALL TO ORDER

Governing Board Member Patrick Usher was appointed President Pro Tem and he called the meeting to order at 7:00 p.m.

II. ROLL CALL

Present: Patrick Usher (District #157C), Christopher Kosel, substituting for James Gast (District #210)

New Governing Board Members: Mark Gray (District #114), Rich Marron, substituting for Pam Kohlbacher (District #161), Kathy Miller (District #122), Stacy Cesta (District #159)

Absent: Pam Kohlbacher (District #161)
James Gast (District #210)

Staff Present: Dr. Sally H. Bintz, Director
Craig Englert, Assistant Director for Finance and Operations
Cheryl Della Penna, Administrative Assistant
DiAnne Bielinski, principal, Pioneer Grove Educational Center
Mollie Frick, supervisor
Debra Heffernan, principal, Mackay Education Center
Sue Kaczmarczyk, supervisor
Julie Egan, supervisor
Laura Rogers, teacher
Kate Griffith, teacher
JoAnn Kilroy, teacher
Robin Latman, supervisor
Sarah Rexroad, supervisor
Robin Latman, supervisor
Laura Campbell

Visitors Present: Mike Griffith
Mr. and Mrs. Allen Campbell

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

A motion was made by Christopher Kosel and seconded by Rich Marron to approve the minutes of the Regular Meeting and Closed Session of April 18, 2013.

Voting Aye: Cesta, Gray, Kosel, Marron, Miller, Usher

Motion carried: 6 Aye, 0 Nay

IV. BOARD REORGANIZATION

Meeting Adjourned Sine Die

A motion was made by Christopher Kosel and seconded by Kathy Miller to adjourn the meeting sine die.

Voting Aye: Cesta, Gray, Kosel, Marron, Miller, Usher
Motion carried: 6 Aye, 0 Nay

President Pro Tem Moore Called Meeting to Order
President Pro Tem Usher called the meeting to order at 7:04 p.m.

President Pro Tem Usher called for a roll call.

Present: Stacy Cesta (District #159), Mark Gray (District #114), Christopher Kosel (District #210), Rich Marron, (District #161), Kathy Miller (District #122), Patrick Usher (District #157C)

Nomination and Election of President

A motion was made by Christopher Kosel and seconded by Kathy Miller to nominate Patrick Usher as President of the Governing Board.

There being no other nominations Mr. Usher was declared President and assumed the chair.

Nomination and Election of Vice President

A motion was made by Christopher Kosel and seconded by Rich Marron to nominate James Gast as Vice President of the Governing Board.

There being no other nominations Mr. Gast was declared Vice President and assumed the chair.

Nomination and Election of Secretary

A motion was made by Mark Gray and seconded by Rich Marron to nominate Stacy Cesta as Secretary of the Governing Board.

There being no other nominations Mrs. Cesta was declared Secretary and assumed the chair.

Approval of Meeting Dates

The following meeting dates are recommended for Lincoln-Way Area Special Education Joint Agreement 843:

Meeting Dates: Third Thursday of every month from June through September, 2013.
Fourth Tuesday of every month from October 2013 through June 2014.
*December meeting will be held on December 10, 2013.

Meeting Place: Administrative Center Board Room
601 Willow Street
Frankfort, IL 60423

Meeting Date for 2012-2013 School Year
June 20, 2013

Meeting Dates for 2013-14 School Year

July 18, 2013	January 28, 2014
August 15, 2013	February 25, 2014
September 19, 2013	March 25, 2014
October 22, 2013	April 22, 2014
November 26, 2013	May 27, 2014
December 10, 2013	June 24, 2014

A motion was made by Christopher Kosel and seconded by Kathy Miller to approve the meeting dates as stated above for the Lincoln-Way Area Special Education Joint Agreement District #843.

Voting Aye: Cesta, Gray, Kosel, Marron, Miller, Usher
Motion carried: 6 Aye, 0 Nay

V. PUBLIC COMMENT

Recognition of Retirees

Dr. Bintz introduced staff who will be retiring at the conclusion of the current school year. In attendance were:

Mrs. DiAnne Bielinski, Principal of Pioneer Grove Educational Center – 11 years
Mrs. Kathleen Griffith, Teacher – 25 years
Mrs. JoAnn Kilroy – Teacher – 20 years
Dr. Debra Heffernan, Principal of Mackay Education Center – 14 years with District #843
– 06 years with District #210
– 07 years with District #843

Not in attendance: *Deborah Craig*, Bus Driver – 19 years

Dr. Bintz announced that following in the tradition of the Cooperative each retiree would have a tree planted on the grounds of the Pioneer Grove Educational Center to honor her years of service with the Cooperative. The one exception would be that Dr. Heffernan's tree would be planted at the Mackay Education Center where she spent the majority of her career serving students. The Governing Board thanked the retiring staff in attendance and expressed their best wishes for the future.

VI. 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 with the new Governing Board members that the Advisory Committee is comprised of the superintendents for each of the member districts and described their duties. Dr. Bintz then reviewed the minutes from the May 14, 2013 Advisory Meeting.

Mr. Usher inquired about the Joint Site and Long Range Planning Committee. Dr. Bintz stated that the Advisory Committee agreed in February 2013 to reinstate the Committee which was put on hold since November 2012. It was agreed that the Committee would begin work in June after the Cooperative Governing Board reorganized. Dr. Bintz will look for volunteers for the Committee. Mr. Usher suggested that the Governing Board members consider becoming a member of the Committee.

C. Director's Report

1. *Parent Advisory Council*

Dr. Bintz stated that the Parent Advisory Council was established four years ago. She explained that the membership in the organization includes parents/guardians of District 843 students. The purpose of the PAC is to engage parents in meaningful dialogue regarding services for special needs students in the Lincoln-Way area and to represent parent/guardian concerns with recommendations to the Director and the Governing Board for consideration.

2. *Lincoln-Way Foundation*

Dr. Bintz reported that the Foundation has been in existence for three years. During the last two years they have held fundraisers which are all student centered. With the earnings of the fundraisers held in the spring and the 50/50 raffle in the fall, mini grants are awarded to staff, therapists, and classroom teachers. The Foundation is comprised of individuals from all member districts.

3. *New Governing Board Members' Orientation Manual*

Dr. Bintz provided informational binders for the Governing Board members to acquaint them with the Cooperative and to include basic information about the Cooperative.

4. *Transportation Updates*

Mr. Englert reported that out of 83 of the vehicles the Cooperative utilizes that 51 are leased. He stated that he will return to the Governing Board in June with a request to purchase four mini vans. The Cooperative does not lease mini-vans due to the excessive amount of miles put on the buses.

5. *Presentation of Preliminary 2013-2014 Budget Information*
Mr. Englert provided a brief summary of the 2013-2014 budget and that he and Dr. Bintz are in the process of retooling and making adjustments to the proposed budget. The draft will be presented to the Governing Board in June.
6. *ESY*
Dr. Bintz reported on the status of ESY. The program will take place at the Grand Prairie School from June 17 to July 25. The Director invited the Board Members to visit the summer classes if they are available. There are currently 235 students registered for the six-week program.
7. *iCan Bike Camp*
Dr. Bintz indicated the iCan Bike Camp (formerly called Lose The Training Wheels) will take place June 10 through June 14, 2013 at the Spencer Campus. There are approximately 100 volunteers required to assist at the camp. Dr. Bintz introduced Mrs. Robin Latman, supervisor, who reported on the in school program for students in the AI and SCII programs. This is the third year that the Cooperative has hosted a weeklong camp for students who do not know how to ride a bicycle. Students who already know how to ride a bicycle participate in a bicycle safety program. The Cooperative is the first educational institution in the country to conduct this type of program during the school year for qualifying students.
8. *Field Days*
Robin Latman, supervisor, provided details on the Field Days that was hosted by the Wilson Creek School in Manhattan. Mr. Brian Grund and Mr. Mike Bacon, adaptive physical education teachers, conducted the event. In addition, this year Pioneer Grove also recently hosted a Field Day for students at their facility. Medals and ribbons were provided to all of the students.
9. *Walk Now For Autism – May 18, 2013*
Dr. Bintz described the "Walk Now For Autism" event that is being organized at the Pioneer Grove Educational Center by team leaders Jessica Pascarella and Jennifer Molinaro. Participants will be bused to Soldier Field for the walk and return to Pioneer Grove for an after the walk party where the Jaycees of Frankfort are cooking hotdogs and donating chips and soda.
10. *Staff Appreciation Week*
Dr. Bintz reported that she distributed Staff Appreciation Week gifts to staff. Building principals were also recognized with appreciation for their support in helping the Cooperative staff provide successful programming in their buildings.
11. *Summer Work Projects*
Dr. Bintz reported that summer work will occur at Pioneer Grove to replace the south half of the roof to begin June 17, 2013 at a cost of \$300,000. There will also be some small projects to complete at Pioneer Grove with services under \$50,000, as well as minor security adjustments in the building.
12. *Time Line for Withdrawal of New Lenox SD #122 from LWASE*
Dr. Bintz distributed copies of work sheets identifying proposed settlement document issues (SDI) relating to potential negotiations regarding the District #122 withdrawal from LWASE. During the month of April Dr. Bintz and Mr. Englert met with individual superintendents to review and modify the list of SDI as needed. The Director indicated that she and Mr. Englert have completed a second round of individual phone conferences with the Superintendents. Dr. Bintz stated that the discussions have been positive in nature. On May 14, the list of SDI was given to the Advisory Committee for review and discussion. The Director outlined the various activities that need to be completed prior to District #122 voting on the Settlement Agreement in August which will lead up to the October member Boards of Education vote on a Resolution to approve the Settlement Agreement and the Resolution to Withdraw. She stated that all member districts need to approve the Settlement Agreement for it to be in force.

7. *FOIA Requests*

Dr. Bintz stated that no FOIA requests were received.

D. *Principals' Reports*

Pioneer Grove Educational Center

DiAnne Bielinski reported that Pioneer Grove has two teams attending upcoming events that will support students who attend Pioneer Grove Educational Center. As mentioned by Dr. Bintz, one of the teams called Troop 843 will participate in the "Walk Now For Autism" event on Saturday, May 18. The other 843 Team is called "Pioneer Grove Rock & Strollers" and will participate in the support of students with Rett Syndrome on May 19 in Tinley Park. Mrs. Bielinski stated that two 8th grade students from District 161 will graduate on Friday, May 17. They will return to the multi-needs class next year. On May 10 the PSO sponsored an end of year carnival in Pioneer Grove. The PSO provides students who attend Pioneer Grove with the same experiences that a typical child engages in, only in a safe and non-judgmental environment.

Mackay Education Center

Debbie Heffernan stated that the Mackay Center students helped out with the Cooperative Field Days activities conducted this month and collected items for PAWS and were able to make a deliver to PAWS with their contributions. The students also have helped out at a local nursing home in New Lenox. Dr. Heffernan stated that recently the science teacher arranged for a showing of reptiles at the Mackay Center. One of the students at Mackay sang at the Award Ceremony held on May 15 and was accompanied by the Mackay music teacher. Two 8th grade students along with 6 high school students are scheduled to graduate. Three \$400 scholarships were presented at the Award Ceremony.

