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## Meeting of the Board of Education Park Ridge – Niles School District 64

Regular Board Meeting Agenda  
Monday, August 27, 2018  
Roosevelt School – North Gym  
1001 S. Fairview  
Park Ridge, IL 60068

*On some occasions the order of business may be adjusted as the meetings progresses to accommodate Board members’ schedules, the length of session, breaks and other needs.*

**TIME**

**APPENDIX**

- 5:00 p.m.      **Tour of Roosevelt New Spaces**
  
- 5:30 p.m.      **Meeting of the Board Convenes**
  - Roll Call
  - Introductions
  - Opening Remarks from President of the Board
  
  - **Board Recesses and Adjourns to 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 its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act. [5 ILCS 120/2 (c)(1)]
  
- 6:45 p.m.      • **Board Adjourns from Closed Session and Convenes to a Public Hearing on the 2018-19 Budget**
  
- 7:00 p.m.      • **Board Adjourns from Public Hearing on the 2018-19 Budget and Resumes Regular Board Meeting**
  - **Pledge of Allegiance and Welcome**
    - Dr. Kevin Dwyer, Principal Roosevelt Elementary School
  - **Public Comments**
  - **Student/Staff Recognition**



- Superintendent
  - Emerson Middle School Choral Performance – 7/8 Singers
  - Emerson Middle School PE Blue Ribbon Award
  - Lincoln Middle School Teacher Christie Thielen- AMLE Board Chairman
  
- **New Teacher Orientation, District Institute Days & Opening Days Report** A-2
- Superintendent / Assistant Superintendent for Student Learning
  
- **Special Education Update and 2018-19 Priority Projects** A-3
- Superintendent/Director of Student Services
  
- **Discussion of Board Committee Points to Consider** A-4
- Superintendent
  
- **2017-18 Year End Results and 2018-19 Budget Update** A-5
- Chief School Business Official
  
- **Second Reading and Approval of Press Issues 96 & 97 and Policies 6:135 and 8:20** A-6
- Superintendent **Action Item 18-08-7**
  
- **Year-To-Date FOIA Report and Discussion on FOIA Communication and Cost** A-7
- Superintendent/Public Information Coordinator
  
- **Approval of Recommended Personnel Report** A-8
- Board President **Action Item 18-08-4**
  
- **Consent Agenda** A-9
- Board President **Action Item 18-08-5**
  - Bills, Payroll and Benefits
  - Approval of Resolution #1209 for Prevailing Wage
  - Approval of Resolution #1210 Regarding the School District to pay Certain invoices Prior to Board Approval at the September 24, 2018 Regular Board Meeting.
  - Destruction of Audio Closed Recordings (none)
  
- **Approval of Minutes** **Action Item 18-08-6** A-10
- Board President
  - Regular Meeting ..... June 25, 2018
  - Regular Meeting ..... July 9, 2018
  - Special Meeting ..... August 7, 2018
  
- **Other Discussion and Items of Information** A-11
- Superintendent
  - Upcoming Agenda
  - FOIA requests
  - District Committee Update (Traffic Safety)
  - Memorandum of Information:
    - 2019 School Board Election and ABCs of Board Service

- Minutes of Board Committees
  - Board Policy Committee Meeting July 19, 2018
- Other
  - Update on Summer Construction

- **Adjournment**

Next Meeting:           **Monday, September 10, 2018**  
Committee-of-the-Whole: Facilities – 7:00 p.m.  
**Jefferson School – Multipurpose Room**  
8200 N. Greendale Avenue  
Niles, IL 60714

In accordance with the Americans with Disabilities Act (ADA), the Board of Education of Community Consolidated School District 64 Park Ridge-Niles will provide access to public meetings to persons with disabilities who request special accommodations. Any persons requiring special accommodations should contact the Director of Facility Management at (847) 318-4313 to arrange assistance or obtain information on accessibility. It is recommended that you contact the District, 3 business days prior to a school board meeting, so we can make every effort to accommodate you or provide for any special needs.

To: Board of Education  
From: Dr. Laurie Heinz, Superintendent  
Date: August 27, 2018  
Re: Student/Staff Recognition

**Emerson Middle School 7/8 Singers Choral Performance**

As we begin a new school year, Emerson's 7/8 Singers will perform choral selections under the direction of Mrs. Terry Broeker, General Music Curriculum Specialist and Emerson Middle School music teacher. We are delighted to welcome these talented students to our meeting!

**Emerson Middle School Physical Education Department Blue Ribbon Award**

District 64 is pleased to announce that for a second time, Emerson Middle School's Physical Education program has been selected to receive a Blue Ribbon Award from the Illinois Association of Health, Physical Education, Recreation and Dance (IAHPERD). This five-year redesignation means that Emerson will enjoy this elite Blue Ribbon status for a full decade running through 2022-23.

Emerson's Blue Ribbon was awarded after an in-depth, rigorous review based on the department's "exemplary quality and commitment" to state and national standards in physical education. Emerson's physical education teachers worked together to prepare comprehensive documentation about their outstanding curriculum; instruction; facilities, equipment and financing; medical and safety practices; and administration of the physical education program.

Following a thorough evaluation of its application, a team of educators visited the school on April 25, 2018 to observe the program in action and interview students, parents, teachers and administrators. Emerson PE teachers who participated in the spring 2018 review included: Lisa Nelson, Emmy Pasier, Kelly Van Horn, Aaron Schauer, Rob DeMano and Pablo Alvarez.

Emerson's program offers a variety of activities, incorporates technology, and provides countless ways for students to improve themselves. "Between the scope of our curriculum and all of our equipment, students are more likely to be motivated to seek healthy choices that will, hopefully, lead to a desire to maintain lifelong fitness," the teachers pointed out.

Emerson will proudly continue to display the Blue Ribbon banner in its gym, and teachers will be leading a workshop session at the upcoming IAHPERD conference.

**Lincoln Middle School Teacher Christie Thielen - AMLE Board Chairman**

District 64 is pleased to announce that at its July board meeting, the Association for Middle Level Education (AMLE) Board of Trustees named Christine Thielen as chair of the Board. This is the first time ever for the AMLE Board to appoint this position.

Ms. Thielen is a seventh grade math teacher at Lincoln Middle School and former Mathematics Department chair. She has presented both at the AMLE annual conference and the National Council of Teachers of Mathematics conference. She also serves as an adjunct professor of middle level education classes.

AMLE is a global non-profit association and leading provider of quality resources, programs, and services for those who work with young adolescents -- youth aged 10 to 15. Founded in 1973, AMLE has more than 54,000 members in 45 countries. Members of the AMLE Board of Trustees serve a critical role in setting the strategic plan of the association and advocating for policies and practices that guarantee a quality education for all young adolescents.

To: Board of Education  
From: Dr. Laurie Heinz, Superintendent  
Date: August 27, 2018  
Re: New Teacher Orientation, District Institute Days & Opening Days Report

### **New Teacher Orientation**

Each year we host two robust days of professional development for new members of our teaching staff. This year, new staff met fellow members of the class of 2018 on August 13 and 14, and learned about:

- our District 64 2020 Vision, Mission Statement and Key Initiatives for the upcoming school year;
- grade level Curriculum Maps, Pacing Guides, and Common Assessments, which will guide their teaching this year; and
- our focus on social emotional learning (SEL)

Additionally, staff worked with Dr. Jill Engel from the Consortium for Educational Change (CEC) to explore strategies that support student engagement and instructional rigor, as well as other professional best practices found within our Teacher Evaluation tool. Curriculum Specialists and Department Chairpersons met with new teachers in small groups to review essential information for launching the school year. New teachers also had the opportunity to meet their mentors and begin building collaborative relationships with veteran staff members.

We had a very large group of new hires this year and welcomed over 30 certified staff members to D64. It was an extremely intensive two days, but well worth the investment of time in making sure our new hires understand expectations and have the initial training they need for a successful start to the year. Mentors and their mentees will formally meet weekly throughout the year and on an informal basis, as they continue to be trained on such topics as parent-teacher conferences, report cards, curriculum resources, and best practice in instruction.

In addition to meetings with mentors over the course of the year, new teachers have the opportunity to participate in professional development on: differentiation, classroom management, data collection and student goal-setting, formative assessment, priority standards and planning, and the application of technology to support instruction.

### **District Institutes Days**

The 2018-19 school year marked the third consecutive year District 64 has held back-to-back Institute Days for staff. This year we met on Thursday, August 16 and Friday, August 17 before the opening day kick-off with students on Monday, August 20. We find having two Institute Days essential, so that staff have sufficient time both at their building and engaging in District

activities to support our *2020 Vision* Strategic Plan.

Our Thursday, August 16 Institute Day was conducted at individual schools and was devoted to building topics, such as: welcomes and introduction of staff; opportunities for team building; review of school data from 2017-18; an overview of Year Two areas of focus with Social Emotional Learning implementation; Building Crisis Team planning; and classroom set-up time.

The entire District came together at Emerson Middle School for the start of the District day on Friday, August 17. Staff enjoyed a continental breakfast from our hot lunch provider Quest and coffee from our Elementary Learning Foundation (ELF). It was a wonderful way to reconnect and begin day two of our shared Institute Day work.

While together as a group, we engaged staff in the following essential topics:

- Welcome messages were extended from me, Dr. Tony Borrelli on behalf of the Board of Education, and Mr. Jerry Mulvihill, PREA President.
- I shared accomplishments from the 2017-18 school year, and forecasted 2018-19 initiatives and key areas of focus.
- Additionally, we discussed ways to forward our narrative regarding the learning and growth taking place in classrooms and schools across District 64. In an effort to do so, we launched a new hashtag -- #D64smiles. Staff immediately began using the hashtag to share what made them smile at Institute Day. This hashtag will be used throughout the year to share points of happiness and pride in the work we are doing with students.
- Dr. Lori Lopez reviewed our 2017-18 student learning goals and the progress we've made toward reaching our student growth goals.
- Staff truly enjoyed Emmy award-winning speaker Jack Gallagher, as he presented *A Different Kind of Cool*. His message of acceptance of learning differences and the importance of working together to support all learners resonated with everyone on staff. Mr. Gallagher also was warmly received as the kick-off presenter for the 2018-19 Parent University series the evening before.

Our Institute Day on Friday afternoon was dedicated to team and department meetings, with professional development facilitated by the Curriculum Specialists, Middle School Department Chairpersons, consultants, and other teacher leaders. Activities were aligned with the goals of the Strategic Plan and targeted department goal-setting, Illinois Learning Standards, differentiation, common assessment design, and unit design.

### **Opening Days**

As of Wednesday, August 16, we had 4,116 students registered in grades 1-8 set to begin a full day of school on Monday, August 20, and 400 kindergarten students registered and ready to attend their orientation on Monday. Our preschool learners participated in their orientation on

Tuesday, August 21. There were limited tears and an abundance of smiles as I visited schools over our first official week of the 2018-19 school year!

I'd like to express my extreme appreciation for the hard work and dedication of the ESC staff and my leadership team for their diligent work this summer preparing for a successful transition to a new year. The maintenance and custodial staff are our unsung heroes who put forth a herculean effort each summer as they manage construction projects while still preparing buildings for the arrival of staff and students. I'd also like to thank our faculty and staff for returning to work with a renewed commitment to teaching and engaging students. We look forward to a positive year of learning and growth for every child in District 64!



To: Board of Education  
Dr. Laurie Heinz, Superintendent  
From: Dr. Lea Anne Frost, Director of Student Services  
Date: August 27, 2018  
Re: Special Education Update and 2018-19 Priority Projects

Prior to my official start date of July 1, 2018 and the beginning of my tenure as the Director of Student Services, I have completed a comprehensive analysis of the audit/review reports prepared this spring and conducted meetings with various District staff to build both my background knowledge of D64's Department of Student Services as well as to assist in the work of prioritizing what I believe will be a multi-year phase-in of various improvement efforts. Although an "inquiry gathering" process is currently being conducted by the special education coordinators at each building, the combination of the reports and discussions have allowed us to begin creating a path of change and improvement for the District 64 Student Services Department.

The sections below describe the multi-year effort we have begun implementing, which also aligns with the D64 *2020 Vision* Strategic Plan.

### **Immediate Changes**

#### **Staffing**

Based on the support of the Board of Education, the Student Services department was able to increase staffing allocation in several key areas, which will be instrumental in our improvement efforts. We have added:

- An additional special education coordinator, which allows each coordinator to be an instructional leader at each site;
- A BCBA (Board Certified Behavior Analyst) to assist in analyzing behaviors and developing appropriate and effective interventions for students as well as providing training to build the capacity of both regular and special education staff surrounding student's with more complex behavioral needs; and
- An additional psychologist to provide the necessary services and supports to students and staff. This additional psychologist allowed me to balance caseloads so psychologists can be more attentive to the MTSS, 504, and IEP processes.

### **Ongoing Professional Development Needs**

At the beginning of this school year, staff also received professional development training pertinent to the report findings. This includes:

- Navigation of the IEP system and appropriate goal writing training provided by attorneys from Hodges Loizzi.
- Coaching support has also been secured for selected groups:
  - Psychologists will be working with a coach to develop their skills
  - Wilson “teacher support” will be provided for teachers at Washington School to ensure the Wilson Reading Program is implemented with fidelity. If needed, similar training can be provided to additional schools.

### **IEP Training with an Emphasis on Consistency**

Changes were also made within the IEP system and process to ensure greater compliance in identifying student needs. This is evident in the new forms we will be using within the IEP system to define eligibility for services and the creation of appropriate IEP goals.

### **Message of Inclusion**

Our District Institute Day included a presentation by Jack Gallagher who spoke with all District staff about a parent’s perspective of having a child with a disability (autism). Mr. Gallagher also made this presentation to the community at our first Parent University the evening before. His message of *A Different Kind of Cool* was well-received by both audiences and will serve as a reminder of the importance of inclusion as we move through the 2018-19 school year and beyond.

### **Future Plans for the 2018-19 School Year**

Three important action steps will be undertaken this school year:

1. **Professional development.** Additional professional development sessions are scheduled for this fall with various groups participating. Scheduled topics include the completion of Medicaid forms, co-teaching, the facilitated IEP process, maintaining student records, behavior management, curriculum materials and techniques, and restorative justice.
2. **Consistency.** Methods to ensure consistent practices are being employed. This includes:
  - a) our special education coordinators engaging in work to promote consistency of practice at each building by having established goals related to their evaluation that align with the results of the audits, and;
  - b) creation of a weekly internal communication newsletter that will be shared with staff by the Assistant Director. Efforts to provide consistent and ongoing communication across the large Student Services Department will further our mission to ensure everyone has access to information in a timely manner.
3. **Message of Inclusion.** The Parents and Teachers Working Together (PT3) group is scheduled to reconvene on September 20. We will be utilizing a facilitator initially to

work with this group to establish relationships on which to build trust and keep the more than 20-member group focused on agreed upon areas of focus. The proposed work of this group is included as Attachment 1.

### **Ongoing Work and Next Steps**

Looking ahead, our efforts will be focused primarily on these areas:

1. We are currently engaged in an “inquiry gathering.” This includes reviewing policies, procedures, processes, manuals, instructional tools, and state data. Additional recommendations will likely be made based upon review findings.
2. Classroom visits by the Director and Assistant Director will take place as a means to get to know staff, students and provide an “eyes on” perspective of programs, services and instructional methodologies being utilized by staff. Such visits will also serve to promote collaboration with all staff working to support students receiving support within the Student Services department.
3. Development of an ongoing process to ensure proper planning, retention, and preparation of resources for each upcoming school year. This process will ensure appropriate staff allocations and assignments as well as materials are available at the start of each new school year.

I look forward to presenting our update and priority projects to members of the Board on August 27.

What do we want for our students in special education?	
Parents	Staff
Excellence in education	Independence
Inclusion	Connections
Trust in the process	Relationships
Open communication	Voice
Focus on abilities not disabilities	Experiences in and out of the classroom
Staff training on disabilities	College and career ready
Awareness	Acceptance
Required trainings	Feeling successful
Adaptive PE	Feeling equal, belonging
Continuity with classroom aides/teachers	Inclusion
Identification - testing. needs	Determination
Smaller class size, additional teaching resources	Purpose
More meetings with educators	Problem-solving
Individualized, personalized	Social Skills
Admin support/response of IEP team and parents	Critical thinking
Broader curriculum options	Have a plan
ADA accessible - facility accessibility and adaptation	Sense of achievement
	Participant
	Involvement in extracurriculars
	Self-awareness
	Advocacy
	Happy
	Confidence
	Leader
	Relationships (peer and adult)
	Academic progress
	Personal growth



Top Priorities (identified at PT3)		
	Staff	Parents
Curriculum	29	26
Staff Training	25	24
District	18	17
Students	14	11
Parent Training	13	10

	Parent Education	Students	District	Curriculum	Training
<b>Brain-storming stations</b>	<ul style="list-style-type: none"> <li>-- FAPE Plus</li> <li>-- Continuum of Service</li> <li>-- ABCs of ....</li> <li>-- Onboarding of new parents</li> <li>-- Enhanced parent website</li> <li>-- Webinar series on web</li> <li>-- Advocacy</li> <li>-- Facilitated IEPs</li> </ul>	<ul style="list-style-type: none"> <li>-- Develop buddy program (recess, lunch, bus)</li> <li>-- Book buddy program</li> <li>-- Empower special ed kids to work with younger gen ed kids</li> <li>-- Organized activities at recess</li> <li>-- Gen ed volunteer program for best buddies, programs, etc.</li> </ul>	<ul style="list-style-type: none"> <li>-- 2020 Vision Ethos of individual success for each child in sped, admin support for local IEP team and parent decisions</li> <li>-- Continuity Jefferson to Maine South - (communication, educator accessibility, related service eligibility and service delivery, class summary, goals for lower sped teacher turnover, facilities, shared resources, common language</li> <li>-- Collaboration sped faculty meetings</li> <li>-- Audit/assess each school/classroom</li> <li>-- Review/establish goals</li> <li>-- Review/establish goals</li> <li>-- Implement plan</li> </ul>	<ul style="list-style-type: none"> <li>-- Develop Executive Functioning and SEL curriculum for middle school and elementary resource class and communicate this</li> <li>-- Create/develop menu of replacement curriculum options across the district</li> <li>-- More 1:1 instruction if determined by IEP team</li> <li>-- Explore/develop disability celebration program</li> <li>-- Peer buddies at every school</li> <li>-- Scaffolding curriculum for gen ed</li> <li>-- Coaching peer to peer</li> </ul>	<ul style="list-style-type: none"> <li>-- Continuity of program resources (picture graphs across all academic settings)</li> <li>-- How are staff informed of student's IEPs and needs? Develop systematic process, how can parents and gen ed teachers participate in the process</li> <li>-- Help electives/specials teachers understand the goal for each student in the class</li> <li>-- Training for gen ed teachers on how to identify students with potential disabilities</li> <li>-- Identify case manager responsibilities</li> <li>-- Proactive communication to parents about student strengths outside of academics</li> <li>-- Mandated training to increase continuity</li> <li>-- Bring in executive functioning expert to offer specialized training for teachers and kids</li> </ul>

<b>What do we need to do to get what we want for our students in special education?</b>	Develop a program to empower/educate parents	Develop a buddy system for unstructured time	Create a common accessible language	Develop smaller of 1:1 for academics/learning	Develop all staff training - not just special ed
	Introduce parents/families to the IEP process	Empower all students to access and build genuine relationships	Shared resources for sped teachers and families	Implement a multi-tier curriculum for different learners	Require teachers and provide incentives for staff trainings
	Improve communication... "What to expect"		Implement a facilities audit (best practices, state of the art)	Establish a program and training around executive functioning	Develop an educational element for all parents
	Educate general education parents about kids in homeroom class		Create a communication plan across the district (more meetings, continuity)	Develop a program on disabilities for all people	Create small group workshops/trainings for parents and teachers
			Build consistency through collaboration across sped within the district		Create programs that allow specials teachers to individualize

# **Special Education Update and 2018-19 Priority Projects**

Park Ridge-Niles School District 64  
Board of Education - August 27, 2018





# Meet the Student Services Administrative Team





# Findings to Consider

During the spring of 2018, District 64 engaged in two reviews:

- An external audit conducted by LMT Consulting
- An internal, 100-day review conducted by Mr. Mike Padavic, Interim Director of Student Services

Reports were shared with the Board of Education and community in May.

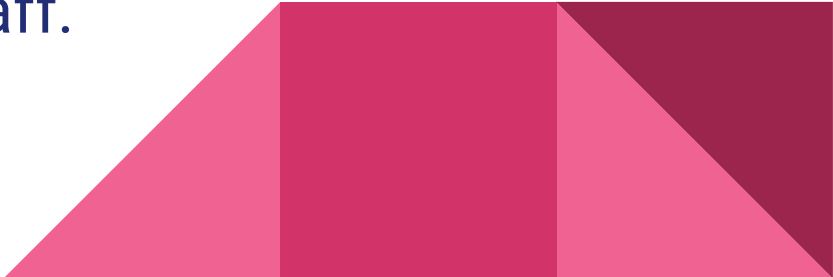
Recommendations were synthesized and prioritized by the Director and Assistant Director of Student Services.



# Department Transition Plan 2018-19

- ❖ Reports reviewed and data analyzed.
- ❖ Visits conducted.
- ❖ Stakeholder conversations held to help clarify path forward.

Based upon the information that was compiled and analyzed, an initial path has been devised that identifies key targets.

- ❖ Key targets have been shared with special education administrators.
  - ❖ Professional goals have been created and aligned.
  - ❖ Key targets have been shared with the Department staff.
- 



# **Key Targets 2018-19**

## #1 Staffing

Increase staffing allocation in several key areas, which will be instrumental in our improvement efforts.

**Key Targets  
2018-19**

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# #1 - 2018-19 Key Targets

## ❖ Current Progress

Three new positions in place for start of 2018-19 school year

## ❖ 2018-19 & Future

Assess staffing needs and make recommendations



## **#2 Professional Development**

Provide strong and systemic  
professional development to  
District staff

**Key Targets  
2018-19**

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# #2 - 2018-19 Key Targets

## Current Progress

- ❖ Providing professional development to new and returning staff in:
  - Goal Writing and IEP Development
  - IDEA/ADA, 504 and State Regulations
  - Facilitated IEP
  - Training of Teacher Assistants
  - Restorative Justice
  - Co-teaching

## 2018-19 & Future

- ❖ Enhance Staff Toolbox: Skills, Strategies, Programs, Methods, and Assessments



## #3 Consistency

Ensure consistency across  
D64 schools

**Key Targets**  
**2018-19**

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# #3 - 2018-19 Key Targets

## Current Progress

- ❖ Ensure fidelity to IEP development
- ❖ Build rapport with and engage staff in improvement efforts
- ❖ Goals of administrators are aligned with Department needs
- ❖ Communication methods are being strengthened

## 2018-19 & Future

- ❖ Review and Clarify MTSS
  - ❖ Clarify 504 criteria and training
- 

## **#4 Message of Inclusion**

Raise awareness with staff  
and community through the  
2018-19 school year and  
beyond

## **Key Targets 2018-19**

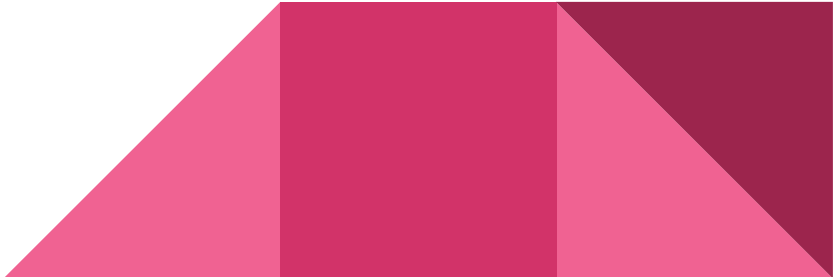
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# #4 - 2018-19 Key Targets

## Current Progress

- ❖ Build Rapport with and engage staff in improvement efforts
- ❖ Host Parent U on Special Ed related issues/needs
- ❖ Strengthen trust with all stakeholders

## 2018-19 & Future

- ❖ Expand PT3 (Parent & Teachers Talking Together): refine sub-committees; work with new Facilitator Stanley Leone; build consensus around disability awareness
  - ❖ Create an inclusive environment
- 

**Gathering information and  
strengthening relationships**

**Be present, visible and  
accessible**

**Look to the future**

**As this year  
begins**

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# Our pathway forward...



**Rebuilding  
Positive  
Relationships**



**Open  
Communication**



**Higher  
Expectations**



**Shared  
Ownership**



The top right corner of the slide features a decorative arrangement of overlapping triangles in various shades of blue, including dark blue, medium blue, and light blue.

**What Questions Do  
You Have?**



**Discussion of Board Committee Points to Consider**

The Board will continue its discussion from the August 20, 2018 special meeting to further consider the guidance and tips offered by IASB representative Dee Molinare and legal counsel Mike Loizzi regarding Board committees to ensure their smooth and effective functioning.

To: Board of Education  
Dr. Laurie Heinz, Superintendent  
From: Luann Kolstad, Chief School Business Official  
Date: August 27, 2018  
Re: 2017-18 Year-End Results and 2018-19 Budget Update

### **2017-18 Unaudited Actuals**

Unaudited figures for the recently concluded 2017-18 Fiscal Year (FY) are now available. We have closed the 2017-18 fiscal year in Skyward. Below are the highlights of the District's performance related to revenues and expenditures in each fund. The unaudited figures will be used to update the 2018-19 tentative budget as we move forward toward final adoption of the budget on September 24, 2018.

Referring to Attachment 1, in the seven Operating Funds (10, 20, 40, 50, 51, 70, 80), the District finished the year with a positive balance with revenues exceeding expenditures by \$5,698,051 and an estimated ending Operating Fund balance of 69.98%. The Operating Fund balance is approximately 5.5% higher than the ending fund balance in 2017-18. Below we have outlined the reasons for the higher than expected ending balance for the 2017-18 school year.

The outside auditing firm will begin its work on the 2017-18 fiscal year in September. The Board will receive a final report and findings at a Board meeting later in the fall.

### **Education Fund (10)**

The Education Fund exceeded the 2017-18 budget by \$1.99M (Attachment 1), bringing the Education Fund Balance to \$29.3M for the 2017-18 FY. Below is a brief synopsis of revenue and expenditure variances in the Education Fund budget.

#### **Revenue**

The major drivers in exceeding the budget were in the categories of local revenue sources, state revenues, and federal revenues. Details are provided below.

- **Local Revenue Sources (1000) Increased by \$834K**
  - Ad Valorem Tax Collections exceeded the budget by \$372K. This is despite having \$820K in tax objections, which is higher than experienced in 2016-17 or any prior year. The excess is due to an adjustment in the 2017 Levy to increase the amount of Tax Revenue going into the Education Fund. You will see decreases in other funds, which offset the increase in the Education Fund.

- As the economy gained strength this past year, Interest Income on Investments increased by \$168K in the Education Fund. Per our auditors, we moved the \$30/student Chromebook fee into a revenue account. This increased our revenue by \$275K. Therefore, we have offsetting expenditure accounts in the Technology budget. On a yearly basis, we use some of the fees collected to help refresh Chromebooks for our third through eighth graders.
- Other Local Revenue sources had an increase of \$155K, which came from many different sources, the major being generous donations to the District from our PTO/A groups. Additional revenues from expanding the Early Day Kindergarten (EDK) program and the agreement reached with the Park District to pay \$75K per year in rental fees were added after the budget was adopted.
- **State Revenues (3000) Increased by \$3,569**
  - The state adopted the Evidence Based Funding Model (EBF) last September just prior to the Board adopting the 2017-18 budget. Fortunately, the state began to catch up on prior monies owed to the District from 2016-17 and was able to pay three of the payments due to the District for 2017-18.
  - We ended the 2017-18 fiscal year very close to our budget with a variance of a mere \$3,569.
- **Federal Revenue (4000) Increased by \$323K**
  - Our Federal Revenues exceeded our 2017-18 budget by \$323K with the majority of the excess monies coming from the IDEA grant. In prior years, we did not spend the entire grant allocation during the fiscal year resulting in lower reimbursement amounts to the District. This does not mean that services were reduced, but that the local expenditures were bearing a higher burden in terms of expenditures.

## **Expenditures**

The attached Tentative Budget document contains a column for 2017-18 Actuals (Attachment 2), broken down by Object Codes in each fund to make it easier to identify the variances within the fund. This report is generated by the District's financial software (Skyward).

The 2017-18 budget was completed by the CSBO and Assistant CSBO, who budget based on actual persons in each position. The result is that actual labor expenditures align quite closely with our budget.

Variances in all object codes are a culmination of all functions within the Education Fund -- some with positive variances and some with negatives variances. Any significant variances in excess of \$100K are described in more detail within each section.

- In the Salaries object code (100), the District had a positive budget variance of \$310K. This was a 0.7% variance from the salary budget of \$46.3 million. A few individual salary line items had variances over \$100K, but these were mainly due to changes in employee assignments or account codings, which resulted in offsetting positive variances on other line items. For example, middle school teacher salaries finished the year over budget by \$269K. However, there were two student technology teachers charged to middle school salaries but were budgeted in the salaries for the technology department. The technology department salaries came in \$193K under budget.
- Employee Benefits (200) include payments for health insurance and retirement benefits. Total employee benefits in the Education Fund were \$47K under budget.
- Purchased Services (300) were nearly \$548K under budget. The largest surpluses were in food service (\$238K), communications (\$100K), copiers (\$48K), technology (\$45K), and human resources (\$46K). The District budgeted food service conservatively because of the implementation of the elementary school hot lunch program and new food service provider. The communications budget included placeholders for professional services related to community outreach and outside printing services, which were instead handled internally this year. One line item with expenses that exceeded budget was legal services (\$101K). Per the Board's request, the District now has an attorney present at Board meetings to provide legal counsel as needed. The District also experienced a number of student issues during the year and completed its first negotiations with the new SSC/IFT union.
- For Supplies <\$500 (400), Capital Expenditures > \$1,500 (500) and Equipment \$500 - \$1,500 (700), we group these expenditures together since at the time of budgeting it is not always known exactly which category the expense will fit into. Adding the three object codes together results in a surplus of \$113K for supplies and equipment.
- Other Objects (600) contains budgets for private tuition, dues and fees, and the contingency. The surplus of \$622K is primarily due to not spending any of the \$500K contingency built into the budget. The District's outplaced tuition expenses also came in \$118K under budget.
- The Termination Benefits (800) object reflects benefits paid to retirees according to the labor union contracts. Benefits include 6% adjustments for retiring teachers, years of service incentives, and payouts for unused sick leave and vacation. Total termination benefits were \$76K over budget due to the SSC/IFT union contract being settled after the budget was finalized.

### **Operations & Maintenance Fund (20)**

The Operations & Maintenance (O&M) Fund finished the year with revenues exceeding expenditures by approximately \$700K. The unaudited ending fund balance is \$8.5M. The following is a summary of the variances in revenues and expenditures in this fund.

## **Revenue**

The Operations & Maintenance Fund has much more limited sources of revenue than the Education Fund. These sources are Ad Valorem Taxes, Interest Income, Miscellaneous Local Revenues, and Other State Revenue.

- **Local Revenue (1000) Increased by \$60K**
  - Tax receipts in the O&M Fund were lower than budgeted due a shift occurring when the 2017 Levy was approved. The fund most in need was the Education Fund; with the O&M Fund having a positive fund balance, dollars were moved into the Education Fund.
  - The reduction in Tax Revenue was offset by higher than budgeted revenue in Interest on Investments and donations from our PTO/A groups. Expenditures for playground equipment and other items not directly associated with the education of students are charged to O&M with the offsetting revenue from the PTO/A groups.

## **Expenditures**

Expenditures in Salaries (101), Benefits (200) and Purchased Services (300) in the Operations & Maintenance Fund tracked closely with the budget with slightly higher than budgeted expenditures in custodial labor. The majority of the difference is due to custodial overtime being higher than budgeted. Much of the overtime is reimbursed by groups that use our facilities on the weekends and must pay for a custodian to be present. We also have an increased cost with our summer workers due to the needed help cleaning after construction. In addition, we have used some summer workers during the year as substitute custodians when we have too many custodians off at a time.

Repair and Maintenance services were extremely high this year. Much of this was attributable to the multiple problems encountered at Carpenter School over winter break. We are hopeful that we will experience a great decrease this year. However, a lot of our mechanical equipment is well past its useful life and requiring more service to keep the equipment running. For example, the air handler and condensing unit for the Lincoln library is 15 years past its useful life and is beginning to noticeably fail this year. We will be going out to bid to have these items replaced next summer.

This year we were able to address other issues in our buildings utilizing the additional funds the Board has allocated for this purpose. One of the biggest ongoing projects is focused on energy savings. We have replaced all outside light fixtures with LED fixtures, and are working to replace any interior fixtures that use a lot of electricity. As part of this process, we are receiving funds to help offset the cost from the ComEd Energy grant program.

## **Transportation Fund (40)**

The Transportation Fund had a positive balance of \$1.85M with revenues exceeding expenditures this year. An Interfund transfer of \$1M was made from the Transportation Fund to the Education Fund. In 2018-19 another \$1M transfer is budgeted, too. The ending Fund Balance is \$3,651,644.

### **Revenue**

- **Local Revenue (1000) Decreased by \$215K**
  - The Transportation Fund had a shift of revenue during the 2017 Levy into the Education Fund. Prior to the 3.5 tax cap in the Education Fund, the Transportation Fund did not have a tax cap on its levy amount. The tax cap has been removed in the Transportation Fund allowing districts to correctly levy in the funds most in need. There will continue to be a decrease in the Local Revenue in Transportation until the fund balance reaches a level sufficient to cover the next year's expenses and provide a cushion in case the state has problems with reimbursements for transportation.
  - Local Revenue did increase in the Interest on Investments in the amount of \$43K.
- **Federal Revenue (4000) Increased by \$815K**
  - As in the Education Fund, the District also saw the State of Illinois catching up on payments. The balances owed from 2016-17 were paid, and the District also received three of the 2017-18 payments.

### **Expenditures**

The major expenditure in the Transportation Fund is in Purchased Services (300). Over one-half of the expenditures this year are for Individualized Education Program (IEP)-identified special education transportation. The District is scheduled to be reimbursed approximately 80% of the special education transportation costs. The remaining one-half is comprised of regular education transportation, parochial transportation, and field trips/interscholastic transportation.

## **IMRF and Social Security Funds (50 & 51)**

IMRF and Social Security funds both ended the year with surpluses of \$53K and \$486K, respectively. The IMRF Fund's ending balance is \$885,959, while the Social Security Fund's balance is \$824,244. The administration works to keep the balances in both funds minimal, since by law we are not allowed to transfer funds out of either fund to another fund in need. This year we will adjust the 2018 Levy down to minimize the fund balances. These are both funds that will raise PTAB tax objections if they have significant fund balances.

### **Working Cash Fund (70)**

This fund has a small tax levy and accrues interest income on basically the District's "savings account." The fund ended the year with a fund balance of \$6,577,446.

### **Tort Fund (80)**

Much like the IMRF and Social Security Funds, the administration works to not maintain a large fund balance in the Tort Fund, since funds may not be transferred from this fund to another fund in need. The Tort Fund ended the year with a fund balance of \$867,284. The expenditures in this fund are paid out in July of each fiscal year totalling approximately \$600K. Our Workman's Compensation claims have come down considerably, which results in a premium reduction of approximately \$100K for 2018-19.

### **Debt Service (30)**

The Debt Service Fund revenue and expenditures are determined by the outstanding debt that the District has issued. The Cook County Clerk's Office establishes the tax levy amount each year based on the payments that are scheduled to occur during the fiscal year. During the 2017-18FY, the 2014B Field Bonds (\$800K) were retired. This will leave the 2014A Field Bonds (\$7.9M) as the only outstanding issue; they will be retired in FY 2021-22.

### **Capital Project Funds (60 & 61)**

This past fiscal year we were able to close out summer 2016 construction with the architect and the remaining contractors. All work was completed to our satisfaction and we reached an agreement with the roofer, which the Board approved earlier in the year. The remaining funds in Fund 60 are being used on summer 2018 construction. Fund 61 is the debt certificates that were issued in 2017. The certificates were used to pay for summer 2017 and the remaining funds will be used on summer 2018. Summer 2019 work will need to be funded through the Working Cash Bonds the Board has the authority to issue. We will be talking to the Board about this at the September 10, 2018 Committee-of-the-Whole: Facilities meeting.

### **2018-19 District 64 Budget**

Administration has continued to develop and refine the 2018-19 budget (Attachment 3) getting ready for its final adoption in September. Since the Board's last review of the budget at the June 11, 2018 Committee-of-the-Whole meeting, administration has been working on putting final salaries into the budget and reviewing and reducing certain areas.

All salaries, with the exception of administrative raises, have been entered into the budget. Benefits will be adjusted once all new employees and retirees are adjusted in Benefitsolver. The \$500K contingency remains in the Education Fund as well as the \$500K in repair/maintenance/construction in the Operations & Maintenance Fund. The Education Fund budget has gone down by approximately \$1.2M since the June meeting. There have been no remarkable increases in any line items.

In the Operations & Maintenance budget, there has been a decrease of \$400K with the moving of the summer 2019 architect fees to the Capital Projects Fund. Per Chapman and Cutler, we can accrue these expenditures prior to the Working Cash Bonds being issued. All other funds either have no change or very insignificant changes. Both the Illinois Municipal Retirement Fund and the FICA Fund will be adjusted once all teacher assistants have been hired.

As always, Board members are encouraged to send questions to Dr. Heinz and me in advance, so that we may research and prepare information to be as responsive as possible to you at the Board meeting and continue moving the process forward.



