

INFORMATION
REPORTS



MOKENA PUBLIC SCHOOLS DISTRICT 159

Board Information Report

TO: Board of Education

FROM: Dr. Omar Castillo
Superintendent

DATE: August 21, 2013

RE: Superintendent's Information Report

1. Board Meeting Agenda

As you have noticed, we have added district administrator information reports to the board meeting agenda. It was apparent to me at the conclusion of our last meeting that the Board was looking to making our meetings more student/education centered. These written reports will provide you with information from all administrative departments and give you updates on initiatives we are working on as a district. We hope you will find these reports useful and informative.

2. Administrator Retreat

On Thursday, August 8th and Friday, August 9th our Administrative Leadership Team (ALT) participated in an administrator retreat. During this retreat we were able to work with Jeff Kohn to provide us with an Administrator Workshop similar to the Board Workshop held on July 15th with all of you. This retreat helped us bring focus to the work we will be doing this year as a team, as well as provided us with goals that were aligned to the Board goals from the workshop on the 15th. Our plan is to have a presentation ready for next month to give you an idea our discussion points and our focus for the year.

3. Opening Institute Days

We kicked-off the school year with two action packed institute days this past Monday and Tuesday. Our first day was district-led with a focus on welcoming our staff back and introductions of our school board president, Mokena Teacher Association president, Administrative Leadership Team, and all new staff. In addition, I presented and shared my beliefs and values as to best practices on teaching and learning as well as giving a few tips of advice to being a successful educator. The day concluded with Kathleen providing a presentation on the Danielson Framework and how we will proceed with developing a new teacher evaluation tool following the framework.

4. Opening of School

Our first day of school was today for all 1st – 8th grade students and tomorrow, August 22nd for all Early Childhood (EC) – Kindergarten (K) students. Our Meet and Greet for EC-K today at 9:30 and 1:30. In addition, I rode the school bus on the today to meet and greet students and parents at bus stops and at each school buildings. District administrators were also present at each of our buildings to meet and greet students and parents as they were dropped off. Our goal is to be as visible as possible at every building not only on the first day, but throughout the school year.



MOKENA PUBLIC SCHOOLS DISTRICT 159

Board Information Report

TO: Board of Education

FROM: Kathleen Wilkey
Assistant Superintendent of Instruction

DATE: August 15, 2013

RE: Assistant Superintendent of Instruction's Information Report

1. Kindergarten Program Study – As the district's financial situation changes, there may be opportunities to explore bringing back programs that existed prior to the budget cuts a few years ago. This fall, we will examine the possibility of bringing back full day kindergarten for the 2014-2015 school year. This study will examine both the curriculum and financial impacts associated with implementing full day kindergarten. A formal presentation will be shared with the school board at the December board meeting.
2. Mentor Program - This is the first year the district has implemented a formal mentor program for all teachers new to the district. On Wednesday, August 14th, the district welcomed eight new teachers and their mentors. The morning for the new teachers included a meeting with the MTA, business office staff, and a technology presentation. The mentors received their first formal training, which included a program overview, tools for identifying pedagogical content knowledge, and adult learning theory. All new certified staff and mentors came back together for a luncheon in the MES commons, followed by activities for new teachers and mentors as they began their partnership. Day two of the new teacher orientation was building based, led by our building administration.



MOKENA PUBLIC SCHOOLS DISTRICT 159

Board Information Report

TO: Board of Education

FROM: Mrs. Eileen Parente
Director of Student Services

DATE: August 21, 2013

RE: Student Services Information Report

1. August 6, 2013 Workshop

The district hosted a workshop titled, *Best Practices in Problem-Solving: Building Shared-Responsibility for Student Learning*. The training addressed the tenets of collaborative teaming, consensus building, and implementing sustainable and effective Individual Student Analysis/Tier III Teams at the building-level. The feedback thus far has been positive and we look forward to utilizing the skills and procedures introduced that day.

2. August 14, 2014 New Staff Orientation

The district hosted a staff orientation for the new members of our District 159 team. The new Special Education Paraprofessionals attended an orientation that touched on the role of the paraprofessional, tips for team building, code of ethics for paraprofessionals, managing student behavior, health and safety guidelines, and instructional practices.

During the afternoon session the School Psychologists, Social Workers, and Speech Pathologists met. Discussions revolved around procedural guidelines, code of ethics, special education law, and the evaluation process.

3. Parent Communication

We have developed a *Parent/Adult Satisfaction Survey* that will be distributed after each Eligibility and/or IEP meeting. This will help identify what areas are needed to strengthen parental communication and involvement in the Eligibility/IEP process (See attached).



An Eligibility and/or IEP meeting were recently held to discuss your child's educational plan. The decisions made by the IEP team, including you, are very important for your child's success in school. The hope is that the experience was positive.

In order to continually improve special education and related services, please respond to the following questions. Your input is greatly appreciated.

Sincerely,
Eileen Parente
Director of Student Services

Please answer the questions below using the ratings provided.

