

INFORMATION REPORTS



MOKENA PUBLIC SCHOOLS

DISTRICT 159

INFORMATION REPORT

Date: March 13, 2013

To: Board of Education
Steve Stein
Superintendent

From: John Troy
Director of Business Operations

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

Included in your March meeting packet is the Monthly Financial Report for February, 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 \$157,637.01 or 0.84 % of budgeted revenues. The expenditures for the month in all funds were \$1,330,570 or 7.15 % 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%	<u>\$157,637</u>	<u>0.84%</u>	<u>\$1,330,570</u>	<u>7.15%</u>
March	\$219,992	1.25%	\$1,309,558	7.03%				
April	\$493,999	2.81%	\$1,066,602	5.72%				
May	\$2,696,106	15.36%	\$1,051,909	5.64%				
June	<u>\$4,382,014</u>	<u>24.96%</u>	<u>\$1,656,593</u>	<u>8.89%</u>				
Totals	\$17,541,658	99.93%	\$17,655,929	94.75%				
Thru Feb	\$9,749,547	55.54%	\$12,571,267	67.46%	\$10,743,205	57.38%	\$13,138,710	70.61%
Budget	\$17,554,246		\$18,634,723		\$18,722,724		\$18,608,693	



MOKENA PUBLIC SCHOOLS

DISTRICT 159

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Notes to Financial report:

Revenue

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 – Under budget - additional revenue for this account will be brought in during pre-registration.

Page 1, District 159 Annual Rent – Under budget, we continue to have a high usage of our facilities.

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

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

Page 1, IDEA Flow-Federal Funds – Over budget, additional fed money, will help but will not offset increases in special ed and unbudgeted special ed expenses.

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

Page 2. Transportation Fees – Over budget, see prior board briefs on transportation fees

Expenses

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

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, Activity Fee Refund - These are refunded fees for transportation and extra-curriculars.

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, Salaries Superintendent Secretary - We transferred some of this budget salary to O&M. The total remains the same, the split between accounts just changed.



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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.

Page 9, Student Food Refunds - Additional unanticipated refunds.

Special Ed costs – Please see bills section as well

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, 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.



MOKENA PUBLIC SCHOOLS

DISTRICT 159

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Notes to Bills List:

Page 1, AT&T – usually there is a second AT&T bill however we have a credit which took care of that bill. There is also usually a **Verizon** bill, again a credit took care of that bill.

Page 2, Bureau of Ed. & Research – Workshop for six teachers

Page 2, CDWG - Upgrade memory (4GB) and operating system (WIN 8) on computer lab and teacher computers.

Page 2, CDW Government, Inc. - McAfee virus software renewal for district computers.

Page 2, Com Ed – This is a partial bill due to the switch to Ameren under the energy aggregation.

Page 3, Karen DeParto – This is for required bus driver refresher training which Ms. DeParto gave to all our drivers.

Page 4, Forest Alarm Service, Inc. – This is for the panic hardware that was installed at all three schools

Page 5, Kone, Inc. – The \$478 charge is for regular maintenance service fee and the \$419 fee is for a new State mandated inspection fee.

Page 6, Lincoln-Way HS 210 – Diesel 2248.50 gals @ \$3.60/gal, Gas 246.6 gals @ \$3.14/gal.

Page 6, Lincoln-Way Area Sp Ed – There are several areas within special ed that are significantly over budget. These services are mandated by the student's individual education plan (IEP) and therefore difficult to plan/budget. For cash flow purposes, the 843 cooperative bills ahead for its services. This bill is the last regular month of billing for the cooperative. The next billing cycles will be for smaller amounts. This amounts in this bill will be reflected in next month's financial report, page 10 under Sp Ed Co-Op Program, wherein you can anticipate the following amounts over budget: Sp Ed Coop 1:1 Aides, ESY/Other (\$46,244); Sp Ed AI Costs (\$104,264); Sp Ed Co-Op Tuition/IDEA (\$87,642); Sp Ed Co-Op Therapy Class (\$2,138); Sp Ed Preschool (\$258,486); Sp Ed Hearing/Vis Imp (\$21,240);

Page 7, Martin Whelan Office Sol. – Printer service contract. We have been in discussions with vendors and are working on a RFP bid.

Page 8, Peters & Associates – Low bidder on PC RFP.

Page 10, Tyco Security – Burglar Alarm monitoring services.

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		\$33,311.74	\$33,311.74
General State Aid	3001	\$33,311.74	3/20/2013	Scheduled				\$33,311.74
General State Aid	3001	\$33,311.74	4/10/2013	Scheduled				\$33,311.74
General State Aid	3001	\$33,311.74	4/20/2013	Scheduled				\$33,311.74
General State Aid	3001	\$33,311.74	5/10/2013	Scheduled				\$33,311.74
General State Aid	3001	\$33,311.74	5/20/2013	Scheduled				\$33,311.74
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
General State Aide/Special	3001 Total	\$732,848.77						
General State Aide/Special	3001	\$24,083.73	8/1/2012	1/3/2013	1/8/2013	1/10/2013	\$466,354.84	\$266,493.93
General State Aide/Special	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	\$24,083.73	\$0.00
Spec Ed Private Facility Tuition	3100	\$60,864.79	6/20/2012	6/18/2012	9/21/2012	9/25/2012	\$60,864.78	\$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				\$39,555.95
Spec Ed Private Facility Tuition	3100	\$39,163.43	3/30/2013	Scheduled				\$39,163.43
Spec Ed Private Facility Tuition	3100	\$39,163.42	6/20/2013	Scheduled				\$39,163.42
Spec Ed Private Facility Tuition	3100 Total	\$280,623.51						
Funding for Children Req Sp Ed	3105	\$62,416.82	3/30/2012	3/27/2012	7/2/2012	7/5/2012	\$162,740.71	\$117,882.80
Funding for Children Req Sp Ed							\$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	\$62,416.82	6/20/2012	6/18/2012	9/21/2012	9/25/2012	\$62,416.82	\$0.00
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				\$53,971.29
Funding for Children Req Sp Ed	3105	\$53,971.29	3/30/2013	Scheduled				\$53,971.29
Funding for Children Req Sp Ed	3105	\$53,971.29	6/20/2013	Scheduled				\$53,971.29
	3105 Total	\$340,718.80						\$161,913.87
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				\$48,959.25
Special Ed - Personnel	3110	\$48,959.25	3/30/2013	Scheduled				\$48,959.25
Special Ed - Personnel	3110	\$48,959.25	6/20/2013	Scheduled				\$48,959.25
	3110 Total	\$246,562.00						\$146,877.75
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						\$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						\$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				\$159.23
	3360 Total	\$1,392.80					\$1,224.57	\$159.23
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)
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

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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	\$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				
Transportation - Special Ed	3510	\$75,102.05	3/30/2013	Scheduled				
Transportation - Special Ed	3510	\$75,102.04	6/15/2013	Scheduled				
3510 Total		\$429,203.86					\$203,894.09	\$225,309.77
Total Receivable		Grand Total						
Unpaid Categoricals Receivable from ISBE - By Month							\$1,300,074.07	\$902,924.81

Project Frozen
FY12 Funds

Mokena School District 159
Treasurer's Detail Investment Report
February 28, 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	\$ 32,849.40	\$ 3,153,664.02	\$ -	\$ -	\$ 7,425.35	\$ 45,947.43	\$ 21,380.87	\$ 3,261,267.07
20 Operations & Maintenance	\$ 4,817.89	\$ 954,873.40	\$ -	\$ -	\$ 1,255.12	\$ 41,915.74	\$ 509,359.81	\$ 1,512,221.96
30 Bond & Interest	\$ 41.35	\$ 208,798.44	\$ -	\$ -	\$ 4,328.26	\$ 6,449.29	\$ 95,327.25	\$ 314,944.59
40 Transportation	\$ 111,689.65	\$ 1,069,380.30	\$ -	\$ -	\$ 3,079.36	\$ 12,587.16	\$ 790,021.93	\$ 1,986,758.40
50 IMRF	\$ 1,586.07	\$ 50,692.02	\$ -	\$ -	\$ 690.78	\$ 174.40	\$ 6,091.35	\$ 59,234.62
61 New Construction	\$ 20,310.88	\$ -	\$ -	\$ -	\$ -	\$ 2,304.78	\$ 730,794.81	\$ 753,410.47
70 Working Cash	\$ 3,056.17	\$ 853,936.52	\$ -	\$ -	\$ 1,097.60	\$ 4,041.70	\$ 845,449.63	\$ 1,707,581.62
80 Tort Fund	\$ 3,840.81	\$ 31,302.66	\$ -	\$ -	\$ 72.32	\$ -	\$ 66,930.25	\$ 102,146.04
TOTALS	\$ 178,192.22	\$ 6,322,647.36	\$ -	\$ -	\$ 17,948.79	\$ 113,420.50	\$3,065,355.90	\$ 9,697,564.77
Percentages	1.837%	65.198%	0.000%	0.000%	0.185%	1.170%	31.610%	100.000%

