



AGENDA
BOARD OF EDUCATION – MOKENA SCHOOL DISTRICT 159
FINANCE COMMITTEE MEETING
Mokena Elementary School
September 10, 2018
7:00 PM

- I. ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC COMMUNICATION**
- IV. Approval of Previous Minutes** 2
- V. OLD BUSINESS**
 - A. PMA Presentation - Referendum Options 5
 - B. Pre-referendum survey consultant
 - C. Budget FY 19 37
- VI. NEW BUSINESS**
 - A. Architectural Services - RFQ 45
 - B. Community Research and Engagement Service - RFQ 57
 - C. Future Dates:**
 - October 1, 2018
 - November 5, 2018
 - December 10, 2018
 - January 7, 2019
- VII. Items for October 2018 meeting**
 - A. Technology Review
 - B. SPED Review
- VIII. ADJOURNMENT**

MINUTES
MOKENA SCHOOL DISTRICT 159 FINANCE COMMITTEE
MOKENA ELEMENTARY SCHOOL
August 13, 2018

BOARD OF EDUCATION

	PRESENT	ABSENT
Dr. Victoria Albon		✓
Mrs. Debi Blank	✓	
Mr. Eric Bush	✓	
Mr. Alex Fenske		✓
Ms. Laurel McGowan		✓
Mrs. Carolyne Scanlan	✓	
Dr. Teri Shaw	✓	
Mrs. Rita Ulrich	✓	
Mrs. Bonnie Ushijima		✓
Dr. Don White	✓	
Mrs. Lisa Zielinski	✓	

BOE Members present: Anna Briscoe, Jennifer Riedl

STAFF present: Megan Horsch, Janet Walker

VISITORS present:

PRESS: None

ROLL CALL /PLEDGE OF ALLEGIANCE

At 7:00pm Roll Call was taken; Chairman Bush led the committee and audience in the reciting of the Pledge of Allegiance.

III. COMMUNICATIONS

PUBLIC: None

IV. APPROVAL OF PREVIOUS MINUTES

A motion was made by Mr. Bush to approve the July 9, 2018 minutes as presented; Mrs. Zielinski second the motion.

V. OLD BUSINESS

A. SUMMER PROJECTS

1. Summer Projects

• **MES**

- Finished 2 jobs
 - Storm Water
 - Hydronic
- Bid for piping started at \$150K
 - Alternate bid for piping through the ceiling is additional \$41K
- Red concrete stamping looks nice

• **MIS**

- Korellis finishing up
- Not putting new controls on equipment
- Follow-up on uninvent rooms
 - Only 3 working
- To redo the whole system as McKinstry suggested
 - Cost about \$3-4 million

- 3 Rooftop units
 - 2 RTU's working @ 80%
 - 1 RTU not working @ all
 - To repair/replace 3rd RTU cost about \$50K
- Big solution at MIS is to have 1 system
- Concerns/complaints about MIS:
 - Library still not painted
 - Need to repair windows and ceilings:
 - Window leaking – has duct tape on it
 - Windows that have no screens
 - Looks like the repair of the bell – not completed
 - Cleanliness of the bathrooms
 - Walls are dirty in both student & teacher bathrooms
 - It is dirty if you just stand and look down the halls
 - Chairs were left on univents
 - Stacked to the ceiling and impossible for teachers to set up
 - 2 desks were on top of the lockers
 - Lockers & desks were not wiped down
 - Fishscape at MES has weeds and cannot spray chemicals
 - New nurse at MJH had to wipe down her office and bathroom
- **MJH**
 - Parking lot completed
- **District Wide**
 - Landscaping company to be hired to do a little touch-up at all buildings
 - Signage
 - No new room numbers
 - Fire & Police Department stated just outside doors

2. Will County 1% Facility Sales Tax

- Currently the vote is at 49.54%
- Mokena is the deciding factor @ 1.2%
- Vote will be held at BOE meeting August 15, 2018

VI. NEW BUSINESS

A. 2018-2019 Budget

- Board votes on the tentative budget at 8/15/18 meeting
- Projected \$1,084,043 deficit
- Spend down the fund balance in O&M
- Property tax payment came in early in June
- Bigger the Fund #, the harder it is to move
- Where the money comes from:
 - 86% - Property taxes (local)
 - 10% - State
 - 4% - Federal
- Trend ~ Mokena 159 received more money from the State a decade ago
 - Now Mokena 159 receives more local revenue
- How the Budget Funds are allocated (Revenue):
 - 75% - Ed Fund
 - 9% - O&M
 - 11% - Debt Service
 - 3% - Transportation

- 2% - IMRF/Social Security
- 0.01% - Capital Projects
- 0.45% - Working Cash
- 0.69% - Tort
- 0.00% - Fire Prevention & Safety
- Healthy Fund Balance for the past decade
- Where does the money go?:
 - 48% - Salaries
 - 11% - Benefits
 - 20% - Purchased Services
 - 13% - Other Objects
 - 7% - Supplies & Materials
 - 1% - Capital Outlay
- Expenses by Fund:
 - 69% - Educational
 - 13% - O&M
 - 10% - Debt Service
 - 5% - Transportation
 - 2% - IMRF/Social Security
 - 0.00% - Capital Projects
 - 0.00% - Working Cash
 - 0.71% - Tort
 - 0.00% Fire Prevention & Safety
- Percentage of balance to annual expenditures
 - At 67% - still a little high
 - At 56% if Working Cash is taken out

VII. ITEMS FOR SEPTEMBER 10, 2018 MEETING

1. PMA Presentation – Referendum Options
2. Pre-Referendum Work
3. Budget FY 19 changes

ITEMS FOR OCTOBER MEETING

1. Technology Review
2. SPED Review

VIII. ADJOURNMENT

At 8:15pm Chairman Bush adjourned the Finance Committee August 13, 2018 meeting. Mrs. Ulrich second the motion. Committee adjourned all in favor.

Minutes Respectfully Submitted by
Janet Walker, Administrative Secretary



Mokena Public Schools District 159

Dr. Don White, Superintendent • whited@mokena159.org
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To: Mokena159 Board of Education Members
 From: Dr. Don White, Superintendent *DW*
 Subject: **April 2, 2019 Consolidated Election Dates**
 Date: September 2, 2018

There is a possibility that the Board of Education will determine that there is a need to place a referendum question on an upcoming ballot.

This memo is being provided as a general overview of the activities and timeline for topics related to Board of Education and referendum election topics. I have focused on the April 2, 2019 election timeline in this memo. A detailed election calendar for both the February 26, 2019 Consolidated Primary Election and the April 2, 2019 Consolidated Election (with text I highlighted) can be viewed [here](#).

<u>Date</u>	<u>Description</u>
• September 18, 2018	• SCHOOL BOARD ELECTION: First day to circulate nomination papers school boards
• December 10, 2018	• SCHOOL BOARD ELECTION: First day to file in the office of the local election official or Board of Election Commissioners original nominating petitions
• December 17, 2018	• SCHOOL BOARD ELECTION: Last day to file in the office of the local election official or Board of Election Commissioners original nominating petitions
• December 24, 2018	• SCHOOL BOARD ELECTION: Last day for an individual who has filed nomination papers for two or more incompatible offices to withdraw from all but one of the offices (NOTE: I believe this would apply for School Board candidates who filed for both two years and four years seats.)
• January 14, 2019	• REFERENDUM – Last day for local governing boards to adopt a resolution to allow a binding public question to appear on the ballot.
• January 3, 2019	• SCHOOL BOARD ELECTION: Last day a person may file a notarized Declaration of Intent to be a write-in candidate.
• February 1, 2019	• REFERENDUM – First day for the election authority to publish a notice of any question of public policy to be voted upon.

<u>Date</u>	<u>Description</u>
<ul style="list-style-type: none"> March 25, 2019 	<ul style="list-style-type: none"> REFERENDUM – Last day for the election authority to publish a notice of any question of public policy to be voted upon within its jurisdiction. The election authority shall also post a copy of the notice at the principal office of the election authority. The local election official shall also post a copy of the notice at the principal office of the political or governmental subdivision. If there is no principal office, the local election official shall post the notice at the building in which the governing body of the political or governmental subdivision held its first meeting of the calendar year in which the referenda is being held.
<ul style="list-style-type: none"> April 2, 2019 	<ul style="list-style-type: none"> Consolidated Election (6:00 am to 7:00 pm)



MOKENA SD#159

Debt Overview and Summary of Financing/Revenue Options

ROBERT E. LEWIS
SVP, MANAGING DIRECTOR
PMA SECURITIES, INC.

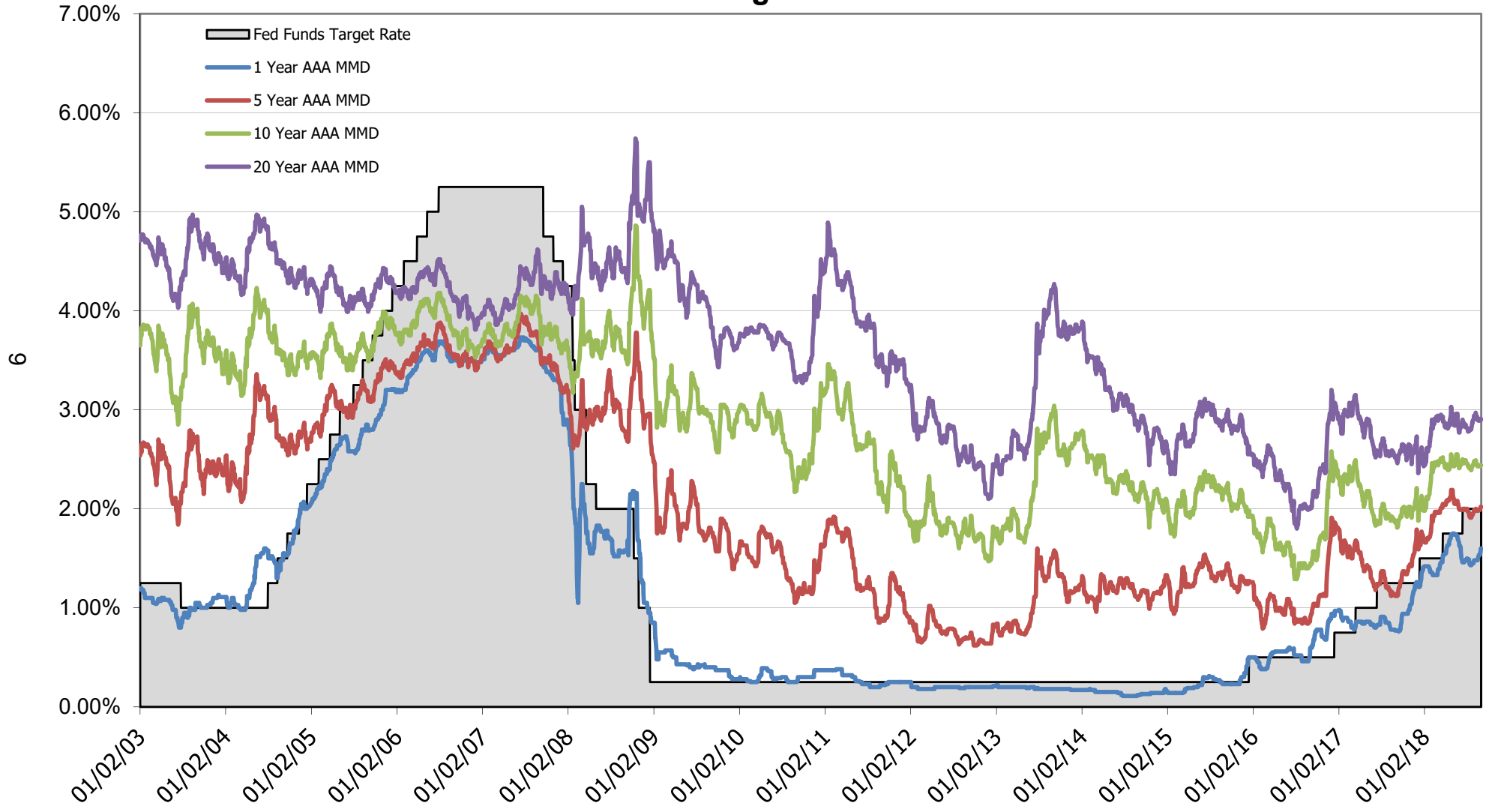
TAMMIE BECKWITH SCHALLMO
SVP, MANAGING DIRECTOR
PMA SECURITIES, INC.

