

**AGENDA**  
**BOARD OF EDUCATION – MOKENA SCHOOL DISTRICT 159**  
**Mokena Elementary School**  
**December 8, 2011**  
**7:00 PM**

- I. **TAX LEVY HEARING**
- II. **ROLL CALL**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **COMMUNICATIONS**
  - Public
  - MTA
  - Board of Education
  - Educational Showcase – MJH – Washington D.C. trip
- V. **CLOSED SESSION** for purposes of personnel; to return. Pursuant 5ILCS 120/2(c)(1)
- VI. **ACTION REQUEST**
  - A. Personnel
- VII. **SUPERINTENDENT REPORT**
- VIII. **APPROVAL OF PREVIOUS MINUTES**
  - Regular Meeting –November 10, 2011 ..... 5
  - Special Meeting – November 2, 2011 ..... 10
  - Special Meeting- November 17, 2011 ..... 11
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  - Closed Session – November 2, 2011
  - Closed Session – November 10, 2011
  - Closed Session- November 17, 2011
  - Closed Session – November 28, 2011
- IX. **INFORMATION REPORTS**
  - A. Financial Report ..... front pocket
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  - D. Committee Reports ..... discussion
    - 1. **Finance**
    - 2. **Policy (First Reading) ..... 19**
      - a. 1:20 District Organization, Operations, and Cooperative Agreements
      - b. 2:150 Committees
      - c. 2:220 Board of Education Meeting Procedures
      - d. 2:250 Access to District Records
      - e. 3:30-AP Organizational Chart
      - f. 4:10 Fiscal and Business Management
      - g. 4:110 Transportation
      - h. 5:120 Ethics
    - 3. **Buildings & Grounds/Transportation**
      - Update
    - 4. **Parent Advisory /Discipline**
    - 5. **Curriculum**
    - 6. **Technology**
      - Update
  - E. Joint Conference Report ..... verbal

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	D. Adoption of Certificate of 2011 Tax Levy.....	40
<b>XI.</b>	<b>ITEMS FOR JANUARY 12, 2012 AGENDA</b>	
<b>XII.</b>	<b>FOR THE GOOD OF MOKENA</b>	
<b>XIII.</b>	<b>ADJOURNMENT</b>	

TAX LEVY  
HEARING



## **MOKENA SCHOOL DISTRICT 159 ACTION REQUEST**

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Date: December 8, 2011

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

From: Finance Committee

Subject: **2011 Levy Hearing and Approval**

The tentative 2011 tax levy was presented at the November 10, 2011 Board of Education Meeting. The tentative levy request did not require a public hearing because it was not greater than 105% of the final aggregate extension for the preceding year. The Board decided to hold a hearing in December to allow public input on the levy. At that time, the Board approved the publication of the Truth in Taxation notice and set the date for the 2011 Levy Hearing for Thursday, December 8, 2011. The following actions are being taken to adopt the 2011 Levy.

### **Approval of 2011 Levy & Related Documents**

#### **Adoption of Certificate of Compliance for Truth in Taxation Act**

The "Truth in Taxation Act" requires the publication of a notice in a newspaper of general circulation in the School District regarding the proposed levy. The notice may not be placed in the classified section of the newspaper. Although not required for the 2011 Levy, the notice was published in The Southtown Newspaper.

All the requirements of the Truth In Taxation Act having been met, as provided in the **THREE MOTIONS** following, the President should call for a motion authorizing the signature of the Certificate of Compliance with the Truth In Taxation Act.

#### **Adoption of 2011 Levy**

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

#### **Certificate of Tax Levy**

The Certificate of Tax Levy is the document that is used by the County Clerk to create the tax rates for all funds excepting the Bond and Interest Fund. The Bond and Interest Fund

rate is set on the basis of documents filed with the Clerk at the time when a Bond sale is consummated. We recommend that the Board adopt a certificate of tax levy as described in the suggested motion. The Will County Clerk will enter the Bond & Interest levy amount.

## **2011 Levy Hearing – December 2011**

### **MOTIONS**

#### **Declare Levy Hearing Open**

The Board President should declare the 2011 Levy Hearing open at 7:00 PM **or later** in the meeting. The President should ask if anyone wishes to address the Board regarding the 2011 Levy. The Levy Hearing is an opportunity for members of the community to make comments regarding the proposed District Levy.

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

#### **1.) Recommended Motion:**

I move that we close the 2011 Levy Hearing.

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_  
(Roll Call Vote)

INFORMATION  
REPORTS

**Treasurer's Report Income Summary**  
**November 01, 2011 - November 30, 2011**

<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	\$6,670,600.28	\$370,367.52	\$1,448,238.48	\$1,077,870.96-	\$5,592,729.32	-16.2%
20 OM FUND	\$1,768,462.78	\$9,250.46	\$106,194.93	\$96,944.47-	\$1,671,518.31	-5.5%
30 BOND - INTEREST FUND	\$2,184,782.97	\$8,582.34	\$775,000.00	\$766,417.66-	\$1,418,365.31	-35.1%
40 TRANSPORTATION FUND	\$2,006,006.64	\$11,751.23	\$94,528.32	\$82,777.09-	\$1,923,229.55	-4.1%
50 IMRF FUND	\$265,840.89	\$1,652.00	\$40,890.90	\$39,238.90-	\$226,601.99	-14.8%
61 NEW CONSTRUCTION FUND	\$755,183.68	\$24.00	\$0.00	\$24.00	\$755,207.68	0.0%
70 WORKING CASH FUND	\$1,641,889.19	\$396.90	\$0.00	\$396.90	\$1,642,286.09	0.0%
80 TORT FUND	\$227,239.78	\$534.33	\$0.00	\$534.33	\$227,774.11	0.2%
<b>Totals :</b>	<b>\$15,520,006.21</b>	<b>\$402,558.78</b>	<b>\$2,464,852.63</b>	<b>\$2,062,293.85-</b>	<b>\$13,457,712.36</b>	<b>0.00</b>