Treasurer's Report Income Summary
February 01, 2013 - February 28, 2013

<i>Fund</i>	<i>Beginning Balance</i>	<i>Revenues</i>	<i>Expenses</i>	<i>Change</i>	<i>Ending Balance</i>	<i>% Change</i>
10 EDUCATION FUND	\$4,262,533.14	\$99,735.79	\$1,101,001.86	\$1,001,266.07-	\$3,261,267.07	-23.5%
20 OM FUND	\$1,569,119.74	\$52,650.02	\$109,547.80	\$56,897.78-	\$1,512,221.96	-3.6%
30 BOND - INTEREST FUND	\$314,910.96	\$33.63	\$0.00	\$33.63	\$314,944.59	0.0%
40 TRANSPORTATION FUND	\$2,056,310.44	\$4,997.39	\$74,549.43	\$69,552.04-	\$1,986,758.40	-3.4%
50 IMRF FUND	\$99,430.80	\$11.97	\$40,208.15	\$40,196.18-	\$59,234.62	-40.4%
61 NEW CONSTRUCTION FUND	\$753,370.47	\$40.00	\$0.00	\$40.00	\$753,410.47	0.0%
70 WORKING CASH FUND	\$1,707,421.60	\$160.02	\$0.00	\$160.02	\$1,707,581.62	0.0%
80 TORT FUND	\$107,400.85	\$8.19	\$5,263.00	\$5,254.81-	\$102,146.04	-4.9%
Totals :	\$10,870,498.00	\$157,637.01	\$1,330,570.24	\$1,172,933.23-	\$9,697,564.77	0.00



Mokena School District 159 **Information Report**

Date: March 12, 2013

To: Board of Education

From: Steve Stein, Superintendent

Re: Board Meeting Changes

As previously discussed, the April 3, 2013 Committee of the Whole meeting falls during Spring break week. There will be no administrators available for this meeting due to vacations or professional development seminars. I recommend we cancel this meeting, leaving April 20, 2013 as the only Board meeting for this month.

I also recommend we schedule the re-organizational meeting for our regular scheduled meeting date of May 1, 2013. The new Board members need to be seated within 28 days of the election, but cannot be done until after the Will County Clerk Office certify the votes on Tuesday April 30, 2013.

I will be happy to answer any questions regarding these meeting changes.



MOKENA PUBLIC SCHOOLS

DISTRICT 159

INFORMATION REPORT

Date: March 13, 2013

To: Board of Education
Steve Stein
Superintendent

From: John Troy
Director of Business Operations

Re: **Bus Leasing for 2013-2014 School Year**

Since 2009 the District has been on a leasing schedule for our school buses. The district currently has a fleet of 15 buses, 12 are leased and 3 are owned. These buses support our 10 bus routes. Because at any one time we have buses that break down or are in the shop for an extended period of time, a month is not uncommon, it is critical to have a number of back-up buses.

We have four buses coming off lease at the end of the school year. The original leasing schedule has us leasing four new buses. However, we are recommending that we only lease three new buses and upgrade our "owned" fleet by trading in our 2000 yr bus for a 2008/09 yr bus. This will reduce our total fleet from 15 buses to 14 buses. This smaller fleet will reduce leasing and maintenance costs.

Midwest Transit is our current bus provider. We are happy with the service and arrangement we have with them and their representative, Mr. Bruce Kozlowski. As an aside Lincoln-Way School District 210 does all of their leasing through Midwest Transit without formal bidding. Last year the District leased, without bid, four new buses through Midwest Transit for five years at a cost of \$10,559 a year. That was an increase of 9% over the prior year. Mr. Kozlowski is working on some numbers for the Board and we should have them by the meeting, we are anticipating a 5-10% increase over last year for approx \$34,000 yr for the three buses. As mentioned above we would like to replace our 2000 yr bus with a 2008/09 yr and are estimating the cost of the purchase to be in the \$25,000 to \$30,000 ball park and our trade-in to net \$3,000 to \$5,000 dollars.

We are looking for direction from the Board as to whether you wish a formal RFP to be issued for the new and used buses. Certainly for the used bus it would be difficult to spec that out because each used bus is different with respect to mileage, condition, options, etc. We would anticipate inspecting what is available and making an offer subject to Board approval without a formal RFP. With respect to placing the new buses out for bid we have not done that to date and neither has Lincoln-Way.

We will be bringing the school bus lease and possibly the used bus purchase back for action at the April 17 Board meeting.

FLEET INFO AS OF AUGUST, 2012

BUS #	YEAR	YEAR PURCHASED	MAKE	FUEL	MILEAGE AS OF 1/30/2013	VIN #	OFF LEASE	OFF LEASE	OFF LEASE	OFF LEASE
2	2008	2008	IC	DIESEL	52187	4DRBUAFP68B494562	6/30/2013			
3	2008	2008	IC	DIESEL	46276	4DRBUAFP88B494563	6/30/2013			
5	2013	2012	IC	DIESEL	8283	4DRBUSKP5DB048053				
6	2009	2009	IC	DIESEL	43851	4DRBUSKP39B673946		6/30/2014		6/30/2017
7	2013	2012	IC	DIESEL	6000	4DRBUSKP7D048054				6/30/2017
9	2012	2011	IC	DIESEL	14421	4DRBUSKPXC619390			6/30/2015	
10	2013	2012	IC	DIESEL	5669	4DRBUSKP9DB048055				6/30/2017
11	2009	2009	IC	DIESEL	43166	4DRBUSKP19B673945		6/30/2014		
12	2008	2008	IC	DIESEL	46866	4DRBUAFP18B494565	6/30/2013			
15	2013	2012	IC	DIESEL	6341	4DRBUSKP0DB048056				6/30/2017
17	2008	2008	IC	DIESEL	44468	4DRBUAFP18B494566	6/30/2013			
18	2012	2011	IC	DIESEL	17399	4DRBUSKP1CB619391			6/30/2015	

SPARES

4	2001	2002	INT	DIESEL	47475	1HVBBABP04H657286
8	2000	2000	GMC	GAS	73256	1GDL7T1J8XJ520555
14	2001	2002	GMC	GAS	72763	1GDL7T1B4YJ522674

ACTION REQUESTS



Mokena School District 159 **Action Request**

Date: March, 2013
To: Board of Education
From: Steve Stein, Superintendent
RE: Semi – Annual Review of Closed Minutes

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

10/26/83
12/14/88
1/11/89
4/12/89
5/11/05
5/14/08
6/11/08 (session 2)
3/3/11
6/9/11 (session 1)
7/14/11 (session 1)
12/8/11 (session 2)

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

Recommended Motion:

"I move to approve the Closed Session Minutes between January 13, 1982 and December 2012, as presented above."

On the following pages is a listing of the remaining Closed Session minutes that have not been opened.