E. *FMLA Requests*

Employee 6533 beginning August 20, 2013 for up to 12 workweeks if necessary.

Employee 5136 beginning September 24, 2013 for up to 12 workweeks if necessary.

VII. APPROVAL OF THE CONSENT AGENDA

Acting on the recommendation of the Director, Christopher Kosel 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*

The Financial Statement for the month of April 2013 and investments through May 16, 2013 was presented.

C. *Approval of Personnel Items as Listed:*

1. *Retirement*

Non-Certified Staff

Deborah Craig, bus driver, effective May 31, 2013.

2. *Resignation*

Certified Staff

Nancy Collins, occupational/physical therapist, effective at the end of the 2012-13 school year.

Trisha Corven, social worker, effective at the end of the 2012-2013 school year.

Jeanine Graefen, occupational therapist, effective at the end of the 2012-13 school year.

Michael McDonald, teacher, effective June 4, 2013.

Michele Spencer, teacher, effective at the end of the 2012-2013 school year.

Non-Certified Staff

Heidi Edwards, paraprofessional, effective at the end of the 2012-13 school year.

Deborah Gustin, paraprofessional, effective at the end of the 2012-13 school year.

Michelle Jennings, paraprofessional, effective at the end of the 2012-13 school year.

Donna Versetto, paraprofessional, effective at the end of the 2012-13 school year.

3. Employment

Non-Certified Staff

Justin McGlone, bus driver, at a rate of \$13.50 per hour, effective May 20, 2013.

Michael Stetich, bus driver, at a rate of \$13.50 per hour, effective May 20, 2013.

Extended School Year Staff

Location: Pioneer Grove School – June 17, 2013 to July 25, 2013

PARAPROFESSIONALS

Jill Antonini	Donna Lukas
Alyson Black	Megan Luttrell
Theresa Bodach	Sarah MacQueen
Breann Bosco	Tina Maestre
Diane Broughton	Melissa Maine
Tammy Burns	Rachael Muckian
Jackie Burdeaux	Melissa Narcisi
Julie Cello	Elizabeth Noreen
Jennifer Dahlman	Laura Olsen
Inez Davis	Jean O'Reilly
Connie DeCraene	Jenna Parente
Brent Dobriovitz	Lisa Parks
Alley Dyer	Kari Pedziwiatr
Christine Gerritson	VickiJoy Pfizenmaier
Susan Gonzales	Meagan Reaney
Corinne Gradi	Lauren Rexroad
Ashley Greenwood	Amanda Roethle
John Hart	Laura Ryan
Amber Hessleu	Elaine Scanlon
Karen Hopkins	Adrienne Scates
Katherine Hopkins	Flo Schneider
Lonna Janel	Olivia Smith
Ann Jenkins	Margaret Stechly
Emily Jenkins	Todd Stevens
Barb Jennings	Belinda Swanson
Matthw Jennings	Stacy Taheny
Michelle Jennings	Katy Thomson
Eileen Keene	Thi Tran
Stephanie Keene	Mary Ulas
Kathy Kerrigan	Terri Vales
Kristin Konieczka	Lindsay Vlosak
Paulette Kowaleski	Ana Velezquez
Lauren Krack	Donna Versetto
Patti Loichinger	Lynn Zerkel

TEACHERS

Lindsey Athans
Sue Burnett
Amanda Comp
Diane Crumpley
Linda Demro
Danielle Devine
Mary Essary
Johanna Frick
Liz Gillespie
Jeanne Hartung
Matthew Hurst
Holly Kasper

Mark Kaster
Jennifer Molinaro
Jennifer Olech
Dawn Olson
Natalie Pufahl
Colleen Rosko
Greg Shoplas
Amy Steepleton
Emily Vuckovich
Lisa Wheeler
Nicole White
Kyle Zilis

PSYCHOLOGISTS/SOCIAL WORKERS

SPEECH PATHOLOGISTS

OCCUPATIONAL/PHYSICAL THERAPISTS

SECRETARIES

Psychologists/Social Workers

Keith Abbeduto - Psy
Marie Goulett-Rafferty - SW
Kathy High - SW
Diane Mears-Mustafa - SW
Eric Pistek - SW
Christine Sicinski - SW
Stacie Soroka - SW

Speech Pathologists

Christine Grzybowski - SLP
Amy McGinnis - SLP
Nicole Marx - SLP
Cathy Muckian - SLP
Pam Pedziwiatr - SLP
Colleen Proffit - SLP

Occupational/Physical Therapists

Raymie Doyle - PT
Audrey Fields - OT
Jeanine Graefen - OT
Peggy Grill - OT
Heather Iwanus - OT
Tom Ravetto - PT
Bernie Swiatkowski - PT
Mary Ellen Tolbert - OT

Nurses

Nancy Antonini
Susan Chionis
Jean Dyer
Robyn O'Donnell

Secretaries

Catherine Kaczmarczyk
Patricia Pizza

- D. FOIA Request
None were received

CONSENT VOTE:

Voting Aye: Cesta, Gray, Kosel, Marron, Miller, Usher
Motion carried: 6 Aye, 0 Nay

VIII. CLOSED SESSION

A motion was made by Christopher Kosel and seconded by Mark Gray to move to closed session at 8:45 p.m. for the purpose of discussing:

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

Voting Aye: Cesta, Gray, Kosel, Marron, Miller, Usher
Motion carried: 6 Aye, 0 Nay

OPEN SESSION

A motion was made by Christopher Kosel and seconded by Rich Marron to return to open session at 9:44 p.m. On voice vote the motion carried.

IX. ACTION ITEMS

A. Final Calendar 2012-2013

A motion was made by Christopher Kosel and seconded by Rich Marron to approve the final calendar for the 2012-2013 school year.

Voting Aye: Cesta, Gray, Kosel, Marron, Miller, Usher
Motion carried: 6 Aye, 0 Nay

B. Salaries for Office Staff, OTs, PTs, and Support Staff

A motion was made by Christopher Kosel and seconded by Kathy Miller to approve salaries for the Office Staff, OTs, PTs, and Support Staff as presented.

Voting Aye: Cesta, Gray, Kosel, Marron, Miller, Usher
Motion carried: 6 Aye, 0 Nay

C. Dismissal of Non-Certified Personnel

A motion was made by Christopher Kosel and seconded by Rich Marron that the Governing Board approve the honorable dismissal of Non-Certified Personnel as presented.

Voting Aye: Cesta, Gray, Kosel, Marron, Miller, Usher
Motion carried: 6 Aye, 0 Nay

D. Acceptance of Gift

A motion was made by Rich Marron and seconded by Christopher Kosel to approve the acceptance of a donation from Koreman Landscape Company in the amount of \$639 for the raised gardens at the Transition House.

Voting Aye: Cesta, Gray, Kosel, Marron, Miller, Usher
Motion carried: 6 Aye, 0 Nay

E. Retirement Notification

A motion was made by Stacy Cesta and seconded by Christopher Kosel to approve the retirement notice of Toni Strait, speech pathologist, to be effective the end of the 2016-2017 school year.

Voting Aye: Cesta, Gray, Kosel, Marron, Miller, Usher
Motion carried: 6 Aye, 0 Nay

F. First Reading of FMLA Policy 500.06 Revision

First Reading:

Policy 500.06 – Personnel Section – FMLA Policy and Procedures - Revision

G. Employee Termination

A motion was made by Rich Marron and seconded by Christopher Kosel to approve the termination of employee 4860 due to inability to perform assigned duties.

Voting Aye: Cesta, Gray, Kosel, Marron, 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 June 20, 2013 at the Transition House – Frankfort, IL.

XI. ADJOURNMENT

A motion was made by Christopher Kosel and seconded by Kathy Miller that the meeting be adjourned. All members voted Aye. Motion carried. President Usher declared the meeting adjourned at 9:50 p.m.

Respectfully submitted,
Cheryl A. Della Penna,
Administrative Assistant

President

Secretary



Mokena School District 159 **Information Report**

Date: June 5, 2013

To: Board of Education

From: Steve Stein, Superintendent

Re: ROE compliance Visit

On February 26, 2103 Shawn Walsh from the Regional office of Education spent the day in our school district as part of the Illinois State board of Education accreditation process. The compliance review consisted of determining our school district level of adherence with the Illinois School Code and the Illinois Administrative Code.

For your review in the back pocket, is the report that contains eighty-one multi-faceted federal and state law and policy requirements on which we were evaluated. Mary Louise Knoerzer worked with the administrative team and the district office to make sure all the needed information was assembled and well –organized.

We are pleased to announce that the district earned high commendations from the ROE compliance review team. Attached is the letter sent to Shawn Walsh Regional Superintendent regarding the plan of action for the two incompliance issues we were cited.



Will County Regional Office of Education
Shawn Walsh, Regional Superintendent of Schools
702 W. Maple Street • New Lenox, IL 60451
Phone (815) 740-8360 • Fax (815) 740-4788

Mary Chignoli, SIP Consultant

Preliminary

Compliance Report:

Mokena District #159

June 3, 2013

Introduction

The recognition status granted by the Illinois State Board of Education to Illinois public schools is now dependent upon the culmination of three forms of evaluations: Compliance Review, Quality Review, and the Illinois Standards Achievement Tests. The Regional Superintendent of Schools' Office is responsible for conducting the Compliance Review portion of the accreditation process. The Compliance Review consists of determining the level of a school district's adherence with the Illinois School Code (ILCS Chapter 105) and the 23 Illinois Administrative Code, Part 1. This office utilizes a "School Evaluation Form" assist in reviewing the various requirements.

On March 26, 2013, I met with Mr. Steve Stein, District Superintendent, to finalize the process. Before, and during our visit, we reviewed school district policies, job descriptions, student handbooks, teacher qualifications, and course offering.

Commendations

First of all, we would like to express our appreciation for the organization and cooperation from the administration and their staff.

1. **Board Minutes:** The board of education minutes are detailed and reflect the actions of the board.
2. **Fiscal Responsibility:** The board of education and the district administration are operating under a balanced budget and maintain healthy fund balances.
3. **Informational Pamphlets:** The district office maintains a kiosk of information for parents and community members including the Parent/Student Handbook, registration materials, homeless education information, etc.
4. **Parent/Student Handbook:** The district has developed comprehensive handbooks for all three buildings.
5. **Personnel Files:** The district's personnel files are in exceptional order containing the essential information.
6. **Professional Development:** The district utilizes the services of GCN to conduct many of the mandated trainings. The district also surveys the staff to prioritize essential staff development.
7. **Website:** The district's website is user friendly and contains all the required information.

School Improvement Plan (See Appendix A)

Remarks included in this section reflect the observations and suggestions of our trained School Improvement Plan (SIP) Staff with a focus on helping your building SIP Team concentrate on refining their plans. Our staff will gladly provide further assistance to your district teams if you desire. Please contact us at your pleasure.

Noncompliance Issues

This section of the report addresses items that are not currently in compliance with the Illinois School Code or the 23 Illinois Administrative Code. As you will note...