- 1= Dissatisfied**
- 2=somewhat dissatisfied**
- 3=satisfied**
- 4=mostly satisfied**
- 5=highly satisfied**

1. Quality of special education and related services provided to your child in the district:

- 1 2 3 4 5

2. Your comfort level with:

- The evaluation of your child:

- 1 2 3 4 5

- The development of your child's IEP:

- 1 2 3 4 5

- The decision regarding placement of your child:

- 1 2 3 4 5

3. Your opportunity for input about your child's strengths and concerns for his/her education:

- 1 2 3 4 5

4. The amount and type of information you received during the IEP team process:

- 1 2 3 4 5

5. If your child is receiving special education, the amount of information you receive regularly about your child's progress toward the annual goals and whether the goals will be achieved by the end of the year:

- 1 2 3 4 5

6. If your child is 14 or older, the amount of information you received from the school about transition options (for example; education options, job opportunities, living arrangements) for your son or daughter:

- 1 2 3 4 5

7. Comments:

Date: _____

Child's Name: _____

Child's Case Manager: _____



MOKENA PUBLIC SCHOOLS DISTRICT 159

Board Information Report

TO: Board of Education

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

DATE: August 14, 2013

RE: Business Operations & Transportation Information Report

1. Transportation

Bus routes have been completed and parents have been informed of their children's stop. Similar to previous years we have received numerous change requests from parents. On Thursday, August 16, 2013 I will meet with the bus drivers to review the routes and make any necessary changes to the schedules.

At the March 20th, 2013 Board meeting I briefed the Board on the District plan for leasing three buses, trading in two old buses, and purchasing a newer used bus. The bus leasing was approved at the April 17th Board meeting. We have received the new leased buses and are now in the process of shopping for a newer used bus. We are requesting Board at this meeting to authorize the purchase of a used bus in an amount not to exceed \$45,000.

2. Building & Grounds

The custodial and maintenance staff have done a wonderful job preparing our schools for the coming year. Two large oak trees which were damaged from storms this summer were removed from the MES playground.

Work continues on installing our new security door locks and cameras.

We are working with of contractor on scheduling the parking lot maintenance at MJHS and playground maintenance at MES for this weekend.

3. Utilities

I will be meeting with our utilities broker next week to discuss the current market and decide on a plan of action for short term versus long term utilities contracting.



MOKENA PUBLIC SCHOOLS DISTRICT 159

Board Information Report

TO: Board of Education

FROM: Mr. Steve Hastings
Director of Technology

DATE: August 21, 2013

RE: District Technology Information Report

1. Interactive Projector Bid

A request for bid packet for the remaining projectors to be purchased for MES and MIS will be posted on August 22nd. The goal is to have the other two schools installed and outfitted with the projectors by the time students and teachers return from holiday break in January.

2. New Copier/Printer Program

The new copier/printer program is in place. We are still going through the adjustment process and this is a major change for all staff. We have gone from over 200 printing devices to approximately 45 devices district wide. We will continue to adjust and modify how the program works based on feedback and district needs.

3. Network Infrastructure Planning

A formal network infrastructure planning process will begin in September once the start of the school year has been established. Improvements to our network infrastructure must be made in order to have a solid foundation for future technology improvements that impact both the classroom and district operations. These improvements include but are not limited to items such as:

- Network communication equipment replacement
- Phone service cost reductions by moving to voice over IP
- Internet bandwidth speed increases
- Implement a high capacity wireless network

The goal is to have a long term plan in place by November in order to begin a multiyear phase in starting in the summer of 2014 with internet/building connective and phone services. Our contracts for most of these services expire in July 2014. We must have a plan in place by November in order to participate in the E-Rate bidding process which starts in December for the next school year.



MOKENA PUBLIC SCHOOLS DISTRICT 159

INFORMATION REPORT

Date: August 21, 2013

To: Board of Education

From: John Troy
Director of Business Operations
& Transportation

Re: **Monthly Financial and Treasurer's Report – July, 2013**

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

The revenue for the month in all funds was \$\$450,314.26. The expenditures for the month in all funds were \$1,363,228.93.

Please note that this is the first financial report for the new fiscal year and as the Board does not adopt a new budget until September the financial report contains the prior year's budget. This will be the case for the July and August financial reports, once the Board adopts the new budget we will be back on track and the financial reports will then reflect the new budget.

Please feel free to call me if you have any questions.



MOKENA PUBLIC SCHOOLS DISTRICT 159

INFORMATION REPORT

Notes to Financial Report:

Revenues

Page 1. Special Ed Revenues: These special education categorical revenues are the FY 13 payments that we received in FY 14.

Page 2. Transportation Sp Ed: This special education transportation revenue is a FY 13 payment received in FY 14.

Expenses

Page 10. Special Education Co-Op Program: These expenses are payments to the cooperative based upon estimated services to be received. The participating districts make these payments to the cooperative to ensure that they have adequate cash flows. The cooperative does not maintain reserves.

Notes to Bills List:

Page 1. A Beep: Installation of radios into our new buses.

Page 1. Arthur J. Gallagher: This is the treasurer's bond we need to purchase for fiduciary risk insurance.

Page 3. Elim Christian Services: Private placement tuition for special education students.

Page 3. Homer Tree Service: Two large oak trees around the MES playground suffered significant storm damage over the summer and required removal.

Page 4. IPA: Illinois Principal's Association dues.

Page 4. Lincoln-Way H.S. #210: The District cooperatively purchases gas and paper through Lincolnway to leverage our combined buying power.

Page 5. Martin Whalen: Martin Whalen facilitated the return of our copiers and printers. The lease did not contain a \$1.00 buyout therefore we did not own the printers and copiers at the end of the lease and they had to be returned. Contractually, we were responsible for the shipping.

Page 6. Midwest Transit Equipment: Repairs and servicing of the buses to prepare them for the school year and pass safety inspections.