CLOSED SESSION MINUTE REVIEW

MOKENA SCHOOL DISTRICT 159

Date		Closed
3/10/1982		no
7/14/1982		no
10/26/1983		no
12/14/1983		no
2/8/1984		no
3/14/1984		no
4/11/1984		no
9/12/1984		no
11/14/1984		no
9/23/1985		no
9/10/1986		no
11/12/1986		no
1/14/1987		no
5/13/1987		no
6/10/1987		no
7/1/1987		no
8/12/1987		no
9/16/1987		no
10/14/1987		no
1/13/1988		no
3/9/1988		no
3/23/1988		no
11/9/1988		no
12/14/1988		no
1/11/1989		no
3/8/1989		no
4/12/1989		no
3/14/1990		no
7/11/1990		no
2/13/1991		no
4/10/1991		no
5/13/1991		no
6/12/1991		no
7/22/1991		no
8/14/1991		no
10/9/1991		no
11/12/1991		no
12/11/1991		no
2/26/1992		no
3/3/1992		no
5/13/1992		no
1/26/1994		no
5/11/1994		no
6/8/1994	Session 2	no
10/13/2004		no
5/11/2005		no
6/28/2006		no
1/9/2008		no
2/19/2008		no
4/1/2008		no
5/14/2008		no

CLOSED SESSION MINUTE REVIEW

MOKENA SCHOOL DISTRICT 159

Date		Closed
6/11/2008	Session 1	no
6/11/2008	Session 2	no
7/9/2008		no
9/10/2008		no
2/18/2009		no
6/10/2009	Session 1	no
6/10/2009	Session 2	no
8/12/2009		no
9/9/2009		no
9/8/2010		no
9/23/2010		no
9/30/2010		no
10/10/2010		no
10/22/2010	session 1	no
10/22/2010	session 2	no
11/10/2010		no
12/13/2010		no
1/11/2011		no
1/26/2011		no
2/9/2011		no
2/23/2011		no
3/3/2011		no
3/9/2011		no
3/23/2011		no
4/13/2011	Session 1	no
4/13/2011	Session 2	no
5/11/2011	Session 1	no
5/11/2011	Session 2	no
6/9/2011	Session 1	no
6/9/2011	Session 2	no
7/14/2011	Session 1	no
7/14/2011	Session 2	no
8/4/2011		no
9/14/2011		no
10/7/2011		no
10/13/2011		no
10/27/2011	Session 1	no
10/27/2011	Session 2	no
11/2/2011		no
11/10/2011		no
11/17/2011		no
11/28/2011		no
12/8/2011	Session 1	no
12/8/2011	Session 2	no
1/12/2012		no
1/21/2012		no
2/9/2012	session 1	no
2/9/2012	session 2	no
2/23/2012		no
3/8/2012	session 1	no
3/8/2012	session 2	no

CLOSED SESSION MINUTE REVIEW

MOKENA SCHOOL DISTRICT 159

Date		Closed
4/2/2012		no
5/2/2012		no
5/16/2012		no
5/19/2012		no
6/6/2012		no
7/11/2012		no
7/18/2012		no
8/5/2012		no
8/11/2012		no
8/15/2012		no
8/15/2012	session 1	no
8/15/2012	session 2	no
8/23/2012		no
9/19/2012		no
10/3/2012		no
10/17/2012		no
11/1/2012		no
11/14/2012		no
12/19/2012	Session 1	no
12/19/2012	Session 2	no



Mokena School District 159

Action Request

Date: March, 2013

To: Board of Education

From: Steve Stein, Superintendent

RE: Destruction of Verbatim Record of Closed Session Minutes

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

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

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

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

3/3/2011
3/9/2011
3/23/2011
4/13/2011 Part 1 & 2
5/11/2011 Part 1 & 2
6/9/2011 Part 1 & 2
7/14/2011 Part 1 & 2
8/4/2011
9/14/2011

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

Recommended Motion:

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

Moved By: _____

Seconded By: _____



MOKENA SCHOOL DISTRICT 159 ACTION REQUEST

Date: March 13, 2013

To: Board of Education
Mr. Steve Stein,
Superintendent

From: John Troy
Director of Business Operations

Re: **Preparation of the Fiscal Year 2013-14 Tentative Budget**

The administration is requesting authorization to begin preparation of the Fiscal Year 2013-2014 Tentative Budget for Mokena School District 159. The planning process starts early so that we can gather all of the data necessary to prepare the budget and work with the Board in reviewing the assumptions, revenues and expenses.

Recommended Motion:

I move that the Board of Education authorization preparation of the Fiscal Year 2013-14 for Mokena School District 159.

Moved By: _____

Seconded By: _____



Mokena School District 159

Action Request

Date: March 12, 2013

To: Board of Education

From: Steve Stein, Superintendent

Re: Board Policies

Attached you will find the Board Policies that were presented as Information at the February 20 and March 6, 2013 Board meeting.

- 5:125 Personal Technology and Social Media: Usage and Conduct
- 5:125E Employee Receipt for Social Media Conduct
- 7:60 Residence

Recommended Motion:

".....move to approve the following policies as presented: 5:125, 5:125E and 7:60."

Moved By: _____

Seconded By: _____

General Personnel

Personal Technology and Social Media; Usage and Conduct

Definitions

Includes - Means "includes without limitation" or "includes, but is not limited to."

Social media - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes *Facebook, LinkedIn, MySpace, Twitter, and YouTube*.

Personal technology - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes smartphones such as BlackBerry®, Android®, iPhone®, and other devices, such as, iPads® and iPods®.

Usage and Conduct

All District employees who use personal technology and social media shall:

1. Adhere to the high standards for appropriate school relationships in policy 5:120, *Ethics and Conduct* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:120, *Ethics and Conduct*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Comply with policy 5:130, *Responsibilities Concerning Internal Information*. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval. For District employees, proper approval may include implied consent under the circumstances.
5. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
6. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
7. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
8. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for

any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Ethics and Conduct*.
2. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that no one for the District, or on its behalf, requests of an employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.
5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.
Ill. Human Rights Act, 775 ILCS 5/5A-102.
Code of Ethics for Ill. Educators, 23 Ill.Admin.Code §22.20.
Garcetti v. Ceballos, 547 U.S. 410 (2006).
Pickering v. High School Dist. 205, 391 U.S. 563 (1968).
Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria),
5:120 (Ethics and Conduct), 5:130 (Responsibilities Concerning Internal
Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and
Conditions of Employment and Dismissal), 6:235 (Access to Electronic
Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

ADOPTED: MARCH 20, 2013

General Personnel

Exhibit - Employee Receipt of Board Policy on Personal Technology and Social Media

I, the individual whose signature appears below, acknowledge receipt of the Board policy S:125, *Personal Technology and Social Media; Usage and Conduct*. I affirm that I have read the policy and agree to comply with its requirements.

Name (*please print*)

Signature

Date

ADPOTED: March 20, 2013

Students

Residence

Resident Students

Only students who are residents of the District may attend a District school except as provided below or in State law. A student's residence is the same as the person who has legal custody of the student in accordance with the School Code.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Requests for Non-Resident Student Admission:

1. Non-resident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following
2. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
3. The student will be accepted only if there is sufficient room.
4. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.

The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

Admission of Non-Resident Students Pursuant to an Agreement or Order

Non-resident students may attend District schools tuition-free pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.

2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and non-resident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a non-resident student.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Challenging a Student's Residence Status

If the Superintendent or designee determines that a non-resident student is attending a District school, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due and immediately begin proceedings to ban the student from future attendance. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code, 105 ILCS 5/10-20.12b.

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.
 30 ILCS 220/11.
 105 ILCS 5/10-20.12a, 5/10-20.12b, and 5/10-22.5.
 105 ILCS 45/1-5.
 23 Ill.Admin.Code §1.240(e).
Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High School
Dist. 200, 601 N.E.2d 1264 (Ill.App.1, 1992).
Joel R. v. Board of Education of Manheim School District 83, 686 N.E.2d 650
(Ill.App.1, 1997).
Kraut v. Rachford, 366 N.E.2d 497 (Ill.App.1, 1977).

CROSS REF.: 6:15 (School Accountability *containing* "School Choice for Students Enrolled in a School Identified for Improvement, Corrective Action, or Restructuring"), 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy)

ADOPTED: September 12, 2007

REVISED: September 9, 2009

REVISED: March 20, 2013



Mokena School District 159

Action Request

Date: **March 12, 2013**

To: Board of Education
 Steve Stein, Superintendent

From: Eileen Parente, Director of Student Services

Re: **Job Descriptions**

Attached you will find the job descriptions that were presented as Information at the regular February 20, 2013 meeting. The updated job descriptions are for the personnel needed for staffing the programs at District 159 of services we have discontinued with LWASE Cooperative for the 2013-14 school year.