September 10, 2018

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Market Update

Fed Funds Target Rate vs. MMD



*The Municipal Market Data "MMD" is a AAA municipal bond market index produced by TM3. As of August 31, 2018

Overview of District Debt

Levy Year	2017	2018	2019	2020	2021	2022	2023	2024	2025
Collection Year	2018	2019	2020	2021	2022	2023	2024	2025	2026
Fiscal Year Ending 6/30	2019	2020	2021	2022	2023	2024	2025	2026	2027
Direct Debt, Beginning of Period (1)	\$ 7,746,106	\$ 7,120,570	\$ 6,525,000	\$ 6,215,000	\$ 5,895,000	\$ 5,565,000	\$ 5,230,000	\$ 4,885,000	\$ 4,525,000
Principal Paydown, Series 2000 (2)	(515,535)	(480,570)	-	-	-	-	-	-	-
Principal Paydown, Series 2016A (2)	(110,000)	(115,000)	(115,000)	(120,000)	(125,000)	(125,000)	(130,000)	(135,000)	(140,000)
Principal Paydown, Series 2016B (2)	-	-	(195,000)	(200,000)	(205,000)	(210,000)	(215,000)	(225,000)	(235,000)
Direct Debt, End of Period (1)	<u>\$ 7,120,570</u>	<u>\$ 6,525,000</u>	<u>\$ 6,215,000</u>	<u>\$ 5,895,000</u>	<u>\$ 5,565,000</u>	<u>\$ 5,230,000</u>	<u>\$ 4,885,000</u>	<u>\$ 4,525,000</u>	<u>\$ 4,150,000</u>
Equalized Assessed Valuation	\$ 574,488,096	\$ 574,488,096	\$ 574,488,096	\$ 574,488,096	\$ 574,488,096	\$ 574,488,096	\$ 574,488,096	\$ 574,488,096	\$ 574,488,096
Assumed EAV Increase		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Statutory Debt Limit @ 6.90%	\$ 39,639,679	\$ 39,639,679	\$ 39,639,679	\$ 39,639,679	\$ 39,639,679	\$ 39,639,679	\$ 39,639,679	\$ 39,639,679	\$ 39,639,679
Direct Debt, End of Period as % of EAV	1.24%	1.14%	1.08%	1.03%	0.97%	0.91%	0.85%	0.79%	0.72%
Statutory Debt Margin at End of Period (1)	\$ 32,519,108	\$ 33,114,679	\$ 33,424,679	\$ 33,744,679	\$ 34,074,679	\$ 34,409,679	\$ 34,754,679	\$ 35,114,679	\$ 35,489,679

(1) Assumes that the principal due in the current year is paid or that the funds are set aside for payment. Does not include leases.

(2) Principal paid on December 1 of the fiscal year.

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		GO Capital Appreciation				Cumulative	
		School Bonds,	GO Limited	GO Refunding		Ending Principal	Principal
Ley Year	Fiscal Year	Series 2000 (FGIC)	School Bonds, Series 2016A	School Bonds, Series 2016B	Total	Balance	Retirement as Percent of Total
2017	2019	\$ 515,535	\$ 110,000	\$ -	\$ 625,535	\$ 7,120,570	8.08%
2018	2020	480,570	115,000	-	595,570	6,525,000	15.76%
2019	2021	-	115,000	195,000	310,000	6,215,000	19.77%
2020	2022	-	120,000	200,000	320,000	5,895,000	23.90%
2021	2023	-	125,000	205,000	330,000	5,565,000	28.16%
2022	2024	-	125,000	210,000	335,000	5,230,000	32.48%
2023	2025	-	130,000	215,000	345,000	4,885,000	36.94%
2024	2026	-	135,000	225,000	360,000	4,525,000	41.58%
2025	2027	-	140,000	235,000	375,000	4,150,000	46.42%
2026	2028	-	145,000	245,000	390,000	3,760,000	51.46%
2027	2029	-	155,000	255,000	410,000	3,350,000	56.75%
2028	2030	-	160,000	265,000	425,000	2,925,000	62.24%
2029	2031	-	165,000	275,000	440,000	2,485,000	67.92%
2030	2032	-	170,000	285,000	455,000	2,030,000	73.79%
2031	2033	-	180,000	300,000	480,000	1,550,000	79.99%
2032	2034	-	185,000	310,000	495,000	1,055,000	86.38%
2033	2035	-	195,000	325,000	520,000	535,000	93.09%
2034	2036	-	200,000	335,000	535,000	-	100.00%
Total:		<u>\$ 996,106</u>	<u>\$ 2,670,000</u>	<u>\$ 4,080,000</u>	<u>\$ 7,746,106</u>		

Purpose: NM - BLD NM - WC AR - 2000 WC – Working Cash
 AR – Advance Refund
 BLD – Building
 NM – New Money

Callable: NA 12/01/25 12/01/25

Non-Referendum Debt Service

Referendum Debt Service

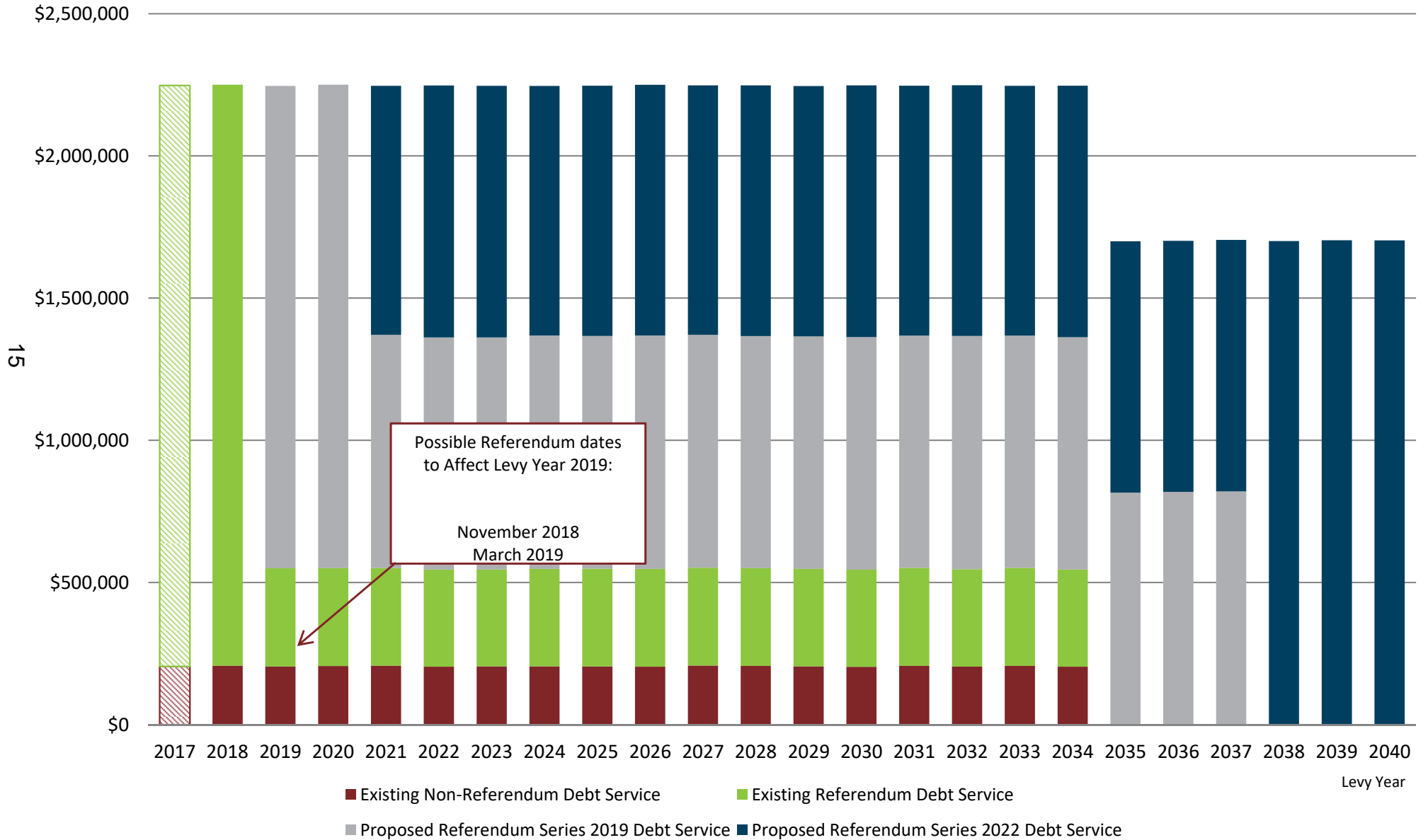
Ley Year	Fiscal Year	GO Limited School Bonds, Series 2016A		Non Referendum Debt Service Extension Base Created W/1994 Ley (1)		GO Capital Appreciation School Bonds, Series 2000 (FGIC)			GO Refunding School Bonds, Series 2016B		Total General Obligation Bonds Debt Service	EAV	Growth Rate	B&I Tax Rate
		Total	Remaining Margin	Series 2000	Total	Total								
2015	2017	\$ 207,545	\$ 207,545	\$ 208,422	\$ 877	\$ 1,850,000	\$ 188,638	\$ 2,038,638	\$ 2,246,183	\$ 532,203,181	-0.80%	0.4221		
2016	2018	207,250	207,250	209,881	2,631	1,890,000	152,950	2,042,950	2,250,200	553,652,807	4.03%	0.4064		
2017	2019	205,050	205,050	214,288	9,238	1,890,000	152,950	2,042,950	2,248,000	574,488,096	3.76%	0.3913		
2018	2020	207,800	207,800	218,788	10,988	1,890,000	152,950	2,042,950	2,250,750	574,488,096	0.00%	0.3918		
2019	2021	204,925	204,925	218,788	13,863	-	345,025	345,025	549,950	574,488,096	0.00%	0.0957		
2020	2022	206,400	206,400	218,788	12,388	-	344,100	344,100	550,500	574,488,096	0.00%	0.0958		
2021	2023	207,725	207,725	218,788	11,063	-	343,025	343,025	550,750	574,488,096	0.00%	0.0959		
2022	2024	203,975	203,975	218,788	14,813	-	341,800	341,800	545,775	574,488,096	0.00%	0.0950		
2023	2025	205,150	205,150	218,788	13,638	-	340,425	340,425	545,575	574,488,096	0.00%	0.0950		
2024	2026	205,500	205,500	218,788	13,288	-	342,700	342,700	548,200	574,488,096	0.00%	0.0000		
2025	2027	205,000	205,000	218,788	13,788	-	343,500	343,500	548,500	574,488,096	0.00%	0.0000		
2026	2028	204,300	204,300	218,788	14,488	-	343,900	343,900	548,200	574,488,096	0.00%	0.0000		
2027	2029	208,300	208,300	218,788	10,488	-	343,900	343,900	552,200	574,488,096	0.00%	0.0000		
2028	2030	207,000	207,000	218,788	11,788	-	343,500	343,500	550,500	574,488,096	0.00%	0.0000		
2029	2031	205,500	205,500	218,788	13,288	-	342,700	342,700	548,200	574,488,096	0.00%	0.0000		
2030	2032	203,800	203,800	218,788	14,988	-	341,500	341,500	545,300	574,488,096	0.00%	0.0000		
2031	2033	206,800	206,800	218,788	11,988	-	344,800	344,800	551,600	574,488,096	0.00%	0.0000		
2032	2034	204,500	204,500	218,788	14,288	-	342,600	342,600	547,100	574,488,096	0.00%	0.0000		
2033	2035	206,900	206,900	218,788	11,888	-	344,900	344,900	551,800	574,488,096	0.00%	0.0000		
2034	2036	204,000	204,000	218,788	14,788	-	341,700	341,700	545,700	574,488,096	0.00%	0.0000		
2035	2037	-	-	218,788	218,788	-	-	-	-	574,488,096	0.00%	0.0000		
2036	2038	-	-	218,788	218,788	-	-	-	-	574,488,096	0.00%	0.0000		
2037	2039	-	-	218,788	218,788	-	-	-	-	574,488,096	0.00%	0.0000		
Total DS From														
Current FY:		\$ 3,702,625	\$ 3,702,625	\$ 4,590,052	\$ 887,427	\$ 3,780,000	\$ 5,795,975	\$ 9,575,975	\$ 13,278,600					

The deadline to impact the 2019 levy is March 1, 2020

(1) Pursuant to Public Act 96-0501, the District's DSEB will increase by the lesser of CPI or 5% each year starting with levy year 2009. The applicable CPI increase has been applied to levy years 2009-2018, and assumed to be 0% per year thereafter.
If the District issues non-referendum bonds with debt service structured assuming a growing DSEB, it will need to pass resolutions, perhaps annually, to capture the additional DSEB levy available from CPI growth.
If the CPI growth is less than estimated on average, the District will have to pay debt service in excess of the DSEB from funds on hand.

Sample Building Bond Referendum Scenarios

The following are illustrations and not intended to be a recommendation.