1. **23 IL Adm. Code 200.40 – Sports Interest Survey (Item #13B.1.f)** There was no evidence that the district administered a sports interest survey to students in the prior four years.
2. **105 ILCS 5/27-6 – Daily Physical Education (Item #69K.1& 69K.3)** The district does not offer daily physical education to all students. The district currently does not have an approved waiver to not offer daily physical education.

Recommendations

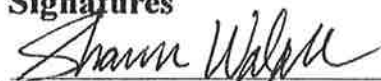
We reserve this section of the report for recommendations made by the evaluation team. Comments made *do not* represent violations of the Illinois School Code or the 23 Illinois Administrative Code. Rather, we base these recommendations upon experience, best practices noted in other districts and conversations with district employees during our evaluation visit.

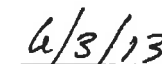
1. **Job Descriptions:** The ROE recommends that the district periodically review the job descriptions and add an adoption date.

Recognition Designation

Deficiencies noted in this report tend to be minor in nature. The ROE and our Professional Development Alliance (PDA) are prepared to offer any assistance desired by the school district in addressing noncompliance issue and recommendations. We greatly appreciate Mr. Steve Stein's, District Superintendent, cooperation, assistance, and diligence throughout the entire compliance review process. The Mokena District #159 has forty-five (45) days from receipt of this report to provide a written response to the Regional Office. The current recognition status of the District, which is "**Pending Compliance**", will continue until progresses on the noncompliance issues are reviewed prior to the Regional Office forwarding its final report to the Illinois State Board of Education.

Signatures


Shawn Walsh


Date



MOKENA PUBLIC SCHOOLS

DISTRICT 159

11244 Willowcrest Lane • Mokena, IL 60448-1334 • (708) 342-4900 • www.mokena159.org

District Administration

Mr. Steve Stein
Superintendent

Dr. Charles Vitton
Asst. Supt. of Instruction

Mr. John Troy
Director of Business Operations

Mrs. Eileen Parente
Director of Student Services



Board of Education

Mrs. Danielle Didrickson
President

Mr. Jim Andresen
Vice-President

Mrs. Anna Briscoe
Secretary

Mrs. Stacy Cesta

Mr. Michael Ford

Mr. Patrick Markham

Mr. Joseph Spalla

June 5, 2013

Will County Regional Office of Education
702 W. Maple Street
New Lenox, IL 60451

Mr. Shawn Walsh,

I am in receipt of your preliminary compliance report. This letter is to provide a written response to the Regional Office of Education regarding the two noncompliance issues noted in the report.

Noncompliance Issue 1

23 IL Adm. Code 200.40 - Sports Interest Survey (Item #13B.1.f) There was no evidence that the district administered a sports interest survey to students in the prior four years.

Corrective Action

During the 2013-2014 school year a sports interest survey will be conducted at Mokena Junior High School.

Noncompliance Issue 2

105 ILCS 5/27-6 – Daily Physical Education (Item #69K.1 & 69K.3) The district does not offer daily physical education to all students. The district currently does not have an approved waiver to offer daily physical education.

Corrective Action

Providing daily P.E. to grades K-3 has been an issue for District 159. After our 2008 compliance review the district did offer 4 day/week P.E. to students in grades K-3. However, due to financial difficulties the district went back to 3 day/week P.E. to students in grades 1-3. The district also went from offering full-day Kindergarten to half-day Kindergarten due to financial difficulties.

As I, and the assistant superintendent for instruction are both taking new jobs and will be leaving Mokena June 11 and 13 respectively, I will recommend that the new superintendent and assistant superintendent work with the ROE to design a program that will meet the needs of the state requirement.

Sincerely,

Steve Stein
Superintendent



Mokena School District 159 Information Report

Date: June 19, 2013

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

From: Dr. Charles J. Vitton, Assistant Superintendent of Instruction

Re: Approval of Managed Print Contract

As was stated in an Information Report on May 15th, our current managed print contract has expired and we are in need of determining the district's current needs with regard to printers and copiers.

The goals of the new managed print program are to:

- Reduce the district's overall yearly costs for printing and device maintenance
- Reduce the total number of printing devices that the district utilizes by having higher capacity multi function printing devices in shared locations
- Provide new equipment recommendations for replacing existing aging copiers and printers
- Provide the ability to implement a secure printing environment that allows for queuing of jobs at the printer. This would require the entry of a code by the user to have the job print
- Improve employee access to the ability to scan documents and convert them to PDF files
- Provide network access to all copiers and printers from current and future devices

After the formal RFP process, meetings with vendors, and site-visits to other school districts, we are recommending that the district engage in a partnership with Martin-Whalen Office Solutions for its new managed print contract.

We will be providing the Board with the final specifications and costs associated with the contract with Martin-Whalen. We believe this partnership will serve the district well as we continue to work more efficiently and effectively.

We will ask for Board approval of this new contract at the July meeting of the Board of Education.

ACTION REQUESTS



Mokena School District 159

Action Request

Date: June 3, 2013

To: Board of Education
Steve Stein, Superintendent

From: John Troy, Director of Business Operations

Re: **Resolution Designating Interest Earnings for FY 2013-2014**

Last month the Board was provided with a copy of the Resolution Designating Interest Earnings for FY 2013-2014. Effective in 2009, The State of Illinois changed the school code so that a school board cannot transfer accumulated interest between funds unless the board has, before each fiscal year ends, designated accumulated interest to remain as interest into the next fiscal year. In order to keep the interest as accumulated interest and maintain the ability to transfer the funds, Mokena School District is required to pass a resolution each school year.

I have attached a copy of the resolution as submitted to the Board for Information last month. We are requesting the Board approve the Resolution Designating Interest Earnings for FY 2013-2014 as presented.

If this recommendation meets with the Board's approval the following motion would be appropriate: "... *move to approve the attached "Resolution Designating Interest Earnings as presented."*

**RESOLUTION
DESIGNATING INTEREST EARNINGS
FOR FISCAL YEAR 2013-14**

WHEREAS, by regulation (23 Ill. Administrative Code 100.50(a)(4)), the Illinois State Board of Education now specifies that, unless a statute or school board resolution provides otherwise, interest earnings on school district funds shall be added to and become part of principal as of June 30 of each fiscal year;

WHEREAS, this Board wishes to retain the option of later transferring some or all of the interest earned during this fiscal year and previous fiscal years under Section 10-22.44 of the School Code (105 ILCS 5/10-22.44);

NOW, THEREFORE, Be It Resolved by the Board of Education of Mokena School District No. 159, Will County, Illinois, as follows:

1. All interest earned in each fund of this School District during the current fiscal year is hereby designated as interest and not as the principal balance in that fund for the fiscal year beginning July 1, 2013, and is subject to being transferred as interest to the extent permitted by law.

2. All interest earned in each fund of this School District during any prior fiscal year and retained in the School District fund for which it accrued is hereby designated as interest and not as part of the principal balance in that fund for the fiscal year beginning July 1, 2013, and is subject to being transferred as interest to the extent permitted by law.

3. The School District Treasurer is directed to maintain a record of the total of all interest earnings so designated for each School District fund as of July 1, 2013, and to provide a report of that record to the Board.

4. This resolution shall take effect upon its adoption.

BOARD OF EDUCATION
MOKENA SCHOOL DISTRICT NO. 159,
WILL COUNTY, ILLINOIS

By: _____
President

Attest: _____
Secretary



Mokena School District 159

Action Request

Date: 6/3/2013

To: Board of Education
Mr. Steve Stein, Superintendent

From: Mr. John Troy,
Director of Business Operations

Re: Disposal of Outdated Computer Equipment

Mokena School District needs to dispose of obsolete and broken computer equipment that has been in storage & is taking up valuable space. It is by law that these items be disposed of properly. Mokena School IT Department will coordinate the disposal with EcoSafe Processors. EcoSafe Processors is an electronics recycling company in Steger, Illinois that transforms old electronics into new opportunities for people with disabilities

Recommended Motion:

"I recommend that the Board of Education approve the disposal of obsolete/ broken computer components and equipment."

If you need additional information, please let me know.

Serial Number	Manu Model	Serial Number	Manufactu Model
MXD52601CW	HP HP dx2000 MT (PX837AA)	MXD5230295	HP HP dx2000 MT (PX837AA)
MXD52601CQ	HP HP dx2000 MT (PX837AA)	MXD523027W	HP HP dx2000 MT (PX837AA)
MXD52601F0	HP HP dx2000 MT (PX837AA)	MXD5230282	HP HP dx2000 MT (PX837AA)
MXD5230291	HP HP dx2000 MT (PX837AA)	MXD52601F2	HP HP dx2000 MT (PX837AA)
MXD5230270	HP HP dx2000 MT (PX837AA)	MXD52009KX	HP HP dx2000 MT (PX837AA)
MXD5230287	HP HP dx2000 MT (PX837AA)	MXD523028X	HP HP dx2000 MT (PX837AA)
MXD52009M5	HP HP dx2000 MT (PX837AA)	MXD52408G4	HP HP dx2000 MT (PX837AA)
MXD523027D	HP HP dx2000 MT (PX837AA)	MXD523028P	HP HP dx2000 MT (PX837AA)
MXD52601DS	HP HP dx2000 MT (PX837AA)	MXD52408B6	HP HP dx2000 MT (PX837AA)
MXD52408CM	HP HP dx2000 MT (PX837AA)	MXD5250BR6	HP HP dx2000 MT (PX837AA)
MXD52408H8	HP HP dx2000 MT (PX837AA)	MXD52009MQ	HP HP dx2000 MT (PX837AA)
MXD523027X	HP HP dx2000 MT (PX837AA)	MXD52009MS	HP HP dx2000 MT (PX837AA)
MXD524088Y	HP HP dx2000 MT (PX837AA)	MXD523026X	HP HP dx2000 MT (PX837AA)
MXD5230281	HP HP dx2000 MT (PX837AA)	MXD52408GM	HP HP dx2000 MT (PX837AA)
MXD52601CJ	HP HP dx2000 MT (PX837AA)	MXD523028S	HP HP dx2000 MT (PX837AA)
MXD52408FW	HP HP dx2000 MT (PX837AA)	MXD52009K5	HP HP dx2000 MT (PX837AA)
MXD52009PB	HP HP dx2000 MT (PX837AA)	MXD52009R7	HP HP dx2000 MT (PX837AA)
MXD52601C6	HP HP dx2000 MT (PX837AA)	MXD52009Q2	HP HP dx2000 MT (PX837AA)
MXD52601BL	HP HP dx2000 MT (PX837AA)	MXD523026Z	HP HP dx2000 MT (PX837AA)
MXD52408DX	HP HP dx2000 MT (PX837AA)	MXD52601C4	HP HP dx2000 MT (PX837AA)
MXD52408CV	HP HP dx2000 MT (PX837AA)	MXD524089T	HP HP dx2000 MT (PX837AA)
MXD52601CP	HP HP dx2000 MT (PX837AA)	MXD523026R	HP HP dx2000 MT (PX837AA)
MXD523026H	HP HP dx2000 MT (PX837AA)	MXD523026L	HP HP dx2000 MT (PX837AA)
MXD5240897	HP HP dx2000 MT (PX837AA)	MXD52601F3	HP HP dx2000 MT (PX837AA)
MXD52302WR	HP HP dx2000 MT (PX837AA)	MXD52408CP	HP HP dx2000 MT (PX837AA)
MXD523027V	HP HP dx2000 MT (PX837AA)	MXD52601DM	HP HP dx2000 MT (PX837AA)
MXD52601DR	HP HP dx2000 MT (PX837AA)	MXD52601B9	HP HP dx2000 MT (PX837AA)
MXD523026V	HP HP dx2000 MT (PX837AA)	MXD52408B4	HP HP dx2000 MT (PX837AA)
MXD52009L8	HP HP dx2000 MT (PX837AA)	MXD52302X8	HP HP dx2000 MT (PX837AA)
MXD52601DZ	HP HP dx2000 MT (PX837AA)	MXD52408GH	HP HP dx2000 MT (PX837AA)
MXD523027Q	HP HP dx2000 MT (PX837AA)		
MXD6120920	HP HP dx2000 MT (PX837AA)		
MXD5230296	HP HP dx2000 MT (PX837AA)		
MXD523028L	HP HP dx2000 MT (PX837AA)		
MXD52601DD	HP HP dx2000 MT (PX837AA)		
MXD523028K	HP HP dx2000 MT (PX837AA)		