Recommended Motion:

".....move to approve the following job descriptions as presented:

School Social Worker

Speech/Language Pathologist

Early Childhood Teacher

School Psychologist and

Paraprofessionals."

Moved By: _____

Seconded By: _____



Job Description

Title: School Social Worker

Minimum Qualifications:

- Appropriately licensed/certified by the Illinois State Board of Education.
- Masters degree in Social Work from a graduate school of Social Work.

Preferred Qualifications:

- Training in education and understanding of public school services and special education are preferred.
- Experience in a public school social work or child-related social work.

Accountable to:

- Director of Student Services, Building Administrators

Primary Objective:

- Assist the Building Principal and Assistant Principal under the direct supervision of the Director of Student Services to provide services for the identification, evaluation and educational programming for children from birth through age 21, and to assist parents and professionals in meeting the educational and social/emotional/behavioral, and mental health needs of children and youth.

Major Areas of Accountability*:

- Communicate with parents, school personnel, and community resource staff to involve them in a problem solving approach with children from birth through age 21 to develop coordinated action plans that meets the educational needs of the individual students.
- Assist the design, implementation, monitoring and evaluation of interventions developed in response to educational performance problems at the systems level (school/district-wide) and for groups and individual students.
- Use functional assessment techniques that are designed to focus on the child's relationship with home, school and community and on the development of interventions to improve students' educational performance.
- Manage time, organize materials necessary and communicate with the Building Administrators and the Director of Student Services to effectively manage cases in assigned buildings.
- Support the full and meaningful participation of parents in educational decisions.
- Collaborate and communicate with other professions to improve school social work services.
- Participate in inter-agency/inter-disciplinary meetings that determine the eligibility and appropriate educational plans for children with disabilities.
- Contribute to professional development by providing inservices, consultation, research activities and mentoring colleagues as needed.
- Participate in supervision of practicum students.
- Serve as an advocate for all children and youth.
- Report any and all violations of state and federal rules and regulations, and agency procedures to the Building Principal and the Director of Student Services.
- Act in concert with legal requirements and ethical codes of the profession.
- Demonstrate cultural competence and behaviors consistent with the core values, vision, and mission of School District 159.
- Other duties as assigned.

Job Description

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 50 lbs such as assisting children or moving/rearranging furniture.
- CPI Trained and Certified.

Working Conditions:

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

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



Job Description

Title: Speech and Language Pathologist

Minimum Qualifications:

- Appropriate licensed/certified by the Illinois School Board of Education.

Preferred Qualification:

- Certificate of Clinical Competence
- Member of American Speech and Hearing Association

Accountable to:

- Director of Student Services, Building Administrators

Primary Objective:

- Apply principles, methods and procedures for an analysis of speech and language comprehension and production to determine communicative competencies. Provide intervention strategies and services related to speech and language development (including literacy development) as well as disorders of language, voice, articulation and fluency that adversely affect an individual's education performance.

Major Areas of Accountability*:

- Collaborate with professionals and parents to observe, plan, implement, monitor, and facilitate generalization of communication skills.
- Provide assessments that are relevant to the presenting concern, meaningful within an educational context, and designed to identify the individual's communication skills.
- Use a variety of service delivery options, evidence-based practices and collaboration with professionals and parents to plan, implement, monitor and facilitate generalization of communication skills.
- Assist in the design, implementation, monitoring, evaluation of interventions developed in response to educational academic and/or performance problems at the systems-level (school/district-wide) and for groups and individual students.
- Manage time, organize material, and communicate with district administrators and staff to effectively manage individual student programs.
- Monitor individual progress towards measurable goals and objectives.
- Share knowledge with individuals and groups concerning communication differences, developmental norms, and specific information/techniques to enhance the student's communicative performance.
- Advocate for the individual's communication needs across a variety of settings.
- Develop and/or participate in professional enrichment activities to maintain a high standard of service delivery.
- Engage in public awareness activities to assist parents and professionals in understanding the services provided by speech-language pathologist through the educational system.
- Act in concert with legal requirements and ethical codes of the profession.
- Participate in inter-agency/inter-disciplinary meetings that determine the eligibility and appropriate educational plans for children with disabilities.
- Participate in or utilize specialized services to provide better programming for individuals with complex needs.
- Participate in supervision of practicum students.

Job Description

- Report any and all violations of rules and regulations to supervisor.
- Demonstrate cultural competence and behaviors consistent with the core values, vision, and mission of District 159.
- Other 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 50 lbs such as assisting children or moving/rearranging furniture.
- CPI Trained and Certified.

Work Conditions:

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

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



Job Description

Title: Special Education Teacher/Early Childhood Teacher

Minimum Qualifications:

- Appropriately licensed/certified by the Illinois State Board of Education.

Preferred Qualifications:

- Experience teaching special education and/or related service.
- Specialized training in research-base and evidence-base interventions.
-

Accountable to:

- Director of Student Services, Building Administrators

Primary Objective:

- Apply principles, methods and procedures for an analysis of designing specialized instruction to meet the diverse needs of students entitled to special education services. Provide intervention strategies and services related to individualization of academic and behavior/emotional needs.

Major Areas of Accountability*:

- Establish clear objectives for all lessons, units, and projects and effectively communicate those objectives to students.
- Identify students' needs and make appropriate referrals and develop strategies for individual education plans.
- Effectively communicate with parents by means of newsletters, e-mail, notes, phone calls and individual parent conferences.
- Discuss student problems, behavior incidents, positive developments, and progress with parents in an honest, sensitive, and confidential manner.
- Promotes parent participation and involvement in education activities provided for their children.
- Confer and cooperate with other staff members to plan and schedule lessons promoting student learning, following approved curriculum.
- Confer with parents or guardians, other teachers, support staff, and administrators to resolve student behavioral and academic problems.
- Engage in collaborative work and contribute to team planning.
- Support instruction through an Individual Education Plan for students with special needs, aligning with District adopted curriculum.
- Provide individual and small group research-based instruction designed to meet individual needs of students based upon data that promotes academic, social, and emotional growth.
- Evaluate students' academic and social growth by monitoring individualized education plans and progress reports.
- Develop and use instructional materials suitable for verbal or visual instruction of students with a wide range of mental, physical, and emotional maturities.
- Develop lesson plans and instructional materials and provide individualization and small group instruction in order to adapt the curriculum to the needs of each student.
- Plan and conduct activities for a balanced program of instruction, demonstration, and or time that provides students with opportunities to observe, question, and investigate.
- Translate lesson plans and activities into developmentally appropriate learning experiences to best utilize the available time for instruction.
- Develop individualized educational plans that meet State and Federal Guidelines.

Job Description

- Foster cooperative social behavior through activities and group projects to assist children in forming satisfying relationships with other children and adults.
- Utilize technology-computers, audiovisual aids, and other equipment in the delivery of instruction.
- Utilize assessment materials and make appropriate classroom student assessments.
- Maintain accurate and complete student records and prepare reports on students and activities as required by laws, district policies, and administrative regulations.
- Model and maintain standards of responsible student behavior.
- Establish, implement, and enforce rules and procedures for appropriate classroom behavior, to maintain a positive learning environment.
- Implement effective individualized behavior management strategies and curriculum accommodations.
- Attend professional inservice activities and teacher training workshops offered and provided by the District, as well as self-selected professional growth activities in order to maintain and improve professional competence.
- Effectively communicate collaborate, and cooperate with parents, colleagues, supervisors, and students.
- Plan and coordinate the work of special education paraprofessionals. Demonstrate cultural competence and behaviors consistent with the core values, visions, and mission of District 159.
- Other duties as assigned.

Requirements:

- Ending, carrying, climbing, must e able to travel between job sites, lifting, pushing-pulling, reaching, sitting, standing and walking.
- Must be able to occasionally lift, move, or push items of 50 lbs such as assisting children or moving/rearranging furniture.
- Must be able to supervise students in all types of weather, meet multiple demands from several people, and interact with the public and other staff.
- CPI Trained and Certified

Working Conditions:

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

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



Job Description

Title: School Psychologist

Minimum Qualifications:

- Appropriately licensed/certified by the Illinois State Board of Education

Preferred Qualifications:

- Specialist in a specific area.
- Member of National Association of School Psychologist.