**Mokena School District 159**  
**Treasurer's Detail Investment Report**  
**November 30, 2011**

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	\$ 292,895.08	\$ 3,096,227.34	\$ -	\$ -	\$ 28.62	\$ 55,885.10	\$2,147,693.18	\$ 5,592,729.32
20 Operations & Maintenance	\$ 8,401.03	\$ 1,393,666.27	\$ -	\$ -	\$ 22.70	\$ 31,871.64	\$ 237,556.67	\$ 1,671,518.31
30 Bond & Interest	\$ 20,988.61	\$ 560,066.76	\$ -	\$ -	\$ 4,266.71	\$ 6,441.47	\$ 826,601.76	\$ 1,418,365.31
40 Transportation	\$ 126,195.34	\$ 1,238,591.63	\$ -	\$ -	\$ 0.85	\$ 12,571.92	\$ 545,869.81	\$ 1,923,229.55
50 IMRF	\$ 119.18	\$ 154,638.79	\$ -	\$ -	\$ 52.89	\$ 174.21	\$ 71,616.92	\$ 226,601.99
61 New Construction	\$ 35,549.42	\$ -	\$ -	\$ -	\$ -	\$ 2,301.99	\$ 717,356.27	\$ 755,207.68
70 Working Cash	\$ 4,045.78	\$ 1,344,614.60	\$ -	\$ -	\$ 10.32	\$ 4,036.80	\$ 289,578.59	\$ 1,642,286.09
80 Tort Fund	\$ 921.71	\$ 47,191.20	\$ -	\$ -	\$ 0.44	\$ -	\$ 179,660.76	\$ 227,774.11
<b>TOTALS</b>	<b>\$ 489,116.15</b>	<b>\$ 7,834,996.59</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,382.53</b>	<b>\$ 113,283.13</b>	<b>\$5,015,933.96</b>	<b>\$ 13,457,712.36</b>
Percentages	3.634%	58.219%	0.000%	0.000%	0.033%	0.842%	37.272%	100.000%

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

**MINUTES**

**Regular Meeting, November 17, 2011**

Minutes of the regular meeting of the Board of Special Education, Will County, Illinois, held at Pioneer Grove Educational Center, 601 Willow Street, Frankfort, IL 60423, at 7:00 p.m. on the 17th day of November, 2011.

I. CALL TO ORDER

The meeting was called to order by President Katherine Moore at 7:00 p.m.

II. ROLL CALL

Present: Timothy Doyle (District #114), James Gast (District #210), Susan Gillooley (District #122) arrived at 7:04 p.m., Mary Kenny (District #161), Katherine Moore (District #159), Patrick Usher (District #157C)

Staff Present:

Dr. Sally H. Bintz, Director  
Craig Englert, Assistant Director for Finance and Operations  
Cheryl Della Penna, Administrative Assistant  
David Armbrrecht, District 843 Transportation Supervisor  
DiAnne Bielinski, Pioneer Grove Principal  
Barbara DeKrey, school social worker  
Mollie Frick, supervisor  
Debra Heffernan, Mackay Center Principal  
Robin Latman, supervisor  
Sue Kaczmarczyk, supervisor  
Holly Kasper, Lincoln-Way Area Special Education Association  
Sarah Rexroad, supervisor  
Eileen Parente, supervisor  
Toni Strait, Lincoln-Way Area Special Education Association

Visitors Present:

None

III. APPROVAL OF MINUTES OF REGULAR MEETING AND CLOSED SESSION OF OCTOBER 20, 2011

*A motion was made by Mary Kenny and seconded by James Gast to approve the minutes of the Regular and Closed Session Meetings of October 20, 2011.*

*Voting Aye: Doyle, Gast, Kenny, Moore, Usher*

*Motion carried: 5 Aye, 0 Nay*

IV. PUBLIC COMMENT

There were no comments.

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 November 8, 2011 Advisory Meeting.

C. Director's Report

1. *Foundation*

Dr. Bintz informed the Governing Board that the Foundation is offering SCRIP Cards for holiday entertaining and gifts. Information can be obtained on the Cooperative website. The Foundation is also sponsoring a 50/50 holiday cash raffle. Fifty percent of the monies generated will be held by

the Foundation to fund mini-grants submitted by Cooperative staff to benefit the Cooperative's classes and students.

2. *Parent Advisory Council*

Dr. Bintz reported that the Parent University sponsored by the Parent Advisory Council on November 5, 2011 at the Pioneer Grove Educational Center was a huge success. There were over fifty parents in attendance. The PAC (Parent Advisory Council) was responsible for choosing vendors and presenters for this event.

3. *Student Enrollment Report*

Dr. Bintz briefly reviewed the 2011 Student Enrollment Report.

4. *Five Year Building Plan*

Mr. Englert informed the Governing Board that the Advisory Committee was presented with a revised Five Year Building Plan and a subsequent revision came out of the discussion with the Superintendents. The Governing Board received both the plan that was provided to the Advisory Committee and the revised plan. Dr. Bintz stated that the Advisory Committee recommended that the Cooperative move forward with replacement of one-half of the roof at Pioneer Grove and replace the fascia at the Mackay Education Center, at an estimated total cost of \$350,000. Discussion took place regarding the replacement of the Pioneer Grove Educational Center roof. Mr. Englert will also investigate the possibility of using energy grants to complete the roof replacement.