2017-2018 Unaudited Results

	10	20	40	50	51	70	80	Total	30	60	61	All Funds
	Education	Operations & Maintenance	Transportation	IMRF	Social Security	Working Cash	Tort	Operating Funds	Debt Service	Capital Projects	Capital Projects	Total
<b>2015-16 Audited Financials (Cash Basis)</b>												
Revenue	\$ 59,350,841	\$ 7,993,722	\$ 2,236,055	\$ 1,866,786	\$ 520,226	\$ 627,310	\$ 685,648	\$ 73,280,588	\$ 3,341,376	\$ 30,084		\$ 76,652,048
Expenditures	\$ 57,659,819	\$ 5,144,340	\$ 2,530,237	\$ 1,405,857	\$ 845,698	\$ -	\$ 769,772	\$ 68,355,722	\$ 3,292,522	\$ 4,307,264		\$ 75,955,508
Excess (Deficit) for Year	\$ 1,691,022	\$ 2,849,382	\$ (294,182)	\$ 460,929	\$ (325,472)	\$ 627,310	\$ (84,124)	\$ 4,924,866	\$ 48,854	\$ (4,277,180)		\$ 696,540
Other Financing - Sources					\$ 466,126	\$ -		\$ 466,126	\$ 196,807	\$ 5,500,000		\$ 6,162,933
Other Financing - Uses	\$ (196,807)	\$ -		\$ (466,126)		\$ (5,500,000)		\$ (6,162,933)				\$ (6,162,933)
Beginning Fund Balance - Audited	\$ 26,063,112	\$ 3,905,790	\$ 2,504,449	\$ 700,650	\$ -	\$ 14,637,563	\$ 1,072,144	\$ 48,883,708	\$ 3,743,954	\$ 4,176,494		\$ 56,804,156
Ending Fund Balance (Audited)	\$ 27,557,327	\$ 6,755,172	\$ 2,210,267	\$ 695,453	\$ 140,654	\$ 9,764,873	\$ 988,020	\$ 48,111,767	\$ 3,989,615	\$ 5,399,314		\$ 57,500,696
								<b>Op. Fd. Bal.</b>				<b>70.38%</b>
<b>2016-17 Unaudited Financials (Cash Basis)</b>												
Revenue	\$ 58,956,298	\$ 7,064,535	\$ 3,731,720	\$ 1,183,056	\$ 1,377,947	\$ 648,307	\$ 573,313	\$ 73,535,176	\$ 3,085,436	\$ 39,385	\$ 7,144	\$ 76,667,141
Expenditures	\$ 59,634,489	\$ 5,263,554	\$ 3,141,070	\$ 1,045,644	\$ 1,180,224	\$ -	\$ 650,141	\$ 70,915,122	\$ 3,592,419	\$ 5,887,275	\$ 271,682	\$ 80,666,498
Excess (Deficit) for Year	\$ (678,191)	\$ 1,800,981	\$ 590,650	\$ 137,412	\$ 197,723	\$ 648,307	\$ (76,828)	\$ 2,620,054	\$ (506,983)	\$ (5,847,890)	\$ (264,538)	\$ (3,999,357)
Other Financing - Sources							\$ -	\$ -	\$ 501,599	\$ 4,500,000	\$ 9,250,000	\$ 14,251,599
Other Financing - Uses	\$ (356,717)	\$ 3,015				\$ (4,500,000)		\$ (4,853,702)				\$ (4,853,702)
Beginning Fund Balance - Audited	\$ 27,557,327	\$ 6,755,172	\$ 2,210,267	\$ 695,453	\$ 140,654	\$ 9,764,873	\$ 988,020	\$ 48,111,767	\$ 3,989,615	\$ 5,399,314		\$ 57,500,696
Ending Fund Balance - Audited	\$ 26,522,419	\$ 8,559,168	\$ 2,800,917	\$ 832,865	\$ 338,377	\$ 5,913,180	\$ 911,192	\$ 45,878,119	\$ 3,984,231	\$ 4,051,424	\$ 8,985,462	\$ 62,899,236
								<b>Op. Fd. Bal.</b>				<b>64.69%</b>
<b>2017-18 Unaudited Financials (Cash Basis)</b>												
Revenue	\$ 62,312,075	\$ 6,480,873	\$ 5,080,804	\$ 1,079,673	\$ 1,695,314	\$ 664,267	\$ 608,704	\$ 77,921,710	\$ 2,483,877	\$ 71,102	\$ 96,855	\$ 80,573,544
Expenditures	\$ 60,322,896	\$ 5,779,294	\$ 3,232,797	\$ 1,026,579	\$ 1,209,447	\$ -	\$ 652,612	\$ 72,223,625	\$ 3,833,179	\$ 587,812	\$ 4,400,885	\$ 81,045,501
Excess (Deficit) for Year	\$ 1,989,179	\$ 701,579	\$ 1,848,007	\$ 53,094	\$ 485,867	\$ 664,267	\$ (43,908)	\$ 5,698,085	\$ (1,349,302)	\$ (516,710)	\$ (4,304,030)	\$ (471,957)
Other Financing - Sources	\$ 1,000,000							\$ 1,000,000	\$ 1,037,509			\$ 2,037,509
Other Financing - Uses	\$ (250,877)	\$ (786,632)	\$ (1,000,000)					\$ (2,037,509)				\$ (2,037,509)
Beginning Fund Balance - Audited	\$ 26,522,419	\$ 8,559,169	\$ 2,800,917	\$ 832,865	\$ 338,377	\$ 5,913,179	\$ 911,192	\$ 45,878,118	\$ 3,984,231	\$ 4,051,425	\$ 8,985,462	\$ 62,899,236
Ending Fund Balance (Unaudited)	\$ 29,260,721	\$ 8,474,116	\$ 3,648,924	\$ 885,959	\$ 824,244	\$ 6,577,446	\$ 867,284	\$ 50,538,694	\$ 3,672,438	\$ 3,534,715	\$ 4,681,432	\$ 62,427,279
								<b>Op. Fd. Bal.</b>				<b>69.98%</b>

a. Interest transfer from Working Cash

b. Lease payment transfer to Debt Service Fund

c. Transfer from IMRF to new SS Fund

d. Transfer from Working Cash to Capital Projects

e. On June 30, 2017 District was owed \$960,423 in the Education Fund from the State of Illinois

f. On June 30, 2017 District was owed \$569,190 in the Transportation Fund from the State of Illinois

**Park Ridge Niles School District 64**  
**2018-19 Tentative Revenue Budget**

REVENUE BUDGET - ALL FUNDS						
		2018-19	2017-18	2017-18	2017-18	
Account Number	Account Description	Tentative Budget	Budget	Unaudited Actuals	Budget Variance	
<b>EDUCATION FUND</b>						
<b>10R--- 11-- -----</b>	<b>*Ad Valorem Taxes</b>	<b>\$ 52,832,958</b>	<b>\$ 50,132,000</b>	<b>\$ 50,504,371</b>	<b>\$ 372,371</b>	
10R000 1230 0000 00 000000	Corp Personal Prop Replace Tax	\$ 920,000	\$ 803,500	\$ 891,483	\$ 87,983	
<b>10R--- 12-- -----</b>	<b>*Payments in Lieu of Taxes</b>	<b>\$ 920,000</b>	<b>\$ 803,500</b>	<b>\$ 891,483</b>	<b>\$ 87,983</b>	
10R000 1311 0000 00 000000	Regular Tuition	\$ 190,000	\$ 190,000	\$ 165,824	-\$ 24,176	
10R000 1321 0000 00 000000	Summer School Tuition	\$ 250,000	\$ 240,000	\$ 275,222	\$ 35,222	
10R220 1321 0000 00 000000	Summer School Tuition	\$ 7,000	\$ 7,000	\$ 7,400	\$ 400	
<b>10R--- 13-- -----</b>	<b>*Tuition</b>	<b>\$ 447,000</b>	<b>\$ 437,000</b>	<b>\$ 448,447</b>	<b>\$ 11,447</b>	
10R000 1510 0000 00 000000	Interest on Investments	\$ 470,000	\$ 363,000	\$ 529,783	\$ 166,783	
<b>10R--- 15-- -----</b>	<b>*Investment Earnings</b>	<b>\$ 470,000</b>	<b>\$ 363,000</b>	<b>\$ 529,783</b>	<b>\$ 166,783</b>	
10R200 1611 0000 00 000000	Pupil Lunch	\$ 500,000	\$ 570,000	\$ 456,835	-\$ 113,165	
10R300 1611 0000 00 000000	Pupil Lunch	\$ 585,000	\$ 565,000	\$ 605,180	\$ 40,180	
10R000 1613 0000 00 000000	Elementary Milk	\$ -	\$ -		\$ -	
10R000 1690 0000 00 000000	Other Food Service	\$ 10,000			\$ -	
10R201 1690 0000 00 000000	Other Food Service	\$ -	\$ -	\$ 2,056	\$ 2,056	
10R203 1690 0000 00 000000	Other Food Service	\$ -	\$ -	\$ 2,034	\$ 2,034	
10R205 1690 0000 00 000000	Other Food Service	\$ -	\$ -	\$ 1,572	\$ 1,572	
10R207 1690 0000 00 000000	Other Food Service	\$ -	\$ -	\$ 2,952	\$ 2,952	
10R209 1690 0000 00 000000	Other Food Service	\$ -	\$ -	\$ 850	\$ 850	
<b>10R--- 16-- -----</b>	<b>*Food Service</b>	<b>\$ 1,095,000</b>	<b>\$ 1,135,000</b>	<b>\$ 1,071,478</b>	<b>-\$ 63,522</b>	
10R000 1710 0000 00 000000	Athletic Fees	\$ 24,000	\$ 24,000	\$ 24,225	\$ 225	
10R000 1711 0000 00 000000	Athletics Admissions	\$ 400	\$ -	\$ 615	\$ 615	
10R000 1723 0000 00 000000	Instrumental Music Fees	\$ 36,000	\$ 36,000	\$ 29,800	-\$ 6,200	
10R000 1724 0000 00 000000	Chorus Fees	\$ 750	\$ 1,500	\$ 685	-\$ 815	

**Park Ridge Niles School District 64  
2018-19 Tentative Revenue Budget**

REVENUE BUDGET - ALL FUNDS						
		2018-19	2017-18	2017-18	2017-18	
Account Number	Account Description	Tentative Budget	Budget	Unaudited Actuals	Budget Variance	
10R000 1725 0000 00 000000	Textbook & Equipment Fines	\$ 500	\$ 500	\$ 1,128	\$ 628	
10R000 1726 0000 00 000000	Library Fines	\$ 1,800	\$ 1,800	\$ 1,930	\$ 130	
10R000 1727 0000 00 000000	Chromebook Fees	\$ 95,000	\$ -	\$ 275,548	\$ 275,548	
10R000 1790 0000 00 000000	Misc Student Fees	\$ 2,000	\$ 2,000	\$ 2,394	\$ 394	
<b>10R--- 17-- -----</b>	<b>*District/School Activities</b>	<b>\$ 160,450</b>	<b>\$ 65,800</b>	<b>\$ 336,325</b>	<b>\$ 270,525</b>	
10R000 1810 0000 00 000000	Registration Fees	\$ 1,060,000	\$ 1,060,000	\$ 893,558	-\$ 166,442	
<b>10R--- 18-- -----</b>	<b>*Textbook Income</b>	<b>\$ 1,060,000</b>	<b>\$ 1,060,000</b>	<b>\$ 893,558</b>	<b>-\$ 166,442</b>	
10R000 1910 0000 00 000000	Rentals	\$ 75,000	\$ -	\$ 75,000	\$ 75,000	
10R000 1920 0000 00 000000	Donations	\$ -	\$ -	\$ 600	\$ 600	
10R201 1921 0000 00 000000	PTO Donations	\$ 2,000	\$ 500	\$ 3,222	\$ 2,722	
10R203 1921 0000 00 000000	PTO Donations	\$ 2,000	\$ 500	\$ 11,859	\$ 11,359	
10R205 1921 0000 00 000000	PTO Donations	\$ 2,000	\$ 500	\$ 20,175	\$ 19,675	
10R207 1921 0000 00 000000	PTO Donations	\$ 2,000	\$ 500	\$ 24,950	\$ 24,450	
10R209 1921 0000 00 000000	PTO Donations	\$ 2,000	\$ 500	\$ 952	\$ 452	
10R301 1921 0000 00 000000	PTO Donations	\$ 2,000	\$ 500	\$ 5,500	\$ 5,000	
10R303 1921 0000 00 000000	PTO Donations	\$ 2,000	\$ 500	\$ 785	\$ 285	
10R000 1923 0000 00 000000	Outdoor Education Fees	\$ 69,600	\$ 68,000	\$ 65,213	-\$ 2,787	
10R000 1924 0000 00 000000	Power Fees	\$ 5,500	\$ 4,000	\$ 5,566	\$ 1,566	
10R403 1933 0000 00 000000	Extended Day Kdgn Fees	\$ 600,000	\$ 400,000	\$ 434,219	\$ 34,219	
10R000 1950 0000 00 000000	Refund Prior Year Expenditures	\$ 15,000	\$ 48,000	\$ 61,807	\$ 13,807	
10R000 1960 0000 00 000000	TIF - New Property	\$ 360,000	\$ 360,000	\$ 366,468	\$ 6,468	
10R000 1993 0000 00 000000	PREA Reimbursement	\$ 1,000	\$ 1,000	\$ -	-\$ 1,000	
10R000 1994 0000 00 000000	PRATAA Reimbursement			\$ 115	\$ 115	
10R000 1997 0000 00 000000	E-Rate	\$ 75,530	\$ 182,000	\$ 136,053	-\$ 45,947	
10R000 1999 0000 00 000000	Other Local Revenues	\$ 5,000	\$ 3,300	\$ 12,552	\$ 9,252	

**Park Ridge Niles School District 64  
2018-19 Tentative Revenue Budget**

REVENUE BUDGET - ALL FUNDS						
		2018-19	2017-18	2017-18	2017-18	
Account Number	Account Description	Tentative Budget	Budget	Unaudited Actuals	Budget Variance	
<b>10R--- 19-- -----</b>	<b>*Other Local Revenue</b>	<b>\$ 1,220,630</b>	<b>\$ 1,069,800</b>	<b>\$ 1,225,036</b>	<b>\$ 155,236</b>	
<b>10R--- 1--- -----</b>	<b>*Local Revenues</b>	<b>\$ 58,206,038</b>	<b>\$ 55,066,100</b>	<b>\$ 55,900,481</b>	<b>\$ 834,381</b>	
10R000 3001 0000 00 000000	Evidence-Based Funding	\$ 3,357,480	\$ 3,352,200	\$ 3,357,483	\$ 5,283	
<b>10R--- 30-- -----</b>	<b>*State Revenues</b>	<b>\$ 3,357,480</b>	<b>\$ 3,352,200</b>	<b>\$ 3,357,483</b>	<b>\$ 5,283</b>	
10R000 3100 0000 00 000000	Special Ed Private Facility	\$ 59,000	\$ 185,850	\$ 167,454	-\$ 18,396	
10R000 3105 0000 00 000000	Special Ed Extraordinary	\$ -	\$ 261,040	\$ 261,043	\$ 3	
10R000 3110 0000 00 000000	Special Ed Personnel	\$ -	\$ 571,700	\$ 571,700	\$ 0	
10R000 3120 0000 00 000000	Special Ed Orphanage Individ	\$ 5,000	\$ 1,530	\$ 14,527	\$ 12,997	
10R000 3145 0000 00 000000	Special Ed Summer School	\$ -	\$ 3,600	\$ 3,609	\$ 9	
<b>10R--- 31-- -----</b>	<b>*Special Ed Private Facility</b>	<b>\$ 64,000</b>	<b>\$ 1,023,720</b>	<b>\$ 1,018,333</b>	<b>-\$ 5,387</b>	
10R000 3360 0000 00 000000	State Free Lunch	\$ 550	\$ 300	\$ 796	\$ 496	
<b>10R--- 33-- -----</b>	<b>*Bilingual/Free Meals</b>	<b>\$ 550</b>	<b>\$ 300</b>	<b>\$ 796</b>	<b>\$ 496</b>	

**Park Ridge Niles School District 64  
2018-19 Tentative Revenue Budget**

REVENUE BUDGET - ALL FUNDS					
		2018-19	2017-18	2017-18	2017-18
Account Number	Account Description	Tentative Budget	Budget	Unaudited Actuals	Budget Variance
10R000 3999 0000 00 000000	Other State Revenue	\$ 2,600	\$ 2,600	\$ 5,777	\$ 3,177
<b>10R--- 39-- -----</b>	<b>*Other State Revenue</b>	<b>\$ 2,600</b>	<b>\$ 2,600</b>	<b>\$ 5,777</b>	<b>\$ 3,177</b>
<b>10R--- 3--- -----</b>	<b>*State Revenues</b>	<b>\$ 3,424,630</b>	<b>\$ 4,378,820</b>	<b>\$ 4,382,389</b>	<b>\$ 3,569</b>
10R000 4215 0000 00 000000	Special Milk	\$ 27,500	\$ 27,700	\$ 28,407	\$ 707
<b>10R--- 42-- -----</b>	<b>*Food Service</b>	<b>\$ 27,500</b>	<b>\$ 27,700</b>	<b>\$ 28,407</b>	<b>\$ 707</b>
10R000 4300 0000 00 000000	Title I Low Income	\$ 260,000	\$ 246,000	\$ 298,942	\$ 52,942
<b>10R--- 43-- -----</b>	<b>*Title I Low Income</b>	<b>\$ 260,000</b>	<b>\$ 246,000</b>	<b>\$ 298,942</b>	<b>\$ 52,942</b>
10R000 4400 0000 00 000000	Title IV SSAE	\$ 17,500	\$ -	\$ 484	\$ 484
<b>10R--- 44-- -----</b>	<b>*Title IV SSAE</b>	<b>\$ 17,500</b>	<b>\$ -</b>	<b>\$ 484</b>	<b>\$ 484</b>
10R000 4600 0000 00 000000	IDEA Preschool	\$ 18,000	\$ 21,500	\$ 21,147	-\$ 353
10R000 4620 0000 00 000000	IDEA Flow Through	\$ 1,160,000	\$ 1,100,000	\$ 1,301,949	\$ 201,949
10R000 4625 0000 00 000000	IDEA Room & Board	\$ -	\$ -	\$ 39,126	\$ 39,126
<b>10R--- 46-- -----</b>	<b>*IDEA Preschool</b>	<b>\$ 1,178,000</b>	<b>\$ 1,121,500</b>	<b>\$ 1,362,222</b>	<b>\$ 240,722</b>
10R000 4932 0000 00 000000	Title II Teacher Quality	\$ 70,000	\$ 60,800	\$ 81,747	\$ 20,947
10R000 4991 0000 00 000000	Medicaid Admin Outreach	\$ 40,000	\$ 100,000	\$ 38,406	-\$ 61,594
10R000 4992 0000 00 000000	Medicaid Fee for Service	\$ 190,000	\$ 150,000	\$ 218,996	\$ 68,996
<b>10R--- 49-- -----</b>	<b>*Other Federal Revenue</b>	<b>\$ 300,000</b>	<b>\$ 310,800</b>	<b>\$ 339,150</b>	<b>\$ 28,350</b>
<b>10R--- 4--- -----</b>	<b>*Federal Revenues</b>	<b>\$ 1,783,000</b>	<b>\$ 1,706,000</b>	<b>\$ 2,029,206</b>	<b>\$ 323,206</b>
<b>10-----</b>	<b>*Education Fund</b>	<b>\$ 63,413,668</b>	<b>\$ 61,150,920</b>	<b>\$ 62,312,075</b>	<b>\$ 1,161,155</b>

**Park Ridge Niles School District 64**  
**2018-19 Tentative Revenue Budget**

REVENUE BUDGET - ALL FUNDS					
		2018-19	2017-18	2017-18	2017-18
Account Number	Account Description	Tentative Budget	Budget	Unaudited Actuals	Budget Variance
<b>OPERATIONS &amp; MAINTENANCE FUND</b>					
20R000 1111 0000 00 000000	Current Year Levy	\$ 3,129,297	\$ 3,077,500	\$ 2,996,445	-\$ 81,055
20R000 1112 0000 00 000000	Prior Year Levy	\$ 2,570,103	\$ 2,992,000	\$ 2,928,655	-\$ 63,345
20R000 1113 0000 00 000000	Other Prior Years Levy	-\$ 96,200	-\$ 90,000	-\$ 121,270	-\$ 31,270
<b>20R--- 11-- -----</b>	<b>*Ad Valorem Taxes</b>	<b>\$ 5,603,200</b>	<b>\$ 5,979,500</b>	<b>\$ 5,803,830</b>	<b>-\$ 175,670</b>
20R000 1510 0000 00 000000	Interest on Investments	\$ 125,000	\$ 84,700	\$ 140,749	\$ 56,049
<b>20R--- 15-- -----</b>	<b>*Investment Earnings</b>	<b>\$ 125,000</b>	<b>\$ 84,700</b>	<b>\$ 140,749</b>	<b>\$ 56,049</b>
20R000 1910 0000 00 000000	Rentals	\$ 55,000	\$ 50,000	\$ 104,272	\$ 54,272
20R220 1910 0000 00 000000	Rentals	\$ 32,275	\$ 31,613	\$ 28,979	-\$ 2,634
20R201 1921 0000 00 000000	PTO Donations	\$ 8,000	\$ -	\$ 11,009	\$ 11,009
20R203 1921 0000 00 000000	PTO Donations	\$ 8,000	\$ -	\$ 44,240	\$ 44,240
20R205 1921 0000 00 000000	PTO Donations	\$ 8,000	\$ -	\$ 10,189	\$ 10,189
20R207 1921 0000 00 000000	PTO Donations	\$ 8,000	\$ -	\$ 19,396	\$ 19,396
20R209 1921 0000 00 000000	PTO Donations	\$ 8,000	\$ -	\$ 8,458	\$ 8,458
20R000 1924 0000 00 000000	Power Fees	\$ 300	\$ -	\$ 360	\$ 360
20R000 1950 0000 00 000000	Refund Prior Year Expenditures	\$ -	\$ -	\$ 17,224	\$ 17,224
20R000 1961 0000 00 000000	TIF - New Student	\$ 200,000	\$ 275,000	\$ 292,078	\$ 17,078
20R000 1999 0000 00 000000	Other Local Revenues	\$ -	\$ -	\$ 90	\$ 90
<b>20R--- 19-- -----</b>	<b>*Other Local Revenue</b>	<b>\$ 327,575</b>	<b>\$ 356,613</b>	<b>\$ 536,294</b>	<b>\$ 179,681</b>
<b>20R--- 1---- -----</b>	<b>*Local Revenues</b>	<b>\$ 6,055,775</b>	<b>\$ 6,420,813</b>	<b>\$ 6,480,873</b>	<b>\$ 60,060</b>
<b>20----- -----</b>	<b>*Operations &amp; Maintenance Fund</b>	<b>\$ 6,055,775</b>	<b>\$ 6,420,813</b>	<b>\$ 6,480,873</b>	<b>\$ 60,060</b>

**Park Ridge Niles School District 64  
2018-19 Tentative Revenue Budget**

REVENUE BUDGET - ALL FUNDS					
		2018-19	2017-18	2017-18	2017-18
Account Number	Account Description	Tentative Budget	Budget	Unaudited Actuals	Budget Variance
<b>DEBT SERVICES FUND</b>					
30R000 1111 0000 00 000000	Current Year Levy	\$ 1,116,788	\$ 1,058,500	\$ 1,100,602	\$ 42,102
30R000 1112 0000 00 000000	Prior Year Levy	\$ 944,005	\$ 1,419,300	\$ 1,389,305	-\$ 29,995
30R000 1113 0000 00 000000	Other Prior Years Levy	-\$ 45,620	-\$ 31,000	-\$ 56,629	-\$ 25,629
<b>30R--- 11-- -----</b>	<b>*Ad Valorem Taxes</b>	<b>\$ 2,015,173</b>	<b>\$ 2,446,800</b>	<b>\$ 2,433,278</b>	<b>-\$ 13,522</b>
30R000 1510 0000 00 000000	Interest on Investments	\$ 30,000	\$ 17,000	\$ 41,865	\$ 24,865
<b>30R--- 15-- -----</b>	<b>*Investment Earnings</b>	<b>\$ 30,000</b>	<b>\$ 17,000</b>	<b>\$ 41,865</b>	
30R000 1950 0000 00 000000	Refund Prior Year Expenditures	\$ -	\$ 8,734	\$ 8,734	\$ 0
<b>30R--- 19-- -----</b>	<b>*Other Local Revenue</b>	<b>\$ -</b>	<b>\$ 8,734</b>	<b>\$ 8,734</b>	<b>\$ 0</b>
<b>30R--- 1---- -----</b>	<b>*Local Revenues</b>	<b>\$ 2,045,173</b>	<b>\$ 2,472,534</b>	<b>\$ 2,483,877</b>	<b>\$ 11,343</b>
<b>30-----</b>	<b>*Debt Services Fund</b>	<b>\$ 2,045,173</b>	<b>\$ 2,472,534</b>	<b>\$ 2,483,877</b>	<b>\$ 11,343</b>

**Park Ridge Niles School District 64  
2018-19 Tentative Revenue Budget**

REVENUE BUDGET - ALL FUNDS						
		2018-19	2017-18	2017-18	2017-18	
Account Number	Account Description	Tentative Budget	Budget	Unaudited Actuals	Budget Variance	
<b>TRANSPORTATION FUND</b>						
40R000 1111 0000 00 000000	Current Year Levy	\$ 1,219,896	\$ 1,795,200	\$ 1,634,424	-\$ 160,776	
40R000 1112 0000 00 000000	Prior Year Levy	\$ 1,401,874	\$ 1,745,300	\$ 1,708,374	-\$ 36,926	
40R000 1113 0000 00 000000	Other Prior Years Levy	-\$ 56,100	-\$ 18,000	-\$ 35,151	-\$ 17,151	
<b>40R--- 11-- -----</b>	<b>*Ad Valorem Taxes</b>	<b>\$ 2,565,670</b>	<b>\$ 3,522,500</b>	<b>\$ 3,307,648</b>	<b>-\$ 214,852</b>	
40R201 1411 0000 00 000000	Pay Rider Fees	\$ -	\$ 300	\$ -	-\$ 300	
40R203 1411 0000 00 000000	Pay Rider Fees	\$ 2,500	\$ 3,000	\$ 2,550	-\$ 450	
40R205 1411 0000 00 000000	Pay Rider Fees	\$ 4,000	\$ 4,000	\$ 5,553	\$ 1,553	
40R207 1411 0000 00 000000	Pay Rider Fees	\$ 2,000	\$ 2,000	\$ 2,550	\$ 550	
40R209 1411 0000 00 000000	Pay Rider Fees	\$ 500	\$ 300	\$ 815	\$ 515	
40R301 1411 0000 00 000000	Pay Rider Fees	\$ 3,000	\$ 2,500	\$ 3,543	\$ 1,043	
40R303 1411 0000 00 000000	Pay Rider Fees	\$ 5,000	\$ 6,000	\$ 4,612	-\$ 1,388	
40R405 1411 0000 00 000000	Pay Rider Fees	\$ -	\$ 500	\$ -	-\$ 500	
40R201 1412 0000 00 000000	Field Trips	\$ 3,000	\$ 3,000	\$ 3,052	\$ 52	
40R203 1412 0000 00 000000	Field Trips	\$ 4,000	\$ 3,100	\$ 4,295	\$ 1,195	
40R205 1412 0000 00 000000	Field Trips	\$ 1,600	\$ 1,600	\$ -	-\$ 1,600	
40R207 1412 0000 00 000000	Field Trips	\$ 2,000	\$ 1,600	\$ -	-\$ 1,600	
40R209 1412 0000 00 000000	Field Trips	\$ 2,000	\$ 3,600	\$ -	-\$ 3,600	
40R301 1412 0000 00 000000	Field Trips	\$ 9,000	\$ 9,000	\$ 9,304	\$ 304	
40R303 1412 0000 00 000000	Field Trips	\$ 3,000	\$ 3,200	\$ 1,845	-\$ 1,355	
40R000 1442 0000 00 000000	SpEd Trans Fees - Other Dists	\$ -	\$ -	\$ 344	\$ 344	
<b>40R--- 14-- -----</b>	<b>*Transportation Fees</b>	<b>\$ 41,600</b>	<b>\$ 43,700</b>	<b>\$ 38,463</b>	<b>-\$ 5,237</b>	
40R000 1510 0000 00 000000	Interest on Investments	\$ 60,000	\$ 27,000	\$ 69,614	\$ 42,614	
<b>40R--- 15-- -----</b>	<b>*Investment Earnings</b>	<b>\$ 60,000</b>	<b>\$ 27,000</b>	<b>\$ 69,614</b>	<b>\$ 42,614</b>	
<b>40R--- 1--- -----</b>	<b>*Local Revenues</b>	<b>\$ 2,667,270</b>	<b>\$ 3,593,200</b>	<b>\$ 3,415,726</b>	<b>-\$ 177,474</b>	



**Park Ridge Niles School District 64  
2018-19 Tentative Revenue Budget**

REVENUE BUDGET - ALL FUNDS						
		2018-19	2017-18	2017-18	2017-18	
Account Number	Account Description	Tentative Budget	Budget	Unaudited Actuals	Budget Variance	
40R000 3500 0000 00 000000	Regular Transportation	\$ 225,000	\$ 17,340	\$ 92,407	\$ 75,067	
40R000 3510 0000 00 000000	Special Ed Transportation	\$ 1,230,000	\$ 833,180	\$ 1,572,671	\$ 739,491	
<b>40R--- 35-- -----</b>	<b>*Regular Transportation</b>	<b>\$ 1,455,000</b>	<b>\$ 850,520</b>	<b>\$ 1,665,078</b>	<b>\$ 814,558</b>	
<b>40R--- 3--- -----</b>	<b>*State Revenues</b>	<b>\$ 1,455,000</b>	<b>\$ 850,520</b>	<b>\$ 1,665,078</b>	<b>\$ 814,558</b>	
<b>40----- -----</b>	<b>*Transportation Fund</b>	<b>\$ 4,122,270</b>	<b>\$ 4,443,720</b>	<b>\$ 5,080,804</b>	<b>\$ 637,084</b>	

**Park Ridge Niles School District 64  
2018-19 Tentative Revenue Budget**

REVENUE BUDGET - ALL FUNDS					
		2018-19	2017-18	2017-18	2017-18
Account Number	Account Description	Tentative Budget	Budget	Unaudited Actuals	Budget Variance
<b>MUNICIPAL RETIREMENT FUND</b>					
50R000 1111 0000 00 000000	Current Year Levy	\$ 424,312	\$ 564,200	\$ 599,289	\$ 35,089
50R000 1112 0000 00 000000	Prior Year Levy	\$ 514,021	\$ 436,300	\$ 427,078	-\$ 9,222
50R000 1113 0000 00 000000	Other Prior Years Levy	-\$ 14,000	-\$ 16,500	-\$ 23,990	-\$ 7,490
<b>50R--- 11-- -----</b>	<b>*Ad Valorem Taxes</b>	<b>\$ 924,333</b>	<b>\$ 984,000</b>	<b>\$ 1,002,377</b>	<b>\$ 18,377</b>
50R000 1230 0000 00 000000	Corp Personal Prop Replace Tax	\$ 46,900	\$ 62,600	\$ 64,570	\$ 1,970
<b>50R--- 12-- -----</b>	<b>*Payments in Lieu of Taxes</b>	<b>\$ 46,900</b>	<b>\$ 62,600</b>	<b>\$ 64,570</b>	<b>\$ 1,970</b>
50R000 1510 0000 00 000000	Interest on Investments	\$ 10,000	\$ 8,700	\$ 12,726	\$ 4,026
<b>50R--- 15-- -----</b>	<b>*Investment Earnings</b>	<b>\$ 10,000</b>	<b>\$ 8,700</b>	<b>\$ 12,726</b>	<b>\$ 4,026</b>
<b>50R--- 1---- -----</b>	<b>*Local Revenues</b>	<b>\$ 981,233</b>	<b>\$ 1,055,300</b>	<b>\$ 1,079,673</b>	<b>\$ 24,373</b>
<b>50----- -----</b>	<b>*Municipal Retirement Fund</b>	<b>\$ 981,233</b>	<b>\$ 1,055,300</b>	<b>\$ 1,079,673</b>	<b>\$ 24,373</b>
<b>FICA FUND</b>					
51R000 1151 0000 00 000000	Soc Sec Current Year Levy	\$ 477,350	\$ 718,000	\$ 817,212	\$ 99,212
51R000 1152 0000 00 000000	Soc Sec Prior Year Levy	\$ 700,937	\$ 810,300	\$ 793,172	-\$ 17,128
51R000 1153 0000 00 000000	Soc Sec Other Prior Years Levy	-\$ 26,000	-\$ 14,000	-\$ 14,939	-\$ 939
<b>51R--- 11-- -----</b>	<b>*Ad Valorem Taxes</b>	<b>\$ 1,152,287</b>	<b>\$ 1,514,300</b>	<b>\$ 1,595,445</b>	<b>\$ 81,145</b>
51R000 1230 0000 00 000000	Corp Personal Prop Replace Tax	\$ 52,800	\$ 79,700	\$ 88,050	\$ 8,350
<b>51R--- 12-- -----</b>	<b>*Payments in Lieu of Taxes</b>	<b>\$ 52,800</b>	<b>\$ 79,700</b>	<b>\$ 88,050</b>	<b>\$ 8,350</b>
51R000 1510 0000 00 000000	Interest on Investments	\$ 8,000	\$ 300	\$ 11,820	\$ 11,520
<b>51R--- 15-- -----</b>	<b>*Investment Earnings</b>	<b>\$ 8,000</b>	<b>\$ 300</b>	<b>\$ 11,820</b>	<b>\$ 11,520</b>
<b>51R--- 1---- -----</b>	<b>*Local Revenues</b>	<b>\$ 1,213,087</b>	<b>\$ 1,594,300</b>	<b>\$ 1,695,314</b>	<b>\$ 101,014</b>
<b>51----- -----</b>	<b>*Social Security/Medicare</b>	<b>\$ 1,213,087</b>	<b>\$ 1,594,300</b>	<b>\$ 1,695,314</b>	<b>\$ 101,014</b>

**Park Ridge Niles School District 64  
2018-19 Tentative Revenue Budget**

REVENUE BUDGET - ALL FUNDS						
		2018-19	2017-18	2017-18	2017-18	
Account Number	Account Description	Tentative Budget	Budget	Unaudited Actuals	Budget Variance	
<b>CAPITAL PROJECTS FUND</b>						
60R000 1510 0000 00 000000	Interest on Investments	\$ 30,000	\$ 20,000	\$ 43,102	\$ 23,102	
<b>60R--- 15-- -----</b>	<b>*Investment Earnings</b>	<b>\$ 30,000</b>	<b>\$ 20,000</b>	<b>\$ 43,102</b>	<b>\$ 23,102</b>	
60R000 1950 0000 00 000000	Refund Prior Year Expenditures	\$ -	\$ -	\$ 28,000	\$ 28,000	
<b>60R--- 19-- -----</b>	<b>*Other Local Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 28,000</b>	<b>\$ 28,000</b>	
<b>60R--- 1--- -----</b>	<b>*Local Revenues</b>	<b>\$ 30,000</b>	<b>\$ 20,000</b>	<b>\$ 71,102</b>	<b>\$ 51,102</b>	
<b>60----- -----</b>	<b>*Capital Projects Fund</b>	<b>\$ 30,000</b>	<b>\$ 20,000</b>	<b>\$ 71,102</b>	<b>\$ 51,102</b>	
<b>CAPITAL PROJECTS DEBT CERTIFICATES FUND</b>						
61R000 1510 0000 00 000000	Interest on Investments	\$ 23,000	\$ 40,800	\$ 63,676	\$ 22,876	
<b>61R--- 15-- -----</b>	<b>*Investment Earnings</b>	<b>\$ 23,000</b>	<b>\$ 40,800</b>	<b>\$ 63,676</b>	<b>\$ 22,876</b>	
61R000 1950 0000 00 000000	Refund Prior Year Expenditures	\$ -	\$ -	\$ 33,179	\$ 33,179	
<b>61R--- 19-- -----</b>	<b>*Other Local Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 33,179</b>	<b>\$ 33,179</b>	
<b>61R--- 1--- -----</b>	<b>*Local Revenues</b>	<b>\$ 23,000</b>	<b>\$ 40,800</b>	<b>\$ 96,855</b>	<b>\$ 56,055</b>	
<b>61----- -----</b>	<b>*Cap Projects - 2017 Debt Certs</b>	<b>\$ 23,000</b>	<b>\$ 40,800</b>	<b>\$ 96,855</b>	<b>\$ 56,055</b>	

**Park Ridge Niles School District 64  
2018-19 Tentative Revenue Budget**

REVENUE BUDGET - ALL FUNDS						
		2018-19	2017-18	2017-18	2017-18	
Account Number	Account Description	Tentative Budget	Budget	Unaudited Actuals	Budget Variance	
<b>WORKING CASH FUND</b>						
70R000 1111 0000 00 000000	Current Year Levy	\$ 299,475	\$ 286,000	\$ 299,644	\$ 13,644	
70R000 1112 0000 00 000000	Prior Year Levy	\$ 252,376	\$ 271,900	\$ 268,469	-\$ 3,431	
70R000 1113 0000 00 000000	Other Prior Years Levy	-\$ 8,800	-\$ 6,000	-\$ 7,909	-\$ 1,909	
<b>70R--- 11-- -----</b>	<b>*Ad Valorem Taxes</b>	<b>\$ 543,051</b>	<b>\$ 551,900</b>	<b>\$ 560,204</b>	<b>\$ 8,304</b>	
70R000 1510 0000 00 000000	Interest on Investments	\$ 95,000	\$ 147,200	\$ 104,063	-\$ 43,137	
<b>70R--- 15-- -----</b>	<b>*Investment Earnings</b>	<b>\$ 95,000</b>	<b>\$ 147,200</b>	<b>\$ 104,063</b>	<b>-\$ 43,137</b>	
70R--- 1--- -----	*Local Revenues	\$ 638,051	\$ 699,100	\$ 664,267	-\$ 34,833	
<b>70----- -----</b>	<b>*Working Cash Fund</b>	<b>\$ 638,051</b>	<b>\$ 699,100</b>	<b>\$ 664,267</b>	<b>-\$ 34,833</b>	

**Park Ridge Niles School District 64  
2018-19 Tentative Revenue Budget**

REVENUE BUDGET - ALL FUNDS						
		2018-19	2017-18	2017-18	2017-18	
Account Number	Account Description	Tentative Budget	Budget	Unaudited Actuals	Budget Variance	
<b>TORT FUND</b>						
80R000 1121 0000 00 000000	Tort Current Year Levy	\$ 106,078	\$ 384,700	\$ 408,606	\$ 23,906	
80R000 1122 0000 00 000000	Tort Prior Year Levy	\$ 350,469	\$ 199,500	\$ 195,250	-\$ 4,250	
80R000 1123 0000 00 000000	Tort Other Prior Years Levy	-\$ 6,400	-\$ 8,000	-\$ 12,303	-\$ 4,303	
<b>80R--- 11-- -----</b>	<b>*Ad Valorem Taxes</b>	<b>\$ 450,147</b>	<b>\$ 576,200</b>	<b>\$ 591,553</b>	<b>\$ 15,353</b>	
80R000 1510 0000 00 000000	Interest on Investments	\$ 8,000	\$ 8,500	\$ 9,988	\$ 1,488	
<b>80R--- 15-- -----</b>	<b>*Investment Earnings</b>	<b>\$ 8,000</b>	<b>\$ 8,500</b>	<b>\$ 9,988</b>	<b>\$ 1,488</b>	
80R000 1950 0000 00 000000	Refund Prior Year Expenditures	\$ -	\$ -	\$ 7,163	\$ 7,163	
<b>80R--- 19-- -----</b>	<b>*Other Local Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,163</b>	<b>\$ 7,163</b>	
<b>80R--- 1---- -----</b>	<b>*Local Revenues</b>	<b>\$ 458,147</b>	<b>\$ 584,700</b>	<b>\$ 608,704</b>	<b>\$ 24,004</b>	
<b>80----- -----</b>	<b>*Tort Fund</b>	<b>\$ 458,147</b>	<b>\$ 584,700</b>	<b>\$ 608,704</b>	<b>\$ 24,004</b>	
<b>GRAND TOTAL</b>		<b>\$ 78,980,404</b>	<b>\$ 78,482,187</b>	<b>\$ 80,573,544</b>	<b>\$ 2,091,357</b>	

**Park Ridge Niles School District 64**  
**2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E201 1110 1060 00 000000	Teacher Assistant Salaries	\$ -			
10E203 1110 1060 00 000000	Teacher Assistant Salaries	\$ 63,527			
10E205 1110 1060 00 000000	Teacher Assistant Salaries	\$ -	\$ 10,000	\$ 1,856	
10E207 1110 1080 00 000000	Admin. Support Salaries	\$ 31,700	\$ 30,800	\$ 31,006	
10E000 1110 1100 00 000000	Certified Staff Salaries				
10E201 1110 1100 00 000000	Certified Staff Salaries	\$ 1,590,000	\$ 1,760,000	\$ 1,767,340	
10E203 1110 1100 00 000000	Certified Staff Salaries	\$ 2,160,000	\$ 2,260,000	\$ 2,237,674	
10E205 1110 1100 00 000000	Certified Staff Salaries	\$ 1,870,000	\$ 1,825,000	\$ 1,907,510	
10E207 1110 1100 00 000000	Certified Staff Salaries	\$ 2,260,000	\$ 2,320,000	\$ 2,351,781	
10E209 1110 1100 00 000000	Certified Staff Salaries	\$ 2,160,000	\$ 2,345,000	\$ 2,333,957	
10E000 1110 1130 00 000000	Tutors	\$ 1,000	\$ 1,000		
10E000 1110 1140 00 000000	Teacher Coverage	\$ 4,000	\$ 5,000	\$ 2,437	
10E000 1110 1311 00 000000	Stipend	\$ 3,000	\$ 750	\$ 3,750	
10E201 1110 1311 00 192300	Stipend	\$ 2,560	\$ 2,570	\$ 2,580	
10E203 1110 1311 00 192300	Stipend	\$ 2,560	\$ 2,570	\$ 2,478	
10E205 1110 1311 00 192300	Stipend	\$ 2,560	\$ 2,570	\$ 567	
10E207 1110 1311 00 192300	Stipend	\$ 2,560	\$ 2,570	\$ 3,383	
10E209 1110 1311 00 192300	Stipend	\$ 2,560	\$ 2,570	\$ 1,909	
10E207 1110 1320 00 000000	Overtime Salaries	\$ 6,300	\$ 6,300	\$ 6,130	
10E000 1110 1321 00 000000	Substitute - Miscellaneous	\$ 800	\$ 850	\$ 460	
10E000 1110 1321 00 192300	Substitute - Miscellaneous	\$ 1,150		\$ 460	
10E201 1110 1322 00 000000	Subs - Prof. Development	\$ 2,160	\$ 2,200	\$ 1,323	
10E203 1110 1322 00 000000	Subs - Prof. Development	\$ 3,000	\$ 3,300	\$ 748	
10E205 1110 1322 00 000000	Subs - Prof. Development	\$ 2,520	\$ 2,200	\$ 920	
10E207 1110 1322 00 000000	Subs - Prof. Development	\$ 3,360	\$ 3,300	\$ 2,990	
10E209 1110 1322 00 000000	Subs - Prof. Development	\$ 2,880	\$ 3,100	\$ 2,703	
10E000 1110 1323 00 000000	Subs - Sick	\$ 275,000	\$ 335,000	\$ 260,309	
10E000 1110 1325 00 000000	Substitute - Floater	\$ 10,000	\$ 2,500	\$ 12,680	
<b>10E--- 1110 1--- - - - - -</b>	<b>*Salaries</b>	<b>\$ 10,463,197</b>	<b>\$ 10,929,150</b>	<b>\$ 10,936,950</b>	
10E000 1110 2110 00 000000	TRS	\$ 60,074	\$ 63,110	\$ 62,993	
10E000 1110 2170 00 000000	THIS	\$ 95,291	\$ 95,753	\$ 95,580	
10E000 1110 2210 00 000000	Life Insurance	\$ 6,500	\$ 6,500	\$ 5,286	
10E000 1110 2220 00 000000	Health Insurance	\$ 1,186,500	\$ 1,130,000	\$ 1,149,530	
10E000 1110 2230 00 000000	Dental Insurance	\$ 52,020	\$ 51,000	\$ 50,073	
10E207 1110 2250 00 000000	Health Insurance Waiver	\$ 720	\$ 720	\$ 673	
10E209 1110 2250 00 000000	Health Insurance Waiver	\$ 720	\$ 720	\$ 636	
<b>10E--- 1110 2--- - - - - -</b>	<b>*Employee Benefits</b>	<b>\$ 1,401,825</b>	<b>\$ 1,347,803</b>	<b>\$ 1,364,771</b>	

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E000 1110 3120 60 000000	Professional Development	\$ 3,000	\$ 3,000		
10E201 1110 3140 50 000000	Instructional Professional Services	\$ 1,595			
10E203 1110 3140 50 000000	Instructional Professional Services	\$ 1,805			
10E205 1110 3140 50 000000	Instructional Professional Services	\$ 1,595			
10E207 1110 3140 50 000000	Instructional Professional Services	\$ 1,805			
10E209 1110 3140 50 000000	Instructional Professional Services	\$ 1,805			
10E000 1110 3140 62 000000	Instructional Professional Services	\$ 5,000			
10E000 1110 3160 00 000000	Web Based Programs/Renewals	\$ 127,500	\$ 77,500	\$ 71,109	
10E000 1110 3160 00 440000	Web Based Programs/Renewals	\$ -		\$ 6,516	
10E201 1110 3160 50 000000	Web Based Programs/Renewals	\$ 707			
10E203 1110 3160 50 000000	Web Based Programs/Renewals	\$ 974			
10E205 1110 3160 50 000000	Web Based Programs/Renewals	\$ 816			
10E207 1110 3160 50 000000	Web Based Programs/Renewals	\$ 1,014			
10E209 1110 3160 50 000000	Web Based Programs/Renewals	\$ 972			
10E000 1110 3160 60 000000	Web Based Programs/Renewals	\$ -			
10E000 1110 3160 61 000000	Web Based Programs/Renewals	\$ -	\$ 14,080		
10E201 1110 3160 61 000000	Web Based Programs/Renewals	\$ 3,000			
10E203 1110 3160 61 000000	Web Based Programs/Renewals	\$ 3,400			
10E205 1110 3160 61 000000	Web Based Programs/Renewals	\$ 2,500			
10E207 1110 3160 61 000000	Web Based Programs/Renewals	\$ 3,600			
10E209 1110 3160 61 000000	Web Based Programs/Renewals	\$ 3,100			
10E000 1110 3190 00 192300	Professional Services	\$ 38,700	\$ 44,000	\$ 38,734	
10E000 1110 3230 63 000000	Repair & Maintenance Services	\$ 400	\$ 2,860	\$ 256	
10E000 1110 3320 00 000000	Travel/Mileage Expenses	\$ 1,200	\$ 1,200	\$ 1,133	
10E000 1110 3320 00 192300	Travel/Mileage Expenses	\$ 1,000	\$ 1,100	\$ 510	
<b>10E--- 1110 3--- -- -----</b>	<b>*Purchased Services</b>	<b>\$ 205,488</b>	<b>\$ 143,740</b>	<b>\$ 118,257</b>	
10E000 1110 4100 00 000000	General Supplies	\$ -	\$ 2,500	\$ 2,226	
10E000 1110 4100 00 192300	General Supplies	\$ 150	\$ 275	\$ 37	
10E000 1110 4100 00 336000	General Supplies	\$ 1,000	\$ 1,000	\$ 531	
10E000 1110 4100 00 462000	General Supplies	\$ 18,500		\$ 11,322	
10E000 1110 4100 30 000000	General Supplies	\$ 4,000	\$ 4,000	\$ 2,535	
10E000 1110 4100 60 000000	General Supplies	\$ -	\$ 5,000	\$ 2,189	
10E201 1110 4100 60 000000	General Supplies	\$ 800			
10E203 1110 4100 60 000000	General Supplies	\$ 1,085			
10E205 1110 4100 60 000000	General Supplies	\$ 925			
10E207 1110 4100 60 000000	General Supplies	\$ 1,095			

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E209 1110 4100 60 000000	General Supplies	\$ 1,095			
10E000 1110 4100 61 000000	General Supplies	\$ -	\$ 28,000	\$ 6,373	
10E201 1110 4100 61 000000	General Supplies	\$ 1,000			
10E203 1110 4100 61 000000	General Supplies	\$ 1,000			
10E205 1110 4100 61 000000	General Supplies	\$ 1,000			
10E207 1110 4100 61 000000	General Supplies	\$ 1,000			
10E209 1110 4100 61 000000	General Supplies	\$ 1,000			
10E000 1110 4100 62 000000	General Supplies	\$ -	\$ 26,925	\$ 37,369	
10E201 1110 4100 62 000000	General Supplies	\$ 5,014			
10E203 1110 4100 62 000000	General Supplies	\$ 6,908			
10E205 1110 4100 62 000000	General Supplies	\$ 5,812			
10E207 1110 4100 62 000000	General Supplies	\$ 7,185			
10E209 1110 4100 62 000000	General Supplies	\$ 6,908			
10E000 1110 4100 63 000000	General Supplies	\$ 500	\$ 4,000		
10E000 1110 4100 99 000000	General Supplies	\$ -		\$ 11,309	
10E201 1110 4100 00 000000	General Supplies	\$ 7,536	\$ 7,392	\$ 5,047	
10E201 1110 4100 00 192100	General Supplies	\$ -		\$ 1,077	
10E203 1110 4100 00 000000	General Supplies	\$ 10,384	\$ 10,624	\$ 5,956	
10E203 1110 4100 00 192100	General Supplies	\$ -			
10E205 1110 4100 00 000000	General Supplies	\$ 8,736	\$ 8,208	\$ 9,412	
10E205 1110 4100 00 192100	General Supplies	\$ -		\$ 383	
10E207 1110 4100 00 000000	General Supplies	\$ 10,800	\$ 10,736	\$ 9,538	
10E209 1110 4100 00 000000	General Supplies	\$ 10,384	\$ 10,080	\$ 7,939	
10E000 1110 4130 60 000000	Consumables/Workbooks	\$ -	\$ 1,800	\$ 1,726	
10E201 1110 4130 60 000000	Consumables/Workbooks	\$ 28,082			
10E203 1110 4130 60 000000	Consumables/Workbooks	\$ 39,080			
10E205 1110 4130 60 000000	Consumables/Workbooks	\$ 32,733			
10E207 1110 4130 60 000000	Consumables/Workbooks	\$ 38,312			
10E209 1110 4130 60 000000	Consumables/Workbooks	\$ 39,029			
10E000 1110 4200 60 000000	Textbooks	\$ -	\$ 1,300		
10E000 1110 4200 61 000000	Textbooks	\$ -	\$ 156,112	\$ 167,154	
10E201 1110 4200 61 000000	Textbooks	\$ 38,000			
10E203 1110 4200 61 000000	Textbooks	\$ 43,900			
10E205 1110 4200 61 000000	Textbooks	\$ 38,800			
10E207 1110 4200 61 000000	Textbooks	\$ 54,800			



