AGENDA
The First Meeting of the Month of February
of the Board of Education of Township High School District 214
will be held on Thursday, February 21, 2019
in the Board Room of the Forest View Educational Center
2121 S. Goebbert Road, Arlington Heights, IL
at 7:00 p.m.

Distinguished Service Awards Reception
6:30 p.m. in Room D100

The meeting will convene at 7:00 p.m. in the Theater for
Student Recognition and the Distinguished Service Awards.

I. CALL TO ORDER
   Board Member Dussling

II. ROLL CALL
   Mrs. Knoepfle

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF MINUTES
   Regular Meeting of January 17, 2019
   Closed Session Meeting of January 17, 2019

V. SUPERINTENDENT’S REPORT
   Distinguished Service Awards
   Student Recognition
   Freedom of Information Act Report
   Food and Nutrition Services Quarterly Update
   Meritorious Budget Award for 2018-19

VI. PUBLIC COMMENTS

VII. BOARD MEMBER UPDATES

VIII. CONSENT CALENDAR
   2019-010 Accounts Payable
   2019-011 Personnel Transaction Report
   2019-012 Review of Closed Session Minutes
   2019-013 Exchange Visit to Japan - Elk Grove High School
   2019-014 Exchange Visit to Neu Ulm, Germany - Buffalo Grove High School
   2019-015 2019 Chevrolet Suburbans - Bid
   2019-016 Multi-Function School Activity Buses (MFSAB) - Bid
   2019-017 Registration Fees 2019-20
IX. DISCUSSION ITEM (The public may comment on each item after Board discussion.)

X. CLOSED SESSION

   ○ The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district or legal counsel for the district, including hearing testimony on a complaint lodged against an employee or against legal counsel for the district to determine validity. 5ILCS 120/2(c)(1), as amended by P.A. 93-0057;
   ○ Student disciplinary cases. 5ILCS 12/2(c)(9);
   ○ Litigation, when an action against, affecting or on behalf of the particular district has been filed and is pending before a court or administrative tribunal, or when the district finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. 5ILCS 120/2(c)(12);
   ○ Collective negotiating matters between the district and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5ILCS 120/2(c)(2).

XI. RECONVENE IN OPEN MEETING

Immediately following the Closed Session, the Board of Education will reconvene in Open Session and may take action deemed necessary as a result of the Closed Session discussions.

   ○ The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district or legal counsel for the district, including hearing testimony on a complaint lodged against an employee or against legal counsel for the district to determine validity. 5ILCS 120/2(c)(1), as amended by P.A. 93-0057.

XII. ADJOURNMENT
MINUTES

The Minutes of the First Regular Meeting
of the Month of January of the Board of Education
Township High School District 214 held on January 17, 2019
at the Forest View Educational Center,
2121 S. Goebbert Road, Arlington Heights, Illinois
at 7:01 p.m.

President Younger called the meeting to order at 7:01 p.m. and R. Knoepfle called the roll. The following members were present:

- William Dussling Member
- Alva Kreutzer Member
- Mildred Palmer Member
- Dan Petro Vice President
- Todd Younger President

Absent at roll call:

- Mark Hineman Member
- Leonard Walker Member

Also present at the meeting were: D. Schuler, superintendent; C. Johnson, associate superintendent for finance and operations; K. Laakso, associate superintendent for human resources; L. Lopez, associate superintendent for teaching and learning; M. Johnson, assistant superintendent for student services; K. Kraft, principal, specialized programs; G. Minter, principal, PHS; E. Brooks, assistant director of community engagement and outreach; R. Knoepfle, executive assistant to the school board and superintendent; P. Mogge, director of community engagement and outreach; staff members; parents; students; and citizens.

1. PLEDGE OF ALLEGIANCE

President Younger led the Board and audience in the Pledge of Allegiance.

At 7:02 p.m., M. Hineman entered the meeting.

2. APPROVAL OF MINUTES

It was moved by Petro and seconded by Kreutzer that the Board of Education approve the minutes of the Regular Meeting of December 13, 2018 and the Closed Session of December 13, 2018.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Petro, Younger
Nayes: None

3. SUPERINTENDENT’S REPORT

D. Schuler reported that the district responded to the following Freedom of Information Act request consistent with Illinois School Code:

- M. Donnelly regarding staffing and legal information.
D. Schuler reported that the district continues to operate within the approved budget and the administration plans to end with year within the balanced operating budget.

D. Schuler noted that the Board members previously received the annual audit, and he introduced J. Coyle, lead auditor with Baker Tilly, for any questions the Board members might have.

In response to inquiries from Board members, J. Coyle reviewed the audit process and the rationale for the required notification on internal control based on Governmental Auditing Standards and explained the pension liability as a future debt for which the district continues to meet all required contributions. It was noted that the district has received the highest 4.0 rating from the State for its financial management and reporting.

4. **PUBLIC COMMENTS**

There were no public comments.

5. **BOARD MEMBER UPDATES**

A. Kreutzer reported on the latest NSSEO Board meeting, noting that she was able to support the revised resolution for the flow through funding that was negotiated with the District and NSSEO.

B. Dussling reported that the State Comptroller’s office is approximately $3.5 million behind in remitting Illinois State Board of Education approved funds to the district, an increase of $2 million from the last meeting.

M. Palmer requested an update on any affects from the Federal Government shut down on the district. D. Schuler indicated that as the Department of Education was fully funded, there should be no changes to the federal funding to the district. The district is monitoring the funding of SNAP, as that could affect many of the district’s families, and is keeping a close eye on the spring break trips to Washington D.C. where many of the museums may continue to be closed.

6. **APPROVE CONSENT CALENDAR**

Items 2019-001 through 2019-006 appearing on the Consent Calendar were presented for the Board’s consideration.

It was moved by Kreutzer and seconded by Dussling that the Board of Education approve Items 2019-001 through 2019-006 appearing on the Consent Calendar as presented.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Petro, Younger
Nayes: None

A. **Approve Accounts Payable**

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Actual January 4, 2019 listing:
- Educational Fund Listing: $1,768,826.91
- Operations and Maintenance: 257,547.17
- Transportation Fund: 831,594.40

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Capital Projects: 14,094.66
TOTAL: $2,872,063.14

Checks Dated: January 4, 2019
Check Numbers: 720306 through 720820

Transfers Dated December 1-31, 2018 listing:
   Educational Fund Listing: $4,538,068.16
TOTAL: $4,538,068.16

Actual January 18, 2019 listing:
   Educational Fund Listing: $853,433.90
   Operations and Maintenance: 473,025.04
   Transportation Fund: 347,704.47
   Capital Projects: 2,500,868.95
TOTAL: $4,175,032.36

Checks Dated: January 18, 2019
Check Numbers: 720821 through 721247

B. **Personnel Transaction Report** 2019-002

Approved Personnel Transaction Report attached to these minutes.