SCENARIO 1

20 YEAR FINANCING - MAINTAIN CURRENT ANNUAL DEBT SERVICE

ESTIMATED NET PROCEEDS: \$24.8 MILLION

Non-Referendum Debt Service

Referendum Debt Service

Levy Year	Fiscal Year	GO Limited School Bonds, Series 2016A		Non Referendum Debt Service Extension Base Created W/1994 Levy		GO Capital Appreciation School Bonds, Series 2000 (FGIC)		GO Refunding School Bonds, Series 2016B		Proposed GO School Bonds, Series 2019		Proposed GO School Bonds, Series 2022		Total General Obligation Bonds Debt Service	EAV	Growth Rate	B&I Tax Rate	Impact on a \$300,000 B&I Tax Rate Change	Market Value Home (4)
		Total	Remaining Margin	Series 2000	Series 2016B	Bonds, Series (2)	Bonds, Series (3)	Total	Service										
2015	2017	\$ 207,545	\$ 207,545	\$ 208,422	\$ 877	\$ 1,850,000	\$ 188,638	\$ -	\$ -	\$ 2,038,638	\$ 2,246,183	\$ 532,203,181	-0.80%	0.4221					
2016	2018	207,250	207,250	209,881	2,631	1,890,000	152,950	-	-	2,042,950	2,250,200	553,652,807	4.03%	0.4064					
2017	2019	205,050	205,050	214,288	9,238	1,890,000	152,950	-	-	2,042,950	2,248,000	574,488,096	3.76%	0.3913					
2018	2020	207,800	207,800	218,788	10,988	1,890,000	152,950	-	-	2,042,950	2,250,750	574,488,096	0.00%	0.3918					
2019	2021	204,925	204,925	218,788	13,863	-	345,025	1,696,300	-	2,041,325	2,246,250	574,488,096	0.00%	0.3910	0.00			-0.74	
2020	2022	206,400	206,400	218,788	12,388	-	344,100	1,700,200	-	2,044,300	2,250,700	574,488,096	0.00%	0.3918					
2021	2023	207,725	207,725	218,788	11,063	-	343,025	820,200	875,700	2,038,925	2,246,650	574,488,096	0.00%	0.3911					
2022	2024	203,975	203,975	218,788	14,813	-	341,800	816,200	885,700	2,043,700	2,247,675	574,488,096	0.00%	0.3912					
2023	2025	205,150	205,150	218,788	13,638	-	340,425	816,450	884,450	2,041,325	2,246,475	574,488,096	0.00%	0.3910					
2024	2026	205,500	205,500	218,788	13,288	-	342,700	820,700	877,450	2,040,850	2,246,350	574,488,096	0.00%	0.3910					
2025	2027	205,000	205,000	218,788	13,788	-	343,500	818,700	879,950	2,042,150	2,247,150	574,488,096	0.00%	0.3912					
2026	2028	204,300	204,300	218,788	14,488	-	343,900	820,700	881,450	2,046,050	2,250,350	574,488,096	0.00%	0.3917					
2027	2029	208,300	208,300	218,788	10,488	-	343,900	818,875	876,950	2,039,725	2,248,025	574,488,096	0.00%	0.3913					
2028	2030	207,000	207,000	218,788	11,788	-	343,500	816,150	881,700	2,041,350	2,248,350	574,488,096	0.00%	0.3914					
2029	2031	205,500	205,500	218,788	13,288	-	342,700	817,525	880,200	2,040,425	2,245,925	574,488,096	0.00%	0.3909					
2030	2032	203,800	203,800	218,788	14,988	-	341,500	817,775	884,950	2,044,225	2,248,025	574,488,096	0.00%	0.3913					
2031	2033	206,800	206,800	218,788	11,988	-	344,800	816,900	878,575	2,040,275	2,247,075	574,488,096	0.00%	0.3911					
2032	2034	204,500	204,500	218,788	14,288	-	342,600	819,900	881,525	2,044,025	2,248,525	574,488,096	0.00%	0.3914					
2033	2035	206,900	206,900	218,788	11,888	-	344,900	816,550	878,350	2,039,800	2,246,700	574,488,096	0.00%	0.3911					
2034	2036	204,000	204,000	218,788	14,788	-	341,700	817,075	884,275	2,043,050	2,247,050	574,488,096	0.00%	0.3911					
2035	2037	-	-	218,788	218,788	-	-	816,250	883,850	1,700,100	1,700,100	574,488,096	0.00%	0.2959					
2036	2038	-	-	218,788	218,788	-	-	819,075	882,300	1,701,375	1,701,375	574,488,096	0.00%	0.2962					
2037	2039	-	-	218,788	218,788	-	-	820,325	884,625	1,704,950	1,704,950	574,488,096	0.00%	0.2968					
2038	2040	-	-	218,788	218,788	-	-	-	1,700,600	1,700,600	1,700,600	574,488,096	0.00%	0.2960					
2039	2041	-	-	218,788	218,788	-	-	-	1,703,550	1,703,550	1,703,550	574,488,096	0.00%	0.2965					
2040	2042	-	-	218,788	218,788	-	-	-	1,703,350	1,703,350	1,703,350	574,488,096	0.00%	0.2965					
Total DS From Current FY:		\$ 3,702,625	\$ 3,702,625	\$ 5,246,417	\$ 1,543,792	\$ 3,780,000	\$ 5,795,975	\$ 17,305,850	\$ 20,089,500	\$ 46,971,325	\$ 50,673,950								

Estimated Net Proceeds: 12,000,000 12,800,000 Total Net Proceeds: 24,800,000

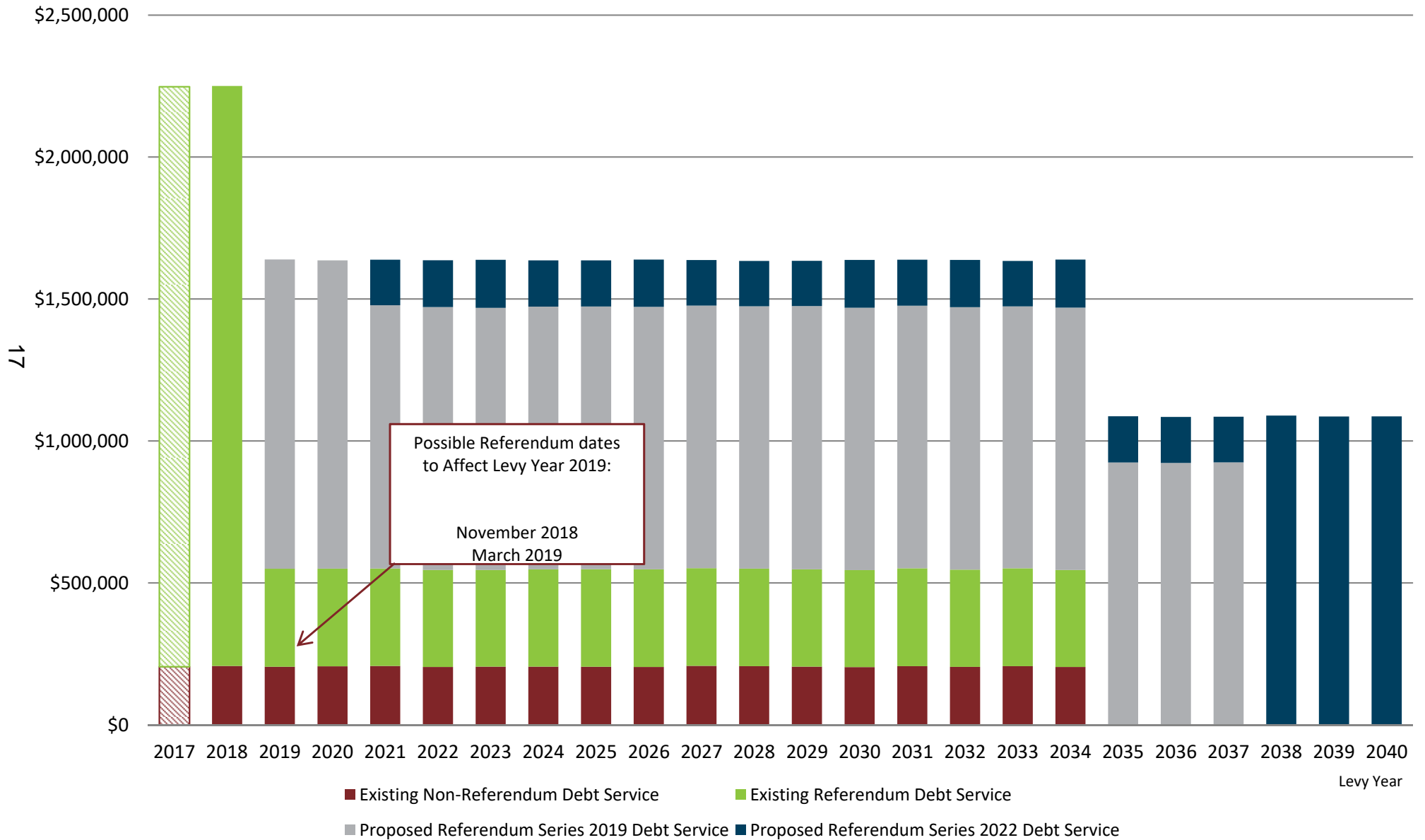
(1) Pursuant to Public Act 96-0501, the District's DSEB will increase by the lesser of CPI or 5% each year starting with levy year 2009. The applicable CPI increase has been applied to levy years 2009-2018, and assumed to be 0% per year thereafter. **If the District issues non-referendum bonds with debt service structured assuming a growing DSEB, it will need to pass resolutions, perhaps annually, to capture the additional DSEB levy available from CPI growth. If the CPI growth is less than estimated on average, the District will have to pay debt service in excess of the DSEB from funds on hand.**

(2) Rates based upon the "AAA" MMD index for August 29, 2018 and recent bond sales which PMA believes to be accurate and reliable, plus 0.50%. Estimated TIC = 4.085%.

(3) Rates based upon the "AAA" MMD index for August 29, 2018 and recent bond sales which PMA believes to be accurate and reliable, plus 0.50%. Estimated TIC = 4.201%.

(4) Actual tax rates and payments may vary based on EAV growth, State Law changes, property tax rate initiatives and other factors. Includes 6,000 homeowner exemption.

NOTE: Scenarios where a greater portion of the overall debt is issued in advance of the expenditures of the proceeds will likely result in higher fees earned by the investment manager of the debt proceeds.





SCENARIO 2

20 YEAR FINANCING - EST. \$100 TAX PAYMENT DECREASE

ESTIMATED NET PROCEEDS: \$15.3 MILLION

Non-Referendum Debt Service

Referendum Debt Service

Lew Year	Fiscal Year	GO Limited School Bonds, Series 2016A		Non Referendum Debt Service Extension Base Created W/1994 Levy		GO Capital Appreciation School Bonds, Series 2000		GO Refunding School Bonds, Series 2016B		Proposed \$11,635,000 GO School Bonds, Series 2019		Proposed \$3,325,000 GO School Bonds, Series 2022		Total General Obligation Bonds Debt Service		EAV	Growth Rate	B&I Tax Rate	Impact on a \$300,000 B&I Tax Rate Value Home Market (4)
		Total	W/1994 Levy (1)	Remaining Margin	Series 2000 (FGIC)	Series 2016B	2019 (2)	Series 2022 (3)	Total	Service									
2015	2017	\$ 207,545	\$ 207,545	\$ 208,422	\$ 877	\$ 1,850,000	\$ 188,638	\$ -	\$ -	\$ 2,038,638	\$ 2,246,183	\$ 532,203,181	-0.80%	0.4224					
2016	2018	207,250	207,250	209,884	2,631	1,890,000	152,950	-	-	2,042,950	2,250,200	563,652,807	4.03%	0.4064					
2017	2019	205,050	205,050	214,288	9,238	1,890,000	152,950	-	-	2,042,950	2,248,000	574,488,096	3.76%	0.3913					
2018	2020	207,800	207,800	218,788	10,988	1,890,000	152,950	-	-	2,042,950	2,250,750	574,488,096	0.00%	0.3918					
2019	2021	204,925	204,925	218,788	13,863	-	345,025	1,089,400	-	1,434,425	1,639,350	574,488,096	0.00%	0.2854	-0.11	-100.04			
2020	2022	206,400	206,400	218,788	12,388	-	344,100	1,085,600	-	1,429,700	1,636,100	574,488,096	0.00%	0.2848					
2021	2023	207,725	207,725	218,788	11,063	-	343,025	927,600	160,250	1,430,875	1,638,600	574,488,096	0.00%	0.2852					
2022	2024	203,975	203,975	218,788	14,813	-	341,800	926,100	164,750	1,432,650	1,636,625	574,488,096	0.00%	0.2849					
2023	2025	205,150	205,150	218,788	13,638	-	340,425	923,600	169,000	1,433,025	1,638,175	574,488,096	0.00%	0.2852					
2024	2026	205,500	205,500	218,788	13,288	-	342,700	925,100	163,000	1,430,800	1,636,300	574,488,096	0.00%	0.2848					
2025	2027	205,000	205,000	218,788	13,788	-	343,500	925,350	162,250	1,431,100	1,636,100	574,488,096	0.00%	0.2848					
2026	2028	204,300	204,300	218,788	14,488	-	343,900	924,350	166,500	1,434,750	1,639,050	574,488,096	0.00%	0.2853					
2027	2029	208,300	208,300	218,788	10,488	-	343,900	924,825	160,500	1,429,225	1,637,525	574,488,096	0.00%	0.2850					
2028	2030	207,000	207,000	218,788	11,788	-	343,500	924,175	159,750	1,427,425	1,634,425	574,488,096	0.00%	0.2845					
2029	2031	205,500	205,500	218,788	13,288	-	342,700	927,400	159,000	1,429,100	1,634,600	574,488,096	0.00%	0.2845					
2030	2032	203,800	203,800	218,788	14,988	-	341,500	924,275	168,325	1,434,100	1,637,900	574,488,096	0.00%	0.2851					
2031	2033	206,800	206,800	218,788	11,988	-	344,800	925,025	162,200	1,432,025	1,638,825	574,488,096	0.00%	0.2853					
2032	2034	204,500	204,500	218,788	14,288	-	342,600	924,425	166,300	1,433,325	1,637,825	574,488,096	0.00%	0.2851					
2033	2035	206,900	206,900	218,788	11,888	-	344,900	922,475	160,175	1,427,550	1,634,450	574,488,096	0.00%	0.2845					
2034	2036	204,000	204,000	218,788	14,788	-	341,700	924,175	169,275	1,435,150	1,639,150	574,488,096	0.00%	0.2853					
2035	2037	-	-	218,788	218,788	-	-	924,300	162,925	1,087,225	1,087,225	574,488,096	0.00%	0.1893					
2036	2038	-	-	218,788	218,788	-	-	922,850	161,800	1,084,650	1,084,650	574,488,096	0.00%	0.1888					
2037	2039	-	-	218,788	218,788	-	-	924,825	160,675	1,085,500	1,085,500	574,488,096	0.00%	0.1890					
2038	2040	-	-	218,788	218,788	-	-	-	1,089,550	1,089,550	1,089,550	574,488,096	0.00%	0.1897					
2039	2041	-	-	218,788	218,788	-	-	-	1,086,575	1,086,575	1,086,575	574,488,096	0.00%	0.1891					
2040	2042	-	-	218,788	218,788	-	-	-	1,086,800	1,086,800	1,086,800	574,488,096	0.00%	0.1892					
Total DS From Current FY:		\$ 3,702,625	\$ 3,702,625	\$ 5,246,417	\$ 1,543,792	\$ 3,780,000	\$ 5,795,975	\$ 17,895,850	\$ 6,039,600	\$ 33,511,425	\$ 37,214,050								

Estimated Net Proceeds: 12,000,000 3,340,000 Total Net Proceeds: 15,340,000

(1) Pursuant to Public Act 96-0501, the District's DSEB will increase by the lesser of CPI or 5% each year starting with levy year 2009. The applicable CPI increase has been applied to levy years 2009-2018, and assumed to be 0% per year thereafter.

