

TAX LEVY
HEARING



Mokena School District 159 Action Request

Date: December 18, 2013

To: Board of Education
Dr. Omar Castillo, Superintendent

From: John Troy, Director of Business Operations & Transportation

Subject: **2013 Levy Hearing and Approval**

The tentative 2013 tax levy was presented at the November 20, 2013 Board of Education Meeting. The tentative levy request did not require a public hearing because it was not greater than 105% of the final aggregate extension for the preceding year. The Board decided to hold a hearing in December to allow public input on the levy. At that time, the Board approved the publication of the Truth in Taxation notice and set the date for the 2013 Levy Hearing for Wednesday, December 18, 2013. The following actions are being taken to adopt the 2013 Levy.

Approval of 2013 Levy & Related Documents

Adoption of Certificate of Compliance for Truth in Taxation Act

The "Truth in Taxation Act" requires the publication of a notice in a newspaper of general circulation in the School District regarding the proposed levy. The notice may not be placed in the classified section of the newspaper. Although not required for the 2013 Levy, the notice was published in The Southtown Star Newspaper.

Adoption of 2013 Levy

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

Certificate of Tax Levy

The Certificate of Tax Levy is the document that is used by the County Clerk to create the tax rates for all funds excepting the Bond and Interest Fund. The Bond and Interest Fund rate is set on the basis of documents filed with the Clerk at the time when a Bond sale is consummated. We recommend that the Board adopt a certificate of tax levy as described in the suggested motion. The Will County Clerk will enter the Bond & Interest levy amount.

2013 Levy Hearing – December 2013

MOTIONS

Declare Levy Hearing Open

The Board President should declare the 2013 Levy Hearing open at 7:00 PM or later in the meeting. The President should ask if anyone wishes to address the Board regarding the 2013 Levy. The Levy Hearing is an opportunity for members of the community to make comments regarding the proposed District Levy.

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

1.) Recommended Motion:

I move that we close the 2013 Levy Hearing.

Moved By: _____

Seconded By: _____
(Roll Call Vote)

INFORMATION
REPORTS



MOKENA PUBLIC SCHOOLS DISTRICT 159

Board Information Report

TO: Board of Education

FROM: Dr. Omar Castillo
Superintendent

DATE: December 18, 2013

RE: Superintendent's Information Report

1. Teacher Contract Negotiations

We are all set to begin our negotiation meetings beginning after our Winter Break with our first meeting scheduled for Monday, January 13th. Both the MTA and the Board have selected their negotiating teams and are looking forward to our work together to agree on a new contract as soon as possible.

2. Annual Conference of Culturally Diverse Students

For over 35 years, the Illinois Resource Center and the Illinois Association for Multilingual Multicultural Education, in cooperation with the State Board of Education, have sponsored an extraordinary annual conference for educators who serve the needs of students from diverse language and cultural backgrounds. This year, the 37th Annual Statewide Conference for Teachers Serving Linguistically and Culturally Diverse Students was held last week on December 10th – 13th in Oak Brook. A number of our staff and administrators were able to attend this great professional development opportunity to gain knowledge on best instructional practices to address the needs of our diverse learners.



MOKENA PUBLIC SCHOOLS DISTRICT 159

Board Information Report

TO: Board of Education
FROM: Kathleen Wilkey
Assistant Superintendent of Instruction
DATE: December 18, 2013
RE: Assistant Superintendent of Instruction's Information Report

1. Library Technical Assistant – Job Description

As we begin reviewing our curriculum, it has become apparent that we are not utilizing the libraries to their fullest potential to capitalize on their capabilities. Currently, we have building aides that take care of the day to day operations of each library. To begin utilizing the libraries more, we would like to develop a library technical assistant position to lead the library teams with day to day operations, provide opportunities for building aides to update their job skills, and enhance the use of the library to meet the needs of 21st century learning. On the reverse side of this report is a job description.

Title: Library Technical Assistant
Classified Full-time, School Year Employee

Minimum Qualifications:

- Library Technical Assistant Certificate of Completion

Preferred Qualifications:

- Physically able to efficiently perform the essential functions of the position.
- Works well with minimal supervision and works well with others.
- Ability to function within a confidential atmosphere.
- Aptitude for completion of tasks.

Accountable to:

- Building Administrators

Primary Objective:

- Lead the district library teams with day to day operations, providing opportunities for library aides to update their job skills, and enhance the use of the library to meet the needs of the 21st century learning.

Major Areas of Accountability:

- Maintains data system for the district library books.
- Modifies the learning environment to accommodate the unique needs of library technology tools.
- Communicates new trends in library operations and tools.
- Trains library aides on computerized information system for the library books.
- Provide recommendations for library book purchases at each school.
- Assist teachers with development of classroom activities to support the use of the library resources.
- Attends building level faculty meetings as required.
- Performs duties with awareness of all district requirements and Board of Education policies.
- Performs additional duties as assigned.

Requirements:

- Bending, carrying, climbing must be able to travel between job sites, lifting, pushing-pulling, reaching, sitting, standing, and walking.
- Must be able to lift, move, or push items of 30 lbs such as assisting children or moving/rearranging furniture.

Working Conditions:

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

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



MOKENA PUBLIC SCHOOLS DISTRICT 159

Board Information Report

TO: Board of Education

FROM: Mrs. Eileen Parente
Director of Student Services

DATE: December 18, 2013

RE: Student Services Information Report

1. Health Coordinator Meetings

After the approval of the Health Coordinator and Health Aide job descriptions, we have been meeting with the Health Coordinators at approximately bi-weekly intervals. These staff members have worked diligently to ensure that our students and staff are safe and that we have all the necessary legal requirements addressed. The following items have been addressed to ensure that procedures are being adhered to across the district in the same fashion:

- Reviewed the *Recommended Guidelines for Medication Administration in Schools*, developed by the Department of Human Services and the Illinois State Board of Education (ISBE Document).
- Reviewed the Minimum Immunization Requirements for Those Entering a School in Illinois, Fall 2013 (ISBE Document).
- Reviewed Questions and Answers Regarding School Health Requirements, May 2013 (ISBE Document).
- Reviewed each building's Medical Alert Lists for Severe conditions.
- Finalize a consistent letter across the district to signify and alert the parents of the peanut free classrooms and environment indicating the precaution necessary to sustain a safe environment.
- Reviewed all files to ensure that proper doctor signatures were obtained for any medication that needs to be administered in the schools.
- Review and finalize the vision/hearing screening lists as required by ISBE.
- Discussed the use of common emergency care plans from doctors for the most commonly treated conditions (Food Allergies, Diabetes, Bee Stings, etc.).
- Health Coordinators have been mandated to attend Cooperative Nurse Meetings. This will be a good networking group for our Health Coordinators to gather information regarding procedures that other district use.

At future meetings, we will be addressing the topics of building student awareness, parent awareness, and staff awareness of differences within our student population and how to

embrace and support each other in our school community. We will be finalizing forms, timelines, and providing further professional development for the Health Coordinators.