**Park Ridge Niles School District 64**  
**2018-19 Tentative Budget**

**FUND 10 EDUCATION**

Account Number	Account Description	2018-19 Tentative Budget	2017-18 Budget	2017-18 Unaudited Actuals	2017-18 Budget Variance
10E209 1110 4200 61 000000	Textbooks	\$ 54,500			
10E000 1110 4200 62 000000	Textbooks	\$ -	\$ 23,360	\$ 5,794	
10E201 1110 4200 62 000000	Textbooks	\$ 2,023			
10E203 1110 4200 62 000000	Textbooks	\$ 2,788			
10E205 1110 4200 62 000000	Textbooks	\$ 2,345			
10E207 1110 4200 62 000000	Textbooks	\$ 2,899			
10E209 1110 4200 62 000000	Textbooks	\$ 2,788			
10E000 1110 4200 63 000000	Textbooks	\$ 2,000	\$ 825	\$ 4,808	
10E000 1110 4400 61 000000	Periodicals & Subscriptions	\$ -	\$ 17,050	\$ 19,730	
10E201 1110 4400 61 000000	Periodicals & Subscriptions	\$ 3,950			
10E203 1110 4400 61 000000	Periodicals & Subscriptions	\$ 3,950			
10E205 1110 4400 61 000000	Periodicals & Subscriptions	\$ 3,950			
10E207 1110 4400 61 000000	Periodicals & Subscriptions	\$ 3,950			
10E209 1110 4400 61 000000	Periodicals & Subscriptions	\$ 3,950			
<b>10E--- 1110 4--- - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 555,646</b>	<b>\$ 319,187</b>	<b>\$ 312,456</b>	
10E000 1110 6400 60 000000	Dues & Fees	\$ 124	\$ 162		
10E000 1110 6400 61 000000	Dues & Fees	\$ -	\$ 1,000	\$ 200	
10E000 1110 6400 62 000000	Dues & Fees	\$ -	\$ 100	\$ 79	
<b>10E--- 1110 6--- - - - - -</b>	<b>*Other Objects</b>	<b>\$ 124</b>	<b>\$ 1,262</b>	<b>\$ 279</b>	
<b>10E--- 1110 ---- - - - - -</b>	<b>*Elementary Education</b>	<b>\$ 12,626,280</b>	<b>\$ 12,741,142</b>	<b>\$ 12,732,712</b>	<b>\$ 8,430</b>
10E201 1111 1100 00 000000	Certified Staff Salaries	\$ 200,000	\$ 290,000	\$ 190,293	
10E203 1111 1100 00 000000	Certified Staff Salaries	\$ 361,000	\$ 350,000	\$ 349,492	
10E205 1111 1100 00 000000	Certified Staff Salaries	\$ 244,000	\$ 352,000	\$ 273,407	
10E207 1111 1100 00 000000	Certified Staff Salaries	\$ 365,300	\$ 318,000	\$ 315,879	
10E209 1111 1100 00 000000	Certified Staff Salaries	\$ 345,000	\$ 288,000	\$ 251,535	
10E301 1111 1100 00 000000	Certified Staff Salaries	\$ 306,000	\$ 300,000	\$ 237,693	
10E303 1111 1100 00 000000	Certified Staff Salaries	\$ 217,000	\$ 210,000	\$ 207,522	
10E000 1111 1308 00 000000	Per Diem Days	\$ 3,280		\$ 3,166	
10E000 1111 1311 00 000000	Stipend	\$ 750	\$ 750	\$ 750	
<b>10E--- 1111 1--- - - - - -</b>	<b>*Salaries</b>	<b>\$ 2,042,330</b>	<b>\$ 2,108,750</b>	<b>\$ 1,829,737</b>	
10E000 1111 2110 00 000000	TRS	\$ 11,846	\$ 12,231	\$ 10,612	
10E000 1111 2170 00 000000	THIS	\$ 18,789	\$ 18,557	\$ 16,102	
10E000 1111 2210 00 000000	Life Insurance	\$ 1,200	\$ 1,200	\$ 853	

**Park Ridge Niles School District 64**  
**2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E000 1111 2220 00 000000	Health Insurance	\$ 192,150	\$ 183,000	\$ 189,720	
10E000 1111 2230 00 000000	Dental Insurance	\$ 7,395	\$ 7,250	\$ 8,030	
<b>10E--- 1111 2--- -- -- --</b>	<b>*Employee Benefits</b>	<b>\$ 231,380</b>	<b>\$ 222,238</b>	<b>\$ 225,317</b>	
10E000 1111 3120 00 000000	Professional Development	\$ 1,000	\$ 2,000	\$ 140	
10E000 1111 3140 00 000000	Instructional Prof. Services	\$ 2,000	\$ 3,000		
10E000 1111 3160 00 000000	Web Based Programs/Renewals	\$ 250	\$ 250	\$ 40	
<b>10E--- 1111 3--- -- -- --</b>	<b>*Purchased Services</b>	<b>\$ 3,250</b>	<b>\$ 5,250</b>	<b>\$ 180</b>	
10E000 1111 4100 00 000000	General Supplies	\$ 1,500	\$ 3,000	\$ 1,066	
10E000 1111 4130 00 000000	Consumables/Workbooks	\$ 2,500	\$ 2,000	\$ 2,184	
10E000 1111 4400 00 000000	Periodicals & Subscriptions	\$ 1,000		\$ 1,008	
<b>10E--- 1111 4--- -- -- --</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 4,259</b>	
10E000 1111 6700 00 462000	Tuition	\$ 3,640	\$ 12,000	\$ 3,640	
<b>10E--- 1111 6--- -- -- --</b>	<b>*Other Objects</b>	<b>\$ 3,640</b>	<b>\$ 12,000</b>	<b>\$ 3,640</b>	
<b>10E--- 1111 ---- -- -- --</b>	<b>*Response to Intervention</b>	<b>\$ 2,285,600</b>	<b>\$ 2,353,238</b>	<b>\$ 2,063,133</b>	<b>\$ 290,105</b>
10E201 1113 1100 00 000000	Certified Staff Salaries	\$ 51,700	\$ 63,250	\$ 63,222	
10E203 1113 1100 00 000000	Certified Staff Salaries	\$ 99,100	\$ 105,896	\$ 90,795	
10E205 1113 1100 00 000000	Certified Staff Salaries	\$ 115,700	\$ 113,250	\$ 113,233	
10E207 1113 1100 00 000000	Certified Staff Salaries	\$ 140,900	\$ 107,550	\$ 122,633	
10E209 1113 1100 00 000000	Certified Staff Salaries	\$ 134,100	\$ 113,250	\$ 113,233	
10E301 1113 1100 00 000000	Certified Staff Salaries	\$ 196,000	\$ 240,100	\$ 240,002	
10E303 1113 1100 00 000000	Certified Staff Salaries	\$ 227,000	\$ 217,000	\$ 216,960	
10E000 1113 1308 00 000000	Per Diem Days	\$ 3,500	\$ 3,365	\$ 326	
10E000 1113 1311 00 000000	Stipend	\$ 2,488	\$ 2,436	\$ 2,436	
<b>10E--- 1113 1--- -- -- --</b>	<b>*Salaries</b>	<b>\$ 970,488</b>	<b>\$ 966,097</b>	<b>\$ 962,841</b>	
10E000 1113 2110 00 000000	TRS	\$ 5,629	\$ 5,603	\$ 5,584	
10E000 1113 2170 00 000000	THIS	\$ 8,928	\$ 8,502	\$ 8,474	
10E000 1113 2210 00 000000	Life Insurance	\$ 600	\$ 600	\$ 457	
10E000 1113 2220 00 000000	Health Insurance	\$ 77,343	\$ 73,660	\$ 93,321	
10E000 1113 2230 00 000000	Dental Insurance	\$ 3,239	\$ 3,175	\$ 3,619	
<b>10E--- 1113 2--- -- -- --</b>	<b>*Employee Benefits</b>	<b>\$ 95,739</b>	<b>\$ 91,540</b>	<b>\$ 111,454</b>	
10E000 1113 3230 00 000000	Repair & Maintenance Services	\$ 1,500	\$ 1,500	\$ 1,168	

**Park Ridge Niles School District 64  
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**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
<b>10E--- 1113 3--- -- -----</b>	<b>*Purchased Services</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,168</b>	
10E000 1113 4100 00 000000	General Supplies	\$ 8,000	\$ 7,500	\$ 7,220	
10E201 1113 4100 00 800000	General Supplies	\$ -		\$ 342	
10E301 1113 4100 00 000000	General Supplies	\$ 15,500	\$ 15,000	\$ 16,929	
10E303 1113 4100 00 000000	General Supplies	\$ 14,000	\$ 14,000	\$ 14,947	
10E000 1113 4101 00 000000	Art - Office Depot/Warehouse	\$ 5,000			
10E201 1113 4101 00 000000	Art - Office Depot/Warehouse	\$ 2,000	\$ 1,900	\$ 1,688	
10E203 1113 4101 00 000000	Art - Office Depot/Warehouse	\$ 2,700	\$ 2,600	\$ 2,689	
10E205 1113 4101 00 000000	Art - Office Depot/Warehouse	\$ 2,100	\$ 2,000	\$ 1,986	
10E207 1113 4101 00 000000	Art - Office Depot/Warehouse	\$ 2,700	\$ 2,600	\$ 2,593	
10E209 1113 4101 00 000000	Art - Office Depot/Warehouse	\$ 2,500	\$ 2,400	\$ 2,005	
10E301 1113 4101 00 000000	Art - Office Depot/Warehouse	\$ 4,800	\$ 4,700	\$ 4,792	
10E303 1113 4101 00 000000	Art - Office Depot/Warehouse	\$ 4,100	\$ 4,000	\$ 4,358	
<b>10E--- 1113 4--- -- -----</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 63,400</b>	<b>\$ 56,700</b>	<b>\$ 59,550</b>	
10E000 1113 6400 00 000000	Dues & Fees	\$ -	\$ 85	\$ 85	
<b>10E--- 1113 6--- -- -----</b>	<b>*Other Objects</b>	<b>\$ -</b>	<b>\$ 85</b>	<b>\$ 85</b>	
10E000 1113 7000 00 000000	Equipment \$500 - \$1,500	\$ -	\$ 1,200	\$ 3,648	
<b>10E--- 1113 7--- -- -----</b>	<b>*Equipment \$500 - \$1,500</b>	<b>\$ -</b>	<b>\$ 1,200</b>	<b>\$ 3,648</b>	
<b>10E--- 1113 ----- -- -----</b>	<b>*Art Program</b>	<b>\$ 1,131,127</b>	<b>\$ 1,117,122</b>	<b>\$ 1,138,746</b>	<b>\$ (21,624)</b>
10E201 1114 1100 00 000000	Certified Staff Salaries	\$ 29,000			
10E203 1114 1100 00 000000	Certified Staff Salaries	\$ 40,700			
10E205 1114 1100 00 000000	Certified Staff Salaries	\$ 29,000			
10E207 1114 1100 00 000000	Certified Staff Salaries	\$ 15,500			
10E209 1114 1100 00 000000	Certified Staff Salaries	\$ 15,500			
10E301 1114 1100 00 000000	Certified Staff Salaries	\$ 182,200	\$ 244,350	\$ 204,263	
10E303 1114 1100 00 000000	Certified Staff Salaries	\$ 313,600	\$ 335,200	\$ 335,133	
10E000 1114 1308 00 000000	Per Diem Days	\$ 3,500	\$ 3,365	\$ 3,428	
10E000 1114 1310 00 000000	Hourly Pay	\$ 500		\$ 475	
10E000 1114 1311 00 000000	Stipend	\$ 2,488	\$ 2,436	\$ 5,370	
10E200 1114 1311 00 000000	Stipend	\$ 6,639	\$ 8,600	\$ 6,502	
10E300 1114 1311 00 000000	Stipend	\$ 24,700	\$ 19,500	\$ 21,219	
<b>10E--- 1114 1--- -- -----</b>	<b>*Salaries</b>	<b>\$ 663,327</b>	<b>\$ 613,451</b>	<b>\$ 576,389</b>	

**Park Ridge Niles School District 64  
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**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E000 1114 2110 00 000000	TRS	\$ 3,847	\$ 3,558	\$ 3,341	
10E000 1114 2170 00 000000	THIS	\$ 6,103	\$ 5,398	\$ 5,070	
10E000 1114 2210 00 000000	Life Insurance	\$ 300	\$ 300	\$ 238	
10E000 1114 2220 00 000000	Health Insurance	\$ 54,705	\$ 52,100	\$ 48,799	
10E000 1114 2230 00 000000	Dental Insurance	\$ 1,938	\$ 1,900	\$ 2,821	
<b>10E--- 1114 2--- -- -----</b>	<b>*Employee Benefits</b>	<b>\$ 66,893</b>	<b>\$ 63,256</b>	<b>\$ 60,269</b>	
10E000 1114 3140 00 000000	Instructional Prof. Services	\$ -	\$ 4,000	\$ 3,150	
10E201 1114 3140 00 000000	Instructional Prof. Services	\$ 200			
10E203 1114 3140 00 000000	Instructional Prof. Services	\$ 200			
10E205 1114 3140 00 000000	Instructional Prof. Services	\$ 200			
10E207 1114 3140 00 000000	Instructional Prof. Services	\$ 200			
10E209 1114 3140 00 000000	Instructional Prof. Services	\$ 200			
10E301 1114 3140 00 000000	Instructional Prof. Services	\$ 2,000			
10E303 1114 3140 00 000000	Instructional Prof. Services	\$ 2,000			
10E000 1114 3160 00 000000	Web Based Programs/Renewals	\$ -	\$ 6,000	\$ 3,639	
10E201 1114 3160 00 000000	Web Based Programs/Renewals	\$ 100			
10E203 1114 3160 00 000000	Web Based Programs/Renewals	\$ 100			
10E205 1114 3160 00 000000	Web Based Programs/Renewals	\$ 100			
10E207 1114 3160 00 000000	Web Based Programs/Renewals	\$ 100			
10E209 1114 3160 00 000000	Web Based Programs/Renewals	\$ 100			
10E301 1114 3160 00 000000	Web Based Programs/Renewals	\$ 1,500			
10E303 1114 3160 00 000000	Web Based Programs/Renewals	\$ 1,500			
10E000 1114 3230 00 000000	Repair & Maintenance Services	\$ -	\$ 3,500	\$ 3,550	
10E201 1114 3230 00 000000	Repair & Maintenance Services	\$ 100			
10E203 1114 3230 00 000000	Repair & Maintenance Services	\$ 100			
10E205 1114 3230 00 000000	Repair & Maintenance Services	\$ 100			
10E207 1114 3230 00 000000	Repair & Maintenance Services	\$ 100			
10E209 1114 3230 00 000000	Repair & Maintenance Services	\$ 100			
10E301 1114 3230 00 000000	Repair & Maintenance Services	\$ 2,000			
10E303 1114 3230 00 000000	Repair & Maintenance Services	\$ 2,000			
<b>10E--- 1114 3--- -- -----</b>	<b>*Purchased Services</b>	<b>\$ 13,000</b>	<b>\$ 13,500</b>	<b>\$ 10,339</b>	
10E000 1114 4100 00 000000	General Supplies	\$ -	\$ 12,000	\$ 15,830	
10E201 1114 4100 00 000000	General Supplies	\$ 1,000			
10E203 1114 4100 00 000000	General Supplies	\$ 1,000			
10E205 1114 4100 00 000000	General Supplies	\$ 1,000			
10E207 1114 4100 00 000000	General Supplies	\$ 1,000			

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E209 1114 4100 00 000000	General Supplies	\$ 1,000			
10E301 1114 4100 00 000000	General Supplies	\$ 4,000			
10E303 1114 4100 00 000000	General Supplies	\$ 4,000			
<b>10E--- 1114 4--- - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 13,000</b>	<b>\$ 12,000</b>	<b>\$ 15,830</b>	
10E000 1114 5530 00 000000	Capital Equipment >\$1,500	\$ -	\$ 6,000	\$ 1,520	
10E301 1114 5530 00 000000	Capital Equipment >\$1,500	\$ 3,000			
10E303 1114 5530 00 000000	Capital Equipment >\$1,500	\$ 3,000			
<b>10E--- 1114 5--- - - - - -</b>	<b>*Capital Expenditures &gt;\$1,500</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 1,520</b>	
10E000 1114 6400 00 000000	Dues & Fees	\$ 2,000	\$ 2,000	\$ 1,619	
<b>10E--- 1114 6--- - - - - -</b>	<b>*Other Objects</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 1,619</b>	
10E000 1114 7000 00 000000	Equipment \$500 - \$1,500	\$ -	\$ 5,000	\$ 3,389	
10E201 1114 7000 00 000000	Equipment \$500 - \$1,500	\$ 100			
10E203 1114 7000 00 000000	Equipment \$500 - \$1,500	\$ 100			
10E205 1114 7000 00 000000	Equipment \$500 - \$1,500	\$ 100			
10E207 1114 7000 00 000000	Equipment \$500 - \$1,500	\$ 100			
10E209 1114 7000 00 000000	Equipment \$500 - \$1,500	\$ 100			
10E301 1114 7000 00 000000	Equipment \$500 - \$1,500	\$ 2,250			
10E303 1114 7000 00 000000	Equipment \$500 - \$1,500	\$ 2,250			
<b>10E--- 1114 7--- - - - - -</b>	<b>*Equipment \$500 - \$1,500</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 3,389</b>	
<b>10E--- 1114 ---- - - - - -</b>	<b>*Instrumental Music</b>	<b>\$ 769,220</b>	<b>\$ 715,207</b>	<b>\$ 669,355</b>	<b>\$ 45,852</b>
10E201 1115 1100 00 000000	Certified Staff Salaries	\$ 154,200	\$ 113,250	\$ 113,233	
10E203 1115 1100 00 000000	Certified Staff Salaries	\$ 112,600	\$ 153,200	\$ 74,506	
10E205 1115 1100 00 000000	Certified Staff Salaries	\$ 123,200	\$ 81,500	\$ 81,473	
10E207 1115 1100 00 000000	Certified Staff Salaries	\$ 105,400	\$ 162,000	\$ 154,060	
10E209 1115 1100 00 000000	Certified Staff Salaries	\$ 163,600	\$ 78,700	\$ 135,532	
10E301 1115 1100 00 000000	Certified Staff Salaries	\$ 231,100	\$ 190,500	\$ 204,012	
10E303 1115 1100 00 000000	Certified Staff Salaries	\$ 89,700	\$ 226,500	\$ 226,466	
10E000 1115 1308 00 000000	Per Diem Days	\$ 2,900	\$ 2,340		
10E000 1115 1311 00 000000	Stipend	\$ 2,488	\$ 2,436	\$ 2,436	
<b>10E--- 1115 1--- - - - - -</b>	<b>*Salaries</b>	<b>\$ 985,188</b>	<b>\$ 1,010,426</b>	<b>\$ 991,718</b>	
10E000 1115 2110 00 000000	TRS	\$ 5,714	\$ 5,860	\$ 5,752	
10E000 1115 2170 00 000000	THIS	\$ 9,064	\$ 8,892	\$ 8,728	

**Park Ridge Niles School District 64**  
**2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E000 1115 2210 00 000000	Life Insurance	\$ 700	\$ 700	\$ 442	
10E000 1115 2220 00 000000	Health Insurance	\$ 131,250	\$ 125,000	\$ 118,575	
10E000 1115 2230 00 000000	Dental Insurance	\$ 4,692	\$ 4,600	\$ 4,384	
10E303 1115 2250 00 000000	Health Insurance Waiver	\$ -	\$ 720	\$ 49	
<b>10E--- 1115 2--- - - - - -</b>	<b>*Employee Benefits</b>	<b>\$ 151,420</b>	<b>\$ 145,772</b>	<b>\$ 137,930</b>	
10E000 1115 3230 00 000000	Repair & Maintenance Services	\$ -	\$ 3,500	\$ 2,261	
10E201 1115 3230 00 000000	Repair & Maintenance Services	\$ 400			
10E203 1115 3230 00 000000	Repair & Maintenance Services	\$ 400			
10E205 1115 3230 00 000000	Repair & Maintenance Services	\$ 400			
10E207 1115 3230 00 000000	Repair & Maintenance Services	\$ 400			
10E209 1115 3230 00 000000	Repair & Maintenance Services	\$ 400			
10E301 1115 3230 00 000000	Repair & Maintenance Services	\$ 700			
10E303 1115 3230 00 000000	Repair & Maintenance Services	\$ 800			
<b>10E--- 1115 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>	<b>\$ 2,261</b>	
10E200 1115 4100 00 000000	General Supplies	\$ -	\$ 15,075	\$ 16,736	
10E201 1115 4100 00 000000	General Supplies	\$ 2,552			
10E203 1115 4100 00 000000	General Supplies	\$ 2,713			
10E205 1115 4100 00 000000	General Supplies	\$ 2,650			
10E207 1115 4100 00 000000	General Supplies	\$ 2,742			
10E209 1115 4100 00 000000	General Supplies	\$ 2,851			
10E300 1115 4100 00 000000	General Supplies	\$ -	\$ 12,746	\$ 10,781	
10E301 1115 4100 00 000000	General Supplies	\$ 5,873			
10E303 1115 4100 00 000000	General Supplies	\$ 5,873			
<b>10E--- 1115 4--- - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 25,254</b>	<b>\$ 27,821</b>	<b>\$ 27,517</b>	
10E000 1115 5530 00 000000	Capital Equipment >\$1,500	\$ -		\$ 1,999	
<b>10E--- 1115 5--- - - - - -</b>	<b>*Capital Expenditures &gt;\$1,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,999</b>	
10E000 1115 6400 00 000000	Dues & Fees	\$ 275	\$ 275	\$ 155	
<b>10E--- 1115 6--- - - - - -</b>	<b>*Other Objects</b>	<b>\$ 275</b>	<b>\$ 275</b>	<b>\$ 155</b>	
10E000 1115 7000 00 000000	Equipment \$500 - \$1,500	\$ -	\$ 6,836	\$ 5,627	
10E201 1115 7000 00 000000	Equipment \$500 - \$1,500	\$ 500			
10E203 1115 7000 00 000000	Equipment \$500 - \$1,500	\$ 500			
10E205 1115 7000 00 000000	Equipment \$500 - \$1,500	\$ 500			
10E207 1115 7000 00 000000	Equipment \$500 - \$1,500	\$ 500			

**Park Ridge Niles School District 64**  
**2018-19 Tentative Budget**

**FUND 10 EDUCATION**

Account Number	Account Description	2018-19 Tentative Budget	2017-18 Budget	2017-18 Unaudited Actuals	2017-18 Budget Variance
10E209 1115 7000 00 000000	Equipment \$500 - \$1,500	\$ 500			
10E301 1115 7000 00 000000	Equipment \$500 - \$1,500	\$ 3,000			
10E303 1115 7000 00 000000	Equipment \$500 - \$1,500	\$ 3,000			
<b>10E--- 1115 7--- - - - - -</b>	<b>*Equipment \$500 - \$1,500</b>	<b>\$ 8,500</b>	<b>\$ 6,836</b>	<b>\$ 5,627</b>	
<b>10E--- 1115 ---- - - - - -</b>	<b>*General Music</b>	<b>\$ 1,174,137</b>	<b>\$ 1,194,630</b>	<b>\$ 1,167,206</b>	<b>\$ 27,424</b>
10E201 1116 1100 00 000000	Certified Staff Salaries	\$ 206,600	\$ 200,500	\$ 200,311	
10E203 1116 1100 00 000000	Certified Staff Salaries	\$ 216,900	\$ 228,200	\$ 228,148	
10E205 1116 1100 00 000000	Certified Staff Salaries	\$ 236,200	\$ 222,000	\$ 221,935	
10E207 1116 1100 00 000000	Certified Staff Salaries	\$ 256,300	\$ 247,200	\$ 247,160	
10E209 1116 1100 00 000000	Certified Staff Salaries	\$ 161,500	\$ 170,600	\$ 170,546	
10E220 1116 1100 00 000000	Certified Staff Salaries	\$ 62,500	\$ 58,900	\$ 61,146	
10E301 1116 1100 00 000000	Certified Staff Salaries	\$ 513,600	\$ 564,700	\$ 564,616	
10E303 1116 1100 00 000000	Certified Staff Salaries	\$ 363,600	\$ 464,100	\$ 464,076	
10E000 1116 1308 00 000000	Per Diem Days	\$ 2,310	\$ 2,200		
10E220 1116 1310 00 000000	Hourly Pay	\$ 500		\$ 687	
10E000 1116 1311 00 000000	Stipend	\$ 2,488	\$ 2,436	\$ 2,436	
<b>10E--- 1116 1--- - - - - -</b>	<b>*Salaries</b>	<b>\$ 2,022,498</b>	<b>\$ 2,160,836</b>	<b>\$ 2,161,061</b>	
10E000 1116 2110 00 000000	TRS	\$ 11,730	\$ 12,533	\$ 12,536	
10E000 1116 2170 00 000000	THIS	\$ 18,607	\$ 19,015	\$ 19,020	
10E000 1116 2210 00 000000	Life Insurance	\$ 1,400	\$ 1,400	\$ 1,047	
10E000 1116 2220 00 000000	Health Insurance	\$ 216,300	\$ 206,000	\$ 200,667	
10E000 1116 2230 00 000000	Dental Insurance	\$ 9,321	\$ 9,138	\$ 10,047	
10E220 1116 2240 00 000000	Long Term Disability	\$ -			
<b>10E--- 1116 2--- - - - - -</b>	<b>*Employee Benefits</b>	<b>\$ 257,358</b>	<b>\$ 248,086</b>	<b>\$ 243,317</b>	
10E000 1116 3160 00 000000	Web Based Programs/Renewals	\$ -	\$ 2,300	\$ 1,723	
10E201 1116 3160 00 000000	Web Based Programs/Renewals	\$ 250			
10E203 1116 3160 00 000000	Web Based Programs/Renewals	\$ 250			
10E205 1116 3160 00 000000	Web Based Programs/Renewals	\$ 250			
10E207 1116 3160 00 000000	Web Based Programs/Renewals	\$ 250			
10E209 1116 3160 00 000000	Web Based Programs/Renewals	\$ 250			
10E301 1116 3160 00 000000	Web Based Programs/Renewals	\$ 250			
10E303 1116 3160 00 000000	Web Based Programs/Renewals	\$ 250			
10E300 1116 3220 00 000000	Cleaning Services	\$ -	\$ 11,000	\$ 9,147	
10E301 1116 3220 00 000000	Cleaning Services	\$ 5,000			

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E303 1116 3220 00 000000	Cleaning Services	\$ 5,000			
10E300 1116 3230 00 000000	Repair & Maintenance Services	\$ -	\$ 2,000	\$ 663	
10E301 1116 3230 00 000000	Repair & Maintenance Services	\$ 1,000			
10E303 1116 3230 00 000000	Repair & Maintenance Services	\$ 1,000			
<b>10E--- 1116 3--- -- -----</b>	<b>*Purchased Services</b>	<b>\$ 13,750</b>	<b>\$ 15,300</b>	<b>\$ 11,533</b>	
10E200 1116 4100 00 000000	General Supplies	\$ -	\$ 13,000	\$ 6,562	
10E201 1116 4100 00 000000	General Supplies	\$ 1,950			
10E203 1116 4100 00 000000	General Supplies	\$ 2,730			
10E205 1116 4100 00 000000	General Supplies	\$ 2,340			
10E207 1116 4100 00 000000	General Supplies	\$ 3,120			
10E209 1116 4100 00 000000	General Supplies	\$ 2,860			
10E220 1116 4100 00 000000	General Supplies	\$ 1,000	\$ 1,500	\$ 1,558	
10E300 1116 4100 00 000000	General Supplies	\$ -	\$ 19,500	\$ 15,358	
10E301 1116 4100 00 000000	General Supplies	\$ 9,900			
10E303 1116 4100 00 000000	General Supplies	\$ 8,100			
<b>10E--- 1116 4--- -- -----</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 32,000</b>	<b>\$ 34,000</b>	<b>\$ 23,478</b>	
10E000 1116 6400 00 000000	Dues & Fees	\$ 200	\$ 100	\$ 200	
<b>10E--- 1116 6--- -- -----</b>	<b>*Other Objects</b>	<b>\$ 200</b>	<b>\$ 100</b>	<b>\$ 200</b>	
<b>10E--- 1116 ---- -- -----</b>	<b>*Physical Education Program</b>	<b>\$ 2,325,806</b>	<b>\$ 2,458,322</b>	<b>\$ 2,439,587</b>	<b>\$ 18,735</b>
10E200 1117 1311 00 000000	Stipend	\$ 10,520	\$ 10,310	\$ 8,242	
10E300 1117 1311 00 000000	Stipend	\$ 6,380	\$ 6,250	\$ 6,243	
<b>10E--- 1117 1--- -- -----</b>	<b>*Salaries</b>	<b>\$ 16,900</b>	<b>\$ 16,560</b>	<b>\$ 14,485</b>	
10E000 1117 2110 00 000000	TRS	\$ 98	\$ 96	\$ 84	
10E000 1117 2170 00 000000	THIS	\$ 155	\$ 146	\$ 128	
<b>10E--- 1117 2--- -- -----</b>	<b>*Employee Benefits</b>	<b>\$ 253</b>	<b>\$ 242</b>	<b>\$ 212</b>	
<b>10E--- 1117 ---- -- -----</b>	<b>*Chorus Program</b>	<b>\$ 17,153</b>	<b>\$ 16,802</b>	<b>\$ 14,697</b>	<b>\$ 2,105</b>
10E201 1119 1100 00 000000	Certified Staff Salaries	\$ 37,000	\$ 29,100	\$ 15,719	
10E203 1119 1100 00 000000	Certified Staff Salaries	\$ 57,900	\$ 55,750	\$ 55,715	
10E205 1119 1100 00 000000	Certified Staff Salaries	\$ 106,000	\$ 66,950		
10E207 1119 1100 00 000000	Certified Staff Salaries	\$ 78,900	\$ 101,000	\$ 103,749	
10E209 1119 1100 00 000000	Certified Staff Salaries	\$ 101,100	\$ 97,700	\$ 97,615	



**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E301 1119 1100 00 000000	Certified Staff Salaries	\$ 374,300	\$ 302,350	\$ 369,271	
10E303 1119 1100 00 000000	Certified Staff Salaries	\$ 356,800	\$ 372,200	\$ 375,885	
10E000 1119 1308 00 000000	Per Diem Days	\$ 2,130	\$ 3,365	\$ 408	
10E000 1119 1311 00 000000	Stipend	\$ 2,488	\$ 2,436	\$ 2,436	
<b>10E--- 1119 1--- - - - - -</b>	<b>*Salaries</b>	<b>\$ 1,116,618</b>	<b>\$ 1,030,851</b>	<b>\$ 1,020,798</b>	
10E000 1119 2110 00 000000	TRS	\$ 6,476	\$ 5,979	\$ 5,921	
10E000 1119 2170 00 000000	THIS	\$ 10,273	\$ 9,071	\$ 8,983	
10E201 1119 2210 00 000000	Life Insurance	\$ 700	\$ 700	\$ 519	
10E201 1119 2220 00 000000	Health Insurance	\$ 119,175	\$ 113,500	\$ 90,602	
10E201 1119 2230 00 000000	Dental Insurance	\$ 4,651	\$ 4,560	\$ 3,724	
<b>10E--- 1119 2--- - - - - -</b>	<b>*Employee Benefits</b>	<b>\$ 141,275</b>	<b>\$ 133,810</b>	<b>\$ 109,749</b>	
10E300 1119 3160 00 000000	Web Based Programs/Renewals	\$ -		\$ 4,800	
10E301 1119 3160 00 000000	Web Based Programs/Renewals	\$ 10,330			
10E303 1119 3160 00 000000	Web Based Programs/Renewals	\$ 10,330			
<b>10E--- 1119 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ 20,660</b>	<b>\$ -</b>	<b>\$ 4,800</b>	
10E200 1119 4100 00 000000	General Supplies	\$ -	\$ 200		
10E201 1119 4100 00 000000	General Supplies	\$ 40			
10E203 1119 4100 00 000000	General Supplies	\$ 40			
10E205 1119 4100 00 000000	General Supplies	\$ 40			
10E207 1119 4100 00 000000	General Supplies	\$ 40			
10E209 1119 4100 00 000000	General Supplies	\$ 40			
10E300 1119 4100 00 000000	General Supplies	\$ -	\$ 200	\$ 96	
10E301 1119 4100 00 000000	General Supplies	\$ 100			
10E303 1119 4100 00 000000	General Supplies	\$ 100			
10E201 1119 4130 00 000000	Consumables/Workbooks	\$ 2,720			
10E203 1119 4130 00 000000	Consumables/Workbooks	\$ 2,720			
10E205 1119 4130 00 000000	Consumables/Workbooks	\$ 2,720			
10E207 1119 4130 00 000000	Consumables/Workbooks	\$ -			
10E209 1119 4130 00 000000	Consumables/Workbooks	\$ 2,720			
10E301 1119 4130 00 000000	Consumables/Workbooks	\$ 3,828			
10E303 1119 4130 00 000000	Consumables/Workbooks	\$ 3,828			
10E200 1119 4200 00 000000	Textbooks	\$ -	\$ 9,504	\$ 9,428	
10E300 1119 4200 00 000000	Textbooks	\$ -	\$ 6,650	\$ 6,994	
<b>10E--- 1119 4--- - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 18,936</b>	<b>\$ 16,554</b>	<b>\$ 16,519</b>	

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E000 1119 6400 00 000000	Dues & Fees	\$ -	\$ 65		
<b>10E--- 1119 6--- - - - - -</b>	<b>*Other Objects</b>	<b>\$ -</b>	<b>\$ 65</b>	<b>\$ -</b>	
<b>10E--- 1119 ---- - - - - -</b>	<b>*Foreign Language</b>	<b>\$ 1,297,489</b>	<b>\$ 1,181,280</b>	<b>\$ 1,151,865</b>	<b>\$ 29,415</b>
10E301 1120 1100 00 000000	Certified Staff Salaries	\$ 3,040,000	\$ 2,810,000	\$ 2,951,803	
10E303 1120 1100 00 000000	Certified Staff Salaries	\$ 2,650,000	\$ 2,440,000	\$ 2,633,391	
10E000 1120 1130 00 000000	Tutors	\$ 16,000	\$ 8,000	\$ 14,177	
10E000 1120 1140 00 000000	Teacher Coverage	\$ 38,000	\$ 30,000	\$ 39,042	
10E000 1120 1308 60 000000	Per Diem Days	\$ 3,190	\$ 3,050	\$ 762	
10E000 1120 1308 61 000000	Per Diem Days	\$ 3,500	\$ 3,365	\$ 1,469	
10E000 1120 1308 70 000000	Per Diem Days	\$ -	\$ 3,365		
10E000 1120 1308 71 000000	Per Diem Days	\$ 3,120	\$ 2,990		
10E000 1120 1311 00 000000	Stipend	\$ 50,830	\$ 51,900	\$ 49,765	
10E301 1120 1311 00 000000	Stipend	\$ 1,200	\$ 1,500	\$ 567	
10E303 1120 1311 00 000000	Stipend	\$ 1,200	\$ 1,500	\$ 992	
10E000 1120 1321 00 000000	Substitute - Miscellaneous	\$ 2,000	\$ 2,000	\$ 2,760	
10E301 1120 1322 00 000000	Subs - Prof. Development	\$ 3,960	\$ 3,700	\$ 1,208	
10E303 1120 1322 00 000000	Subs - Prof. Development	\$ 3,720	\$ 3,300	\$ 4,428	
10E000 1120 1323 00 000000	Subs - Sick	\$ 150,000	\$ 200,000	\$ 131,754	
10E000 1120 1325 00 000000	Substitute - Floater	\$ 5,000		\$ 1,668	
<b>10E--- 1120 1--- - - - - -</b>	<b>*Salaries</b>	<b>\$ 5,971,720</b>	<b>\$ 5,564,670</b>	<b>\$ 5,833,784</b>	
10E000 1120 2110 00 000000	TRS	\$ 34,636	\$ 32,275	\$ 33,553	
10E000 1120 2170 00 000000	THIS	\$ 54,940	\$ 48,969	\$ 50,908	
10E301 1120 2210 00 000000	Life Insurance	\$ 3,400	\$ 3,400	\$ 2,707	
10E301 1120 2220 00 000000	Health Insurance	\$ 577,500	\$ 550,000	\$ 548,632	
10E301 1120 2230 00 000000	Dental Insurance	\$ 23,460	\$ 23,000	\$ 24,916	
<b>10E--- 1120 2--- - - - - -</b>	<b>*Employee Benefits</b>	<b>\$ 693,936</b>	<b>\$ 657,644</b>	<b>\$ 660,716</b>	
10E000 1120 3120 60 000000	Professional Development	\$ 800	\$ 925		
10E000 1120 3140 00 000000	Instructional Prof. Services	\$ 5,000	\$ 4,000	\$ 4,556	
10E301 1120 3140 50 000000	Instructional Prof. Services	\$ 16,888			
10E303 1120 3140 50 000000	Instructional Prof. Services	\$ 16,888			
10E000 1120 3160 00 000000	Web Based Programs/Renewals	\$ 71,000	\$ 49,500	\$ 29,966	
10E301 1120 3160 50 000000	Web Based Programs/Renewals	\$ 3,774			
10E303 1120 3160 50 000000	Web Based Programs/Renewals	\$ 3,553			
10E000 1120 3160 60 000000	Web Based Programs/Renewals	\$ -		\$ 452	

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E301 1120 3160 60 000000	Web Based Programs/Renewals	\$ 352			
10E303 1120 3160 60 000000	Web Based Programs/Renewals	\$ 352			
10E000 1120 3160 70 000000	Web Based Programs/Renewals	\$ -	\$ 6,078	\$ 6,142	
10E301 1120 3160 71 000000	Web Based Programs/Renewals	\$ 35,080			
10E303 1120 3160 71 000000	Web Based Programs/Renewals	\$ 25,080			
10E000 1120 3230 60 000000	Repair & Maintenance Services	\$ -	\$ 383	\$ 47	
10E000 1120 3230 70 000000	Repair & Maintenance Services	\$ -	\$ 2,000	\$ 3,335	
10E301 1120 3230 70 000000	Repair & Maintenance Services	\$ 1,620			
10E303 1120 3230 70 000000	Repair & Maintenance Services	\$ 1,620			
10E000 1120 3320 00 000000	Travel/Mileage Expenses	\$ 1,000	\$ 1,000	\$ 747	
<b>10E--- 1120 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ 183,007</b>	<b>\$ 63,886</b>	<b>\$ 45,244</b>	
10E000 1120 4100 00 000000	General Supplies	\$ -	\$ 1,500	\$ 649	
10E000 1120 4100 00 336000	General Supplies	\$ 500	\$ 500	\$ 1,159	
10E000 1120 4100 00 462000	General Supplies	\$ 18,500		\$ 6,126	
10E000 1120 4100 60 000000	General Supplies	\$ -	\$ 1,380	\$ 731	
10E301 1120 4100 60 000000	General Supplies	\$ 220			
10E303 1120 4100 60 000000	General Supplies	\$ 220			
10E000 1120 4100 70 000000	General Supplies	\$ -	\$ 44,300	\$ 24,575	
10E301 1120 4100 70 000000	General Supplies	\$ 25,800			
10E303 1120 4100 70 000000	General Supplies	\$ 19,800			
10E000 1120 4100 71 000000	General Supplies	\$ -	\$ 1,000	\$ 154	
10E301 1120 4100 71 000000	General Supplies	\$ 937			
10E303 1120 4100 71 000000	General Supplies	\$ 937			
10E301 1120 4100 00 000000	General Supplies	\$ 17,000	\$ 16,420	\$ 13,041	
10E301 1120 4100 61 000000	General Supplies	\$ 3,000	\$ 3,000	\$ 669	
10E303 1120 4100 00 000000	General Supplies	\$ 14,060	\$ 14,140	\$ 10,108	
10E303 1120 4100 61 000000	General Supplies	\$ 3,000	\$ 3,000	\$ 1,436	
10E301 1120 4130 60 000000	Consumables/Workbooks	\$ 11,100			
10E303 1120 4130 60 000000	Consumables/Workbooks	\$ 11,100			
10E303 1120 4200 00 000000	Textbooks	\$ -		\$ 1,980	
10E303 1120 4200 50 000000	Textbooks	\$ 500			
10E000 1120 4200 60 000000	Textbooks	\$ -	\$ 1,000		
10E000 1120 4200 70 000000	Textbooks	\$ -	\$ 55,250	\$ 57,856	
10E301 1120 4200 70 000000	Textbooks	\$ 20,700			
10E303 1120 4200 70 000000	Textbooks	\$ 33,100			

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E000 1120 4200 71 000000	Textbooks	\$ -	\$ 4,045	\$ 3,848	
10E301 1120 4200 71 000000	Textbooks	\$ 2,342			
10E303 1120 4200 71 000000	Textbooks	\$ 1,703			
10E301 1120 4200 61 000000	Textbooks	\$ 24,600	\$ 24,600	\$ 17,728	
10E303 1120 4200 61 000000	Textbooks	\$ 23,000	\$ 23,000	\$ 16,410	
10E000 1120 4400 70 000000	Periodicals & Subscriptions	\$ -	\$ 800	\$ 835	
10E301 1120 4400 70 000000	Periodicals & Subscriptions	\$ 418			
10E303 1120 4400 70 000000	Periodicals & Subscriptions	\$ 418			
10E000 1120 4400 71 000000	Periodicals & Subscriptions	\$ -	\$ 1,500	\$ 1,500	
10E301 1120 4400 71 000000	Periodicals & Subscriptions	\$ 890			
10E303 1120 4400 71 000000	Periodicals & Subscriptions	\$ 610			
10E301 1120 4400 61 000000	Periodicals & Subscriptions	\$ 350	\$ 350	\$ 330	
10E303 1120 4400 61 000000	Periodicals & Subscriptions	\$ 350	\$ 350	\$ 330	
<b>10E--- 1120 4--- - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 235,155</b>	<b>\$ 196,135</b>	<b>\$ 159,462</b>	
10E000 1120 6400 60 000000	Dues & Fees	\$ 100	\$ 100	\$ 96	
10E000 1120 6400 61 000000	Dues & Fees	\$ 450	\$ 450		
10E000 1120 6400 70 000000	Dues & Fees	\$ -	\$ 100		
10E301 1120 6400 00 000000	Dues & Fees	\$ 400	\$ 400	\$ 300	
10E303 1120 6400 00 000000	Dues & Fees	\$ 400	\$ 400	\$ 300	
<b>10E--- 1120 6--- - - - - -</b>	<b>*Other Objects</b>	<b>\$ 1,350</b>	<b>\$ 1,450</b>	<b>\$ 696</b>	
<b>10E--- 1120 ---- - - - - -</b>	<b>*Middle School Education</b>	<b>\$ 7,085,168</b>	<b>\$ 6,483,785</b>	<b>\$ 6,699,902</b>	<b>\$ (216,117)</b>
10E000 1130 1100 00 000000	Certified Staff Salaries	\$ 334,700	\$ 356,237	\$ 360,025	
10E000 1130 1308 00 000000	Per Diem Days	\$ 8,880	\$ 12,800	\$ 12,130	
10E000 1130 1311 00 000000	Stipend	\$ 6,476	\$ 13,600	\$ 14,329	
<b>10E--- 1130 1--- - - - - -</b>	<b>*Salaries</b>	<b>\$ 179</b>	<b>\$ 382,637</b>	<b>\$ 386,484</b>	
10E000 1130 2110 00 000000	TRS	\$ 1	\$ 2,219	\$ 2,242	
10E000 1130 2170 00 000000	THIS	\$ 2	\$ 3,367	\$ 3,401	
10E000 1130 2210 00 000000	Life Insurance	\$ 200	\$ 200	\$ 182	
10E000 1130 2220 00 000000	Health Insurance	\$ 35,175	\$ 33,500	\$ 24,202	
10E000 1130 2230 00 000000	Dental Insurance	\$ 1,428	\$ 1,400	\$ 1,358	
<b>10E--- 1130 2--- - - - - -</b>	<b>*Employee Benefits</b>	<b>\$ 36,806</b>	<b>\$ 40,686</b>	<b>\$ 31,385</b>	
10E000 1130 3320 00 000000	Travel/Mileage Expenses	\$ 300	\$ 300	\$ 472	
<b>10E--- 1130 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ 472</b>	