Accountable to:

- Director of Student Services, Building Administrators

Primary Objective:

- Assist the Building Principal and Assistant Principal under the direct supervision of the Director of Student Services to provide services for the identification, evaluation and educational programming for children from birth through age 21, and to assist parents and professionals in meeting the educational and social/emotional/behavioral, and mental health needs of children and youth.

Major Areas of Accountability*:

- Serve as an advocate for all children and youth.
- Consult and collaborate with educators, parents, children, and other professionals or agencies to improve student outcomes.
- Provide functional academic and behavioral assessments that are relevant to the presenting problem and student characteristics and are intervention and results oriented.
- Develop individual, group or system level interventions, which improve or resolve the identified problems or concerns including academic, social/emotional/behavioral, and mental health needs as they relate to educational progress.
- Provide support, instructions, technical assistance, and ongoing monitoring of progress toward measurable, identified goals for students at individual, group, or systems level.
- Participate in staff development through membership in professional organizations, educating school personnel, consulting, and research.
- Involvement in data analysis and evaluation, using data outcomes for implementing plans at an individual, group, or systems level.
- Engage in public awareness activities that assist parents and staff in understanding services and anticipated outcomes of these services.
- Act in concert with legal requirements and ethical codes of the profession.
- Participate in inter-disciplinary staffing to determine the eligibility, appropriate planning and re-evaluation for students who require special education programs and services.
- Participate in inter-agency/inter-disciplinary meetings that determine the eligibility and appropriate educational plans for children with disabilities.
- Reports any and all violations of rules and regulations to the Building Principal and Director of Student Services.
- Engage in professional growth including continuous inquiry, professional development practices, application and sharing of research based practices.
- Demonstrate cultural competence and behaviors consistent with the core values, visions, and mission of District 159.

Job Description

Requirements:

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

Working Conditions:

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

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



Job Description

Title: Special Education Paraprofessional

Minimum Qualifications:

- Valid State and NCLB approval letter from Illinois State Board of Education

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:

- Supervising teacher, Building Administrators

Primary Objective:

- Attends to the care and supervision of an assigned group of students or one individual student throughout the school day in accordance with the Individual Education Plan. Duties can vary, ranging from instructional, physical, social/emotional/behavioral or a combination the various areas.

Major Areas of Accountability:

- Assists in the implementation of students Individual Education Plans under the direction of the special education teacher.
- Maintains data records as directed by the classroom teacher or the students' special education teacher.
- Modifies the learning environment to accommodate the unique needs of the students to whom the aide is assigned.
- Communicates to the special education teacher any changes observed in the student's behavior or response to specific stimuli or situations.
- Assist the students in health related or hygienic procedures to maintain safe and caring environment conducive to the learning needs of the students.
- Adapt classroom activities to support the successful inclusion of the student in regular school programs under the guidance of the special education teacher and general education teacher.
- Keeps in confidence all records of the school office.
- 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 50 lbs such as assisting children or moving/rearranging furniture.
- Must be able to supervise students in all types of weather, meet multiple demands from several people, and interact with the public and other staff.
- CPI Trained and Certified.

Job Description

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 School District 159

Action Request

Date: March 12, 2013

To: Board of Education
Steve Stein, Superintendent

From: Blue Demons

Re: Improvements

As requested at the March 6, 2013 Board meeting, we would like to make the following motion regarding improvements on the fields located behind Mokena Elementary school.

Recommended Motion:

"The Mokena School District 159 Board of Education moves to allow the Lincoln Way Blue Demons to make improvements of the dugouts and install a temporary fence on the baseball fields located behind Mokena Elementary School."

Moved By: _____

Seconded By: _____



Mokena School District 159

Action Request

Date: **March 12, 2013**

To: Board of Education

From: Steve Stein, Superintendent

Re: **Board meeting changes**

The following motion would be appropriate for the cancelling of the April 3, 2013 Board meeting as previously presented in the Information report.

Recommended Motion:

".....move to cancel the April 3, 2013 Committee of the Whole meeting".

Moved By: _____

Seconded By: _____

Action Request
Mokena School District 159
REGULAR MEETING
Personnel Recommendations – March 20, 2013

NAME	POSITION	BUILDING	EFFECTIVE DATE	EMPLOYMENT DETAIL
1. Administrative –Superintendent				
Dr. Omar Castillo	Superintendent	District	7/1/2013- 6/30/2016	As per contract
2. Administrator Recommendations for the 2013-2014				
Charles Vitton	Assistant Superintendent of Instruction			12 months
Eileen Parente	Director of Student Services			12 months
John Troy	Director of Business Operations			12 months
Michael Rolinitis	Principal of Mokena Junior High			12 months
Anna Kirchner	Principal of Mokena Elementary School			12 months
Eric Melnyczenko	Principal of Mokena Intermediate School			12 months
Judith Splayt	Assistant Principal of Mokena Elementary School			10.5 months
Mari Jo Hanson	Assistant Principal of Mokena Junior High			10.5 months
Steve Hastings	Director of Technology			12 months
Ken Stanley	Director of Buildings and Grounds			12 months
Ann Lewandowski	Director of Food Service			203 days
3. First Year Teachers to Rehire for Year Two				
Ryan Bell				
Caryn Hill				
Stacey Curtis				
Daniel Dumford				
Jessica Gibson				
Brian Zimmerman				
Rebecca Rodey				
Morgan Teichmiller				
Anthony Soyak				
4. Second Year Teachers to Rehire for Year Three				
Michael Manns				
Andrea Kinsella-Lacny				
Nicole Kmiec				
Nicole Marx				
Jennifer Macie				
Allison Kwiatkoski				
5. Third Year Teachers to Rehire for Year Four				
Renee Missella				
Lori Meehan				
6. Fourth Year Teachers to Rehire for Year Five				
Kathryn Flaherty				
7. Renewal- Part-time Certified Staff				
Laura Dosen				
Karen Bussean				

8. Certified –Resignation

Tiffany Davis	Teacher	MES	End of 2012-2013 school year
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9. Classified –Resignation

Lisa Torres	Food Server	DO	2/26/2013
Laura Shanesy	Food Server	DO	3/8/2013

10. Classified –New Hire

Lynn Terrell	Food Server	DO	3/11/2013	\$8.31/hr 3 hrs/day
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11. Certified – LOA

Diane Denovellis	Teacher	MES	3/4/2013 until dr.'s release
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12. Certified –New Hire

Therese Tabor	Extended Sub- Teacher	MES	3/4/2013	\$155.02/day
Melissa Halyko	Teacher	MES	2013-2014 School Year	\$36, 308 Lane 1, Step A
Rebecca Sweeney	Teacher	MES	2013-2014 School Year	\$48, 067 Lane 4, Step G

Recommended Motion:

"Move to approve personnel recommendations 1 through 12 as presented, subject to successful background check, drug screening (if applicable) and physical."

January 15, 2013

Omar Castillo, Ed.D.
227 Stonegate Road
Bolingbrook, Illinois 60440
(630) 783-1804
E-mail: castilloo227@gmail.com

Dr. Thomas Mullins and Dr. Anne Noland
BWP & Associates, Ltd.
872 S. Milwaukee Ave. # 221
Libertyville, Illinois 60048
(708) 361-4997

Dear Dr. Mullins and Dr. Noland,

In response to the advertised position on the BWP & Associates website, I would like to formally introduce myself and apply for the position of Superintendent of Schools for the Mokena School District 159. I am currently the Assistant Superintendent for Teaching and Learning in Addison School District 4. I possess tremendous ambition and energy as both an educator and a leader. I am confident I can continue utilizing my knowledge of instructional methods and strategies to maximize the efforts of the Mokena School District. I have become a transformational leader, an effective instructional planner, and an advocate for community development and vitality. I have a natural inclination toward elementary and middle school education. I believe strongly in the core beliefs of student-centered education, technology integration, and educating the whole student for the 21st Century. In addition, I believe working in the communities served by the Mokena School District would offer me the opportunity to work in a diverse community, in particular, being able to work with a multicultural population. Born and raised on the Southside of Chicago, my bilingual and bicultural background allows me to be cognizant of the unique needs, challenges and gifts of our diverse students. Through my rigorous leadership preparation at the University of Illinois, instructional technology studies at Northern Illinois University, and doctoral studies at Illinois State University, I am extremely prepared for the challenges and duties encompassing this position.

