AGENDA
The Second Meeting of the Month of March
of the Board of Education of Township High School District 214
will be held on Thursday, March 22, 2018
in the Board Room of the Forest View Educational Center
2121 S. Goebbert Road, Arlington Heights, IL
at 7:00 p.m.

I. CALL TO ORDER
   President Younger

II. ROLL CALL
   Mrs. Knoepfle

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF MINUTES
    Workshop Meeting of March 8, 2018
    Closed Session Meeting of March 8, 2018

V. SUPERINTENDENT’S REPORT
   Student Recognition
   Freedom of Information Act Report
   Certificate of Excellence in Financial Reporting
   Comprehensive Annual Financial Report (CAFR) and IASBO Meritorious Budget Award

VI. PUBLIC COMMENTS

VII. BOARD MEMBER UPDATES

VIII. CONSENT CALENDAR
   2018-028 Accounts Payable
   2018-029 Personnel Transaction Report
   2018-030 Destruction of Closed Minutes Audio Recordings
   2018-031 Encumbrance and Expenditure Authorization
   2018-032 Printing District Student Newspapers – Bid
   2018-033 Buffalo Grove High School Theater Sound System – Bid
   2018-034 Shure Wireless Microphone – Bid
   2018-035 2018-19 Capital Projects Program – Bids

IX. ACTION ITEM (The public may comment on each item after Board discussion.)
   2018-036 2018-19 Preliminary Budget Guidelines and Assumptions

X. CLOSED SESSION
   o 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;
   o Student disciplinary cases. 5ILCS 12/2(c)(9).
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;
- Student disciplinary cases. 5ILCS 12/2(c)(9).

XII. ADJOURNMENT
President Younger called the meeting to order at 6:44 p.m. and J. Laskowski called the roll. The following members were present:

- William Dussling  Member
- Mark Hineman  Member
- Alva Kreutzer  Member
- Daniel Petro  Vice-president
- Leonard Walker  Member
- Todd Younger  President

Absent at roll call:
- Mildred Palmer  Member

Also present at the meeting were: D. Schuler, superintendent; C. Johnson, associate superintendent for finance and operations; M. Johnson, assistant superintendent for student services; K. Laakso, associate superintendent for human resources; L. Lopez, associate superintendent for teaching and learning; J. Cook, principal, WHS; A. Ginnan, associate principal, WHS; C. Rugg, associate principal, WHS; M. Liberatore, director of professional learning and student services; P. Mogge, director of community engagement and outreach; G. Stetz-Jackson, assistant director of professional learning; E. Brooks, assistant director of community engagement and outreach and executive director of District 214 education foundation; J. Laskowski, executive administrative assistant to the superintendent; J. Delgado, communications supervisor; N. Bernabe, operations/marketing supervisor; Teresa Palaggi, programming supervisor; S. Zarnecki, technician; staff; parents and community members.

1. **PLEDGE OF ALLEGIANCE**

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

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 February 22, 2018 and the Closed Session of February 22, 2018.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Petro, Walker
Nayes: None
Abstain: Younger

3. **PUBLIC HEARING – HONORABLE DISMISSALS**

President Younger opened the public hearing at 6:46 p.m. for the Board to provide an opportunity for public comment on the Honorable Dismissals.
There were no public comments.

At 6:46 p.m., President Younger closed the public hearing regarding the Honorable Dismissals.

4. **PUBLIC COMMENTS**

There were no public comments.

5. **BOARD WORKSHOP**

A. **Wheeling High School Update**

Wheeling High School principal J. Cook and associate principals C. Rugg and A. Ginnan presented on the successes and accomplishments thus far this year. They reviewed the building goals of: Success - Ensure 100% of WHS students remain Harper Promise Eligible or on track for Redefining Ready and Power of 15; Access – Ensure success, access, growth and critical reasoning for students, ensuring 100% of Wheeling students take and AP or Dual Credit Opportunity; Growth – Ensure 100% of Wheeling students grow by one grade level or more relative to their entry; Critical Reasoning – Ensure that reading, critical thinking, and student choice are parts of the classes.