MOKENA PUBLIC SCHOOLS DISTRICT 159

INFORMATION REPORT

Month	FY 14			FY 13			FY 12		
	Revenue	% of Bud. Rev.	% of Bud. Exp.	Revenue	% of Bud. Rev.	% of Bud. Exp.	Revenue	% of Bud. Rev.	% of Bud. Exp.
July	\$450,314			\$1,306,655	6.98%	6.94%	\$306,170	1.74%	6.45%
August			\$1,363,288	\$1,608,858	8.59%	7.58%	\$2,195,129	12.50%	4.99%
September				\$5,732,440	30.62%	7.29%	\$4,884,408	27.82%	6.73%
October				\$639,075	3.41%	6.92%	\$651,914	3.71%	7.19%
November				\$265,755	1.42%	20.53%	\$402,559	2.29%	13.23%
December				\$316,134	1.69%	7.42%	\$620,611	3.54%	15.08%
January				\$716,651	3.83%	6.78%	\$459,427	2.62%	6.77%
February				\$157,637	0.84%	7.15%	\$229,329	1.31%	7.03%
March				\$392,020	2.09%	7.37%	\$219,992	1.25%	7.03%
April				\$217,331	1.16%	4.43	\$493,999	2.81%	5.72%
May				\$5,330,178	28.47%	9.55%	\$2,696,106	15.36%	5.64%
June				\$3,288,068	17.56%	5.02%	\$4,382,014	24.96%	8.89%
Total thru July	\$450,314		\$1,363,288	\$1,306,655		\$1,290,542	\$306,170		\$1,201,018
Year End Budget				\$19,970,806	106.60%	97.98%	\$17,541,658	99.93%	94.75%
				\$18,722,724		\$18,608,693	\$17,554,246		\$18,634,723

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

Fund	Beginning Balance	Revenues	Expenses	Change	Ending Balance	% Change
10 EDUCATION FUND	\$5,495,900.26	\$300,194.38	\$973,221.17	\$673,026.79-	\$4,822,873.47	-12.2%
20 OM FUND	\$1,921,043.36	\$17,609.39	\$110,170.97	\$92,561.58-	\$1,828,481.78	-4.8%
30 BOND - INTEREST FUND	\$1,429,488.67	\$22,724.41	\$0.00	\$22,724.41	\$1,452,213.08	1.6%
40 TRANSPORTATION FUND	\$2,226,019.64	\$94,161.41	\$182,185.37	\$88,023.96-	\$2,137,995.68	-4.0%
50 IMRF FUND	\$156,265.72	\$14,446.38	\$26,433.42	\$11,987.04-	\$144,278.68	-7.7%
61 NEW CONSTRUCTION FUND	\$753,587.75	\$21.19	\$0.00	\$21.19	\$753,608.94	0.0%
70 WORKING CASH FUND	\$1,740,666.11	\$631.28	\$0.00	\$631.28	\$1,741,297.39	0.0%
80 TORT FUND	\$107,147.48	\$525.82	\$71,218.00	\$70,692.18-	\$36,455.30	-66.0%
Totals :	\$13,830,118.99	\$450,314.26	\$1,363,228.93	\$912,914.67-	\$12,917,204.32	0.00

Mokena School District 159
Treasurer's Detail Investment Report
July 31, 2013

Fund	Mokena St Bank Checking	Certificates of Deposit	Commercial Paper	Federal Agencies	IIIT Money Market	Illinois Funds Money Market	ISDLAF Money Market	Fund Balances
10 Education & Adequacy Grant	\$ 51,778.06	\$ 3,638,561.93	\$ -	\$ -	\$ 7,982.67	\$ 45,953.72	\$ 1,078,597.09	\$ 4,922,873.47
20 Operations & Maintenance	\$ 15,106.22	\$ 1,748,279.64	\$ -	\$ -	\$ 1,731.08	\$ 41,921.48	\$ 21,443.36	\$ 1,828,481.78
30 Bond & Interest	\$ 41.37	\$ 1,021,401.87	\$ -	\$ -	\$ 4,294.32	\$ 6,450.17	\$ 420,025.35	\$ 1,452,213.08
40 Transportation	\$ 138,629.76	\$ 1,883,487.80	\$ -	\$ -	\$ 3,558.71	\$ 12,588.89	\$ 99,730.52	\$ 2,137,995.68
50 IMRF	\$ 115.68	\$ 13,877.96	\$ -	\$ -	\$ 681.08	\$ 174.42	\$ 129,429.54	\$ 144,278.68
61 New Construction	\$ 10,322.03	\$ -	\$ -	\$ -	\$ -	\$ 2,305.09	\$ 740,981.82	\$ 753,608.94
70 Working Cash	\$ 3,058.24	\$ 1,398,609.89	\$ -	\$ -	\$ 1,378.12	\$ 4,042.25	\$ 334,208.89	\$ 1,741,297.39
80 Tort Fund	\$ 3,317.30	\$ 28,183.91	\$ -	\$ -	\$ 81.43	\$ -	\$ 4,872.66	\$ 36,455.30
TOTALS	\$ 222,368.66	\$ 9,732,403.00	\$ -	\$ -	\$ 19,707.41	\$ 113,436.02	\$ 2,829,289.23	\$ 12,917,204.32
Percentages	1.721%	75.344%	0.000%	0.153%	0.878%	21.903%	100.000%	