Enclosed you will find my resume and related documents. Kindly review my credentials and consider me as a potential candidate. I would greatly enjoy interviewing for the position.

Sincerely,

A handwritten signature in black ink, appearing to read "Omar Castillo", written in a cursive style.

Omar Castillo, Ed.D.

OMAR CASTILLO, Ed.D.
227 Stonegate Road
Bolingbrook, Illinois 60440
(630) 783-1804 Home
(630) 870-0952 Cell
E-mail: castilloo227@gmail.com

OBJECTIVE: Obtain a Superintendent Position

EDUCATION: **Illinois State University**
Doctorate of Education – May 2010
Major: Educational Administration and Foundations
Dissertation Topic: Rtl and PBIS as a Comprehensive System of Student Supports

Northern Illinois University
Master of Science in Education – December 2000
Major: Instructional Technology

University of Illinois at Chicago
Master of Education - May 1999
Major: Leadership and Administration

Loyola University Chicago
Bachelor of Science – May 1996
Major: Mathematics

ADMINISTRATIVE EXPERIENCE: Administrative Office
Addison School District 4, Addison, Illinois

Assistant Superintendent of Teaching and Learning **August 2010 - Present**

Oversee all curriculum, instruction, assessment, and instructional technology for the school district of 4,400 students. Work with teacher leaders on the curriculum committees to develop and align our ASD4 Essential Learning Standards to the Common Core Standards. Integrate innovative technology, including iPads into the classroom to enhance instruction. Provide professional development in the areas of need including, but not limited to: literacy across the curriculum, technology integrations, and PBIS. Ensure accuracy of our data management system and provide updates to SIS.

John J. Lukancic Middle School
Valley View School District 365U, Romeoville, Illinois

Principal **July 2005 – July 2010**

Helped in the design and worked with district administrators and the architects to design the new middle school around the middle school concept.

Served as an instructional leader to students and staff in our new middle school of 600 students and 85 staff members. Continued my work with a focus on student achievement, with the goal of strengthening the supports offered and given to students. Moved from an SAT team to a problem-solving team and continued with a PBIS team to develop interventions to maximize student learning and success. Effectively implemented our Instructional Decision Making model into our problem-solving structure and making data-based decisions to support students both academically and socially. Provided professional growth opportunities for staff and worked with them to create an effective learning community.

A. Vito Martinez Middle School
Valley View School District 365U, Romeoville, Illinois

Interim Principal
Assistant Principal

July 2004 – June 2005
August 2002 – June 2004

Served as an instructional leader to students and staff in a school of 1350 students and 120 staff members while the principal was on a medical leave. As the assistant principal, oversaw the student services division of the school with the goal of strengthening the supports offered and given to the students. Worked with the SAT and PBIS team to develop interventions to maximize student learning and success. Evaluated staff and worked with the school improvement committees.

SKILLS:

Bilingual, fluent in Spanish
Experience with IBM and MAC based instructional programs

MEMBERSHIPS:

Association for Supervision and Curriculum Development
DuPage ROE Administrative Leadership Steering Committee
National Middle School Association
Kappa Delta Pi

CERTIFICATES:

Illinois Superintendent Certificate – Type 75
Illinois General Administrative Certificate – Type 75
Illinois Standard Secondary Teaching Certificate - Type 09

REFERENCES:

Mr. John Langton Superintendent Addison School District 4 630-458-2500	Dr. Lou Cavallo Superintendent Forest Park School District 91 708-366-5700
Dr. Phil Schoffstall Superintendent – Retired Valley View 365U 630-204-0686	Mr. Mike Perrott Superintendent Gardner-South Wilmington HSD73 708-373-5846

District No. 91

Forest Park Public Schools

Dr. Louis Cavallo, Superintendent of Schools

Board of Education

Glenn A. Garlisch, President
Sean A. Blaylock, Vice-President
Francis J. Mott, Secretary
Lols L. Bugajsky
Mary Win Connor
Mary Turek
Joan White

Administrative Office
424 DesPlaines Avenue
Forest Park, IL 60130-1718
(708) 366-5700
Fax (708) 366-5761

October 7, 2009

To Whom It May Concern:

William J. Milnamow
Principal
Betsy Ross School
1315 Marengo Ave.
(708) 366-7498

Mary J. Stauder
Principal
Garfield School
543 Hannah Ave.
(708) 366-8946

Wendy F. Trotter
Principal
Grant-White School
147 Circle Ave.
(708) 366-5704

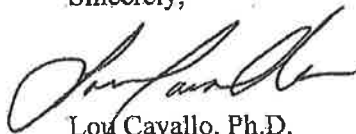
Robert N. Giovannoni
Principal
Erin Dwyer
Asst. Principal
Field-Stevenson School
925 Beloit Ave.
(708) 366-5703

Karen A. Bukowski
Principal
Beth Kovacic
Asst. Principal
Forest Park Middle School
925 Beloit Ave.
(708) 366-5703

It is with great pleasure that I recommend Mr. Omar Castillo for an administrative position with your district. As the former assistant superintendent of the district for which Mr. Castillo is a principal, I had the opportunity to observe his skills and professional abilities as his direct supervisor. Omar consistently demonstrated a strong work ethic and desire to improve as an administrator. Omar provided strong leadership and direction throughout the planning, construction, and opening of a new middle school in the district. Omar also demonstrated his ability to work very well with others and had an excellent rapport with students, staff, parents and fellow administrators. He was an active participant in district-wide initiatives, often taking leadership roles on planning committees. His thoughtfulness about educational issues greatly contributed to the quality of district initiatives.

I found Omar to be a person of high moral character who chose this field of work because of his strong desire to improve educational conditions for children. I am convinced that he will be an outstanding addition to any organization that is working for the betterment of youth. If I had an administrative opening in the district for which I now serve as superintendent, I would not hesitate to hire Omar. I highly recommend him for an administrative position with your school district.

Sincerely,



Lou Cavallo, Ph.D.
Superintendent



Valley View Public Schools
Office of the Superintendent
Dr. Phillip W. Schoffstall

755 Luther Drive
Romeoville, IL 60446
Phone: 815.886.2700 X241
E mail: schoffstallpw@zvvsd.org

June 17, 2010

To Whom It May Concern:

In the course of 30+ years as a public school superintendent, it has been my good fortune to have worked alongside a number of very capable and dedicated education professionals. As expected, some have been more capable than others, and so, I offer these words in behalf of one who is among the top rank of school leaders with whom I have been associated.

I became acquainted with Dr. Omar Castillo seven years ago while he was serving as a middle school assistant principal serving over 1,300+ youngsters in grades 6, 7, and 8. When our district reached a decision to construct a new facility, I recommended Omar to serve as the principal. In this assignment, he was instrumental in all phases of the pre-planning of curriculum development as well as certified and classified staffing. In addition, he was a key player throughout weekly construction meetings with architects and engineers. Lukancic Middle School has been in operation for four years and Omar has provided exemplary leadership to his students, parents, and staff.

I attribute Omar's success to his keen understanding of human needs, recognition of potential "good", and his dedication to being a contributor to solutions. He is adept at assessing needs, marshalling resources, and fostering a collaborative environment that bring out the best in all participants.

I am very confident that this young man will continue to make ever greater professional contributions to whatever community than may be seeking better educational opportunities for its youth.

Sincerely,

A handwritten signature in cursive script that reads "Phillip Schoffstall".

Phillip Schoffstall



Gardner-South Wilmington Township High School District 73

500 E. Main St • Gardner, Illinois 60424 • Phone: 815.237.2176 • Fax: 815.237.2842

Michael Perrott
Superintendent/Principal

John Engelman
Dean of Students

Selection Team,

I am writing this letter in recommendation of Dr. Omar Castillo. I have had the pleasure of working with Dr. Castillo in a number of capacities beginning in 2007. I worked with Dr. Castillo as his direct supervisor in the Valley View School District. As the Assistant Superintendent for Middle and Secondary I worked very closely with Omar on a number of district committees, curriculum projects, and building / district level initiatives. In his capacity as the Principal of John J. Lukancic Middle School in the Valley View School District he was responsible for personnel, building management, building programming, building budget, grant management, implementation of new curriculum, assessments, staff development, staff/teacher evaluation, ...