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
<b>10E--- 1130 ---- -- -----</b>	<b>*Reg. Ed. Curriculum Specialist</b>	<b>\$ 37,285</b>	<b>\$ 423,623</b>	<b>\$ 418,342</b>	<b>\$ 5,281</b>
10E000 1200 1060 00 000000	Teacher Assistant Placeholder	\$ 1,934,887			
10E201 1200 1060 00 000000	Teacher Assistant Salaries	\$ -	\$ 176,800	\$ 135,449	
10E201 1200 1060 00 462000	Teacher Assistant Salaries	\$ -		\$ 111,489	
10E203 1200 1060 00 000000	Teacher Assistant Salaries	\$ -	\$ 303,000	\$ 244,862	
10E203 1200 1060 00 462000	Teacher Assistant Salaries	\$ -		\$ 103,932	
10E205 1200 1060 00 000000	Teacher Assistant Salaries	\$ -	\$ 235,000	\$ 160,403	
10E205 1200 1060 00 462000	Teacher Assistant Salaries	\$ -		\$ 57,978	
10E207 1200 1060 00 000000	Teacher Assistant Salaries	\$ -	\$ 309,000	\$ 235,917	
10E207 1200 1060 00 462000	Teacher Assistant Salaries	\$ -		\$ 17,883	
10E209 1200 1060 00 000000	Teacher Assistant Salaries	\$ -	\$ 317,600	\$ 243,254	
10E209 1200 1060 00 462000	Teacher Assistant Salaries	\$ -		\$ 85,087	
10E301 1200 1060 00 000000	Teacher Assistant Salaries	\$ -	\$ 384,600	\$ 294,573	
10E301 1200 1060 00 462000	Teacher Assistant Salaries	\$ -		\$ 78,156	
10E303 1200 1060 00 000000	Teacher Assistant Salaries	\$ -	\$ 210,400	\$ 124,021	
10E303 1200 1060 00 462000	Teacher Assistant Salaries	\$ -		\$ 85,046	
10E000 1200 1100 00 000000	Certified Staff Salaries	\$ -			
10E201 1200 1100 00 000000	Certified Staff Salaries	\$ 490,000	\$ 341,100	\$ 391,447	
10E203 1200 1100 00 000000	Certified Staff Salaries	\$ 537,000	\$ 409,700	\$ 409,537	
10E205 1200 1100 00 000000	Certified Staff Salaries	\$ 315,500	\$ 257,000	\$ 303,831	
10E207 1200 1100 00 000000	Certified Staff Salaries	\$ 472,000	\$ 414,300	\$ 464,182	
10E209 1200 1100 00 000000	Certified Staff Salaries	\$ 273,000	\$ 252,300	\$ 281,305	
10E301 1200 1100 00 000000	Certified Staff Salaries	\$ 691,000	\$ 668,000	\$ 663,263	
10E303 1200 1100 00 000000	Certified Staff Salaries	\$ 466,000	\$ 501,400	\$ 500,971	
10E000 1200 1130 00 000000	Tutors	\$ 5,000	\$ 1,500	\$ 5,009	
10E000 1200 1140 00 000000	Teacher Coverage	\$ 2,000	\$ 5,000	\$ 909	
10E000 1200 1305 00 000000	Prof Growth Instructors	\$ -	\$ 2,000		
10E000 1200 1311 00 000000	Stipend	\$ 22,500	\$ 24,300	\$ 15,602	
10E000 1200 1311 00 462000	Stipend			\$ 10,241	
10E201 1200 1320 00 000000	Overtime Salaries	\$ 500	\$ 500	\$ 360	
10E203 1200 1320 00 000000	Overtime Salaries	\$ 2,500	\$ 750	\$ 2,475	
10E205 1200 1320 00 000000	Overtime Salaries	\$ 2,500	\$ 500	\$ 2,085	
10E207 1200 1320 00 000000	Overtime Salaries	\$ 750	\$ 750	\$ 346	
10E209 1200 1320 00 000000	Overtime Salaries	\$ 1,500	\$ 750	\$ 1,341	
10E301 1200 1320 00 000000	Overtime Salaries	\$ 2,000	\$ 1,000	\$ 2,966	
10E303 1200 1320 00 000000	Overtime Salaries	\$ 1,000	\$ 750	\$ 599	

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E000 1200 1321 00 000000	Substitute - Miscellaneous	\$ 600	\$ 1,200	\$ 173	
10E000 1200 1322 00 000000	Subs - Prof. Development	\$ 21,000	\$ 19,000	\$ 17,380	
10E000 1200 1323 00 000000	Subs - Sick	\$ 175,000	\$ 205,000	\$ 149,425	
10E000 1200 1325 00 000000	Substitute - Floater	\$ 60,000	\$ 50,000	\$ 54,510	
<b>10E--- 1200 1--- -- -----</b>	<b>*Salaries</b>	<b>\$ 5,476,237</b>	<b>\$ 5,093,200</b>	<b>\$ 5,256,007</b>	
10E000 1200 2110 00 000000	TRS	\$ 19,304	\$ 17,094	\$ 17,962	
10E000 1200 2170 00 000000	THIS	\$ 30,620	\$ 25,936	\$ 27,262	
10E000 1200 2210 00 000000	Life Insurance	\$ 5,300	\$ 5,300	\$ 4,458	
10E000 1200 2220 00 000000	Health Insurance	\$ 950,250	\$ 905,000	\$ 955,762	
10E000 1200 2230 00 000000	Dental Insurance	\$ 41,820	\$ 41,000	\$ 42,486	
10E000 1200 2250 00 000000	Health Insurance Waiver	\$ 5,760	\$ 5,760		
10E201 1200 2250 00 000000	Health Insurance Waiver	\$ -		\$ 693	
10E203 1200 2250 00 000000	Health Insurance Waiver	\$ -		\$ 720	
10E203 1200 2250 00 462000	Health Insurance Waiver	\$ -		\$ 720	
10E207 1200 2250 00 000000	Health Insurance Waiver	\$ -		\$ 28	
10E209 1200 2250 00 000000	Health Insurance Waiver	\$ -		\$ 1,380	
10E301 1200 2250 00 000000	Health Insurance Waiver	\$ -		\$ 1,571	
10E303 1200 2250 00 000000	Health Insurance Waiver	\$ -		\$ 720	
<b>10E--- 1200 2--- -- -----</b>	<b>*Employee Benefits</b>	<b>\$ 1,053,054</b>	<b>\$ 1,000,090</b>	<b>\$ 1,053,762</b>	
10E000 1200 3140 00 000000	Instructional Prof. Services	\$ 75,000	\$ 5,000	\$ 20,284	
10E000 1200 3160 00 000000	Web Based Programs/Renewals	\$ 38,200	\$ 44,400	\$ 46,917	
10E000 1200 3190 00 000000	Professional Services	\$ 15,000	\$ 15,000	\$ 27,472	
10E000 1200 3230 00 000000	Repair & Maintenance Services	\$ 500	\$ 500	\$ 574	
10E000 1200 3320 00 000000	Travel/Mileage Expenses	\$ 1,000	\$ 1,000	\$ 367	
<b>10E--- 1200 3--- -- -----</b>	<b>*Purchased Services</b>	<b>\$ 129,700</b>	<b>\$ 65,900</b>	<b>\$ 95,614</b>	
10E000 1200 4100 00 000000	General Supplies	\$ 30,000	\$ 50,500	\$ 12,359	
10E000 1200 4100 00 462000	General Supplies	\$ 78,000	\$ 77,138	\$ 75,438	
10E000 1200 4400 00 000000	Periodicals & Subscriptions	\$ 500	\$ 600	\$ 449	
<b>10E--- 1200 4--- -- -----</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 108,500</b>	<b>\$ 128,238</b>	<b>\$ 88,246</b>	
10E000 1200 5530 00 000000	Capital Equipment >\$1,500	\$ 8,000	\$ 15,000	\$ 1,563	
<b>10E--- 1200 5--- -- -----</b>	<b>*Capital Expenditures &gt;\$1,500</b>	<b>\$ 8,000</b>	<b>\$ 15,000</b>	<b>\$ 1,563</b>	
10E000 1200 6400 00 000000	Dues & Fees	\$ 4,000		\$ 2,740	

**Park Ridge Niles School District 64**  
**2018-19 Tentative Budget**

**FUND 10 EDUCATION**

Account Number	Account Description	2018-19 Tentative Budget	2017-18 Budget	2017-18 Unaudited Actuals	2017-18 Budget Variance
<b>10E--- 1200 6--- -- -----</b>	<b>*Other Objects</b>	<b>\$ 4,000</b>	<b>\$ -</b>	<b>\$ 2,740</b>	
10E000 1200 7000 00 000000	Equipment \$500 - \$1,500	\$ 5,000	\$ 5,000	\$ 2,191	
<b>10E--- 1200 7--- -- -----</b>	<b>*Equipment \$500 - \$1,500</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 2,191</b>	
<b>10E--- 1200 ----- -- -----</b>	<b>*Special Education</b>	<b>\$ 6,784,491</b>	<b>\$ 6,307,428</b>	<b>\$ 6,500,123</b>	<b>\$ (192,695)</b>
10E220 1225 1060 00 000000	Teacher Assistant Salaries	\$ 267,448	\$ 275,000	\$ 70,880	
10E220 1225 1060 00 460000	Teacher Assistant Salaries	\$ -		\$ 16,123	
10E220 1225 1060 00 462000	Teacher Assistant Salaries	\$ -		\$ 241,371	
10E220 1225 1100 00 000000	Certified Staff Salaries	\$ 383,000	\$ 364,500	\$ 366,633	
10E220 1225 1311 00 000000	Stipend			\$ 1,536	
10E220 1225 1320 00 000000	Overtime Salaries	\$ 2,000	\$ 2,000	\$ 932	
10E000 1225 1321 00 000000	Substitute - Miscellaneous	\$ -		\$ 115	
10E000 1225 1322 00 000000	Subs - Prof. Development	\$ 2,000	\$ 2,500	\$ 1,208	
10E220 1225 1322 00 000000	Subs - Prof. Development	\$ 1,080			
10E000 1225 1323 00 000000	Subs - Sick	\$ 37,000	\$ 15,000	\$ 31,015	
10E000 1225 1325 00 000000	Substitute - Floater	\$ 6,500	\$ 1,500	\$ 5,635	
<b>10E--- 1225 1--- -- -----</b>	<b>*Salaries</b>	<b>\$ 699,028</b>	<b>\$ 660,500</b>	<b>\$ 735,447</b>	
10E000 1225 2110 00 000000	TRS	\$ 2,310	\$ 2,143	\$ 2,279	
10E000 1225 2170 00 000000	THIS	\$ 3,664	\$ 3,252	\$ 3,458	
10E220 1225 2210 00 000000	Life Insurance	\$ 1,000	\$ 1,000	\$ 233	
10E220 1225 2210 00 460000	Life Insurance	\$ -		\$ 21	
10E220 1225 2210 00 462000	Life Insurance	\$ -		\$ 369	
10E220 1225 2220 00 000000	Health Insurance	\$ 133,350	\$ 127,000	\$ 61,343	
10E220 1225 2220 00 460000	Health Insurance	\$ -		\$ 4,182	
10E220 1225 2220 00 462000	Health Insurance	\$ -		\$ 56,828	
10E220 1225 2230 00 000000	Dental Insurance	\$ 6,018	\$ 5,900	\$ 2,760	
10E220 1225 2230 00 460000	Dental Insurance	\$ -		\$ 210	
10E220 1225 2230 00 462000	Dental Insurance	\$ -		\$ 3,271	
10E220 1225 2250 00 000000	Health Insurance Waiver	\$ 1,440	\$ 1,440		
10E220 1225 2250 00 462000	Health Insurance Waiver	\$ -		\$ 1,440	
<b>10E--- 1225 2--- -- -----</b>	<b>*Employee Benefits</b>	<b>\$ 147,782</b>	<b>\$ 140,735</b>	<b>\$ 136,393</b>	
10E220 1225 3160 50 000000	Web Based Programs/Renewals	\$ 300			
<b>10E--- 1225 3--- -- -----</b>	<b>*Purchased Services</b>	<b>\$ 300</b>	<b>\$ -</b>	<b>\$ -</b>	

**Park Ridge Niles School District 64**  
**2018-19 Tentative Budget**

**FUND 10 EDUCATION**

Account Number	Account Description	2018-19 Tentative Budget	2017-18 Budget	2017-18 Unaudited Actuals	2017-18 Budget Variance
10E220 1225 4100 00 000000	General Supplies	\$ 20,000	\$ 25,500	\$ 15,758	
10E220 1225 4150 00 000000	Testing Materials	\$ 2,000	\$ 2,000	\$ 1,039	
<b>10E--- 1225 4--- - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 22,000</b>	<b>\$ 27,500</b>	<b>\$ 16,797</b>	
10E220 1225 7000 00 000000	Equipment \$500 - \$1,500	\$ 15,000	\$ 1,000	\$ (279)	
<b>10E--- 1225 7--- - - - - -</b>	<b>*Equipment \$500 - \$1,500</b>	<b>\$ 15,000</b>	<b>\$ 1,000</b>	<b>\$ (279)</b>	
<b>10E--- 1225 ---- - - - - -</b>	<b>*Pre-K Special Education</b>	<b>\$ 883,810</b>	<b>\$ 829,735</b>	<b>\$ 888,358</b>	<b>\$ (58,623)</b>
10E205 1250 1100 00 430000	Certified Staff Salaries	\$ -		\$ 19,403	
10E301 1250 1100 00 430000	Certified Staff Salaries	\$ -	\$ 76,760	\$ 49,477	
10E203 1250 1130 00 430000	Tutors	\$ 30,000	\$ 60,400	\$ 31,850	
10E205 1250 1130 00 430000	Tutors	\$ 25,000	\$ 40,950	\$ 28,373	
10E209 1250 1130 00 430000	Tutors	\$ 20,000		\$ 24,290	
<b>10E--- 1250 1--- - - - - -</b>	<b>*Salaries</b>	<b>\$ 75,000</b>	<b>\$ 178,110</b>	<b>\$ 153,393</b>	
10E203 1250 2110 00 430000	TRS	\$ 174	\$ 27,295	\$ 2,196	
10E205 1250 2110 00 430000	TRS	\$ 145	\$ 18,505	\$ 5,080	
10E209 1250 2110 00 430000	TRS	\$ 116		\$ 1,783	
10E301 1250 2110 00 430000	TRS	\$ -	\$ 34,688	\$ 5,284	
10E203 1250 2170 00 430000	THIS	\$ 276	\$ 532	\$ 181	
10E205 1250 2170 00 430000	THIS	\$ 230	\$ 360	\$ 418	
10E209 1250 2170 00 430000	THIS	\$ 116		\$ 147	
10E301 1250 2170 00 430000	THIS	\$ -	\$ 675	\$ 435	
10E301 1250 2210 00 430000	Life Insurance	\$ 50	\$ 50	\$ 44	
10E205 1250 2220 00 430000	Health Insurance	\$ 2,000		\$ 1,008	
10E205 1250 2230 00 430000	Dental Insurance	\$ -		\$ 54	
10E301 1250 2230 00 430000	Dental Insurance	\$ 469	\$ 460	\$ 432	
<b>10E--- 1250 2--- - - - - -</b>	<b>*Employee Benefits</b>	<b>\$ 3,576</b>	<b>\$ 82,565</b>	<b>\$ 17,063</b>	
10E000 1250 3160 00 430000	Web Based Programs/Renewals	\$ -		\$ 1,078	
<b>10E--- 1250 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,078</b>	
10E000 1250 6700 00 430000	Tuition	\$ -	\$ -	\$ 11,820	
10E220 1250 6700 00 430000	Tuition	\$ 8,750	\$ 8,750	\$ 4,367	
<b>10E--- 1250 6--- - - - - -</b>	<b>*Other Objects</b>	<b>\$ 8,750</b>	<b>\$ 8,750</b>	<b>\$ 16,187</b>	
<b>10E--- 1250 ---- - - - - -</b>	<b>*Remedial Programs</b>	<b>\$ 87,326</b>	<b>\$ 269,425</b>	<b>\$ 187,722</b>	<b>\$ 81,703</b>



**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

**FUND 10 EDUCATION**

Account Number	Account Description	2018-19 Tentative Budget	2017-18 Budget	2017-18 Unaudited Actuals	2017-18 Budget Variance
10E301 1410 1100 00 000000	Certified Staff Salaries	\$ 231,400	\$ 226,500	\$ 226,466	
10E303 1410 1100 00 000000	Certified Staff Salaries	\$ 229,100	\$ 221,800	\$ 221,713	
<b>10E--- 1410 1---</b>	<b>*Salaries</b>	<b>\$ 460,500</b>	<b>\$ 448,300</b>	<b>\$ 448,179</b>	
10E000 1410 2110 00 000000	TRS	\$ 2,671	\$ 2,600	\$ 2,599	
10E000 1410 2170 00 000000	THIS	\$ 4,237	\$ 3,945	\$ 3,944	
10E301 1410 2210 00 000000	Life Insurance	\$ 250	\$ 250	\$ 182	
10E301 1410 2220 00 000000	Health Insurance	\$ 52,500	\$ 50,000	\$ 49,495	
10E301 1410 2230 00 000000	Dental Insurance	\$ 1,887	\$ 1,850	\$ 1,811	
<b>10E--- 1410 2---</b>	<b>*Employee Benefits</b>	<b>\$ 61,545</b>	<b>\$ 58,645</b>	<b>\$ 58,032</b>	
10E300 1410 3190 00 000000	Professional Services	\$ -	\$ 130		
10E301 1410 3190 00 000000	Professional Services	\$ 130			
10E303 1410 3190 00 000000	Professional Services	\$ -			
10E300 1410 3230 00 000000	Repair & Maintenance Services	\$ -	\$ 700	\$ 594	
10E301 1410 3230 00 000000	Repair & Maintenance Services	\$ 375			
10E303 1410 3230 00 000000	Repair & Maintenance Services	\$ 375			
<b>10E--- 1410 3---</b>	<b>*Purchased Services</b>	<b>\$ 880</b>	<b>\$ 830</b>	<b>\$ 594</b>	
10E300 1410 4100 00 000000	General Supplies	\$ -	\$ 35,870	\$ 37,523	
10E301 1410 4100 00 000000	General Supplies	\$ 19,000			
10E303 1410 4100 00 000000	General Supplies	\$ 19,000			
10E301 1410 4200 00 000000	Textbooks	\$ 100			
10E303 1410 4200 00 000000	Textbooks	\$ 100			
<b>10E--- 1410 4---</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 38,200</b>	<b>\$ 35,870</b>	<b>\$ 37,523</b>	
<b>10E--- 1410 ----</b>	<b>*Industrial Arts</b>	<b>\$ 561,125</b>	<b>\$ 543,645</b>	<b>\$ 544,328</b>	<b>\$ (683)</b>
10E301 1412 1100 00 000000	Certified Staff Salaries	\$ 165,000	\$ 160,800	\$ 160,738	
10E303 1412 1100 00 000000	Certified Staff Salaries	\$ 221,100	\$ 213,900	\$ 213,862	
<b>10E--- 1412 1---</b>	<b>*Salaries</b>	<b>\$ 386,100</b>	<b>\$ 374,700</b>	<b>\$ 374,600</b>	
10E301 1412 2110 00 000000	TRS	\$ 2,239	\$ 2,173	\$ 2,173	
10E301 1412 2170 00 000000	THIS	\$ 3,552	\$ 3,297	\$ 3,296	
10E301 1412 2210 00 000000	Life Insurance	\$ 250	\$ 250	\$ 159	
10E301 1412 2220 00 000000	Health Insurance	\$ 47,250	\$ 45,000	\$ 39,872	
10E301 1412 2230 00 000000	Dental Insurance	\$ 1,846	\$ 1,810	\$ 1,585	

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
<b>10E--- 1412 2--- -- -----</b>	<b>*Employee Benefits</b>	<b>\$ 55,137</b>	<b>\$ 52,530</b>	<b>\$ 47,085</b>	
10E301 1412 3140 00 000000	Instructional Prof. Services	\$ 1,200	\$ 1,200		
10E303 1412 3140 00 000000	Instructional Prof. Services	\$ 800	\$ 800		
10E000 1412 3230 00 000000	Repair & Maintenance Services	\$ -	\$ 3,000	\$ 1,029	
10E301 1412 3230 00 000000	Repair & Maintenance Services	\$ 1,500			
10E303 1412 3230 00 000000	Repair & Maintenance Services	\$ 1,500			
<b>10E--- 1412 3--- -- -----</b>	<b>*Purchased Services</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 1,029</b>	
10E301 1412 4100 00 000000	General Supplies	\$ 15,000	\$ 15,000	\$ 11,457	
10E303 1412 4100 00 000000	General Supplies	\$ 13,600	\$ 13,600	\$ 12,046	
<b>10E--- 1412 4--- -- -----</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 28,600</b>	<b>\$ 28,600</b>	<b>\$ 23,504</b>	
10E301 1412 7000 00 000000	Equipment \$500 - \$1,500	\$ -		\$ 3,117	
<b>10E--- 1412 7--- -- -----</b>	<b>*Equipment \$500 - \$1,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,117</b>	
<b>10E--- 1412 ---- -- -----</b>	<b>*Family &amp; Consumer Science</b>	<b>\$ 474,837</b>	<b>\$ 460,830</b>	<b>\$ 449,334</b>	<b>\$ 11,496</b>
10E301 1413 1100 00 000000	Certified Staff Salaries	\$ 282,800	\$ 160,800	\$ 160,738	
10E303 1413 1100 00 000000	Certified Staff Salaries	\$ 115,700	\$ 113,300	\$ 113,233	
<b>10E--- 1413 1--- -- -----</b>	<b>*Salaries</b>	<b>\$ 398,500</b>	<b>\$ 274,100</b>	<b>\$ 273,971</b>	
10E301 1413 2110 00 000000	TRS	\$ 2,311	\$ 1,590	\$ 1,589	
10E301 1413 2170 00 000000	THIS	\$ 3,666	\$ 2,412	\$ 2,411	
10E301 1413 2210 00 000000	Life Insurance	\$ 150	\$ 150	\$ 114	
10E301 1413 2220 00 000000	Health Insurance	\$ 10,500	\$ 10,000	\$ 22,573	
10E301 1413 2230 00 000000	Dental Insurance	\$ 469	\$ 460	\$ 1,132	
<b>10E--- 1413 2--- -- -----</b>	<b>*Employee Benefits</b>	<b>\$ 17,096</b>	<b>\$ 14,612</b>	<b>\$ 27,818</b>	
10E301 1413 3160 00 000000	Web Based Programs/Renewals	\$ 300			
10E303 1413 3160 00 000000	Web Based Programs/Renewals	\$ 300			
<b>10E--- 1413 3--- -- -----</b>	<b>*Purchased Services</b>	<b>\$ 600</b>	<b>\$ -</b>	<b>\$ -</b>	
10E300 1413 4100 00 000000	General Supplies	\$ -	\$ 1,100	\$ 847	
10E301 1413 4100 00 000000	General Supplies	\$ 605			
10E303 1413 4100 00 000000	General Supplies	\$ 495			
10E200 1413 4200 00 000000	Textbooks	\$ -	\$ 25,353	\$ 25,492	
10E201 1413 4200 00 000000	Textbooks	\$ 2,533			

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E203 1413 4200 00 000000	Textbooks	\$ 3,546			
10E205 1413 4200 00 000000	Textbooks	\$ 3,039			
10E207 1413 4200 00 000000	Textbooks	\$ 3,799			
10E209 1413 4200 00 000000	Textbooks	\$ 3,546			
10E301 1413 4200 00 000000	Textbooks	\$ 4,962			
10E303 1413 4200 00 000000	Textbooks	\$ 3,902			
10E300 1413 4400 00 000000	Periodicals & Subscriptions	\$ -	\$ 627	\$ 626	
10E301 1413 4400 00 000000	Periodicals & Subscriptions	\$ 314			
10E303 1413 4400 00 000000	Periodicals & Subscriptions	\$ 257			
<b>10E--- 1413 4--- - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 26,998</b>	<b>\$ 27,080</b>	<b>\$ 26,965</b>	
<b>10E--- 1413 ---- - - - - -</b>	<b>*Health</b>	<b>\$ 442,594</b>	<b>\$ 315,792</b>	<b>\$ 328,754</b>	<b>\$ (12,962)</b>
10E000 1510 1311 61 000000	Stipend	\$ -	\$ 3,353	\$ 679	
10E201 1510 1311 61 000000	Stipend	\$ 403			
10E203 1510 1311 61 000000	Stipend	\$ 403			
10E205 1510 1311 61 000000	Stipend	\$ 403			
10E207 1510 1311 61 000000	Stipend	\$ 403			
10E209 1510 1311 61 000000	Stipend	\$ 403			
10E200 1510 1311 00 000000	Stipend	\$ 29,000	\$ 27,900	\$ 24,538	
10E201 1510 1311 00 000000	Stipend	\$ 7,500	\$ 7,360	\$ 1,445	
10E203 1510 1311 00 000000	Stipend	\$ 7,500	\$ 7,360	\$ 2,853	
10E205 1510 1311 00 000000	Stipend	\$ 7,500	\$ 7,360	\$ 1,034	
10E207 1510 1311 00 000000	Stipend	\$ 7,500	\$ 7,360	\$ 2,513	
10E209 1510 1311 00 000000	Stipend	\$ 7,500	\$ 7,360	\$ 745	
10E300 1510 1311 00 000000	Stipend	\$ 40,000	\$ 35,600	\$ 42,718	
10E300 1510 1311 00 192400	Stipend	\$ 5,100	\$ 2,000	\$ 5,278	
10E301 1510 1311 00 000000	Stipend	\$ 13,480	\$ 13,195	\$ 4,913	
10E303 1510 1311 00 000000	Stipend	\$ 13,480	\$ 13,195	\$ 9,806	
<b>10E--- 1510 1--- - - - - -</b>	<b>*Salaries</b>	<b>\$ 140,575</b>	<b>\$ 132,043</b>	<b>\$ 96,522</b>	
10E000 1510 2110 00 000000	TRS	\$ 815	\$ 766	\$ 481	
10E000 1510 2170 00 000000	THIS	\$ 1,293	\$ 1,162	\$ 732	
<b>10E--- 1510 2--- - - - - -</b>	<b>*Employee Benefits</b>	<b>\$ 2,108</b>	<b>\$ 1,928</b>	<b>\$ 1,213</b>	
10E200 1510 4100 00 001115	General Supplies	\$ -	\$ 1,000	\$ 393	
10E201 1510 4100 00 001115	General Supplies	\$ 200			
10E203 1510 4100 00 001115	General Supplies	\$ 200			

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E205 1510 4100 00 001115	General Supplies	\$ 200			
10E207 1510 4100 00 001115	General Supplies	\$ 200			
10E209 1510 4100 00 001115	General Supplies	\$ 200			
10E201 1510 4100 00 000000	General Supplies	\$ 500	\$ 1,000	\$ 101	
10E203 1510 4100 00 000000	General Supplies	\$ 500	\$ 1,000	\$ 448	
10E205 1510 4100 00 000000	General Supplies	\$ 500	\$ 1,000		
10E207 1510 4100 00 000000	General Supplies	\$ 500	\$ 1,000	\$ 143	
10E209 1510 4100 00 000000	General Supplies	\$ 500	\$ 1,000		
10E300 1510 4100 00 001115	General Supplies	\$ -	\$ 400	\$ 914	
10E301 1510 4100 00 001115	General Supplies	\$ 500			
10E303 1510 4100 00 001115	General Supplies	\$ 500			
10E301 1510 4100 00 000000	General Supplies	\$ 2,000	\$ 2,000	\$ 363	
10E303 1510 4100 00 000000	General Supplies	\$ 2,000	\$ 2,000	\$ 3,499	
<b>10E--- 1510 4--- - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 8,500</b>	<b>\$ 10,400</b>	<b>\$ 5,861</b>	
<b>10E--- 1510 ---- - - - - -</b>	<b>*Clubs</b>	<b>\$ 151,183</b>	<b>\$ 144,371</b>	<b>\$ 103,596</b>	<b>\$ 40,775</b>
10E200 1520 1050 00 000000	Student Supervision	\$ 500	\$ 500	\$ 599	
10E300 1520 1050 00 000000	Student Supervision	\$ 15,000	\$ 13,000	\$ 14,400	
10E300 1520 1311 00 000000	Stipend	\$ 80,000	\$ 73,500	\$ 76,304	
<b>10E--- 1520 1--- - - - - -</b>	<b>*Salaries</b>	<b>\$ 95,500</b>	<b>\$ 87,000</b>	<b>\$ 91,303</b>	
10E000 1520 2110 00 000000	TRS	\$ 554	\$ 505	\$ 466	
10E000 1520 2170 00 000000	THIS	\$ 879	\$ 766	\$ 705	
<b>10E--- 1520 2--- - - - - -</b>	<b>*Employee Benefits</b>	<b>\$ 1,433</b>	<b>\$ 1,271</b>	<b>\$ 1,171</b>	
10E000 1520 3190 00 000000	Professional Services	\$ 6,400	\$ 6,400	\$ 7,480	
10E000 1520 3190 00 171100	Professional Services	\$ 1,000	\$ 1,000	\$ 690	
10E000 1520 3190 57 000000	Professional Services	\$ 400	\$ 400	\$ 350	
<b>10E--- 1520 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ 7,800</b>	<b>\$ 7,800</b>	<b>\$ 8,520</b>	
10E000 1520 4100 00 000000	General Supplies	\$ 4,000	\$ 4,000	\$ 2,063	
10E000 1520 4100 00 171100	General Supplies	\$ 200	\$ 200	\$ 108	
10E000 1520 4100 57 000000	General Supplies	\$ 300	\$ 300		
<b>10E--- 1520 4--- - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>	<b>\$ 2,171</b>	
10E000 1520 6400 00 000000	Dues & Fees	\$ 500	\$ 500	\$ 580	
10E000 1520 6400 57 000000	Dues & Fees	\$ 500	\$ 500		

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E--- 1520 6--- - - - - -	*Other Objects	\$ 1,000	\$ 1,000	\$ 580	
<b>10E--- 1520 - - - - -</b>	<b>*Interscholastic Athletics</b>	<b>\$ 110,233</b>	<b>\$ 101,571</b>	<b>\$ 103,745</b>	<b>\$ (2,174)</b>
10E301 1530 1311 00 000000	Stipend	\$ 7,775	\$ 7,613	\$ 6,092	
10E303 1530 1311 00 000000	Stipend	\$ 7,775	\$ 7,613	\$ 8,123	
10E--- 1530 1--- - - - - -	*Salaries	\$ 15,550	\$ 15,226	\$ 14,215	
10E000 1530 2110 00 000000	TRS	\$ 90	\$ 88	\$ 83	
10E000 1530 2170 00 000000	THIS	\$ 143	\$ 134	\$ 125	
10E--- 1530 2--- - - - - -	*Employee Benefits	\$ 233	\$ 222	\$ 208	
<b>10E--- 1530 - - - - -</b>	<b>*Intramurals</b>	<b>\$ 15,783</b>	<b>\$ 15,448</b>	<b>\$ 14,422</b>	<b>\$ 1,026</b>
10E300 1600 1040 00 000000	Exempt Staff Salaries	\$ 1,600	\$ 1,600	\$ 1,290	
10E200 1600 1060 00 000000	Teacher Assistant Salaries	\$ 31,400	\$ 31,400	\$ 33,894	
10E220 1600 1060 00 000000	Teacher Assistant Salaries	\$ 5,700	\$ 5,700	\$ 1,719	
10E300 1600 1060 00 000000	Teacher Assistant Salaries	\$ 5,000	\$ 5,000	\$ 6,661	
10E000 1600 1070 00 000000	Nurses Salaries			\$ 2,771	
10E101 1600 1080 00 000000	Admin. Support Salaries	\$ 9,170		\$ 8,755	
10E200 1600 1080 00 000000	Admin. Support Salaries	\$ 2,000	\$ 2,000	\$ 2,091	
10E300 1600 1080 00 000000	Admin. Support Salaries	\$ 2,000	\$ 2,000	\$ 2,016	
10E200 1600 1090 00 000000	Tech Support Salaries	\$ -		\$ 1,397	
10E300 1600 1090 00 000000	Tech Support Salaries	\$ -		\$ 3,101	
10E200 1600 1100 00 000000	Certified Staff Salaries	\$ 91,000	\$ 91,000	\$ 94,452	
10E220 1600 1100 00 000000	Certified Staff Salaries	\$ 3,000	\$ 3,000	\$ 886	
10E300 1600 1100 00 000000	Certified Staff Salaries	\$ 53,000	\$ 53,000	\$ 58,831	
10E000 1600 1311 00 000000	Stipend	\$ -		\$ 150	
10E200 1600 1311 00 000000	Stipend	\$ 300	\$ 300		
10E--- 1600 1--- - - - - -	*Salaries	\$ 204,170	\$ 195,000	\$ 218,014	
10E000 1600 2110 00 000000	TRS	\$ 854	\$ 854	\$ 1,571	
10E000 1600 2170 00 000000	THIS	\$ 1,355	\$ 1,296	\$ 1,424	
10E300 1600 2210 00 000000	Life Insurance			\$ 11	
10E300 1600 2220 00 000000	Health Insurance			\$ 830	
10E300 1600 2230 00 000000	Dental Insurance			\$ 41	
10E300 1600 2240 00 000000	Long Term Disability			\$ 7	
10E--- 1600 2--- - - - - -	*Employee Benefits	\$ 2,209	\$ 2,150	\$ 3,884	

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E000 1600 3190 00 000000	Professional Services	\$ 3,500	\$ 3,500		
10E000 1600 3600 00 000000	Printing	\$ -	\$ 1,500		
<b>10E--- 1600 3--- - - - - - - -</b>	<b>*Purchased Services</b>	<b>\$ 3,500</b>	<b>\$ 5,000</b>	<b>\$ -</b>	
10E000 1600 4100 00 000000	General Supplies	\$ 7,500	\$ 10,800	\$ 9,243	
<b>10E--- 1600 4--- - - - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 7,500</b>	<b>\$ 10,800</b>	<b>\$ 9,243</b>	
<b>10E--- 1600 - - - - - - - - - -</b>	<b>*WOW Program</b>	<b>\$ 217,379</b>	<b>\$ 212,950</b>	<b>\$ 231,141</b>	<b>\$ (18,191)</b>
10E220 1601 1040 00 000000	Exempt Staff Salaries	\$ 1,600	\$ 1,600		
10E000 1601 1060 00 000000	Teacher Assistant Salaries	\$ 5,000	\$ 5,000		
10E200 1601 1060 00 000000	Teacher Assistant Salaries	\$ 14,200	\$ 14,200	\$ 13,806	
10E220 1601 1060 00 000000	Teacher Assistant Salaries	\$ 8,500	\$ 8,500	\$ 13,805	
10E300 1601 1060 00 000000	Teacher Assistant Salaries	\$ 7,100	\$ 7,100	\$ 11,120	
10E220 1601 1070 00 000000	Nurses Salaries			\$ 2,762	
10E000 1601 1100 00 000000	Certified Staff Salaries	\$ 10,100	\$ 10,100	\$ 2,884	
10E200 1601 1100 00 000000	Certified Staff Salaries	\$ 12,300	\$ 12,300	\$ 23,601	
10E220 1601 1100 00 000000	Certified Staff Salaries	\$ 19,100	\$ 19,100	\$ 23,574	
10E300 1601 1100 00 000000	Certified Staff Salaries	\$ 9,400	\$ 9,400	\$ 13,491	
<b>10E--- 1601 1--- - - - - - - -</b>	<b>*Salaries</b>	<b>\$ 87,300</b>	<b>\$ 87,300</b>	<b>\$ 105,044</b>	
10E000 1601 2110 00 000000	TRS	\$ 295	\$ 295	\$ 1,961	
10E000 1601 2170 00 000000	THIS	\$ 468	\$ 448	\$ 696	
<b>10E--- 1601 2--- - - - - - - -</b>	<b>*Employee Benefits</b>	<b>\$ 763</b>	<b>\$ 743</b>	<b>\$ 2,657</b>	
10E000 1601 4100 00 000000	General Supplies	\$ 250	\$ 250		
<b>10E--- 1601 4--- - - - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ -</b>	
<b>10E--- 1601 - - - - - - - - - -</b>	<b>*Early Start of Year Program</b>	<b>\$ 88,313</b>	<b>\$ 88,293</b>	<b>\$ 107,700</b>	<b>\$ (19,407)</b>
10E000 1650 1080 00 000000	Admin. Support Salaries	\$ 13,800	\$ 13,350	\$ 8,775	
10E201 1650 1100 00 000000	Certified Staff Salaries	\$ 181,700	\$ 185,300	\$ 185,212	
10E203 1650 1100 00 000000	Certified Staff Salaries	\$ 188,100	\$ 208,600	\$ 210,395	
10E205 1650 1100 00 000000	Certified Staff Salaries	\$ 147,900	\$ 140,300	\$ 142,253	
10E207 1650 1100 00 000000	Certified Staff Salaries	\$ 195,900	\$ 218,000	\$ 223,579	
10E209 1650 1100 00 000000	Certified Staff Salaries	\$ 175,100	\$ 108,900	\$ 109,102	
10E301 1650 1100 00 000000	Certified Staff Salaries	\$ 251,300	\$ 262,000	\$ 261,942	

**Park Ridge Niles School District 64**  
**2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E303 1650 1100 00 000000	Certified Staff Salaries	\$ 311,100	\$ 296,800	\$ 254,533	
10E000 1650 1308 00 000000	Per Diem Days	\$ 2,540	\$ 2,425	\$ 3,231	
10E000 1650 1310 00 000000	Hourly Pay	\$ 15,000		\$ 10,929	
10E000 1650 1311 00 000000	Stipend	\$ -	\$ 12,800	\$ 990	
<b>10E--- 1650 1--- - - - - -</b>	<b>*Salaries</b>	<b>\$ 1,482,440</b>	<b>\$ 1,448,475</b>	<b>\$ 1,410,940</b>	
10E000 1650 2110 00 000000	TRS	\$ 8,518	\$ 8,324	\$ 8,132	
10E000 1650 2170 00 000000	THIS	\$ 13,511	\$ 12,629	\$ 12,339	
10E201 1650 2210 00 000000	Life Insurance	\$ 1,000	\$ 1,000	\$ 827	
10E201 1650 2220 00 000000	Health Insurance	\$ 144,900	\$ 138,000	\$ 133,616	
10E201 1650 2230 00 000000	Dental Insurance	\$ 6,579	\$ 6,450	\$ 6,957	
<b>10E--- 1650 2--- - - - - -</b>	<b>*Employee Benefits</b>	<b>\$ 174,508</b>	<b>\$ 166,403</b>	<b>\$ 161,871</b>	
10E000 1650 3160 00 000000	Web Based Programs/Renewals	\$ -		\$ 225	
10E000 1650 3320 00 000000	Travel/Mileage Expenses	\$ 150			
<b>10E--- 1650 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ 150</b>	<b>\$ -</b>	<b>\$ 225</b>	
10E000 1650 4100 00 000000	General Supplies	\$ -	\$ 1,850	\$ 853	
10E201 1650 4100 00 000000	General Supplies	\$ 450			
10E203 1650 4100 00 000000	General Supplies	\$ 450			
10E205 1650 4100 00 000000	General Supplies	\$ 450			
10E207 1650 4100 00 000000	General Supplies	\$ 450			
10E209 1650 4100 00 000000	General Supplies	\$ 450			
10E301 1650 4100 00 000000	General Supplies	\$ 500			
10E303 1650 4100 00 000000	General Supplies	\$ 500			
10E000 1650 4150 00 000000	Testing Materials	\$ -	\$ 13,256	\$ 5,260	
10E201 1650 4150 00 000000	Testing Materials	\$ 1,200			
10E203 1650 4150 00 000000	Testing Materials	\$ 1,200			
10E205 1650 4150 00 000000	Testing Materials	\$ 1,200			
10E207 1650 4150 00 000000	Testing Materials	\$ 1,200			
10E209 1650 4150 00 000000	Testing Materials	\$ 1,200			
10E301 1650 4150 00 000000	Testing Materials	\$ 500			
10E303 1650 4150 00 000000	Testing Materials	\$ 500			
10E000 1650 4200 00 000000	Textbooks	\$ -	\$ 7,200	\$ 9,400	
10E201 1650 4200 00 000000	Textbooks	\$ 800			
10E203 1650 4200 00 000000	Textbooks	\$ 800			
10E205 1650 4200 00 000000	Textbooks	\$ 800			
10E207 1650 4200 00 000000	Textbooks	\$ 800			

**Park Ridge Niles School District 64**  
**2018-19 Tentative Budget**

**FUND 10 EDUCATION**

Account Number	Account Description	2018-19 Tentative Budget	2017-18 Budget	2017-18 Unaudited Actuals	2017-18 Budget Variance
10E209 1650 4200 00 000000	Textbooks	\$ 800			
10E301 1650 4200 00 000000	Textbooks	\$ 1,800			
10E303 1650 4200 00 000000	Textbooks	\$ 1,800			
<b>10E--- 1650 4--- - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 17,850</b>	<b>\$ 22,306</b>	<b>\$ 15,513</b>	
10E000 1650 6400 00 000000	Dues & Fees	\$ 265	\$ 50	\$ 119	
<b>10E--- 1650 6--- - - - - -</b>	<b>*Other Objects</b>	<b>\$ 265</b>	<b>\$ 50</b>	<b>\$ 119</b>	
<b>10E--- 1650 ---- - - - - -</b>	<b>*Channels of Challenge Program</b>	<b>\$ 1,675,213</b>	<b>\$ 1,637,234</b>	<b>\$ 1,588,669</b>	<b>\$ 48,566</b>
10E201 1800 1100 00 000000	Certified Staff Salaries	\$ 79,900	\$ 76,300	\$ 86,876	
10E203 1800 1100 00 000000	Certified Staff Salaries	\$ 265,100	\$ 149,000	\$ 148,859	
10E205 1800 1100 00 000000	Certified Staff Salaries	\$ 160,100			
10E207 1800 1100 00 000000	Certified Staff Salaries	\$ 59,300	\$ 57,600	\$ 57,568	
10E209 1800 1100 00 000000	Certified Staff Salaries	\$ 73,900	\$ 163,000	\$ 162,941	
10E301 1800 1100 00 000000	Certified Staff Salaries	\$ 48,550	\$ 93,650	\$ 93,603	
10E303 1800 1100 00 000000	Certified Staff Salaries	\$ 48,550			
10E000 1800 1311 00 000000	Stipend		\$ 2,436	\$ 2,436	
<b>10E--- 1800 1--- - - - - -</b>	<b>*Salaries</b>	<b>\$ 735,400</b>	<b>\$ 541,986</b>	<b>\$ 552,283</b>	
10E000 1800 2110 00 000000	TRS	\$ 4,265	\$ 3,144	\$ 3,203	
10E000 1800 2170 00 000000	THIS	\$ 6,766	\$ 4,769	\$ 4,860	
10E000 1800 2210 00 000000	Life Insurance	\$ 1,000	\$ 1,000	\$ 299	
10E000 1800 2220 00 000000	Health Insurance	\$ 53,445	\$ 50,900	\$ 65,643	
10E000 1800 2230 00 000000	Dental Insurance	\$ 2,321	\$ 2,275	\$ 2,885	
<b>10E--- 1800 2--- - - - - -</b>	<b>*Employee Benefits</b>	<b>\$ 67,797</b>	<b>\$ 62,088</b>	<b>\$ 76,889</b>	
10E301 1800 3160 00 000000	Web Based Programs/Renewals	\$ 2,500			
10E303 1800 3160 00 000000	Web Based Programs/Renewals	\$ 2,500			
10E000 1800 3190 00 000000	Professional Services	\$ -	\$ 200		
10E201 1800 3190 00 000000	Professional Services	\$ 60			
10E203 1800 3190 00 000000	Professional Services	\$ 60			
10E205 1800 3190 00 000000	Professional Services	\$ 60			
10E207 1800 3190 00 000000	Professional Services	\$ 60			
10E209 1800 3190 00 000000	Professional Services	\$ 60			
10E301 1800 3190 00 000000	Professional Services	\$ 60			
10E303 1800 3190 00 000000	Professional Services	\$ 60			
10E000 1800 3320 00 000000	Travel/Mileage Expenses	\$ -	\$ 200		