Serial Number	Manufacturer	Model	Serial Number	Manufacturer	Model
R727B304426	Compaq	Evo D300v	U307KN9ZC901	Compaq	Evo D510 SFF
R727B304449	Compaq	Evo D300v	U307KN9ZE586	Compaq	Evo D510 SFF
U306LB4ZB342	Compaq	Evo D310	U307KN9ZC838	Compaq	Evo D510 SFF
U306LB4ZB332	Compaq	Evo D310	U307KN9ZC880	Compaq	Evo D510 SFF
U306LB4ZB315	Compaq	Evo D310	U307KN9ZE565	Compaq	Evo D510 SFF
U306LB4ZA925	Compaq	Evo D310	U307KN9ZC878	Compaq	Evo D510 SFF
U306LB4ZA880	Compaq	Evo D310	U307KN9ZC916	Compaq	Evo D510 SFF
U306LB4ZA896	Compaq	Evo D310	U307KN9ZE558	Compaq	Evo D510 SFF
U306LB4ZA932	Compaq	Evo D310	U307KN9ZC862	Compaq	Evo D510 SFF
U306LB4ZB346	Compaq	Evo D310	U307KN9ZE579	Compaq	Evo D510 SFF
U306LB4ZB360	Compaq	Evo D310	U307KN9ZE625	Compaq	Evo D510 SFF
U306LB4ZB347	Compaq	Evo D310	U307KN9ZE531	Compaq	Evo D510 SFF
U306LB4ZA926	Compaq	Evo D310	U307KN9ZC909	Compaq	Evo D510 SFF
U306LB4ZA888	Compaq	Evo D310	U307KN9ZC865	Compaq	Evo D510 SFF
U306LB4ZB327	Compaq	Evo D310	U307KN9ZE598	Compaq	Evo D510 SFF
U306LB4ZA922	Compaq	Evo D310	U307KN9ZE560	Compaq	Evo D510 SFF
U306LB4ZB349	Compaq	Evo D310	U307KN9ZE578	Compaq	Evo D510 SFF
U306LB4ZB351	Compaq	Evo D310	U307KN9ZC872	Compaq	Evo D510 SFF
U306LB4ZA941	Compaq	Evo D310	U307KN9ZC849	Compaq	Evo D510 SFF
U306LB4ZB288	Compaq	Evo D310	U307KN9ZC857	Compaq	Evo D510 SFF
U306LB4ZB357	Compaq	Evo D310	U307KN9ZE594	Compaq	Evo D510 SFF
U306LB4ZB348	Compaq	Evo D310	U307KN9ZC930	Compaq	Evo D510 SFF
U306LB4ZB354	Compaq	Evo D310	U307KN9ZC831	Compaq	Evo D510 SFF
U306LB4ZB334	Compaq	Evo D310	U307KN9ZE040	Compaq	Evo D510 SFF
U306LB4ZB352	Compaq	Evo D310	U307KN9ZC888	Compaq	Evo D510 SFF
U306LB4ZB345	Compaq	Evo D310	U307KN9ZE552	Compaq	Evo D510 SFF
U306LB4ZB295	Compaq	Evo D310	U307KN9ZC848	Compaq	Evo D510 SFF
U306LB4ZA909	Compaq	Evo D310	U307KN9ZC866	Compaq	Evo D510 SFF
U306LB4ZA913	Compaq	Evo D310	U307KN9ZE576	Compaq	Evo D510 SFF
6X32KN8ZA02J	Compaq	Evo D510 CMT	U307KN9ZC863	Compaq	Evo D510 SFF
6X32KN8ZA028	Compaq	Evo D510 CMT			
6X32KN8ZA02F	Compaq	Evo D510 CMT			
U307KN9ZE612	Compaq	Evo D510 SFF			

Serial Number	Manufacturer	Model	Serial Number	Manufacturer	Model
U307KN9ZC856	Compaq	Evo D510 SFF	U307KN9ZE622	Compaq	Evo D510 SFF
U307KN9ZC921	Compaq	Evo D510 SFF	U307KN9ZC839	Compaq	Evo D510 SFF
U307KN9ZC911	Compaq	Evo D510 SFF	MXD4160146	HP	HP d220 MT (DQ867A)
U307KN9ZC850	Compaq	Evo D510 SFF	MXD416013T	HP	HP d220 MT (DQ867A)
U307KN9ZC894	Compaq	Evo D510 SFF	MXD4160159	HP	HP d220 MT (DQ867A)
U307KN9ZE568	Compaq	Evo D510 SFF	MXD416014K	HP	HP d220 MT (DQ867A)
U307KN9ZC861	Compaq	Evo D510 SFF	MXD42902FX	HP	HP d220 MT (DQ868A)
U307KN9ZC906	Compaq	Evo D510 SFF	MXD429026Q	HP	HP d220 MT (DQ868A)
U307KN9ZC903	Compaq	Evo D510 SFF	MXD41802HP	HP	HP d220 MT (DQ868A)
U307KN9ZE534	Compaq	Evo D510 SFF	MXD428058Z	HP	HP d220 MT (DQ868A)
U307KN9ZE587	Compaq	Evo D510 SFF	MXD42805GV	HP	HP d220 MT (DQ868A)
U307KN9ZE626	Compaq	Evo D510 SFF	MXD42902CL	HP	HP d220 MT (DQ868A)
U307KN9ZE547	Compaq	Evo D510 SFF	MXD42902HT	HP	HP d220 MT (DQ868A)
U307KN9ZE549	Compaq	Evo D510 SFF	MXD428053T	HP	HP d220 MT (DQ868A)
U307KN9ZC852	Compaq	Evo D510 SFF	MXD428057S	HP	HP d220 MT (DQ868A)
U307KN9ZC837	Compaq	Evo D510 SFF	MXD42804ZF	HP	HP d220 MT (DQ868A)
U307KN9ZC902	Compaq	Evo D510 SFF	MXD429023H	HP	HP d220 MT (DQ868A)
U307KN9ZE577	Compaq	Evo D510 SFF	MXD42902FK	HP	HP d220 MT (DQ868A)
U307KN9ZC840	Compaq	Evo D510 SFF	MXD4280555	HP	HP d220 MT (DQ868A)
U307KN9ZC859	Compaq	Evo D510 SFF	MXD42902FL	HP	HP d220 MT (DQ868A)
U307KN9ZC897	Compaq	Evo D510 SFF	MXD429026C	HP	HP d220 MT (DQ868A)
U307KN9ZC846	Compaq	Evo D510 SFF	MXD428053X	HP	HP d220 MT (DQ868A)
U307KN9ZC860	Compaq	Evo D510 SFF	MXD4280562	HP	HP d220 MT (DQ868A)
U307KN9ZC868	Compaq	Evo D510 SFF	MXD4290241	HP	HP d220 MT (DQ868A)
U307KN9ZE607	Compaq	Evo D510 SFF	MXD42902HP	HP	HP d220 MT (DQ868A)
U307KN9ZC889	Compaq	Evo D510 SFF	MXD428058Y	HP	HP d220 MT (DQ868A)
U307KN9ZC917	Compaq	Evo D510 SFF	MXD42902J5	HP	HP d220 MT (DQ868A)
U307KN9ZC870	Compaq	Evo D510 SFF	MXD4280501	HP	HP d220 MT (DQ868A)
U307KN9ZC864	Compaq	Evo D510 SFF	MXD41802JG	HP	HP d220 MT (DQ868A)
U307KN9ZC929	Compaq	Evo D510 SFF	MXD429022P	HP	HP d220 MT (DQ868A)
USU3140GRP	Compaq	Evo D510 SFF	MXD428055P	HP	HP d220 MT (DQ868A)
U307KN9ZC843	Compaq	Evo D510 SFF	MXD4290286	HP	HP d220 MT (DQ868A)
U307KN9ZE602	Compaq	Evo D510 SFF	MXD4280560	HP	HP d220 MT (DQ868A)
U307KN9ZC885	Compaq	Evo D510 SFF	MXD429023S	HP	HP d220 MT (DQ868A)
U307KN9ZE471	Compaq	Evo D510 SFF	MXD429026F	HP	HP d220 MT (DQ868A)
U307KN9ZC869	Compaq	Evo D510 SFF	MXD428054R	HP	HP d220 MT (DQ868A)
U307KN9ZC918	Compaq	Evo D510 SFF	MXD429027G	HP	HP d220 MT (DQ868A)
U307KN9ZE538	Compaq	Evo D510 SFF	MXD429023W	HP	HP d220 MT (DQ868A)