C. **Destruction of Closed Meeting Audio Recordings** 2019-003

Approved the destruction of closed session audio recordings for the following meetings:

   June 15, 2017
   June 27, 2017

D. **School Start Times 2019-20** 2019-004

Approved the following school start and dismissal times for 2019-20.

<table>
<thead>
<tr>
<th>School</th>
<th>Start (a.m.)</th>
<th>Dismiss (p.m.)</th>
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</thead>
<tbody>
<tr>
<td>BGHS</td>
<td>8:15</td>
<td>3:10</td>
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<tr>
<td>EGHS</td>
<td>8:15</td>
<td>3:10</td>
</tr>
<tr>
<td>TAFV</td>
<td>8:30</td>
<td>3:00</td>
</tr>
<tr>
<td>JHHS</td>
<td>8:15</td>
<td>3:10</td>
</tr>
<tr>
<td>Newcomer Center</td>
<td>8:30</td>
<td>3:00</td>
</tr>
<tr>
<td>PHS</td>
<td>8:15</td>
<td>3:10</td>
</tr>
<tr>
<td>RMHS</td>
<td>8:05</td>
<td>3:10</td>
</tr>
<tr>
<td>Vanguard</td>
<td>8:30</td>
<td>3:00</td>
</tr>
<tr>
<td>WHS</td>
<td>8:00</td>
<td>3:19</td>
</tr>
</tbody>
</table>
E. Board of Education Policy Manual Revisions – PRESS Editions

Approved the recommended policy revisions from PRESS and the administration as presented:

PRESS and Administration Recommended Revised Policies:

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<table>
<thead>
<tr>
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</thead>
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<td>5:60</td>
<td>6:80</td>
<td>7:250</td>
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<tr>
<td>2:80E</td>
<td>5:100</td>
<td>6:310</td>
<td>7:260</td>
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<td>2:120</td>
<td>5:220</td>
<td>7:70</td>
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<td>4:170</td>
<td>6:20</td>
<td>7:100</td>
<td>7:305</td>
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<tr>
<td>5:30</td>
<td>6:60</td>
<td>7:190</td>
<td>8:25</td>
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F. KI Uniframe Cafeteria Tables - Bid

Accepted the bid from Lowery McDonnell in the amount of $69,520.30 for the purchase of fifty-two (52) KI Uniframe Cafeteria Tables for multiple schools.

7. CLOSED SESSION

It was moved by Palmer and seconded by Kreutzer that the Board of Education convene in Closed Session for the purpose of discussing:

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district or legal counsel for the district, including hearing testimony on a complaint lodged against an employee or against legal counsel for the district to determine validity. 5ILCS 120/2(c)(1), as amended by P.A. 93-0057;
- The purchase or lease of real property for the use of the District, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5ILCS 120/2(c)(5);
- Collective negotiating matters between the district and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5ILCS 120/2(c)(2).

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Petro, Younger
Nayes: None

The Board convened in Closed Session at 7:18 p.m.

8. RECONVENE IN OPEN SESSION

It was moved by Petro and seconded by Palmer that the Board of Education reconvene in Open Session.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Petro, Younger
Nayes: None

The Board reconvened in Open Session at 8:30 p.m.
9. **PERSONNEL TRANSACTION REPORT II** 2018-007

It was moved by Kreutzer and seconded by Palmer that the Board of Education approve Personnel Transaction Report II, the resignation of K. Bockwoldt, Director of Technology Services.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Petro, Younger
Nayes: None

10. **PERSONNEL TRANSACTION REPORT III** 2018-008

It was moved by Petro and seconded by Palmer that the Board of Education approve Personnel Transaction Report III, the resolution authorizing the reassignment from administrative classification to Education Association classification for M. Taylor.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Petro, Younger
Nayes: None

11. **PURCHASE OF REAL PROPERTY** 2018-009

It was moved by Dussling and seconded by Palmer that the Board of Education approve the Resolution of the Board of Education of Township High School District No. 214 Cook County, Illinois, Adopting and Approving Purchase of Certain Property from 2017-2 IH Borrower, L.P., A Delaware Limited Partnership for the purchase of the home located at 3500 Bluebird, Rolling Meadows for the purchase price of $185,000.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Palmer, Petro, Younger
Nayes: None

12. **ADJOURNMENT**

It was moved by Kreutzer and seconded by Palmer to adjourn. The motion carried.

The meeting adjourned at 8:32 p.m.

_______________________________  ________________________
Todd Younger, president          F. Daniel Petro, vice president
PERSONNEL TRANSACTION REPORT

VOLUNTARY RETIREMENT PROGRAM - Education Association - 2023

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Salary</th>
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</thead>
<tbody>
<tr>
<td>FU, FRANCIS</td>
<td>Math - WHS</td>
<td></td>
</tr>
<tr>
<td>Remarks</td>
<td>Intent to Participate</td>
<td>Effective last day of school, 2023</td>
</tr>
<tr>
<td>BORGOFF, KENT</td>
<td>Social Science - JHHS</td>
<td></td>
</tr>
<tr>
<td>Remarks</td>
<td>Intent to Participate</td>
<td>Effective last day of school, 2023</td>
</tr>
<tr>
<td>GLASS, KATHarine</td>
<td>Teaching &amp; Learning Facilitator - BGHS</td>
<td></td>
</tr>
<tr>
<td>Remarks</td>
<td>Intent to Participate</td>
<td>Effective last day of school, 2023</td>
</tr>
<tr>
<td>BUTI, CHRISTOPHER</td>
<td>Music - RMHS</td>
<td></td>
</tr>
<tr>
<td>Remarks</td>
<td>Intent to Participate</td>
<td>Effective last day of school, 2023</td>
</tr>
<tr>
<td>WHITE, CORINNE</td>
<td>English - BGHS</td>
<td></td>
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<td>Remarks</td>
<td>Intent to Participate</td>
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CHANGE IN STATUS