Dr. Castillo has an excellent understanding of budgeting, curriculum, instruction, program and district needs. Among his many positive qualities Dr. Castillo, being bilingual and an English Language Learner himself, has a good understanding of language acquisition curriculum, methodologies, and programming for ELL students.

Dr. Castillo is an accomplished leader. I have sat alongside him as he facilitated meetings, worked with teachers, and lead teams through tough decisions to build better programming for students, teachers, and the district. He proved himself an integral and valuable part of the district leadership. Dr. Castillo is a leader whose opinion and expertise is valued and appreciated by his district peers and colleagues.

Dr. Omar Castillo has an unquestionable work ethic, moral compass, and dedication to students, families, staff, and his district. I recommend Dr. Omar Castillo for any position that he may apply. His excellent administrative skill set is applicable to his current position and much more. I am confident in his integrity, intelligence, and desire to do what is best for the students and system that he works with. If you have any questions please do not hesitate to contact me.

Respectfully,



11/7/11

Michael J. Perrott
Superintendent
Gardner South Wilmington High School

JOHN R. LANGTON, Superintendent

Administration Center
222 N. Kennedy Drive
Addison, IL 60101
(630) 458-2500
Fax (630) 628-8829



Addison 4
School District

ADDISON | ILLINOIS | SINCE 1842

Excellence 4 ALL

December 27, 2011

Ardmore School

644 S. Ardmore Ave.
Addison, IL 60101
(630) 458-2900
Fax (630) 833-3572

Army Trail School

346 Army Trail Blvd.
Addison, IL 60101
(630) 458-2502
Fax (630) 628-2516

Fullerton School

400 S. Michigan Ave.
Addison, IL 60101
(630) 458-2950
Fax (630) 833-3949

Indian Trail Jr. High

222 N. Kennedy Dr.
Addison, IL 60101
(630) 458-2600
Fax (630) 628-2841

Lake Park School

330 W. Lake Park Dr.
Addison, IL 60101
(630) 458-3010
Fax (630) 628-2526

Lincoln School

720 N. Lincoln Ave.
Addison, IL 60101
(630) 458-3040
Fax (630) 628-2524

Stone School

1404 W. Stone Ave.
Addison, IL 60101
(630) 628-4020
Fax (630) 628-2546

Wesley School

1111 W. Westwood Tr
Addison, IL 60101
(630) 628-4060
Fax (630) 628-2536

I have had the pleasure of working with Dr. Omar Castillo for the last two years. During this time, Omar has been a collaborative member of the administrative team of Addison School District 4. He has shown a high level of motivation and initiative toward working with everyone within our school community and has successfully provided leadership for our curriculum and instruction department which supports over 230 teachers and 4,400 students. As the Assistant Superintendent for Teaching and Learning, Dr. Castillo also provided leadership for the school district's instructional and information technology efforts.

Addison School District 4 is both a culturally and economically diverse school community in DuPage County, Illinois whose student's abilities are also diverse. Dr. Castillo has used his knowledge of curriculum and effective teaching to develop an alignment between our district's curriculum and the Illinois learning standards. This alignment has provided focus for our instructional efforts that benefits our diverse community of learners. Omar's collaboration with our teacher led curriculum committees and the school district's Educational Development Council has resulted in significant progress toward this alignment. These efforts have been especially critical with the emergence of the common core standards.

A unique and challenging aspect of Dr. Castillo's current position has been the joining of two previous district-level administrator positions. In addition to curriculum and instruction, we added to his responsibilities all areas of instructional and information technology. Dr. Castillo has balanced both areas of responsibility effectively with neither suffering during the last two school years. I commend his patience and perseverance with learning new systems while providing effective leadership.

Dr. Castillo's success as a leader is a result of his work ethic and effective interpersonal skills. These attributes along with his understanding of effective leadership gives me confidence in his ability to serve as an effective school superintendent. Since it is difficult to capture someone's total contribution to an organization in a single letter of recommendation, please contact me at 630/458-2425 (work) or at 630/327-1519 (cellular). I would enjoy sharing additional information regarding Dr. Castillo's candidacy.

Sincerely,

Superintendent of Schools

The Addison School District 4 Community...

- Provides a safe, nurturing and innovative learning environment;
- Empowers all students to achieve success while embracing and celebrating individual differences; and
- Develops life-long learners with a global perspective.

DAVID WILLIAMS,
Board of Education President

Administration Center
222 N. Kennedy Drive
Addison, IL 60101
(630) 458-2500
Fax (630) 628-8829



Addison 4
School District

ADDISON | ILLINOIS | SINCE 1842

Excellence 4 ALL

ArdmoreSchool
644 S. Ardmore Ave.
Addison, IL60101
(630) 458-2900
Fax (630) 833-3572

October 9, 2012

ArmyTrailSchool
346 Army Trail Blvd.
Addison, IL60101
(630) 458-2502
Fax (630) 628-2516

To Whom It May Concern:

FullertonSchool
400 S. Michigan Ave.
Addison, IL60101
(630) 458-2950
Fax (630) 833-3949

During Dr. Omar Castillo's two year tenure as Assistant Superintendent of Teaching and Learning in Addison School District 4, I have served as the President of the Board of Education.

Indian Trail Jr. High
222 N. Kennedy Dr.
Addison, IL60101
(630) 458-2600
Fax (630) 628-2841

Dr. Castillo attends all Board of Education meetings and his reports to the Board are always concise and understandable. Under his direction the District has seen a vast improvement in professional development, RtI and academic intervention supports for our students. When implementing new programs, Dr. Castillo has made sure that these programs work within budget constraints.

LakeParkSchool
330 W. Lake Park Dr.
Addison, IL60101
(630) 458-3010
Fax (630) 628-2526

There is no doubt that he has earned the respect of the Board, administrative team, teachers and support staff.

LincolnSchool
720 N. Lincoln Ave.
Addison, IL60101
(630) 458-3040
Fax (630) 628-2524

These are just a few of many areas that Dr. Castillo has impacted District 4 in a positive way.

StoneSchool
1404 W. Stone Ave.
Addison, IL60101
(630) 628-4020
Fax (630) 628-2546

I recommend Dr. Castillo for any position for which he is qualified. If you have any questions please contact me at 630-458-2425.

Sincerely,

David L. Williams

WesleySchool
1111 W. Westwood Tr.
Addison, IL60101
(630) 628-4060
Fax (630) 628-2536

The AddisonSchool District 4 Community...

- Provides a safe, nurturing and innovative learning environment;
- Empowers all students to achieve success while embracing and celebrating individual differences; and
- Develops life-long learners with a global perspective.

02/25/2013

Steve Stein
Superintendent
Mokena Public Schools

Dear Steve,

This is to formally notify you that I am resigning from Mokena Public Schools as a first grade teacher. My final day will be at the end of the 2012-2013 school year.

This wasn't an easy decision, because I am so grateful for the rewarding employment I've had with Mokena Public Schools, especially the experiences with M.E.S. But after long hours of consideration, my decision is now final and I along with Chad have decided to move to Minnesota.

I appreciate the professional development and growth from Mokena Elementary School and in particular from the Administrators and Staff. As I move forward in my teaching career I will always remember the valuable experiences and great memories while I was at M.E.S.

Sincerely,

A handwritten signature in cursive script that reads "Tiffany Davis". The signature is written in dark ink and is positioned above the printed name.

Tiffany Davis



Mokena School District 159 ACTION REPORT

Date: March 20, 2013

To: Board of Education
Steve Stein, Superintendent

From: Ann Lewandowski

Re: Personnel Change
Sub Food Server Lynn Terrell
Food Server – Lisa Torres

I am recommending the hiring of Ms. Lynn Terrell as a sub Food Server. She will work 3 hrs per day when needed at the rate of \$8.31 per hour.

Ms. Lisa Torres has submitted her resignation effective February 26, 2013 because of a conflict with hours with her full time job.