**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
<b>10E--- 1800 3--- -- -----</b>	<b>*Purchased Services</b>	<b>\$ 5,420</b>	<b>\$ 400</b>	<b>\$ -</b>	
10E000 1800 4100 00 000000	General Supplies	\$ -	\$ 1,500	\$ 485	
10E201 1800 4100 00 000000	General Supplies	\$ 200			
10E203 1800 4100 00 000000	General Supplies	\$ 200			
10E205 1800 4100 00 000000	General Supplies	\$ 200			
10E207 1800 4100 00 000000	General Supplies	\$ 200			
10E209 1800 4100 00 000000	General Supplies	\$ 200			
10E301 1800 4100 00 000000	General Supplies	\$ 200			
10E303 1800 4100 00 000000	General Supplies	\$ 200			
<b>10E--- 1800 4--- -- -----</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 1,400</b>	<b>\$ 1,500</b>	<b>\$ 485</b>	
<b>10E--- 1800 ---- -- -----</b>	<b>*Bilingual Program</b>	<b>\$ 810,017</b>	<b>\$ 605,974</b>	<b>\$ 629,657</b>	<b>\$ (23,683)</b>
10E000 1912 6700 00 000000	Tuition	\$ 480,000	\$ 500,000	\$ 452,991	
<b>10E--- 1912 6--- -- -----</b>	<b>*Other Objects</b>	<b>\$ 480,000</b>	<b>\$ 500,000</b>	<b>\$ 452,991</b>	
<b>10E--- 1912 ---- -- -----</b>	<b>*Private Tuition</b>	<b>\$ 480,000</b>	<b>\$ 500,000</b>	<b>\$ 452,991</b>	<b>\$ 47,009</b>
10E101 2112 1531 00 000000	Sub-Clerical	\$ 2,000	\$ 4,000	\$ 2,035	
<b>10E--- 2112 1--- -- -----</b>	<b>*Salaries</b>	<b>\$ 2,000</b>	<b>\$ 4,000</b>	<b>\$ 2,035</b>	
10E000 2112 3160 00 000000	Web Based Programs/Renewals	\$ 50,000	\$ 50,000	\$ 46,691	
<b>10E--- 2112 3--- -- -----</b>	<b>*Purchased Services</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 46,691</b>	
<b>10E--- 2112 ---- -- -----</b>	<b>*Attendance Services</b>	<b>\$ 52,000</b>	<b>\$ 54,000</b>	<b>\$ 48,725</b>	<b>\$ 5,275</b>
10E201 2113 1100 00 000000	Certified Staff Salaries	\$ 101,400	\$ 97,900	\$ 97,817	
10E203 2113 1100 00 000000	Certified Staff Salaries	\$ 65,500	\$ 63,200	\$ 63,182	
10E205 2113 1100 00 000000	Certified Staff Salaries	\$ 75,100	\$ 67,000	\$ 69,349	
10E207 2113 1100 00 000000	Certified Staff Salaries	\$ 70,300	\$ 67,000	\$ 66,950	
10E209 2113 1100 00 000000	Certified Staff Salaries	\$ 61,700	\$ 82,000	\$ 81,902	
10E220 2113 1100 00 000000	Certified Staff Salaries	\$ 115,700	\$ 113,300	\$ 113,233	
10E301 2113 1100 00 000000	Certified Staff Salaries	\$ 134,800	\$ 185,900	\$ 185,792	
10E303 2113 1100 00 000000	Certified Staff Salaries	\$ 181,100	\$ 176,500	\$ 176,694	
10E000 2113 1311 00 000000	Stipend	\$ 1,000	\$ 1,000	\$ 1,880	
<b>10E--- 2113 1--- -- -----</b>	<b>*Salaries</b>	<b>\$ 806,600</b>	<b>\$ 853,800</b>	<b>\$ 856,800</b>	

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E000 2113 2110 00 000000	TRS	\$ 4,678	\$ 4,952	\$ 4,969	
10E000 2113 2170 00 000000	THIS	\$ 7,421	\$ 7,513	\$ 7,540	
10E201 2113 2210 00 000000	Life Insurance	\$ 700	\$ 700	\$ 443	
10E201 2113 2220 00 000000	Health Insurance	\$ 115,500	\$ 110,000	\$ 108,009	
10E201 2113 2230 00 000000	Dental Insurance	\$ 4,182	\$ 4,100	\$ 4,127	
<b>10E--- 2113 2--- - - - - -</b>	<b>*Employee Benefits</b>	<b>\$ 132,481</b>	<b>\$ 127,265</b>	<b>\$ 125,087</b>	
10E000 2113 3320 00 000000	Travel/Mileage Expenses	\$ 100		\$ 40	
<b>10E--- 2113 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ 100</b>	<b>\$ -</b>	<b>\$ 40</b>	
10E000 2113 4100 00 000000	General Supplies	\$ 500	\$ 500		
<b>10E--- 2113 4--- - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ -</b>	
<b>10E--- 2113 ---- - - - - -</b>	<b>*Social Work</b>	<b>\$ 939,681</b>	<b>\$ 981,565</b>	<b>\$ 981,927</b>	<b>\$ (362)</b>
10E301 2120 1100 00 000000	Certified Staff Salaries	\$ 84,700	\$ 81,500	\$ 81,023	
10E303 2120 1100 00 000000	Certified Staff Salaries	\$ 97,100	\$ 93,700	\$ 93,603	
10E000 2120 1320 00 000000	Overtime Salaries	\$ -	\$ 1,500		
<b>10E--- 2120 1--- - - - - -</b>	<b>*Salaries</b>	<b>\$ 181,800</b>	<b>\$ 176,700</b>	<b>\$ 174,626</b>	
10E000 2120 2110 00 000000	TRS	\$ 1,054	\$ 1,025	\$ 1,013	
10E000 2120 2170 00 000000	THIS	\$ 1,673	\$ 1,555	\$ 1,537	
10E301 2120 2210 00 000000	Life Insurance	\$ 150	\$ 150	\$ 91	
10E303 2120 2220 00 000000	Health Insurance	\$ 9,240	\$ 8,800	\$ 6,241	
10E303 2120 2230 00 000000	Dental Insurance	\$ 485	\$ 475	\$ 453	
<b>10E--- 2120 2--- - - - - -</b>	<b>*Employee Benefits</b>	<b>\$ 12,602</b>	<b>\$ 12,005</b>	<b>\$ 9,335</b>	
10E000 2120 3160 00 000000	Web Based Programs/Renewals	\$ -	\$ 2,000		
<b>10E--- 2120 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ -</b>	
10E000 2120 4100 00 000000	General Supplies	\$ 750	\$ 750	\$ 220	
<b>10E--- 2120 4--- - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 750</b>	<b>\$ 750</b>	<b>\$ 220</b>	
<b>10E--- 2120 ---- - - - - -</b>	<b>*Guidance Services</b>	<b>\$ 195,152</b>	<b>\$ 191,455</b>	<b>\$ 184,180</b>	<b>\$ 7,275</b>
10E000 2130 1040 00 192400	Exempt Staff Salaries	\$ -	\$ 400		
10E201 2130 1040 00 000000	Exempt Staff Salaries	\$ 39,200	\$ 35,900	\$ 35,868	
10E203 2130 1040 00 000000	Exempt Staff Salaries	\$ 43,800	\$ 39,750	\$ 39,711	

**Park Ridge Niles School District 64**  
**2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E205 2130 1040 00 000000	Exempt Staff Salaries	\$ 39,200	\$ 35,900	\$ 35,868	
10E207 2130 1040 00 000000	Exempt Staff Salaries	\$ 46,650	\$ 42,300	\$ 42,273	
10E209 2130 1040 00 000000	Exempt Staff Salaries	\$ 43,800	\$ 39,750	\$ 39,711	
10E301 2130 1040 00 000000	Exempt Staff Salaries	\$ 68,300	\$ 62,000	\$ 61,906	
10E220 2130 1060 00 000000	Teacher Assistant Salaries	\$ 38,250		\$ 37,353	
10E201 2130 1070 00 000000	Nurses Salaries	\$ -			
10E203 2130 1070 00 000000	Nurses Salaries	\$ -			
10E205 2130 1070 00 000000	Nurses Salaries	\$ -			
10E207 2130 1070 00 000000	Nurses Salaries	\$ -			
10E209 2130 1070 00 000000	Nurses Salaries	\$ -			
10E220 2130 1070 00 000000	Nurses Salaries	\$ -	\$ 37,450		
10E301 2130 1070 00 000000	Nurses Salaries	\$ -			
10E000 2130 1100 00 000000	Certified Staff Salaries	\$ 93,100	\$ 85,700	\$ 142,442	
10E303 2130 1100 00 000000	Certified Staff Salaries	\$ 71,800	\$ 67,000	\$ 15,453	
10E000 2130 1160 00 000000	Vision/Hearing Technician	\$ 4,000	\$ 1,600	\$ 3,786	
10E000 2130 1308 00 000000	Per Diem Days	\$ 12,000	\$ 13,000	\$ 11,732	
10E303 2130 1310 00 000000	Hourly Pay	\$ 6,000		\$ 5,591	
10E000 2130 1311 00 000000	Stipend	\$ 5,870	\$ 5,817	\$ 7,315	
10E000 2130 1311 00 192300	Stipend	\$ 2,000	\$ 1,000	\$ 1,949	
10E201 2130 1320 00 000000	Overtime Salaries	\$ 1,700		\$ 1,272	
10E203 2130 1320 00 000000	Overtime Salaries	\$ 2,000		\$ 1,527	
10E205 2130 1320 00 000000	Overtime Salaries	\$ 1,700		\$ 2,729	
10E207 2130 1320 00 000000	Overtime Salaries	\$ 2,000		\$ 3,204	
10E209 2130 1320 00 000000	Overtime Salaries	\$ 2,000		\$ 2,031	
10E220 2130 1320 00 000000	Overtime Salaries	\$ 250	\$ 400	\$ 75	
10E301 2130 1320 00 000000	Overtime Salaries	\$ 5,000		\$ 4,708	
10E000 2130 1324 00 000000	Subs - Nurses	\$ 25,000	\$ 20,000	\$ 23,555	
10E000 2130 1324 00 192300	Subs - Nurses	\$ 600	\$ 4,500	\$ 525	
<b>10E--- 2130 1--- -- -----</b>	<b>*Salaries</b>	<b>\$ 554,220</b>	<b>\$ 492,467</b>	<b>\$ 520,584</b>	
10E000 2130 2110 00 000000	TRS	\$ 1,106	\$ 615	\$ 1,078	
10E000 2130 2170 00 000000	THIS	\$ 1,755	\$ 934	\$ 1,636	
10E000 2130 2210 00 000000	Life Insurance	\$ 700	\$ 700	\$ 428	
10E000 2130 2220 00 000000	Health Insurance	\$ 131,250	\$ 125,000	\$ 101,565	
10E000 2130 2230 00 000000	Dental Insurance	\$ 3,774	\$ 3,700	\$ 3,222	
10E000 2130 2240 00 000000	Long Term Disability	\$ 400	\$ 100	\$ 339	
10E209 2130 2250 00 000000	Health Insurance Waiver	\$ -	\$ 720	\$ 33	
<b>10E--- 2130 2--- -- -----</b>	<b>*Employee Benefits</b>	<b>\$ 138,985</b>	<b>\$ 131,769</b>	<b>\$ 108,301</b>	

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E000 2130 3120 00 000000	Professional Development	\$ 1,000	\$ 1,000	\$ 700	
10E000 2130 3160 00 000000	Web Based Programs/Renewals	\$ 8,000	\$ 8,000	\$ 7,020	
10E000 2130 3190 00 000000	Professional Services	\$ 5,000	\$ 5,000	\$ 2,850	
10E000 2130 3230 00 000000	Repair & Maintenance Services	\$ 500	\$ 500	\$ 381	
10E000 2130 3320 00 000000	Travel/Mileage Expenses	\$ 700	\$ 1,000	\$ 266	
10E000 2130 3410 00 000000	Telephone Expense	\$ 550	\$ 550	\$ 550	
<b>10E--- 2130 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ 15,750</b>	<b>\$ 16,050</b>	<b>\$ 11,767</b>	
10E000 2130 4100 00 000000	General Supplies	\$ 11,000	\$ 9,000	\$ 10,610	
10E000 2130 4100 00 192300	General Supplies	\$ 125			
<b>10E--- 2130 4--- - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 11,125</b>	<b>\$ 9,000</b>	<b>\$ 10,610</b>	
10E000 2130 5530 00 000000	Capital Equipment >\$1,500	\$ 5,000		\$ 3,425	
<b>10E--- 2130 5--- - - - - -</b>	<b>*Capital Expenditures &gt;\$1,500</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ 3,425</b>	
10E000 2130 7000 00 000000	Equipment \$500 - \$1,500	\$ 2,000		\$ 1,230	
<b>10E--- 2130 7--- - - - - -</b>	<b>*Equipment \$500 - \$1,500</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ 1,230</b>	
<b>10E--- 2130 ---- - - - - -</b>	<b>*Nurse Services</b>	<b>\$ 727,080</b>	<b>\$ 649,286</b>	<b>\$ 655,918</b>	<b>\$ (6,632)</b>
10E000 2131 1040 00 000000	Exempt Staff Salaries	\$ 396,300	\$ 454,000	\$ 451,901	
10E203 2131 1040 00 000000	Exempt Staff Salaries	\$ 37,100			
10E220 2131 1040 00 000000	Exempt Staff Salaries	\$ 37,100			
10E000 2131 1310 00 000000	Hourly Pay	\$ -		\$ 562	
10E000 2131 1311 00 000000	Stipend	\$ 1,500	\$ 1,500	\$ 1,476	
<b>10E--- 2131 1--- - - - - -</b>	<b>*Salaries</b>	<b>\$ 472,000</b>	<b>\$ 455,500</b>	<b>\$ 453,940</b>	
10E000 2131 2210 00 000000	Life Insurance	\$ 500	\$ 500	\$ 374	
10E000 2131 2220 00 000000	Health Insurance	\$ 39,900	\$ 38,000	\$ 41,290	
10E000 2131 2230 00 000000	Dental Insurance	\$ 1,887	\$ 1,850	\$ 2,047	
10E000 2131 2240 00 000000	Long Term Disability	\$ 500	\$ 500	\$ 463	
<b>10E--- 2131 2--- - - - - -</b>	<b>*Employee Benefits</b>	<b>\$ 42,787</b>	<b>\$ 40,850</b>	<b>\$ 44,174</b>	
10E000 2131 3320 00 000000	Travel/Mileage Expenses	\$ 500	\$ 250	\$ 452	
<b>10E--- 2131 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ 500</b>	<b>\$ 250</b>	<b>\$ 452</b>	
10E000 2131 4100 00 000000	General Supplies	\$ 10,000	\$ 1,400	\$ 9,672	

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

**FUND 10 EDUCATION**

Account Number	Account Description	2018-19 Tentative Budget	2017-18 Budget	2017-18 Unaudited Actuals	2017-18 Budget Variance
<b>10E--- 2131 4--- -- -----</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 10,000</b>	<b>\$ 1,400</b>	<b>\$ 9,672</b>	
10E000 2131 6400 00 000000	Dues & Fees	\$ 400	\$ 500	\$ 199	
<b>10E--- 2131 6--- -- -----</b>	<b>*Other Objects</b>	<b>\$ 400</b>	<b>\$ 500</b>	<b>\$ 199</b>	
<b>10E--- 2131 ----- -- -----</b>	<b>*OT/PT</b>	<b>\$ 525,687</b>	<b>\$ 498,500</b>	<b>\$ 508,437</b>	<b>\$ (9,937)</b>
10E000 2140 1100 00 000000	Certified Staff Salaries	\$ 132,900	\$ 368,300	\$ 368,212	
10E203 2140 1100 00 000000	Certified Staff Salaries	\$ 39,350			
10E205 2140 1100 00 000000	Certified Staff Salaries	\$ 41,850			
10E207 2140 1100 00 000000	Certified Staff Salaries	\$ 39,400			
10E209 2140 1100 00 000000	Certified Staff Salaries	\$ 41,900			
10E220 2140 1100 00 000000	Certified Staff Salaries	\$ 83,100	\$ 55,350	\$ 55,321	
10E301 2140 1100 00 000000	Certified Staff Salaries	\$ 77,100			
10E303 2140 1100 00 000000	Certified Staff Salaries	\$ 115,700			
10E000 2140 1110 00 000000	Intern	\$ -	\$ 16,000		
10E000 2140 1308 00 000000	Per Diem Days	\$ 3,000	\$ 5,000	\$ 1,222	
10E000 2140 1311 00 000000	Stipend	\$ 5,798	\$ 5,497	\$ 7,111	
10E220 2140 1311 00 000000	Stipend	\$ 1,399	\$ 1,399	\$ 1,399	
10E301 2140 1311 00 000000	Stipend	\$ 1,399		\$ 1,399	
<b>10E--- 2140 1--- -- -----</b>	<b>*Salaries</b>	<b>\$ 582,896</b>	<b>\$ 451,546</b>	<b>\$ 434,664</b>	
10E000 2140 2110 00 000000	TRS	\$ 3,381	\$ 2,526	\$ 2,521	
10E000 2140 2170 00 000000	THIS	\$ 5,363	\$ 3,833	\$ 3,825	
10E000 2140 2210 00 000000	Life Insurance	\$ 300	\$ 300	\$ 228	
10E000 2140 2220 00 000000	Health Insurance	\$ 37,485	\$ 35,700	\$ 28,346	
10E000 2140 2230 00 000000	Dental Insurance	\$ 1,846	\$ 1,810	\$ 1,712	
10E000 2140 2240 00 000000	Long Term Disability	\$ -		\$ (2)	
<b>10E--- 2140 2--- -- -----</b>	<b>*Employee Benefits</b>	<b>\$ 48,375</b>	<b>\$ 44,169</b>	<b>\$ 36,630</b>	
10E000 2140 3320 00 000000	Travel/Mileage Expenses	\$ 500	\$ 500		
<b>10E--- 2140 3--- -- -----</b>	<b>*Purchased Services</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ -</b>	
10E000 2140 4100 00 000000	General Supplies	\$ 4,000	\$ 2,500	\$ 3,667	
<b>10E--- 2140 4--- -- -----</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 4,000</b>	<b>\$ 2,500</b>	<b>\$ 3,667</b>	
10E000 2140 6400 00 000000	Dues & Fees	\$ 500	\$ 600		
<b>10E--- 2140 6--- -- -----</b>	<b>*Other Objects</b>	<b>\$ 500</b>	<b>\$ 600</b>	<b>\$ -</b>	

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
<b>10E--- 2140 ---- - - - - -</b>	<b>*Psychological Services</b>	<b>\$ 636,271</b>	<b>\$ 499,315</b>	<b>\$ 474,961</b>	<b>\$ 24,354</b>
10E201 2150 1100 00 000000	Certified Staff Salaries	\$ 79,900	\$ 76,350	\$ 76,301	
10E203 2150 1100 00 000000	Certified Staff Salaries	\$ 115,700	\$ 97,850	\$ 97,553	
10E205 2150 1100 00 000000	Certified Staff Salaries	\$ 94,200	\$ 131,800	\$ 131,746	
10E207 2150 1100 00 000000	Certified Staff Salaries	\$ 142,700	\$ 137,400	\$ 137,366	
10E209 2150 1100 00 000000	Certified Staff Salaries	\$ 115,700	\$ 113,250	\$ 113,233	
10E220 2150 1100 00 000000	Certified Staff Salaries	\$ 611,000	\$ 607,700	\$ 607,654	
10E301 2150 1100 00 000000	Certified Staff Salaries	\$ 113,400	\$ 108,500	\$ 108,480	
10E303 2150 1100 00 000000	Certified Staff Salaries	\$ 106,000	\$ 103,800	\$ 103,749	
10E000 2150 1311 00 000000	Stipend	\$ 1,300	\$ 1,300	\$ 1,408	
<b>10E--- 2150 1--- - - - - -</b>	<b>*Salaries</b>	<b>\$ 1,379,900</b>	<b>\$ 1,377,950</b>	<b>\$ 1,377,489</b>	
10E000 2150 2110 00 000000	TRS	\$ 8,003	\$ 7,992	\$ 8,054	
10E000 2150 2170 00 000000	THIS	\$ 12,695	\$ 12,126	\$ 12,135	
10E201 2150 2210 00 000000	Life Insurance	\$ 800	\$ 800	\$ 643	
10E201 2150 2220 00 000000	Health Insurance	\$ 173,250	\$ 165,000	\$ 164,028	
10E201 2150 2230 00 000000	Dental Insurance	\$ 6,630	\$ 6,500	\$ 5,937	
<b>10E--- 2150 2--- - - - - -</b>	<b>*Employee Benefits</b>	<b>\$ 201,378</b>	<b>\$ 192,418</b>	<b>\$ 190,797</b>	
10E000 2150 3320 00 000000	Travel/Mileage Expenses	\$ 500	\$ 500		
<b>10E--- 2150 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ -</b>	
10E000 2150 4100 00 000000	General Supplies	\$ 3,000	\$ 1,000	\$ 2,950	
<b>10E--- 2150 4--- - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 3,000</b>	<b>\$ 1,000</b>	<b>\$ 2,950</b>	
<b>10E--- 2150 ---- - - - - -</b>	<b>*Speech &amp; Hearing Services</b>	<b>\$ 1,584,778</b>	<b>\$ 1,571,868</b>	<b>\$ 1,571,236</b>	<b>\$ 632</b>
10E220 2190 1050 00 000000	Student Supervision	\$ 400	\$ 400	\$ 293	
<b>10E--- 2190 1--- - - - - -</b>	<b>*Salaries</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ 293</b>	
10E000 2190 3190 00 000000	Professional Services	\$ 19,000	\$ 19,000	\$ 15,785	
10E301 2190 3190 00 000000	Professional Services	\$ -	\$ 600		
10E301 2190 3250 00 000000	Rental Equipment/Land	\$ 1,200	\$ 1,200	\$ 632	
10E301 2190 3600 00 000000	Printing	\$ 3,000	\$ 3,000	\$ 2,173	
10E303 2190 3600 00 000000	Printing	\$ 3,000	\$ 3,000	\$ 1,929	
<b>10E--- 2190 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ 26,200</b>	<b>\$ 26,800</b>	<b>\$ 20,519</b>	

**Park Ridge Niles School District 64**  
**2018-19 Tentative Budget**

**FUND 10 EDUCATION**

Account Number	Account Description	2018-19 Tentative Budget	2017-18 Budget	2017-18 Unaudited Actuals	2017-18 Budget Variance
10E301 2190 4100 00 000000	General Supplies	\$ 5,000	\$ 5,500	\$ 6,207	
10E303 2190 4100 00 000000	General Supplies	\$ 5,000	\$ 5,000	\$ 4,622	
<b>10E--- 2190 4--- - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 10,000</b>	<b>\$ 10,500</b>	<b>\$ 10,828</b>	
<b>10E--- 2190 ---- - - - - -</b>	<b>*Other Support Services</b>	<b>\$ 36,600</b>	<b>\$ 37,700</b>	<b>\$ 31,641</b>	<b>\$ 6,059</b>
10E201 2191 1050 00 000000	Student Supervision	\$ 56,200	\$ 62,100	\$ 50,725	
10E203 2191 1050 00 000000	Student Supervision	\$ 63,500	\$ 68,500	\$ 58,466	
10E205 2191 1050 00 000000	Student Supervision	\$ 30,800	\$ 49,600	\$ 25,819	
10E207 2191 1050 00 000000	Student Supervision	\$ 99,000	\$ 99,700	\$ 91,019	
10E209 2191 1050 00 000000	Student Supervision	\$ 81,800	\$ 68,700	\$ 75,633	
10E201 2191 1311 00 000000	Stipend	\$ 30,800	\$ 21,000	\$ 31,507	
10E203 2191 1311 00 000000	Stipend	\$ 15,500	\$ 29,000	\$ 13,351	
10E205 2191 1311 00 000000	Stipend	\$ 61,300	\$ 29,000	\$ 63,501	
10E207 2191 1311 00 000000	Stipend	\$ 12,300	\$ 22,700	\$ 11,879	
10E209 2191 1311 00 000000	Stipend	\$ 29,700	\$ 46,000	\$ 29,439	
10E301 2191 1311 00 000000	Stipend	\$ 66,500	\$ 69,000	\$ 65,886	
10E303 2191 1311 00 000000	Stipend	\$ 68,000	\$ 69,000	\$ 64,224	
<b>10E--- 2191 1--- - - - - -</b>	<b>*Salaries</b>	<b>\$ 615,400</b>	<b>\$ 634,300</b>	<b>\$ 581,451</b>	
10E000 2191 2110 00 000000	TRS	\$ 1,648	\$ 1,657	\$ 1,267	
10E000 2191 2170 00 000000	THIS	\$ 2,614	\$ 2,514	\$ 1,922	
<b>10E--- 2191 2--- - - - - -</b>	<b>*Employee Benefits</b>	<b>\$ 4,262</b>	<b>\$ 4,171</b>	<b>\$ 3,189</b>	
10E000 2191 4100 00 000000	General Supplies	\$ 2,000	\$ 4,000	\$ 576	
<b>10E--- 2191 4--- - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 2,000</b>	<b>\$ 4,000</b>	<b>\$ 576</b>	
<b>10E--- 2191 ---- - - - - -</b>	<b>*Lunchroom Supervision</b>	<b>\$ 621,662</b>	<b>\$ 642,471</b>	<b>\$ 585,216</b>	<b>\$ 57,255</b>
10E201 2192 1311 00 000000	Stipend	\$ 4,100	\$ 7,000	\$ 3,306	
10E203 2192 1311 00 000000	Stipend	\$ 11,300	\$ 22,000	\$ 10,616	
10E205 2192 1311 00 000000	Stipend	\$ 14,600	\$ 18,000	\$ 16,842	
10E207 2192 1311 00 000000	Stipend	\$ 26,600	\$ 34,000	\$ 24,680	
10E209 2192 1311 00 000000	Stipend	\$ 23,500	\$ 20,000	\$ 24,030	
10E220 2192 1311 00 000000	Stipend	\$ 7,000	\$ 7,000	\$ 6,283	
10E301 2192 1311 00 000000	Stipend	\$ 18,400	\$ 19,000	\$ 17,943	
10E303 2192 1311 00 000000	Stipend	\$ 16,700	\$ 15,000	\$ 15,423	

**Park Ridge Niles School District 64  
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**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
<b>10E--- 2192 1--- - - - - -</b>	<b>*Salaries</b>	<b>\$ 122,200</b>	<b>\$ 142,000</b>	<b>\$ 119,125</b>	
10E000 2192 2110 00 000000	TRS	\$ 709	\$ 824	\$ 662	
10E000 2192 2170 00 000000	THIS	\$ 1,124	\$ 1,250	\$ 1,005	
<b>10E--- 2192 2--- - - - - -</b>	<b>*Employee Benefits</b>	<b>\$ 1,833</b>	<b>\$ 2,074</b>	<b>\$ 1,667</b>	
<b>10E--- 2192 ---- - - - - -</b>	<b>*Outside Supervision</b>	<b>\$ 124,033</b>	<b>\$ 144,074</b>	<b>\$ 120,792</b>	<b>\$ 23,282</b>
10E301 2193 3190 00 000000	Professional Services	\$ 13,000	\$ 13,000		
10E303 2193 3190 00 000000	Professional Services	\$ 20,000	\$ 20,000		
<b>10E--- 2193 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ 33,000</b>	<b>\$ 33,000</b>	<b>\$ -</b>	
<b>10E--- 2193 ---- - - - - -</b>	<b>*School Resource Officers</b>	<b>\$ 33,000</b>	<b>\$ 33,000</b>	<b>\$ -</b>	<b>\$ 33,000</b>
10E101 2210 1040 00 000000	Exempt Staff Salaries	\$ 88,200	\$ 85,500	\$ 85,589	
10E101 2210 1080 00 000000	Admin. Support Salaries	\$ 60,500	\$ 58,400	\$ 58,506	
10E101 2210 1100 00 000000	Certified Staff Salaries	\$ 167,000	\$ 160,100	\$ 161,827	
10E000 2210 1305 00 000000	Prof Growth Instructors	\$ 9,000	\$ 6,650	\$ 7,569	
10E000 2210 1310 00 000000	Hourly Pay	\$ -		\$ 47	
10E000 2210 1311 00 000000	Stipend	\$ 39,029	\$ 43,470	\$ 13,764	
10E101 2210 1311 00 000000	Stipend	\$ 1,399	\$ 1,399	\$ 1,399	
10E101 2210 1320 00 000000	Overtime Salaries	\$ 200	\$ 200		
10E000 2210 1322 00 000000	Subs - Prof. Development	\$ 175,000	\$ 125,000	\$ 116,094	
10E000 2210 1322 00 493200	Subs - Prof. Development	\$ 7,500	\$ 8,625	\$ 7,705	
<b>10E--- 2210 1--- - - - - -</b>	<b>*Salaries</b>	<b>\$ 547,828</b>	<b>\$ 489,344</b>	<b>\$ 452,500</b>	
10E000 2210 2110 00 000000	TRS	\$ 1,294	\$ 1,016	\$ 637	
10E000 2210 2110 00 493200	TRS	\$ 644	\$ 3,898	\$ 620	
10E101 2210 2110 00 000000	TRS	\$ 17,700	\$ 17,100	\$ 17,184	
10E000 2210 2170 00 000000	THIS	\$ 2,052	\$ 1,541	\$ 967	
10E000 2210 2170 00 493200	THIS	\$ 69	\$ 76	\$ 51	
10E101 2210 2170 00 000000	THIS	\$ 4,000	\$ 3,700	\$ 3,695	
10E101 2210 2210 00 000000	Life Insurance	\$ 400	\$ 400	\$ 335	
10E101 2210 2220 00 000000	Health Insurance	\$ 56,700	\$ 54,000	\$ 45,705	
10E101 2210 2230 00 000000	Dental Insurance	\$ 1,836	\$ 1,800	\$ 1,836	
10E101 2210 2240 00 000000	Long Term Disability	\$ 380	\$ 380	\$ 295	
<b>10E--- 2210 2--- - - - - -</b>	<b>*Employee Benefits</b>	<b>\$ 85,075</b>	<b>\$ 83,911</b>	<b>\$ 71,325</b>	



**Park Ridge Niles School District 64**  
**2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E000 2210 3120 00 000000	Professional Development	\$ 12,000	\$ 12,000	\$ 10,271	
10E000 2210 3120 00 462000	Professional Development	\$ 70,000	\$ 67,167	\$ 37,712	
10E000 2210 3120 00 493200	Professional Development	\$ 10,200	\$ 6,733	\$ 6,060	
10E101 2210 3120 00 000000	Professional Development	\$ 3,500	\$ 3,500	\$ 1,773	
10E201 2210 3120 00 000000	Professional Development	\$ 789	\$ 832		
10E203 2210 3120 00 000000	Professional Development	\$ 1,059	\$ 1,072	\$ 125	
10E205 2210 3120 00 000000	Professional Development	\$ 872	\$ 941	\$ 125	
10E207 2210 3120 00 000000	Professional Development	\$ 1,142	\$ 1,225	\$ 778	
10E209 2210 3120 00 000000	Professional Development	\$ 1,038	\$ 1,050	\$ 385	
10E220 2210 3120 00 000000	Professional Development	\$ 450	\$ 450	\$ 212	
10E301 2210 3120 00 000000	Professional Development	\$ 1,765	\$ 1,554	\$ 731	
10E303 2210 3120 00 000000	Professional Development	\$ 1,474	\$ 1,466	\$ 699	
10E000 2210 3140 00 000000	Instructional Prof. Services	\$ 82,900	\$ 70,500	\$ 35,278	
10E000 2210 3140 00 430000	Instructional Prof. Services	\$ -	\$ 12,000		
10E000 2210 3140 00 440000	Instructional Prof. Services	\$ -		\$ 1,200	
10E000 2210 3140 00 462000	Instructional Prof. Services	\$ -		\$ 39,809	
10E000 2210 3140 00 493200	Instructional Prof. Services	\$ 43,000	\$ 30,000	\$ 52,765	
10E000 2210 3160 00 000000	Web Based Programs/Renewals	\$ -		\$ 1,825	
10E000 2210 3190 00 000000	Professional Services	\$ 5,000		\$ 4,575	
10E000 2210 3320 00 000000	Travel/Mileage Expenses	\$ 1,500	\$ 2,000	\$ 1,032	
10E000 2210 3410 00 000000	Telephone Expense	\$ 660	\$ 660	\$ 660	
<b>10E--- 2210 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ 237,349</b>	<b>\$ 213,150</b>	<b>\$ 196,015</b>	
10E000 2210 4100 00 000000	General Supplies	\$ 7,000	\$ 7,000	\$ 6,114	
10E000 2210 4100 00 493200	General Supplies	\$ 4,000	\$ 3,000	\$ 836	
<b>10E--- 2210 4--- - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 11,000</b>	<b>\$ 10,000</b>	<b>\$ 6,950</b>	
10E000 2210 6400 00 000000	Dues & Fees	\$ 1,000	\$ 300	\$ 931	
<b>10E--- 2210 6--- - - - - -</b>	<b>*Other Objects</b>	<b>\$ 1,000</b>	<b>\$ 300</b>	<b>\$ 931</b>	
<b>10E--- 2210 ---- - - - - -</b>	<b>*Improvement of Instruction</b>	<b>\$ 882,252</b>	<b>\$ 796,705</b>	<b>\$ 727,720</b>	<b>\$ 68,985</b>
10E201 2212 1311 00 000000	Stipend	\$ 750	\$ 1,276	\$ 559	
10E203 2212 1311 00 000000	Stipend	\$ -	\$ 1,800	\$ 1,047	
10E220 2212 1311 00 000000	Stipend	\$ 750			
10E301 2212 1311 00 000000	Stipend	\$ 1,400	\$ 1,100	\$ 978	
10E303 2212 1311 00 000000	Stipend	\$ 1,400	\$ 1,100	\$ 582	
10E201 2212 1322 00 000000	Subs - Prof. Development	\$ 920		\$ 58	

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E203 2212 1322 00 000000	Subs - Prof. Development	\$ 1,100	\$ 230		
10E205 2212 1322 00 000000	Subs - Prof. Development	\$ 1,100	\$ 360	\$ 345	
10E207 2212 1322 00 000000	Subs - Prof. Development	\$ 1,000	\$ 2,000		
10E209 2212 1322 00 000000	Subs - Prof. Development	\$ 1,150	\$ 1,150	\$ 863	
10E220 2212 1322 00 000000	Subs - Prof. Development	\$ -	\$ 350		
10E301 2212 1322 00 000000	Subs - Prof. Development	\$ 800	\$ 1,000		
10E303 2212 1322 00 000000	Subs - Prof. Development	\$ 1,000	\$ 1,000	\$ 230	
<b>10E--- 2212 1--- - - - - -</b>	<b>*Salaries</b>	<b>\$ 11,370</b>	<b>\$ 11,366</b>	<b>\$ 4,660</b>	
10E000 2212 2110 00 000000	TRS	\$ 66	\$ 66	\$ 26	
10E000 2212 2170 00 000000	THIS	\$ 105	\$ 100	\$ 39	
<b>10E--- 2212 2--- - - - - -</b>	<b>*Employee Benefits</b>	<b>\$ 171</b>	<b>\$ 166</b>	<b>\$ 65</b>	
10E205 2212 3120 00 000000	Professional Development	\$ -		\$ 610	
10E209 2212 3120 00 000000	Professional Development	\$ -		\$ 751	
10E201 2212 3140 00 000000	Instructional Prof. Services	\$ 1,500	\$ 1,825		
10E203 2212 3140 00 000000	Instructional Prof. Services	\$ 2,500	\$ 1,270		
10E205 2212 3140 00 000000	Instructional Prof. Services	\$ 2,500	\$ 3,090		
10E207 2212 3140 00 000000	Instructional Prof. Services	\$ 1,000	\$ 1,000	\$ 200	
10E209 2212 3140 00 000000	Instructional Prof. Services	\$ 1,300	\$ 1,300		
10E220 2212 3140 00 000000	Instructional Prof. Services	\$ -	\$ 400		
10E301 2212 3140 00 000000	Instructional Prof. Services	\$ 1,000	\$ 500		
10E303 2212 3140 00 000000	Instructional Prof. Services	\$ 1,000	\$ 500		
<b>10E--- 2212 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ 10,800</b>	<b>\$ 9,885</b>	<b>\$ 1,561</b>	
10E201 2212 4100 00 000000	General Supplies	\$ 430	\$ 500		
10E203 2212 4100 00 000000	General Supplies	\$ -	\$ 300		
10E205 2212 4100 00 000000	General Supplies	\$ -	\$ 150	\$ 177	
10E207 2212 4100 00 000000	General Supplies	\$ 1,600	\$ 600		
10E209 2212 4100 00 000000	General Supplies	\$ 1,150	\$ 1,150	\$ 772	
10E220 2212 4100 00 000000	General Supplies	\$ 150	\$ 150		
10E301 2212 4100 00 000000	General Supplies	\$ 400	\$ 1,000		
10E303 2212 4100 00 000000	General Supplies	\$ 200	\$ 1,000		
<b>10E--- 2212 4--- - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 3,930</b>	<b>\$ 4,850</b>	<b>\$ 949</b>	
<b>10E--- 2212 ---- - - - - -</b>	<b>*QIT</b>	<b>\$ 26,271</b>	<b>\$ 26,267</b>	<b>\$ 7,235</b>	<b>\$ 19,032</b>
10E201 2222 1060 00 000000	Teacher Assistant Salaries	\$ 32,150	\$ 31,250	\$ 31,244	

**Park Ridge Niles School District 64**  
**2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E203 2222 1060 00 000000	Teacher Assistant Salaries	\$ 34,527	\$ 34,750	\$ 27,319	
10E205 2222 1060 00 000000	Teacher Assistant Salaries	\$ 25,844	\$ 25,000	\$ 24,932	
10E207 2222 1060 00 000000	Teacher Assistant Salaries	\$ 30,699	\$ 29,000	\$ 28,950	
10E209 2222 1060 00 000000	Teacher Assistant Salaries	\$ 26,377	\$ 24,400	\$ 24,374	
10E301 2222 1060 00 000000	Teacher Assistant Salaries	\$ 23,956	\$ 23,250	\$ 23,189	
10E303 2222 1060 00 000000	Teacher Assistant Salaries	\$ 22,973	\$ 22,300	\$ 22,246	
10E201 2222 1100 00 000000	Certified Staff Salaries	\$ 89,900	\$ 86,600	\$ 86,600	
10E203 2222 1100 00 000000	Certified Staff Salaries	\$ 98,500	\$ 53,900	\$ 53,852	
10E205 2222 1100 00 000000	Certified Staff Salaries	\$ 99,900	\$ 96,450	\$ 96,415	
10E207 2222 1100 00 000000	Certified Staff Salaries	\$ 99,900	\$ 96,450	\$ 96,415	
10E209 2222 1100 00 000000	Certified Staff Salaries	\$ 85,600	\$ 81,950	\$ 81,902	
10E301 2222 1100 00 000000	Certified Staff Salaries	\$ 69,200	\$ 63,600	\$ 66,362	
10E303 2222 1100 00 000000	Certified Staff Salaries	\$ 106,900	\$ 103,250	\$ 103,218	
10E201 2222 1320 00 000000	Overtime Salaries	\$ 200	\$ 300	\$ 62	
10E203 2222 1320 00 000000	Overtime Salaries	\$ 200	\$ 300	\$ 60	
10E205 2222 1320 00 000000	Overtime Salaries	\$ 200	\$ 300	\$ 48	
10E207 2222 1320 00 000000	Overtime Salaries	\$ 200		\$ 27	
10E209 2222 1320 00 000000	Overtime Salaries	\$ 200	\$ 300	\$ 239	
10E301 2222 1320 00 000000	Overtime Salaries	\$ 200		\$ 26	
10E303 2222 1320 00 000000	Overtime Salaries	\$ 200	\$ 300	\$ 29	
10E000 2222 1323 00 000000	Subs - Sick	\$ 17,000	\$ 25,000	\$ 16,100	
<b>10E--- 2222 1--- -- -----</b>	<b>*Salaries</b>	<b>\$ 864,826</b>	<b>\$ 798,650</b>	<b>\$ 783,607</b>	
10E000 2222 2110 00 000000	TRS	\$ 3,819	\$ 3,522	\$ 3,420	
10E000 2222 2170 00 000000	THIS	\$ 3,819	\$ 5,343	\$ 5,189	
10E000 2222 2210 00 000000	Life Insurance	\$ 1,000	\$ 1,000	\$ 633	
10E000 2222 2220 00 000000	Health Insurance	\$ 136,500	\$ 130,000	\$ 141,919	
10E000 2222 2230 00 000000	Dental Insurance	\$ 4,692	\$ 4,600	\$ 5,317	
10E201 2222 2250 00 000000	Health Insurance Waiver	\$ 260	\$ 360	\$ 360	
10E203 2222 2250 00 000000	Health Insurance Waiver	\$ -	\$ 720	\$ 360	
10E205 2222 2250 00 000000	Health Insurance Waiver	\$ 720	\$ 720	\$ 720	
<b>10E--- 2222 2--- -- -----</b>	<b>*Employee Benefits</b>	<b>\$ 150,810</b>	<b>\$ 146,265</b>	<b>\$ 157,919</b>	
10E000 2222 3120 00 000000	Professional Development	\$ 4,200	\$ 3,500	\$ 992	
10E000 2222 3160 00 000000	Web Based Programs/Renewals	\$ 10,000	\$ 10,000	\$ 8,618	
10E000 2222 3230 00 000000	Repair & Maintenance Services	\$ 500	\$ 1,000		
10E000 2222 3320 00 000000	Travel/Mileage Expenses	\$ 300	\$ 300		
<b>10E--- 2222 3--- -- -----</b>	<b>*Purchased Services</b>	<b>\$ 15,000</b>	<b>\$ 14,800</b>	<b>\$ 9,610</b>	