As mentioned in an earlier board brief, we had a very successful roundtable discussion with Dr. David Mikolajczak, DO from Silver Cross Hospital, in which Mr. Joseph Cirelli, Assistant Fire Chief and Mr. Howard Stephens, Fire Chief accompanied him. Mr. Joseph Cirelli was an integral part in getting this meeting set up. I have been in contact with Mr. Cirelli and will continue to be in contact to ensure that we develop a protocol of communication between the schools and our first responders. I also have reached out to the Director of Marketing and Community Relations at Silver Cross Hospital to explore what types of Professional Development they have available for our support staff.



MOKENA PUBLIC SCHOOLS DISTRICT 159

Board Information Report

TO: Board of Education
Dr. Omar Castillo, Superintendent

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

DATE: December 18, 2013

RE: Business Operations & Transportation Information Report

Pension Reform:

As many are aware the Illinois legislature passed a pension reform bill. Senate Bill 1 was approved by the House and Senate on Tuesday, December 3, 2013. After a heated debate, the Senate passed the bill 30-24-3 and the House followed with 65-53-1. The bill was signed into law by Governor Quinn on December 5, 2013.

The Illinois Constitution dictates that *"A bill passed after May 31 shall not become effective prior to June 1 of the next calendar year unless the General Assembly by the vote of three-fifths of the members elected provides for an earlier effective date."* The law was approved on December 3, 2013 by simple majorities in both the House and Senate. There is no effective date in the law, so the effective date is June 1, 2014.

While the effective date of the new law is June 1, 2014, an immediate court challenge to the law's constitutionality is expected. A court challenge would likely delay the implementation of the law's provisions until a final ruling is made.

A very good explanation of the law and its impact was prepared by Dr. Michael Jacoby, President of the Illinois Association of School Business Officials. The link to the presentation is on the Illinois Association of School Business Officials website www.IASBO.org.



MOKENA PUBLIC SCHOOLS DISTRICT 159

Board Information Report

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TO: Board of Education
FROM: Mr. Steve Hastings
Director of Technology
DATE: December 18, 2013
RE: District Technology Information Report

1. Interactive Projectors

There are only two projectors remaining to be installed. All currently utilized general education classrooms have a projector. We will be looking to repurpose some of the old projectors in various conference rooms throughout the district. Any projectors that are in good working condition will be maintained for district ad hoc use. The remaining projectors will be evaluated and disposed of properly at a later date.

2. e-Rate Filing

The district will soon be submitting the information to apply for 2014-15 e-Rate funding. This is a federal program overseen by the FCC that reimburses school districts for various communication and networking services. The level of reimbursement and the types of services that a district is eligible to apply for is dictated by the percentage of low income students in the district. The district's reimbursement percentage historically has been about 40%. This year we will be submitting for the following services:

- Interconnected Voice Over IP services - telephone services to replace current phone system and move phone system to a complete service model
- Internet and intra school connectivity services – services required to connect to the internet and connect schools to each other
- Cell phone services – standard yearly cell phone services

Any authorized vendor who has registered for the e-Rate program can respond to a district's request for service. The school district is under no obligation to select any service it feels is not in the district's best interest. Once a vendor is selected, a contract is negotiated and the standard district contract approval process is followed. The contract period for these services would begin July 1, 2014; however, some services will require work to begin prior to that service date to ensure the service is installed and ready to go on July 1.



MOKENA PUBLIC SCHOOLS DISTRICT 159

INFORMATION REPORT

To: Board of Education
Dr. Omar Castillo, Superintendent

From: John Troy
Director of Business Operations & Transportation

Date: December 18, 2013

Re: **November Financial Report**

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

The revenue for the month in all funds was \$190,052 or 1.0 % of budgeted revenues. The expenditures for the month in all funds were \$3,969,105 or 20.1 % of the budgeted expenditures.

Table 1: Expenses broken down by Object

	Salaries	Benefits	Purchased Services	Supplies & Materials	Capital & Non-Capital Outlay	Other	Total
July	\$434,976.15	\$114,279.48	\$312,036.60	\$26,019.65	\$3,000.00	\$472,917.05	\$1,363,288.28
August	\$540,871.73	\$133,025.80	\$324,547.03	\$87,272.55	\$4,398.90	\$3,098.55	\$1,093,214.56
September	\$679,662.46	\$154,545.67	\$360,882.90	\$198,398.04	\$29,372.19	\$11,278.68	\$1,434,139.95
October	\$707,772.92	\$164,032.53	\$771,612.09	\$103,946.30	\$7,648.40	-\$470,747.19 ¹	\$1,284,265.05
November	\$1,058,004.51 ²	\$197,354.64	\$310,970.48	\$93,210.97	\$49,099.00	\$2,260,466.19	\$3,969,105.79
January							
February							
March							
April							
May							
June							

¹ Represents transfers made to within special education purchased services accounts causing the purchased .

² November had three payroll periods.



MOKENA PUBLIC SCHOOLS DISTRICT 159

INFORMATION REPORT

Table 2: Three year history of Revenues & Expenses

Month	FY 14			FY 13			FY 12		
	Revenue	% of Bud.	Expense	Revenue	% of Bud.	Expense	Revenue	% of Bud.	Expense
July	\$450,314	2.38%	\$1,363,288	\$1,306,655	6.98%	\$1,290,542	\$306,170	1.74%	\$1,201,018
August	\$1,047,718	5.53%	\$1,093,214	\$1,608,858	8.59%	\$1,409,947	\$2,195,129	12.50%	\$929,290
September	\$5,473,431	28.9%	\$1,434,139	\$5,732,440	30.62%	\$1,356,906	\$4,884,408	27.82%	\$1,254,435
October	\$864,317	4.56%	\$1,284,265	\$639,075	3.41%	\$1,288,262	\$651,914	3.71%	\$1,340,215
November	\$190,052	1.0%	\$3,969,105	\$265,755	1.42%	\$3,819,614	\$402,559	2.29%	\$2,464,852
December				\$316,134	1.69%	\$1,381,083	\$620,611	3.54%	\$2,810,671
January				\$716,651	3.83%	\$1,261,786	\$459,427	2.62%	\$1,261,208
February				\$157,637	0.84%	\$1,330,570	\$229,329	1.31%	\$1,309,578
March				\$392,020	2.09%	\$1,372,210	\$219,992	1.25%	\$1,309,558
April				\$217,331	1.16%	\$1,010,693	\$493,999	2.81%	\$1,066,602
May				\$5,330,178	28.47%	\$1,777,205	\$2,696,106	15.36%	\$1,051,909
June				\$3,288,068	17.56%	\$934,937	\$4,382,014	24.96%	\$1,656,593
Total thru									
Oct.	\$8,025,832	42.38%	\$9,144,011	\$9,552,783	47.83%**	\$9,165,271	\$8,440,180	48.11%**	\$7,189,810
Year End				\$19,970,806	106.60%	\$18,233,757	\$17,541,658	99.93%	\$17,655,929
Budget	\$18,937,300		\$19,675,501	\$18,722,724		\$18,608,693	\$17,554,246		\$18,634,723

* Compared to Budget

** Compared to Actual



MOKENA PUBLIC SCHOOLS DISTRICT 159

INFORMATION REPORT

Notes to Financial Report:

Page 1. Locker & Technology Fees – These fees are included in the registration fees.