Certificate of Deposit Investments - Jul 2013

Financial Facility	Date Invested	Gross Rate	Net Rate	Opening Balance	Maturity Date
Associated Bank, NA - WI	05/30/13	0.250%	0.150%	\$ 249,800.00	11/27/2013
Arvest Bank-AR	06/13/13	0.455%	0.100%	\$ 173,759.23	12/12/2013
Bank of America-NC	06/13/13	0.455%	0.100%	\$ 246,435.87	12/12/2013
Bank of Baroda	06/06/13	0.150%	0.100%	\$ 249,062.39	12/12/2013
Bank of India	03/06/13	0.200%	0.151%	\$ 249,060.85	9/4/2013
Banko Popular De Puerto Rico	06/05/13	0.300%	0.220%	\$ 249,099.76	12/5/2013
Banco Popular North America	05/30/13	0.350%	0.170%	\$ 83,000.00	11/27/2013
Banco Popular North America	05/30/13	0.350%	0.170%	\$ 84,000.00	11/27/2013
Banco Popular North America	05/30/13	0.350%	0.170%	\$ 82,690.00	11/27/2013
Bank Leumi-NY	05/30/13	0.650%	0.400%	\$ 248,900.00	6/11/2014
Bank of China-NY	05/31/13	0.350%	0.205%	\$ 249,600.00	1/16/2014
Bank of East Asia	05/30/13	0.550%	0.270%	\$ 249,400.00	3/5/2014
Bofi Federal Bank	05/30/13	.00 350	0.170%	\$ 249,700.00	11/27/2013
City National Bank-CA	05/31/13	0.350%	0.154%	\$ 249,800.00	11/27/2013
Cole Taylor Bank-IL	05/30/13	0.250%	0.150%	\$ 249,800.00	11/27/2013
Everbank-FL	06/13/13	0.455%	0.100%	\$ 159,832.54	12/12/2013
Financial Federal Bank-TN	05/30/13	0.250%	0.140%	\$ 249,800.00	11/27/2013
First National Bank of St Louis-MO	06/13/13	0.455%	0.100%	\$ 246,435.87	12/12/2013
IDB Bank-NY	06/06/13	0.500%	0.193%	\$ 249,500.00	4/15/2014
ISDLAF-Term Series	06/14/13		0.120%	\$ 1,000,000.00	6/14/2013
ISDLAF-Term Series	06/28/13		0.100%	\$ 750,000.00	1/22/2014
ISDLAF-Term Series	06/28/13		0.080%	\$ 750,000.00	11/22/2013
Landmark Community Bank-TN	05/14/13	0.300%	0.150%	\$ 248,000.00	8/12/2013
Merchants Bank of Indiana-IN	03/06/13	0.350%	0.200%	\$ 248,000.00	9/3/2013
Onewest Bank-CA	05/30/13	0.600%	0.421%	\$ 248,900.00	6/11/2014
Plainscapital Bank-TX	05/30/13	0.350%	0.170%	\$ 249,690.00	11/27/2013
Private Bank-MI	05/30/13	0.250%	0.150%	\$ 249,800.00	12/9/2013
Republic Bank of Chicago-IL	06/05/13	0.350%	0.100%	\$ 249,900.00	10/2/2013
Rockford B&TC-IL	06/05/13	0.400%	0.143%	\$ 249,600.00	4/15/2014
State Bank of India-NY	05/30/13	0.300%	0.152%	\$ 249,800.00	11/27/2013
Sterling National Bank-NY	05/14/13	0.250%	0.100%	\$ 248,000.00	8/12/2013
The First, N.A.-ME	05/14/13	0.250%	0.100%	\$ 248,000.00	8/12/2013
Tomato Bank CA	05/31/13	0.280%	0.130%	\$ 249,700.00	1/16/2014
Virginia Heritage Bank-VA	06/13/13	0.330%	0.101%	\$ 249,800.00	12/13/2013
Washington Trust Company of Westerly-RI	06/13/13	0.455%	0.100%	\$ 173,536.49	12/12/2013
Total				\$ 9,732,403.00	

HIT Investments
PMA Investments
PMA-DTC Investments

ILLINOIS STATE BOARD OF EDUCATION PAYMENTS - Jul-FY14

-121.6

DATE	ACCOUNT NUMBER	PROGRAM	AMOUNT
7/3/2013	10.3100.10	Sp Ed Private Facility Tuition-FY13	\$ 39,163.42
	10.3110.10	Sp Ed Personnel-FY13	\$ 48,959.25
	10.3105.10	Sp Ed Extraordinary-FY13	\$ 53,971.29
	40.3510.32	Sp Ed Transportation-FY13	\$ 75,102.04
7/11/2013	10.3360.33	State Lunch-FY13	\$ 176.13
Total			\$ 217,372.13

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

MINUTES

Regular Meeting, July 18, 2013

Minutes of the regular meeting of the Board of Special Education, Will County, Illinois, held at Lincoln-Way Transition House, 310 Colorado Street, Frankfort, IL 60423, at 7:00 p.m. on the 18th day July 2013.

I. CALL TO ORDER

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

II. ROLL CALL

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

Absent: Kathy Miller (District #122)

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

Visitors Present:

III. APPROVAL OF MINUTES OF REGULAR MEETING AND CLOSED SESSION OF June 20, 2013

A motion was made by Stacy Cesta and seconded by James Gast to approve the minutes of the Regular Meeting and Closed Session of June 20, 2013.

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

Motion carried: 5 Aye, 0 Nay

IV. PUBLIC COMMENT

V. REPORTS

A. Treasurer's Report – Financial and Payables

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

B. Review of Advisory Committee Minutes

Dr. Bintz reviewed the minutes from the July 9, 2013 Advisory Meeting.

C. Director's Report

1. *Joint Long Range Planning Committee*

The Director stated that this committee was formed last year comprised of a Governing Board Member from Districts 114, 122, and 159 and a District Superintendent from Districts 157C, 161, and 210. The Committee postponed meetings in November of 2012 and will resume meetings on August 5, 2013 at the Transition House. At that time they will look at building and grounds as well as financial matters concerning the Cooperative. Dr. Bintz informed the Governing Board that it was previously determined by the Committee that should it become necessary the administration should relocate and not the students in the Pioneer Grove facility.