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<td>FUGLESTAD, DAVID</td>
<td>Science - BGHS</td>
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<tr>
<td>Remarks</td>
<td>Resignation</td>
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EMPLOYMENT OF EDUCATION ASSOCIATION PERSONNEL 2018-19

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<tr>
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<tbody>
<tr>
<td>POPOVICI, MARC</td>
<td>0.2 Social Science/ESL - Newcomer</td>
<td>$8,623.10</td>
</tr>
<tr>
<td>Remarks</td>
<td>B 1.5 yrs.- step 2.5</td>
<td>Effective February 13, 2019</td>
</tr>
<tr>
<td>Degree</td>
<td>B.A.</td>
<td>Northeastern Illinois University, Chicago, IL</td>
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<tr>
<td>Exp.</td>
<td>8/2016- 6/2017</td>
<td>Soc. Sci - Wheaton North HS, Wheaton, IL</td>
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<tr>
<td></td>
<td>11/2014 - 6/2015</td>
<td>ESL - Streamwood HS, Streamwood, IL</td>
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EMPLOYMENT OF CUSTODIAL MAINTENANCE PERSONNEL 2018-2019

CHANGE OF STATUS

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<tr>
<th>Name</th>
<th>Assignment</th>
<th>Salary</th>
<th>Hrs./Week</th>
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<tbody>
<tr>
<td>DEAN, BRADLEY</td>
<td>Custodian I - 2nd Shift (CM)</td>
<td>$24.26</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>CMS 12, Grade I, Step 9</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Initial Location: RMHS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>From: Custodian I - 2nd Shift (BGHS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Effective: February 12, 2019</td>
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<th>Salary</th>
<th>Hrs./Week</th>
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</thead>
<tbody>
<tr>
<td>GAVINA, JAVIER</td>
<td>Custodian I - 2nd Shift (CM)</td>
<td>$24.26</td>
<td>40</td>
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<td>CMS 12, Grade I, Step 9</td>
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<tr>
<td></td>
<td>Initial Location: BGHS</td>
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<tr>
<td></td>
<td>From: Custodian I - 2nd Shift (RMHS)</td>
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<tr>
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<td>Effective: January 28, 2019</td>
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EMPLOYMENT OF EDUCATIONAL SUPPORT PERSONNEL 2018 - 2019

CHANGE OF STATUS

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<th>Assignment</th>
<th>Salary</th>
<th>Hrs./Week</th>
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</thead>
<tbody>
<tr>
<td>DICKSON, CATHERINE</td>
<td>Administrative Assistant III (SS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Probationary Discharge</td>
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<td></td>
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<tbody>
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<td>MELENDEZ, MIGUEL</td>
<td>Campus Security (JHHS)</td>
<td>$20.56</td>
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<tr>
<td></td>
<td>Grade 3, Row 76</td>
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<td></td>
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<tr>
<td></td>
<td>From: 27.5 Hrs./Week</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Effective: February 8, 2019</td>
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<th>Assignment</th>
<th>Salary</th>
<th>Hrs./Week</th>
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</thead>
<tbody>
<tr>
<td>WEINER, NEAL</td>
<td>Campus Security (RMHS)</td>
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<td></td>
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<tr>
<td></td>
<td>Resignation</td>
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<td></td>
<td>Effective: February 8, 2019</td>
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## VOLUNTARY RETIREMENT INCENTIVE EDUCATIONAL SUPPORT PERSONNEL 2018-2019

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<th>Name</th>
<th>Assignment</th>
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<th>Hrs./Week</th>
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</thead>
<tbody>
<tr>
<td>MONDALA, KAREN</td>
<td>Division Assistant (JHHS)</td>
<td></td>
<td></td>
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<tr>
<td>Remarks:</td>
<td>Intent to Participate</td>
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</tr>
<tr>
<td></td>
<td>From: End of School 20 - 21</td>
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<tr>
<td></td>
<td>Effective: June 3, 2019</td>
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## EMPLOYMENT OF TEMPORARY AND GRANT-FUNDED PERSONNEL 2018-2019

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<th>Name</th>
<th>Assignment</th>
<th>Salary</th>
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<tbody>
<tr>
<td>SORENSON KRISTIN</td>
<td>Job Placement Specialist (FVEC)</td>
<td>$21.45</td>
<td>17.5</td>
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<tr>
<td>Remarks:</td>
<td>Grade 4, Row 76</td>
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<td>Effective: February 7, 2019 - June 3, 2019</td>
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Subject:  Review of Closed Session Minutes

BACKGROUND INFORMATION:

The Illinois Open Meetings Act requires that the minutes of closed sessions of public bodies be reviewed to determine whether the need for confidentiality continues to exist. If there is no longer a need for confidentiality, the Act requires that the minutes be opened and made available to the public.

ADMINISTRATIVE CONSIDERATION:

The minutes of closed sessions of the Board of Education have been reviewed. It has been determined that there is no longer a need for the minutes of the following meeting to remain closed and that they should be opened and made available to the public:

Closed Session of October 18, 2018

RECOMMENDED ACTION:

That the following minutes of the Board of Education will be opened and available to the public:

Closed Session of October 18, 2018

Attachments
The Minutes of the Closed Session
of the Regular Meeting of the Month of October
of the Board of Education of Township High School District 214
held on October 18, 2018
at Elk Grove High School
500 W. Elk Grove Boulevard, Elk Grove Village, Illinois
at 7:44 p.m.

On a motion made and carried during the Workshop Meeting of the month of October held on October 18, 2018, the Board of Education convened in Closed Session at 7:44 p.m. for the purpose of consideration of:

- Collective negotiating matters between the district and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5ILCS 120/2(c)(2).

The following Board members were present: Dussling, Hineman, Kreutzer, Palmer, and Younger. Also present at the meeting were D. Schuler, superintendent; C. Johnson, associate superintendent finance and operations; K. Laakso, associate superintendent human resources; and R. Knoepfle, executive assistant to the school board and the superintendent.

1. COLLECTIVE BARGAINING

D. Schuler asked K. Laakso and C. Johnson to provide context for the upcoming negotiations with the EA and CMA regarding putting together the plan for the negotiations and reviewing possible financial implications. The Board reviewed a list of negotiation topics that K. Laakso has been accumulating from discussions with the EA president and past president and from conversations within various DLTs. C. Johnson provided financial forecasting scenarios to demonstrate where the district will be in five years, dependent on the rate of CPI and the rate of increases in HR and insurance expenses.