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E000 2222 4100 00 000000	General Supplies	\$ -	\$ 10,500	\$ 241	
10E000 2222 4100 00 199900	General Supplies	\$ -		\$ 2,961	
10E000 2222 4100 00 399900	General Supplies	\$ 2,600	\$ 2,900	\$ 2,944	
10E201 2222 4100 00 000000	General Supplies	\$ 1,090		\$ 756	
10E203 2222 4100 00 000000	General Supplies	\$ 1,487		\$ 1,334	
10E205 2222 4100 00 000000	General Supplies	\$ 1,260		\$ 318	
10E207 2222 4100 00 000000	General Supplies	\$ 1,494		\$ 1,452	
10E209 2222 4100 00 000000	General Supplies	\$ 1,498		\$ 867	
10E220 2222 4100 00 000000	General Supplies	\$ 160			
10E301 2222 4100 00 000000	General Supplies	\$ 1,934		\$ 1,427	
10E303 2222 4100 00 000000	General Supplies	\$ 1,637		\$ 2,409	
10E000 2222 4300 00 000000	Library Collection	\$ -	\$ 75,500	\$ (98)	
10E201 2222 4300 00 000000	Library Collection	\$ 7,848		\$ 8,269	
10E203 2222 4300 00 000000	Library Collection	\$ 10,709		\$ 10,549	
10E203 2222 4300 00 399900	Library Collection			\$ 91	
10E205 2222 4300 00 000000	Library Collection	\$ 9,074		\$ 11,343	
10E207 2222 4300 00 000000	Library Collection	\$ 10,762		\$ 11,096	
10E209 2222 4300 00 000000	Library Collection	\$ 10,791		\$ 11,601	
10E220 2222 4300 00 000000	Library Collection	\$ 1,200		\$ 1,648	
10E301 2222 4300 00 000000	Library Collection	\$ 13,930		\$ 14,122	
10E303 2222 4300 00 000000	Library Collection	\$ 11,788		\$ 10,870	
10E000 2222 4310 00 000000	Instructional Videos	\$ 1,000	\$ 1,000		
<b>10E--- 2222 4--- -- -----</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 90,262</b>	<b>\$ 89,900</b>	<b>\$ 94,202</b>	
10E000 2222 6400 00 000000	Dues & Fees	\$ 400	\$ 400		
<b>10E--- 2222 6--- -- -----</b>	<b>*Other Objects</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ -</b>	
<b>10E--- 2222 ---- -- -----</b>	<b>*Learning Resource Center</b>	<b>\$ 1,121,298</b>	<b>\$ 1,050,015</b>	<b>\$ 1,045,338</b>	<b>\$ 4,677</b>
10E000 2225 1010 00 000000	Summer Workers	\$ 8,000	\$ 8,000	\$ 7,743	
10E101 2225 1040 00 000000	Exempt Staff Salaries	\$ 323,700	\$ 314,200	\$ 313,795	
10E207 2225 1040 00 000000	Exempt Staff Salaries	\$ 40,700	\$ 37,300	\$ 39,421	
10E301 2225 1040 00 000000	Exempt Staff Salaries	\$ 65,400	\$ 61,100	\$ 64,056	
10E101 2225 1080 00 000000	Admin. Support Salaries	\$ 35,300	\$ 35,700	\$ 36,923	
10E000 2225 1090 00 000000	Tech Support Salaries	\$ -			
10E201 2225 1090 00 000000	Tech Support Salaries	\$ 32,700	\$ 40,900	\$ 32,001	
10E203 2225 1090 00 000000	Tech Support Salaries	\$ 35,900	\$ 34,900	\$ 34,771	

**Park Ridge Niles School District 64**  
**2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E205 2225 1090 00 000000	Tech Support Salaries	\$ 42,000	\$ 40,900	\$ 40,715	
10E209 2225 1090 00 000000	Tech Support Salaries	\$ 42,000	\$ 40,900	\$ 40,715	
10E303 2225 1090 00 000000	Tech Support Salaries	\$ 33,500	\$ 32,900	\$ 32,765	
10E101 2225 1100 00 000000	Certified Staff Salaries	\$ 149,500	\$ 144,500	\$ 144,668	
10E201 2225 1100 00 000000	Certified Staff Salaries	\$ 70,100	\$ 67,700	\$ 67,683	
10E203 2225 1100 00 000000	Certified Staff Salaries	\$ 52,100	\$ 50,100	\$ 50,050	
10E205 2225 1100 00 000000	Certified Staff Salaries	\$ 65,500	\$ 60,800	\$ 63,182	
10E207 2225 1100 00 000000	Certified Staff Salaries	\$ 81,800	\$ 78,700	\$ 78,661	
10E209 2225 1100 00 000000	Certified Staff Salaries	\$ 76,100	\$ 72,600	\$ 72,183	
10E301 2225 1100 00 000000	Certified Staff Salaries	\$ 69,900	\$ 147,100	\$ 66,963	
10E303 2225 1100 00 000000	Certified Staff Salaries	\$ 92,800	\$ 141,800	\$ 28,027	
10E000 2225 1308 00 000000	Per Diem Days	\$ 10,000	\$ 12,000	\$ 14,339	
10E101 2225 1311 00 000000	Stipend	\$ -	\$ 1,075		
10E000 2225 1320 00 000000	Overtime Salaries	\$ -	\$ 2,500	\$ 270	
10E101 2225 1320 00 000000	Overtime Salaries	\$ 300	\$ 2,500	\$ 66	
10E201 2225 1320 00 000000	Overtime Salaries	\$ 300		\$ 179	
10E203 2225 1320 00 000000	Overtime Salaries	\$ 300		\$ 95	
10E205 2225 1320 00 000000	Overtime Salaries	\$ 300		\$ 71	
10E207 2225 1320 00 000000	Overtime Salaries	\$ 300		\$ 206	
10E209 2225 1320 00 000000	Overtime Salaries	\$ 300		\$ 137	
10E000 2225 1322 00 000000	Subs - Prof. Development	\$ 15,000	\$ 8,000	\$ 13,685	
10E000 2225 1323 00 000000	Subs - Sick	\$ 500	\$ 500	\$ 115	
<b>10E--- 2225 1--- -- -----</b>	<b>*Salaries</b>	<b>\$ 1,344,300</b>	<b>\$ 1,436,675</b>	<b>\$ 1,243,484</b>	
10E000 2225 2110 00 000000	TRS	\$ 3,963	\$ 3,705	\$ 2,617	
10E101 2225 2110 00 000000	TRS	\$ 15,700	\$ 15,300	\$ 15,230	
10E000 2225 2170 00 000000	THIS	\$ 6,286	\$ 5,621	\$ 3,970	
10E101 2225 2170 00 000000	THIS	\$ 3,600	\$ 3,300	\$ 3,275	
10E000 2225 2210 00 000000	Life Insurance	\$ 1,500	\$ 1,500	\$ 1,237	
10E000 2225 2220 00 000000	Health Insurance	\$ 200,025	\$ 190,500	\$ 154,549	
10E000 2225 2230 00 000000	Dental Insurance	\$ 9,486	\$ 9,300	\$ 7,878	
10E000 2225 2240 00 000000	Long Term Disability	\$ 700	\$ 700	\$ 631	
10E205 2225 2250 00 000000	Health Insurance Waiver	\$ 720	\$ 720	\$ 720	
<b>10E--- 2225 2--- -- -----</b>	<b>*Employee Benefits</b>	<b>\$ 241,980</b>	<b>\$ 230,646</b>	<b>\$ 190,107</b>	
10E000 2225 3120 00 000000	Professional Development	\$ 22,000	\$ 26,920	\$ 16,483	
10E101 2225 3120 00 000000	Professional Development	\$ 7,520	\$ 7,520	\$ 5,126	
10E000 2225 3160 00 000000	Web Based Programs/Renewals	\$ 147,500	\$ 101,000	\$ 77,793	

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E000 2225 3190 00 000000	Professional Services	\$ 10,000	\$ 12,750	\$ 14,502	
10E000 2225 3230 00 000000	Repair & Maintenance Services	\$ 8,000	\$ 15,000	\$ 7,626	
10E000 2225 3230 00 172700	Repair & Maintenance Services	\$ 10,000			
10E000 2225 3320 00 000000	Travel/Mileage Expenses	\$ 5,000	\$ 5,000	\$ 1,456	
10E000 2225 3410 00 000000	Telephone Expense	\$ 4,620	\$ 4,620	\$ 4,620	
<b>10E--- 2225 3--- -- -----</b>	<b>*Purchased Services</b>	<b>\$ 214,640</b>	<b>\$ 172,810</b>	<b>\$ 127,605</b>	
10E000 2225 4100 00 000000	General Supplies	\$ 40,000	\$ 57,000	\$ 56,045	
10E000 2225 4100 00 172700	General Supplies	\$ 20,000		\$ 14,283	
10E200 2225 4100 00 000000	General Supplies	\$ 305,000	\$ 498,065	\$ 325,013	
10E200 2225 4100 00 172700	General Supplies	\$ 230,000		\$ 68,640	
10E207 2225 4100 00 192100	General Supplies	\$ -		\$ 1,164	
10E300 2225 4100 00 000000	General Supplies	\$ 50,000	\$ 371,000	\$ 103,971	
10E300 2225 4100 00 172700	General Supplies	\$ 230,000		\$ 68,640	
10E000 2225 4700 00 000000	Software	\$ 29,000	\$ 38,000	\$ 16,343	
<b>10E--- 2225 4--- -- -----</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 904,000</b>	<b>\$ 964,065</b>	<b>\$ 654,099</b>	
10E000 2225 5530 00 000000	Capital Equipment >\$1,500	\$ 40,000	\$ 60,000	\$ 15,428	
10E200 2225 5530 00 000000	Capital Equipment >\$1,500	\$ 50,000	\$ 55,650	\$ 29,131	
10E300 2225 5530 00 000000	Capital Equipment >\$1,500	\$ 55,000	\$ 42,000	\$ 22,354	
10E300 2225 5530 00 192100	Capital Equipment >\$1,500	\$ -		\$ 5,500	
<b>10E--- 2225 5--- -- -----</b>	<b>*Capital Expenditures &gt;\$1,500</b>	<b>\$ 145,000</b>	<b>\$ 157,650</b>	<b>\$ 72,413</b>	
10E000 2225 6400 00 000000	Dues & Fees	\$ 1,800	\$ 1,800		
<b>10E--- 2225 6--- -- -----</b>	<b>*Other Objects</b>	<b>\$ 1,800</b>	<b>\$ 1,800</b>	<b>\$ -</b>	
10E000 2225 7000 00 000000	Equipment \$500 - \$1,500	\$ -		\$ 6,748	
10E200 2225 7000 00 000000	Equipment \$500 - \$1,500	\$ -		\$ 248,775	
10E300 2225 7000 00 000000	Equipment \$500 - \$1,500	\$ -		\$ 178,912	
<b>10E--- 2225 7--- -- -----</b>	<b>*Equipment \$500 - \$1,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 434,435</b>	
<b>10E--- 2225 ----- -- -----</b>	<b>*Comp. Assist. Instruct. Serv.</b>	<b>\$ 2,851,720</b>	<b>\$ 2,963,646</b>	<b>\$ 2,722,143</b>	<b>\$ 241,503</b>
10E000 2230 3160 00 000000	Web Based Programs/Renewals	\$ 88,150	\$ 65,350	\$ 95,716	
10E000 2230 3190 00 000000	Professional Services	\$ -	\$ 48,000	\$ 15,400	
<b>10E--- 2230 3--- -- -----</b>	<b>*Purchased Services</b>	<b>\$ 88,150</b>	<b>\$ 113,350</b>	<b>\$ 111,116</b>	
<b>10E--- 2230 ----- -- -----</b>	<b>*Assessment &amp; Testing</b>	<b>\$ 88,150</b>	<b>\$ 113,350</b>	<b>\$ 111,116</b>	<b>\$ 2,234</b>

**Park Ridge Niles School District 64**  
**2018-19 Tentative Budget**

**FUND 10 EDUCATION**

Account Number	Account Description	2018-19 Tentative Budget	2017-18 Budget	2017-18 Unaudited Actuals	2017-18 Budget Variance
10E101 2310 1311 00 000000	Stipend	\$ 5,000	\$ 12,500	\$ 12,500	
10E101 2310 1320 00 000000	Overtime Salaries	\$ 5,000		\$ 4,097	
<b>10E--- 2310 1---</b>	<b>*Salaries</b>	<b>\$ 10,000</b>	<b>\$ 12,500</b>	<b>\$ 16,597</b>	
10E000 2310 2190 00 000000	6% Penalty - Excess Salary	\$ 16,000	\$ 20,000	\$ 28,725	
10E000 2310 2340 00 000000	Retiree Health Insurance	\$ 170,000	\$ 138,000	\$ 154,321	
<b>10E--- 2310 2---</b>	<b>*Employee Benefits</b>	<b>\$ 186,000</b>	<b>\$ 158,000</b>	<b>\$ 183,046</b>	
10E000 2310 3120 00 000000	Professional Development	\$ 3,000	\$ 5,000	\$ 2,260	
10E000 2310 3160 00 000000	Web Based Programs/Renewals	\$ 10,900	\$ 7,500	\$ 8,515	
10E000 2310 3170 00 000000	Audit/Financial Services	\$ 27,300	\$ 26,800	\$ 26,800	
10E000 2310 3180 00 000000	Legal Services	\$ 330,000	\$ 300,000	\$ 366,924	
10E000 2310 3190 00 000000	Professional Services	\$ 25,000		\$ 37,191	
10E000 2310 3500 00 000000	Advertising	\$ -	\$ 1,000		
<b>10E--- 2310 3---</b>	<b>*Purchased Services</b>	<b>\$ 396,200</b>	<b>\$ 340,300</b>	<b>\$ 441,689</b>	
10E000 2310 4100 00 000000	General Supplies	\$ 12,000	\$ 12,000	\$ 15,502	
10E000 2310 4400 00 000000	Periodicals & Subscriptions	\$ 250	\$ 250	\$ 75	
<b>10E--- 2310 4---</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 12,250</b>	<b>\$ 12,250</b>	<b>\$ 15,577</b>	
10E000 2310 6400 00 000000	Dues & Fees	\$ 5,000	\$ 15,000	\$ 23,198	
<b>10E--- 2310 6---</b>	<b>*Other Objects</b>	<b>\$ 5,000</b>	<b>\$ 15,000</b>	<b>\$ 23,198</b>	
<b>10E--- 2310 ----</b>	<b>*Board of Education</b>	<b>\$ 609,450</b>	<b>\$ 538,050</b>	<b>\$ 680,107</b>	<b>\$ (142,057)</b>
10E101 2320 1040 00 000000	Exempt Staff Salaries	\$ 56,000	\$ 69,700	\$ 69,698	
10E101 2320 1100 00 000000	Certified Staff Salaries	\$ 250,000	\$ 242,000	\$ 242,000	
<b>10E--- 2320 1---</b>	<b>*Salaries</b>	<b>\$ 306,000</b>	<b>\$ 311,700</b>	<b>\$ 311,698</b>	
10E101 2320 2110 00 000000	TRS	\$ 26,300	\$ 25,500	\$ 25,477	
10E101 2320 2170 00 000000	THIS	\$ 6,000	\$ 5,500	\$ 5,478	
10E101 2320 2210 00 000000	Life Insurance	\$ 300	\$ 300	\$ 273	
10E101 2320 2220 00 000000	Health Insurance	\$ 28,350	\$ 27,000	\$ 37,431	
10E101 2320 2230 00 000000	Dental Insurance	\$ 1,020	\$ 1,000	\$ 1,836	
10E101 2320 2240 00 000000	Long Term Disability	\$ 400	\$ 400	\$ 379	
10E101 2320 2250 00 000000	Health Insurance Waiver	\$ 4,100			

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
<b>10E--- 2320 2--- - - - - -</b>	<b>*Employee Benefits</b>	<b>\$ 66,470</b>	<b>\$ 59,700</b>	<b>\$ 70,874</b>	
10E000 2320 3120 00 000000	Professional Development	\$ 14,500	\$ 14,500	\$ 9,677	
10E000 2320 3160 00 000000	Web Based Programs/Renewals	\$ 700		\$ 436	
10E000 2320 3320 00 000000	Travel/Mileage Expenses	\$ 2,500	\$ 2,500	\$ 1,426	
10E000 2320 3410 00 000000	Telephone Expense	\$ 1,320	\$ 1,320	\$ 1,320	
<b>10E--- 2320 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ 19,020</b>	<b>\$ 18,320</b>	<b>\$ 12,860</b>	
10E000 2320 4100 00 000000	General Supplies	\$ 4,500	\$ 4,500	\$ 1,791	
<b>10E--- 2320 4--- - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>	<b>\$ 1,791</b>	
10E000 2320 6400 00 000000	Dues & Fees	\$ 4,000	\$ 4,000	\$ 5,002	
<b>10E--- 2320 6--- - - - - -</b>	<b>*Other Objects</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ 5,002</b>	
<b>10E--- 2320 ---- - - - - -</b>	<b>*Office of the Superintendent</b>	<b>\$ 399,990</b>	<b>\$ 398,220</b>	<b>\$ 402,225</b>	<b>\$ (4,005)</b>
10E101 2330 1080 00 000000	Admin. Support Salaries	\$ 108,800	\$ 110,300		
10E101 2330 1080 00 462000	Admin. Support Salaries	\$ -		\$ 86,416	
10E101 2330 1100 00 000000	Certified Staff Salaries	\$ 569,000	\$ 396,800	\$ 371,484	
10E101 2330 1320 00 000000	Overtime Salaries	\$ -		\$ 32	
10E101 2330 1531 00 000000	Sub-Clerical			\$ 385	
<b>10E--- 2330 1--- - - - - -</b>	<b>*Salaries</b>	<b>\$ 677,800</b>	<b>\$ 507,100</b>	<b>\$ 458,317</b>	
10E101 2330 2110 00 000000	TRS	\$ 52,500	\$ 41,800	\$ 33,469	
10E101 2330 2170 00 000000	THIS	\$ 11,800	\$ 9,000	\$ 7,197	
10E000 2330 2210 00 000000	Life Insurance	\$ 800	\$ 800		
10E101 2330 2210 00 000000	Life Insurance	\$ -		\$ 486	
10E101 2330 2210 00 462000	Life Insurance	\$ -		\$ 115	
10E000 2330 2220 00 000000	Health Insurance	\$ 78,750	\$ 75,000		
10E101 2330 2220 00 000000	Health Insurance	\$ -		\$ 48,180	
10E101 2330 2220 00 462000	Health Insurance	\$ -		\$ 18,555	
10E000 2330 2230 00 000000	Dental Insurance	\$ 3,825	\$ 3,750		
10E101 2330 2230 00 000000	Dental Insurance	\$ -		\$ 2,685	
10E101 2330 2230 00 462000	Dental Insurance	\$ -		\$ 973	
10E000 2330 2240 00 000000	Long Term Disability	\$ 500	\$ 320		
10E101 2330 2240 00 000000	Long Term Disability	\$ -		\$ 423	
<b>10E--- 2330 2--- - - - - -</b>	<b>*Employee Benefits</b>	<b>\$ 148,175</b>	<b>\$ 130,670</b>	<b>\$ 112,081</b>	



**Park Ridge Niles School District 64**  
**2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E000 2330 3120 00 000000	Professional Development	\$ -			
10E000 2330 3320 00 000000	Travel/Mileage Expenses	\$ 2,000	\$ 2,000	\$ 329	
10E000 2330 3410 00 000000	Telephone Expense	\$ 2,860	\$ 2,310	\$ 1,925	
<b>10E--- 2330 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ 4,860</b>	<b>\$ 4,310</b>	<b>\$ 2,254</b>	
10E000 2330 4100 00 000000	General Supplies	\$ -		\$ 108	
<b>10E--- 2330 4--- - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 108</b>	
<b>10E--- 2330 -----</b>	<b>*Special Area Administration</b>	<b>\$ 830,835</b>	<b>\$ 642,080</b>	<b>\$ 572,760</b>	<b>\$ 69,320</b>
10E201 2410 1080 00 000000	Admin. Support Salaries	\$ 58,400	\$ 56,200	\$ 57,244	
10E203 2410 1080 00 000000	Admin. Support Salaries	\$ 68,300	\$ 65,700	\$ 66,573	
10E205 2410 1080 00 000000	Admin. Support Salaries	\$ 60,500	\$ 58,300	\$ 59,052	
10E207 2410 1080 00 000000	Admin. Support Salaries	\$ 54,700	\$ 73,800	\$ 55,493	
10E209 2410 1080 00 000000	Admin. Support Salaries	\$ 49,500	\$ 48,000	\$ 48,378	
10E220 2410 1080 00 000000	Admin. Support Salaries	\$ 32,300	\$ 53,200	\$ 54,897	
10E301 2410 1080 00 000000	Admin. Support Salaries	\$ 90,600	\$ 91,700	\$ 72,377	
10E303 2410 1080 00 000000	Admin. Support Salaries	\$ 90,600	\$ 115,500	\$ 103,320	
10E201 2410 1100 00 000000	Certified Staff Salaries	\$ 215,000	\$ 167,100	\$ 170,472	
10E203 2410 1100 00 000000	Certified Staff Salaries	\$ 219,000	\$ 212,600	\$ 213,223	
10E205 2410 1100 00 000000	Certified Staff Salaries	\$ 228,000	\$ 179,400	\$ 179,230	
10E207 2410 1100 00 000000	Certified Staff Salaries	\$ 222,000	\$ 214,900	\$ 215,007	
10E209 2410 1100 00 000000	Certified Staff Salaries	\$ 209,000	\$ 200,300	\$ 200,442	
10E220 2410 1100 00 000000	Certified Staff Salaries	\$ 105,200	\$ 101,800	\$ 101,908	
10E301 2410 1100 00 000000	Certified Staff Salaries	\$ 350,000	\$ 260,200	\$ 255,851	
10E303 2410 1100 00 000000	Certified Staff Salaries	\$ 246,000	\$ 240,500	\$ 234,887	
10E209 2410 1310 00 000000	Hourly Pay	\$ -		\$ 247	
10E201 2410 1311 00 000000	Stipend	\$ -	\$ 590		
10E203 2410 1311 00 000000	Stipend	\$ 1,399	\$ 925		
10E205 2410 1311 00 000000	Stipend	\$ 1,399	\$ 1,989	\$ 1,399	
10E207 2410 1311 00 000000	Stipend	\$ 1,399	\$ 2,329	\$ 1,399	
10E209 2410 1311 00 000000	Stipend	\$ -	\$ 530		
10E220 2410 1311 00 000000	Stipend	\$ -	\$ 1,530		
10E301 2410 1311 00 000000	Stipend	\$ 1,399	\$ 2,119	\$ 1,399	
10E303 2410 1311 00 000000	Stipend	\$ 1,399	\$ 2,524	\$ 1,344	
10E201 2410 1320 00 000000	Overtime Salaries	\$ 1,000	\$ 1,000	\$ 484	
10E203 2410 1320 00 000000	Overtime Salaries	\$ 1,000	\$ 1,000	\$ 848	
10E205 2410 1320 00 000000	Overtime Salaries	\$ 1,000	\$ 1,000	\$ 432	

**Park Ridge Niles School District 64**  
**2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E207 2410 1320 00 000000	Overtime Salaries	\$ 1,000	\$ 1,000	\$ 3,389	
10E209 2410 1320 00 000000	Overtime Salaries	\$ 1,000	\$ 1,000	\$ 666	
10E220 2410 1320 00 000000	Overtime Salaries	\$ 1,000	\$ 1,000	\$ 157	
10E301 2410 1320 00 000000	Overtime Salaries	\$ 2,000	\$ 2,000	\$ 1,812	
10E303 2410 1320 00 000000	Overtime Salaries	\$ 2,000	\$ 2,000	\$ 3,624	
10E201 2410 1531 00 000000	Sub-Clerical	\$ 1,500	\$ 1,500	\$ 1,026	
10E203 2410 1531 00 000000	Sub-Clerical	\$ 1,500	\$ 1,500	\$ 687	
10E205 2410 1531 00 000000	Sub-Clerical	\$ 1,500	\$ 1,500	\$ 1,228	
10E207 2410 1531 00 000000	Sub-Clerical	\$ 1,500	\$ 1,500	\$ 1,407	
10E209 2410 1531 00 000000	Sub-Clerical	\$ 1,500	\$ 1,500	\$ 1,604	
10E220 2410 1531 00 000000	Sub-Clerical	\$ 1,000	\$ 1,000	\$ 1,496	
10E301 2410 1531 00 000000	Sub-Clerical	\$ 5,000	\$ 12,000	\$ 15,142	
10E303 2410 1531 00 000000	Sub-Clerical	\$ 5,000	\$ 8,000	\$ 5,570	
<b>10E--- 2410 1--- -- -----</b>	<b>*Salaries</b>	<b>\$ 2,334,595</b>	<b>\$ 2,190,236</b>	<b>\$ 2,133,713</b>	
10E201 2410 2110 00 000000	TRS	\$ 22,600	\$ 17,600	\$ 17,952	
10E203 2410 2110 00 000000	TRS	\$ 23,200	\$ 22,400	\$ 22,447	
10E205 2410 2110 00 000000	TRS	\$ 24,200	\$ 19,100	\$ 19,016	
10E207 2410 2110 00 000000	TRS	\$ 23,500	\$ 22,800	\$ 22,782	
10E209 2410 2110 00 000000	TRS	\$ 22,000	\$ 21,100	\$ 21,102	
10E220 2410 2110 00 000000	TRS	\$ 11,100	\$ 10,800	\$ 10,728	
10E301 2410 2110 00 000000	TRS	\$ 38,000	\$ 27,600	\$ 27,082	
10E303 2410 2110 00 000000	TRS	\$ 26,200	\$ 25,500	\$ 24,875	
10E201 2410 2170 00 000000	THIS	\$ 5,100	\$ 3,800	\$ 3,867	
10E203 2410 2170 00 000000	THIS	\$ 5,300	\$ 4,900	\$ 4,827	
10E205 2410 2170 00 000000	THIS	\$ 5,500	\$ 4,100	\$ 4,089	
10E207 2410 2170 00 000000	THIS	\$ 5,300	\$ 4,900	\$ 5,603	
10E209 2410 2170 00 000000	THIS	\$ 5,000	\$ 4,600	\$ 4,538	
10E220 2410 2170 00 000000	THIS	\$ 2,500	\$ 2,400	\$ 2,307	
10E301 2410 2170 00 000000	THIS	\$ 8,600	\$ 6,000	\$ 5,824	
10E303 2410 2170 00 000000	THIS	\$ 5,900	\$ 5,500	\$ 5,349	
10E201 2410 2210 00 000000	Life Insurance	\$ 3,700	\$ 3,700	\$ 3,572	
10E201 2410 2220 00 000000	Health Insurance	\$ 420,000	\$ 400,000	\$ 409,225	
10E201 2410 2230 00 000000	Dental Insurance	\$ 20,400	\$ 20,000	\$ 19,429	
10E201 2410 2240 00 000000	Long Term Disability	\$ 2,700	\$ 2,700	\$ 1,967	
10E207 2410 2250 00 000000	Health Insurance Waiver	\$ -	\$ 1,080		
<b>10E--- 2410 2--- -- -----</b>	<b>*Employee Benefits</b>	<b>\$ 680,800</b>	<b>\$ 630,580</b>	<b>\$ 636,579</b>	

**Park Ridge Niles School District 64**  
**2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E201 2410 3120 00 000000	Professional Development	\$ 7,000	\$ 5,250	\$ 1,939	
10E203 2410 3120 00 000000	Professional Development	\$ 7,000	\$ 7,000	\$ 5,452	
10E205 2410 3120 00 000000	Professional Development	\$ 7,000	\$ 5,250	\$ 2,139	
10E207 2410 3120 00 000000	Professional Development	\$ 7,000	\$ 7,000	\$ 4,708	
10E209 2410 3120 00 000000	Professional Development	\$ 7,000	\$ 7,000	\$ 4,641	
10E220 2410 3120 00 000000	Professional Development	\$ 3,500	\$ 3,500	\$ 434	
10E301 2410 3120 00 000000	Professional Development	\$ 7,000	\$ 7,000	\$ 1,761	
10E303 2410 3120 00 000000	Professional Development	\$ 7,000	\$ 7,000	\$ 537	
10E000 2410 3230 00 000000	Repair & Maintenance Services	\$ 1,000	\$ 1,000	\$ 180	
10E205 2410 3230 00 000000	Repair & Maintenance Services	\$ -		\$ 17	
10E207 2410 3230 00 000000	Repair & Maintenance Services	\$ -		\$ 829	
10E201 2410 3320 00 000000	Travel/Mileage Expenses	\$ 300	\$ 500	\$ 153	
10E203 2410 3320 00 000000	Travel/Mileage Expenses	\$ 300	\$ 500	\$ 129	
10E205 2410 3320 00 000000	Travel/Mileage Expenses	\$ 300	\$ 500	\$ 252	
10E207 2410 3320 00 000000	Travel/Mileage Expenses	\$ 300	\$ 500	\$ 194	
10E209 2410 3320 00 000000	Travel/Mileage Expenses	\$ 300	\$ 500	\$ 437	
10E220 2410 3320 00 000000	Travel/Mileage Expenses	\$ 150	\$ 500		
10E301 2410 3320 00 000000	Travel/Mileage Expenses	\$ 300	\$ 500	\$ 248	
10E303 2410 3320 00 000000	Travel/Mileage Expenses	\$ 300	\$ 500	\$ 113	
10E201 2410 3410 00 000000	Telephone Expense	\$ 1,210	\$ 935	\$ 935	
10E203 2410 3410 00 000000	Telephone Expense	\$ 1,210	\$ 1,210	\$ 1,375	
10E205 2410 3410 00 000000	Telephone Expense	\$ 1,210	\$ 935	\$ 935	
10E207 2410 3410 00 000000	Telephone Expense	\$ 1,210	\$ 1,210	\$ 1,210	
10E209 2410 3410 00 000000	Telephone Expense	\$ 1,210	\$ 1,210	\$ 1,210	
10E220 2410 3410 00 000000	Telephone Expense	\$ 660	\$ 660	\$ 660	
10E301 2410 3410 00 000000	Telephone Expense	\$ 1,320	\$ 1,320	\$ 1,320	
10E303 2410 3410 00 000000	Telephone Expense	\$ 1,320	\$ 1,320	\$ 1,155	
<b>10E--- 2410 3--- -- -----</b>	<b>*Purchased Services</b>	<b>\$ 65,100</b>	<b>\$ 62,800</b>	<b>\$ 32,962</b>	
10E201 2410 4100 00 000000	General Supplies	\$ 1,413	\$ 1,386	\$ 870	
10E203 2410 4100 00 000000	General Supplies	\$ 1,947	\$ 1,992	\$ 819	
10E205 2410 4100 00 000000	General Supplies	\$ 1,638	\$ 1,539	\$ 1,197	
10E207 2410 4100 00 000000	General Supplies	\$ 2,025	\$ 2,013	\$ 1,396	
10E209 2410 4100 00 000000	General Supplies	\$ 1,947	\$ 1,890	\$ 650	
10E220 2410 4100 00 000000	General Supplies	\$ 375	\$ 384	\$ 164	
10E301 2410 4100 00 000000	General Supplies	\$ 2,550	\$ 2,463	\$ 1,597	
10E303 2410 4100 00 000000	General Supplies	\$ 2,109	\$ 2,121	\$ 1,246	
<b>10E--- 2410 4--- -- -----</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 14,004</b>	<b>\$ 13,788</b>	<b>\$ 7,937</b>	

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E220 2410 5530 00 000000	Capital Equipment >\$1,500	\$ -		\$ 1,690	
<b>10E--- 2410 5--- - - - - - - - -</b>	<b>*Capital Expenditures &gt;\$1,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,690</b>	
10E000 2410 6400 00 000000	Dues & Fees	\$ 250	\$ 500		
10E303 2410 6400 00 000000	Dues & Fees	\$ 250	\$ 250	\$ 215	
<b>10E--- 2410 6--- - - - - - - - -</b>	<b>*Other Objects</b>	<b>\$ 500</b>	<b>\$ 750</b>	<b>\$ 215</b>	
<b>10E--- 2410 - - - - - - - - - - - - - -</b>	<b>*Office of the Principal</b>	<b>\$ 3,094,999</b>	<b>\$ 2,898,154</b>	<b>\$ 2,813,096</b>	<b>\$ 85,058</b>
10E101 2510 1100 00 000000	Certified Staff Salaries	\$ 173,100	\$ 166,200	\$ 167,712	
<b>10E--- 2510 1--- - - - - - - - -</b>	<b>*Salaries</b>	<b>\$ 173,100</b>	<b>\$ 166,200</b>	<b>\$ 167,712</b>	
10E101 2510 2110 00 000000	TRS	\$ 18,230	\$ 17,500	\$ 17,656	
10E101 2510 2170 00 000000	THIS	\$ 4,170	\$ 3,800	\$ 3,796	
10E101 2510 2210 00 000000	Life Insurance	\$ 125	\$ 125	\$ 94	
10E101 2510 2220 00 000000	Health Insurance	\$ 29,726	\$ 28,310	\$ 27,515	
10E101 2510 2230 00 000000	Dental Insurance	\$ 1,438	\$ 1,410	\$ 1,345	
10E101 2510 2240 00 000000	Long Term Disability	\$ 250	\$ 250	\$ 211	
<b>10E--- 2510 2--- - - - - - - - -</b>	<b>*Employee Benefits</b>	<b>\$ 53,939</b>	<b>\$ 51,395</b>	<b>\$ 50,618</b>	
10E000 2510 3120 00 000000	Professional Development	\$ 3,500	\$ 3,500	\$ 305	
10E000 2510 3410 00 000000	Telephone Expense	\$ 660	\$ 660	\$ 660	
<b>10E--- 2510 3--- - - - - - - - -</b>	<b>*Purchased Services</b>	<b>\$ 4,160</b>	<b>\$ 4,160</b>	<b>\$ 965</b>	
<b>10E--- 2510 - - - - - - - - - - - - - -</b>	<b>*Direction of Business Support</b>	<b>\$ 231,199</b>	<b>\$ 221,755</b>	<b>\$ 219,295</b>	<b>\$ 2,460</b>
10E101 2520 1040 00 000000	Exempt Staff Salaries	\$ 213,500	\$ 102,100	\$ 102,061	
10E101 2520 1080 00 000000	Admin. Support Salaries	\$ 188,300	\$ 295,000	\$ 289,484	
10E101 2520 1320 00 000000	Overtime Salaries	\$ 2,000	\$ 2,500	\$ 2,071	
10E101 2520 1531 00 000000	Sub-Clerical	\$ -		\$ 106	
<b>10E--- 2520 1--- - - - - - - - -</b>	<b>*Salaries</b>	<b>\$ 403,800</b>	<b>\$ 399,600</b>	<b>\$ 393,722</b>	
10E101 2520 2210 00 000000	Life Insurance	\$ 600	\$ 600	\$ 499	
10E101 2520 2220 00 000000	Health Insurance	\$ 54,810	\$ 52,200	\$ 60,206	
10E101 2520 2230 00 000000	Dental Insurance	\$ 2,856	\$ 2,800	\$ 2,935	
10E101 2520 2240 00 000000	Long Term Disability	\$ 150	\$ 150	\$ 125	
<b>10E--- 2520 2--- - - - - - - - -</b>	<b>*Employee Benefits</b>	<b>\$ 58,416</b>	<b>\$ 55,750</b>	<b>\$ 63,764</b>	

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E101 2520 3120 00 000000	Professional Development	\$ 3,500	\$ 3,500	\$ 1,190	
10E000 2520 3160 00 000000	Web Based Programs/Renewals	\$ 82,150	\$ 38,000	\$ 43,822	
10E000 2520 3170 00 000000	Audit/Financial Services	\$ 57,000	\$ 50,000	\$ 55,462	
10E000 2520 3190 00 000000	Professional Services	\$ 14,000	\$ 36,400	\$ 10,445	
10E000 2520 3320 00 000000	Travel/Mileage Expenses	\$ 1,000	\$ 1,000	\$ 772	
10E000 2520 3410 00 000000	Telephone Expense	\$ 660	\$ 660	\$ 660	
<b>10E--- 2520 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ 158,310</b>	<b>\$ 129,560</b>	<b>\$ 112,351</b>	
10E000 2520 4100 00 000000	General Supplies	\$ 8,000	\$ 10,000	\$ 4,928	
<b>10E--- 2520 4--- - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 8,000</b>	<b>\$ 10,000</b>	<b>\$ 4,928</b>	
10E000 2520 5530 00 000000	Capital Equipment >\$1,500	\$ -	\$ 8,000		
<b>10E--- 2520 5--- - - - - -</b>	<b>*Capital Expenditures &gt;\$1,500</b>	<b>\$ -</b>	<b>\$ 8,000</b>	<b>\$ -</b>	
10E000 2520 6400 00 000000	Dues & Fees	\$ 85,000	\$ 92,000	\$ 83,155	
<b>10E--- 2520 6--- - - - - -</b>	<b>*Other Objects</b>	<b>\$ 85,000</b>	<b>\$ 92,000</b>	<b>\$ 83,155</b>	
<b>10E--- 2520 ---- - - - - -</b>	<b>*Fiscal Services</b>	<b>\$ 713,526</b>	<b>\$ 694,910</b>	<b>\$ 657,921</b>	<b>\$ 36,989</b>
10E000 2546 1322 00 000000	Subs - Prof. Development	\$ 2,500	\$ 5,000	\$ 1,764	
<b>10E--- 2546 1--- - - - - -</b>	<b>*Salaries</b>	<b>\$ 2,500</b>	<b>\$ 5,000</b>	<b>\$ 1,764</b>	
10E000 2546 2110 00 000000	TRS	\$ 15	\$ 29	\$ 9	
10E000 2546 2170 00 000000	THIS	\$ 23	\$ 44	\$ 14	
<b>10E--- 2546 2--- - - - - -</b>	<b>*Employee Benefits</b>	<b>\$ 38</b>	<b>\$ 73</b>	<b>\$ 23</b>	
10E000 2546 3160 00 000000	Web Based Programs/Renewals	\$ 6,100			
<b>10E--- 2546 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ 6,100</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>10E--- 2546 ---- - - - - -</b>	<b>*Security Services</b>	<b>\$ 8,638</b>	<b>\$ 5,073</b>	<b>\$ 1,787</b>	<b>\$ 3,286</b>
10E000 2560 3150 00 000000	Contracted Food Service	\$ 1,050,000	\$ 1,200,000	\$ 969,620	
10E207 2560 3150 00 169000	Contracted Food Service	\$ -		\$ 250	
10E209 2560 3150 00 169000	Contracted Food Service	\$ -		\$ 850	
10E000 2560 3160 00 000000	Web Based Programs/Renewals	\$ 4,700	\$ 10,700	\$ 3,748	
10E000 2560 3190 00 000000	Professional Services	\$ -	\$ 3,000		
10E000 2560 3230 00 000000	Repair & Maintenance Services	\$ 10,000	\$ 7,000	\$ 7,001	

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
<b>10E--- 2560 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ 1,064,700</b>	<b>\$ 1,220,700</b>	<b>\$ 981,469</b>	
10E000 2560 4100 00 000000	General Supplies	\$ 7,500	\$ 6,000	\$ 28,267	
<b>10E--- 2560 4--- - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 7,500</b>	<b>\$ 6,000</b>	<b>\$ 28,267</b>	
10E000 2560 5530 00 000000	Capital Equipment >\$1,500	\$ 50,000	\$ 78,000	\$ 44,867	
<b>10E--- 2560 5--- - - - - -</b>	<b>*Capital Expenditures &gt;\$1,500</b>	<b>\$ 50,000</b>	<b>\$ 78,000</b>	<b>\$ 44,867</b>	
10E000 2560 7000 00 000000	Equipment \$500 - \$1,500	\$ 7,500		\$ 13,818	
<b>10E--- 2560 7--- - - - - -</b>	<b>*Equipment \$500 - \$1,500</b>	<b>\$ 7,500</b>	<b>\$ -</b>	<b>\$ 13,818</b>	
<b>10E--- 2560 ---- - - - - -</b>	<b>*Food Service</b>	<b>\$ 1,129,700</b>	<b>\$ 1,304,700</b>	<b>\$ 1,068,421</b>	<b>\$ 236,279</b>
10E000 2574 3230 00 000000	Repair & Maintenance Services	\$ -	\$ -	\$ 5,606	
10E000 2574 3610 00 000000	Copier Machines	\$ -	\$ 147,000	\$ 93,262	
<b>10E--- 2574 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ -</b>	<b>\$ 147,000</b>	<b>\$ 98,868</b>	
10E000 2574 4100 00 000000	General Supplies	\$ -	\$ -	\$ 55	
10E000 2574 4120 00 000000	Copier Paper	\$ -	\$ 45,000	\$ 40,146	
<b>10E--- 2574 4--- - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ -</b>	<b>\$ 45,000</b>	<b>\$ 40,202</b>	
<b>10E--- 2574 ---- - - - - -</b>	<b>*Copiers &amp; Printers</b>	<b>\$ -</b>	<b>\$ 192,000</b>	<b>\$ 139,070</b>	<b>\$ 52,930</b>
10E000 2620 3160 00 000000	Web Based Programs/Renewals	\$ -	\$ 10,000		
<b>10E--- 2620 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ -</b>	
<b>10E--- 2620 ---- - - - - -</b>	<b>*Planning, R&amp;D, Evaluation Svcs</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ 10,000</b>
10E101 2633 1040 00 000000	Exempt Staff Salaries	\$ 122,600	\$ 113,900	\$ 114,048	
<b>10E--- 2633 1--- - - - - -</b>	<b>*Salaries</b>	<b>\$ 122,600</b>	<b>\$ 113,900</b>	<b>\$ 114,048</b>	
10E101 2633 2210 00 000000	Life Insurance	\$ 120	\$ 120	\$ 104	
10E101 2633 2240 00 000000	Long Term Disability	\$ 150	\$ 150	\$ 132	
<b>10E--- 2633 2--- - - - - -</b>	<b>*Employee Benefits</b>	<b>\$ 270</b>	<b>\$ 270</b>	<b>\$ 236</b>	
10E000 2633 3120 00 000000	Professional Development	\$ 500	\$ 1,000	\$ 867	
10E000 2633 3160 00 000000	Web Based Programs/Renewals	\$ 16,500	\$ 15,925	\$ 18,291	
10E000 2633 3190 00 000000	Professional Services	\$ 15,000	\$ 25,000		

**Park Ridge Niles School District 64**  
**2018-19 Tentative Budget**

**FUND 10 EDUCATION**

Account Number	Account Description	2018-19 Tentative Budget	2017-18 Budget	2017-18 Unaudited Actuals	2017-18 Budget Variance
10E000 2633 3320 00 000000	Travel/Mileage Expenses	\$ 500	\$ 750	\$ 272	
10E000 2633 3401 00 000000	Postage	\$ 15,000	\$ 30,000	\$ 11,265	
10E000 2633 3410 00 000000	Telephone Expense	\$ 42,500	\$ 40,000	\$ 32,706	
10E101 2633 3410 00 000000	Telephone Expense	\$ 660	\$ 660	\$ 660	
10E000 2633 3420 00 000000	Network Expense	\$ 152,000	\$ 152,200	\$ 121,227	
10E000 2633 3500 00 000000	Advertising	\$ 3,000	\$ 3,000	\$ 2,860	
10E000 2633 3600 00 000000	Printing	\$ 8,000	\$ 20,000		
<b>10E--- 2633 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ 253,660</b>	<b>\$ 288,535</b>	<b>\$ 188,149</b>	
10E000 2633 4100 00 000000	General Supplies	\$ 6,400	\$ 10,400	\$ (167)	
10E000 2633 4100 00 500001	General Supplies	\$ 2,000		\$ 2,515	
<b>10E--- 2633 4--- - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 8,400</b>	<b>\$ 10,400</b>	<b>\$ 2,348</b>	
10E000 2633 6400 00 000000	Dues & Fees	\$ -	\$ 1,000		
<b>10E--- 2633 6--- - - - - -</b>	<b>*Other Objects</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ -</b>	
<b>10E--- 2633 ---- - - - - -</b>	<b>*Information Services</b>	<b>\$ 384,930</b>	<b>\$ 414,105</b>	<b>\$ 304,782</b>	<b>\$ 109,323</b>
10E101 2640 1010 00 000000	Summer Workers	\$ 700		\$ 516	
10E101 2640 1040 00 000000	Exempt Salaries	\$ 89,300			
10E101 2640 1080 00 000000	Admin. Support Salaries	\$ 57,700	\$ 169,500	\$ 148,575	
10E101 2640 1100 00 000000	Certified Staff Salaries	\$ 154,000	\$ 148,700	\$ 148,852	
10E000 2640 1306 00 000000	TA Continuing Education	\$ 200		\$ 55	
10E000 2640 1311 00 000000	Stipend	\$ 121,500	\$ 81,125	\$ 119,152	
10E101 2640 1311 00 000000	Stipend	\$ 1,399	\$ 1,399	\$ 1,399	
10E101 2640 1320 00 000000	Overtime Salaries	\$ 2,000	\$ 2,000	\$ 1,192	
10E000 2640 1321 00 000000	Substitute - Miscellaneous	\$ 1,500		\$ 1,323	
10E000 2640 1321 00 199300	Substitute - Miscellaneous	\$ 1,000	\$ 1,000	\$ 863	
10E000 2640 1322 00 000000	Subs - Prof. Development	\$ 1,500		\$ 1,035	
10E101 2640 1531 00 000000	Sub-Clerical	\$ 1,600	\$ 3,000	\$ 1,851	
<b>10E--- 2640 1--- - - - - -</b>	<b>*Salaries</b>	<b>\$ 432,399</b>	<b>\$ 406,724</b>	<b>\$ 424,813</b>	
10E000 2640 2110 00 000000	TRS	\$ 722	\$ 471	\$ 2,187	
10E000 2640 2110 00 199300	TRS	\$ 6	\$ 6	\$ 2	
10E101 2640 2110 00 000000	TRS	\$ 16,300	\$ 15,700	\$ 15,818	
10E000 2640 2170 00 000000	THIS	\$ 1,145	\$ 714	\$ 2,082	
10E000 2640 2170 00 199300	THIS	\$ 9	\$ 9	\$ 4	
10E101 2640 2170 00 000000	THIS	\$ 3,700	\$ 3,370	\$ 3,402	