The team provided updates on Dual Credit Science/Math, Intro to Nanoscience, the STEM Challenge, the Mathematics Equity and Readiness Initiative (MERI), the Social Science Law Pathway, CTE, Manufacturing, English, Fine Arts, Co-curricular successes, AP Data, interventions, literacy lab, tutoring sessions, AVID, new discipline initiatives and the increase in daily attendance. There are a lot of great things going on at Wheeling High School and many opportunities for all students. D. Petro commented that he is very impressed with the presentation and good news and would like to share it more broadly with the community.

B. **Professional Learning Update**

M. Liberatore, director of professional learning and student services and G. Stetz-Jackson, assistant director of professional learning presented on the Changing Role of the Teaching & Learning Facilitator (TLF). G. Stetz-Jackson provided an update on Professional Development, the District Mentor Program, Supporting Classroom Innovation & Learning, Instructional Coaching and Sharing & Collaboration. G. Stetz-Jackson also spoke about the cross-department collaboration with the New Teacher Program, the TLF Book Studies, Internal University, the Freshman Digital Literacy Course, and the Computer Device Pilot. The role of the TLF will continue to change as education and technology progresses as we work towards what is best for our teachers and ultimately what is best for our students. B. Dussling commented on the amazing growth of our teachers. D. Schuler stated that he is so proud of the resources that the Board provides to support continuously developing our teachers and allowing us to focus on enhancing all of the art of our practice is only going to benefit our students.

C. **Community Engagement and Outreach Update**

P. Mogge, director of community engagement and outreach, E. Brooks, assistant director of community engagement and outreach and executive director of District 214 education foundation, J. Delgado, communications supervisor; N. Bernabe, operations/marketing supervisor; and Teresa Palaggi, programming supervisor provided an update on the Community Engagement and Outreach (CEO) department. They highlighted the key headlines and stories and described the impacts of brand value and reputation management. P. Mogge shared CEO’s goals to enhance the reputation of the District locally, regionally and nationally and influence the dialogue about public education; to enhance and strengthen
the Community Education program to engage all District stakeholders and to build the Education Foundation to support our students and innovative District initiatives. They highlighted the Discover 214 Magazine, and the positive feedback it has received. The District 214 Community Education program has been providing lifelong learning opportunities for 70 years. The program had over 47,028 total enrollments last year. Community Education has created many new programs and partnerships within the cultural and performing arts programs, travel opportunities, and adult education programming. E. Brooks reported on the financial resources of the Education Foundation and the 1500 percent growth in revenue from four years ago. The donors, donations, events and community partnerships have all been a huge success this year. The CEO department plays an integral role in sharing the District’s story. P. Mogge stated that at the heart of what they do is listening to the community and developing techniques and tactics to get feedback and understand what they want. D. Schuler stated that he is so proud of P. Mogge’s leadership of this team.

6. CLOSED SESSION

It was moved by Kreutzer and seconded by Hineman 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;
- 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).

Upon roll call, the motion carried.

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

The Board convened in Closed Session at 8:38 p.m.

7. RECONVENE IN OPEN SESSION

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

Upon roll call, the motion carried.

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

The Board reconvened in Open Session at 9:26 p.m.

8. PERSONNEL TRANSACTION REPORT

It was moved by Petro and seconded by Dussling that the Board of Education approve the Personnel Transaction Report, including the administrative appointment, reassignments, non-renewals, the Honorable Dismissal Resolution, resignations, leave of absence requests and new hires.

Upon roll call, the motion carried.
Ayes: Dussling, Hineman, Kreutzer, Petro, Walker, Younger
Nayes: None

9. **ADJOURNMENT**

It was moved by Dussling and seconded by Petro to adjourn. The motion carried.

The meeting adjourned at 9:27 p.m.