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

Page 1, District Annual Rent – This is for Ivy League and District 843 rental of our facilities. In December we received District 843's rent payment for September, October & November of approx. \$12,000 dollars which will be reflected on next month's report.

Page 1, Special Ed Refund Prior Year – Each year after District 843 completes their audit the books are reconciled and the charges to each participating district "trueed up" to reflect actual usage. In December we received \$144,850.97 FY 13 refund from District 843. This is in excess of our budgeted amount of \$130,000.

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

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

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

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

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

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

Page 10, Overtime – Maintenance – This is for the overtime necessary to install the classroom projectors on the weekends.

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



MOKENA PUBLIC SCHOOLS DISTRICT 159

INFORMATION REPORT

Page 11 – ESY – Extended School Year (ESY) for special education came in over budget by \$54,357.38.

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

Notes to Bills List:

Page 3, ESGI – Software licenses for Kindergarten program.

Page 7, Sun Times Media – charge for placing ad for workers' comp bid and publishing the annual statement of affairs (ASA).

Treasurer's Report Income Summary
November 01, 2013 - November 30, 2013

<u>Fund</u>	<u>Beginning Balance</u>	<u>Revenues</u>	<u>Expenses</u>	<u>Change</u>	<u>Ending Balance</u>	<u>% Change</u>
10 EDUCATION FUND	\$7,049,323.85	\$135,691.00	\$1,431,551.74	\$1,295,860.74-	\$5,753,463.11	-18.4%
20 OM FUND	\$2,053,942.38	\$36,701.50	\$135,974.62	\$99,273.12-	\$1,954,669.26	-4.8%
30 BOND - INTEREST FUND	\$2,469,574.41	\$9,527.09	\$2,242,932.60	\$2,233,405.51-	\$236,168.90	-90.4%
40 TRANSPORTATION FUND	\$2,119,381.78	\$5,593.45	\$86,847.21	\$81,253.76-	\$2,038,128.02	-3.8%
50 IMRF FUND	\$231,700.27	\$1,816.57	\$66,536.62	\$64,720.05-	\$166,980.22	-27.9%
61 NEW CONSTRUCTION FUND	\$753,682.80	\$19.82	\$0.00	\$19.82	\$753,702.62	0.0%
70 WORKING CASH FUND	\$1,769,323.51	\$483.36	\$0.00	\$483.36	\$1,769,806.87	0.0%
80 TORT FUND	\$44,122.74	\$219.31	\$5,263.00	\$5,043.69-	\$39,079.05	-11.4%
Totals :	\$16,491,051.74	\$190,052.10	\$3,969,105.79	\$3,779,053.69-	\$12,711,998.05	0.00

Mokena School District 159
Treasurer's Detail Investment Report
November 30, 2013

Fund	Mokena St Bank Checking	Certificates of Deposit	Commercial Paper	Federal Agencies	IIIT Money Market	Illinois Funds Money Market	ISDLAF Money Market	Fund Balances
10 Education & Adequacy Grant	\$ 59,863.56	\$ 5,638,671.08	\$ -	\$ -	\$ 7,988.15	\$ 45,956.93	\$ 983.39	\$ 5,753,463.11
20 Operations & Maintenance	\$ 9,369.95	\$ 1,884,741.55	\$ -	\$ -	\$ 1,732.27	\$ 41,924.40	\$ 16,901.09	\$ 1,954,669.26
30 Bond & Interest	\$ 1,108.78	\$ 222,442.17	\$ -	\$ -	\$ 4,297.26	\$ 6,450.62	\$ 1,870.07	\$ 236,168.90
40 Transportation	\$ 104,515.77	\$ 1,809,889.62	\$ -	\$ -	\$ 3,561.15	\$ 12,589.78	\$ 107,571.70	\$ 2,038,128.02
50 IMRF	\$ 57.49	\$ 148,665.06	\$ -	\$ -	\$ 681.55	\$ 174.42	\$ 17,401.70	\$ 166,980.22
61 New Construction	\$ 10,325.96	\$ -	\$ -	\$ -	\$ -	\$ 2,305.25	\$ 741,071.41	\$ 753,702.62
70 Working Cash	\$ 3,059.40	\$ 1,347,917.93	\$ -	\$ -	\$ 1,379.06	\$ 4,042.54	\$ 413,407.94	\$ 1,769,806.87
80 Tort Fund	\$ 807.41	\$ 32,099.24	\$ -	\$ -	\$ 81.48	\$ -	\$ 6,090.92	\$ 39,079.05
TOTALS	\$ 189,108.32	\$ 11,084,426.65	\$ -	\$ -	\$ 19,720.92	\$ 113,443.94	\$ 1,305,298.22	\$ 12,711,998.05
Percentages	1.488%	87.197%	0.000%	0.000%	0.155%	0.892%	10.268%	100.000%