**Park Ridge Niles School District 64**  
**2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E101 2640 2210 00 000000	Life Insurance	\$ 400	\$ 400	\$ 330	
10E101 2640 2220 00 000000	Health Insurance	\$ 53,550	\$ 51,000	\$ 48,946	
10E101 2640 2230 00 000000	Dental Insurance	\$ 2,366	\$ 2,320	\$ 2,244	
10E101 2640 2240 00 000000	Long Term Disability	\$ 200	\$ 200	\$ 182	
10E101 2640 2250 00 000000	Health Insurance Waiver	\$ 720	\$ 720	\$ 720	
10E000 2640 2300 00 000000	Tuition Reimbursement	\$ 25,000	\$ 25,000	\$ 19,648	
10E000 2640 2311 00 000000	Retirement Incentive	\$ 3,000		\$ 2,852	
<b>10E--- 2640 2--- - - - - -</b>	<b>*Employee Benefits</b>	<b>\$ 107,118</b>	<b>\$ 99,910</b>	<b>\$ 98,415</b>	
10E000 2640 3120 00 000000	Professional Development	\$ 10,000	\$ 10,000	\$ 4,540	
10E101 2640 3120 00 000000	Professional Development	\$ 7,000	\$ 3,500		
10E000 2640 3140 00 000000	Instructional Prof. Services	\$ 24,000			
10E000 2640 3147 00 000000	Career Service Incentive	\$ 25,000	\$ 25,000	\$ 21,589	
10E000 2640 3160 00 000000	Web Based Programs/Renewals	\$ 45,000	\$ 60,000	\$ 46,993	
10E000 2640 3190 00 000000	Professional Services	\$ 25,000	\$ 15,000	\$ 4,740	
10E000 2640 3250 00 000000	Rentals	\$ 800			
10E000 2640 3320 00 000000	Travel/Mileage Expenses	\$ 1,500	\$ 1,500	\$ 165	
10E000 2640 3410 00 000000	Telephone Expense	\$ 660	\$ 660	\$ 660	
10E000 2640 3500 00 000000	Advertising	\$ 1,000	\$ 1,000	\$ 125	
10E000 2640 3920 00 000000	Criminal Background Checks	\$ 20,000	\$ 20,000	\$ 17,620	
10E000 2640 3920 00 192300	Criminal Background Checks	\$ 3,000	\$ 3,000	\$ 2,880	
10E000 2640 3930 00 000000	Employee - Service Fees	\$ 25,000	\$ 25,000	\$ 18,732	
<b>10E--- 2640 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ 187,960</b>	<b>\$ 164,660</b>	<b>\$ 118,045</b>	
10E000 2640 4100 00 000000	General Supplies	\$ 3,000	\$ 2,500	\$ 3,107	
<b>10E--- 2640 4--- - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 3,000</b>	<b>\$ 2,500</b>	<b>\$ 3,107</b>	
10E000 2640 5530 00 000000	Capital Equipment >\$1,500	\$ -	\$ 4,500	\$ 4,182	
<b>10E--- 2640 5--- - - - - -</b>	<b>*Capital Expenditures &gt;\$1,500</b>	<b>\$ -</b>	<b>\$ 4,500</b>	<b>\$ 4,182</b>	
10E000 2640 6400 00 000000	Dues & Fees	\$ 100	\$ -	\$ 100	
<b>10E--- 2640 6--- - - - - -</b>	<b>*Other Objects</b>	<b>\$ 100</b>	<b>\$ -</b>	<b>\$ 100</b>	
10E000 2640 8010 00 000000	Retirement Sick Payout	\$ 80,000	\$ 42,000	\$ 50,486	
10E000 2640 8020 00 000000	Retirement Incentive	\$ 275,000	\$ 744,000	\$ 793,872	
10E000 2640 8030 00 000000	Vacation Payout	\$ 50,000		\$ 18,291	
<b>10E--- 2640 8--- - - - - -</b>	<b>*Termination Benefits</b>	<b>\$ 405,000</b>	<b>\$ 786,000</b>	<b>\$ 862,650</b>	



**Park Ridge Niles School District 64**  
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**FUND 10 EDUCATION**

Account Number	Account Description	2018-19 Tentative Budget	2017-18 Budget	2017-18 Unaudited Actuals	2017-18 Budget Variance
<b>10E--- 2640 ---- - - - - -</b>	<b>*Human Resources</b>	<b>\$ 1,135,577</b>	<b>\$ 1,464,294</b>	<b>\$ 1,511,311</b>	<b>\$ (47,017)</b>
10E000 2660 3230 00 000000	Repair & Maintenance Services	\$ 4,000			
10E000 2660 3610 00 000000	Copier Machines	\$ 108,000			
<b>10E--- 2660 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ 112,000</b>	<b>\$ -</b>	<b>\$ -</b>	
10E000 2660 4120 00 000000	Copier Paper	\$ 45,000			
<b>10E--- 2660 4--- - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 45,000</b>	<b>\$ -</b>	<b>\$ -</b>	
10E000 2660 5530 00 000000	Capital Equipment >\$1,500	\$ 75,000			
<b>10E--- 2660 5--- - - - - -</b>	<b>*Capital Expenditures &gt;\$1,500</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>10E--- 2660 ---- - - - - -</b>	<b>*Data Processing Services</b>	<b>\$ 232,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
10E000 3200 1310 00 000000	Hourly Pay	\$ 15,000	\$ 19,000	\$ 11,588	
<b>10E--- 3200 1--- - - - - -</b>	<b>*Salaries</b>	<b>\$ 15,000</b>	<b>\$ 19,000</b>	<b>\$ 11,588</b>	
<b>10E--- 3200 ---- - - - - -</b>	<b>*Community Recreation Services</b>	<b>\$ 15,000</b>	<b>\$ 19,000</b>	<b>\$ 11,588</b>	<b>\$ 7,412</b>
10E220 3500 1060 00 000000	Teacher Assistant Salaries	\$ 177,045	\$ 200,000	\$ 190,295	
10E220 3500 1100 00 000000	Certified Staff Salaries	\$ 161,100			
10E220 3500 1311 00 000000	Stipend	\$ 3,581	\$ 3,510	\$ 3,506	
10E220 3500 1320 00 000000	Overtime Salaries	\$ 1,500	\$ 1,500	\$ 1,173	
10E000 3500 1321 00 000000	Substitute - Miscellaneous	\$ -		\$ 115	
10E000 3500 1323 00 000000	Subs - Sick	\$ 13,500	\$ 6,000	\$ 11,615	
<b>10E--- 3500 1--- - - - - -</b>	<b>*Salaries</b>	<b>\$ 356,726</b>	<b>\$ 211,010</b>	<b>\$ 206,703</b>	
10E220 3500 2110 00 000000	TRS	\$ 934			
10E220 3500 2170 00 000000	THIS	\$ 1,482			
10E220 3500 2210 00 000000	Life Insurance	\$ 400	\$ 300	\$ 305	
10E220 3500 2220 00 000000	Health Insurance	\$ 135,900	\$ 78,000	\$ 71,122	
10E220 3500 2230 00 000000	Dental Insurance	\$ 4,664	\$ 3,200	\$ 2,926	
<b>10E--- 3500 2--- - - - - -</b>	<b>*Employee Benefits</b>	<b>\$ 143,380</b>	<b>\$ 81,500</b>	<b>\$ 74,353</b>	
10E220 3500 3140 00 000000	Instructional Prof. Services	\$ -		\$ 146	
<b>10E--- 3500 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 146</b>	

**Park Ridge Niles School District 64**  
**2018-19 Tentative Budget**

**FUND 10 EDUCATION**

Account Number	Account Description	2018-19 Tentative Budget	2017-18 Budget	2017-18 Unaudited Actuals	2017-18 Budget Variance
10E220 3500 4100 00 000000	General Supplies	\$ 20,000	\$ 5,000	\$ 2,548	
<b>10E--- 3500 4--- - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 20,000</b>	<b>\$ 5,000</b>	<b>\$ 2,548</b>	
<b>10E--- 3500 - - - - - - - - -</b>	<b>*Extended Day Kindergarten</b>	<b>\$ 520,106</b>	<b>\$ 297,510</b>	<b>\$ 283,750</b>	<b>\$ 13,760</b>
10E000 3600 1321 00 000000	Substitute - Miscellaneous	\$ 900		\$ 403	
10E000 3600 1550 00 000000	Senior Workers	\$ 52,000	\$ 60,000	\$ 46,606	
<b>10E--- 3600 1--- - - - - -</b>	<b>*Salaries</b>	<b>\$ 52,900</b>	<b>\$ 60,000</b>	<b>\$ 47,009</b>	
10E000 3600 2110 00 000000	TRS	\$ 5		\$ 2	
10E000 3600 2170 00 000000	THIS	\$ 8		\$ 3	
<b>10E--- 3600 2--- - - - - -</b>	<b>*Employee Benefits</b>	<b>\$ 13</b>	<b>\$ -</b>	<b>\$ 4</b>	
10E000 3600 4100 00 000000	General Supplies	\$ 300	\$ 300	\$ 378	
<b>10E--- 3600 4--- - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ 378</b>	
<b>10E--- 3600 - - - - - - - - -</b>	<b>*Community Services</b>	<b>\$ 53,213</b>	<b>\$ 60,300</b>	<b>\$ 47,390</b>	<b>\$ 12,910</b>
10E000 3700 1100 00 000000	Certified Staff Salaries	\$ 303,700	\$ 226,500	\$ 116,275	
10E000 3700 1100 00 460000	Certified Staff Salaries	\$ -		\$ 1,792	
10E000 3700 1100 00 462000	Certified Staff Salaries	\$ -		\$ 108,399	
10E000 3700 1311 00 000000	Stipend	\$ 1,591	\$ 3,117	\$ 3,116	
<b>10E--- 3700 1--- - - - - -</b>	<b>*Salaries</b>	<b>\$ 305,291</b>	<b>\$ 229,617</b>	<b>\$ 229,582</b>	
10E000 3700 2110 00 000000	TRS	\$ 1,771	\$ 1,332	\$ 692	
10E000 3700 2110 00 460000	TRS	\$ 200		\$ 191	
10E000 3700 2110 00 462000	TRS	\$ 11,000		\$ 11,577	
10E000 3700 2170 00 000000	THIS	\$ 2,809	\$ 2,021	\$ 1,051	
10E000 3700 2170 00 460000	THIS	\$ -		\$ 16	
10E000 3700 2170 00 462000	THIS	\$ -		\$ 954	
10E000 3700 2210 00 000000	Life Insurance	\$ 100	\$ 100	\$ 46	
10E000 3700 2210 00 460000	Life Insurance	\$ -		\$ 0	
10E000 3700 2210 00 462000	Life Insurance	\$ -		\$ 43	
10E000 3700 2220 00 000000	Health Insurance	\$ 18,900	\$ 18,000	\$ 7,809	
10E000 3700 2220 00 460000	Health Insurance	\$ -		\$ 114	
10E000 3700 2220 00 462000	Health Insurance	\$ -		\$ 8,574	
10E000 3700 2230 00 000000	Dental Insurance	\$ 1,020	\$ 1,000	\$ 453	

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

**FUND 10 EDUCATION**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 Unaudited Actuals</u>	<u>2017-18 Budget Variance</u>
10E000 3700 2230 00 460000	Dental Insurance	\$ -		\$ 6	
10E000 3700 2230 00 462000	Dental Insurance	\$ -		\$ 430	
<b>10E--- 3700 2--- - - - - -</b>	<b>*Employee Benefits</b>	<b>\$ 35,800</b>	<b>\$ 22,453</b>	<b>\$ 31,955</b>	
10E000 3700 3120 00 440000	Professional Development	\$ -		\$ 733	
10E000 3700 3120 00 493200	Professional Development	\$ 6,000	\$ 4,404	\$ 10,646	
10E000 3700 3140 00 440000	Instructional Prof. Services	\$ -		\$ 320	
10E000 3700 3140 00 493200	Instructional Prof. Services	\$ 10,000	\$ 10,000	\$ 4,866	
10E000 3700 3320 00 000000	Travel/Mileage Expenses	\$ 600	\$ 500	\$ 533	
<b>10E--- 3700 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ 16,600</b>	<b>\$ 14,904</b>	<b>\$ 17,098</b>	
10E000 3700 4100 00 440000	General Supplies	\$ -		\$ 1,235	
10E405 3700 4100 00 493200	General Supplies	\$ 1,500	\$ 1,000	\$ 1,029	
<b>10E--- 3700 4--- - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 1,500</b>	<b>\$ 1,000</b>	<b>\$ 2,265</b>	
<b>10E--- 3700 ---- - - - - -</b>	<b>*Parochial/Private Services</b>	<b>\$ 359,191</b>	<b>\$ 267,974</b>	<b>\$ 280,900</b>	<b>\$ (12,926)</b>
10E000 4120 3140 00 000000	Instructional Prof. Services	\$ 55,000	\$ 53,000	\$ 51,628	
10E000 4120 3190 00 000000	Professional Services	\$ 28,000	\$ 15,000	\$ 25,427	
<b>10E--- 4120 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ 83,000</b>	<b>\$ 68,000</b>	<b>\$ 77,055</b>	
<b>10E--- 4120 ---- - - - - -</b>	<b>*Sp. Ed. Services</b>	<b>\$ 83,000</b>	<b>\$ 68,000</b>	<b>\$ 77,055</b>	<b>\$ (9,055)</b>
10E000 4220 6700 00 000000	Tuition	\$ 750,000	\$ 820,000	\$ 764,295	
10E000 4220 6700 00 462000	Tuition	\$ 85,000	\$ 100,000	\$ 84,476	
<b>10E--- 4220 6--- - - - - -</b>	<b>*Other Objects</b>	<b>\$ 835,000</b>	<b>\$ 920,000</b>	<b>\$ 848,771</b>	
<b>10E--- 4220 ---- - - - - -</b>	<b>*SpEd Tuition-Other Governments</b>	<b>\$ 835,000</b>	<b>\$ 920,000</b>	<b>\$ 848,771</b>	<b>\$ 71,229</b>
10E000 6000 6999 00 000000	Contingency	\$ 500,000	\$ 500,000		
<b>10E--- 6000 6--- - - - - -</b>	<b>*Other Objects</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ -</b>	
<b>10E--- 6000 ---- - - - - -</b>	<b>*Contingency</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 500,000</b>
<b>10----- - - - - -</b>	<b>*Education Fund</b>	<b>\$ 63,113,557</b>	<b>\$ 61,887,189</b>	<b>\$ 60,322,896</b>	<b>\$ 1,564,293</b>
<b>Increase/(Decrease) in Budget</b>			<b>\$ 1,226,368</b>	<b>1.98%</b>	

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

<b>FUND 20 OPERATIONS &amp; MAINTENANCE</b>					
<b>Account Number</b>	<b>Account Description</b>	<b>2018-19 Tentative Budget</b>	<b>2017-18 Budget</b>	<b>2017-18 Unaudited Actuals</b>	<b>2017-18 Budget Variance</b>
20E220 2536 5110 00 000000	Jefferson EDK Remodel	\$ 80,000			
<b>20E--- 2536 5-----</b>	<b>Capital Expenditures &gt;\$1,500</b>	<b>\$ 80,000</b>			
20E101 2541 1040 00 000000	Exempt Staff Salaries	\$ 148,300	\$ 143,600	\$ 143,527	
20E101 2541 1080 00 000000	Admin. Support Salaries	\$ 30,000	\$ 34,216	\$ 34,618	
20E101 2541 1311 00 000000	Stipend	\$ -	\$ 1,300	\$ (13)	
20E101 2541 1320 00 000000	Overtime Salaries	\$ 250	\$ 500	\$ 62	
<b>20E--- 2541 1--- --</b>	<b>*Salaries</b>	<b>\$ 178,550</b>	<b>\$ 179,616</b>	<b>\$ 178,194</b>	<b>\$ 1,422</b>
20E101 2541 2210 00 000000	Life Insurance	\$ 220	\$ 220	\$ 216	
20E101 2541 2220 00 000000	Health Insurance	\$ 20,349	\$ 19,380	\$ 17,944	
20E101 2541 2230 00 000000	Dental Insurance	\$ 918	\$ 900	\$ 784	
20E101 2541 2240 00 000000	Long Term Disability	\$ 225	\$ 225	\$ 175	
<b>20E--- 2541 2--- --</b>	<b>*Employee Benefits</b>	<b>\$ 21,712</b>	<b>\$ 20,725</b>	<b>\$ 19,120</b>	<b>\$ 1,605</b>
20E000 2541 3120 00 000000	Professional Development	\$ 4,500	\$ 3,500	\$ 2,488	
<b>20E--- 2541 3--- --</b>	<b>*Purchased Services</b>	<b>\$ 4,500</b>	<b>\$ 3,500</b>	<b>\$ 2,488</b>	<b>\$ 1,012</b>
20E101 2541 4100 00 000000	General Supplies	\$ 16,000	\$ 16,000	\$ 14,065	
<b>20E--- 2541 4--- --</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>	<b>\$ 14,065</b>	<b>\$ 1,935</b>
<b>20E--- 2541 -----</b>	<b>*O&amp;M Service Area Direction</b>	<b>\$ 220,762</b>	<b>\$ 219,841</b>	<b>\$ 213,866</b>	<b>\$ 5,975</b>
20E000 2542 1010 00 000000	Summer Workers	\$ 35,000	\$ 35,000	\$ 41,130	
20E000 2542 1020 00 000000	Custodial Salaries	\$ 70,900	\$ 75,000	\$ 115,319	
20E101 2542 1020 00 000000	Custodial Salaries	\$ 20,400	\$ 19,800	\$ 19,872	
20E201 2542 1020 00 000000	Custodial Salaries	\$ 189,200	\$ 175,000	\$ 184,409	
20E203 2542 1020 00 000000	Custodial Salaries	\$ 200,100	\$ 150,000	\$ 168,862	
20E205 2542 1020 00 000000	Custodial Salaries	\$ 181,300	\$ 170,000	\$ 177,940	
20E207 2542 1020 00 000000	Custodial Salaries	\$ 208,100	\$ 245,000	\$ 246,528	
20E209 2542 1020 00 000000	Custodial Salaries	\$ 154,700	\$ 78,000	\$ 78,463	
20E220 2542 1020 00 000000	Custodial Salaries	\$ 114,000	\$ 105,000	\$ 111,560	
20E301 2542 1020 00 000000	Custodial Salaries	\$ 361,000	\$ 350,000	\$ 350,345	
20E303 2542 1020 00 000000	Custodial Salaries	\$ 347,000	\$ 330,000	\$ 339,168	
20E000 2542 1030 00 000000	Maintenance Salaries	\$ 366,500	\$ 387,000	\$ 356,399	
20E000 2542 1250 00 000000	Custodial Substitutes	\$ 15,000	\$ 5,000	\$ 13,530	
20E000 2542 1320 00 000000	Overtime Salaries	\$ 15,000	\$ 20,000	\$ 9,311	
20E000 2542 1320 00 191000	Overtime Salaries	\$ 50,000	\$ 50,000	\$ -	

**Park Ridge Niles School District 64**  
**2018-19 Tentative Budget**

<b>FUND 20 OPERATIONS &amp; MAINTENANCE</b>					
		<b>2018-19</b>	<b>2017-18</b>	<b>2017-18</b>	<b>2017-18</b>
<b>Account Number</b>	<b>Account Description</b>	<b>Tentative Budget</b>	<b>Budget</b>	<b>Unaudited Actuals</b>	<b>Budget Variance</b>
20E000 2542 1320 00 191100	Overtime Salaries	\$ 5,000	\$ 5,000	\$ -	
20E000 2542 1320 00 192400	Overtime Salaries	\$ 500	\$ 500	\$ 266	
20E000 2542 1320 00 800000	Overtime Salaries	\$ -		\$ 2,704	
20E201 2542 1320 00 000000	Overtime Salaries	\$ -		\$ 2,069	
20E201 2542 1320 00 191000	Overtime Salaries	\$ -		\$ 8,455	
20E201 2542 1320 00 191100	Overtime Salaries	\$ -		\$ 1,530	
20E203 2542 1320 00 000000	Overtime Salaries	\$ -		\$ 1,685	
20E203 2542 1320 00 191000	Overtime Salaries	\$ -		\$ 8,167	
20E205 2542 1320 00 000000	Overtime Salaries	\$ -		\$ 697	
20E205 2542 1320 00 191000	Overtime Salaries	\$ -		\$ 3,643	
20E207 2542 1320 00 000000	Overtime Salaries	\$ -		\$ 2,234	
20E207 2542 1320 00 191000	Overtime Salaries	\$ -		\$ 3,691	
20E207 2542 1320 00 191100	Overtime Salaries	\$ -		\$ 66	
20E209 2542 1320 00 000000	Overtime Salaries	\$ -		\$ 591	
20E209 2542 1320 00 191000	Overtime Salaries	\$ -		\$ 821	
20E220 2542 1320 00 000000	Overtime Salaries	\$ -		\$ 1,071	
20E220 2542 1320 00 191000	Overtime Salaries	\$ -		\$ 51	
20E301 2542 1320 00 000000	Overtime Salaries	\$ -		\$ 3,282	
20E301 2542 1320 00 191000	Overtime Salaries	\$ -		\$ 9,953	
20E301 2542 1320 00 191100	Overtime Salaries	\$ -		\$ 1,314	
20E303 2542 1320 00 000000	Overtime Salaries	\$ -		\$ 1,036	
20E303 2542 1320 00 191000	Overtime Salaries	\$ -		\$ 8,836	
<b>20E--- 2542 1--- -- -----</b>	<b>*Salaries</b>	<b>\$ 2,333,700</b>	<b>\$ 2,200,300</b>	<b>\$ 2,274,998</b>	<b>\$ (74,698)</b>
20E000 2542 2210 00 000000	Life Insurance	\$ 2,500	\$ 2,500	\$ 2,165	
20E000 2542 2220 00 000000	Health Insurance	\$ 393,750	\$ 375,000	\$ 385,987	
20E000 2542 2230 00 000000	Dental Insurance	\$ 16,320	\$ 16,000	\$ 16,665	
20E000 2542 2250 00 000000	Health Insurance Waiver	\$ -	\$ 720		
<b>20E--- 2542 2--- -- -----</b>	<b>*Employee Benefits</b>	<b>\$ 412,570</b>	<b>\$ 394,220</b>	<b>\$ 404,817</b>	<b>\$ (10,597)</b>
20E000 2542 3120 00 000000	Professional Development	\$ 2,000	\$ 2,000	\$ 1,280	
20E000 2542 3160 00 000000	Web Based Programs/Renewals	\$ 7,500	\$ 5,500	\$ 8,838	
20E000 2542 3190 00 000000	Professional Services	\$ 300,000	\$ 400,000	\$ 279,350	
20E209 2542 3190 00 192100	Professional Services	\$ -	\$ -	\$ -	
20E000 2541 3190 00 800000	Professional Services	\$ -	\$ -	\$ 380	
20E000 2542 3210 00 000000	Garbage/Recycling/Pest Serv.	\$ 60,000	\$ 56,000	\$ 61,301	
20E000 2542 3230 00 000000	Repair & Maintenance Services	\$ 300,000	\$ 360,000	\$ 469,734	
20E000 2542 3230 00 800000	Repair & Maintenance Services	\$ 10,000	\$ -	\$ 5,554	

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

<b>FUND 20 OPERATIONS &amp; MAINTENANCE</b>					
<b>Account Number</b>	<b>Account Description</b>	<b>2018-19 Tentative Budget</b>	<b>2017-18 Budget</b>	<b>2017-18 Unaudited Actuals</b>	<b>2017-18 Budget Variance</b>
20E000 2542 3250 00 000000	Rental Equipment/Land	\$ 10,000	\$ 6,000	\$ 18,146	
20E000 2542 3320 00 000000	Travel/Mileage Expenses	\$ 1,000	\$ 1,000	\$ 767	
20E000 2542 3410 00 000000	Telephone Expense	\$ 2,640	\$ 2,640	\$ 2,640	
20E000 2542 3700 00 000000	Water/Sewer Fees	\$ 112,000	\$ 112,000	\$ 115,453	
<b>20E--- 2542 3--- -- -----</b>	<b>*Purchased Services</b>	<b>\$ 805,140</b>	<b>\$ 945,140</b>	<b>\$ 963,443</b>	<b>\$ (18,303)</b>
20E000 2542 4100 00 000000	General Supplies	\$ 300,000	\$ 35,000	\$ 185,737	
20E000 2542 4100 00 192100	General Supplies	\$ -	\$ -	\$ 35,881	
20E201 2542 4100 00 000000	General Supplies	\$ -	\$ -	\$ -	
20E201 2542 4100 00 192100	General Supplies	\$ -	\$ -	\$ 11,009	
20E207 2542 4100 00 000000	General Supplies	\$ -	\$ -	\$ -	
20E000 2542 4650 00 000000	Natural Gas	\$ 175,000	\$ 225,000	\$ 164,372	
20E000 2542 4660 00 000000	Electricity	\$ 600,000	\$ 500,000	\$ 603,086	
20E000 2542 4810 00 000000	Painting Supplies	\$ 15,000	\$ 20,000	\$ 12,204	
20E000 2542 4840 00 000000	Plumbing Supplies	\$ 20,000	\$ 20,000	\$ 15,667	
20E000 2542 4850 00 000000	Custodial Supplies	\$ 100,000	\$ 65,000	\$ 104,437	
20E000 2542 4860 00 000000	Electrical Supplies	\$ 20,000	\$ 20,000	\$ 13,142	
20E000 2542 4870 00 000000	Maintenance Supplies	\$ 35,000	\$ 35,000	\$ 20,363	
<b>20E--- 2542 4--- -- -----</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 1,265,000</b>	<b>\$ 920,000</b>	<b>\$ 1,165,899</b>	<b>\$ (245,899)</b>
20E000 2542 5110 00 000000	Building Improvements	\$ -	\$ -	\$ 71,195	
20E209 2542 5110 00 000000	Building Improvements	\$ -	\$ -	\$ 16,635	
20E000 2542 5530 00 000000	Capital Equipment >\$1,500	\$ 100,000	\$ 400,000	\$ 63,845	
20E201 2542 5530 00 000000	Capital Equipment >\$1,500	\$ -	\$ -	\$ -	
20E209 2542 5530 00 192100	Capital Equipment >\$1,500	\$ -	\$ -	\$ 8,458	
<b>20E--- 2542 5--- -- -----</b>	<b>*Capital Expenditures &gt;\$1,500</b>	<b>\$ 100,000</b>	<b>\$ 400,000</b>	<b>\$ 160,132</b>	<b>\$ 239,868</b>
20E000 2542 7000 00 000000	Equipment \$500 - \$1,500	\$ -	\$ -	\$ 45,088	
20E000 2542 7000 00 192100	Equipment \$500 - \$1,500	\$ 40,000	\$ -	\$ 9,121	
20E201 2542 7000 00 000000	Equipment \$500 - \$1,500	\$ -	\$ -	\$ -	
<b>20E--- 2542 7--- -- -----</b>	<b>*Equipment \$500 - \$1,500</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ 54,209</b>	<b>\$ (54,209)</b>
<b>20E--- 2542 ---- -- -----</b>	<b>*Care &amp; Upkeep of Buildings</b>	<b>\$ 4,956,410</b>	<b>\$ 4,859,660</b>	<b>\$ 5,023,499</b>	<b>\$ (163,839)</b>

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

<b>FUND 20 OPERATIONS &amp; MAINTENANCE</b>					
		<b>2018-19</b>	<b>2017-18</b>	<b>2017-18</b>	<b>2017-18</b>
<b>Account Number</b>	<b>Account Description</b>	<b>Tentative Budget</b>	<b>Budget</b>	<b>Unaudited Actuals</b>	<b>Budget Variance</b>
20E000 2543 1010 00 000000	Summer Workers	\$ 12,000	\$ -	\$ 10,921	
20E000 2543 1030 00 000000	Maintenance Salaries	\$ 112,500	\$ 140,600	\$ 140,813	
20E000 2543 1320 00 000000	Overtime Salaries	\$ 10,000	\$ 10,000	\$ 9,867	
<b>20E--- 2543 1--- -- -----</b>	<b>*Salaries</b>	<b>\$ 134,500</b>	<b>\$ 150,600</b>	<b>\$ 161,601</b>	<b>\$ (11,001)</b>
20E000 2543 2210 00 000000	Life Insurance	\$ 175	\$ 175	\$ 162	
20E000 2543 2220 00 000000	Health Insurance	\$ 24,150	\$ 23,000	\$ 22,313	
20E000 2543 2230 00 000000	Dental Insurance	\$ 1,020	\$ 1,000	\$ 896	
<b>20E--- 2543 2--- -- -----</b>	<b>*Employee Benefits</b>	<b>\$ 25,345</b>	<b>\$ 24,175</b>	<b>\$ 23,372</b>	<b>\$ 803</b>
20E000 2543 3190 00 000000	Professional Services	\$ 30,000	\$ 30,000	\$ 54,215	
20E000 2543 3230 00 000000	Repair & Maintenance Services	\$ 7,500	\$ 10,000	\$ 1,038	
20E000 2543 3260 00 000000	Equipment Leasing	\$ 12,000	\$ 12,000	\$ 10,441	
20E000 2543 3410 00 000000	Telephone Expense	\$ 660	\$ 660	\$ 660	
<b>20E--- 2543 3--- -- -----</b>	<b>*Purchased Services</b>	<b>\$ 50,160</b>	<b>\$ 52,660</b>	<b>\$ 66,353</b>	<b>\$ (13,693)</b>
20E000 2543 4100 00 000000	General Supplies	\$ 50,000	\$ 47,000	\$ 48,255	
<b>20E--- 2543 4--- -- -----</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 50,000</b>	<b>\$ 47,000</b>	<b>\$ 48,255</b>	<b>\$ (1,255)</b>
20E000 2543 5530 00 000000	Capital Equipment >\$1,500	\$ 125,000	\$ 125,000	\$ 2,450	
20E207 2543 5530 00 192100	Capital Equipment >\$1,500	\$ -	\$ -	\$ 23,785	
<b>20E--- 2543 5--- -- -----</b>	<b>*Capital Expenditures &gt;\$1,500</b>	<b>\$ 125,000</b>	<b>\$ 125,000</b>	<b>\$ 26,235</b>	<b>\$ 98,765</b>
20E000 2543 7000 00 000000	Equipment \$500 - \$1,500	\$ -	\$ -	\$ 1,949	
<b>20E--- 2543 5--- -- -----</b>	<b>*Equipment \$500 - \$1,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,949</b>	<b>\$ (1,949)</b>
<b>20E--- 2543 -----</b>	<b>*Care &amp; Upkeep of Grounds</b>	<b>\$ 385,005</b>	<b>\$ 399,435</b>	<b>\$ 327,765</b>	<b>\$ 71,670</b>
20E000 2545 3230 00 000000	Repair & Maintenance Services	\$ 8,500	\$ 8,500	\$ 9,109	
<b>20E--- 2545 3--- -- -----</b>	<b>*Purchased Services</b>	<b>\$ 8,500</b>	<b>\$ 8,500</b>	<b>\$ 9,109</b>	<b>\$ (609)</b>
20E000 2545 4100 00 000000	General Supplies	\$ 2,000	\$ 1,500	\$ 2,541	
20E000 2545 4640 00 000000	Gasoline/Diesel Fuel	\$ 10,000	\$ 10,000	\$ 8,321	

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

FUND 30 DEBT SERVICE FUND					
Account Number	Account Description	2018-19 Tentative Budget	2017-18 Budget	2017-18 Unaudited Actuals	Notes
30E000 5200 6200 00 000000	Interest	\$ 519,125	\$ 635,032	\$ 635,032	bonds and debt certificates
30E--- 5200 6--- - - - - -	*Other Objects	\$ 519,125	\$ 635,032	\$ 635,032	
30E--- 5200 - - - - -	*Interest on Debt	\$ 519,125	\$ 635,032	\$ 635,032	
30E000 5270 6200 00 000000	Interest	\$ 16,648	\$ 25,780	\$ 25,780	VOIP and copiers
30E--- 5270 6--- - - - - -	*Other Objects	\$ 16,648	\$ 25,780	\$ 25,780	
30E--- 5270 - - - - -	*Capital Lease Interest	\$ 16,648	\$ 25,780	\$ 25,780	
30E000 5300 6100 00 000000	Redemption of Principal	\$ 2,295,000	\$ 2,945,000	\$ 2,945,000	bonds and debt certificates
30E--- 5300 6--- - - - - -	*Other Objects	\$ 2,295,000	\$ 2,945,000	\$ 2,945,000	
30E--- 5300 - - - - -	*Principal - Long-term Debt	\$ 2,295,000	\$ 2,945,000	\$ 2,945,000	
30E000 5370 6100 00 000000	Redemption of Principal	\$ 229,854	\$ 225,098	\$ 225,098	VOIP and copiers
30E--- 5370 6--- - - - - -	*Other Objects	\$ 229,854	\$ 225,098	\$ 225,098	
30E--- 5370 - - - - -	*Capital Lease Principal	\$ 229,854	\$ 225,098	\$ 225,098	
30E000 5400 6400 00 000000	Dues & Fees	\$ 204,000	\$ 4,000	\$ 2,270	\$200k issuance costs on \$9.5M bonds
30E--- 5400 6--- - - - - -	*Other Objects	\$ 204,000	\$ 4,000	\$ 2,270	
30E--- 5400 - - - - -	*Debt Service Other	\$ 204,000	\$ 4,000	\$ 2,270	
30----- - - - - -	*Debt Services Fund	\$ 3,264,627	\$ 3,834,910	\$ 3,833,179	
Increase/(Decrease) in Budget			\$ (570,283)	-14.87%	



**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

FUND 40 TRANSPORTATION		2018-19	2017-18	2017-18	2017-18
Account Number	Account Description	Tentative Budget	Budget	FYTD Activity (Apr 30)	Budget Variance
40E101 2550 1080 00 000000	Admin. Support Salaries	\$ 10,000	\$ 11,700	\$ 11,435	
40E101 2550 1100 00 000000	Certified Staff Salaries	\$ 5,400	\$ 5,200	\$ 5,344	
40E101 2550 1320 00 000000	Overtime Salaries	\$ 1,500	\$ -	\$ 806	
<b>40E--- 2550 1--- -- -----</b>	<b>*Salaries</b>	<b>\$ 16,900</b>	<b>\$ 16,900</b>	<b>\$ 17,585</b>	<b>\$ (685)</b>
40E101 2550 2110 00 000000	TRS	\$ 600	\$ 560	\$ (3)	
40E101 2550 2170 00 000000	THIS	\$ 150	\$ 120	\$ (1)	
40E101 2550 2210 00 000000	Life Insurance	\$ 32	\$ 32	\$ (1)	
40E101 2550 2220 00 000000	Health Insurance	\$ 3,150	\$ 3,000	\$ 566	
40E101 2550 2230 00 000000	Dental Insurance	\$ 184	\$ 180	\$ 25	
<b>40E--- 2550 2--- -- -----</b>	<b>*Employee Benefits</b>	<b>\$ 4,116</b>	<b>\$ 3,892</b>	<b>\$ 586</b>	<b>\$ 3,306</b>
40E000 2550 3160 00 000000	Web Based Programs/Renewals	\$ 21,500	\$ 23,225	\$ 20,458	
40E000 2550 3190 00 000000	Professional Services	\$ 5,500	\$ 5,500	\$ -	
40E000 2550 3300 00 000000	Contracted Transportation	\$ 1,233,000	\$ 1,188,000	\$ 1,181,855	
40E203 2550 3308 00 430000	Title I Transportation	\$ 10,000	\$ 25,920	\$ 9,605	
40E205 2550 3308 00 430000	Title I Transportation	\$ -	\$ 25,920	\$ -	
40E209 2550 3308 00 430000	Title I Transportation	\$ 9,000	\$ -	\$ 8,814	
40E000 2550 3309 00 430000	Homeless Transportation	\$ 175,000	\$ 48,150	\$ 197,485	
40E000 2550 3310 00 000000	Transportation Special Ed.	\$ 1,670,000	\$ 1,738,000	\$ 1,574,163	
40E000 2550 3311 00 000000	Field Trips-Non Reimbursable	\$ 30,000	\$ 30,000	\$ 33,384	
40E000 2550 3311 00 192300	Field Trips-Non Reimbursable	\$ 12,825	\$ 12,000	\$ 10,406	
40E000 2550 3312 00 000000	Field Trips-Instrumental Music	\$ -	\$ 3,500	\$ 4,211	
40E301 2550 3312 00 000000	Field Trips-Instrumental Music	\$ 1,500			
40E303 2550 3312 00 000000	Field Trips-Instrumental Music	\$ 1,500			
40E000 2550 3313 00 000000	Field Trips-Reimbursable	\$ 16,000	\$ 8,000	\$ 12,891	
40E000 2550 3315 00 000000	Interscholastic Transportation	\$ 15,000	\$ 15,000	\$ 12,182	
40E000 2550 3316 00 000000	Field Trips-Chorus	\$ -	\$ 3,500	\$ 2,949	
40E201 2550 3316 00 000000	Field Trips-Chorus	\$ 250			
40E203 2550 3316 00 000000	Field Trips-Chorus	\$ 250			
40E205 2550 3316 00 000000	Field Trips-Chorus	\$ 250			
40E207 2550 3316 00 000000	Field Trips-Chorus	\$ 250			
40E209 2550 3316 00 000000	Field Trips-Chorus	\$ 250			
40E301 2550 3316 00 000000	Field Trips-Chorus	\$ 1,000			
40E303 2550 3316 00 000000	Field Trips-Chorus	\$ 1,500			
<b>40E--- 2550 3--- -- -----</b>	<b>*Purchased Services</b>	<b>\$ 3,204,575</b>	<b>\$ 3,126,715</b>	<b>\$ 3,068,403</b>	
40E000 2550 4100 00 000000	General Supplies	\$ 1,000	\$ 1,000	\$ -	
<b>40E--- 2550 4--- -- -----</b>	<b>*Supplies &lt;\$500</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>	
<b>40E--- 2550 ---- -- -----</b>	<b>*Transportation Services</b>	<b>\$ 3,226,591</b>	<b>\$ 3,148,507</b>	<b>\$ 3,086,574</b>	<b>\$ 61,933</b>
40E000 3700 3300 00 000000	Contracted Transportation	\$ 130,000	\$ 125,000	\$ 127,008	

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

FUND 40 TRANSPORTATION		2018-19	2017-18	2017-18	2017-18
Account Number	Account Description	Tentative Budget	Budget	FYTD Activity (Apr 30)	Budget Variance
40E--- 3700 3--- -- -----	*Purchased Services	\$ 130,000	\$ 125,000	\$ 127,008	
40E--- 3700 -----	*Parochial/Private Services	\$ 130,000	\$ 125,000	\$ 127,008	\$ (2,008)
40E000 4120 3309 00 430000	Homeless Transportation	\$ -	\$ -	\$ 296	
40E000 4120 3310 00 000000	Transportation Special Ed.	\$ 19,000	\$ -	\$ 16,199	
40E--- 4120 3--- -- -----	*Purchased Services	\$ 19,000	\$ -	\$ 16,495	
40E--- 4120 -----	*Sp. Ed. Services	\$ 19,000	\$ -	\$ 16,495	\$ (16,495)
40-----	*Transportation Fund	\$ 3,375,591	\$ 3,273,507	\$ 3,230,077	\$ 43,430
Increase/(Decrease) in Budget			\$ 102,084	3.12%	

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

**FUND 50 MUNICIPAL RETIREMENT FUND**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 FYTD Activity (Apr 30)</u>	<u>Notes</u>
50-----	*Municipal Retirement Fund	\$ 980,000	\$ 1,100,000	\$ 1,026,579	rate decreases 1.5% in Jan
	Increase/(Decrease) in Budget		\$ (120,000)	-10.91%	

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

**FUND 51 SOCIAL SECURITY/MEDICARE FUND**

<u>Account Number</u>	<u>Account Description</u>	<u>2018-19 Tentative Budget</u>	<u>2017-18 Budget</u>	<u>2017-18 FYTD Activity (Apr 30)</u>	<u>Notes</u>
51EXXX XXX 2130	Social Security	\$ 590,000	\$ 580,000	\$ 494,569	
51EXXX XXX 2140	Medicare	\$ 745,000	\$ 716,400	\$ 714,878	
<b>51----- *Social Security/Medicare</b>		<b><u>\$ 1,335,000</u></b>	<b><u>\$ 1,296,400</u></b>	<b><u>\$ 1,209,447</u></b>	
<b>Increase/(Decrease) in Budget</b>			<b>\$ 38,600</b>	<b>2.98%</b>	

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

<b>FUND 60 CAPITAL PROJECTS</b>						
		<b>2018-19</b>	<b>2017-18</b>	<b>2017-18</b>		
<b>Account Number</b>	<b>Account Description</b>	<b>Tentative Budget</b>	<b>Budget</b>	<b>Unaudited Actuals</b>	<b>Notes</b>	
60E000 2533 3110 00 201600	Architect Fees		\$ -	\$ 41,675	FGM Final Payment	
60E000 2533 3110 00 201800	2018 Architect Fees	\$ 120,000			Need to Confirm Final Bills	
60E000 2533 3110 00 201900	2019 Architect Fees	\$ 525,000			75% of Fees Paid Prior to Const.	
60E000 2533 3190 00 201800	Professional Services	\$ 40,000				
60E000 2533 3250 00 201800	2018 Rental Equipment/Land	\$ 10,000	\$ -		Book Carts, Etc.	
<b>60E--- 2533 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ 695,000</b>	<b>\$ -</b>	<b>\$ 41,675</b>		
60E201 2533 5110 00 201812	2018 Carpenter FF&E	\$ 105,000	\$ -	\$ -	Inc. PTO Purchases, Maint. Work	
60E207 2533 5110 00 201812	2018 Roosevelt FF&E	\$ 120,000			Inc. PTO Purchases	
60E301 2533 5110 00 201812	2018 Emerson FF&E	\$ 38,000			Circulation Desks, Tables, Chairs	
<b>61E--- 2533 5--- - - - - -</b>	<b>*Capital Expenditures &gt;\$1,500</b>	<b>\$ 263,000</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>60E--- 2533 - - - - - - - - -</b>	<b>*Construction Services</b>	<b>\$ 958,000</b>	<b>\$ -</b>	<b>\$ 41,675</b>		
60E000 2535 3111 00 201600	Construction Manager		\$ -	\$ 20,615		
60E000 2534 3111 00 201800	Construction Manager	\$ 151,816				
<b>60E--- 2535 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ 151,816</b>	<b>\$ -</b>	<b>\$ 20,615</b>		
<b>60E--- 2535 - - - - - - - - -</b>	<b>*Construction Services</b>	<b>\$ 151,816</b>	<b>\$ -</b>	<b>\$ 20,615</b>		
60E000 2536 5110 00 201601	2016 Roofing General Trades			\$ 1,500		
60E000 2536 5110 00 201602	2016 Roofing		\$ 198,894	\$ 198,895	Finished paying out 2016	
60E000 2536 5110 00 201607	2016 Capital Imp. General Trades		\$ 73,507	\$ 70,007	Finished paying out 2016	
60E209 2536 5110 00 201617	2016 WA Electric		\$ 32,874	\$ 35,209	Finished paying out 2016	
60E303 2536 5110 00 201620	2016 Lincoln Windows		\$ 219,911	\$ 219,911	Finished paying out 2016	
60E000 2536 5110 00 201802	Linc. & Franklin Tuckpointing	\$ 175,000				
60E000 2536 5110 00 201803	Emerson & Franklin Roofs	\$ 1,698,000				
60E303 2536 5110 00 201806	Lincoln Mechanical Piping	\$ 168,000				
60E207 2536 5110 00 201807	Roosevelt Flooring	\$ 402,500				
60E301 2536 5110 00 201810	Emerson LRC & Additional Lockers	\$ 301,223				
<b>60E--- 2536 5--- - - - - -</b>	<b>*Capital Expenditures &gt;\$1,500</b>	<b>\$ 2,744,723</b>	<b>\$ 525,186</b>	<b>\$ 525,522</b>		
<b>60E--- 2536 - - - - - - - - -</b>	<b>*Facility Improvements</b>	<b>\$ 2,744,723</b>	<b>\$ 525,186</b>	<b>\$ 525,522</b>		
<b>60- - - - - - - - - - - - - - -</b>	<b>*Capital Projects Fund</b>	<b>\$ 3,854,539</b>	<b>\$ 525,186</b>	<b>\$ 587,812</b>		
<b>Increase/(Decrease) in Budget</b>						