2. *2013-2014 Budget*

Dr. Bintz indicated that the tentative 2013-2014 Cooperative budget was distributed to all of the member districts for their individual boards to review and approved. She indicated that the board members from Districts #122, 159, 157C, and 161 have already approved the tentative budget.

3. *Interim Financial Report*
Mr. Englert reviewed the Interim Financial Report with the Governing Board.
4. *Student Activity Report*
The Student Activity Report was presented to the Governing Board.
5. *Opening Day of School*
Dr. Bintz reported that the opening day for the Cooperative will take place on August 16, 2013 at Lincoln-Way East High School. She stated the theme this year is *Cooperative Connections*. The Director stated that the Cooperative staff members will also attend the opening day inservice of the member district school in which they are located for the school year.
6. *Summer Work Projects*
Mr. Englert indicated that the replacement of the Pioneer Grove roof on the southeast side of the building is 95% completed and in the next two weeks all of the work should be done. There are some minor life safety work projects that will also be addressed this summer at Pioneer Grove and should be completed by the beginning of the new school year.
7. *ESY*
Dr. Bintz indicated that the ESY program is being held at Grand Prairie and this six-week program will be completed on July 25, 2013. She expressed appreciation to District #157C for assisting the Cooperative with a location and for their generous hospitality. The program is running smoothly and Dr. Bintz indicated that next year the students at Pioneer Grove will be able to remain in that facility for the summer program. However, the Cooperative will be seeking a secondary site to assist with students in the SELF program, social skills, as well as early childhood.
8. *Security Measures*
Mr. Englert indicated that has been in contact with the district business managers about the various security measures that have been implemented in the districts. The Cooperative will be implementing low cost security devices at Pioneer Grove. The Mackay Center is also updating the entryway to include a new transaction window and secretarial work station so that visitors will be securely admitted into the building.
9. *Withdrawal of New Lenox SD #122 from LWASE: Amended Time Line / Status of Withdrawal*
Dr. Bintz reviewed the draft of the Withdrawal Agreement dated July 10, 2013 reflecting the Superintendent input from the July 9, 2013 Advisory Committee meeting. It was agreed by the Superintendents that the time line for the Settlement Agreement process would be extended to allow for the collection of more information and legal input and for the Governing Board and District #122 to review the Settlement Agreement in September and the member districts to receive the document for consideration in October and vote in November. Dr. Bintz stated that currently the biggest issue is the SELF Program at Oakview. Mr. Gast stated that the Cooperative Articles of Agreement are very specific about each district's responsibilities. He also indicated that it is a beneficial interest for the member districts to utilize District 843 as a service provider, especially the use of transportation. Dr. Bintz reminded the Governing Board that should the Governing Board pass the Settlement Agreement, it will be under the stipulation that all of the member district boards have approved a resolution agreeing to District 122's withdrawal from LWASE. The district boards will then vote on the withdrawal request and that action must take place before December 20, 2013.
10. *Director Succession Plan*
Dr. Bintz reviewed the time line that specified the guidelines for the process of selecting a new Director for the 2015/2016 school year. A subcommittee has been formed of Superintendents from Districts 159, 157C, and 161 to work on the succession plan.

- D. Principals' Reports
Dr. Bintz stated that the Principals were not in attendance for this meeting. The principals at Pioneer Grove and the Mackay Center each are looking forward to assuming their new positions and are enthusiastically preparing for the new school year.

VI. APPROVAL OF THE CONSENT AGENDA

Acting on the recommendation of the Director, Mark Gray moved, seconded by James Gast, 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. Also presented was the architect's certificate for payment of \$205,940 to J. L. Adler Roofing & Sheet Metal, Inc. for roof replacement at Pioneer Grove Educational Center – Project No. 2013.12.
- B. Approval of Financial Statement
The Financial Statement for the month of June, 2013 and investments through July 18, 2013 was presented.
- C. Approval of Personnel Items as Listed:
1. Retirements
Louise Horstmeyer, paraprofessional, effective August 2, 2013 – 12 years of service.
Karen Palmer, paraprofessional, effective July 1, 2013 – 12 years of service.
 2. Resignation
Certified Staff
Gabrielle Baehl, school social worker, effective July 2, 2013.
Amanda Costa-Campbell, occupational therapist, effective July 1, 2013.
Non-Certified Staff
Jennifer Dahlman, paraprofessional, effective July 31, 2013.
 3. Employment
Certified Employee
Alyson Black, school social worker, effective August 16, 2013, at a salary of \$52,028.71.
Laura Jo De Falco, occupational therapist, effective August 16, 2013, at a salary of \$63,455.00.
Jennifer Holt, vision teacher, effective August 16, 2013, at a salary of \$47,165.00.
Amanda Pearson, school social worker, effective August 16, 2013, at a salary of \$53,014.00.
Janelle Visny, AIM teacher, effective August 16, 2013, at a salary of \$45,300.00.

Noncertified Staff
Paraprofessional (this employee is being recalled from honorable dismissal in April, 2013)
Pam Smalter
- D. FOIA Request
None were received.

CONSENT VOTE:

Voting Aye: *Cesta, Gast, Gray, Kohlbacher, Usher*
Motion carried: *5 Aye, 0 Nay*

VII. CLOSED SESSION

A motion was made by Stacy Cesta and seconded by Pam Kohlbacher to move to closed session at 8:19 p.m. for the purpose of discussing:

- A. Collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees.

Voting Aye: Cesta, Gast, Gray, Kohlbacher, Usher
Motion carried: 5 Aye, 0 Nay

OPEN SESSION

A motion was made by Mark Gray and seconded by James Gast to return to open session at 8:32 p.m. On voice vote the motion carried.