5. *Town Meetings*

Dr. Bintz indicated that as part of her goals she held a town meeting on October 26 in the Mokena School District to report to the Cooperative staff the current status of the Cooperative and its ongoing activities. The second town meeting will be conducted at the Spencer Campus on December 13, 2011. The director anticipates holding two more meetings in the future—one in February and April or May.

6. *Holiday Open House*

Dr. Bintz informed the Governing Board that the Cooperative will hold a Holiday Open House on December 8 from 2:30 to 4:30 p.m. at Pioneer Grove Educational Center.

7. *Administrative Staffing for 2011-2012*

Dr. Bintz reported that due to one of the Cooperative supervisors returning to District 122 in October, she finds it necessary to post the opening of the supervisor position to be filled as soon as possible.

8. *SELF Classrooms – 2012-2013*

Dr. Bintz reviewed the details surrounding the need to secure classroom space for the SELF classes for the 2012-2013 school year. The Superintendents were asked about the availability of space and at this time District 122 has indicated that there is a possibility of utilizing the lower level of one of their older buildings. However, the space would need to be rehabbed in order for that to occur. Dr. Bintz will continue to seek alternative sites for the SELF classes.

D. *Principals' Reports*

*Mackay Education Center*

Debbie Heffernan stated that the Mackay Center is half way through the second quarter and progress reports will be sent out. Currently the Center is collecting for the food pantry and donations can be made at the Mackay Center or dropped off at the Pioneer Grove Educational Center for that project.

*Pioneer Grove Educational Center*

DiAnne Bielinski reported on the recent family sensory night activity that was held on November 10.

The second annual PSO *Breakfast with Santa* will take place at Pioneer Grove Educational Center of December 5, 2010.

E. S.C.O.P.E.

Dr. Bintz asked the Governing Board if any member would be able to volunteer to be a part of the South Cooperative Organization for Public Education (S.C.O.P.E.) legislation committee. Mr. Brian Klene, former District 843 Governing Board member, advised Dr. Bintz that he will no longer be available to attend these meetings and was looking for a replacement. Mr. Doyle expressed his interest in serving on this committee.

VI. APPROVAL OF THE CONSENT AGENDA

***Acting on the recommendation of the Director, Timothy Doyle moved, seconded by Mary Kenny for the Governing Board to ratify the Consent Agenda as follows:***

A. Approval of Current Payables

Current payables were presented for review in each respective fund.

B. Approval of Financial Statement

Dr. Bintz provided verbal information regarding the Financial Statement for the month of October 2011 and investments through November 17, 2011.

C. Approval of Personnel Items as Listed:

1. Employment

**Certified Staff**

*Trisha Corven*, social worker, effective November 21, 2011, at a yearly salary of \$47,242, prorated to \$32,413.53.

**Non-Certified Staff**

*Becky Novota*, paraprofessional at Mokena Elementary School, effective November 7, 2011, at a rate of \$11.59 per hour.

*Jean O'Reilly*, paraprofessional at Pioneer Grove Educational Center, effective October 24, 2011, at a rate of \$10.00 per hour.

*Kyle Zillis*, paraprofessional at Pioneer Grove Educational Center, effective November 2, 2011, at a rate of \$11.33 per hour.

D. FMLA Request

*Employee 5767* to begin October 24, 2011

*Employee 1898* to begin October 31, 2011

*Employee 2108* to begin November 22, 2011

*Employee 4591* to begin November 28, 2011

*Employee 8717* to begin December 22, 2011

E. FOIA Request

None were received.

**CONSENT VOTE:**

***Voting Aye: Doyle, Gast, Gillooley, Kenny, Moore, Usher***

***Motion carried: 6 Aye, 0 Nay***

VII. CLOSED SESSION

***A motion was made by Mary Kenny and seconded by Susan Gillooley to move to closed session at 7:32 p.m. for the purpose of discussing:***

A. The appointment, employment, discipline, performance, or dismissal of specific employees of the Cooperative.

B. Legislation

***Voting Aye: Doyle, Gast, Gillooley, Kenny, Moore, Usher***

***Motion carried: 6 Aye, 0 Nay***

OPEN SESSION

**A motion was made by Timothy Doyle and seconded by Sue Gillooley to return to open session at 7:51 p.m. On voice vote the motion carried.**

VIII. ACTION ITEMS

A. Holiday Office Schedule

**A motion was made by Susan Gillooley and seconded by Patrick Usher to approve the Holiday Schedule for District 843 to close the District Office on December 23, 26, and 30, 2011 and January 2, 2012.**

**Voting Aye: Doyle, Gast, Gillooley, Kenny, Moore, Usher**

**Motion carried: 6 Aye, 0 Nay**

B. Retirement

**A motion was made by Patrick Usher and seconded by Mary Kenny to approve the retirement of Barbara DeKrey effective February 3, 2012.**

**Voting Aye: Doyle, Gast, Gillooley, Kenny, Moore, Usher**

**Motion carried: 6 Aye, 0 Nay**

C. Repair Bids

**A motion was made by Mary Kenny and seconded by Patrick Usher to approve soliciting bids for fascia repair at the Mackay Center and bids for the replacement of the roof at Pioneer Grove Educational Center, with an alternate bid to replace half of the roof, with the cost to be included in the 2012/2013 budget.**