2. RECONVENE IN OPEN SESSION

It was moved by Kreutzer and seconded by Hineman that the Board of Education reconvene in Open Session. The motion carried. The Board reconvened in Open Session at 9:05 p.m.

______________________________    ______________________________
Todd Younger, president            F. Daniel Petro, vice president
Subject: Exchange Visit to Japan - Elk Grove High School

BACKGROUND INFORMATION:

EGHS students will fly to Tokyo-Narita Airport, where they will be met by staff from our sister high schools. The approximately two week in Japan include a 2-3 day trip to the Tokyo area and Kamakura, visits to classes at Japanese schools, staying with host families, and a wide variety of cultural activities. This trip, which is part of the ongoing exchange program between EGHS and Ashikodai and Asitandi high schools in Ashikaga, Tochigi, Japan, gives students interested in Japanese language and/or culture the opportunity to live with a family in Japan for two weeks. Because the students will be staying in general at the homes of the students who they hosted in March, the trip provides an excellent opportunity for American students to get to know well someone from another culture. This trip helps us educate students who are knowledgeable and tolerant of differences and diversity, both within the world itself and within our own country. This will be the 31st year of an exchange program that has touched hundreds of families in the two countries.

ADMINISTRATIVE CONSIDERATIONS:

Costs for this activity will be the responsibility of students.

RECOMMENDED ACTION:

That the Board of Education approve the exchange visit to Japan for Elk Grove High School students to take place June 3-18, 2019.

See attachments
Tour Application Form

Tour Supervisor(s): Ryan Christie

Tour Destination: Japan (Ashikaga Area, Tokyo Area, & Kamakura)
Departure Date: 6/3/19
Return Date: 6/18/19
Tour Category: International Tour

Yes tour involve athletic contests of four or more school...☐
If yes, is this activity listed in the National Association of Secondary Principals, "National Advisory List of Contests and Activities"...☐
Ill students miss one or more school days...☐
If yes, a comprehensive list of participating students must be submitted to the attendance office prior to departure.

Brief Tour Description:
EHS student and chaperones will fly to Tokyo-Narita Airport, where they are met by staff from our sister high schools. The approximately two weeks in Japan include a 2-3 day trip to the Tokyo area & Kamakura, visits to classes at Japanese schools, staying with host families, and a variety of cultural activities.

Sites Substitute Needed:
Periods Substitute Needed:

✓ Rationale for the tour (Page 7);
✓ Detailed day-by-day hourly itinerary (Page 2);
✓ Lodging information (Page 6);
✓ Breakdown of costs for participants, chaperone(s), supervisor(s), and funding (Page 9);
✓ List of all transportation carriers and certificates of insurance (Page 4);
✓ Names, addresses, and cell phone numbers of appointed chaperones (Page 3);
✓ Name and address of travel agent arranging tour (Page 8);
✓ Current certificates of insurance provided by tour company and transportation companies;
✓ A copy of contract with each travel agency and/or tour operator;
✓ Safety, security, and emergency plan (Page 10);
✓ Roster of attending students (Page 5)

TOUR APPROVAL

YES

NO

Signature of principal/director certifies that this is an "Educational Tour" and that the application is complete and includes all forms, contracts, and insurance certificates required for final review. INCOMPLETE APPLICATION PACKETS WILL BE TURNED.
Subject: Exchange Visit to Neu Ulm, Germany - Buffalo Grove High School

BACKGROUND INFORMATION:

This exchange trip to Neu Ulm, Germany will be June 19 – July 2, 2019 and will take place between students in the Buffalo Grove High School German program and English students from Bertha-von-Suttner Gymnasium. Students from this school have been coming here for a two-week host family stay since the 2004-2005 school year, when we first established a connection with the English staff at the high school. While here, our Ulm guests stay with BG students and their families, and they experience daily high school life while also taking various excursions to Chicago.

Our trip this summer will give BG students the same opportunity to experience life through the lens of a teenage German. After hosting a German student for two weeks in April, the BG students will then stay with that German student and their family. This exchange trip will immerse students both in the language and culture in a way that is not possible in the classroom. They will experience daily life in a German host family; they will attend school several days a week; and they will use German in public forums like shops and restaurants. Students will also take guided tours to various destinations of cultural and historical significance, including Neu Schwanstein castle and Dachau concentration camp. Hopefully, participants will not only improve academically in German, but also develop better awareness of their role as global citizens.

ADMINISTRATIVE CONSIDERATIONS:

Costs for this activity will be the responsibility of students.

RECOMMENDED ACTION:

That the Board of Education approve the exchange visit to Neu Ulm, Germany for Buffalo Grove High School students to take place June 19 – July 2, 2019.

See attachments
TOWNSHIP HIGH SCHOOL DISTRICT 214
Tour Application Form

Site: BGHS  Tour Supervisor(s): JULIE SANTEFORD

Final approval by: Superintendent
Tour Destination: NEU ULM, GERMANY
Departure Date: 6/19/19  Return Date: 7/2/19
Tour Category: Academic Tour

Does tour involve athletic contests of four or more school... N
If yes, is this activity listed in the National Association of Secondary Principals, “National Advisory List of Contests and Activities”... N/A
Will students miss one or more school days... N
If yes, a comprehensive list of participating students must be submitted to the attendance office prior to departure.

Brief Tour Description:
BGHS German students will have an opportunity to reconnect with their exchange siblings during a two-week, home-stay experience. During the day they will both go to class with their exchange partners and go on excursions of cultural and historical significance.

Dates Substitute Needed: NONE  Periods Substitute Needed: NONE

✓ 1. Rationale for the tour (Page 7);
✓ 2. Detailed day-by-day hourly itinerary (Page 2);
✓ 3. Lodging information (Page 6);
✓ 4. Breakdown of costs for participants, chaperone(s), supervisor(s), and funding (Page 9);
✓ 5. List of all transportation carriers and certificates of insurance (Page 4);
✓ 6. Names, addresses, and cell phone numbers of appointed chaperones (Page 3);
✓ 7. Name and address of travel agent arranging tour (Page 8);
✓ 8. Current certificates of insurance provided by tour company and transportation companies;
✓ 9. A copy of contract with each travel agency and/or tour operator;
✓ 10. Safety, security, and emergency plan (Page 10);
✓ 11. Roster of attending students (Page 5).