Certificate of Deposit Investments - Nov 2013

Financial Facility	Date Invested	Gross Rate	Net Rate	Opening Balance	Maturity Date
Arvest Bank-AR	06/13/13	0.455%	0.100%	\$ 173,759.23	12/12/2013
Bank Leumi-NY	05/30/13	0.650%	0.400%	\$ 248,900.00	6/11/2014
Bank of America-NC	06/13/13	0.455%	0.100%	\$ 246,435.87	12/12/2013
Bank of Baroda	06/06/13	0.150%	0.100%	\$ 249,062.39	12/12/2013
Bank of China-NY	05/31/13	0.350%	0.205%	\$ 249,600.00	1/16/2014
Bank of East Asia	05/30/13	0.550%	0.270%	\$ 249,400.00	3/5/2014
Bank of India	09/11/13	0.350%	0.201%	\$ 249,185.43	3/12/2014
Bank of New England	08/22/13	0.400%	0.156%	\$ 249,700.00	5/22/2014
Bank of North America	09/30/13	0.400%	0.351%	\$ 249,121.08	9/30/2014
Bankco Popular De Puerto Rico	06/05/13	0.300%	0.220%	\$ 249,099.76	12/5/2013
Discover Bank	09/25/13	0.450%	0.401%	\$ 248,120.29	9/25/2014
Everbank-FL	06/13/13	0.455%	0.100%	\$ 159,832.54	12/12/2013
Far East National Bank	08/08/13	0.400%	0.230%	\$ 249,600.00	3/19/2014
The First, NA-ME	10/03/13	0.270%	0.100%	\$ 249,800.00	5/14/2014
First Guaranty Bank-LA	10/03/13	0.550%	0.193%	\$ 249,500.00	9/17/2014
First National Bank of St Louis-MO	06/13/13	0.455%	0.100%	\$ 246,435.87	12/12/2013
GE Capital Retail Bank	09/03/13	0.200%	0.102%	\$ 249,121.56	3/6/2014
IDB Bank-NY	06/06/13	0.500%	0.193%	\$ 249,500.00	4/15/2014
Lanmark Community Bank-TN	08/22/13	0.400%	0.100%	\$ 249,700.00	5/22/2014
Luana Savings Bank-IA	10/03/13	0.250%	0.100%	\$ 249,800.00	5/14/2014
Mizuho Corporate Bank	09/11/13	0.300%	0.101%	\$ 249,246.21	3/11/2014
Onwest Bank-CA	05/30/13	0.600%	0.421%	\$ 248,900.00	6/11/2014
Orrstown Bank-PA	09/04/13	0.350%	0.100%	\$ 249,700.00	4/15/2014
Pacific Alliance-CA	10/03/13	0.450%	0.120%	\$ 249,400.00	9/17/2014
PMA-Term Series	06/14/13		0.120%	\$ 1,000,000.00	6/14/2013
PMA-Term Series	06/28/13		0.100%	\$ 750,000.00	1/22/2014
PMA-Term Series	09/06/13		0.100%	\$ 500,000.00	3/24/2014
PMA-Term Series	09/06/13		0.110%	\$ 550,000.00	4/8/2014
PMA-Term Series	09/20/13		0.120%	\$ 800,000.00	6/17/2014
Private Bank-MI	05/30/13	0.250%	0.150%	\$ 249,800.00	12/9/2013
Rockford B&TC-IL	06/05/13	0.400%	0.143%	\$ 249,600.00	4/15/2014
Safra National Bank	09/27/13	0.350%	0.201%	\$ 249,369.93	9/26/2014
Sterling National Bank-NY	06/22/13	0.400%	0.100%	\$ 249,700.00	5/22/2014
Tomato Bank CA	05/31/13	0.280%	0.130%	\$ 249,700.00	1/16/2014
Virginia Heritage Bank-VA	06/13/13	0.330%	0.101%	\$ 249,800.00	12/13/2013
Washington Trust Company of Westerly-RI	06/13/13	0.455%	0.100%	\$ 173,536.49	12/12/2013
Total				\$ 11,084,426.65	

PMA Investments
PMA-DTC Investments

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

STATE FUNDING ONLY

Program	Function	PAYMENT AMOUNT	Date Scheduled	Date Disbursed / Vouchered	Processed By Comptroller	Date Received	PAID AMOUNT	BALANCE DUE to Date @ 10/31/2013
General State Aid	3001	\$31,172.20	8/10/2013	8/5/2013	8/9/2013	8/13/2013	\$31,172.20	\$0.00
General State Aid	3001	\$31,172.20	8/20/2013	8/14/2013	8/20/2013	8/22/2013	\$31,172.20	\$0.00
General State Aid	3001	\$31,168.91	9/10/2013	9/4/2013	9/10/2013	9/12/2013	\$31,168.91	\$0.00
General State Aid	3001	\$31,168.91	9/20/2013	9/16/2013	9/20/2013	9/24/2013	\$31,168.91	\$0.00
General State Aid	3001	\$31,168.91	10/10/2013	10/7/2013	10/10/2013	10/15/2013	\$31,168.91	\$0.00
General State Aid	3001	\$31,168.91	10/20/2013	10/15/2013	10/18/2013	10/22/2013	\$31,168.91	\$0.00
General State Aid	3001	\$31,168.91	11/10/2013	11/5/2013	11/12/2013	11/14/2013	\$31,168.91	\$0.00
General State Aid	3001	\$31,168.91	11/20/2013	11/15/2013	11/20/2013	11/22/2013	\$31,168.91	\$0.00
General State Aid	3001	\$31,168.91	12/10/2013					\$31,168.91
General State Aid	3001	\$31,168.91	12/20/2013					\$31,168.91
General State Aid	3001	\$31,168.91	1/10/2014					\$31,168.91
General State Aid	3001	\$31,168.91	1/20/2014					\$31,168.91
General State Aid	3001	\$31,168.91	2/10/2014					\$31,168.91
General State Aid	3001	\$31,168.91	2/20/2014					\$31,168.91
General State Aid	3001	\$31,168.91	3/10/2014					\$31,168.91
General State Aid	3001	\$31,168.91	3/20/2014					\$31,168.91
General State Aid	3001	\$31,168.91	4/10/2014					\$31,168.91
General State Aid	3001	\$31,168.91	4/20/2014					\$31,168.91
General State Aid	3001	\$31,168.91	5/10/2014					\$31,168.91
General State Aid	3001	\$31,168.91	5/20/2014					\$31,168.91
General State Aid	3001	\$31,168.91	6/10/2014					\$31,168.91
General State Aid	3001	\$31,168.95	6/20/2014					\$31,168.95
General State Aides/Special	3001 Total	\$685,722.64					\$249,357.86	\$436,364.78
General State Aides/Special	3001							\$0.00
Spec Ed Private Facility Tuition	3100 Total	\$0.00					\$0.00	\$0.00
Spec Ed Private Facility Tuition	3100	\$39,163.42	6/20/2013	6/17/2013	7/1/2013	7/3/2013	\$39,163.42	\$0.00
Spec Ed Private Facility Tuition	3100	\$29,484.53	9/30/2013	9/23/2013			\$0.00	\$29,484.53
Funding for Children Req Sp Ed	3105 Total	\$68,647.95						\$29,484.53
Funding for Children Req Sp Ed	3105	\$53,971.29	6/20/2013	6/17/2013	7/1/2013	7/3/2013	\$53,971.29	\$0.00
Funding for Children Req Sp Ed	3105	\$50,599.00	9/30/2013	9/23/2013				\$50,599.00
Funding for Children Req Sp Ed	3105	\$50,599.00	12/30/2013					\$50,599.00
Funding for Children Req Sp Ed	3105	\$50,599.00	3/30/2014					\$50,599.00
Funding for Children Req Sp Ed	3105	\$50,599.00	6/20/2014					\$50,599.00
General State Aides/Special	3105 Total	\$256,367.29					\$0.00	\$202,396.00