VIII. ACTION ITEMS

A. Approval of the Lincoln-Way Area Special Education Support Personnel Organization Agreement
A motion was made by Pam Kohlbacher and seconded by Stacy Cesta to approve the Lincoln-Way Special Education Support Personnel Organization Agreement for the 2013-2014 and 2014-2015 school years.

Voting Aye: Cesta, Gast, Gray, Kohlbacher, Usher
Motion carried: 5 Aye, 0 Nay

B. Sertoma Contract for Audiological Services - Adjustment

A motion was made by Stacy Cesta and seconded by James Gast to approve the contract with Sertoma reflecting a reduction in audiological services from \$20,625.00 to \$16,250.00 for the period July 1, 2013 through June 30, 2014.

Voting Aye: Cesta, Gast, Gray, Kohlbacher, Usher
Motion carried: 5 Aye, 0 Nay

IX. INFORMATION ITEMS AND ANNOUNCEMENTS

The next regular meeting of the Board of Special Education will be held at 7:00 p.m. on August 15, 2013 at the Pioneer Grove Educational Center in Frankfort.

X. ADJOURNMENT

A motion was made by James Gast and seconded by Stacy Cesta that the meeting be adjourned. All members voted Aye. Motion carried. President Usher declared the meeting adjourned at 8:34 p.m.

Respectfully submitted,
Cheryl A. Della Penna,
Administrative Assistant

President

Secretary

ACTION
REQUESTS

PERSONNEL ACTION REQUEST

Mokena School District 159

REGULAR MEETING

Personnel Recommendations – August 21, 2013

NAME	POSITION	BUILDING	EFFECTIVE DATE	EMPLOYMENT DETAIL
1. Certified–Re-Assignment				
Karen Bussean	Teacher	MES	2013-14 School year	\$36,308 Lane 1, Step A
2. Certified – New Hire				
Ryan Martin	Teacher	MES	2013-14 School year	\$23,805 Lane 1, Step D(.60 FTE)
3. Classified -Resignation				
Brandon Kopp	FT Custodian	MES	8/2/2013	
Katherine Arroyo	Building aide	MJH	8/5/2013	
4. Classified-New Hire				
Dina Fugett	Sub Food server	District	2013-14 School year	\$8.31 /hour
Helen Shaffern	Sub Food server	District	2013-14 School year	\$8.31/hour
Kathleen Milo	Bus Driver	District	2013-14 school year	\$13.89/hr/4.25/day 174 days/year
Sarah Ziesmer	Sub Building aide	MES	2013-14 school year	\$8.31/hour as needed
Linda Marquardt	Building aide	MJH	2013-2014 school year	\$8.31/hr/5hr/day 174 days/year
Eileen Arsich	Building aide	MJH	2013-14 School year	\$8.31/hr/6.Shr/day 174 days/year
5. Classified – Leave of Absence				
Lynn Goergen	Food server	District	9/11/2013	

Recommended Motion:

"Move to approve personnel recommendations 1 through 5 as presented, subject to successful background check, drug screening (if applicable) and physical."



Mokena School District 159
Action Request

Date: August 5, 2013

To: Dr. Omar Castillo
Board of Education

From: Anna Kirchner
Judy Splayt
Eric Melnyczenko
Mike Rolinitis

RE: Employment of Karen Bussean – MES Music/PE/5th Grade
Band/MJH Band

It is our pleasure that we recommend to you for employment Mrs. Karen Bussean. Karen will take the full time position of music and physical education teacher at MES and 5th grade cadet band at MIS.

Karen worked part time for Mokena Public Schools last school year. She worked with the 5th grade band, chorus at MJH, and physical education teacher at MES. Karen has also been an active member of the music boosters and a very supportive parent to the music program here in Mokena. We are excited to have Karen join the MES family full time.

It is our recommendation, that the School Board approve the employment of Karen Bussean at Lane 1 – Step A at a salary of \$36,308 beginning August 19, 2013, for the 2013-2014 school year, per the current Professional Negotiations Agreement.



Mokena School District 159
Action Request

Date: August 14, 2013

To: Dr. Omar Castillo
Board of Education

From: Anna Kirchner
Judy Splayt
Eric Melnyczenko
Mike Rolinitis

RE: Employment of Ryan Martin– MES Physical Education/5th Grade
Band/MJH Chorus

It is our pleasure that we recommend to you for employment Mr. Ryan Martin. Ryan will take the part time position of physical education teacher at MES, 5th grade cadet band at MIS and chorus at MJH.

Ryan comes to Mokena with six years of teaching experience. He has prior experience working with fifth grade beginning band. During the interview process he was the clear candidate for the position. We welcome Ryan to the MES family.

It is our recommendation, that the School Board approve the employment of Ryan Martin at Lane 1 – Step D at a salary of \$23,805 beginning August 19, 2013, for the 2013-2014 school year, per the current Professional Negotiations Agreement.