The signature of the principal/director certifies that this is an “Educational Tour” and that the application is complete and includes any and all forms, contracts, and insurance certificates required for final review. INCOMPLETE APPLICATION PACKETS WILL BE RETURNED.
Subject: 2019 Chevrolet Suburbans - Bid

BACKGROUND INFORMATION:

The district’s passenger vans have been used for student activities, security, maintenance, and transporting larger pieces of equipment. After a thorough review of the district’s needs and legislative guidelines, administration recommends the transition to Chevrolet Suburbans in lieu of passenger vans. In accordance with our replacement schedule, the bid specified purchasing up to five 2019 Chevrolet Suburbans along with the trade in of five 2014 passenger vans. The price is to include delivery, registration, title, and a municipal plate.

ADMINISTRATIVE CONSIDERATIONS:

Bids were received after newspaper advertisement. Additionally, bids were sent to eight vendors. Funds are budgeted in the 2018-19 transportation program.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Base Bid</th>
<th>Trade-Ins</th>
<th>Net Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raymond Chevrolet (Antioch, IL)</td>
<td>$201,137.95</td>
<td>$83,415.00</td>
<td>$117,722.95</td>
</tr>
<tr>
<td>Currie Motors Chevrolet (Forest Park, IL)</td>
<td>$200,750.00</td>
<td>$67,500.00</td>
<td>$133,250.00</td>
</tr>
</tbody>
</table>

Low bidder meeting specifications is being recommended.

RECOMMENDED ACTION:

That the Board of Education accept the bid from Raymond Chevrolet, in the amount of $117,722.95 for the purchase of five Chevrolet Suburban vehicles.
Subject: Multi-Function School Activity Buses (MFSAB) - Bid

BACKGROUND INFORMATION:

Research indicates that school buses are the safest form of student transportation due to the state and federal legislation that governs their design. Fourteen-passenger Multi-Function School Activity Buses (MFSAB) are constructed with a dual rear wheel axle assembly, rollover protection, body joint strength, and multiple horizontal and vertical steel beams. The MFSAB’s are used to transport students to co-curricular activities, field trips, and work sites. The specifications do not allow for variations in the bus or body specifications and require bidders to provide warranty service on site at District 214.

On an annual basis vehicles are evaluated for trade in accordance with the district’s vehicle replacement program. Five regular MFSAB with model years between 2013-2014 are scheduled to be replaced in fiscal 2018-19. Bids were issued and the district would like to proceed with the replacement of five regular MFSAB’s. The bid price includes delivery, registration, title, and a municipal plate. Delivery is expected by June 30, 2019.

ADMINISTRATIVE CONSIDERATIONS:

Bids were received after newspaper advertisement. Additionally, bids were sent to five vendors. Funds are budgeted in the 2018-19 transportation program.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Base Bid</th>
<th>Trade-Ins</th>
<th>Net Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midwest Transit Equipment, Inc. (Kankakee, IL)</td>
<td>$286,410</td>
<td>$127,000</td>
<td>$159,410</td>
</tr>
<tr>
<td>Central States Bus Sales (Big Rock, IL)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Southern Bus &amp; Mobility (Breese, IL)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replied “No Bid”</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replied “No Bid”</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Low bidder meeting specifications is being recommended.

RECOMMENDED ACTION:

That the Board of Education accept the bid from Midwest Transit Equipment, Inc. in the amount of $159,410 for the purchase of five MFSAB vehicles.
SUBJECT: Registration Fees 2019-20

BACKGROUND

Student registration fees are assessed on a regular basis. When fees from surrounding school districts have been compared to District 214, the registration fees remain less than many districts. Registration fees remained constant for the 2013-14 and 2014-15 school years and were reduced to $360 for 2015-16 and 2016-17 in an effort to assist District 214 families financially. The 2017-18 school year had an increase of $60 which includes the iPad Protection Plan.

ADMINISTRATIVE CONSIDERATION

The registration fee includes such things as: textbooks rental, instructional materials, digital learning, school calendars, one physical education shirt per year, one physical education lock when entering district, a pass to regular season home activities, iPad Protection Plan and the school newspaper.

For all district students in 2019-20, the student registration fee will remain at $420, the co-curricular participation fee will remain at $65, and the parking lot fee will remain at $190. If registration fees are paid before July 31st of each year, the registration fee will be discounted $25. Particular co-curricular activities may have additional fees charged by the coach/sponsor to ensure the program continues to run successfully.

The bus transportation fee will increase from $650 to $675 for those students living less than 1.5 miles from school. For additional children in the same family, the fee will remain at $550 for the additional students beyond the first child.

The fee for the Behind the Wheel portion of Drivers Education will remain at $350, consistent with the waiver granted by the General Assembly.

A student on a fee waiver would have fees waived per School Code.

RECOMMENDATION

That the Board of Education approve the 2019-20 registration fee recommendations as presented.
Subject: 2019-2020 Academic Handbook Revisions and Curriculum Changes - Part Two

BACKGROUND INFORMATION

The Board of Education is required by law to approve the district curriculum that is published in the District 214 Academic Handbook. The handbook is a compilation of important academic information including the complete listing of the courses of study approved by the Board of Education. Prior to beginning the course selection process each school year, recommendations for revisions to academic policies and procedures and/or the courses of study are prepared for the consideration of the Board.

ADMINISTRATIVE CONSIDERATION

In addition to the curriculum and academic policy changes that are approved by the Board of Education, there are proposals for curriculum changes that result from the curriculum review by division heads, associate principals for instruction, and building leadership teams. The Superintendent’s Leadership Team approved the proposed changes. The proposed curriculum changes include course number and title changes, changes in course description, prerequisite and grade level changes, and minor edits in language mechanics. This includes proposed changes to the existing curriculum and new courses for 2018-2019.

All curriculum changes approved by the Board of Education will be included in the academic handbook.

RECOMMENDATION ACTION

That the Board of Education approve the 2019-2020 Academic Handbook Revisions and Curriculum Changes.

attachment
Academic Handbook Changes for 2019-2020 (Part Two)

**English Department**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Grade Level</th>
<th>Prerequisite</th>
<th>Offered @</th>
<th>Taught @</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000/0000</td>
<td>Advanced Composition &amp; Research Methods</td>
<td>9-12</td>
<td>None</td>
<td>BGHS/EGHS/JHHS/PHS/PHS/RMHS/WHS</td>
<td>BGHS/EGHS/JHHS/PHS/PHS/RMHS/WHS</td>
</tr>
</tbody>
</table>

This accelerated and enhanced combination course will emphasize the study of contemporary literature, research methods, analytic reading and composition. Students will be actively involved in research methodology, writing and reading at advanced levels. Class activities may include developing a research question, inquiry research, researching various perspectives on a subject, peer collaboration, and group presentations. Much of this course is spent analyzing sources, formal and informal writing, reading works of literary merit and non-fiction materials. This course focuses on intense analysis when gathering, selecting, recording, and utilizing sources. Writing assignments are frequent, emphasizing critical, argumentative and analytical compositions.