Serial Number	Manufacturer	Model	Serial Number	Manufacturer	Model
MXD428053S	HP	HP d220 MT (DQ868A)	MXD448013C	HP	HP d220 MT (DW990A)
MXD42902DN	HP	HP d220 MT (DQ868A)	MXD4480169	HP	HP d220 MT (DW990A)
MXD428057P	HP	HP d220 MT (DQ868A)	MXD4480112	HP	HP d220 MT (DW990A)
MXD428053V	HP	HP d220 MT (DQ868A)	MXD448012S	HP	HP d220 MT (DW990A)
MXD4280549	HP	HP d220 MT (DQ868A)	MXD4480157	HP	HP d220 MT (DW990A)
MXD42805GR	HP	HP d220 MT (DQ868A)	MXD448013R	HP	HP d220 MT (DW990A)
MXD428050N	HP	HP d220 MT (DQ868A)	MXD4480122	HP	HP d220 MT (DW990A)
MXD428054Z	HP	HP d220 MT (DQ868A)	MXD448016G	HP	HP d220 MT (DW990A)
MXD429023Z	HP	HP d220 MT (DQ868A)	MXD448011Y	HP	HP d220 MT (DW990A)
MXD429028H	HP	HP d220 MT (DQ868A)	MXD448011F	HP	HP d220 MT (DW990A)
MXD428055W	HP	HP d220 MT (DQ868A)	MXD448010L	HP	HP d220 MT (DW990A)
MXD42902J8	HP	HP d220 MT (DQ868A)	MXD448014W	HP	HP d220 MT (DW990A)
MXD429029G	HP	HP d220 MT (DQ868A)	MXD448016D	HP	HP d220 MT (DW990A)
MXD42902DQ	HP	HP d220 MT (DQ868A)	MXD4480130	HP	HP d220 MT (DW990A)
MXD42805G9	HP	HP d220 MT (DQ868A)	MXD448012L	HP	HP d220 MT (DW990A)
MXD42902CP	HP	HP d220 MT (DQ868A)	MXD4480140	HP	HP d220 MT (DW990A)
MXD4280551	HP	HP d220 MT (DQ868A)	MXD448016J	HP	HP d220 MT (DW990A)
MXD429028J	HP	HP d220 MT (DQ868A)	MXD448015Q	HP	HP d220 MT (DW990A)
MXD428053Y	HP	HP d220 MT (DQ868A)	MXD448012V	HP	HP d220 MT (DW990A)
MXD41802J2	HP	HP d220 MT (DQ868A)	MXD448014G	HP	HP d220 MT (DW990A)
MXD429023F	HP	HP d220 MT (DQ868A)	MXD448014Z	HP	HP d220 MT (DW990A)
MXD429022Q	HP	HP d220 MT (DQ868A)	MXD448012P	HP	HP d220 MT (DW990A)
MXD428059H	HP	HP d220 MT (DQ868A)	MXD4480115	HP	HP d220 MT (DW990A)
MXD41802JF	HP	HP d220 MT (DQ868A)	MXD448013J	HP	HP d220 MT (DW990A)
MXD428055Q	HP	HP d220 MT (DQ868A)	MXD448011T	HP	HP d220 MT (DW990A)
MXD429023Q	HP	HP d220 MT (DQ868A)	MXD4480153	HP	HP d220 MT (DW990A)
MXD428053F	HP	HP d220 MT (DQ868A)	MXD4480131	HP	HP d220 MT (DW990A)
MXD50502FP	HP	HP d220 MT (DQ868A)	MXD448010X	HP	HP d220 MT (DW990A)
MXD428050R	HP	HP d220 MT (DQ868A)	MXD448013P	HP	HP d220 MT (DW990A)
MXD428055X	HP	HP d220 MT (DQ868A)	MXD448014M	HP	HP d220 MT (DW990A)
MXD428053K	HP	HP d220 MT (DQ868A)	MXD448013L	HP	HP d220 MT (DW990A)
MXD4290246	HP	HP d220 MT (DQ868A)	MXD448011Z	HP	HP d220 MT (DW990A)
MXD428059J	HP	HP d220 MT (DQ868A)	MXD448014D	HP	HP d220 MT (DW990A)
MXD4480111	HP	HP d220 MT (DW990A)	MXD448016N	HP	HP d220 MT (DW990A)
MXD4480145	HP	HP d220 MT (DW990A)	MXD448011W	HP	HP d220 MT (DW990A)
MXD448013F	HP	HP d220 MT (DW990A)	MXD4480142	HP	HP d220 MT (DW990A)

Serial Number	Manufact Model		Serial Number	Manuf Model	
MXD448011C	HP	HP d220 MT (DW990A)	MXD52408GQ	HP	HP dx2000 MT (PX837AA)
MXD448013Q	HP	HP d220 MT (DW990A)	MXD52408DQ	HP	HP dx2000 MT (PX837AA)
MXD448016C	HP	HP d220 MT (DW990A)	MXD5250BQG	HP	HP dx2000 MT (PX837AA)
USU34502NN	HP	HP d530 CMT(DJ663S)	MXD52408FC	HP	HP dx2000 MT (PX837AA)
USU34502LQ	HP	HP d530 CMT(DJ663S)	MXD52601DJ	HP	HP dx2000 MT (PX837AA)
USU34502NC	HP	HP d530 CMT(DJ663S)	MXD5230290	HP	HP dx2000 MT (PX837AA)
USU34502MR	HP	HP d530 CMT(DJ663S)	MXD52601BH	HP	HP dx2000 MT (PX837AA)
USU34502LN	HP	HP d530 CMT(DJ663S)	MXD52601D4	HP	HP dx2000 MT (PX837AA)
USU34502N6	HP	HP d530 CMT(DJ663S)	MXD5230289	HP	HP dx2000 MT (PX837AA)
USU34502PL	HP	HP d530 CMT(DJ663S)	MXD523028F	HP	HP dx2000 MT (PX837AA)
USU34502MK	HP	HP d530 CMT(DJ663S)	MXD52302VQ	HP	HP dx2000 MT (PX837AA)
USU34502LG	HP	HP d530 CMT(DJ663S)	MXD523026W	HP	HP dx2000 MT (PX837AA)
USU34502LX	HP	HP d530 CMT(DJ663S)	MXD52302Y1	HP	HP dx2000 MT (PX837AA)
USU34502NQ	HP	HP d530 CMT(DJ663S)	MXD52601BF	HP	HP dx2000 MT (PX837AA)
USU34502MJ	HP	HP d530 CMT(DJ663S)	MXD5250BR4	HP	HP dx2000 MT (PX837AA)
USU34502N7	HP	HP d530 CMT(DJ663S)	MXD52601DH	HP	HP dx2000 MT (PX837AA)
USU34502PG	HP	HP d530 CMT(DJ663S)	MXD5230283	HP	HP dx2000 MT (PX837AA)
USU34502NS	HP	HP d530 CMT(DJ663S)	MXD52408CJ	HP	HP dx2000 MT (PX837AA)
USV32608BD	HP	HP d530 SFF(DJ656A)	MXD52601F6	HP	HP dx2000 MT (PX837AA)
USV326089M	HP	HP d530 SFF(DJ656A)	MXD5250BQ3	HP	HP dx2000 MT (PX837AA)
USV326089L	HP	HP d530 SFF(DJ656A)	MXD52601DT	HP	HP dx2000 MT (PX837AA)
USV3260897	HP	HP d530 SFF(DJ656A)	MXD5230292	HP	HP dx2000 MT (PX837AA)
USV326089F	HP	HP d530 SFF(DJ656A)	MXD523026Q	HP	HP dx2000 MT (PX837AA)
USV326089K	HP	HP d530 SFF(DJ656A)	MXD523027G	HP	HP dx2000 MT (PX837AA)
MXD5230286	HP	HP dx2000 MT (PX837AA)	MXD52408CQ	HP	HP dx2000 MT (PX837AA)
MXD53400GN	HP	HP dx2000 MT (PX837AA)	MXD52408FF	HP	HP dx2000 MT (PX837AA)
MXD523027F	HP	HP dx2000 MT (PX837AA)	MXD523028C	HP	HP dx2000 MT (PX837AA)
MXD524089S	HP	HP dx2000 MT (PX837AA)	MXD523028R	HP	HP dx2000 MT (PX837AA)
MXD5250BQ7	HP	HP dx2000 MT (PX837AA)	MXD52601CN	HP	HP dx2000 MT (PX837AA)
MXD52408CW	HP	HP dx2000 MT (PX837AA)	MXD52408GF	HP	HP dx2000 MT (PX837AA)
MXD52601CD	HP	HP dx2000 MT (PX837AA)	MXD608082T	HP	HP dx2000 MT (PX837AA)
MXD52601BQ	HP	HP dx2000 MT (PX837AA)	MXD524089F	HP	HP dx2000 MT (PX837AA)
MXD52009L7	HP	HP dx2000 MT (PX837AA)	MXD524089P	HP	HP dx2000 MT (PX837AA)
MXD5230271	HP	HP dx2000 MT (PX837AA)	MXD5240892	HP	HP dx2000 MT (PX837AA)
MXD52302XS	HP	HP dx2000 MT (PX837AA)	MXD523027J	HP	HP dx2000 MT (PX837AA)
MXD52408GJ	HP	HP dx2000 MT (PX837AA)	MXD52408GS	HP	HP dx2000 MT (PX837AA)

Serial Number	Manuf	Model	Serial Num	Man	Model
MXD5240891	HP	HP dx2000 MT (PX837AA)	MXD52302	HP	HP dx2000 MT (PX837AA)
MXD52408GY	HP	HP dx2000 MT (PX837AA)	MXD52302	HP	HP dx2000 MT (PX837AA)
MXD52302VV	HP	HP dx2000 MT (PX837AA)	MXD52601	HP	HP dx2000 MT (PX837AA)
MXD52601DF	HP	HP dx2000 MT (PX837AA)	MXD52302	HP	HP dx2000 MT (PX837AA)
MXD524089D	HP	HP dx2000 MT (PX837AA)	MXD52601	HP	HP dx2000 MT (PX837AA)
MXD52408C8	HP	HP dx2000 MT (PX837AA)	MXD52601	HP	HP dx2000 MT (PX837AA)
MXD523028M	HP	HP dx2000 MT (PX837AA)	MXD52408	HP	HP dx2000 MT (PX837AA)
MXD52408C1	HP	HP dx2000 MT (PX837AA)	MXD52302	HP	HP dx2000 MT (PX837AA)
MXD52408GK	HP	HP dx2000 MT (PX837AA)	MXD52601	HP	HP dx2000 MT (PX837AA)
MXD52408FM	HP	HP dx2000 MT (PX837AA)	MXD52601	HP	HP dx2000 MT (PX837AA)
MXD52601B7	HP	HP dx2000 MT (PX837AA)	MXD52408	HP	HP dx2000 MT (PX837AA)
MXD5230284	HP	HP dx2000 MT (PX837AA)	MXD52009	HP	HP dx2000 MT (PX837AA)
MXD52408GN	HP	HP dx2000 MT (PX837AA)	MXD52009	HP	HP dx2000 MT (PX837AA)
MXD523026Y	HP	HP dx2000 MT (PX837AA)	MXD53002	HP	HP dx2000 MT (PX837AA)
MXD52408GT	HP	HP dx2000 MT (PX837AA)	MXD52302	HP	HP dx2000 MT (PX837AA)
MXD52408C6	HP	HP dx2000 MT (PX837AA)	MXD52302	HP	HP dx2000 MT (PX837AA)
MXD52408FG	HP	HP dx2000 MT (PX837AA)	MXD53002	HP	HP dx2000 MT (PX837AA)
MXD524089J	HP	HP dx2000 MT (PX837AA)	MXD52302	HP	HP dx2000 MT (PX837AA)
MXD523026S	HP	HP dx2000 MT (PX837AA)	MXD52408	HP	HP dx2000 MT (PX837AA)
MXD52601BM	HP	HP dx2000 MT (PX837AA)	MXD5250B	HP	HP dx2000 MT (PX837AA)
MXD52408DH	HP	HP dx2000 MT (PX837AA)	MXD52302	HP	HP dx2000 MT (PX837AA)
MXD52408GX	HP	HP dx2000 MT (PX837AA)	MXD52408	HP	HP dx2000 MT (PX837AA)
MXD52408F7	HP	HP dx2000 MT (PX837AA)	MXD52302	HP	HP dx2000 MT (PX837AA)
MXD52408GG	HP	HP dx2000 MT (PX837AA)	MXD52408	HP	HP dx2000 MT (PX837AA)
MXD52408G8	HP	HP dx2000 MT (PX837AA)	MXD52408	HP	HP dx2000 MT (PX837AA)
MXD52302W6	HP	HP dx2000 MT (PX837AA)	MXD52302	HP	HP dx2000 MT (PX837AA)
MXD52601B4	HP	HP dx2000 MT (PX837AA)	MXD52302	HP	HP dx2000 MT (PX837AA)
MXD52601CH	HP	HP dx2000 MT (PX837AA)	MXD52302	HP	HP dx2000 MT (PX837AA)
MXD523027N	HP	HP dx2000 MT (PX837AA)	MXD52009	HP	HP dx2000 MT (PX837AA)
MXD52408BW	HP	HP dx2000 MT (PX837AA)	MXD52302	HP	HP dx2000 MT (PX837AA)
MXD524088S	HP	HP dx2000 MT (PX837AA)	MXD52601	HP	HP dx2000 MT (PX837AA)
MXD52408BT	HP	HP dx2000 MT (PX837AA)	MXD52601	HP	HP dx2000 MT (PX837AA)
MXD52601C9	HP	HP dx2000 MT (PX837AA)	MXD52601	HP	HP dx2000 MT (PX837AA)
MXD52408CZ	HP	HP dx2000 MT (PX837AA)	MXD52408	HP	HP dx2000 MT (PX837AA)
MXD52302WJ	HP	HP dx2000 MT (PX837AA)	MXD5250B	HP	HP dx2000 MT (PX837AA)
MXD52302WY	HP	HP dx2000 MT (PX837AA)	MXD52408	HP	HP dx2000 MT (PX837AA)