Ryan W. Martin

EDUCATION

Bachelor of Arts in Music Teacher Education, St. Ambrose University, Davenport, IA

Graduation: December 2006 Cumulative GPA: 3.33/4.00

Endorsement: Music, Grades K-12

Licensure: Illinois

Honors: Dean's List, St. Ambrose Academic Scholarship,
St. Ambrose Music Scholarship, St. Ambrose Volleyball Scholarship

PROFESSIONAL WORK EXPERIENCE

District 130 Middle and Intermediate Schools, Blue Island, Illinois, August 2010 – Current

Director of Middle and Intermediate School Bands

- Prepare and implement rehearsals before school
- Conduct group lessons for band members throughout the school day
- Compose and distribute announcements and calendars to better communicate the bands' needs, accomplishments, upcoming events, and goals with parents, students, teachers, and community
- Supervise and direct the concert band and beginning band
- Arranged events such as solo/ensemble clinic, concerts in the park, trips out of state, concert band festivals and coop concerts
- Planned and carried out beginning band recruitment
- Executed successful fundraisers that solely finance the band program

Xavier High School, Cedar Rapids, Iowa July 2007 – June 2010

Director of High School Bands

- Prepared and implemented rehearsals every day for concerts and competitions
- Conducted private lessons for individual music students throughout the school day
- Arranged music for marching band shows
- Designed drill coordinates for marching band
- Composed and distributed announcements and calendars to better communicate the bands' needs, accomplishments, upcoming events, and goals with parents, students, teachers, and community
- Supervised and directed concert band, marching band, jazz band, pep band, and percussion ensemble
- Arranged an annual solo and ensemble open house for the instrumental music department
- Recruited students through guest conducting, hosting an all-city music concert, and touring area middle schools with the jazz band
- Doubled enrollment within first two years of employment
- Planned and implemented a trip to Florida with band students
- Carried out successful fundraisers throughout the school year

Durant Community High School, Durant, Iowa, January 2007 – June 2007

Director of High School Bands – Long-Term Substitute

- Prepared and implemented rehearsals every day for concerts and competitions
- Conducted private lessons for individual music students throughout the school day
- Helped coordinate and prepare for a band trip to Six Flag's "Festival in the Park"
- Served as junior class sponsor

RELATED WORK EXPERIENCE

Marching Band Tech Instructor – Lincoln Way Central, New Lenox, Illinois, 2009-Present
Pit Orchestra Performer – Lincoln Way Central, New Lenox, Illinois, 2013
Volleyball Coach – Southwest Chi-Town Volleyball Club, Palos Hills, Illinois, 2011-2012
Minnesota Brass Inc. Drum and Bugle Corp. – Baritone, Minneapolis, Minnesota, 2009
Battle of the Bands Moderator – Xavier High School, Cedar Rapids, Iowa, 2009
Volleyball Referee – St. Ambrose & Other Area Colleges, Davenport, Iowa, 2003-2007
Assistant Men's Volleyball Coach – St. Ambrose University, Davenport, Iowa, 2006
Men's Varsity Volleyball Player – St. Ambrose University, Davenport, Iowa, 2002-2006

REFERENCES

Dr. Gene Bechen
Professor of Music
St. Ambrose University
518 West Locust Street
Davenport, Iowa 52803
563-333-6149
becheneugenef@sau.edu

Dr. Carl Gmazel
Principal
Paul Revere Intermediate School
12331 South Gregory Avenue
Blue Island, Illinois 60406
708-309-1544
cgmazel@district130.org

Lorenzo Nevarez
ELL Coordinator/Band Parent
Bensenville Elementary
210 South Church Road
Bensenville, Illinois 60106
708-623-4562
lnvarez@bsd2.org

Ryan Flowers
Director of Bands
Nathan Hale Middle School
5220 West 135th Street
Crestwood, Illinois 60445
708-385-6690 x7388
rj_flowers05@yahoo.com

Bob Hildreth
Principal
Everett Kerr Middle School
12915 South Maple Avenue
Blue Island, Illinois 60406
630-651-7869
hildreth2852@yahoo.com

Allan Rendak
Assistant Director of Bands
Lincoln Way Central High School
1801 East Lincoln Highway
New Lenox, Illinois 60451
708-204-2693
arendak@lw210.org

Brandon Kopp

July 23, 2013

**Ken Stanley, Director of Building and Grounds
Mokena School District 159
11244 Willowcrest Lane
Mokena, IL 60448**

Dear Mr. Ken Stanley,

I would like to inform you that I am resigning from my position as Day Custodian for Mokena School District 159, effective August 2.

Thank you for the opportunities for professional development that you have provided me during the last 12 years. I have enjoyed working for District 159.

If I can be of any help during this transition, please let me know.

Sincerely,



Brandon Kopp

Dear Mr. Rolinitis,

I am emailing you today August 5th, 2013 to inform you of my intention to resign from my position at Mokena Jr. High.

I would like to say that making this decision has been difficult, as working at Mokena Jr. High has been such a positive experience and one for which I am grateful. I have gained much here and have enjoyed working with you and the team.

I wish to take this final opportunity to thank you for the help, support, and vital knowledge I have received from you and the team in this past year working at Mokena Jr. High

Should you require any additional information from me, do not hesitate to contact me.

Sincerely,

Kathrine Arroyo.



MOKENA JUNIOR HIGH SCHOOL DISTRICT 159

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

ACTION REQUEST

To: Omar Castillo, Board of Education
From: Mr. Rolinitis
CC: Mrs. Knoerzer, Mrs. Hanson
Date: August 15, 2013
RE: Aide Recommendation

I would like to recommend Eileen Arsich for the position of 6.5 hour building aide for MJHS. Mrs. Arsich has extensive customer service experience and will make a fine addition to the Mokena Junior High School Office.

Mrs. Arsich will begin at the Building Aide Group 1 rate of \$8.31 an hour. Mrs. Arsich will work 174 days with three paid holidays.



MOKENA JUNIOR HIGH SCHOOL DISTRICT 159

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

ACTION REQUEST

To: Omar Castillo, Board of Education
From: Mr. Rolinitis
CC: Mrs. Knoerzer, Mrs. Hanson
Date: August 15, 2013
RE: Aide Recommendation

I would like to recommend Linda Marquardt for the position of 5 hour building aide for MJHS. Mrs. Marquardt will be working in classrooms and helping out in the lunchroom. She will be a fine addition to the MJHS staff.