If the District issues non-referendum bonds with debt service structured assuming a growing DSEB, it will need to pass resolutions, perhaps annually, to capture the additional DSEB levy available from CPI growth.

If the CPI growth is less than estimated on average, the District will have to pay debt service in excess of the DSEB from funds on hand.

(2) Rates based upon the "AAA" MMD index for August 29, 2018 and recent bond sales which PMA believes to be accurate and reliable, plus 0.50%. Estimated TIC = 4.119%.

(3) Rates based upon the "AAA" MMD index for August 29, 2018 and recent bond sales which PMA believes to be accurate and reliable, plus 0.50%. Estimated TIC = 4.408%.

(4) Actual tax rates and payments may vary based on EAV growth, State Law changes, property tax rate initiatives and other factors. Includes 6,000 homeowner exemption.

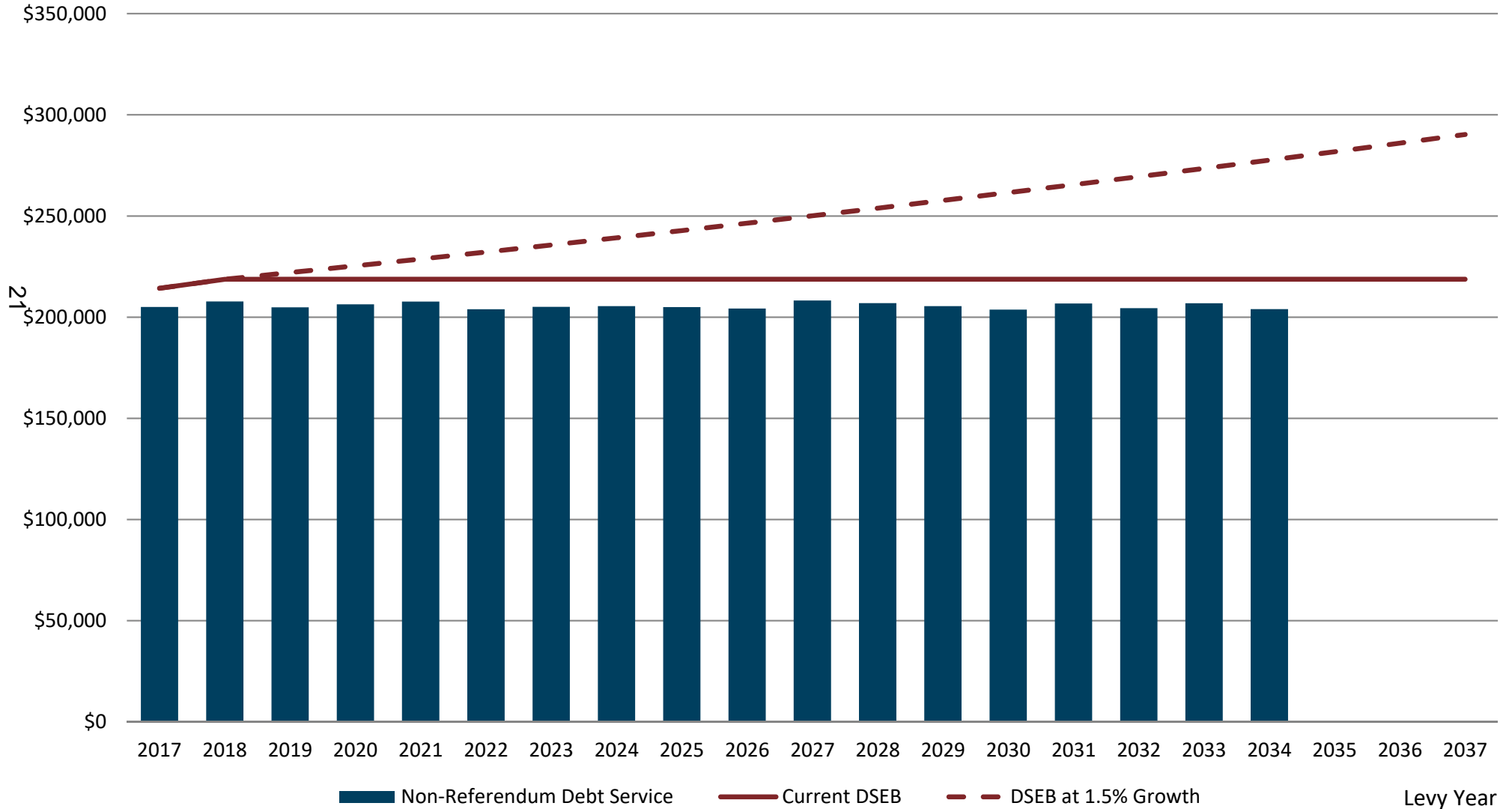
NOTE: Scenarios where a greater portion of the overall debt is issued in advance of the expenditures of the proceeds will likely result in higher fees earned by the investment manager of the debt proceeds.

Referendum to Increase the District's Debt Service Extension Base

- Since the District is subject to tax caps, the annual debt service (principal and interest) payments on non-referendum General Obligation (GO) bonds are limited by the District's Debt Service Extension Base (DSEB)
- Original DSEB was determined in tax year 1994 and was equal to the amount of non-referendum debt service levied for that year
- Public Act 96-0501, enacted in 2009, increases a district's DSEB annually by the Consumer Price Index (CPI)
 - Original DSEB: \$186,375
 - DSEB for levy year 2018: \$218,788
- Under the school code, there are four types of non-referendum GO bonds that can be sold including life safety and working cash (see Appendix A for more details)

Existing Debt Service Extension Base

Assumed 1.5% Future Growth



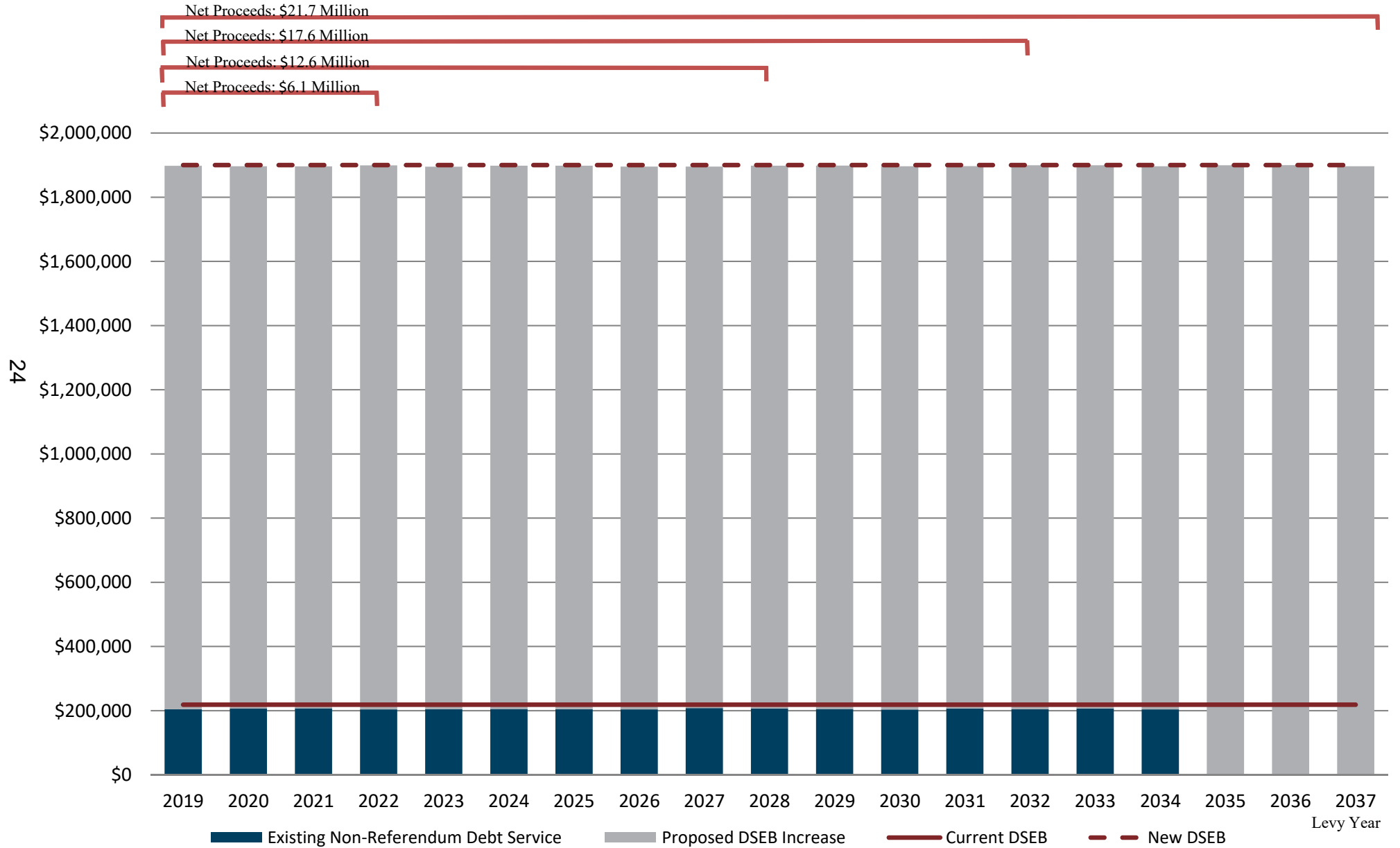
Possible Debt Service Extension Base (DSEB) Ballot Language

Shall the **debt service extension base** under the Property Tax Extension Limitation Law for School District Number 159, Will County, Illinois, for payment of principal and interest on limited bonds **be increased to \$1,900,000 for the 2019 levy year and all subsequent levy years?**

- The District could also chose to ask the voters to permit the DSEB to increase by CPI each year as is the case for most other school districts with a DSEB
- A DSEB referendum provides the District with an increased annual amount of property taxes that may be extended to pay non-referendum debt service subject to the District completing the required proceedings for a non-referendum bond issue

- If a referendum to increase the DSEB is successful the District could then issue non-referendum GO bonds payable from the DSEB anytime thereafter after completing the process for issuing the desired type of non-referendum bond
 - A life safety bond would require a BINA hearing
 - A working cash bond would require a BINA hearing and a 30-day petition period

- The District could issue bonds for a term of up to 20 years; however, the District may not want to do that for the following reasons:
 - A 20-year financing ties the hands of future Boards
 - The District will likely generate more bond proceeds by keeping the DSEB borrowings shorter (i.e. less interest paid on a 5-year bond than a 20-year bond)
 - Allows the District to address ongoing capital needs as a bond matures



Bond Scenario Summary

Referendum Scenarios

DSEB Referendum Scenarios to Maintain Current Annual Debt Service

	Scenario 1 Series 2019 & 2022 Maintain Current Annual Debt Service		Scenario 2 Series 2019 & 2022 Estimated \$100 tax payment decrease		Scenario 3 Series 2019 5yr scenario		Scenario 4 Series 2019 10yr scenario		Scenario 5 Series 2019 15yr scenario		Scenario 6 Series 2019 20yr scenario	
Total Proceeds	\$	24,800,000	\$	15,340,000	\$	6,155,000	\$	12,640,000	\$	17,675,000	\$	21,760,000
Proposed August 2019 Proceeds		12,000,000		12,000,000		6,155,000		12,640,000		17,675,000		21,760,000
Proposed February 2022 Proceeds		12,800,000		3,340,000								
Estimated Change in Debt Service due to Issuance (1)	\$	37,395,350	\$	23,935,450	\$	6,767,750	\$	15,216,413	\$	23,690,400	\$	32,767,150
Estimated TIC (1) (2).....		4.15%*		4.19%*		3.10%		3.38%		3.79%		4.09%
Estimated B&I Tax Rate Change (Levy Year 2019) (3)		(0.0008)		(0.1064)		(0.0011)		(0.0019)		(0.0011)		(0.0014)
Estimated Tax Payment Change (LY2019)(3)												
		Estimated LY2018 B&I Payment of Mokena 159 Tax Bill										
\$100,000 Home	\$	107	\$	(0)	\$	(0)	\$	(1)	\$	(0)	\$	(0)
\$200,000 Home		238		(65)		(1)		(1)		(1)		(1)
\$300,000 Home		368		(100)		(1)		(2)		(1)		(1)
\$400,000 Home		499		(136)		(1)		(2)		(1)		(2)
\$500,000 Home		629		(171)		(2)		(3)		(2)		(2)

(1) Preliminary rates based upon the "AAA" MMD index for August 29, 2018 and recent bond sales which PMA believes to be accurate and reliable, plus 0.50%.

(2) True Interest Cost (TIC) is the semiannual discount rate which equates the principal and interest payments to the purchase price paid by the purchaser.

(3) Actual tax rates and payments may vary based on EAV growth, State Law changes, property tax rate initiatives and other factors. Includes \$6,000 homeowner exemption.