Serial Number	Manu Model	Serial Number	Manufacti Model
MXD52601CW	HP HP dx2000 MT (PX837AA)	MXD5230295	HP HP dx2000 MT (PX837AA)
MXD52601CQ	HP HP dx2000 MT (PX837AA)	MXD523027W	HP HP dx2000 MT (PX837AA)
MXD52601F0	HP HP dx2000 MT (PX837AA)	MXD5230282	HP HP dx2000 MT (PX837AA)
MXD5230291	HP HP dx2000 MT (PX837AA)	MXD52601F2	HP HP dx2000 MT (PX837AA)
MXD5230270	HP HP dx2000 MT (PX837AA)	MXD52009KX	HP HP dx2000 MT (PX837AA)
MXD5230287	HP HP dx2000 MT (PX837AA)	MXD523028X	HP HP dx2000 MT (PX837AA)
MXD52009M5	HP HP dx2000 MT (PX837AA)	MXD52408G4	HP HP dx2000 MT (PX837AA)
MXD523027D	HP HP dx2000 MT (PX837AA)	MXD523028P	HP HP dx2000 MT (PX837AA)
MXD52601DS	HP HP dx2000 MT (PX837AA)	MXD52408B6	HP HP dx2000 MT (PX837AA)
MXD52408CM	HP HP dx2000 MT (PX837AA)	MXD5250BR6	HP HP dx2000 MT (PX837AA)
MXD52408H8	HP HP dx2000 MT (PX837AA)	MXD52009MQ	HP HP dx2000 MT (PX837AA)
MXD523027X	HP HP dx2000 MT (PX837AA)	MXD52009MS	HP HP dx2000 MT (PX837AA)
MXD524088Y	HP HP dx2000 MT (PX837AA)	MXD523026X	HP HP dx2000 MT (PX837AA)
MXD5230281	HP HP dx2000 MT (PX837AA)	MXD52408GM	HP HP dx2000 MT (PX837AA)
MXD52601CJ	HP HP dx2000 MT (PX837AA)	MXD523028S	HP HP dx2000 MT (PX837AA)
MXD52408FW	HP HP dx2000 MT (PX837AA)	MXD52009K5	HP HP dx2000 MT (PX837AA)
MXD52009PB	HP HP dx2000 MT (PX837AA)	MXD52009R7	HP HP dx2000 MT (PX837AA)
MXD52601C6	HP HP dx2000 MT (PX837AA)	MXD52009Q2	HP HP dx2000 MT (PX837AA)
MXD52601BL	HP HP dx2000 MT (PX837AA)	MXD523026Z	HP HP dx2000 MT (PX837AA)
MXD52408DX	HP HP dx2000 MT (PX837AA)	MXD52601C4	HP HP dx2000 MT (PX837AA)
MXD52408CV	HP HP dx2000 MT (PX837AA)	MXD524089T	HP HP dx2000 MT (PX837AA)
MXD52601CP	HP HP dx2000 MT (PX837AA)	MXD523026R	HP HP dx2000 MT (PX837AA)
MXD523026H	HP HP dx2000 MT (PX837AA)	MXD523026L	HP HP dx2000 MT (PX837AA)
MXD5240897	HP HP dx2000 MT (PX837AA)	MXD52601F3	HP HP dx2000 MT (PX837AA)
MXD52302WR	HP HP dx2000 MT (PX837AA)	MXD52408CP	HP HP dx2000 MT (PX837AA)
MXD523027V	HP HP dx2000 MT (PX837AA)	MXD52601DM	HP HP dx2000 MT (PX837AA)
MXD52601DR	HP HP dx2000 MT (PX837AA)	MXD52601B9	HP HP dx2000 MT (PX837AA)
MXD523026V	HP HP dx2000 MT (PX837AA)	MXD52408B4	HP HP dx2000 MT (PX837AA)
MXD52009L8	HP HP dx2000 MT (PX837AA)	MXD52302X8	HP HP dx2000 MT (PX837AA)
MXD52601DZ	HP HP dx2000 MT (PX837AA)	MXD52408GH	HP HP dx2000 MT (PX837AA)
MXD523027Q	HP HP dx2000 MT (PX837AA)		
MXD6120920	HP HP dx2000 MT (PX837AA)		
MXD5230296	HP HP dx2000 MT (PX837AA)		
MXD523028L	HP HP dx2000 MT (PX837AA)		
MXD52601DD	HP HP dx2000 MT (PX837AA)		
MXD523028K	HP HP dx2000 MT (PX837AA)		



Mokena School District 159

Action Request

Date: June 4, 2013

To: Board of Education
Steve Stein, Superintendent

From: John Troy, Director of Business Operations

RE: Preapproval of 2nd June Bills List

The end of the fiscal year normally requires a special checklist to complete the final bills that are chargeable to the fiscal year. When the expense has been planned during the fiscal year, or the payment is due July 1, we generally arrange for the payment to be made in a final June bill run.

These bills will be available for Board review at the July Board meeting, along with the regular July bills.

If this recommendation meets with the Board's approval the following motion would be appropriate and appreciated:

Recommended Motion:

I move that the Mokena School District Board of Education "***move to preapprove the end of the year payables list.***"

Moved By: _____

Seconded By: _____



Mokena School District 159

Action Request

Date: June 3, 2013

To: Board of Education
Steve Stein, Superintendent

From: John Troy, Director of Business Operations

Re: Prevailing Wage Act

The adoption of the attached ordinance satisfies the legal requirement that the Board of Education enforces the Prevailing Wage Act for public works projects. On an annual basis, the District is responsible for determining the prevailing wage rates and enforcing those rates in contracts for building additions and improvements.

The Will County Regional Office of Education has assumed the responsibility of publishing the required Prevailing Wage Notification in local newspapers on behalf of local school districts. By law, the publication must take place within thirty days of filing the certified resolution with the Department of Labor and the Secretary of State. Since the Regional Office will publish the Public Notice on July 26, certified copies of this resolution will be mailed to the appropriate agencies after July 1.

Attached are the ordinance and the prevailing wage rates for Will County.

If this recommendation meets with the Board's approval the following motion would be appropriate and appreciated: ***"... move to approve the attached "PREVAILING WAGE RATE ORDINANCE" as presented."***

Moved By: _____

Seconded By: _____

MOKENA PUBLIC SCHOOLS – DISTRICT 159
PREVAILING WAGE RATE ORDINANCE

WHEREAS, the State of Illinois has enacted “An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works,” approved June 26, 1941, codified as amended, 820 ILCS 130/1 et seq. (1993), formerly Ill. Rev. Stat., Ch. 48, par. 39s-1 et seq. and

WHEREAS, the aforesaid Act requires that the Board of Education of Mokena School District 159 investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of Will County employed in performing construction of public works, for said Mokena School District 159.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF EDUCATION OF MOKENA SCHOOL DISTRICT 159:

SECTION 1: To the extent and as required by “An Act regulating wages of laborers, mechanics and other workers employed in any public works by State, county, city or any public body or any political subdivision or by anyone under contract for public works,” approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in construction of public works coming under the jurisdiction of Mokena School District 159 is hereby ascertained to be the same as the prevailing rate of wages for construction work in Will County areas as determined by the Department of Labor of the State of Illinois as of June of the current year, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department’s June determination and apply to any and all public works construction undertaken by Mokena School District 159. The definition of any terms appearing in this Ordinance which are also used in aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of Mokena School District 159 to the extent required by the aforesaid Act.

SECTION 3: The Mokena School District 159 shall publicly post or keep available for inspection by any interested party in the main office of Mokena School District 159 this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

SECTION 4: The Mokena School District 159 shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The Mokena School District 159 shall promptly file a certified copy of this Ordinance with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

SECTION 6: The Will County Regional Office of Education shall cause to be published in a newspaper of general circulation within the area a copy of this Ordinance, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

PASSED THIS 19th DAY OF June, 2013.

APPROVED:

Danielle Didrickson, President, Board of Education

ATTEST:

Steve Stein, Superintendent, Mokena School District 159

CERTIFICATION

I, Anna Briscoe, Secretary, Mokena School District 159,
DO HEREBY CERTIFY THAT I am the Board Secretary in and for the Mokena School District 159; that the foregoing is a true and correct copy of an Ordinance duly passed by the Board of Education of the Mokena School District 159 being entitled "PREVAILING WAGE RATE ORDINANCE" at a regular meeting held on the 19th day of June, 2013.

Anna Briscoe, Secretary, Board of Education, Mokena School District 159

Danielle Didrickson, President, Board of Education, Mokena School District 159

(SEAL)

PERSONNEL ACTION REQUEST

Mokena School District 159

REGULAR MEETING

Personnel Recommendations – June 19, 2013

NAME	POSITION	BUILDING	EFFECTIVE DATE	EMPLOYMENT DETAIL
1. Certified– Resignation				
Renee Missella	School Psychologist	DO	5/30/2013	
2. Certified –New Hire				
Christine Homolka	Spanish Teacher	MJH	2013-2014 School year	\$37,398 Lane 1, Step B
Rebecca Edwards	Teacher	MIS	2013-2014 school year	\$41, 263 Lane 3, Step C
Chelsey Halweg	Psychologist	DO	2013-2014 school year	\$ 43,123 Lane 6, Step A
3. Classified – Reduction in Force				
Therese Terrones	Part-time building aide	MIS	5/30/2013	
Mary Ann Kicmal	Part-time building aide	MIS	5/30/2013	
4. Classified- salary alignment				
Debra Kappel	ESL Aide	DO	2013-2014 school year	\$11.00/hr 5days/wk 7.5 hrs/day 174/yr
5. Classified-New Hire				
Diana Aguayo	Summer help	DO	6/10- 8/1/2013	\$9.25/hr 4 days/wk 8 hrs/day
Frances Latkowski	Building Aide	MES	2013-2014 school year	\$8.31/hr 6.75 hrs/day 174 days/yr
Lisa Peters	Building Aide	MES	2013-2014 school year	\$8.31/hr 6.75 hrs/day 174 days/yr
Cheryl Stelmar	Building Aide	MES	2013-2014 school year	\$8.31/hr 6.75 hrs/day 174 days/yr
Monica Swift	Para-Professional	MJH	2013-14 school year	\$11.00/hr 7 hrs/day 174 days/yr
6. Classified -Resignation				
Laura Phelps	FT Para-professional (will remain as a sub)	District	6/5/2013	
7. Classified–re-assignment				
Jami Morgan	Administrative Secretary	MES	2013-2014 year	\$13.68/hr 5 days/wk 7.5hrs/day 210days/yr

Recommended Motion:

"Move to approve personnel recommendations 1 through 7 as presented, subject to successful background check, drug screening (if applicable) and physical."