**Voting Aye: Doyle, Gast, Gillooley, Kenny, Moore, Usher**

**Motion carried: 6 Aye, 0 Nay**

D. General Leave of Absence

**A motion was made by Timothy Doyle and seconded by Patrick Usher that the Governing Board approve a general leave of absence for Sarah Spoerl from March 9, 2012 to the end of the 2012-2013 school year.**

**Voting Aye: Doyle, Gast, Gillooley, Kenny, Moore, Usher**

**Motion carried: 6 Aye, 0 Nay**

E. Board Liaison for SB 7 Joint Committee

**A motion was made by Susan Gillooley and seconded by Timothy Doyle that the Governing Board appoint Dr. Bintz as board liaison for meetings held with the SB 7 Joint Committee.**

**Voting Aye: Doyle, Gast, Gillooley, Kenny, Moore, Usher**

**Motion carried: 6 Aye, 0 Nay**

IX. INFORMATION ITEMS AND ANNOUNCEMENTS

The next regular meeting of the Board of Special Education will be held at 7:00 p.m. on December 15, 2011 at the Administrative Center, Frankfort, IL.

X. ADJOURNMENT

A motion was made by James Gast and seconded by Timothy Doyle that the meeting be adjourned. All members voted Aye. Motion carried. President Moore declared the meeting adjourned at 8:04 p.m.

Respectfully submitted,  
Cheryl A. Della Penna,  
Administrative Assistant

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

## **School District Organization**

### **District Organization, Operations, and Cooperative Agreements**

The District is organized and operates as an Elementary District serving the needs of children in grades Kindergarten through 8 and others as required by The School Code.

The District enters into and participates in joint programs and intergovernmental agreements with units of local government and other school districts in order to jointly provide services and activities in a manner that will increase flexibility, scope of service opportunities, cost reductions, and/or otherwise benefit the District and the community. The Superintendent shall manage these activities to the extent the program or agreement requires the District's participation, and shall provide periodic implementation or operational data and/or reports to the Board concerning these programs and agreements. The District participates in the following joint programs and intergovernmental agreements:

*Lincoln-Way Area Special Education*

*Kinderbridge*

*Ivy League*

*Metra*

*Blue Demons*

*Mokena Park District*

LEGAL REF.: Ill. Constitution, Art. VII, Sec. 10.  
5 ILCS 220/1 et seq.

ADOPTED: September 12, 2007

REVISED: December 8, 2011

## **Board of Education**

### **Committees**

The Board of Education may establish committees to assist with the Board's governance function and, in some situations, to comply with State law requirements. These committees are known as Board committees and report directly to the Board. Committee members may include both Board members and non-Board members depending on the committee's purpose. The Board President makes all Board committee appointments unless specifically stated otherwise. Board committee meetings shall comply with the Open Meetings Act. A Board committee may not take final action on behalf of the Board – it may only make recommendations to the Board.

Committees shall operate under the following guidelines:

1. The Board President shall appoint ~~no more than 2~~ Board members to serve on a committee.
2. The President and the committee members shall establish the committee's meeting dates, time, and place.
3. The Superintendent may attend all committee meetings.

### **Special Board Committees**

A special committee may be created for specific purposes or to investigate special issues. A special committee is automatically dissolved after presenting its final report to the Board or at the Board's discretion.

### **Standing Board Committees**

A standing committee is created for an indefinite term although its members will fluctuate. Standing committees are:

1. Parent-Teacher Advisory Committee. This committee assists in the development of student discipline policy and procedure. Its members are parents/guardians and teachers, and may include persons whose expertise or experience is needed. The committee reviews such issues as administering medication in the schools, reciprocal reporting between the School District and local law enforcement agencies regarding criminal offenses committed by students, student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.
2. The Behavioral Interventions Committee, coordinated by the Executive Director of the Special Education Cooperative, develops, implements, and monitors procedures for using behavioral interventions in accordance with Board Policy 7:230, *Misconduct by Students with Disabilities*. Committee reports and recommendations are made to the School Board as requested by the Board.
3. Finance Committee.
4. Technology Committee.

Nothing in this policy limits the authority of the Superintendent or designee to create and use committees that report to him or her or to other staff members.

LEGAL REF.: 5 ILCS 120/1 et seq.  
105 ILCS 5/10-20.14 and 10/1 et seq.  
23 Ill.Admin.Code Part 226.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of Board of Education Meetings), 2:240 (Board Policy Development), 7:190 (Student Discipline), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: September 12, 2007

REVISED December 8, 2011

## Board of Education

### Board of Education Meeting Procedure

#### Agenda

The Board President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require discussion or explanation before Board of Education action. Any Board member may request the withdrawal of any item under the consent agenda for independent consideration.

Items submitted by Board of Education members to the Superintendent or the President shall be placed on the agenda. District residents may suggest inclusions for the agenda; suggested inclusions must be made at least 14 days prior to next school board meeting and may be included at the discretion of the board.

The Superintendent shall provide a copy of ~~the~~ a draft agenda, with adequate data and background information, to each Board of Education member at least ~~48 hours~~ 7 days before ~~each~~ a scheduled regular meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with Board policy 2:200, *Types of Board of Education Meetings*.