**Math Department**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Change Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>04561/04562</td>
<td>Mathematical Applications</td>
<td>From: This course emphasizes the use of math in everyday life. Students will be exposed to basic techniques in finance and consumer decisions making a personal budgeting and bill paying, programming using the TI-84, Microsoft Excel, measurement and estimation, and probability and statistics, and math as it relates to their career after high school. Students will be required to use the TI-84 graphing calculator, the Internet for research and planning, Microsoft Excel and word and may be asked to do research within our community. To: This course develops beginning and intermediate algebra skills and included an introduction to statistics. An emphasis will be placed on data modeling using linear, quadratic, exponential and logarithmic. Students will learn how to organize and interpret data and make predictions and decisions based on data. The course will be delivered through authentic application, problem based instruction designed to build mathematical conceptual understanding and critical thinking skills. Students who earn a C- or above over 2 semesters will be able to apply this course for college placement at community colleges and some universities.</td>
</tr>
<tr>
<td>04800</td>
<td>Honors Algebra II</td>
<td>From: Instruction in this course includes a study of sequences and series: permutations, combinations and probability, systems of equations and inequalities, determinants and factoring, and an in-depth study of functions. This course emphasizes problem solving and critical thinking. This is a college preparatory course. To: Instruction in this course includes a study of sequences and series: permutations, combinations and probability, systems of equations and inequalities, determinants and factoring, and an in-depth study of functions. This course emphasizes problem solving and critical thinking. This course emphasizes advanced algebra at a high mathematical level.</td>
</tr>
<tr>
<td>04810</td>
<td>Honors Algebra II</td>
<td>From: This course completes the study of Honors Algebra II. This is a college preparatory course. To: Instruction in this course includes a study of sequences and series: permutations, combinations and probability, systems of equations and inequalities, determinants and factoring, and an in-depth study of functions. This course emphasizes advanced algebra at a high mathematical level. This course completes the instruction of Honors Algebra II. This is a college preparatory course.</td>
</tr>
<tr>
<td>04840</td>
<td>Honors Pre-Calculus Precalculus</td>
<td>From: This honors level Pre-Calculus Precalculus course is designed to teach the topics of functions, trigonometry, complex numbers, conic sections, analytic geometry, sequences and series, and an introduction to calculus including limits, continuity and end behavior. The purpose of this course is to prepare students for AP Calculus AB and/or a mathematics major college calculus course. To: This honors level Pre-Calculus course is designed to teach the topics of functions, trigonometry, complex numbers, conic sections, analytic geometry, sequences and series, and an introduction to calculus including limits, continuity and end behavior. The purpose of this course is to prepare students for AP Calculus AB and/or a mathematics major college calculus course. This is a college preparatory course.</td>
</tr>
</tbody>
</table>
Math Department-Cont’d

04850 Honors Pre-Calculus

Change Course Description

*From:* This honors level Pre-Calculus course is designed to teach the topics of functions, trigonometry, complex numbers, conic sections, analytic geometry, sequences and series, and an introduction to calculus including limits, continuity and end behavior. The purpose of this course is to prepare students for AP Calculus AB and/or a mathematics major college calculus course.

*To:* This honors level Pre-Calculus course is designed to teach the topics of functions, trigonometry, complex numbers, conic sections, analytic geometry, sequences and series, and an introduction to calculus including limits, continuity and end behavior. The purpose of this course is to prepare students for AP Calculus AB and/or a mathematics major college calculus course. This course completes the instruction of Honors Pre-Calculus. This is a college preparatory course.

04900 Honors Algebra II

Change Course Description

*From:* Instruction in this course and Honors Algebra II includes a study of sequences and series, permutations, combinations and probability, systems of equations and inequalities, determinants and factoring, and an in-depth study of functions. This course emphasizes problem solving and critical thinking at the highest mathematical level. This is a college preparatory course.

*To:* Instruction in this course and Honors Algebra II includes a study of sequences and series, permutations, combinations and probability, systems of equations and inequalities, determinants and factoring, and an in-depth study of functions. This course emphasizes problem solving and critical thinking at the highest mathematical level. This course begins Honors PreCalculus. This is a college preparatory course.

Change Course Title:

*To:* Honors Algebra II /PreCalculus

Change Prerequisite

*To:* 04920/04930 or Division Head Approval

04910 Honors Algebra II

Change Course Description

*From:* Instruction in this course and Honors Algebra II includes a study of sequences and series, permutations, combinations and probability, systems of equations and inequalities, determinants and factoring, and an in-depth study of functions. This course emphasizes problem solving and critical thinking at the highest mathematical level. This is a college preparatory course.

*To:* Instruction in this course and Honors Algebra II includes a study of sequences and series, permutations, combinations and probability, systems of equations and inequalities, determinants and factoring, and an in-depth study of functions. This course emphasizes problem solving and critical thinking at the highest mathematical level. This course completes the instruction of Honors Algebra II/Precalculus. This course begins Honors Precalculus. This is a college preparatory course.

Change Course Title

*To:* Honors Algebra II /PreCalculus

04940 Honors Pre-Calculus

Change Course Description

*From:* Honors Pre-Calculus includes the study of trigonometric, inverse, linear, quadratic polynomial, and rational function and their graphs. Additional topics of study are complex numbers, conic sections and limits, and an introduction to differential calculus. This is a college preparatory course.

*To:* Honors Pre-Calculus includes the study of trigonometric, inverse, linear, quadratic polynomial, and rational function and their graphs. Additional topics of study are complex numbers, conic sections and limits, and an introduction to differential calculus. Calculus AB Topics. This is a college preparatory course.

Change Course Title

*To:* Honors PreCalculus/Calculus A

Change Prerequisite

*To:* 04900/04910 or Division Head Approval

Math Department-Cont’d
Honors Pre-Calculus

From: Honors Pre-Calculus includes the study of trigonometric, inverse, linear, quadratic polynomial, and rational function and their graphs. Additional topics of study are complex numbers, conic sections and limits, and an introduction to differential calculus. This is a college preparatory course.