8/9/13 RL

May 25, 2013

Mokena School District 159
11244 W. Willowcrest Lane
Mokena, IL 60448

Dear Mr. Stein,

Please accept this letter as my resignation as school psychologist at Mokena School District at the end of this school year.

While I look forward to returning to Ohio to be near family, I will certainly miss Mokena. It has been a pleasure to start my career surrounded by wonderful staff and administrators. I am very thankful for the opportunities I have had and the growth I've experienced here. I wish Mokena continued growth and success in the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Renee Missella". The signature is fluid and cursive, with the first name "Renee" and last name "Missella" clearly distinguishable.

Renee Missella

cc: Eileen Parente, Director of Student Services

Mokena School District 159



Mokena Junior High School Action Request



Date: June 4, 2013

To: Steve Stein, Superintendent
Board of Education

From: Mike Rolinitis, Principal
Mari Jo Hanson, Assistant Principal

RE: Spanish Teacher

It is my pleasure to recommend Miss Christine Homolka to fill the vacant Spanish teacher position at MJHS. Miss Hololka has worked for the past year teaching Spanish at Centerville Junior/Senior High School in Richmond, Indiana. Miss Homolka is a graduate of Indiana University with a major in Spanish Education.

I am recommending that Miss Homolka start at Lane 1, Step B on the salary schedule.

Christine Homolka

OBJECTIVE	I am a highly motivated and creative teacher looking to impart my knowledge and passion for the Spanish language to my students.	
EDUCATION	Indiana University , Bloomington, IN <i>Bachelor of Science</i> Majors: Spanish, Secondary Education	May 2012
	University of Sevilla Sevilla, Spain-Study Abroad Program	August – December 2010
CERTIFICATION	Initial Practitioner in Spanish for Junior High, Middle School, and High School in Indiana.	
	Provisional Special Teaching Certificate for Illinois valid for Kindergarten to Grade 12	
TEACHING EXPERIENCE	Centerville High School , Centerville, IN <i>Junior High and High School Teacher: Exploratory Spanish, Spanish I, III</i> Taught nine-week courses for seventh and eighth grade, Spanish I and Spanish III. Developed and implemented hands-on activities, songs and authentic materials to motivate, inspire and teach students to be successful in the Spanish language. Units were developed around the curriculum, standards and the key skills for world language that include: listening, reading, writing and speaking. For Spanish III, speaking in the target language was required from students. Two to three days each week, students spoke in Spanish and the entire lesson was presented in Spanish.	August 2012 – Present
	Edgewood High School , Ellettsville, IN <i>Field Experience: Spanish I and Spanish III</i> Responsibilities included teaching three sections of Spanish I and two sections of Spanish III for approximately twelve weeks in a high school setting. Prior to student teaching, I assisted my cooperating teacher during the first week of school and helped her prepare her classroom. During my observations, I also taught mini lessons, graded students' tests and recorded the data for my cooperating teacher. This greatly helped the transition at semester when I took over her classroom.	January 2012 – March 2012
EXTRA-CURRICULAR EXPERIENCE	Basketball Coach , Centerville, IN <i>5th and 6th grade girls basketball team</i> Coached both grade levels and taught the girls the fundamentals of basketball, such as lay-ups, how to shoot and dribble a basketball and play defense. In addition to these fundamentals, the girls learned the importance of playing together as a team and good sportsmanship.	

Sophomore Class Sponsor, Centerville, IN

Worked closely with four class officers to raise money for the Sophomore class. Held fundraisers to support class activities.

Spanish Club Sponsor, Centerville, IN

Students performed a variety of activities in the Spanish Club, such as holding a food drive during the months of November, December and January and donating the can goods to a local church.

High School Dance Chaperone, Centerville, IN

**RELEVANT
EXPERIENCE**

East Noble 1:1 Technology Conference, Kendallville, IN

Attended a conference about one-to-one technology, collaborated with teachers from around the state of Indiana and was able to gain insight on new resources to utilize within the classroom.

Member of Indiana Foreign Language Teachers Association (IFLTA)

Attended pre-service workshop at the annual IFLTA conference.

Volunteer at Bachelor Middle School, Bloomington, IN

Worked with three other Indiana University students to create a club for middle school girls to join, who were struggling in their classes and/or having a difficult time finding their niche. It was a safe place for young girls to discuss different topics, make new friends and get help on their homework.

Tutor at Monroe County Library, Bloomington, IN

Tutored an elementary student, who was a native Spanish speaker, in English.

CIEE – Council on International Educational Exchange, Sevilla, Spain

Study Abroad Program

Attended the University of Sevilla and also the program CIEE to finish my Spanish major, Took several literature courses and had the opportunity to travel throughout Spain as well as Africa and Italy.



Mokena School District 159

Action Request

Date: May 28, 2013

To: Steve Stein, Superintendent
Board of Education

From: Eric S. Melnyczenko, Principal

RE: Hiring of Rebecca Edwards – MIS 5th Grade Teacher

It is with great pleasure to recommend the hiring of Rebecca Edwards for our available 5th grade teaching position vacated by the retirement of Rhonda Paris. Mrs. Edwards brings seven years of educational experience with her to MIS. Most recently, she has served as a 5th/6th grade reading teacher at a charter school in Chicago. Mrs. Edwards brings various other experiences from being in private schools, as a substitute teacher, and as a paraprofessional.

Mrs. Edwards was one of 14 candidates initially chosen for a first round interview. This pool of candidates was narrowed down to seven. These seven candidates then interviewed with our internal team. Mrs. Edwards was one of two finalists after these second round interviews. The two finalists were invited to teach a lesson to our fifth grade students.

During Mrs. Edwards' lesson, she clearly established routines, procedures, and expectations. She monitored student learning and probed them for deeper meaning when appropriate. The Common Core State Standards were evidenced in the lesson as well. Mrs. Edwards kept the students engaged by grabbing their interests with real world examples. What she brought to the table in this small window of a lesson would definitely benefit the students of MIS.

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

"Move to approve the hiring of Rebecca Edwards as 5th grade teacher at MIS on the 2013-2014 salary schedule at Lane 3, Step C for a salary of \$41,263."

Rebecca Marie Edwards

OBJECTIVE:

To use my strengths in creativity, organization, and leadership in a K-9 classroom setting so that I can play a role in the growth and development of students

EDUCATION

Pursuing Masters in Educational Leadership Type 75
Bachelor of Arts in Elementary Education with honors, NorthEastern Illinois University
Associates in Applied Science Magna Cum Laude, Moraine Valley Community College
Achieved GPA 3.8/4.0 Accumulative

CERTIFICATION

Illinois Standard teaching K-9 # 728402, exp 7/2015
Illinois middle school endorsement in Social Science and Language Arts, exp 7/2015

PROFESSIONAL EXPERIENCE

Elementary teacher 5th/6th Reading and Language Arts **CICS Prairie, IL**
425 Students 90%free/reduced lunch Black 59% Hispanic 40% Other 1%

Spent 70% on instructing and preparing students 30% on evaluation, discipline, parent communication

- ◊ *Plan and prepare lessons in reading, language arts, and social studies*
- ◊ *Differentiate instruction and knowledge of RTI in behavioral and academic tiered levels using technology and best practice*
- ◊ *Practice testing for ISAT and NWEA test scores in which students met target goals*
- ◊ *Motivate students by incentives and rewards*
- ◊ *Unpack common core standards and analyze data for curriculum mapping*
- ◊ *Implement needs assessment for graduate class within the school and network*
- ◊ *Collaborate daily with team, technology teacher and inclusion teacher*
- ◊ *Organized a "Reading Night" for parents, students, and staff*

Taught 5th grade and 6th grade

From 1/11-current

Substitute/ Elementary K-8 teacher/aide **Joliet Public Schools , IL**
581 students 75% free/reduced lunch Hispanic 68% White 16% Black 16% Other 1% Bilingual Prog.

Spent 70% on instructing and preparing students 30% on evaluation, discipline, parent communication

- ◊ *Small group learning for math and reading as a Special Education paraprofessional*
- ◊ *Highly recommended substitute for all subjects at Jr. High level*
- ◊ *Improved aimsweb test for first grade students during long term sub position*
- ◊ *Planned and prepared lessons in mathematics, reading, science, social studies, and cooperative learning*
- ◊ *Practice testing for ISAT exam with Title 1 eligible students in the after school program*
- ◊ *Motivated students by incentives and rewards*

Taught all grades K-8 primarily 1st and 4th-8th grade

From 01/10-12/10

Title 1 K-8 teacher Math and Reading**Annunciata Private School, IL**

204 students 60% free/reduced lunch Hispanic 60% White 38% Other 2%

Spent 65% on instructing and preparing students 15% on communication with classroom teacher, 10% on formal evaluation, 10% on parent communication

- *Guided students in cooperative group work for each grade*
- *Developed stronger math and reading skills for eligible students that scored below 50% on standardized tests*
- *Created lesson plans using a variety of resources*

Taught K-8 in small group setting

From 8/09- 12/09

Elementary teacher/ Title 1 K-8 Holy Family Lutheran Private, IL

288 students 90% free/reduced lunch 99% Black 1% Hispanic North Central Accreditation

Spent 55% on instructing and preparing students 20% formal and informal observations within the classroom 15% Communication with parents through conferences and phone calls 10% discipline and classroom management

- *Created hands-on activities for students of all needs*
- *Brought new technologies to the 1st grade classroom with word, reading programs, and math programs*
- *Developed stronger math and reading skills for eligible students that scored below 50% on Terra Nova Tests and helped bring scores up by 3% from last test*

Taught K-8 with Title 1, 1st grade self contained classroom

From 8/06-7/09

Coach/ After School Program

Head Volleyball and Track Coach

Holy Family Lutheran, IL

- *Established the first volleyball and track program for middle school students*
- *Communicated with students, parents, and staff about academic and athletic goals*
- *Athletes made conference and some advanced to state for track and field*

From 9/08-6/09

Girls on the Run Coach

CICS Prairie, IL

- *Communicated with students, parents, and staff about character education and a healthier lifestyle*
- *Built self esteem and modeled positive character with participants*
- *Motivated girls to participate in a 5K run and walk*
- *Created different ways of community involvement with participants*