_______________________________  ________________________________
Todd Younger, president               Dan Petro, vice president
### VOLUNTARY RETIREMENT PROGRAM - Supervisory - 2022

<table>
<thead>
<tr>
<th>Name</th>
<th>School Nutrition Services Manager - BGHS</th>
</tr>
</thead>
<tbody>
<tr>
<td>D'UGO, NICOLE</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Remarks</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Intent to Participate</td>
<td></td>
</tr>
<tr>
<td>Effective June 30, 2022</td>
<td></td>
</tr>
</tbody>
</table>

### VOLUNTARY RETIREMENT PROGRAM - Education Association - 2020

<table>
<thead>
<tr>
<th>Name</th>
<th>Bilingual - WHS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHRISTIANSEN, MARGARET</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Remarks</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Intent to Participate</td>
<td></td>
</tr>
<tr>
<td>Effective last day of school, 2020</td>
<td></td>
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</tbody>
</table>

### EMPLOYMENT OF SCHOOL SOCIAL WORKER INTERN - 2018-19

The following school social worker intern will be employed by Township High School District 214 for the 2018-19 school year. This intern will be employed under a special contract of $7,200. This rate is based upon state (ISBE) reimbursement of $7,200 for a 108 day school term. Worker's compensation and Medicare contributions will be paid. No other benefits will be provided.

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>WILLERT, GWENDOLYN</td>
<td>PHS</td>
</tr>
</tbody>
</table>
## EMPLOYMENT OF CUSTODIAL MAINTENANCE PERSONNEL 2017-2018

### CHANGE OF STATUS

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Salary</th>
<th>Hrs./Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>OROZCO, CLARA</td>
<td>Custodian I - 2nd (EGHS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remarks</td>
<td>Resignation</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Effective: March 12, 2018</td>
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</tbody>
</table>

## EMPLOYMENT OF CUSTODIAL MAINTENANCE PERSONNEL 2018-2019

### CHANGE OF STATUS

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Salary</th>
<th>Hrs./Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>BERNS, LINC</td>
<td>Lead Maintenance (CM)</td>
<td>$30.24</td>
<td>40</td>
</tr>
<tr>
<td>Remarks</td>
<td>Grade III, MMS 31, Step 6</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: Maintenance II (RMHS)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Effective: July 1, 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DIETZ, DANIEL</td>
<td>Lead Maintenance (CM)</td>
<td>$38.23</td>
<td>40</td>
</tr>
<tr>
<td>Remarks</td>
<td>Grade III, MMS31, Step 12</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Initial Location: FVEC</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>From: HVAC Technician (CM)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Effective: July 1, 2018</td>
<td></td>
<td></td>
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<tr>
<td>GULLY, TODD</td>
<td>Lead Groundskeeper (CM)</td>
<td>$33.45</td>
<td>40</td>
</tr>
<tr>
<td>Remarks</td>
<td>Grade II, MMS 24, Step 12</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Initial Location: JHHS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>From: Maintenance II (FVEC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Effective: July 1, 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MARTINEZ, JUSTIN</td>
<td>Lead Custodian (CM) - 2nd</td>
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</tbody>
</table>
EMPLOYMENT OF EDUCATIONAL SUPPORT PERSONNEL 2017-2018

CHANGE OF STATUS

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Salary</th>
<th>Hrs./Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALARCON, HERBERT</td>
<td>Instructional Assistant - ELL (WHS)</td>
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<td></td>
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<tr>
<td></td>
<td>Probationary Discharge</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Effective: June 1, 2018</td>
<td></td>
<td></td>
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<tr>
<td>CHA, JAY</td>
<td>Resource Assistant (WHS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Probationary Discharge</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Effective: June 1, 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHANDHOK, MONA</td>
<td>Instructional Assistant - ELL (EGHS)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Probationary Discharge
Effective: June 1, 2018
Subject: Destruction of Closed Meeting Audio Recordings

BACKGROUND INFORMATION:

The Illinois Open Meetings Act (5 ILCS 120/2.06) requires that Boards of Education keep a verbatim record of their closed meetings in the form of an audio or video recording. After 18 months have passed since being made, the audio or video recording of a closed meeting may be destroyed, provided the Board approved: 1) its destruction; and, 2) minutes of the particular closed meeting.