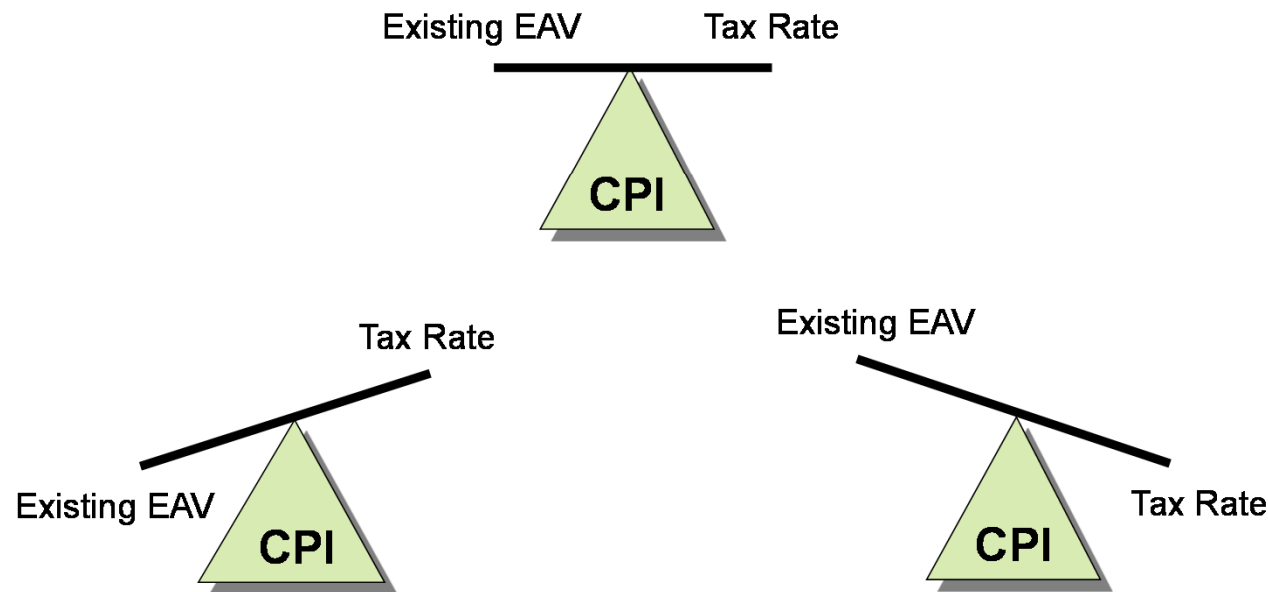
*Composite TIC

NOTE: Scenarios where a greater portion of the overall debt is issued in advance of the expenditures of the proceeds will likely result in higher fees earned by the manager of the debt proceeds.

Overview of PTELL (Tax Cap)

- **Prior Year Extension** (amount collected from taxpayers) which can increase annually by the lesser of 5% and CPI
- The **Limiting Rate** changes each year by the relationship between CPI and the reassessment of EAV

EAV Change, CPI and Tax Rate



- The District's Limiting Rate for 2017 was \$2.4967/\$100 of EAV
- A voter approved Limiting Rate increase raises the limiting rate by a XX% to generate \$XX additional funds
- A district determines an amount of funds needed and then determines a Limiting Rate increase to request
- A Limiting Rate increase has two periods:
 - An effective period (one to four years)
 - The number of years the Limiting Rate remains unaffected by the tax cap and the Prior Year Extension changes by the change in EAV
 - The year following the effective period the tax cap is applied against the Prior Year Extension from the last year of the effective period

(Face of Ballot)

OFFICIAL BALLOT

PROPOSITION TO INCREASE THE LIMITING RATE

(INSTRUCTIONS TO VOTERS: Mark a cross (X) in the space opposite the word indicating the way you desire to vote.)

Shall the limiting rate under the Property Tax Extension Limitation Law for Mokena School District Number 159, Will County, Illinois, be increased by an additional amount equal to ____% above the limiting rate for any purpose of said School District for levy year 2018 and be equal to ____% of the equalized assessed value of the taxable property therein for levy year 2019?	YES	
	NO	

- (1) The approximate amount of taxes extendable at the most recently extended limiting rate is \$ _____, and the approximate amount of taxes extendable if the proposition is approved is \$ _____.
- (2) For the 2019 levy year the approximate amount of the additional tax extendable against property containing a single family residence and having a fair market value at the time of the referendum of \$100,000 is estimated to be \$ _____.
- (3) If the proposition is approved, the aggregate extension for 2019 will be determined by the limiting rate set forth in the proposition, rather than the otherwise applicable limiting rate calculated under the provisions of the Property Tax Extension Limitation Law (commonly known as the Property Tax Cap Law).

- **Advantages**
 - The Limiting Rate increase is permanent
 - No interest expense or costs of issuance to sell bonds

- **Disadvantages**
 - Difficult to implement predictably
 - The interaction between CPI and the EAV reassessment rate will change the Limiting Rate without a referendum
 - Lag time for the receipt of funds since the timing of approval relative to the levy cycle determines when added revenue is received

The information contained herein is solely intended to suggest/discuss potentially applicable financing applications and is not intended to be a specific buy/sell recommendation, nor is it an official confirmation of terms. Any terms discussed herein are preliminary until confirmed in a definitive written agreement.

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Appendix A: Overview of Illinois School District Municipal Bond Finance

- The IL School Code prescribes very specific methods for school districts to issue municipal bonds which are as follows:
- Types of General Obligation (GO) School Bonds
 - GO School Building Bonds
 - Authorized via referendum
 - Non-referendum GO Bonds
 - Described in more detail on the next two slides
- Other borrowing options mechanisms
 - Alternate revenue bonds
 - Debt or lease certificates
 - Capital leases
 - These three types of obligations are payable from operating dollars and not from a separate tax levy like a GO bond
- Tax Anticipation Warrants (TAWs) for short-term cash flow needs

- The following types of non-referendum GO bonds are available to the District and the levy for these bonds needs to fit within the District's DSEB:
 - Working Cash (for capital projects or operating capital)
 - If for capital, funds are abated (permanent transfer) to the O&M fund and then transferred to the capital projects fund
 - Life Safety (issued in evidence of life safety approvals)
 - Funding (pays off a claim or liability like a land contract)
 - Tort

- All of these require a BINA (Bond Issue Notification Act) hearing

- Working Cash Bonds and Funding Bonds also require a back door referendum which is a 30-day petition process (10% of registered voters)

- **Please note that since the District's DSEB is utilized for nearly 20 years it does not have the capacity to issue non-referendum bonds at this time**

Working Cash Fund Bond Worksheet

MAXIMUM SIZE OF WORKING CASH FUND

Current equalized assessed valuation (Including TIF)			\$553,652,807.00
Times the maximum educational fund tax rate	\$3.5000	x	0.0350
Equals			<u>\$19,377,848.25</u>
Plus the lesser of the actual amount of replacement taxes received by the District during 2017 or the estimated amount of replacement taxes to be received by the District during 2018.		+	\$97,524.00
Equals			<u>\$19,475,372.25</u>
Times 85%		x	85%
Equals			<u>\$16,554,066.41</u>
Less the greater of working cash fund bonds outstanding OR the amount presently to the credit of the working cash fund (including amounts loaned to other funds)		-	\$2,780,000.00
			[WC Principal Outstanding]

[(Assumes Working Cash Fund is Abated)]

TOTAL (Authorized Issue Size) \$13,774,066.41

If issued on a tax-exempt basis, the working cash fund bonds would constitute a working capital financing under the Internal Revenue Code of 1986 and the arbitrage and rebate regulations promulgated thereunder. If the bonds are to be issued on a tax-exempt basis, an analysis must be made of the District's anticipated cash flow deficits in its education or other funds to determine how the proceeds of the working cash fund bonds may be invested.

In general, in order to invest the bond proceeds at an unrestricted yield, the District must reasonably expect that the principal amount of the working cash fund bonds to be issued will not be greater than the sum of (i) the projected cash flow deficit in its educational or other funds during the thirteen months following the issuance of the bonds and (ii) five percent of the expenditures from the education or other funds in the preceding fiscal year. This reasonably expected deficit must be evidenced by monthly cash flow estimates prepared by the District.



Mokena SD 159 Updated Budget

School Year - 2018-19

Updated Budget FY19

Tentative Budget Fiscal Year 2019	Revenue	Expenses	Over/Under	Ending Fund Balance	Percentage of balance to annual expenditures
EDUCATION FUND	15,300,530	15,301,796	(1,266)	7,974,173	52%
OPERATIONS & MAINTENANCE	1,785,198	2,910,900	(1,125,702)	852,998	29%
BOND & INTEREST FUND	2,209,566	2,262,387	(52,821)	1,417,533	63%
TRANSPORTATION FUND	685,874	990,198	(304,324)	1,149,684	116%
∞ MRF/SOCIAL SECURITY FUND	372,766	476,256	(103,490)	164,753	35%
SITE AND CONSTRUCTION/CAPITAL	2,500	-	2,500	62,343	
New Concstruction				5,545	
WORKING CASH FUND	93,419	1	93,418	2,335,288	233528800%
TORT FUND	142,394	153,101	(10,707)	106,199	69%
LIFE SAFETY FUND	-	-	-	803	
Totals:	\$ 20,592,247	\$ 22,094,639	\$ (1,502,392)	14,069,319	64%
Remove the Working Cash Fund				11,734,031	53%

Tentative Budget Fiscal Year 2019	Revenue	Expenses	Over/Under	Ending Fund Balance	Percentage of balance to annual expenditures
EDUCATION FUND	15,300,430	14,937,347	363,083	8,338,522	56%
OPERATIONS & MAINTENANCE	1,785,198	2,856,900	(1,071,702)	906,998	32%
BOND & INTEREST FUND	2,209,566	2,262,387	(52,821)	1,417,533	63%
TRANSPORTATION FUND	685,874	990,198	(304,324)	1,149,684	116%
MRF/SOCIAL SECURITY FUND	372,766	476,256	(103,490)	164,753	35%
SITE AND CONSTRUCTION/CAPITAL	2,500	-	2,500	62,343	
New Construction				5,545	
WORKING CASH FUND	93,419	1	93,418	2,335,288	233528800%
TORT FUND	142,394	153,101	(10,707)	106,199	69%
LIFE SAFETY FUND	-	-	-	803	
Totals:	\$ 20,592,147	\$ 21,676,190	\$ (1,084,043)	14,487,668	67%
Remove the Working Cash Fund				12,152,380	56%



Education Fund Highlights and Updates

- Addition of 3 Instructional Coaches
- Addition of 1.5 FTE in Music Department
 - Total 4.5 Additional FTE Staff members in FY19 Budget
- Additional Expense of Preschool for All
- Contractual Obligations 2%, 3.25% or 6%
- Health Insurance Adjustments
 - Classified and Certified
- Clarify Site-Based Accounting Codes and populate those expense lines
- Additional SPED contractual obligations
- Technology Projects and Initiatives
- Software Updates, Upgrades, and Additions