The Board President shall determine the order of business at regular Board of Education meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

#### Association Rights, Association Concerns - Board Agenda, Board Meetings – Notification, Board of Education “Board Packets” Delivered to Association President

**Please refer to the current Mokena Public Schools Professional Negotiations Agreement Between Mokena Teachers' Association, IEA/NEA and Board of Education Mokena Public School District 159.**

#### Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board of Education, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of “abstain” or “present,” or a vote other than “yea” or “nay,” or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of “abstain” or “present,” or a vote other than “yea” or “nay,” or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes shall be rotated.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board’s minutes.

Any School Board member may request that his or her vote be changed before the President announces the result.

Any School Board member may request that his or her vote be recorded and may append a statement explaining it.

#### Minutes

The Board Secretary shall keep written minutes of all Board of Education meetings (whether open or closed), which shall be signed by the President and the Secretary. The minutes include:

1. The meeting’s date, time, and place;
2. Board of Education members recorded as either present or absent;

## Minutes

The Board Secretary shall keep written minutes of all Board of Education meetings (whether open or closed), which shall be signed by the President and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Board of Education members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted "yea" and "nay";
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act authorizing the closed meeting;
7. A record of all motions, the members making the motion and the second; and
8. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the Board of Education for approval or modification at its next regularly scheduled open meeting.

At least semi-annually in an open meeting, the Board: (1) reviews minutes from closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The Board of Education may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

The Board of Education's meeting minutes must be submitted to the Board's Treasurer on the first Monday of April and October, and at other times as the Treasurer may require.

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within 7 days after the Board's approval; they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any Board of Education member. Minutes from closed meetings are likewise available, but only if the Board of Education has released them for public inspection. The minutes shall not be removed from the Superintendent's office except by vote of the Board of Education or by court order.

The Board's open meeting minutes shall be posted on the District website within 7 days after the Board approves them; the minutes will remain posted for at least 60 days.

## Board Minutes

**Please refer to the current Mokena Public Schools Professional Negotiations Agreement Between Mokena Teachers' Association, IEA/NEA and Board of Education Mokena Public School District 159.**

## Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained within the District's main office.

### Quorum and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board of Education constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

### Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use Robert's Rules of Order, Newly Revised (10th Edition), as a guide when a question arises concerning procedure.

### Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board of Education meeting. Requests for special needs, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

LEGAL REF.: 5 ILCS 120/2a, 120/2.02, 120/2.05, and 120/2.06.  
105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.  
Prosser v. Village of Fox Lake, 438 N.E.2d 134 (1982).

CROSS REF.: 2:200 (Types of Board of Education Meetings), 2:210 (Organizational Board of Education Meeting), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board)

ADOPTED: September 12, 2007

REVISED: December 8, 2011

## **School Board**

### **Access to District Public Records**

Full access to the District's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures.

#### **Freedom of Information Officer**

The Superintendent shall serve as the District's Freedom of Information Officer and is assigned all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees but the delegation shall not relieve the Superintendent of the responsibility for the action that was delegated. The Superintendent or designee(s) shall report any FOIA requests and the status of the District's response to the Board at each regular Board meeting. **This report will convey the basic message of the FOIA request.**

#### **Definition**

The District's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School District.

#### **Requesting Records**

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. All requests for inspection and copying shall immediately be forwarded to the District's Freedom of Information Officer or designee.

#### **Responding to Requests**

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; or
3. Complying with the request would be unduly burdensome.

Within 5 business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to 5 business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the delay, and (2) either inform the person of the date on which a response will be made or agree with the person in writing on a compliance period.

When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request.

#### Copying Fees

Persons making a request for copies of public records must pay any applicable copying fee. The Freedom of Information Officer shall, as needed, recommend a copying fee schedule for the Board's approval. Copying fees, except when fixed by statute, are reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies. No fee shall be charged for electronic copies other than the actual cost of the recording medium.

#### Access

The inspection and copying of a public record that is the subject of an approved access request is permitted at the District's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.

Many public records are immediately available from the District's website including, but not limited to, a description of the District and the methods for requesting a public record.

#### Preserving Public Records

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g. a litigation hold), District auditor, or other individual authorized by the School Board or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

LEGAL REF.: 5 ILCS 140/, Illinois Freedom of Information Act.  
105 ILCS 5/10-16.  
820 ILCS 130/5.