ADMINISTRATIVE CONSIDERATION:

The Board of Education approved the following minutes of the closed meetings as indicated:

<table>
<thead>
<tr>
<th>Date of Meeting</th>
<th>Date of Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 11, 2016</td>
<td>September 1, 2016</td>
</tr>
</tbody>
</table>

RECOMMENDED ACTION:

That the Board of Education approve the destruction of closed session audio recordings for the following meetings:

August 11, 2016
Subject: **2018-19 Encumbrance and Expenditure Authorization**

**BACKGROUND INFORMATION:**

The budget year for a school district is July 1 through June 30. The School Code requires Boards of Education to adopt a budget for a fiscal year by the end of the first quarter or September 30. The district's 2018-19 budget calendar calls for Board review and approval of the tentative budget on August 2, 2018. Approval of the official budget is scheduled for September 20, 2018.

**ADMINISTRATIVE CONSIDERATIONS:**

To accommodate the need for timely ordering and payment of services, supplies and equipment, and the payment of salaries and benefits prior to official budget approval, on an annual basis the administration recommends Board authorization for the administration:

- to encumber and expend up to 75 percent of the 2018-19 preliminary control budgets, which are being developed within budget guidelines established by the Board of Education; and
- to pay salaries and benefits within Board approved rates and schedules.

**RECOMMENDED ACTION:**

That the Board of Education authorizes the administration to encumber and expend up to 75 percent of the 2018-19 preliminary budgets, which are being developed within budget guidelines established by the Board of Education, and to pay salaries and benefits within Board approved rates and schedules prior to official budget approval.
Subject: Printing District School Newspapers - Bid

BACKGROUND INFORMATION:

The newspaper advisors from each school reviewed and revised the bid specifications. This bid covers the printing of six school newspapers for the 2018-2019, 2019-2020 and 2020-2021 school years, with an optional renewal for a fourth and fifth year. The bid specifications requested black ink and varying degrees of color printing prices. The bid pricing is based upon projected number of issues and pages to be published.

ADMINISTRATIVE CONSIDERATIONS:

Bids were received after newspaper advertisement. Bids were sent to eight vendors.

Each school’s activity account is allocated $8,000 toward the cost of printing the school newspaper. The schools receive advertising revenue as well, which helps offset to the costs.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Bid Year 1</th>
<th>Bid Year 2</th>
<th>Bid Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Son’s Enterprise (Skokie, IL)</td>
<td>$29,280</td>
<td>$29,280</td>
<td>$29,280</td>
</tr>
<tr>
<td>Creekside Printing Co. (Elgin, IL)</td>
<td>Replied “No Bid”</td>
<td>Replied “No Bid”</td>
<td></td>
</tr>
<tr>
<td>TK Direct (Buffalo Grove, IL)</td>
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</tbody>
</table>

Lowest responsible bidder meeting the specification is being recommended.

RECOMMENDED ACTION:

That the Board of Education accepts the three year bid from Son’s Enterprise in the total amount of $87,840 with an option to renew an additional fourth and fifth year for the printing of school newspapers.
Subject: Theater Sound System Buffalo Grove High School - Bid

BACKGROUND INFORMATION:
The theater at Buffalo Grove High School is in need of updated theater quality wireless microphones, speakers, amplifiers and arrays. In order to secure the most competitive pricing, bids have been requested for the replacement and installation of specific items in the theater. Two phases of replacement were requested with phase one consisting of wireless microphones and speakers and phase two consisting of the amplifiers and arrays. Award of the phase two is subject to budget availability.