From 3/12- Current

SUMMARY

Established high academic goals in Language Arts, Social Science, Mathematics, Fine Arts and Humanities, Helped students obtain higher scores on standardized tests, High remarks on informal and formal evaluations, Reduced Behavioral Referrals by using positive incentives and classroom management

REFERENCES**Michelle Mackey**

Special Education teacher at CICS Prairie

Michelle.Mackey1@gmail.com (847) 899-9076**Laura Seyller**

Special Education teacher at CICS Prairie

lbseyller03@yahoo.com (847) 529-6572**Megan Pritz**

Special Education teacher at Hufford Jr. High

mpritz@joliet86.org (815) 693-2947

Chelsea J. Halweg

EDUCATION

The Chicago School of Professional Psychology, Chicago, IL Aug. 2010 - Jun. 2013
Educational Specialist Degree Candidate in School Psychology

Anticipated graduation July 2013

Eastern Illinois University, Charleston, IL
Bachelor of Arts in Psychology, Cum laude
Departmental Honors

Aug. 2006 - May 2010

FIELD EXPERIENCE

Lincoln-Way Area Special Education Dist. 843, Frankfort., IL Sept. 2011- May 2012
School Psychologist Intern 40 hours/week

Perform duties of a school psychologist within the Social Emotional Learning Foundations (SELF) program for students with significant emotional or behavioral needs; grades 1st-8th:

- Conducted cognitive, academic, behavioral, social-emotional, and adaptive evaluations with students having both high- and low-incidence disabilities
- Facilitated and presented assessment data at IEP meetings and completed relevant paperwork
- Engaged in ongoing consultation with teachers and staff related to students' psychological well-being, behavior, social skills, and academic performance
- Assisted in emotional de-escalation and physical management of students when needed
- Presented social skills and psychoeducational lessons to classrooms and small groups
- Completed 20-day elementary rotation, performing similar duties in a general education elementary setting

Carl Schurz High School (Chicago Public Schools)
School Psychology Practicum Student 16 hours/week

Sept. 2011- Jun. 2012

Performed the following activities under the supervision of a certified school psychologist:

- Conducted various cognitive, academic, behavioral, social-emotional, and adaptive assessments
- Produced psychoeducational reports incorporating formal assessment results with interview and observational data
- Provided direct counseling services to students
- Engaged in consultative relationships with teachers related to students' behavior and social/emotional needs
- Participated in crisis intervention and grief counseling as needed

RELATED EXPERIENCE

The Chicago School of Professional Psychology, Chicago, IL Aug. 2011- May 2012
Teaching Assistant, 130 hours/semester

- Assisted professor Tulio M. Otero during two graduate level assessment courses
- Met with individual students to provide additional tutoring and feedback
- Assisted professor by giving small presentations to class
- Graded assessment protocols, reviewed and provided feedback for all submitted quizzes, reports, and test administrations

Peotone Community School District (207-U), Peotone, IL Nov. 2010 - Jan 2012
Substitute Teacher, approx. 45 hours/school year

- Taught and various elementary, intermediate, and high school classrooms
- Implemented existing lesson plans and created additional academic and social activities while utilizing classroom management practices

Garfield Park Preparatory Academy, Chicago, IL Sept. 2010 - June 2011
Teaching Assistant, 19 hours/week

- Provided academic support in K-4th grade classrooms
- Implemented behavior intervention plans and general behavioral supports
- Assisted Special Education teacher by conducting individual and small group instruction in resource classroom
- Supported social development while facilitating activities during the school's after school program

PRESENTATIONS

Executive Functioning for Parents: Overview of how executive functions can impact behavior and school performance and how parents can encourage growth while making modifications for students with deficits in these areas. Presented to District 843's parent group, April 2013. C. Halweg, G. Malvestuto

Comparing Executive Functioning Rating Scales: Presented and analyzed data collected from three popular rating scales and discussed utilizing rating scale data to develop strategies for students with executive functioning deficits. Presented at the 'Grand Rounds' professional development series to support staff from multiple districts, March 2013. C. Halweg, W. Turton

Understanding and Addressing Problem Behaviors at Home: Introduction to the basic principles of Applied Behavior Analysis and how they can be used to understand and improve children's problem behaviors. Presented at District 843's 'Parent University' workshop, November 2012. C. Halweg, E. Halweg

PROFESSIONAL DEVELOPMENT

Selected Workshop Attendance:

- **Integrating Rtl with Cognitive Neuropsychology – A Successful Approach to Developing Evidence Based Reading and Writing Interventions**
Steven Feifer, D.Ed, ISPA Annual Convention - Jan. 2013
- **Explosive, Challenging, and Resistant Kids: Over 101 Quick, Creative Techniques for Children & Adolescents**
Susan Epstein, LCSW, Tinley Park Convention Center – Oct. 2012
- **PREPaRE Workshop 1: Crisis Prevention & Preparedness: The Comprehensive School Crisis Team**
B. McGrath, Ph.D, The Chicago School of Professional Psychology – Mar. 2012
- **Reading Interventions: Not Just Fluency!**
Kristin Johnson-Gros, Ph.D, ISPA Annual Convention – Jan 2011

RESEARCH EXPERIENCE

Eastern Illinois University, Charleston, IL Jan. 2010 – May 2010

Honors Thesis: *Constructing and Piloting a Scale of Parental Intrusiveness*

- Developed a scale to measure 'helicopter parenting' among the guardians of college students as it relates to students' self-efficacy beliefs
- Researched existing literature, conducted student interviews, and ran pilot study utilizing the scale
- Utilized SPSS in performing factor analysis on pilot results to further refine measurement of each domain

Eastern Illinois University, Charleston, IL

Jan. 2009 – May 2009

Research Assistant

- Assisted Christine McCormick, Ph.D. in her evaluation of the DIBELS reading assessment program at a local elementary school
- Transferred and organized written data into SPSS and Excel formats
- Utilized SPSS to analyze and perform tests on collected data

PROFESSIONAL MEMBERSHIPS

National Association of School Psychologists
Illinois School Psychologist Association

SCHOOL PSYCHOLOGY CREDENTIALS

Illinois Type 73 Certificate anticipated July 2013
(*Type 73 School Psychologist exam passed September 2012*)

Nationally Certified School Psychologist (NCSP) credential anticipated July 2013
(*National School Psychologist Praxis Exam passed January 2013*)

REFERENCES

Willam Turton, Psy.D, ABSNP
Assistant Professor
The Chicago School of Professional Psychology
wturton@thechicagoschool.edu
312-467-2583

Judy Boyens
SELF Program Supervisor
Lincoln-Way Area Special Education District 843
jboyens@lwase843.org
815-806-6000

Keith Abbeduto, M.A.
School Psychologist
Lincoln-Way Area Special Education District 843
kabbeduto@lwase843.org
815-806-5013



Mokena School District 159 **Action Request**

Date: May 20, 2013

To: Steve Stein, Superintendent
Board of Education

From: Eric S. Melnyczenko, Principal

RE: Reduction in Force – Honorable Dismissal of:
Mary Ann Kicmal
Therese Terrones

Due to restructuring the classified personnel at MIS, we will no longer need the 1 ½ hour Building Aide positions to assist in the supervision of students at arrival and at lunch. With the addition of the paraprofessionals at MIS, these duties will be subsumed by these individuals within their daily schedule. I would like to extend heartfelt gratitude towards these ladies and would welcome them back if the opportunity presents itself in the future.

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

“Move to approve the honorable dismissal due to reduction in force of Mary Ann Kicmal and Therese Terrones.”



Mokena School District 159

Action Request

Date: June 10, 2013

To: Board of Education
Mr. Steve Stein, Superintendent

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

Re: MES Building Aides

Due to the reassignment of Gina Blazek, Kathy Hoerner, and Sandy Simester as para professional aides for the 2013-2014 school year, we are in need of hiring three full time building aides. Each of these candidates has worked as a substitute building aide in Mokena Elementary School and we are confident that they will be an excellent addition to the MES family. All three ladies are Mokena residents whose children are attending school in District 159.

Mokena Elementary School				
	Position	Days @ Year	Hours @ Day	Rate of Pay
Lee Latkowski	Building Aide	174 days	6.75 hours	\$8.31/hour
Lisa Peters	Building Aide	174 days	6.75 hours	\$8.31/hour
Cheryl Stelmar	Building Aide	174 days	6.75 hours	\$8.31/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: June 10, 2013

To: Mr. Steve Stein
Board of Education

From: Anna Kirchner
Judy Splayt

RE: Employment of Jami Morgan- Administrative Secretary

It is our pleasure that we recommend to you for employment Mrs. Jami Morgan as the new Administrative Secretary for MES.

We were lucky this past school year to have Mrs. Morgan work in the office part time as a building aide. She took on leadership roles in the office right away and proved to be a team player. After interviewing Jami and understanding her office related and bookkeeping experience it was clear she was the perfect candidate for the job. We are excited for Jami to join the MES office full time.

It is our recommendation, that the School Board approve the employment of Jami Morgan at a salary of \$13.68/hour at 10.5 months beginning July 1, 2013, for the 2013-2014 school year.

Addendum
PERSONNEL ACTION REQUEST
Mokena School District 159
REGULAR MEETING
Personnel Recommendations – June 19, 2013

1. Certified -Resignation

Kim VanDeWoestyne	Teacher	MJH	6/7/2013
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8. Classified – Increase in hours

Lin Silvestri	Administrative Secretary	MES	7/1/2013	Increase from 7.5 to 8.0 hours per day
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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 Request

Date: June 18, 2013

To: Board of Education
Mr. Steve Stein, Superintendent

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

Re: Increase in Hours for Administrative Secretary

With the reassignment of Cheryl Sorley to District Office, we are in need of increasing Lin Silvestri's hours from 7.5 to 8.0 hours each day. Doing so would allow for the additional half hour coverage needed for morning band that is held here at Mokena Elementary School during the school year.

If this request meets with Board approval, the following motion would be appropriate:

“Move to accept the increase in hours for Lin Silvestri from 7.5 hours to 8.0 hours each day.”

Mokena School District 159



Mokena Junior High School Action Request



Date: June 17, 2013

To: Steve Stein, Superintendent
Board of Education

From: Mike Rolinitis, Principal

CC: Mari Jo Hanson, Assistant Principal

RE: Resignation

It is my recommendation that the Board of Education accept the resignation of Mrs. Kim VanDeWoestyne from the position of MJHS Physical Education Teacher. Mrs. VanDeWoestyne has been an asset to Mokena Junior High School and we hope that her future is bright as she travels a new path.

June 7, 2013

To The Administration and School Board of Mokena 159:

It is with mixed emotions that I write this letter to you. As a member of the Mokena 159 family for the last ten years, I have grown in many ways as an individual and as a teacher. I have had the honor to work with many wonderful people and fantastic teachers that have helped make that happen.

However, my family and I have an opportunity to move back to where I was born and raised. We are excited for this new chapter in our lives. Therefore, I will be resigning my position as a Physical Education teacher at Mokena Junior High for the 2013-2014 school year. I will leave behind many memories, but I am ready to see what the future can bring for myself and my family.

Thank you again for the last ten years.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kim VanDeWoestyne".

Kim VanDeWoestyne