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

STATE FUNDING ONLY

Program	Function	PAYMENT AMOUNT	Date Scheduled	Date Disbursed / Vouchered	Processed By Comptroller	Date Received	PAID AMOUNT	BALANCE DUE to Date @ 10/31/2013
Special Ed - Personnel	3110	\$48,959.25	6/20/2013	6/17/2013	7/1/2013	7/3/2013	\$48,959.25	\$0.00
Special Ed - Personnel	3110	\$47,919.75	9/30/2013	9/23/2013			\$0.00	\$47,919.75
Special Ed - Orphanage	3120	\$96,879.00						\$47,919.75
Special Ed - Summer School	3145	\$0.00					\$0.00	\$0.00
Bilingual Ed	3305	\$6,179.00	8/20/2013	8/27/2013	9/12/2013	9/16/2013	\$6,179.00	\$0.00
State Free Lunch	3360	\$176.13	6/13/2013	6/4/2013	7/9/2013	7/11/2013	\$176.13	\$0.00
State Free Lunch	3360	\$105.51	6/26/2013	8/26/2013	8/29/2013	9/3/2013	\$105.51	\$0.00
State Free Lunch	3360	\$62.55	8/7/2013	9/17/2013	10/16/2013	10/18/2013	\$62.55	\$0.00
State Free Lunch	3360	\$181.05	10/15/2013				\$0.00	\$181.05
Transportation - Regular	3500	\$5,465.65	9/30/2013	9/23/2013			\$0.00	\$181.05
Transportation - Special Ed	3510	\$75,102.04	6/15/2013	6/17/2013	7/1/2013	7/3/2013	\$75,102.04	\$5,465.65
Transportation - Special Ed	3510	\$81,523.78	9/30/2013	9/23/2013			\$0.00	\$5,465.65
Total Receivable	Grand Total	\$1,276,412.59					\$255,536.86	\$803,335.54

Unpaid Categoricals Receivable from ISBE - By Month

Project Frozen
FY13 Funds



MOKENA PUBLIC SCHOOLS DISTRICT 159

Board Information Report

TO: Board of Education

FROM: Dr. Omar Castillo
Superintendent

DATE: December 18, 2013

RE: Severe Allergies Update

As mentioned last month, one of the goals of our school district is to maintain a safe environment conducive to learning. There are some proactive measures we continue to enforce and others we have put in place at this time to strengthen the safety of our students and staff with food allergies. Below is an updated list of the safety measures we have immediately begun to act upon:

1. We re-evaluate school buildings to properly designate "Nut-free" zones. Each building now has designated nut-free classroom as well as a "nut-free" table in the cafeteria.
2. As just mentioned in Eileen's report, she has been working closely with our school nurses to review students' with allergies health files to make sure there is an updated health plan and/or 504 plan. In addition, they have created procedures to be followed in an allergic reaction situation.
3. A ConnectED message was sent out to parents regarding nut-free zones in all buildings and cafeterias as well as the newly developed snack list.
4. Paper towel dispensers were installed in all bathrooms to promote the importance of washing your hands after lunch and using the restroom.
5. Mr. Troy and I met with the directors of maintenance and custodians to re-evaluate the cleaning procedures with maintenance, custodial, food service, and transportation staff.
6. Nut-free/food allergy letters were sent home to parents, including the district approved snack list.
7. All staff was required to complete an online training on allergic reactions. In addition, principals and nurses provided additional professional development on the proper identification of an allergic reaction and the use of an Epi-pen.
8. In conjunction with the Mokena Fire District and Silver Cross Hospital, professional development was provided by the hospital personnel on the proper identification of allergic reactions and the procedures of how to address them. We will continue to work with them to provide additional PD opportunities for our staff including, but not limited to: CPR, AEDs, and Crisis Procedures.

As an administrative team, we continue to problem-solve with each building administrator in regards to procedures in each of our buildings. We plan to work closely with our Parent Advisory Committee to help review our procedures and make any improvements. There is a possibility of creating a subgroup of this committee including parents of students with severe allergies that participated in our roundtable discussion.

Thank you.



MOKENA PUBLIC SCHOOLS DISTRICT 159

Board Information Report

TO: Board of Education

FROM: Mary Louise Knoerzer, Anna Briscoe, Aaron Janik, Dr. Omar Castillo

DATE: December 18, 2013

RE: Electronic Board Packet

At the Board Goals Workshop in July, discussion was had regarding the need to continue to streamline the preparation, distribution and publishing of the monthly Board packet. At the October Board meeting it was decided two Board members along with the superintendent and the executive secretary were going to research electronic Board packet programs. Since that time four programs have been reviewed on-line via webinars and or their websites. There were two front runners: BoardBook and BoardDocs.

Both programs are an ideal service for our school district to benefit from paperless agendas and meetings. Basically it is an online service that streamlines the preparation, distribution and publishing of packets. Both programs are easy to implement and simple to use. These programs provide a greater efficiency for the agenda complier(Mary Louise), Superintendent or Board member. A test drive for both BoardBook and BoardDoc is available to experience how easy it is to use.

	BoardBook	BoardDocs
On-line support	Mon-Fri 7:30 am- 6pm (C)	*24/7 from 10am to 10pm (C)
Changes and updates	Program offers a review and release option by agenda complier	Instant updates can be seen
Separate Content areas for viewing	Public, Administrative and Executive	Public, Administrative and Executive
Security	Members must authenticate each time they access	Members must authenticate each time they access
MetaSearch	Does not have this capability	Can search board agenda nationwide
Archive capability	Instant access for approx. 10 years	Instant access for approx. 20 years
Training	See on-line support; webinar available for all members	See on-line support; webinar available for all members; *On sight training available
Audio and video	Add link to agenda to click to view	Ability to be embedded in agenda
Flexibility	*On-line and off line packets availability	Each report would have to run separately to compile a packet
New Features	*Combines PDF's with book marking option	Does not convert to PDF
Endorsement	*IASB endorsed and supported	Not endorsed by IASB
Cost	*\$2,000 annual subscription	\$3,000 annual subscription

*Indicates a strong feature

While attending the Triple I conference in November, Mrs. Briscoe, Dr. Castillo and I benefited from a workshop where presenter Mike Elder, demonstrated BoardBook and answered our questions and concerns. We also had the opportunity to meet with a representative from BoardDocs at the Exhibit Hall. However after

speaking with the representative and reviewing the programs on-line, BoardBook is our recommendation for electronic program. The fact that IASB endorses BoardBook and the annual subscription fee is much less than BoardDocs and the BoardBook program can create a paper packet much easier, we feel very comfortable in recommending BoardBook for the district's electronic Board packet system. The savings by purchasing Boardbook could help offset the additional devices needed to purchase for members using the system. We also foresee using this same system for the Superintendent Administrative and District Team meetings as well as for future Board committee meetings.

We would like to bring this recommendation to the January Board meeting with an implementation beginning in March. We would be happy to answer any questions you may have.

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

MINUTES

Regular Meeting, November 26, 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 26th day of November, 2013.

I. CALL TO ORDER

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

II. ROLL CALL

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

Member Absent: Stacy Cesta (District #159)

Staff Present: Dr. Sally H. Bintz, Director
Craig Englert, Assistant Director for Finance and Operations
Cheryl Della Penna

Pam Berezin
Suzanne Cachey
Linda Christensen

Johanna Frick
Jeanne Hartung
Holly Kasper

Tracy Lesh
Sue Murphy
Janis Nicholson

Amy Panfil
Sarah Rexroad
Sara Studdard

Matt Tevere
Lisa Villarrubia

Visitors Present: Berezin Family
Kenneth Buck
Ed Lesh

III. APPROVAL OF MINUTES OF REGULAR MEETING OF OCTOBER 22, 2013

A motion was made by Pam Kohlbacher and seconded by Kathy Miller to approve the minutes of the Regular and Closed Session Meetings of October 22, 2013.