Mokena School District 159
Action Request

Date: March 14, 2013

To: Board of Education
Mr. Steve Stein, Superintendent

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

RE: Hiring of Ms. Theresa Tabor

Due to the medical leave of Diane Denovellis, I would like you to approve the hiring of Ms. Theresa Tabor as the long term substitute teacher. The effective date will be March 4, 2013. There is a current substitute with the district and is familiar with MES students and staff.

If this recommendation meets with your approval the following motion would be appropriate, "...move to accept the hiring of Ms. Theresa Tabor as the long term substitute teacher for Mrs. Diane Denovellis for approximately 6 weeks at the pay rate of \$155.02 per day."



Mokena School District 159
Action Request

Date: March 15, 2013

To: Mr. Steve Stein
Board of Education

From: Anna Kirchner
Judy Splayt

RE: Employment of Melissa Halyko – First grade teacher

It is our pleasure that we recommend to you for employment Mrs. Melissa Halyko. Melissa will take the full time position of first grade teacher for the 2013-2014 school year.

Melissa was the clear candidate after the interview process. Melissa knowledge base in the area reading instruction was excellent. Her student teaching experience has given her the instructional tools to make a direct impact on students today. She will be an instructional leader for the students of District 159.

It is our recommendation, that the School Board approve the employment of Melissa Halyko at Lane1 – Step A at a salary of \$36,308 beginning August 19, 2013, for the 2013-2014 school year, per the current Professional Negotiations Agreement.

"You were amazing! That's all I can say! The children were so engaged. Great lesson - you're a natural!"

D. Vershay
Principal
Wesmere
Elementary School
Plainfield, IL
(815) 439-3244

"You really demonstrated how well you have taken control of the class procedures and established rapport with your students. You are definitely ready for a class of your own."

T. Leigh
Supervisor
Northern Illinois
University
DeKalb, IL
(630) 621-2874

Melissa Halyko

1250 Lisbon Street Apt 5 ■ Morris, IL 60450 ■ 708-289-0207 ■ melissahalyko@comcast.net

Career Objective

To obtain a position teaching first or second grade at Mokena Elementary School

Education

2010-2012 **Northern Illinois University (GPA 4.0)** **DeKalb, IL**

Bachelor's Degree in Elementary Education and Elementary Certificate: Type 03 - Initial

Middle School Endorsements in science, social studies, and language arts

NIU Upper Division Honors Program Graduate

Degree Honors: Summa Cum Laude

2008-2010 **Joliet Junior College (GPA 4.0)** **Joliet, IL**

Associate Degree in Elementary Education

Listed on the JJC Dean's List

Phi Theta Kappa Honors Society member

2004-2008 **Lincoln-Way East High School** **Frankfort, IL**

Teaching Experience

2012-Present **Plainfield Community Consolidated School District 202** **Plainfield, IL**

Substitute Teaching

- Implemented lessons designed for preschool to twelfth-grade students
- Developed and applied lessons while completing a Paternity Leave position in grade five
- Guided Special Education students in daily and academic activities
- Taught English as a Second Language at the Middle School and Elementary levels

Fall 2012 **Wesmere Elementary** **Plainfield, IL**

Student Teaching

- Designed lessons for a dual-curriculum classroom: fifth grade and sixth grade
- Encouraged discovery through Guided Reading, Guided Math, and Guided Grammar
- Differentiated instruction to accommodate accelerated, average, and lower students
- Implemented "Current Events" and "Significant Issues" lessons that I created in my Honors Capstone
- Organized and assessed all curricular goals and activities throughout the semester
- Constructed student-centered lessons that allowed innovation and real-world connections
- Collaborated with coworkers, parents, and administrators by inviting them into the classroom
- Attended district, school, and grade-level meetings to discuss ideas with coworkers
- Worked with students that had specific needs specified in a 504 plan or IEP.

"I am confident that Ms. Halyko will be an asset to any staff she works with. She is confident, knowledgeable, and has the skills of a seasoned teacher."

T. Hood
Fifth-grade
Teacher
Wesmere
Elementary School
Plainfield, IL
(815) 409-5258

"Melissa is the sort of life-long learner who goes the extra mile and continues to pursue knowledge until she has reached her goal. She is a strong writer and an excellently prepared new teacher. I have great confidence that she is one of our best from NIU."

M. Henning
Co-director of
Economic Education &
Associate Professor
Northern Illinois
University
DeKalb, IL
(815) 753-8591

Other Teaching Experience

- Fall 2011 Kingston Elementary Genoa, IL**
Clinical Experience – Grade 3
- Constructed Guided Reading lessons for appropriate and varied reading levels
 - Implemented math, science, social studies, and reading lessons to small and large groups
 - Attended Individualized Education Program meetings
 - Created and incorporated lessons related to current theories on best practices for instructing students
- Spring 2011 Central Elementary Rochelle, IL**
Clinical Experience – Grade 5
- Wrote lesson plans that incorporated picture books in a meaningful way
 - Engaged students in literature circles by using prompts, questions, and activities
 - Tutored students in math and science after school hours

Work Experience

- 2013-Present Mathnasium Plainfield, IL**
Math Teacher
- Guiding students to understand and make sense of math by utilizing mental math
 - Teaching students from pre-K to high school with varied learning disabilities
 - Implementing Mathnasium methods in order to encourage math comprehension in students
- 2012-Present Aspire Gymnastics Joliet, IL**
Gymnastics Teacher
- Planning and implementing gymnastics lessons, choreography, and station rotations
 - Training and coaching gymnasts, age two through fifteen
 - Planning fundraisers, meeting with parents, attending meets, and collaborating with coworkers
- 2010-2012 Target DeKalb, IL and Shorewood, IL**
Brand Team Member
- 2008-2010 Arena Gymnastics Joliet, IL**
Gymnastics Teacher
- Educating children age three to twelve in gymnastics, tumbling, and cheerleading
 - Choreographing and implementing dances for floor and beam routines
- 2009-2010 Heat Elite All-star Cheerleading New Lenox, IL**
Cheer Coach – Special Needs Team
- Attending competitions and supporting members on the floor during performances
 - Assisting in coaching a special needs all-star cheer team

Organizations

Phi Theta Kappa Honors Society, National Science Teachers Association,
Northern Illinois University Honors Program



Mokena School District 159 **Action Request**

Date: March 18, 2013

To: Mr. Steve Stein
Board of Education

From: Anna Kirchner
Judy Splayt

RE: Employment of Rebecca Sweeney – Second grade teacher

It is our pleasure that we recommend to you for employment Mrs. Rebecca Sweeney. Melissa will take the full time position of second grade teacher for the 2013-2014 school year.

Rebecca exhibited confidence and knowledge during her interview. Her experience in Plainfield School District has given her a strong knowledge base in the areas of reading instruction and differentiation. She will be an asset to the second grade team.

It is our recommendation, that the School Board approve the employment of Rebecca Sweeney at Lane 4 – Step G at a salary of \$48,067 beginning August 19, 2013, for the 2013-2014 school year per the current Professional Negotiations Agreement.

Rebecca Sweeney

13704 Logan Drive
Orland Park, IL 60467
708-460-9773
Teach0502@comcast.net

Objectives

- To obtain a position as a teacher in an elementary school.

Education

University of St. Francis

June 2002-June 2004

Master's Degree in Education

- Area of Concentration: Differentiated Instruction

Aurora University

August 1993-May 1997

Bachelor of Arts in Elementary Education

- Area of Concentration: Psychology
- Received an Illinois Type 3 Teaching Certificate

Experience

1st/2nd Grade Teacher

Plainfield School District 202

August 1999-June 2009

- Implemented the EnVision math program to meet state standards in math.
- Differentiated instruction to help students of all ability levels meet their potential.
- Used progress monitoring to evaluate the success of interventions being used in the classroom.
- Implemented a balanced literacy program that included guided reading, shared reading, independent reading, word work, shared writing and Writer's Workshop.
- Integrated technology into the curriculum where appropriate
- Collaborated with members of the Campus Management Team, which was responsible for procedures and safeguards that helped the school to run smoothly.
- Participated in the school Lead Learning Team and was involved in making curriculum and best practice decisions for the school community.

Elementary Health Teacher

Plainfield School District 202

January 1999-August 1999

- Implemented a new health curriculum to first through fifth grade students.
- Integrated reading and writing into various health units.

References available upon request