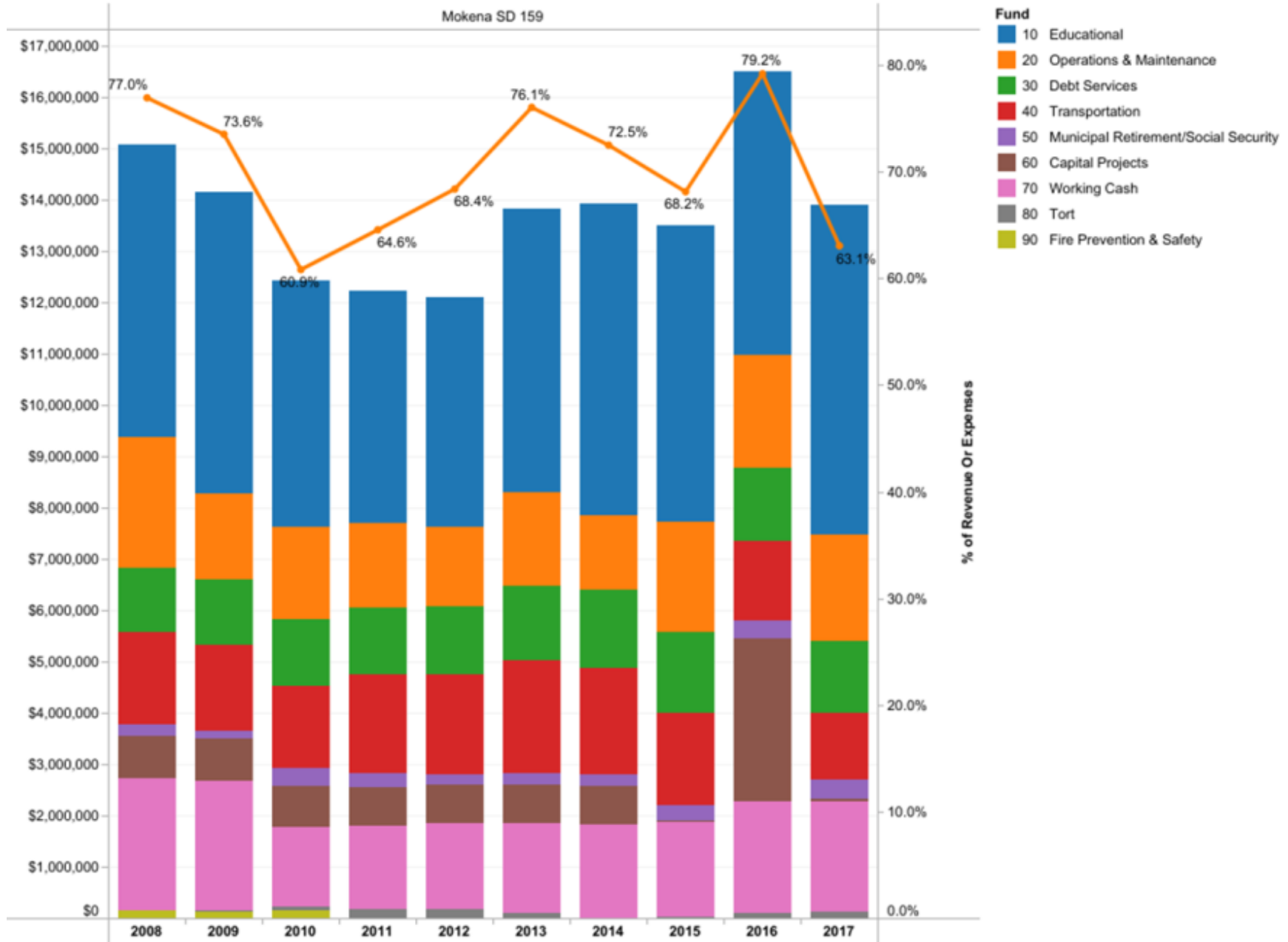


Fund Balance by Fund and Percentage

District(s) - Mokena SD 159

Note: % of Revenues or Expenses reflects selected funds only

Source: AFR





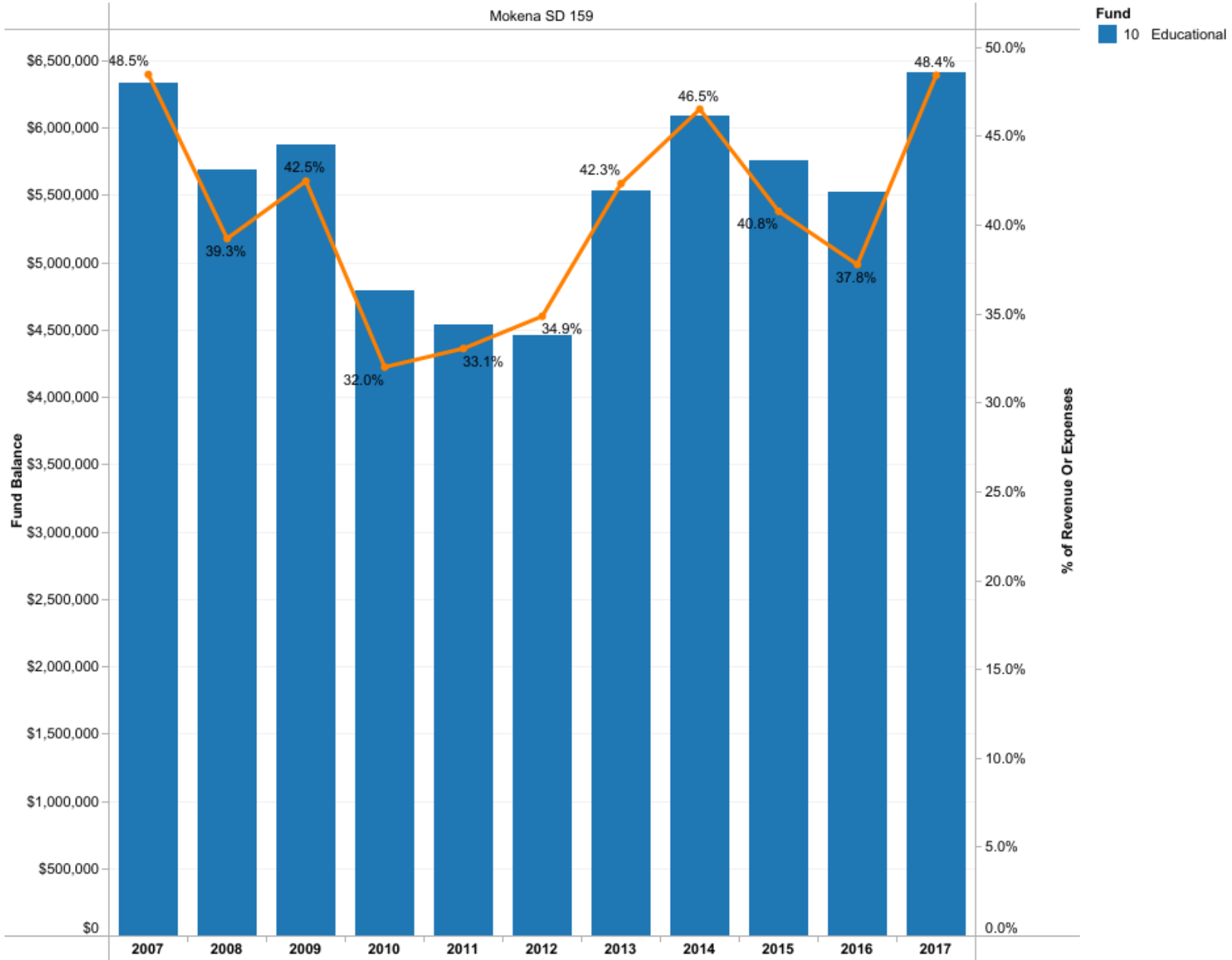
Fund Balance by Fund and Percentage

District(s) - Mokena SD 159

Note: % of Revenues or Expenses reflects selected funds only

Source: AFR

Mokena SD 159





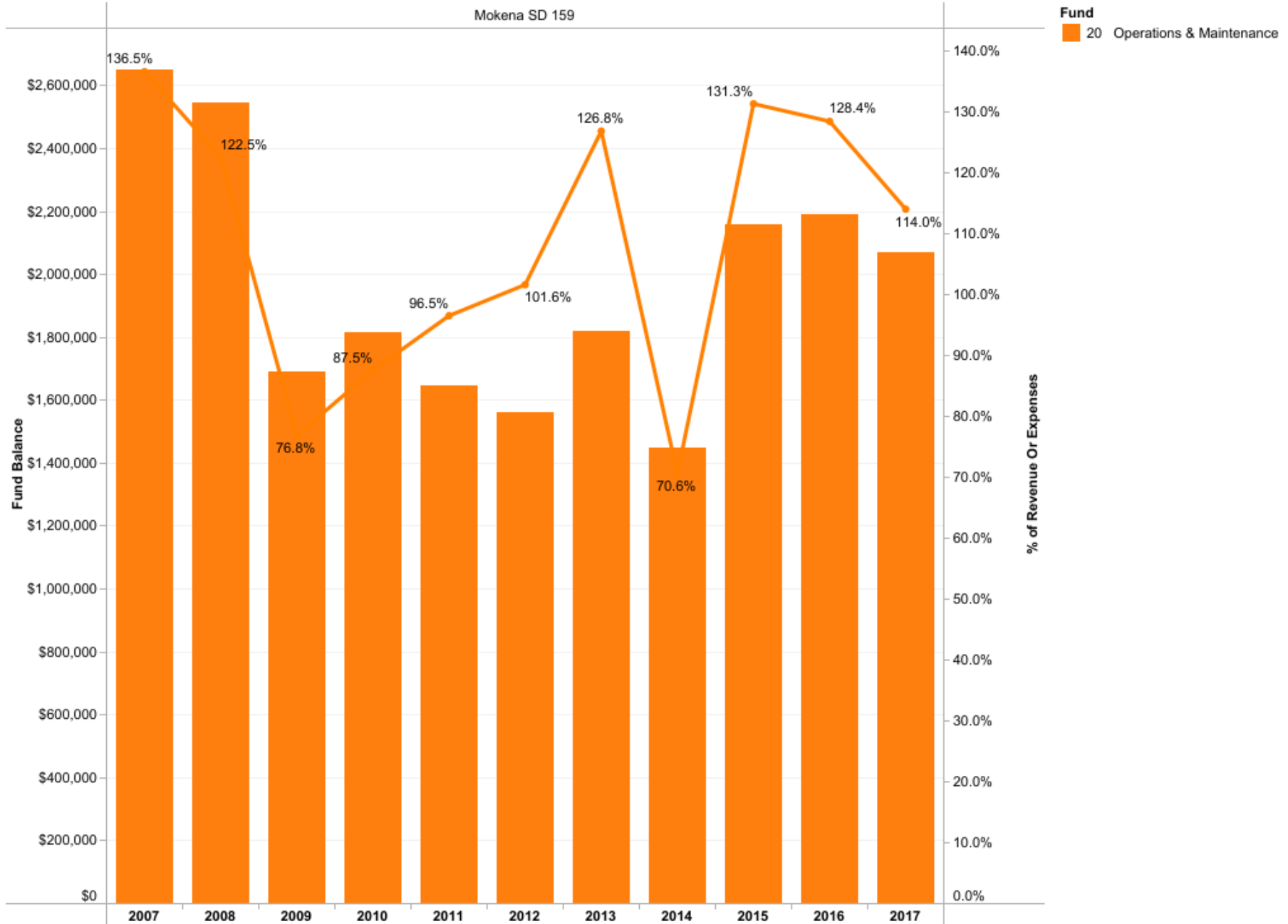
Fund Balance by Fund and Percentage

District(s) - Mokena SD 159

Note: % of Revenues or Expenses reflects selected funds only

Source: AFR

Mokena SD 159



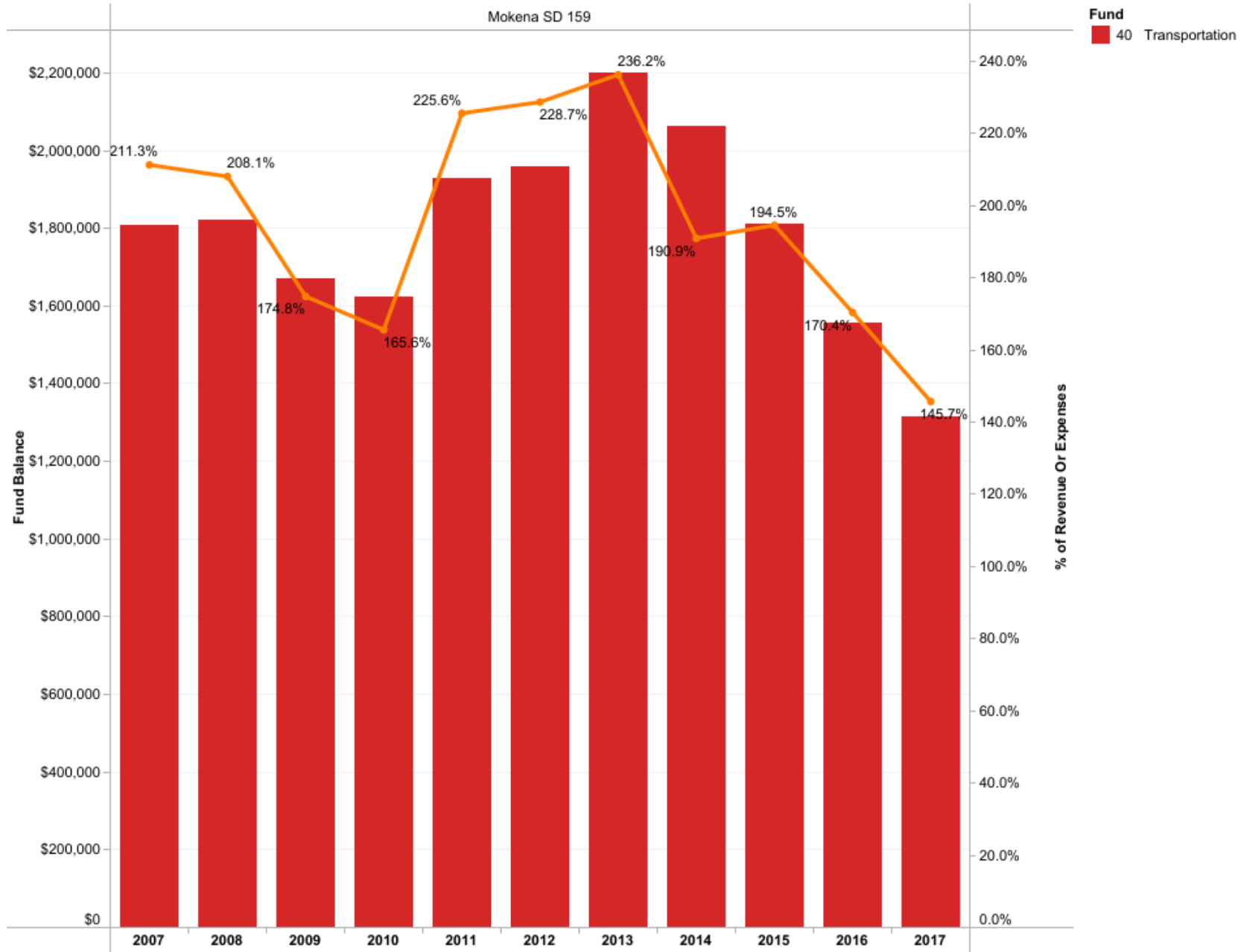


Fund Balance by Fund and Percentage

District(s) - Mokena SD 159

Note: % of Revenues or Expenses reflects selected funds only

Source: AFR





MOKENA PUBLIC SCHOOLS DISTRICT 159

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

Memo

To: Board of Education and Superintendent Dr. White

From: Dr. Teri Shaw, CSBO

Date: September 19, 2018

Re: Request to move forward with Architect Request for Qualifications (RFQ)

The business office is requesting board approval to move forward with the RFQ process to select a new district architect. The process will take place in accordance with the attached timeline; the timeline was prepared based on 50 ILCS 510, Local Government Professional Services Selection Act.

The attached RFQ is based on a template provided by the IASBO Facilities-Management PDC Committee. It has been reviewed and approved by our school district attorney. In addition to an advertisement being printed in **The Mokena Messenger**, the RFQ will be available on the district website at www.mokena159.org.

The business office respectfully requests approval of the attached resolution in order to move forward with this process.