ADMINISTRATIVE CONSIDERATIONS:
Bids were received after newspaper advertisement. Additionally, bids were sent to ten vendors. Funds are available in the 2017-18 building technology equipment budget.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Phase One Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pentegra Systems, LLC (Addison, IL)</td>
<td>$40,800</td>
</tr>
<tr>
<td>ClearImpact Sound &amp; Event Services, Inc. (Lake Zurich, IL)</td>
<td>Replied “No Bid”</td>
</tr>
<tr>
<td>Sound Incorporated (Naperville, IL)</td>
<td>Replied “No Bid”</td>
</tr>
</tbody>
</table>

RECOMMENDED ACTION:
That the Board of Education accepts the bid from Pentegra Systems, LLC totaling $40,800 for the purchase of phase one theater sound system equipment consisting of theater quality wireless microphones and speakers for Buffalo Grove High School.
Subject: Shure Wireless Microphones - Bid

BACKGROUND INFORMATION:

Due to FCC regulations, the use of wireless microphones and personal monitor systems in the 600 MHz Band will be prohibited by law within the next two years. The “600 MHz Band” refers to frequency ranges 616–653 MHz and 663–698 MHz. In order to be fully compliant, it is necessary for Township High School District 214 to purchase and transition to wireless microphones in another range of the spectrum.

Shure, Inc. is currently offering a 600 MHz Wireless Rebate which is advantageous to the District. The rebate amounts to $250 per unit. The District would return approximately 27 units resulting in a rebate of $6,750 and the awarded vendor will be expected to assist in the coordination, trade in and purchase of the new replacement units to meet the rebate guidelines, prior to April 30, 2018. In order to secure the most competitive pricing on these items, bids have been requested for the purchase of updated wireless microphone systems at all buildings.

ADMINISTRATIVE CONSIDERATIONS:

Bids were received after newspaper advertisement. Additionally, bids were sent to four vendors. Funds are currently available in the 2017-18 technology equipment budget.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adorama, Inc. (New York, NY)</td>
<td>$33,553.50</td>
</tr>
<tr>
<td>Y &amp; S Technologies (New York, NY)</td>
<td>$35,730.00</td>
</tr>
<tr>
<td>B &amp; H Foto &amp; Electronics Corp. (New York, NY)</td>
<td>$36,450.00</td>
</tr>
<tr>
<td>Troxell Communications (Algonquin, IL)</td>
<td>$38,220.00</td>
</tr>
<tr>
<td>Holzberg Communications, Inc. (Totowa, NJ)</td>
<td>$38,370.00</td>
</tr>
<tr>
<td>ClearImpact Sound &amp; Event Services, Inc. (Lake Zurich, IL)</td>
<td>$38,998.50</td>
</tr>
</tbody>
</table>

RECOMMENDED ACTION:

That the Board of Education accepts the bid from Adorama, Inc. totaling $33,553.50 for the purchase of Shure wireless microphone systems for all schools.
BACKGROUND INFORMATION:

On September 4, 2014, the Board of Education approved the Capital Project Program (CPP), including the Capital Projects Feasibility Task Force recommendations for FY 2018-19. CPP projects include work at Rolling Meadows High School for the addition of a black box theater, asbestos abatement, and other related interior and exterior renovations; Buffalo Grove High School for the addition of a fine arts classroom space, fieldhouse renovation, asbestos abatement, and other related interior and exterior renovations; and renovation work and asbestos abatement at Elk Grove High School, Wheeling High School, Prospect High School, and Forest View Educational Center.

ADMINISTRATIVE CONSIDERATIONS:

The total of recommended bids presented herein is $92,875.

Bids were publicly opened on March 14, 2018 for all trades related to these projects after newspaper advertisement. The overall project budget was exceeded after totaling the lowest responsible bidders for all of the trade packages received. Additionally, five of the 26 total trade packages received included only one responsive bidder.

The administration has evaluated which of the individual projects were within budget and received the lowest responsible bid that would be in the benefit of the District to award. The remainder of the bid packages are either part of the project that is over budget or we did not receive adequate coverage to award this work to the benefit of the District.

The RMHS elevator bid package is complete and within budget, and the administration recommends awarding this bid package to the lowest responsible bidder in order to procure materials for a summer completion.