To: Honors Pre-Calculus includes the study of trigonometric, inverse, linear, quadratic polynomial, and rational function and their graphs. Additional topics of study are complex numbers, conic sections and limits, and an introduction to differential calculus. This course completes the instruction of Honors Precalculus/Calculus A. This is a college preparatory course.

Change Course Title:
To: Honors Precalculus/Calculus A

Change Prerequisite
To: 04940 or Division Head Approval

College Algebra

Change Prerequisite
To: 04740/04750 or Division Head Approval

Science Department

Honors Agricultural Biology

Grade Level: 10-12
Prerequisite: Completion of a Biology
GRC: 6,19

Semester Course: Cr/ Sem: 0.5
Offered @ RMHS
Taught @ RMHS

This honors course is a one-year laboratory science course designed for the college-bound student with career interests in agriculture. Using agriculture as the learning vehicle, the course emphasizes the principles, central concepts and inter-relationships among the following topics: the molecular and cellular aspects of life, the chemical and structural basis of life, growth and reproduction in plants and animals, evolution of modern plants and domestic livestock species, plant and animal genetics. Taxonomy of modern agricultural plants and animal, animal behavior, ecological relationships among plants, animals, humans and the environment, nutrition in animals, health and diseases in animals, and the similarities between animals and humans. This honors course is centered on an extensive laboratory component in order to connect the ideas of life science with agricultural applications, earth and physical science principles, and other curricular areas, including written and oral reporting skills. All students are members of the Future Farmers of America (FFA) and will have a supervised agriculture experience (SAE).

Social Science Department

Consumer Education

Grade Level: 9-12
Prerequisite: None
GRC: 17,19

Semester Course: Cr/ Sem: 0.25
Offered @ BGHS, EGHS, JHHS, PHS, RMHS,WHS

This course teaches instruction in financial literacy, including installment purchasing (including credit scoring, managing credit debt, and completing a loan application), budgeting, savings and investing, banking (including balancing a checkbook, opening a deposit account, and the use of interest rates), understanding simple contracts, State and federal income taxes, personal insurance policies, the comparison of prices, and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending), and an understanding of the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system. This course meets the consumer education graduation requirement.

Civics

Grade Level: 9-12
Prerequisite: None
GRC: 30,19

Semester Course: Cr/ Sem: 0.50
Offered @ BGHS, EGHS, JHHS, PHS, RMHS,WHS

This course provides the foundational knowledge for understanding the purposes, principles and practices of American government as established by the United States Constitution. Students will be expected to understand their rights and responsibilities as American citizens and how to exercise these rights and responsibilities in local, state, and national government. This course gives students a deep understanding of what it means to live in a democratic society. This course meets the civic graduation requirement.
04390  Personal Trainer Certification

Change Course
From: Semester
To: Year Long

08490  Exercise Physiology

Change Course
From: Semester
To: Year Long
Change Grade Level
From: 11-12
To: 9-12
Change Prerequisite
From: Concurrent Enrollment in 05111/05112
To: None

This semester course will focus on the interaction of the disciplines of physical education, human physiology, medical terminology, and healthcare and will offer students a broad range of information on career opportunities in the health field and available educational programs. Every day throughout this course, students will engage in a variety of exercise protocols while simultaneously learning the corresponding physiological concepts that relate to each form of exercise. Students will explore a variety of exercises and the physiological responses associated with each form from both the perspective of an acute exercise session and the long term adaptations that result from an extended exercise program. Participation in this course will assist the high school student in making appropriate career decisions in the health occupations.

**Academic Policies and Procedures**

**Illinois State Board of Higher Education Graduation Requirements**

3. This represents the number of units of credit required at full implementation for the graduating class of 2012 and beyond (12 units, assuming a unit is equivalent to a year-long course). Additionally, physical education, while not a state graduation requirement is a required course for all students a minimum of 3-5 days a week in each of four years of high school (See ILCS 110,5/27-6 and 23 Ill.Adm. Code Section 1.425).

Final Grades and Progress Reports
1. Final Grades and units of credit are earned in January December and June-May.

**High School District Graduation Requirements**

**Physical Education**
A minimum of 3-5 days of physical education is a required course for all students in each of four years of high school. The State also requires that students during high school take a minimum of 18 weeks (one semester) of health education.³

³Daily. A minimum of 3-5 days of physical education is a required course for all students in each of four years of high school (see 105 ILCS 110, 105 ILSC 5/27-55/27-6 and 23 Ill.Adm. Code Section 1.425).
Subject: 31st Annual Senior Celebration Day Resolution

BACKGROUND INFORMATION:

This year, Thursday, March 28, 2019 has been declared Senior Celebration Day in recognition of the contributions senior citizens make toward support of our public schools and with the realization that these individuals have many skills, talents, and experiences which are resources for the community and our schools.

ADMINISTRATIVE CONSIDERATIONS:

The Senior Celebration Day is co-sponsored by District 214 Community Education and many local Senior Services agencies, park districts, and townships.

RECOMMENDATION:

The Board of Education believes in the positive contributions that senior citizens make to our community and to our schools. Therefore, the Board wishes to demonstrate its support and recognition of the "Thirty-First Annual Senior Celebration Day" by approving the attached resolution.
RESOLUTION

WHEREAS, education is a lifelong process; and

WHEREAS, public education is a community enterprise and community education philosophy advocates full use of public facilities, programs and services by every age group in the community; and

WHEREAS, the skills, talents, and experiences of older adults are untapped resources in many communities and intergenerational cooperation promotes efficient use of human resources; and

WHEREAS, community education promotes the use of community resources, community volunteers in schools, senior citizen centers and community agencies, and maximizes the use of human resources to provide educational opportunities for community residents of all ages; and

WHEREAS, the goal of community education is to promote a sharing, caring, learning community; and

WHEREAS, senior citizens have earned our respect and recognition for their past accomplishments, and their present and future contributions; and

WHEREAS, Senior Celebration Day is sponsored by High School District 214 Community Education and local Senior Services agencies to encourage and develop programs and activities to meet the needs of all the residents in High School District 214 and the organizations included in this recognition

NOW THEREFORE, We, the Board of Education of High School District 214, do hereby proclaim March 28, 2019, the Thirty-First Annual Senior Celebration Day, and call upon the residents of High School District 214 and the villages of Arlington Heights, Buffalo Grove, Des Plaines, Elk Grove, Mount Prospect, Palatine, Prospect Heights, Rolling Meadows, and Wheeling to recognize and celebrate the bonds they have discovered, the partnerships they have formed, and the sense of community they have strengthened through community education programs.