**ARCHITECT RFQ TIMELINE
September 2018**

August 28, 2018	Notify Legat Architects of intent to proceed - RFQ process
September 10, 2018	Discussion and information at Finance Committee meeting
September 19, 2018	Board approval to proceed with RFQ process
September 20, 2018	Run Ad in Newspaper – Statement of Interest & Request of Statement of Qualifications & Performance Data from Interested Architects
October 3, 2018	Non-mandatory Pre-submittal Meeting and Walk-through
October 17, 2018	Last date for respondents to send clarifications/questions
October 24, 2018	RFQ due from Architects. Evaluation of qualifications begins
November 7, 2018	Successful short-listed and unsuccessful firms notified
November 8 – 16, 2018	Conduct Architect Interviews
November 19 – 30, 2018	Ranking of top 3 firms and contract negotiations
December 10, 2018	Committee recommends firm for Board Approval
December 19, 2018	Proposed Board action on firm to provide Services

Mokena School District 159
Mokena, Illinois

**ADVERTISEMENT FOR
STATEMENT OF INTEREST IN PROVIDING ARCHITECTURAL SERVICES**

Mokena School District #159 will receive statements of interest, qualifications, and performance data from qualified firms which do not already have such a statement on file with the District to provide comprehensive architectural services relating to various projects.

The Request for Qualifications for Architectural Services will be available at the District's website (www.mokena159.org) or at the District office, 11244 Willowcrest Lane, Mokena, IL, after 9:00 a.m. on September 20, 2018.

PLEASE SUBMIT RESPONSES TO:

Dr. Teri Shaw
Chief School Business Official
Mokena School District #159
District Office
11244 Willowcrest Lane
Mokena, IL 60448

Responses must be in compliance with the Request for Qualifications and are due by **Wednesday, October 24, 2018 at 10:00 am** at the District Office. All responses must clearly show the phrase "**Request for Qualifications – Architectural Services for Mokena School District #159**" and the Respondent's name.

Responses to this invitation will be evaluated on the basis of the relative merits of the qualifications submitted.

There will be a non-mandatory pre-submittal meeting and walk-through on **Wednesday, October 3, 2018 at 10:00 am** at 11244 Willowcrest Lane, Mokena, IL.

All questions shall be directed to Dr. Teri Shaw (708) 342-4917.

MOKENA SCHOOL DISTRICT #159

**RESOLUTION
LOCAL GOVERNMENT PROFESSIONAL SERVICES SELECTION
COMMENCE RFQ PROCESS**

WHEREAS, the Board of Education of Mokena School District #159, County of Will, State of Illinois, is subject to the Local Government Professional Services Selection Act (50 ILCS 510);

WHEREAS, it shall be the policy of the political subdivisions of the State of Illinois to negotiate and enter into contracts for architectural services on the basis of demonstrated competence and qualifications for the type of services required and at fair and reasonable compensation;

WHEREAS, each political subdivision that utilizes architectural services shall permit firms engaged in the lawful practice of their professions to annually file a statement of qualifications and performance data with the political subdivision, unless it has a satisfactory relationship for services with one or more firms;

NOW THEREFORE BE IT RESOLVED, by the Mokena School District #159 Board of Education, County of Will, State of Illinois, as follows:

SECTION 1: That said District is soliciting proposals to provide architectural services for future projects.

SECTION 2: That notice of said proposal solicitation shall be given by publication in *The Mokena Messenger*, being a newspaper generally circulated in this school district.

SECTION 3: That said proposals shall be due on Wednesday, October 24, 2018 at the hour of 10:00 a.m. CDT at the Mokena School District #159 Administration Office, located at 11244 Willowcrest Lane, Mokena, Illinois.

SECTION 4: That said proposals shall be evaluated in accordance with the procedures described in 50 ILCS 510/5.

ADOPTED this 19th day of September 2018

President, Board of Education

ATTEST:

Secretary, Board of Education

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES
SEPTEMBER 20, 2018
MOKENA ELEMENTARY SCHOOL DISTRICT #159**

Introduction

The Board of Education for Mokena Elementary School District #159 is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Architectural Services to assist the school district in performing possible planning, remodeling, construction, life-health safety projects and special projects. The firm selected shall have the primary responsibility for execution of the planning, design, construction documentation, and construction administration phases of the project.

This RFQ is not an invitation for Bid: responses will be evaluated on the basis of the relative merits of the Qualifications. There will be no public opening and reading of responses received by the school district pursuant to this request.

RFQ Submission

RFQ's responses are due by October 24, 2018 at 10:00 a.m., local time.

Please submit seven (7) bound copies and one digital copy via email to:

Dr. Teri Shaw
Chief School Business Officer
Mokena Elementary School District #159
11244 Willowcrest Lane
Mokena, IL 60448
(815) 342-4917
shawt@mokena159.org

Qualifications must be enclosed in a sealed envelope (or other sealed container); the package must clearly show the phrase **“Request for Qualifications – Architectural Services for Mokena Elementary School District #159”** and the Respondent’s name.

Submittals should be prepared as standard 8-1/2 x 11 letter size, and shall be limited to seventy-five (75) pages, exclusive of required attachments. Adherence to the maximum page criterion is critical; each page side with criteria information will be counted toward the maximum number of pages. Front and back covers, table of contents pages, and tabbed divider pages will not be counted if they do not contain submittal information.

Telephone, facsimile or email responses are not acceptable. Timely delivery is at the risk of the Respondent.

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES
SEPTEMBER 20, 2018
MOKENA ELEMENTARY SCHOOL DISTRICT #159**

Schedule

The following is the proposed schedule (subject to change) for the selection of firms to provide architectural services:

September 20, 2018	RFQ Released
October 3, 2018	Non-mandatory Pre-submittal Meeting and Walk-through, 10 a.m., 11244 Willowcrest Lane, Mokena, IL
October 17, 2018	Last date for respondents to request clarifications/send questions (by email only to Dr. Shaw)
October 24, 2018	Submissions due, 10 a.m.; evaluation of qualifications begins
November 7, 2018	Successful short-listed and unsuccessful firms notified
November 8-16, 2018	Interviews with short-listed firms
November 19-30, 2018	Ranking of top 3 firms and contract negotiations
December 10, 2018	Committee reviews and recommends firm for Board Approval
December 19, 2018	Proposed Board action on firm to provide services

Respondents' Inquiries and Addenda

Any questions or concerns regarding this RFQ shall be directed in writing to:

Dr. Teri Shaw
Chief School Business Officer
Mokena Elementary School District #159
11244 Willowcrest Lane
Mokena, IL 60448
(815) 342-4917
shawt@mokena159.org

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES
SEPTEMBER 20, 2018
MOKENA ELEMENTARY SCHOOL DISTRICT #159**

Any responses to questions, or changes in this RFQ, shall be issued in writing as an addendum. Respondents must acknowledge addenda received as part of their submissions.

Oral and other interpretations or clarification will be without legal effect.

School District Background

Mokena Elementary School District #159 is a K-8 district located in Mokena, Illinois. Total enrollment is approximately 1,550. The District is comprised of 3 schools, Mokena Elementary School, EC/PK - 3, 676 students; Mokena Intermediate, 4-5, 350 students; Mokena Junior High, 6-8, 518 students. The District also has a Bus Barn with 12 bays and an office.

Mokena Elementary School is 147,000 square feet with 50 classrooms, including an Art room, a Music room, a Library for EC-K, a Library for 1-3, computer labs, three Gymnasiums and a Lunchroom. It was built in 1963 with additions that was built in 1975 and 1993. The District Office is located inside the Elementary building.

Mokena Intermediate School is 73,838 square feet with 30 classrooms, including an Art room, a Music room, a Library, Computer labs, Lunchroom, and two Gymnasiums. It was built in 1976, with a substantial addition in 1993.

Mokena Junior High is 124,000 square feet with 40 classrooms including an Art room, Band room, Choir room, computer lab, media center, two gymnasiums, a cafeteria and a lunchroom. The two story structure was built in 2001.

General Information, Notifications, and Purpose

- a) Respondents are advised to review all sections of this RFQ carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the submittal. Qualifications which depart from or materially alter the terms, requirements, or scope of work defined by this Request may be rejected as nonresponsive.
- b) Joint venture and/or cooperative professional teams will not be considered.

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES
SEPTEMBER 20, 2018
MOKENA ELEMENTARY SCHOOL DISTRICT #159**

- c) The inclusion of subconsultants (e.g. Mechanical, Electrical, Plumbing, Structural, etc.) will not be required to be included in the submittal.

General Terms and Conditions

- a) All costs associated with developing or submitting a qualifications statement in response to this Request, or to provide oral or written clarification of its content shall be borne by the respondent. The School District assumes no responsibility for these costs. This RFQ does not commit the School District to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.
- b) This RFQ does not commit the School District to enter into a contract. The school district reserves the right to award one, more than one, or no contract(s) in response to this RFQ. The School District reserves the right to waive informalities and irregularities in the submissions of qualifications received. The School District also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.
- c) The Contract, if awarded, will be awarded to the Respondent(s) whose submittal(s) is deemed most advantageous to the School District, as determined by the selection committee, upon approval of the School District Board of Education.
- d) The School District reserves the right to contact any Respondent for clarification, interviews or to negotiate if such is deemed desirable by the school district.
- e) The purpose of this Request for Qualifications is to identify an experienced Architectural Services firm with the best combination of qualifications.
- f) A non-mandatory pre-submittal meeting and walkthrough will be held on October 3, 2018, 10 a.m., beginning at the District Office, 11244 Willowcrest Lane, Mokena. Individual requests for site visits and introductory meetings will not be allowed.
- g) All Proposers are prohibited from making any contact with the District Personnel, Board of Education, or Superintendent or any other administrator or employee of the District with regard to the RFQ, other than in the manner and to the person designated herein. The Business Manager reserves the right to disqualify any Proposer found to have contacted the District Personnel in any manner with regard to the RFQ.

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES
SEPTEMBER 20, 2018
MOKENA ELEMENTARY SCHOOL DISTRICT #159**

General Description of Scope of Services

- a) The selected architectural firm will become part of a project team consisting of members of the School District and community stakeholders and to perform services as required.
- b) The Design Team may be requested to:
 - a. Attend meetings with School District administrative staff as necessary.
 - b. Attend School District Board of Education meetings and/or other board or community committees/meetings as necessary.
 - c. Develop preliminary drafts of the Project Program for School District review and comment.
 - d. Consult with School District on budgetary and funding matters.
 - e. Consult with the School District on Project scheduling considerations. Consult with the School District on general concepts of the Project scope of work and Project needs.
- c) The firm's services and product provided shall conform to the Illinois State School Code and be in accordance with all federal, state and local laws, codes, ordinances, and regulations.

Proposal Content

Statement of Interest –

Provide a signed statement of qualifications with the name and address of the respondent, expressing interest and capability to perform the work.

Firm Description –Provide the following:

- Firm Name, address, web address, telephone and fax numbers
- Contact person (provide direct phone number and e-mail)
- Number of years in business under current name
- Type of organization
- Disciplines offered in-house
- Special areas of practice
- Staffing information (number of architects, interior designers, engineers, etc.)
- Compensation method (e.g. percentage of project value, hourly rates, combination) for the firm's services. **DO NOT** include hourly rates or actual percentages. This is a request for methodology, not prices. Identify the types of expenses that are commonly billed to the Owner that are not included in the firm's standard fee.
- List any previous names of firm and years of business under each name
- In the case of a multiple office firm, provide general information on the firm (locations, staffing, etc.) but also provide detailed information on the office that will be serving the District (key personnel, project

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL SERVICES

SEPTEMBER 20, 2018

MOKENA ELEMENTARY SCHOOL DISTRICT #159

experience, etc.). The office designated to serve the District, in the Qualifications submission, must be the office to perform the work in the event that the project is awarded to that firm.

- In the case of a single office firm, identify the key personnel who will be performing architectural or other services for the District and provide relevant background and experience information.

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES
SEPTEMBER 20, 2018
MOKENA ELEMENTARY SCHOOL DISTRICT #159**

- The short-listed firms may be requested to provide a copy of the firm's financial statement. Provide a copy of the firm's certificate of insurance indicating the levels of professional liability and general liability insurance coverage carried by the firm. Minimum coverage to be as follows:
 - General Liability (\$1,000,000/\$2,000,000)
 - Automotive Liability (\$1,000,000)
 - Professional Liability (\$1,000,000/\$1,000,000)
- List any litigation involving the firm or any owner/shareholder/partner of the firm as a party, pending or resolved (e.g. withdrawn, settled, tried to verdict) including arbitrations, within the last 5 years arising out of any design work for any school district or other governmental entity; and whether still pending, or if concluded, the final result. If so, please provide an explanation.
- List if your firm (under current or previous names) has been terminated within the last 5 years from a project by a school district or other governmental entity and, if so, for what reason. If so, list the name and contact information for the school district or other governmental entity.

Firm Experience and Capabilities –

- Provide a list of all school district clients for which you have provided services in the last ten years. Include project description (whether the project involved planning, new construction, additions, or renovations), the type of architectural, engineering, other services and delivery method that you provided, as well as the client contact information.
- Please highlight your experience in performing such work as facilities master planning, new construction development, design, project management, & oversight, renovation of aging facilities, additions to existing buildings, including security vestibules, main office additions, and cafeteria additions.
- Samples of work that demonstrate experience in K-8 environments are required.
- Firms should also demonstrate expertise in maximizing construction budgets and experience in the design of general educational spaces.
- If your submittal includes affiliated firms or multi-disciplinary departments (e.g., mechanical, electrical, or structural engineering), please identify them and provide similar information for them as outlined below.