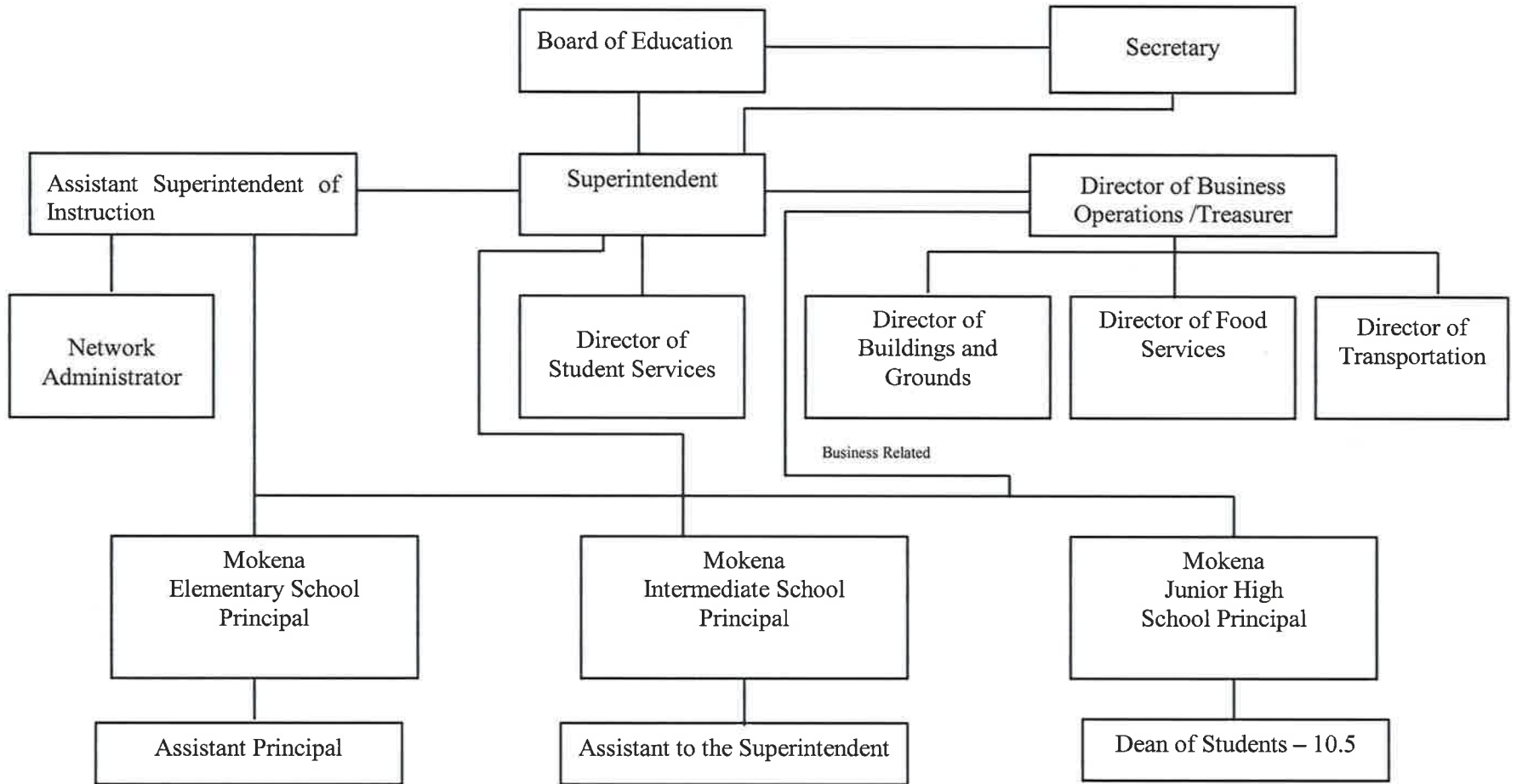
CROSS REF.: 2:140 (Communications To and From the Board), 5:150 (Personnel Records),  
7:340 (Student Records)

ADOPTED: September 12, 2007

REVISED: November 14, 2007, February 10, 2010, December 8, 2011

# General School Administration

## Administrative Procedure – Organizational Chart



## Operational Services

### Fiscal and Business Management

The **Director of Business Operations** ~~Assistant Superintendent for Business~~ is responsible for the School District's fiscal and business management. This responsibility includes annually preparing and presenting the District's statement of affairs to the Board of Education and publishing it before December 1 as required by State law.

The **Director of Business Operations** ~~Assistant Superintendent for Business~~ shall ensure the efficient and cost-effective operation of the District's business management using computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each person using the District's electronic network shall complete an "Authorization for Electronic Network Access."

### Budget Planning

No later than January 31, the Board of Education adopts a proposed budget calendar, indicating dates for presentation by the **Director of Business Operations** ~~Assistant Superintendent for Business~~ of receipts, estimates, preliminary expenditure recommendations by funds, and major Board of Education actions affecting the budget. The District's fiscal year is from July 1 until June 30. The **Director of Business Operations** ~~Assistant Superintendent for Business~~ shall present to the Board of Education, no later than the first regular meeting in August, a tentative budget with appropriate explanation. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational program. The District's budget shall be entered upon the Illinois State Board of Education's "School District Budget Form." To the extent possible, the tentative budget shall be balanced as defined by the State Board of Education guidelines. The Assistant Superintendent for Business shall complete a tentative deficit reduction plan if one is required by the State Board of Education guidelines.

### Preliminary Adoption Procedures

After receiving the **Director of Business Operations** ~~Assistant Superintendent for Business~~'s proposed budget, the Board of Education sets the date, place, and time for:

1. A public hearing on the proposed budget, and
2. The proposed budget to be available to the public for inspection.

The Board of Education Secretary shall arrange to publish a notice in a local newspaper stating the date, place, and time of the proposed budget's availability for public inspection and the public hearing. The proposed budget shall be available for public inspection at least 30 days before the time of the budget hearing.

At the public hearing, the proposed budget shall be reviewed and the public shall be invited to comment, question, or advise the Board of Education.

### Final Adoption Procedures

The Board of Education adopts a budget before the end of the first quarter of each fiscal year, September 30, or by such alternative procedure as State law may define. To the extent possible, the budget shall be balanced as defined by the State Board of Education; if not balanced, the Board will adopt a deficit reduction plan to balance the District's budget within 3 years according to State Board of Education requirements.

The Board of Education adopts the budget by roll call vote. The budget resolution shall be incorporated into the meeting's official minutes. Board of Education members' names voting yea and nay shall be recorded in the minutes.

The **Director of Business Operations** ~~Assistant Superintendent for Business~~ or designee shall perform each of the following:

1. Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website.
2. Notify parents/guardians that the budget is posted and provide the website's address.
3. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year, certified by the District's Chief Fiscal Officer, with the County Clerk within 30 days of the budget's adoption.
4. Make all preparations necessary in order for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act, and file a Certificate of Tax Levy with the County Clerk on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.
5. Submit the annual budget, a deficit reduction plan if one is required by State Board of Education guidelines, and other financial information to the State Board of Education according to its requirements.