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

Motion carried: 5 Aye, 0 Nay

IV. PUBLIC COMMENT

There were no comments.

At this point in the meeting Mr. Usher recommended Dr. Bintz report on the Foundation Grant awards.

V. REPORTS

C. Director's Report

1. *Foundation*

Dr. Bintz informed the Governing Board that the recipients of the 2013 Foundation Grants were in the audience to be recognized and awarded their grants. This year the Foundation provided approximately \$6,000 in grants. Following are the staff members who received grants:

<u>STAFF MEMBER</u>	<u>GRANT REQUEST</u>
Julia Barta	----- Supplies and Food for Social/Emotional Group (12-15 girls)
Pamela Berezin	----- Zot Art Adaptive Tools
Aly Black Johanna Frick	----- Items for a "Calming Corner"
Suzanne Cachey Brian Brund James Pozzi	----- P. E. Equipment
Linda Christensen	----- Digital Camera
Laura Gardner	----- Support for the Parent University on November 2, 2013 – Food, Supplies, Gifts
Holly Kasper	----- Kitchen Appliances
Gail Malvestuto	----- Educate staff on current trends in illegal substance use
Tracey Lesh	----- Herb Growing Kit
Sue Murphy	----- Dukane LCD Projector, iTune gift card, VGA Adapters
Janis Nicholson	----- iTune cards
Amy Panfil Sara Studdard Marie Goulet	----- Set of 10 Teen Workbooks
Matt Tevere	----- In-depth material on employment, career, and transition topics
Lisa Villarrubia	----- 12 month classroom license for BrainPOP

A. Treasurer's Report – Financial and Payables

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

B. Review of Advisory Committee Minutes

Dr. Bintz reviewed the minutes from the November 12, 2013 Advisory Meeting.

C. Director's Report (*Continued*)

2. *Holiday Raffle*

The Foundation is sponsoring a 50/50 holiday cash raffle. Fifty percent of the monies will be awarded to one winner. Fifty percent of the monies generated will be held by the Foundation to fund mini-grant requests submitted by Cooperative staff to benefit the Cooperative's classes and students. These additional funds to the Foundation should allow for grants to be awarded during the middle of the school year. The Foundation will sponsor a spring fashion and variety show fund raiser on April 5, 2014.

3. *Parent Advisory Council – Parent University*

Dr. Bintz reported that the Parent University sponsored by the Parent Advisory Council on November 2, 2013 at the Pioneer Grove Educational Center was a success. This event was well organized and attended. Mr. Buck, president of PLASE, was in the audience and Dr. Bintz indicated that this year the Parent Advisory Council and PLASE worked together on this program and she appreciated the efforts extended by both organizations for the success of this activity.

3. *Joint Long Range Planning Committee*

Dr. Bintz indicated that the Committee met on November 4, 2013. All of the districts were asked to complete a survey regarding their future forecasts for district enrollment and programming needs.

All of the information was not made available for the meeting. It was determined that by the end of December that specific data should be known. Discussion took place about the possibility of using space within the districts for the expected increase in enrollment of the Mackay Center students. The challenge impacts District 210 and the committee members supported further discussion into potentially leasing out the current Mackay Center and identifying an alternative site for the program. Mr. Gast stated he foresees a problem from a physical standpoint at Lincoln-Way should space be necessary for student programs in that the high school may need to terminate the program with Joliet Junior College. Dr. Bintz stated that in looking for other space basically the high school would be paying for most of the rent in another facility. The impact will be on those districts that choose to use the space.

4. *Student Enrollment Report*

Dr. Bintz briefly reviewed the 2013 Student Enrollment Report.

D. Principals' Reports

Pioneer Grove Educational Center

In the absence of Mrs. Kaczmarczyk, Dr. Bintz reported on the activities that have taken place at the Pioneer Grove Educational Facility. The Parent University was held on November 2 at Pioneer Grove. On November 6 Home Depot representatives visited the Pioneer Grove art classes to work with the students on a craft day. Parent Teacher conferences took place earlier in the month. The Pioneer Grove art projects will move from the outer space theme to visits around the world. Dr. Bintz also stated that she was invited and attended Thanksgiving feasts in the building and visited a science fare in the Multi-needs II classroom.

Mackay Education Center

Mrs. Rexroad stated that the Mackay Center students recently visited the Irons Oaks Environmental Learning Center. The students and staff were involved in valuable team building challenges which helped the students make the connection between what they learned and everyday life. The students also prepared a Thanksgiving meal and the event was linked to working with the students to prepare thank you cards for what they personally were grateful for and to put their appreciation in writing.

E. FMLA Leave Requests

Employee 2811 to begin November 11, 2013 for up to nine workweeks.

Employee 4151 to begin October 17, 2013 for up to eight workweeks.

Employee 7678 to begin November 20, 2013 for up to eight workweeks.

F. FOIA Request

None were received.

V. (a) APPOINTMENT OF SECRETARY PRO TEM

A motion was made by Mark Gray and seconded by James Gast to appoint Pam Kohlbacher as Secretary Pro Tem.

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

Motion carried: 5 Aye, 0 Nay

VI. APPROVAL OF THE CONSENT AGENDA

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

A. Approval of Current Payables

Current payables were presented for review in each respective fund.

B. Approval of Financial Statement

Dr. Bintz provided verbal information regarding the Financial Statement for the month of October 2013 and investments through November 26, 2013.

C. Approval of Personnel Items as Listed:

1. Resignation

Non-Certified Staff

Gregory Bartz, bus monitor, effective August 16, 2013.

Jessica Pacheco, paraprofessional, effective November 27, 2013.

2. Employment

Certified Staff

Kyle Zilis, full-time substitute teacher, effective January 6, 2014, at a salary of \$46,397.00, prorated to \$22,062.80.

Non-Certified Staff

Sierra Burt, paraprofessional at Pioneer Grove, effective November 1, 2013, at \$11.00 per hour.

Gino Manzella, bus monitor, effective November 1, 2013, at \$9.00 per hour.

Joi McClendon, paraprofessional at Mokena Elementary School, effective December 2, 2013, at \$12.38 per hour.

John Rainford, bus monitor, effective November 1, 2013, at \$9.00 per hour.

Margaret Seppi, paraprofessional at Pioneer Grove, effective November 18, 2013, at \$17.14 per hour.

Alexandra Smith, paraprofessional at Pioneer Grove, effective October 29, 2013, at \$11.67 per hour.

Marlene Steinfert, paraprofessional at Pioneer Grove, effective October 29, 2013, at \$17.14 per hour.

Andrew Studer, paraprofessional Mokena Elementary School, effective December 2, 2013, at \$14.78 per hour.

Non-Certified Staff - Recall

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

Theresa Bodach, paraprofessional at Mokena Elementary School, effective October 28, 2013.