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES
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Key Personnel & Experience –

- Provide a simple organizational chart identifying key members of the firm, including consultants.
- Provide resumes of project designers, managers, key staff, and consultants relevant to the requirements of this RFQ, including their work experience, education, affiliations and awards. Resumes should not include project pictures or general firm information. Particular reference should be made to the firm's construction administration/observation personnel.
- If any staffing changes should occur between the submission of qualifications and the award of a contract, the architect must notify the client in writing. Unapproved staffing changes may result in a rejection of qualifications.

Project Approach –

Provide a brief discussion of the following:

- The methodology that your firm would use in conducting the project from inception to Owner acceptance. This should include strategies for collaboration, communication and community building. If your methodology utilizes any specialized software packages and computerized systems, please provide an adequate description and summary of capabilities.
- The firm's ability/experience to work in the Will County region. In your response, describe how your firm plans to respond when the District has immediate needs that require on-site attention.
- Your approach to project scheduling and cost estimating within the environment of the educational sector.
- The process your firm utilizes to investigate bidders to ensure that they are qualified and equipped to satisfactorily complete a project.
- Experience, concerns, and recommendations of the firm regarding the use of a construction manager.

References –

- Provide a minimum of three (3) references for architectural services performed on educational facilities in Illinois in the last five (5) years, preferably involving school districts with facilities similar to those found in District 159.

Mokena School District #159

Request for Quote

Community Research and Engagement Services

Proposals to be received by Wednesday, October 3, 2018, 10:00 a.m. (CDT)
via email to shawt@mokena159.org

Supplemental materials and print copies of supplied materials may also be
sent no later than the above-stated deadline to
Mokena School District
Administrative Center
Attention: Dr. Teri Shaw
11244 Willowcrest Lane, Mokena, IL 60448

Notice: Request for Quote to Mokena School District #159 “Community Research and Engagement Services”

Mokena School District #159 requests quotes from any prospective vendor for the above-noted subject as described in this document. This RFQ is not an offer to enter into a contract, but rather a solicitation for quotes.

Quotes are to be received by Wednesday, October 3, 2018 10:00 a.m. (CDT) via email to shawt@mokena159.org. Supplemental materials and print copies of supplied materials (three (3) copies) may also be sent no later than the above stated deadline to Mokena School District 159 Administrative Center, Attention: Dr. Teri Shaw, 11244 Willowcrest Lane, Mokena, IL 60448. No quotes will be accepted after 10:00 a.m. on the above-scheduled due date.

Respondents will be contacted via email to confirm receipt of Quote.

Questions about project criteria will be directed, via e-mail only to shawt@mokena159.org no later than 4:00 p.m., September 26, 2018

Quoted prices must be planned to be effective starting October 10, 2018 and extend through June 30, 2019. The maximum contract period for these services will be twelve (12) months.

All respondents shall conform to all the terms and conditions of this Request for Quote, as stated in this document. Failure to conform to the format described and to the terms and conditions of the Request for Quote may render the quote non-responsive and ineligible for further consideration, at the School District’s sole option. The School District reserves the right to accept any Quote or any parts thereof or to reject any and all Quotes. A successful respondent will be required to comply with all applicable Federal and State of Illinois Equal Opportunity Regulations as required.

Questions regarding this Request for Quote may be addressed to Dr. Teri Shaw, shawt@mokena159.org, 708-342-4900.

School District Background

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Mokena Junior High is 124,000 square feet with 40 classrooms including an Art room, Band room, Choir room, computer lab, media center, two gymnasiums, a cafeteria and a lunchroom. The two story structure was built in 2001.

Facility Condition Assessment

The District engaged McKinstry Engineering Firm to conduct a Facility Condition Assessment in the Spring and Summer of 2018. The results of the Facility Condition Assessment addressed near-term, medium-term, and long-term facility needs.

Near-Term Needs Planning within the next five years showed budgeted items totaling between \$5,175,000 and \$14,089,545.

Project	Notes	Budget Range
Network and Surveillance Upgrades	Add and upgrade cameras; increase network bandwidth and secure storage	\$175,000 - \$257,500
HVAC and Controls (MIS)	Replace poorly performing equipment to gain efficiency and improve learning environment	\$1,475,000 - \$2,678,000
Domestic Hot Water Upgrade (MIS)	Replace the existing pool domestic hot water heater with a higher efficiency unit.	\$30,000 - \$41,200
Facility Condition Assessment	Complete full-scope, 20-year capital needs assessment and prioritized budgeting	\$35,000 - \$66,950
Concrete walkways repair & replace	Replace deteriorating concrete to improve safety and aesthetics	\$350,000 - \$566,500
Parking Lot Upgrade	Increase safety, drainage and aesthetics	\$800,000 - \$1,545,000
HVAC and Controls (MES)	Replace poorly performing equipment to gain efficiency and improve learning environment	\$500,000 - \$795,675
IT Fiber Upgrade	Install new trench and new fiber optic cable.	\$115,000 - \$212,180
Roof rehab/repair	Repair and replace roofing across district; recommend creating comprehensive roofing plan	\$400,000 - \$2,333,980
Fencing Installation (MES/MIS)	Install perimeter barrier to enhance safety	\$85,000 - \$212,180
Restroom Update	Replace aging fixtures and ensure 100% ADA compliance	\$200,000 - \$1,365,909
Furnishings/Millwork Update	Replace classroom and office furniture and fixed storage units	\$200,000 - \$382,454
Interior Sealants update	Repair cracks and repaint	\$150,000 - \$337,653
Window Upgrades	Ensure safety compliance and energy efficiency with glazed units	\$250,000 - \$2,251,018
MJS Track Upgrade	Repair or replace track surface	\$80,000 - \$289,819
MJS Lighting Upgrade	Replace existing lights with energy efficient fixtures	\$180,000 - \$289,819
Exterior Sealants/Façade Repair	Brick walls need tuckpointing, other surfaces need repair and re-sealing	\$150,000 - \$463,710
	Total Range:	\$5,175,000 - \$14,089,545

Medium-Term Needs Planning between six and ten years from now showed budgeted line items totaling between \$6,465,000 and \$15,700,000.

Project	Budget Range
MJS HVAC upgrade	\$800,000-\$2,000,000
MJS Space utilization update	\$175,000-\$450,000
MJS Auditorium update	\$800,000-\$2,300,000
Playfields upgrade	\$600,000-\$1,500,000
MJS Roof Replacement	\$2,000,000-\$4,000,000
Flooring replacement	\$1,200,000-\$3,500,000
Maker space addition (MES/MIS)	\$200,000-\$450,000
Storage space upgrade	\$125,000-\$300,000
Hall locker replacement/removal	\$80,000-\$200,000
Interior sealants	\$150,000-\$300,000
Technology Updates	\$250,000-\$500,000
Landscaping upgrades	\$85,000-\$200,000
Total Range:	\$6,465,000 - \$15,700,000

Long-Term Needs Planning between 11 and 20 years from now showed budgeted line items totaling between \$11,550,000 and \$21,250,000.

Project	Budget Range
MES HVAC overhaul	\$1,200,000-\$3,000,000
Parking Lots Update	\$800,000-\$1,500,000
Security Improvements (access control and cameras)	\$250,000-\$500,000
Roof Replacement MES & MIS	\$4,000,000-\$8,000,000
Interior sealants	\$150,000-\$300,000
Exterior Sealants/Façade-work	\$350,000-\$600,000
Furnishings/millwork update	\$200,000-\$350,000
Electrical Service Update	\$350,000-\$1,000,000
Anticipated Building Renovation/Expansion	\$4,250,000-\$6,000,000
10 Year Totals:	\$11,550,000-\$21,250,000

Problem Statement

Mokena School District #159 needs to determine the best solution for addressing the long-term facility needs of the District while providing a learning space for current students no matter what the solution. Further, the District needs to complete its master Capital Improvement Plan, which will identify all the buildings' needs and their approximate cost. This work needs to be done while being fiscally responsible to taxpayers, ensuring stakeholder support, and while addressing all non-facility matters occurring in the District and with a number of new administrators in key positions, including the superintendent.

Vision for Engagement and Research

District 159 is looking for a partner to support the work of community engagement and research around the long-term vision for Mokena Elementary Schools. The end goal of this work is having reliable data that has been comprehensively gathered to help the administration provide a recommendation to the Board on the next course of action.

Determining the next course of action is particularly challenging given the timelines at hand. Should the community engagement, research and subsequent recommendation to the Board indicate a referendum be advisable, there is one upcoming election when the referendum could be placed on the ballot – April 2019. The Board does not want to lose an opportunity for rapid progress, but the Board also does not want to rush the process and risk jeopardizing long-term opportunities.

April 2019 Election

- September 20, 2018
 - RFQ for engagement/research sent to firms
- September 26, 2018
 - Last day for questions about project criteria by 4:00 p.m. (CDT)
- October 3, 2018
 - Proposals received by 10:00 a.m. (CDT)
- October 17, 2018
 - Approval of engagement/ research firm
- October 18, 2018 – November 1, 2018
 - Planning with engagement/ research firm
- November 2, 2018 – December 18, 2018
 - Implementation of engagement/research efforts
- December 19, 2018
 - Board meeting for discussion of ballot language
 - Officially start election committee
- January 14, 2019
 - Last day for Board to adopt resolution to allow a binding public question to appear on ballot
- April 2, 2019
 - Election (6:00am to 7:00 pm)

The “planning” period described above may include meetings with multiple stakeholder groups, such as District administrators, building administrators and representative staff, representative parents, staff in the Buildings and Grounds Department, and members of the District’s Finance Committee. At the end of the planning period, the District would like the firm to have a strong understanding of the District’s needs and a detailed action plan for conducting engagement and research work.

It is important to note in reviewing the timeline that the Facility Condition Assessment has been completed. The ten-year Capital Improvement Plan will be completed in the next year.

In regard to the actual engagement and research, the District envisions incorporating a number of varied components including but not limited to phone surveys, online surveys, focus groups, small group and large group information sessions, and multiple layers of related marketing that address both advertising of these opportunities and the providing of resources for community members to learn more.

RESPONSE ITEMS

Philosophy

1. If applicable, describe your organization’s philosophy as it relates to community engagement and research.

Experience

2. Describe your organization’s experience related to planning prior to the start of engagement and research projects. How do you facilitate the planning process? What are your expectations? How do you formulate goals and objectives? Which stakeholders do you prefer to work with? How do you manage conflicting ideas from different stakeholder groups in planning? How much of this work do you engage in remotely vs. on-site?
3. Describe your organization’s experience related to community research.
 - a. What methods of surveying do you use? How do you formulate survey questions? How do you prevent “ballot stuffing” to ensure valid data? How do you reach out to varied community members to ensure a balanced cross section of representative respondents? If you conduct phone surveying, how do you choose the sample group? How do you analyze survey data? What is the District’s role in this work?
 - b. How do you lead focus groups? How do you formulate focus group guiding questions? Do you have note takers? How do you prevent vocal individuals from dominating conversations? How do you analyze focus group data? What is the District’s role in this work?
 - c. Besides phone/online surveys and focus groups, what other means do you use to gather community feedback?
 - d. In your experience, what is the most effective and reliable tool for community research?
4. Describe your organization’s experience in facilitating informational sessions, designed not to gather data, but to provide background information and outline current challenges. Do you include pre- and post-session feedback? How do you handle

opportunities for Q&A? How do you reach out to varied community members to ensure a balanced cross section of attendees?

5. Describe your organization's experience in marketing for research opportunities (survey, focus group) and information programs. Do you provide guidance in this area? Do you have standard templates? How do you incorporate traditional print media (letters to the editor, press releases)? How do you incorporate social media? What other communication channels do you typically recommend?
6. Describe your organization's experience in video communication around any of the above-noted functions of engagement and research (i.e. filming information nights).
7. Describe your organization's experience in working with other school districts managing a similar set of circumstances.
8. Describe your organization's experience in working with suburban Illinois school districts, noting any experience with elementary (K-8) systems.
9. If applicable, describe your organization's experience in working on committees attempting to pass a facility-related ballot measure and the success rate of those endeavors. (Please note that the District 159 Board has not authorized action related to a ballot measure at this time.)
10. If applicable, provide any litigation involving the firm or any owner/shareholder of the firm as a party pending or resolved (e.g. withdrawn, settled, tried to verdict) including arbitrations, within the last 5 years and whether still pending, or if concluded, the final result. If so, please provide an explanation.

References

11. Provide a list of references (three minimum) of Illinois school districts that are currently or have in the last year used your services. (Provide organization name, contact name, phone number, and email address for each reference.)

Costs

12. Describe the costs associated with each element of the engagement and research services you may propose to Mokena School District #159, noting any applicable fees, recurring costs, and your hourly rate. If noting a range in cost, please advise to the greatest extent possible the likely cost given the scope of work outlined herein. Include any available discounts for services (i.e. pre-payment).

Timeline

13. Given the timeline options previously, please describe any questions or concerns related to each timeline and confirm that they are or are not realistic given your understanding of the scope of work, time of year, etc.

Location

14. The District and its schools are based in Mokena, Illinois. Describe your organization's location and your ability to be on site as needed for meetings, presentations, etc.

Organization Staff

15. Provide the credentials and/or resume of any and all key staff from your organization who would be assisting the District in its engagement and research.

Awards and Recognitions

16. Please outline any highlights of your organization's success, such as awards and recognitions, which may help to demonstrate your organization's level of excellence.

Satisfaction Guarantee

17. Describe, if any, a satisfaction guarantee provided by your organization and/or standard contract language referencing a guarantee of services.

Contract Sample

18. Include, if applicable, a standard contract for similar services as being requested by District 159 (for example purposes only).