Bid packages for several other trades will be held and brought to the Board for approval at a later date. Trade packages not held for future approval are recommended to be rejected, and the administration is directed to rebid these packages.

RECOMMENDEND ACTION:

The Board of Education approve the following bids, reject any alternates not included with these bids awarded, and assign these bids to the construction manager, Pepper Construction Company:

Colley Elevator Company for elevators at RMHS in the amount of $92,875;

the Board of Education reject all bids for the following bid packages for RMHS and direct the administration to rebid same:
the Board of Education reject all bids for the following bid packages for all locations and direct the administration to rebid same:

- Asbestos Abatement;
- Roofing Maintenance;

and the Board of Education hold all bids or bid packages not otherwise referenced above for approval or rejection, for action at a future meeting of the Board of Education.
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 2017, the Board of Education approved its 2017 property tax levy. Projected operating and working cash fund revenues for the 2018-19 budget are currently estimated at $255 million. Projected operating and working cash fund expenditures for the 2018-19 budget are currently estimated at $255 million. The district will continue cost containment initiatives as the 2018-19 budget is prepared. These projections are preliminary and may be adjusted as data becomes available.

An estimated $45 million for the Capital Projects Program (CPP) was approved by the Board of Education on September 4, 2014 as part of a three-year construction, maintenance and facility improvement project. Recent legislation has delayed the timeline somewhat. The remaining projects are scheduled for completion.

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 2018-19 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 2018-19 budget:

REVENUE

• The Equalized Assessed Valuation (EAV) for 2016 was $8.5 billion. The EAV for 2015 was $7.5 billion. The EAV for 2014 was $7.5 billion. The EAV for 2013 was $7.4 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, 2017 is 2.1%.

• 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 2018-19 it is anticipated that rates will remain stagnant. 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 2018-19.

• 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 increase for 2018-19.

SALARIES

• Education Association (EA) employee base salaries will increase based on the current agreement.

• Custodial Maintenance Association (CMA) employee base salaries will increase based on the current agreement.

• 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 base salaries will increase based on the current agreement.

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 2018-19 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.

Custodial Maintenance Association (CMA) Staffing

• Review and plan for reallocation, attrition, and efficiency of operations based on program needs and funding sources.

Educational Support Personnel (ESP) Staffing

• Review and plan for reallocation, attrition, and efficiency of operations based on program needs and funding sources.
Administrators/Supervisors

• Review and plan for reallocation, attrition, and efficiency of operations based on program needs and funding sources.

Other Staffing Issues

• At this time, it is anticipated that approximately 12 EA staff will retire at the end of the 2018-19 school year.

BENEFITS / INSURANCE

• For 2018-19, 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 or decreased. 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 2018-19 budget is prepared.

TUITION INCENTIVE PROGRAM (TIP)

• In 2018-19, per the Education Association contract, professional development will be funded based on the current agreement.

SPECIAL EDUCATION

• 2018-19 NSSEO tuition costs and programs are being reviewed by NSSEO. Final NSSEO program costs will reflect necessary changes.

CAPITAL PROJECTS PROGRAM (CPP)

• Prior year’s legislation had delayed construction projects. The district is moving forward on the remaining Capital Projects Feasibility Program recommendations in 2018-19.

• The approved capital projects will be budgeted at $3 million.

• Capital Feasibility Projects will be budgeted at $9 million for 2018-19 depending on scheduling.

TECHNOLOGY

• Technology Services is anticipating replacement of the District's Helpdesk application, wireless access points, backup wireless, Voice over IP telephones, network switches, Cloud infrastructure, video projectors, and classroom audio visual control panels during 2018-19.
TRANSPORTATION

• Transportation is estimated to be budgeted at a 5% - 7% increase based on contracts, fuel costs and usage

• At this time, we have not heard of transportation prorations. However, 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.

TRANSFER, 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 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 approve the proposed guidelines and assumptions relative to the preparation of the 2018-19 fiscal year budget.