Mrs. Marquardt will begin at the Building Aide Group 1 rate of \$8.31 an hour. Mrs. Marquardt will work 174 days with three paid holidays.



Mokena School District 159
Action Request

Date: August, 2013

To: Board of Education

From: Anna Kirchner, Principal

Re: MES Office Job Descriptions

Recommended Motion:

"To accept Administrative Secretary 12 month position, Administrative secretary 10 ½ month position and Receptionist job descriptions as presented."

First: _____

Seconded: _____



Mokena School District 159
Action Request

Date: August, 2013

To: Board of Education

From: John Troy, Director of Business Operations and Transportation

Re: Purchased of a Used Bus

I presented at the March 20, 2013 Board meeting, the plan to lease three new buses and trade in two of our older buses from our fleet and purchase one newer used bus. We have received our new leased buses and in the process of shopping for a newer used bus. I am requesting the Board authorize the purchase of a newer used bus in an amount not to exceed \$45,000.

Recommended Motion:

"To authorize the purchase of one newer used bus not to exceed the amount of \$45,000."

First: _____

Seconded: _____

EXHIBIT D
OBLIGOR RESOLUTION

RE: Government Obligation Contract dated as of September 1, 2013, between American Capital Financial Services, Inc. (Obligee) and Mokena Public Schools District 159 (Obligor)

At a duly called meeting of the Governing Body of the Obligor (as defined in the Contract) held on _____ the following resolution was introduced and adopted:

BE IT RESOLVED by the Governing Body of Obligor as follows:

1. **Determination of Need.** The Governing Body of Obligor has determined that a true and very real need exists for the acquisition of the Equipment described on Exhibit A of the Government Obligation Contract dated as of September 1, 2013, between Mokena Public Schools District 159 (Obligor) and American Capital Financial Services, Inc. (Obligee).
2. **Approval and Authorization.** The Governing Body of Obligor has determined that the Contract, substantially in the form presented to this meeting, is in the best interests of the Obligor for the acquisition of such Equipment, and the Governing Body hereby approves the entering into of the Contract by the Obligor and hereby designates and authorizes the following person(s) to execute and deliver the Contract on Obligor's behalf with such changes thereto as such person(s) deem(s) appropriate, and any related documents, including any Escrow Agreement, necessary to the consummation of the transaction contemplated by the Contract.

Authorized Individual(s): _____

(Printed or Printed Name and Title of Individual(s) authorized to execute the Contract)

3. **Adoption of Resolution.** The signatures below from the designated individuals from the Governing Body of the Obligor evidence the adoption by the Governing Body of this Resolution.

Signature: _____

(Signature of Secretary, Board Chairman or other member of the Governing Body)

Printed Name & Title: _____

(Printed Name and Title of Individual who signed directly above)

Attested By: _____

(Signature of one additional person who can witness the passage of this Resolution)

Printed Name & Title: _____

(Printed Name of individual who signed directly above)



Mokena School District 159 **Action Request**

Date: August 16, 2013

To: Board of Education

From: John Troy,
Director of Business Operations & Transportation

Re: **Adoption of Proposed Budget for 2013-2014 (FY14)**

Enclosed in this packet is the budget worksheet. An excel spreadsheet of the worksheet was also emailed to the Board. At the August 21st Board meeting we will provide you with the proposed State Budget Form for FY14 populated with the tentative budget numbers that will be filed with the Illinois State Board of Education. We are required to file a budget for each fiscal year by the end of the first fiscal quarter (September 30). Presuming the Board's adoption of the tentative budget on Wednesday August 21, a notice will be published in the Southtown Star by Thursday, August 22, that the budget will be on display for thirty (30) days prior to its final adoption. The Board's regular board meeting falls 28 days after publication so a new date for adoption of the budget will have to be chosen

Tentative Dates

FY 14 Budget Adoption

Wednesday, August 21	-Discussion of state budget form and recommendation for Board to approve proposed budget.
Thursday, August 22	-notice posted in <u>Southtown Star</u> about proposed budget being on display in district office for 30 days, and date/time/place of public hearing
TBD	-7:00 PM or later - Public Hearing and meeting of Board to approve final budget
Day after adoption	-deliver the adopted final budget to Will County Clerk's office in Joliet
Day after adoption	-make sufficient copies of adopted budget for distribution to administrators and office staff
Day after adoption	-post final adopted budget on school district Internet web site

Friday, September 27

-legal deadline to file final budget

The attached state budget form is comprised of the following:

Illinois State Board Of Education – School district Budget Form

Page 01	Budget Resolution Page adopting new budget
Pages 02-03	Budget Summary Pages and Summary of Expenditures (By Major Object)
Page 04	Summary of Cash Transactions for all funds (each fund is listed at the top of each column)
Pages 05-10	List of revenue by type for all funds (each fund is listed at the top of each column)
Pages 11-17	List expenditures by Fund, Function and Object (each fund is listed separately with the object of disbursement listed at the top of each column)

The Board of Education must conduct a Public Hearing on the budget and approve and file with the County Clerk the annual budget for the 2013-2014 school year by the end of the first quarter of their fiscal year, Friday, September 27.

A notice of the budget hearing will be posted for publication in a local newspaper notifying that the budget will be on public display for a period of thirty days prior to adoption.

Recommended Motion:

"I move that the Board of Education approve the tentative budget for the 2013-2014 school year and approve the Public Hearing on the budget for _____, September ____, 2013, as required by State Statute."