Any amendments to the budget or Certificate of Tax Levy shall be made as provided in The School Code and Truth in Taxation Act.

#### Budget Amendments

The Board of Education may amend the budget by the same procedure as provided for in the original adoption.

#### Implementation

The **Director of Business Operations** ~~Assistant Superintendent for Business~~ or designee shall implement the District's budget and provide the Board of Education with a monthly financial report that includes all deficit fund balances. The amount budgeted as the expenditure in each fund is the maximum amount that may be expended for that category, except when a transfer of funds is authorized by the Board of Education.

The Board of Education shall act on:

- All interfund loans , interfund transfers , and transfers within funds.
- All expenditures that are to be charged to a contingency account, if such an account exists.

LEGAL REF.: 35 ILCS 200/18-55 et seq.  
105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, and 5/20-8.

CROSS REF.: 4:40 (Incurring Debt), 6:235 (Access to Electronic Networks)

ADOPTED: September 12, 2007

**REVISED:** December 8, 2011

## Operational Services

### Transportation

The District shall provide ~~free~~ fee based transportation for all students in the District: (1) students residing at a distance of one and one-half miles or more from their assigned schools, will pay a fee of \$200 per student for the 2011-2012 school year or (2) residing within one and one-half miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard as determined by the Illinois Department of Transportation Rules. The District ~~may provide and~~ will charge a fee of \$375 per student for the 2011-2012 school year for transportation for other students residing within one and one-half miles from their assigned school. ~~A student's parent(s)/guardian(s) may file a petition with the Board of Education requesting transportation due to the existence of a serious safety hazard.~~ In order for student transportation to be as efficient as possible, it is the District's goal to have bus stops located where safe corners and sidewalks are available, or locations that allow students to assemble. Free transportation services and vehicle adaptation for special education students shall be provided if included in the students' individualized educational programs. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

Bus schedules and routes shall be determined by the Director of Transportation and shall be altered only with the Director of Transportation's approval and direction.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
 105 ILCS 5/10-22.22 and 5/29-1 et seq.  
 105 ILCS 45/1-15.  
 625 ILCS 5/1-182, 5/11-1414.1, and 5/13-109.  
 23 Ill.Admin.Code §§1.510 and 226.935.

CROSS REF.: 5:280 (Educational Support Personnel - Duties and Qualifications), 6:140  
 (Education of Homeless Children)

ADOPTED: September 12, 2007

REVISED: December 8, 2011

## General Personnel

### Ethics

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional relationships with students, parents, staff members, and others.

The following employees must file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. ~~Head of any department;~~ Directors of Buildings and Grounds, Food Service and Transportation
4. Any employee responsible for negotiating contracts, including collective bargaining agreement, in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

### Ethics and Gift Ban

Board policy 2:105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

### Outside Employment and Conflict of Interest

No District employee shall be directly or indirectly interested in any contract, work, or business of the District, or in the sale of any article by or to the District, except when the employee is the author or developer of instructional materials listed with the State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District.

Employees shall not engage in any other employment or in any private business during regular wing hours or at such other times as are necessary to fulfill appropriate assigned duties.

LEGAL REF.: U.S. Constitution, First Amendment.  
5 ILCS 420/4A-101 and 430/1-1 et seq.  
50 ILCS 135/1 et seq.  
105 ILCS 5/22-5 and 5/24-22.  
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).

CROSS REF.: 2:105 (Ethics and Gift Ban)

ADOPTED: September 12, 2007

REVISED: December 8, 2011

ACTION  
REQUESTS

## Action Request

Mokena School District 159

### REGULAR MEETING

Personnel Recommendations – December 8, 2011

<b>NAME</b>	<b>POSITION</b>	<b>BUILDING</b>	<b>EFFECTIVE DATE</b>	<b>EMPLOYMENT DETAIL</b>
<b>1. Certified – Leave of Absence</b>				
Weber, Leanne	Teacher	MES	1/30/2012 Thru 5/7/2012 (upon doctor's release)	Family Medical Leave
<b>2. Certified- Long-term Sub</b>				
Hill, Caryn	Teacher	MES	Effective 1/30/2012 Thru 5/7/2012	149.84/day (long term sub rate)

**Recommended Motion:**

***"Move to approve personnel recommendations 1 and 2 as presented, subject to successful background check, drug screening (if applicable) and physical."***



## ***MOKENA SCHOOL DISTRICT 159*** **ACTION REQUEST**

---

**Date:** November 4, 2011

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

**From:** Chris Clavenna, MES Principal  
Judy Splayt, MES Assistant Principal

**RE:** Family Medical Leave for Leanne Weber

Leanne Weber is requesting a medical leave as part of the Family Medical Leave Act. This leave will be covered by sick days and unpaid leave days. Mrs. Weber's leave will begin on or around January 30, 2012 and end on or around May 7, 2012.



## ***MOKENA SCHOOL DISTRICT 159*** **ACTION REQUEST**

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**Date:** November 4, 2011

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

**From:** Chris Clavenna, MES Principal  
Judy Splayt, MES Assistant Principal

**RE:** Hiring of Mrs. Caryn Hill

Due to the family medical leave of Leanne Weber, I would like you to approve the hiring of Mrs. Caryn Hill as the long term substitute teacher. The effective date will be Monday, January 30, 2012. Caryn has been a classroom teacher in our district and is very familiar with the curriculum.