3. General Leave of Absence

Alana Morice, teacher, effective November 12, 2013 through the end of the 2013-14 school year.

CONSENT VOTE:

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

Motion carried: *5 Aye, 0 Nay*

VII. **ACTION ITEMS**

A. Holiday Office Schedule

A motion was made by Pam Kohlbacher and seconded by Mark Gray to approve the Holiday Schedule for District 843 as follows:

***Offices closed: December 24, December 25
December 31 at Noon and January 1, 2014***

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

Motion carried: 5 Aye, 0 Nay

B. 2012-2013 Audit

A motion was made by Pam Kohlbacher and seconded by Mark Gray to approve the 2012-2013 Audit as presented.

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

Motion carried: 5 Aye, 0 Nay

- C. Acceptance of Gift
A motion was made by James Gast and seconded by Kathy Miller to accept a check in the amount of \$500.00 from Carmen Smallwood in appreciation for the services that the Cooperative provides.
Voting Aye: Gast, Gray, Kohlbacher, Miller, Usher
Motion carried: 5 Aye, 0 Nay
- D. Copier Purchase
A motion was made by Mark Gray and seconded by Kathy Miller to approve the purchase of a Xerox WorkCentre 5865 from Chicago Office Technology Group in the amount of \$6,188.00 and a maintenance agreement for the copier in the amount of \$141.00 per month for 60 months.
Voting Aye: Gast, Gray, Kohlbacher, Miller, Usher
Motion carried: 5 Aye, 0 Nay
- E. Energy Efficiency Grant Application
A motion was made by Pam Kohlbacher and seconded by Mark Gray to authorize the Director to submit an application to the ISBE for the school energy efficiency grant program.
Voting Aye: Gast, Gray, Kohlbacher, Miller, Usher
Motion carried: 5 Aye, 0 Nay
- F. Intergovernmental Agreement for Transportation Services with Union School District #81
A motion was made by Mark Gray and seconded by James Gast to approve Intergovernmental Agreement for Transportation Services between District #843 and Union School District #81 effective upon approval by their respective governing boards.
Voting Aye: Gast, Gray, Kohlbacher, Miller, Usher
Motion carried: 5 Aye, 0 Nay
- G. Acceptance of Minivan Bids
A motion was made by Kathy Miller and seconded by Mark Gray to accept the bid for the purchase of two minivans from Bettenhausen Dodge in the amount of \$21,669 per vehicle with a three year warranty.
Voting Aye: Gast, Gray, Kohlbacher, Miller, Usher
Motion carried: 5 Aye, 0 Nay
- H. 2012-2013 Program Reconciliations
Dr. Bintz presented the summary of the 2012-2013 program reconciliations to the Governing Board. She complimented Mr. Englert for the process and preparation involved in the compilation of this detailed report.
A motion was made by James Gast and seconded by Mark Gray to accept the summary report of the 2012-2013 Program Reconciliations.
Voting Aye: Gast, Gray, Kohlbacher, Miller, Usher
Motion carried: 5 Aye, 0 Nay
- I. Approve District #122 Withdrawal Agreement
A motion was made by Pam Kohlbacher and seconded by James Gast to approve District #122 Withdrawal Agreement.
Voting Aye: Gast, Gray, Kohlbacher, Miller, Usher
Motion carried: 5 Aye, 0 Nay

VIII. INFORMATION ITEMS AND ANNOUNCEMENTS

The next regular meeting of the Board of Special Education will be held at 7:00 p.m. on December 10, 2013 at the Administrative Center, Frankfort, IL.

IX. ADJOURNMENT

A motion was made by Pam Kohlbacher and seconded by Mark Gray that the meeting be adjourned. All members voted Aye. Motion carried. President Usher declared the meeting adjourned at 8:23 p.m.

Respectfully submitted,
Cheryl A. Della Penna,
Administrative Assistant

President

Secretary

ACTION
REQUESTS

Action Request
Mokena School District 159
REGULAR MEETING
Personnel Recommendations – December 18, 2013

NAME	POSITION	BUILDING	EFFECTIVE DATE	EMPLOYMENT DETAIL
1. Classified – New Hire				
Darlene Cain	Sub Food Server	District	11/20/2013	\$9.00/hr when needed
2. Classified – Resignation				
Lory Stone	Custodian	District	12/31/2013	
Sunyoo Ku	Food Server		11/22/2013	
3. Certified - Medical Leave of Absence				
Andrea Kinsella-Lacny	Teacher	MES	1/6/2014 for remaining of 2013-14 year	

Recommended Motion:

"Move to approve personnel recommendations 1 through 3 as presented, subject to successful background check, drug screening (if applicable) and physical."



Mokena School District 159
Action Request

Date: December 2, 2013

To: Board of Education
Dr. Omar Castillo, Superintendent

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

RE: Medical Leave for Andrea Kinsella-Lacny

Mrs. Andrea Kinsella-Lacny is requesting an extended leave due to the birth of twins in February. Due to her at risk pregnancy she is requesting leave beginning January 6th, 2014 until the end of the school year. She will return in August 2014 to her full time position. Andrea will be using sick days, FMLA and unpaid days to cover this leave. Please see attached.



Mokena School District 159
Action Request

Date: December, 2013

To: Board of Education

From: John Troy, Director of Business Operations and Transportation

Re: Job Description

The Lead Supervisor Bus Driver job description was presented at the November Board meeting.

Recommended Motion:

"To accept the Lead Supervisor Bus Driver job description as presented."

First: _____

Seconded: _____



Mokena School District 159 Action Request

Date: December, 2013

To: Board of Education

From: Omar Castillo Superintendent

Re: Acceptance of Gift

As was presented at the November Board meeting, we are asking your permission to accept the gift of Epi-Pen NOW cabinets as was presented by Mr. Brandon Wilson.

The following motion would be appropriate.

Recommended Motion:

"Move to approve the acceptance of the gift from Epi-Pen NOW upon legal counsel review, liability insurance review and the discretion of administration."

First: _____

Seconded: _____

Epi-NOW!™

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www.allergyemergencykit.com

"If we can save ONE LIFE . . . It's totally worth it."

November 19, 2013

Dr. Omar Castillo, Superintendent
Mokena School District 159
11244 Willowcrest Lane
Mokena, IL 60448

Dear Dr. Castillo and the Mokena Board of Education:

As a parent of a child with an anaphylactic tree nut allergy who attends your schools, as well as a tax payer and business owner in the community, I have a vested interest in Mokena 159 continuing to be a proactive, safe and high quality learning environment. In considering my daughter's young age and the increasing prevalence of food allergies amongst the latest generation of young children, I thought the district may benefit from some additional safeguards and new paradigms regarding allergy preparedness.