Adopted this 21st day of February, 2019.

______________________________                   ______________________________
Todd Younger, Board President                      F. Daniel Petro, Board Vice President
Subject: 2019-20 Preliminary Budget Guidelines and Assumptions

BACKGROUND INFORMATION:

Budgets are estimates of projected revenues and projected expenditures for a specified period of time. For school districts this is a one-year period (fiscal year), which runs from July 1 through June 30.

In December 2018, the Board of Education approved its 2018 property tax levy. Projected operating and working cash fund revenues for the 2019-20 budget are currently estimated at $257 million. Projected operating and working cash fund expenditures for the 2019-20 budget are currently estimated at $257 million. The district will continue cost containment initiatives as the 2019-20 budget is prepared. These projections are preliminary and may be adjusted as data becomes available.

With ongoing uncertainty in the Illinois State Budget and federal funding, the District 214 budget may face necessary adjustments and/or reductions during preparation. As financial data is updated, we will adjust the District 214 budget accordingly.

ADMINISTRATIVE CONSIDERATIONS:

The Board of Education authorizes the development of the district’s budget for the 2019-20 fiscal year. Based on changes in economic conditions at the local, state, and federal level, these estimates are subject to change since many factors that impact the new budget are unknown during the early stages of its development.

Listed below are the guidelines, assumptions, and parameters that will be used in developing the 2019-20 budget:

REVENUE

• The Equalized Assessed Valuation (EAV) for 2017 was $8.6 billion. The EAV for 2016 was $8.5 billion. The EAV for 2015 was $7.5 billion. The EAV for 2014 was $7.5 billion.

• Next year's overall tax receipts are based on the Consumer Price Index (CPI), the estimated new growth to the tax base, the impact of tax caps, and refunds.

• The Consumer Price Index (CPI) reported as of December 31, 2018 is 1.9%.

• Evidence-Based Funding (EBF) consolidates and replaces five grant programs: General State Aid, Special Education Personnel, Special Education Funding for Children Requiring Services, Special Education Summer School, and English Learner Education. EBF distributes these funds through a single grant, called the Base Funding Minimum.

• Interest rates on investments continue to remain low. During 2019-20 it is anticipated that rates will increase incrementally. District 214 continues to receive less interest income based on deferred and delayed state and local revenues.

• Property taxes are the district’s largest source of revenue for 2019-20.

• Administration will continue to explore and review revenue options.
ENROLLMENT

• The two-year cohort survival enrollment projections will be used in calculations for enrollment related budget allocations. The enrollment report projects a slight enrollment decrease for 2019-20.

SALARIES

• Education Association (EA) employees and Administration are currently in negotiations.

• Custodial Maintenance Association (CMA) employees and Administration are currently in negotiations.

• The Educational Support Personnel (ESP) employee base salaries will increase based on the current agreement.

• The Food Service employee base salaries generally increase by CPI.

• Administrator and supervisor employee salaries will be negotiated for a start date of July 1, 2019.

STAFFING

Education Association (EA) Staffing

• The staffing calendar identifies the dates that staffing decisions are scheduled. As specific staffing decisions are made, adjustments will be incorporated in the budget.

• For the purposes of the development of the preliminary 2019-20 budget, staffing will be determined based on estimated student enrollment, program needs, and funding sources.

• Preliminary staffing recommendations will be determined during the staffing process. Recommendations on staffing adjustments will be made at that time.

• Review and plan for reallocation, attrition, and efficiency of operations based on program needs and funding sources. At this time, 8 EA staff will retire at the end of the 2019-20 school year.

Custodial Maintenance Association (CMA) Staffing

• Review and plan for reallocation, attrition, and efficiency of operations based on program needs and funding sources. At this time, 1 CMA staff will retire at the end of the 2019-20 school year.

Educational Support Personnel (ESP) Staffing

• Review and plan for reallocation, attrition, and efficiency of operations based on program needs and funding sources. At this time, 14 ESP staff will retire at the end of the 2019-20 school year.
Administrators/Supervisors

- Review and plan for reallocation, attrition, and efficiency of operations based on program needs and funding sources. At this time, 4 Administrators will retire at the end of the 2019-20 school year.

BENEFITS / INSURANCE

- For 2019-20, insurance markets are projected to remain challenging. We, therefore, are estimating a 6% - 8% increase in property and casualty costs, and health insurance costs. Insurance rules and regulations may be enacted which may cause potential changes to occur.

BUDGET ADJUSTMENTS

- In general, line items for purchased services, supplies, and equipment will be frozen. Some line items may be increased based on current economic conditions such as utilities, gas, and postage.

- There is a need to continue cost containment initiatives as the 2019-20 budget is prepared.

TUITION INCENTIVE PROGRAM (TIP)

- The EA and Administration are currently in discussions. The amount will be finalized upon completion of negotiations.

SPECIAL EDUCATION

- 2019-20 NSSEO tuition costs and programs are being reviewed by NSSEO. Final NSSEO program costs will reflect necessary changes.

CAPITAL PROJECTS PROGRAM (CPP)

- Approved capital projects will be budgeted at $3 million.

TECHNOLOGY

- Technology Services is anticipating continued replacement and updates of equipment and applications during 2019-20.

TRANSPORTATION

- Transportation is estimated to be budgeted at a 3% - 4% increase based on contracts, fuel costs and usage

- At this time, we have not heard of transportation pro-rations. Transportation revenues continue to be a concern based on possible state transportation revenue pro-rations and reductions.

- Continue to review options for student transportation cost containment.

TRANSFERS, LOANS, AND ACCOUNTING RECOMMENDATIONS

- Transfer working cash interest income to other funds may be recommended to address cash flow needs.

- Transfer from Operations and Maintenance to Debt Service for payment of the Build America Bonds.
• Transfer from Operations and Maintenance to Capital Project Fund for funding of future Capital Projects.

• Due to delayed and deferred property tax revenue and state and federal revenue, inter-fund loans may be recommended to address cash flow needs.

**RECOMMENDED ACTION:**

That the Board of Education discuss the proposed guidelines and assumptions relative to the preparation of the 2019-20 fiscal year budget.