If this recommendation meets with your approval the following motion would be appropriate, "...move to accept the hiring of Mrs. Caryn Hill as the long term substitute teacher for Mrs. Leanne Weber."



## ***MOKENA SCHOOL DISTRICT 159*** **ACTION REQUEST**

---

Date: December 1, 2011

To: Board of Education  
Mr. Steve Stein  
Interim Superintendent

From: Kirt Hendrick

Re: Illinois School District Liquid Asset Fund Resolution

At the November 10, 2011 Board of Education meeting, we informed you that we are required to renew our identifying information with the Illinois School District Liquid Asset Fund. To accomplish this, we need to submit to the Liquid Asset Fund the following resolution authorizing our participating and containing identification of authorized representatives of the district. As you recall, the USA Patriot Act required financial institutions such as banks and security companies to request new authorizations and identifying information in order to maintain current and accurate client account information.

We have been working with the Illinois Liquid Asset Fund since 1993. Our participation in this fund helps Mokena School District 159 obtain higher interest on liquid funds while meeting all of the State collateral obligations. We are requesting the adoption of the attached resolution to participate in the Illinois School District Liquid Asset Fund as presented.

If you have any questions, please contact me.

**Recommendation:**

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

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_



## **MOKENA SCHOOL DISTRICT 159**

### **ACTION REQUEST**

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Date: December 8, 2011

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

From: Finance Committee

#### **2.) Recommended Motion:**

The District is in compliance with the Truth In Taxation Act so I move that this Board of Education authorize the President to sign the Certification of Compliance with the Truth In Taxation Act for the 2011 Levy.

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_  
(Roll Call Vote)

#### **3.) Recommended Motion:**

I move that the Board adopts a certificate of tax levy resolution for the 2011 levy in the amounts of: Education Fund, \$ 10,275,000; Building Operations & Maintenance Fund, \$ 1,150,000 Transportation Fund, \$400,000; Working Cash Fund, \$60,000; Municipal Retirement Fund, \$207,000; Social Security Fund, \$207,000; Tort Immunity Fund \$50,000; Special Education Fund, \$400,000; for a total operating levy in the amount of \$12,749,000.  
**(As Presented in the Certificate of Tax Levy)**

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_  
(Roll Call Vote)

**CERTIFICATE OF COMPLIANCE WITH TRUTH IN TAXATION**  
**IN ACCORDANCE WITH CHAPTER 35 SECTIONS 200/18-55**  
**THROUGH 200/18-100 ILLINOIS COMPILED STATUTES**

I, John Troy, President, Mokena School District 159 Board of Education, hereby certify to the County Clerk that Mokena School District 159 has complied with all provisions of the Property Tax Code, Division 2, "Truth in Taxation Act", with respect to the adoption of the **2011** Tax Levy.

Said public hearing was held on December 8, 2011.

---

(Presiding President of Mokena School District 159)

Dated: December 8, 2011

Original:   
 Amended:

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

**CERTIFICATE OF TAX LEVY**

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

District Name	Mokena School District	District Number	159	County	Will
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**Amount of Levy**

Educational	\$ 10,275,000	Fire Prevention & Safety *	\$ 0
Operations & Maintenance	\$ 1,150,000	Tort Immunity	\$ 50,000
Transportation	\$ 400,000	Special Education	\$ 400,000
Working Cash	\$ 60,000	Leasing	\$ 0
Municipal Retirement	\$ 207,000		\$ 0
Social Security	\$ 207,000	Other	\$ 0
		<b>Total Levy</b>	<b>\$ 12,749,000</b>

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

See explanation on reverse side.

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

**We hereby certify that we require:**

the sum of 10,275,000 dollars to be levied as a special tax for educational purposes; and  
 the sum of 1,150,000 dollars to be levied as a special tax for operations and maintenance purposes; and  
 the sum of 400,000 dollars to be levied as a special tax for transportation purposes; and  
 the sum of 60,000 dollars to be levied as a special tax for a working cash fund; and  
 the sum of 207,000 dollars to be levied as a special tax for municipal retirement purposes; and  
 the sum of 207,000 dollars to be levied as a special tax for social security purposes; and  
 the sum of 0 dollars to be levied as a special tax for fire prevention, safety, energy conservation, disabled accessibility, school security and specified repair purposes; and  
 the sum of 50,000 dollars to be levied as a special tax for tort immunity purposes; and  
 the sum of 400,000 dollars to be levied as a special tax for special education purposes; and  
 the sum of 0 dollars to be levied as a special tax for leasing of educational facilities or computer technology or both, and temporary relocation expense purposes; and  
 the sum of 0 dollars to be levied as a special tax for \_\_\_\_\_; and  
 the sum of 0 dollars to be levied as a special tax for \_\_\_\_\_  
 on the taxable property of our school district for the year 2011

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2011 \_\_\_\_\_  
 (President)

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

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

Number of bond issues of said school district that have not been paid in full 3

(Detach and Return to School District)

This is to certify that the Certificate of Tax Levy for School District No. 159, Will County, Illinois, on the equalized assessed value of all taxable property of said school district for the year 2011 was filed in the office of the County Clerk of this County on 2011

In addition to an extension of taxes authorized by levies made by the Board of Education (Directors), an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total levy, as provided in the original resolution(s), for said purposes for the year 2011, is \$ \_\_\_\_\_

\_\_\_\_\_  
 (Signature of County Clerk)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (County)