With that in mind I designed, patented and manufactured a cabinet, called an EpiNOW that when installed in multiple locations throughout your buildings can dramatically shorten the response time in the event of an anaphylaxis incident at any time when the building is open. During this process one of your nurses, Nuala Gavin, was kind enough to share with me some insights into the challenges of managing a burgeoning number of EpiPens and Inhalers that are on file for students at the school, leading me to create a second cabinet concept specifically for nurses offices which I call the Epi-SHED and Inhaler-SHED. These cabinets are now available from all prominent school nurse supply catalogs and we are receiving a high level of interest from across the country and internationally. At this time I would like to make an in-kind donation of my products to all three district schools. This donation will include:

- Approximately 6 EpiNOW cabinets per district school building (which may allow for spare units)
- Approximately 1 Epi-SHED cabinet for each Nurse's Office on the campus (for Epinephrine)
- Approximately 1 Inhaler-SHED cabinet for each Nurse's Office on the campus (for Asthma Inhalers)
- Evacuation bags, all needed signage, velcro, labeling and hardware as well as replacement parts
- Paperwork for free and discounted EpiPens available through a special program for schools

The retail value of this in-kind donation is approximately \$8,100.00. These cabinets can be easily installed by your maintenance staff. If follow-up innovations or additional products become available, such as accessories to aid athletic coaches or school bus drivers, we will gladly provide them as well to ensure that Mokena is kept on the cutting edge of readiness. You can just let us know if this donation is accepted to schedule immediate delivery. We appreciate everything you and your staff do for our children!

Sincerely,

Brandon and Jennifer Wilson
Parents of Rosemary and Violet Wilson



**MOKENA PUBLIC SCHOOLS
DISTRICT 159**

Action Request

TO: Board of Education
Dr. Omar Castillo, Superintendent

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

DATE: December 18, 2013

RE: Workers' Compensation Insurance Bid

As previously reported this month the District went out for bid on our workers' compensation insurance. We published the bid on the District website as well as the Southtown Star newspaper. The bid opening was December 12, 2013 at 1:00 pm in room S126 and we had three companies respond with a bid.

L. DeGeus & Associate / ICRMT	\$74,643
Arthur J. Gallagher / CLIC	\$72,540
Mesirow Financial / IPRF	\$60,517

Our current carrier is Illinois Public Risk Fund (IPRF) who is the low bidder. We are happy with their services and pleased that they are again the low bidder. For reference below are the worker's comp premiums paid by the District in 2012 and 2013.

2012 IPRF Workers' Comp. Premiums.....	\$64,731
2013 IPRF Workers' Comp. Premiums.....	\$63,166

The current low bid from IPRF represents a 4.19% decrease in premiums.. The recommendation is that the Board accept the workers' compensation bid from Mesirow Financial / IPRF in the amount of \$60,517 dollars. If this is acceptable to the Board the following motion would be appropriate.

Recommended Motion:

"I move to award the bid for workers' compensation insurance to the low bidder, Mesirow Financial / IPRF, in the amount of \$60,517 dollars."

Moved by: _____

Seconded by: _____



**MOKENA PUBLIC SCHOOLS
DISTRICT 159**

ACTION REQUEST

Date: December 18, 2013
TO: Board of Education
Dr. Omar Castillo, Superintendent
FROM: Mr. John Troy, Director of Business Operations & Transportation

TRUTH IN TAXATION CERTIFICATION

Recommended Motion:

“The District is in compliance with the Truth in Taxation Act so I move that this Board of Education Authorize the President to sign the Certificate of Compliance with the Truth in Taxation Act for the 2013 Levy.”

Moved By: _____

Seconded By: _____
(Roll Call Vote)

LEVY APPROVAL

Recommended Motion:

“ I move that the Board adopts a certificate of tax levy resolution for the 2013 levy in the amounts of: Education Fund \$10,640,000; Building Operations & Maintenance Fund \$1,200,000; Transportation Fund \$440,000; Working Cash Fund \$65,000; Municipal Retirement Fund \$300,000; Social Security Fund \$300,000; Tort Immunity Fund \$120,000; Special Education Fund \$425,000..... As Presented in the 2013 Certificate of Tax Levy.”

Moved By: _____

Seconded By: _____
(Roll Call Vote)

CERTIFICATE OF COMPLIANCE WITH TRUTH IN TAXATION

IN ACCORDANCE WITH CHAPTER 35 SECTIONS 200/18-55

THROUGH 200/18-100 ILLINOIS COMPILED STATUTES

I, Danielle Didrickson, President, Mokena School District 159 Board of Education, hereby certify to the County Clerk that Mokena School District 159 has complied with all provisions of the Property Tax Code, Division 2, "Truth in Taxation Act," with respect to the adoption of the 2013 tax levy.

Said public hearing was held on December 18, 2013

Presiding President of Mokena School District 159

Dated: December 18, 2013

Original: X
Amended:

ILLINOIS STATE BOARD OF EDUCATION
School Business and Support Services Division
217/785-8779

CERTIFICATE OF TAX LEVY

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

District Name	Mokena	District Number	159	County	Will
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Amount of Levy

Educational	\$ 10,640,000	Fire Prevention & Safety *	\$ 0
Operations & Maintenance	\$ 1,200,000	Tort Immunity	\$ 120,000
Transportation	\$ 440,000	Special Education	\$ 425,000
Working Cash	\$ 65,000	Leasing	\$ 0
Municipal Retirement	\$ 300,000		\$ 0
Social Security	\$ 300,000	Other	\$ 0
		Total Levy	\$ 13,490,000

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

See explanation on reverse side.

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

We hereby certify that we require:

the sum of 10,640,000 dollars to be levied as a special tax for educational purposes; and
the sum of 1,200,000 dollars to be levied as a special tax for operations and maintenance purposes; and
the sum of 440,000 dollars to be levied as a special tax for transportation purposes; and
the sum of 65,000 dollars to be levied as a special tax for a working cash fund; and
the sum of 300,000 dollars to be levied as a special tax for municipal retirement purposes; and
the sum of 300,000 dollars to be levied as a special tax for social security purposes; and
the sum of 0 dollars to be levied as a special tax for fire prevention, safety, energy conservation, disabled accessibility, school security and specified repair purposes; and
the sum of 120,000 dollars to be levied as a special tax for tort immunity purposes; and
the sum of 425,000 dollars to be levied as a special tax for special education purposes; and
the sum of 0 dollars to be levied as a special tax for leasing of educational facilities or computer technology or both, and temporary relocation expense purposes; and
the sum of 0 dollars to be levied as a special tax for _____; and
the sum of 0 dollars to be levied as a special tax for _____
on the taxable property of our school district for the year 2013

Signed this _____ day of _____ 2013 _____
(President)

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

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

Number of bond issues of said school district that have not been paid in full 2

(Detach and Return to School District)

This is to certify that the Certificate of Tax Levy for School District No. 159, Will County, Illinois, on the equalized assessed value of all taxable property of said school district for the year 2013 was filed in the office of the County Clerk of this County on 2013.

In addition to an extension of taxes authorized by levies made by the Board of Education (Directors), an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total levy, as provided in the original resolution(s), for said purposes for the year 2013, is \$ _____

(Signature of County Clerk)

(Date)

(County)