**Park Ridge Niles School District 64**  
**2018-19 Tentative Budget**

<b>FUND 61 - CAPITAL PROJECTS - 2017 DEBT CERTIFICATES</b>					
<b>Account Number</b>	<b>Account Description</b>	<b>2018-19 Tentative Budget</b>	<b>2017-18 Budget</b>	<b>2017-18 Unaudited Actuals</b>	<b>Notes</b>
61E000 2533 3110 00 201700	2017 Architect Fees	\$ -	\$ 200,000	\$ 5,012	
61E000 2533 3110 00 201800	2018 Architect Fees		\$ 300,000	\$ 603,236	
61E000 2533 3111 00 201700	Construction Manager		\$ 72,659	\$ 57,819	
61E000 2533 3112 00 201800	Engineering Fees		\$ 25,000	\$ -	
61E000 2533 3190 00 201700	Professional Services		\$ 40,000	\$ 26,035	
61E000 2533 3190 00 201800	Professional Services			\$ 913	
61E000 2533 3250 00 201700	2017 Rental Equipment/Land		\$ 8,500	\$ 2,519	
61E000 2533 3250 00 201800	2018 Rental Equipment/Land	\$ -	\$ -	\$ 362	Book Carts, Etc.
<b>61E--- 2533 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ -</b>	<b>\$ 646,159</b>	<b>\$ 695,895</b>	
61E303 2533 5110 00 201701	2017 LI Secured Vestibule/LRC	\$ -	\$ -	\$ 113,868	FF&E
<b>61E--- 2533 5--- - - - - -</b>	<b>*Capital Expenditures &gt;\$1,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 113,868</b>	
61E303 2533 7000 00 201701	2017 LI Secured Vestibule/LRC	\$ -	\$ -	\$ 39,940	
61E201 2533 7000 00 201812	2018 Carpenter Library	\$ -	\$ -	\$ -	Items >\$1,500 will be charged here
	2018 Roosevelt FF&E				
	2018 Emerson FF&E				
<b>61E--- 2533 7--- - - - - -</b>	<b>*Equipment \$500 - \$1,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 39,940</b>	
<b>61E--- 2533 ---- - - - - -</b>	<b>*Construction Services</b>	<b>\$ -</b>	<b>\$ 646,159</b>	<b>\$ 849,703</b>	
61E000 2536 3190 00 201702	2017 Roof Projects		\$ -	\$ 4,610	
61E203 2536 3190 00 201703	2017 FI Windows		\$ -	\$ 578	
<b>61E--- 2536 3--- - - - - -</b>	<b>*Purchased Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,188</b>	
61E209 2536 4100 00 000000	General Supplies		\$ 2,500	\$ 1,027	
<b>61E--- 2536 4--- - - - - -</b>	<b>*Supplies &lt;\$500</b>	<b>\$ -</b>	<b>\$ 2,500</b>	<b>\$ 1,027</b>	
61E000 2536 5110 00 201702	2017 Roof Projects		\$ 552,000	\$ 370,800	
61E000 2536 5110 00 201705	2017 Asebestos Abatement		\$ 226,510	\$ 243,179	
61E000 2536 5110 00 201707	2017 Kitchen Remodeling		\$ 132,343	\$ 122,550	
61E000 2536 5110 00 201708	2017 Flooring Projects		\$ 125,865	\$ 125,935	
61E203 2536 5110 00 201703	2017 FI Windows		\$ 796,856	\$ 804,256	
61E205 2536 5110 00 201705	2017 FR Asbestos Abatement		\$ -	\$ 28,500	
61E303 2536 5110 00 201701	2017 LI Secured Vestibule/LRC		\$ 1,070,123	\$ 1,059,509	
61E303 2536 5110 00 201704	2017 LI Tuckpointing		\$ 320,235	\$ 299,248	

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

<b>FUND 61 - CAPITAL PROJECTS - 2017 DEBT CERTIFICATES</b>					
		<b>2018-19</b>	<b>2017-18</b>	<b>2017-18</b>	
<b>Account Number</b>	<b>Account Description</b>	<b>Tentative Budget</b>	<b>Budget</b>	<b>Unaudited Actuals</b>	<b>Notes</b>
61E303 2536 5110 00 201706	2017 LI Plumbing Projects		\$ 409,000	\$ 345,600	
61E000 2536 5110 00 201801	Building Improvements			\$ 30,395	
61E207 2536 5110 00 201801	2018 RO/Carp Asbestos Abatement	\$ 165,000	\$ -	\$ 77,555	Paid for Roosevelt in 5/2018
61E207 2536 5110 00 201804	Roosevelt Office/SV	\$ 1,472,723			
61E303 2536 5110 00 201805	Emerson/Jefferson Paving	\$ 1,410,292			
61E201 2536 5110 00 201808	Carpenter Mechanical Units	\$ 83,700			
61E201 2536 5110 00 201809	Carpenter HVAC & Flooring	\$ 1,421,223			
61E207 2536 5110 00 201811	Roosevelt Plumbing	\$ 261,623		\$ 37,440	
<b>61E---2536 5---- -- -----</b>	<b>*Capital Expenditures &gt;\$1,500</b>	<b>\$ 4,814,561</b>	<b>\$ 3,632,932</b>	<b>\$ 3,544,968</b>	
<b>61E--- 2536 ---- -- -----</b>	<b>*Facility Improvements</b>	<b>\$ 4,814,561</b>	<b>\$ 3,635,432</b>	<b>\$ 3,551,182</b>	
<b>61----- ----- -- -----</b>	<b>*Cap Projs - 2017 Debt Certs</b>	<b>\$ 4,814,561</b>	<b>\$ 4,281,591</b>	<b>\$ 4,400,885</b>	

**Park Ridge Niles School District 64  
2018-19 Tentative Budget**

FUND 80 TORT FUND		2018-19	2017-18	2017-18	
Account Number	Account Description	Tentative Budget	Budget	Unaudited Actuals	Notes
80E000 2362 3840 00 000000	Workers Compensation Insurance	\$ 380,100	\$ 494,000	\$ 493,139	5 year loss experience has improved
80E--- 2362 3--- - - - - -	*Purchased Services	\$ 380,100	\$ 494,000	\$ 493,139	
80E--- 2362 - - - - -	*Workers Compensation	\$ 380,100	\$ 494,000	\$ 493,139	
80E000 2363 2320 00 000000	Unemployment Compensation	\$ 11,000	\$ 10,000	\$ 8,197	
80E--- 2363 2--- - - - - -	*Employee Benefits	\$ 11,000	\$ 10,000	\$ 8,197	
80E000 2363 3190 00 000000	Professional Services	\$ 1,250	\$ -	\$ 1,250	
80E--- 2363 3--- - - - - -	*Purchased Services	\$ 1,250	\$ -	\$ 1,250	
80E--- 2363 - - - - -	*Unemployment Insurance	\$ 12,250	\$ 10,000	\$ 9,447	
80E000 2364 3830 00 000000	Liability Insurance	\$ 72,300	\$ 62,200	\$ 63,617	includes \$200 for treasurer's bond
80E--- 2364 3--- - - - - -	*Purchased Services	\$ 72,300	\$ 62,200	\$ 63,617	
80E--- 2364 - - - - -	*Liability Insurance	\$ 72,300	\$ 62,200	\$ 63,617	
80E000 2367 3860 00 000000	Loss Prevention	\$ 2,400	\$ 1,000	\$ 1,922	Hep B vaccines
80E000 2367 3920 00 000000	Criminal Background Checks	\$ -	\$ -		
80E--- 2367 3--- - - - - -	*Purchased Services	\$ 2,400	\$ 1,000	\$ 1,922	
80E000 2367 4100 00 000000	General Supplies	\$ 300	\$ 250	\$ 216	Employee Right, etc., posters
80E--- 2371 4--- - - - - -	*Supplies <\$500	\$ 300	\$ 250	\$ 216	
80E--- 2367 - - - - -	*Loss Prevention	\$ 2,700	\$ 1,250	\$ 2,138	
80E000 2371 3810 00 000000	Property Insurance	\$ 87,300	\$ 85,588	\$ 84,272	
80E--- 2371 3--- - - - - -	*Purchased Services	\$ 87,300	\$ 85,588	\$ 84,272	
80E--- 2371 - - - - -	*Property Insurance	\$ 87,300	\$ 85,588	\$ 84,272	
80----- - - - - -	*Tort Fund	\$ 554,650	\$ 653,038	\$ 652,612	
Increase/(Decrease) in Budget			\$ (98,388)	-15.07%	



**Park Ridge - Niles School District 64  
Tentative Budget Summary 2018-19**

Attachment 3

<b>Fund</b>	<b>2018-19 Tentative Budget Revenues</b>	<b>2018-19 Tentative Budget Expenditures</b>	<b>Excess / (Deficiency) of Revenues Over Expenditures</b>	<b>2018-19 Tentative Budget Other Financing Sources/Uses</b>	<b>2018-19 Tentative Change in Fund Balance</b>
(10) Education	\$ 63,413,668	\$ 63,113,557	\$ 300,111	\$ 1,753,498	\$ 2,053,609
(20) Operations & Maintenance	\$ 6,055,775	\$ 5,972,557	\$ 83,218	\$ (786,925)	\$ (703,707)
(40) Transportation	\$ 4,122,270	\$ 3,375,591	\$ 746,679	\$ (2,000,000)	\$ (1,253,321)
(50) Retirement (IMRF)	\$ 981,233	\$ 980,000	\$ 1,233	\$ -	\$ 1,233
(51) Retirement (Social Security)	\$ 1,213,087	\$ 1,335,000	\$ (121,913)	\$ -	\$ (121,913)
(70) Working Cash	\$ 638,051	\$ -	\$ 638,051	\$ -	\$ 638,051
(80) Tort Immunity	\$ 458,147	\$ 554,650	\$ (96,503)	\$ -	\$ (96,503)
<b>Total Operating Funds</b>	<b>\$ 76,882,231</b>	<b>\$ 75,331,355</b>	<b>\$ 1,550,876</b>	<b>\$ (1,033,427)</b>	<b>\$ 517,449</b>
(60) Capital Projects	\$ 30,000	\$ 3,854,539	\$ (3,824,539)	\$ 9,500,000	\$ 5,675,461
(61) Capital Projects - 2017 Debt Certificates	\$ 23,000	\$ 4,814,561	\$ (4,791,561)	\$ -	\$ (4,791,561)
(30) Debt Service	\$ 2,045,173	\$ 3,264,627	\$ (1,219,454)	\$ 1,233,427	\$ 13,973
<b>Total Non-Operating Funds</b>	<b>\$ 2,098,173</b>	<b>\$ 11,933,727</b>	<b>\$ (9,835,554)</b>	<b>\$ 10,733,427</b>	<b>\$ 897,873</b>
<b>Total All Funds</b>	<b>\$ 78,980,404</b>	<b>\$ 87,265,082</b>	<b>\$ (8,284,678)</b>	<b>\$ 9,700,000</b>	<b>\$ 1,415,322</b>

Approval of Policies

ACTION ITEM 18-08-7

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve Board Policies 2:260, 4:15, 4:40, 4:80, 4:150, 4:170, 5:10, 5:20, 5:90, 5:100, 5:240, 6:20, 6:60, 6:80, 6:135 and 8:20.

The votes were cast as follows:

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

AYES:

NAYS:

PRESENT:

ABSENT:

<b>Policy</b>	<b>Issue</b>	<b>Title</b>	<b>District Policy Committee Change/No Change</b>	<b>Board Policy Committee 7/19/18 Change/No Change</b>	<b>Board Meeting August 20, 2018 Change/No Change</b>
2:260	97	School Board – Uniform Grievance Procedure	Pages 4 & 7	Page 4 revisions in red	N/C
4:15	96	Operational Services – Identity Protection	N/C	Page 1 add “and/or designee”	N/C
4:40	97	Operational Services – Incurring Debt	Pages 1 & 2	Pages 1 & 2	Add Referendum
4:80	96	Operational Services – Accounting and Audits	N/C	N/C	N/C
4:150	96	Operational Services – Facility Management and Building Programs	Page 1	N/C	N/C
4:170	96	Operational Services – Safety	Page 1 insert “walkies or/and Crisis Go”	N/C	N/C
5:10	96	General Personnel – Equal Employment Opportunity and Minority Recruitment	Page 5	N/C	Page 5 add “Alternate: Superintendent”
5:20	97	General Personnel – Workplace Harassment Prohibited	Pages 3 & 4	N/C	N/C
5:90	96	General Personnel – Abused and Neglected Child Reporting	N/C	Page 3 insert “or HR”	Page 3 add: “Director of Pupil Services”
5:100	96	General Personnel – Staff Development Program	N/C	N/C	N/C
5:240	96	Professional Personnel – Suspension	N/C	Page 2 add “or designee”	N/C

6:20	96	Instruction – School Year Calendar and Day	N/C	N/C	N/C
6:60	96	Instruction - Curriculum Content	N/C	See revisions on Pages 1, 2, 3, 5, and 6	N/C
6:80	96	Instruction – Teaching About Controversial Issues	N/C	N/C	N/C
6:135	98	Instruction – Accelerated Placement Program	-	-	See revisions on Page 1
8:20		Community Relations - Community Use of School Facilities	-	-	See additional language

## School Board

### Uniform Grievance Procedure 1

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy<sup>2</sup>, or have a complaint regarding any one of the following:<sup>3</sup>

1. Title II of the Americans with Disabilities Act<sup>4</sup>
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973<sup>5</sup>
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.

~~The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.~~

~~1 State or federal law requires this subject matter be covered by policy and controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Employee grievance procedures are a mandatory subject of bargaining and cannot be changed without the employee exclusive representative's consent. This policy is in addition to, and not a substitute for, the employee grievance procedure contained in a collective bargaining agreement.~~

~~A grievance procedure is required by many civil rights acts and implementing regulations, including those listed. For the sake of consistency and ease of administration, this policy consolidates all board grievance procedures into one policy, except those contained in collective bargaining agreements. See the cross references for the policies referring to this uniform grievance procedure policy.~~

~~2 Including the phrase "guaranteed by the State or federal Constitution, State or federal statute, or Board policy" broadens the scope of this policy beyond the items listed. Consult the board attorney regarding whether to retain this phrase and/or to otherwise limit the scope of this policy.~~

~~3 Attorneys disagree whether The Individuals with Disabilities Education Act (IDEA) should beis not included in the list of statutes that may serve as the basis of a grievance, and attorneys disagree whether it should be. Many believe that IDEA provides the exclusive remedy; others believe that including IDEA allows parents an opportunity to get their position before the board. Unique and specific complaint resolution mechanisms are expressly provided under IDEA, Article 14 of the School Code, and their respective implementing regulations. These mechanisms follow: (1) IDEA at 20 U.S.C. §1415 (procedural safeguards-mediation and due process); (2) IDEA regulations at 34 C.F.R. §§300.151-300.153 (state complaints), 300.506 (mediation), and 300.507 et seq. (due process); (3) School Code at §§14/8.02a (mediation and due process) and 14/8.02b (expedited due process); and (4) special education regulations at 23 Ill.Admin.Code §§226.560 (State complaints), 226.570 (mediation), and Subpart G (due process). A board that would like to include IDEA should consult the board attorney.~~

~~4 The Americans with Disabilities Act Amendments Act (ADAAA), Pub. L. 110-325, made significant changes to the Americans with Disabilities Act's definition of disability by broadening the scope of coverage. The ADAAA also overturned a series of U.S. Supreme Court decisions that interpreted the Americans with Disabilities Act of 1990 in a way that made it difficult to prove that impairments were a disability. The U.S. Equal Employment Opportunity Commission's (EEOC) regulations, 29 C.F.R. Part 1630, at: [www.eeoc.gov/laws/types/disability\\_regulations.cfm](http://www.eeoc.gov/laws/types/disability_regulations.cfm).~~

~~Boards should consult with their attorneys regarding how the ADAAA and its implementing regulations impact their districts.~~

~~Title II of the ADA of 1990 also includes website accessibility. Addressing website accessibility is complicated. Many entities addressing website accessibility use *Web Content Accessibility Guidelines* (WCAG) 2.0, a frequently cited accessibility standard that contains guidelines developed by a private group of accessibility experts. WCAG 2.0 is the standard the U.S. Dept. of Justice referenced in its recent Title II rulemaking; however, it is not adopted as the formal legal standard for public accommodation websites. While it is not adopted as the formal legal standard for public accommodation websites, it has been used in many consent decrees and settlement agreements. See [www.w3.org/TR/WCAG20/](http://www.w3.org/TR/WCAG20/).~~

~~5 See f/n <sup>23</sup>'s discussion of website accessibility above. To avoid allegations that a district violated Section 504 of the Rehabilitation Act of 1973 and Title II of the ADA of 1990, many attorneys suggest that school districts' websites meet the WCAG 2.0 guidelines. But see the discussion in f/n 2 of policy 8:70, *Accommodating Individuals with Disabilities*.~~



5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment (State Officials and Employees Ethics Act<sup>6</sup>, Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972) <sup>7</sup>
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60 (~~P.A. 100-29, final citation pending~~)<sup>8</sup>
8. Bullying, 105 ILCS 5/27-23.7 <sup>9</sup>
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children <sup>10</sup>

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>6</sup> 5 ILCS 430/70-5(a), amended by P.A. 100-554, requires governmental entities (including school districts) to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment. Unlike the powers granted by the Ill. General Assembly to municipalities to pass ordinances, school boards govern by rules referred to as *policies*. 105 ILCS 5/10-20.5. Further, school boards may only exercise powers given to them that are consistent with the School Code that may be requisite or proper for the maintenance, operation, and development of any school or schools under the jurisdiction of the board. 105 ILCS 5/10-20.

The policy must include, at a minimum:

- (1) a prohibition on sexual harassment;
- (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights;
- (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); and
- (4) the consequences:
  - (a) of a violation of the prohibition on sexual harassment; and
  - (b) for knowingly making a false report.

*Id.* See policy 5:20, *Workplace Harassment Prohibited*.

<sup>7</sup> Consult the board attorney to ensure the district's nondiscrimination coordinator and complaint managers are trained to appropriately respond to allegations of discrimination based upon bullying and/or sexual violence under Title IX's sexual harassment umbrella. –In September 2017, the U.S. Dept. of Education (DOE) withdrew its sexual violence Title IX guidance issued in 2011 and 2014, which mandated procedures for processing student-on-student sexual conduct, including using a preponderance of the evidence standard for student discipline. The U.S. Dept. of Education DOE has issued interim guidance until new rulemaking is promulgated: *Q&A on Campus Sexual Misconduct* (OCR September 2017) at: [www2.ed.gov/about/offices/list/ocr/docs/qa-title-ix-201709.pdf?utm\\_content=&utm\\_medium=email&utm\\_name=&utm\\_source=govdelivery&utm\\_term](http://www2.ed.gov/about/offices/list/ocr/docs/qa-title-ix-201709.pdf?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term). An earlier guidance document also highlights appropriate responses to sexual violence under Title IX. See *Revised Sexual Harassment Guidance: Harassment of Student by School Employees, Other Students, or Third Parties, January 2001* at: [www2.ed.gov/offices/OCR/archives/pdf/shguide.pdf](http://www2.ed.gov/offices/OCR/archives/pdf/shguide.pdf).

Consult the board attorney regarding proper filing and storage of these investigation documents, including whether certain student-related investigation documents are *sole possession records*, a Family Policy Compliance Office (FPCO)-created an exemption to the Family Education Rights Privacy Act (FERPA). See *Letter to Ruscio*, 115 LRP 18601 (FPCO 12-17-14).

<sup>8</sup> 105 ILCS 5/10-20.60 (~~final citation pending~~), added by P.A. 100-29, ~~eff. 1-1-18~~, requires schools to implement the Ill. sex equity grievance procedures when processing student complaints about breastfeeding accommodations. Complainants must be informed that the board's decision may be appealed to the Regional Superintendent and, thereafter, to the State Superintendent. 23 Ill.Admin.Code §-200.40. **Note:** Certain claims brought under Sec. 10-20.60 (~~final citation pending~~) may also be covered by the anti-discrimination protections of Title IX; consult the board attorney for further advice. Guidance from U.S. Dept. of Education on Title IX requirements for pregnant and parenting students (June 2013) is available at: [www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf).

<sup>9</sup> All districts must have a policy on bullying. 105 ILCS 5/27-23.7. See policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. The inclusion of *bullying* in the list of topics that may serve as the basis of a grievance furthers the obligation to communicate this policy to students and their parents/guardians.



10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/ 11
15. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq. 12
16. Employee Credit Privacy Act, 820 ILCS 70/ 13

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

**10** Parents/guardians of educationally disadvantaged children may sue a district for misuse of funds allocated by State law for the benefit of such children. *Noyola v. Bd. of Educ.*, 171 Ill.2d 121 (Ill. 1997), (affirming the appellate court's conclusion in *Noyola v. Bd. of Educ.*, 284 Ill.App.3d 128 (1st Dist. 1996) that parents/guardians may pursue a claim to enforce the requirements of the School Code but holding that the proper action for enforcement is by means of mandamus not an implied right of action).

**11** The ~~Illinois~~ Whistleblower Act (740 ILCS 174/) includes school districts in the definition of employer. It protects employees from employer retaliation for disclosing information to a government or law enforcement agency. Section 15 also contains language prohibiting employers from retaliating against employees who disclose information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding where the employee has reasonable cause to believe that the information reveals a violation of a State or federal law, rule or regulation. ~~The Public Act also amends the Illinois Whistleblower Reward and Protection Act (740 ILCS 175/); includes school districts in its definition of State includes school districts.~~ A strict interpretation of this language appears to allow school boards to collect civil penalties and costs against someone making a false claim. Before disciplining any employee, ~~B~~boards should thoroughly investigate the ramifications of ~~this Public Act~~ these acts in consultation with their attorney and liability insurance carriers.

**12** The Genetic Information Nondiscrimination Act (GINA, 42 U.S.C. §2000ff et seq.) is a federal law. Title I addresses the use of genetic information pertaining to health insurance. Title II protects job applicants, current and former employees, labor union members, and apprentices and trainees from discrimination based on their genetic information. GINA covers employers with 15 or more employees.

GINA broadly defines genetic information to include information about an individual's genetic tests, their family members, and, among other things, the manifestation of a disease or disorder in the individual or the individual's family members. Information about an individual's or family member's age or gender is excluded from genetic information. Its remedies mirror those available under a Title VII of the Civil Rights Act claim: back pay, reinstatement, attorneys' fees and compensatory and punitive damages. Retaliation against an individual who brings a claim under GINA is also prohibited. Federal regulations are available at 29 C.F.R. Part 1635, and background information on these regulations have been proposed and are available at: [www.eeoc.gov/policy/docs/qanda\\_geneticinfo.html](http://www.eeoc.gov/policy/docs/qanda_geneticinfo.html). An FAQ titled, *FAQs on the Genetic Information Nondiscrimination Act* is available at: [www.dol.gov/ebsa/faqs/faq-GINA.html](http://www.dol.gov/ebsa/faqs/faq-GINA.html).

The Ill. Genetic Information Protection Act (GIPA, 410 ILCS 513/, amended by P.A. 100-396, ~~off. 1-1-18~~) also prohibits employers from making employment decisions on the basis of any employee's genetic testing information and from penalizing employees who do not want to disclose their genetic information as part of a workplace wellness program. GIPA includes the federal GINA's definition of genetic information and creates more stringent obligations on Ill. employers. While the federal GINA exempts small employers (those with less than 15 employees), Illinois' GIPA covers all employers, even those with one employee. GIPA also provides penalties for negligent and intentional mishandling of genetic information. Note that Title II of GINA does not preempt GIPA's greater protections to Illinois employees.

Before using any sort of genetic information, consult the board attorney for guidance regarding GINA's and GIPA's specific applications to the district and how these laws integrate with other related federal laws, such as the Family Medical Leave Act and the ADA, and State laws governing time off for sickness and workers' compensation.

**13** 820 ILCS 70/. Unless a satisfactory credit history is an *established bona fide occupational requirement* of a particular position, an employer may not: (1) refuse to hire, discharge, or otherwise discriminate against an individual with respect to employment because of the individual's credit history or credit report; (2) inquire about an applicant's or employee's credit history; or (3) order or obtain an applicant's or employee's credit report from a consumer reporting agency. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, when the position's duties include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more. A person who is injured by a violation of this Act may bring a civil action to obtain injunctive relief and/or damages. 820 ILCS 70/25. The court must award costs and reasonable attorneys' fees to a prevailing plaintiff.

opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint ~~of sexual harassment~~ contains allegations involving the Superintendent, the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

#### Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.<sup>17</sup>

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent, within 30 school business days after receiving the Complaint Manager's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

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<sup>17</sup> *Preponderance of evidence* is a standard of proof in civil cases. It means "evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not." See *Black's Law Dictionary, 9th ed. 2009.*



This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.<sup>18</sup>

#### Appointing a Nondiscrimination Coordinator and Complaint Managers <sup>19</sup>

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.<sup>20</sup>

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.<sup>21</sup>

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>18</sup> The Ill. sex equity regulations require districts to have "specific timelines for completion of each step and rendering of a written decision, and shall provide for final appeal of grievance decisions made at the system level to the system's governing board." 23 Ill.Admin.Code §200.40. To avoid arguments over these timelines, this sample policy provides that the failure to strictly follow the timelines does not prejudice any party. The grievance procedure is worthless if complaints are not thoroughly and promptly investigated.

<sup>19</sup> Title IX regulations require districts to identify the name, address, and telephone number of the person who is responsible for coordinating the district's compliance efforts. OCR prefers that school districts make Title IX information and coordinators visible to the community, and it has provided materials designed to remind schools of their obligation to designate a Title IX coordinator. These materials include: (a1) a *Dear Colleague Letter on Title IX Coordinators*; (b2) a *Letter to Title IX Coordinators* that provides them with more information about their role; and (e3) a *Title IX Resource Guide* that includes an overview of Title IX's requirements with respect to several key issues. See [www2.ed.gov/policy/rights/guid/ocr/title-ix-coordinators.html](http://www2.ed.gov/policy/rights/guid/ocr/title-ix-coordinators.html).

While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

<sup>20</sup> Best practice is that throughout the ~~district's~~ board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs.

<sup>21</sup> The board may include the following option to address publication of such contact information:

"The Superintendent or designee shall ensure that students, parents/guardians, employees, and members of the community are informed of the contact information for the District's Nondiscrimination Coordinator and Complaint Managers on an annual basis."

Publicizing the contact information for the Nondiscrimination Coordinator and Complaint Managers through personnel handbooks, student handbooks, and/or on the district's website is a best practice. The Illinois Principals Association maintains a handbook service that coordinates with PRESS material, *Online Model Student Handbook (MSH)*, at: [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook).

**Nondiscrimination Coordinator:**

Lori Lopez  
Name

lopez@d64.org  
Address  
Email

Telephone

Joel Martin  
jmartin@d64.org

**Complaint Managers:**

Joel Martin  
Name

jmartin@d64.org  
Address  
Email

Telephone

Lea Anne Frost (18-19)  
Name

lfrost@d64.org  
Address  
Email

Telephone

- LEGAL REF.:
- Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.
  - Americans With Disabilities Act, 42 U.S.C. §12101 et seq.
  - Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
  - Equal Pay Act, 29 U.S.C. §206(d).
  - Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
  - Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
  - McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
  - Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
  - Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
  - Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.
  - State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).
  - 105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-20.60 (~~P.A. 100-29, final citation pending~~), 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.
  - Illinois Genetic Information Privacy Act, 410 ILCS 513/.
  - Illinois Whistleblower Act, 740 ILCS 174/.
  - Illinois Human Rights Act, 775 ILCS 5/.
  - Victims' Economic Security and Safety Act, 820 ILCS 180/, 56 Ill.Admin.Code Part 280.
  - Equal Pay Act of 2003, 820 ILCS 112/.
  - Employee Credit Privacy Act, 820 ILCS 70/.
  - 23 Ill.Admin.Code §§1.240 and 200.40.

CROSS REF.: [2:105 \(Ethics and Gift Ban\)](#), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), [7:15 \(Student and Family Privacy Rights\)](#), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), [7:310 \(Restrictions on Publications; Elementary Schools\)](#), [7:315 \(Restrictions on Publications; High Schools\)](#), 8:70 (Accommodating Individuals with Disabilities), [8:95 \(Parental Involvement\)](#), 8:110 (Public Suggestions and Concerns)



## Operational Services

### Identity Protection 1

The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to: 2

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. Protect each social security number collected or maintained by the District from unauthorized disclosure.

~~The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following:~~ <sup>and /or designee</sup> 3\_4

~~The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.~~

~~1 The Identity Protection Act, 5 ILCS 179/, requires that this subject matter be covered in policy and controls its content. The Act places greater limits on the use of SSNs than federal law. The Act defines identity protection policy as "any policy created to protect social security numbers from unauthorized disclosure." Social security number is not capitalized in the Identity Protection Act, 5 ILCS 179/5. Another State law, the Personal Information Protection Act, 815 ILCS 530/, amended by P.A. 99-503, contains mandates for government agencies and local governments and may apply to school districts. This Act contains requirements for: (1) notifying an owner of a security breach, and (2) disposing of material containing personal information (defined as the owner's name combined with SSN, driver's license number or State identification card number, and financial account information, including without limitation, credit or debit card numbers).~~

~~Much of a district's collection, storage, use, and disclosure of social security numbers applies to employee records only. But limited exceptions may exist where a school district may need to ask students or their parents/guardians to provide social security numbers, and any collection and retention of student's social security numbers must also be in accordance with this policy.~~

~~Consult the board attorney before adoption of this policy. Districts may choose to provide or implement more protections than the statutory requirements outlined in this sample policy. Technology and best practices are constantly changing. While the laws that apply to this policy govern current management of sensitive information, best practices may outpace the law's ability to keep up. See also fn19 to sample policy 2:250, Access to District Public Records, detailing the preservation requirements of the Local Records Act (50 ILCS 205/3-), the Family Educational Rights and Privacy Act (20 U.S.C. §1232g), and the Ill. School Student Records Act (105 ILCS 10/), and litigation holds or document preservation requirements pursuant to Federal Rules of Civil Procedure (Rules 16 and 26).~~

~~The Identity Protection Act (IPA, 5 ILCS 179/) requires that this subject matter be covered in policy and controls its content. The Act places greater limits on the use of social security numbers (SSNs) than federal law. The IPA defines identity protection policy as "any policy created to protect social security numbers from unauthorized disclosure." Social security number is not capitalized in the IPA, 5 ILCS 179/5. Much of a district's collection, storage, use, and disclosure of SSNs applies to employee records only. But limited exceptions may exist where a school district may need to ask students or their parents/guardians to provide SSNs, and any collection and retention of students' SSNs must also be in accordance with this policy.~~

~~Another State law, the Personal Information Protection Act (PIPA, 815 ILCS 530/ amended by P.A. 99-503) contains mandates for government agencies and local governments. PIPA does not specifically identify school districts as local governments to which the law applies. Consequently, PIPA's application to school districts is questionable because the Ill. Constitution, Article VII, Section 1, expressly exempts school districts from units of local government. PIPA contains requirements for: (1) notifying an owner of a security breach, and (2) disposing of material containing personal information (defined as the owner's name combined with SSN, driver's license number or State identification card number, and financial account information, including without limitation, credit or debit card numbers). Consult with the board attorney for further advice on the application of PIPA. See fn 4, below for more information about options to include PIPA requirements in this sample policy.~~

~~2 The list of goals is optional; it may be deleted, augmented, or otherwise amended.~~



1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided.<sup>5</sup> The stated reason for collection of the social security number must be relevant to the documented purpose.<sup>6</sup>
- ~~5. Notification to an individual as required by 815 ILCS 530/12 whenever his or her personal information was acquired by an unauthorized person; *personal information* means either:
 
  - a. ~~An individual's first name or first initial and last name in combination with any one or more of his or her (i) social security number, (ii) driver's license number or State identification card number, (iii) financial account information (with any required security codes or passwords), (iv) medical information, (v) health insurance information, and/or (vi) unique biometric data or other unique physical or digital representation of biometric~~~~

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>3</sup> The Identity Protection Act, 5 ILCS 179/35(a)IPA requires items #1-4 to be covered in a policy. 5 ILCS 179/3.5(a).

<sup>4</sup> For boards that want to include PIPA mandates in this Policy, insert the following option after the IPA items #1-4, or if the board includes items # 5 and 6 (discussed in f/n 6, below), after items #1-6, and add "815 ILCS 530/, Personal Information Protection Act" to the Legal References:

"The Superintendent is also responsible for ensuring the District complies with the Personal Information Protection Act, 815 ILCS 530/. Compliance measures shall include each of the following:

1. Written or electronic notification to an individual as required by 815 ILCS 530/12 whenever his or her personal information was acquired by an unauthorized person; *personal information* means either:
 
  - a. An individual's first name or first initial and last name in combination with any one or more of his or her (i) social security number, (ii) driver's license number or State identification card number, (iii) financial account information (with any required security codes or passwords), (iv) medical information, (v) health insurance information, and/or (vi) unique biometric data or other unique physical or digital representation of biometric data, when either the name or the data elements are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the name or data elements have been acquired through the breach of security; or
  - b. An individual's username or email address, in combination with a password or security question and answer that would permit access to an online account, when either the username or email address or password or security question and answer are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the data elements have been obtained through the breach of security.
2. Disposal of materials containing personal information in a manner that renders the personal information unreadable, unusable, and undecipherable; *personal information* has the meaning stated in #1, above.
3. Notification, no later than 45 days of the discovery of a security breach, to the Illinois Attorney General:
 
  - a. If the District suffers a breach of more than 250 Illinois residents; or
  - b. When the District provides notice as required in #1, above.

<sup>5</sup> See 4:15-E2, *Exhibit – Statement of Purpose for Collection of Social Security Numbers.*

<sup>6</sup> See 4:15-E2, *Statement of Purpose for Collection of Social Security Numbers.*

- ~~data, when either the name or the data elements are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the name or data elements have been acquired through the breach of security; or~~
- ~~b. An individual's username or email address, in combination with a password or security question and answer that would permit access to an online account, when either the username or email address or password or security question and answer are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the data elements have been obtained through the breach of security.~~<sup>7</sup>
- ~~6. Disposal of materials containing personal information in a manner that renders the personal information unreadable, unusable, and undecipherable; *personal information* has the meaning stated in #5, above.~~
- ~~7. Notification, within 45 days of the discovery of a security breach, to the Illinois Attorney General:~~
- ~~a. If the District suffers a breach of more than 250 Illinois residents; or~~
- ~~b. When the District provides notice as required in #5, above.~~<sup>8</sup>
- ~~8.5. All employees must be advised of this policy's existence, and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.~~<sup>9</sup>
6. If this policy is amended, employees will be advised of the existence of the amended policy and a copy of the amended policy will be made available to each employee.<sup>10</sup>

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent.<sup>11</sup> This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

~~7. Items #5 and #6 are not required to be in policy. They are mandates contained in the Personal Information Protection Act; see the second paragraph of f/n 1. They are included in the sample policy because: (1) they are consistent with public policy, and (2) if the Act applies to school districts, so will its section allowing the Attorney General to fine any person up to \$100 for each violation of the disposal requirements for materials containing personal information. 815 ILCS 530/40, amended by P.A. 99-503.~~

~~8. 815 ILCS 530/12, (e), amended by P.A. 99-503. Notification sooner is preferred, if it can be accomplished.~~

~~9. Item #8 is~~ Items #5 and #6 are not required to be in policy but districts are required to perform the described action ~~((s). 5 ILCS 179/35(b)).~~ These compliance measures are covered in ~~administrative procedure~~ 4:15-AP, *Protecting the Privacy of Social Security Numbers*.

<sup>10</sup> Optional. See f/n 6 above.

<sup>11</sup> This sentence is optional. Its intent is to inform employees of the need to have proper authority before collecting, storing, using, or disclosing SSNs. A board may attach a sanction to the paragraph by adding the following option:

An employee who has substantially breached the confidentiality of ~~SSNs~~ social security numbers may be subject to disciplinary action or sanctions up to and including dismissal in accordance with District policy and procedures.



LEGAL REF.: 5 ILCS 179/, Identity Protection Act.  
50 ILCS 205/3, Local Records Act.  
105 ILCS 10/, Illinois School Student Records Act.  
~~815 ILCS 530/, Personal Information Protection Act.~~

CROSS REF: 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340  
(Student Records)

## Operational Services

### Incurring Debt

CSBO and/or Asst. Business Manager

The Superintendent shall provide early notice to the School Board of the District's need to borrow money. The Superintendent or designee shall prepare all documents and notices necessary for the Board, at its discretion, to: (1) issue State Aid Anticipation Certificates, tax anticipation warrants, working cash fund bonds, bonds, notes, and other evidence of indebtedness, or (2) establish a line of credit with a bank or other financial institution. The Superintendent shall notify the State Board of Education before the District issues any form of long-term or short-term debt that will result in outstanding debt that exceeds 75% of the debt limit specified in State law.

debt certificates,

CSBO +/or AB.M

### Bond Issue Obligations 11

In connection with the Board's issuance of bonds, the Superintendent shall be responsible for ensuring the District's compliance with federal securities laws, including the anti-fraud provisions of

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>1</sup> State law controls this policy's content. School districts are subject to a statutory debt limitation (105 ILCS 5/19-1(a)); other provisions in 5/19-1 contain exceptions. Not all forms of indebtedness are subject to the statutory debt limitations. Before incurring any debt, the board must be certain that the debt will be within the district's debt limitation.

<sup>2</sup> Boards that employ business managers may want to substitute "Business Manager", "Chief School Business Official", or another locally-equivalent title for "Superintendent or designee" and "Superintendent" as they appear throughout this policy; the business manager most commonly performs the duties described in this policy.

<sup>3</sup> 50 ILCS 420/1 et seq. and 105 ILCS 5/18-18.

<sup>4</sup> 105 ILCS 5/17-16.

<sup>5</sup> 105 ILCS 5/20-2, 5/20-4, and 5/20-5; 30 ILCS 305/2.

<sup>6</sup> 105 ILCS 5/19-1 et seq.; 30 ILCS 350/.

<sup>7</sup> 50 ILCS 420/0.01 et seq. A district may borrow money and issue bonds for the purposes stated in 105 ILCS 5/19-3, provided the board properly adopted an election referendum and subsequently the voters approved the proposition (10 ILCS 5/28-2). Districts have the authority to issue bonds for certain purposes without a referendum, e.g., School Fire Prevention and Safety Bonds, Working Cash Fund Bonds, Funding Bonds, and Insurance Reserve Bonds.

<sup>8</sup> Other types of indebtedness include funding bonds and refunding bonds (105 ILCS 5/19-1 et seq.), as well as debt certificates and alternate bonds authorized by the Local Government Debt Reform Act (30 ILCS 350/).

<sup>9</sup> 105 ILCS 5/17-17.

<sup>10</sup> 105 ILCS 5/19-1.

<sup>11</sup> Optional. This subhead is offered for boards that want to: (1) expressly address their obligations to comply with federal securities laws; and (2) authorize the creation of written procedures to protect the status of tax-exempt (or otherwise tax-advantaged) bonds issued by the board. As a matter of best practice and to reduce potential future liabilities, many attorneys recommend that board policy address these obligations. Consult the board attorney and/or bond counsel for guidance.

The Internal Revenue Service strongly encourages, but does not currently require, issuers of tax-exempt bonds to establish written post-issuance compliance monitoring procedures. For guidance regarding the recommended content of such procedures, see IRS Publication 4079, Tax-Exempt Governmental Bonds, at: [www.irs.gov/pub/irs-pdf/p4079.pdf](http://www.irs.gov/pub/irs-pdf/p4079.pdf). Such procedures may be included in a written bond resolution for a specific bond issue, and/or they may be established more generally. Consult the board attorney and/or bond counsel regarding the establishment of such procedures for tax-exempt bonds.

If a board does not accept this subhead, delete the Administrative Procedure Reference and the following Legal References: Securities Act of 1933, 15 U.S.C. § 77a et seq.; Securities Exchange Act of 1934, 15 U.S.C. § 78a et seq.; and 17 C.F.R. § 240.15c2-12.



the Securities Act of 1933, as amended<sup>12</sup> and, if applicable, the continuing disclosure obligations under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended<sup>13</sup>

Additionally, in connection with the Board's issuance of bonds, the interest on which is excludable from gross income for federal income tax purposes, or which enable the District or bond holder to receive other federal tax benefits, the Board authorizes the Superintendent to establish written procedures for post-issuance compliance monitoring for such bonds to protect their tax-exempt (or tax-advantaged) status.

The Board <sup>will</sup> contract with outside professionals, such as bond counsel and/or a qualified financial consulting firm, to assist it in meeting the requirements of this subsection.<sup>14</sup>

**LEGAL REF.:** Securities Act of 1933, 15 U.S.C. §77a et seq.  
Securities Exchange Act of 1934, 15 U.S.C. §78a et seq.  
17 C.F.R. §240.15c2-12.  
Bond Authorization Act, 30 ILCS 305/2. and  
Bond Issue Notification Act, 30 ILCS 352/1-et seq.  
Local Government Debt Reform Act, 30 ILCS 350/.  
Tax Anticipation Note Act, 50 ILCS 420/.  
105 ILCS 5/17-16, 5/17-17, 5/18-18, and 5/19-1 et seq.

**CROSS REF.:** 4:10 (Fiscal and Business Management)

**ADMIN. PROC.:** 4:40-AP (Preparing and Updating Disclosures)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>12</sup> 15 U.S.C. §77q.

<sup>13</sup> 17 C.F.R. §240.15c2-12. See 4:40-AP, *Preparing and Updating Disclosures*, for a detailed set of sample procedures designed to facilitate a district's compliance with disclosure requirements of federal securities laws.

<sup>14</sup> Delete the last paragraph of this subsection if the board does not want to include a sentence in this policy that addresses the use of outside professionals for assistance with compliance. Boards that regularly utilize outside professionals to assist them in meeting bond disclosure requirements may want to include this language to memorialize their current practice. Contracts for the services of individuals possessing a high degree of professional skill, such as attorneys and financial consultants, are exempt from competitive bidding requirements. 105 ILCS 5/10-20.21(a)(i).

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James

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Asst. B.M.

## Operational Services

### Accounting and Audits <sup>1</sup>

The School District's accounting and audit services shall comply with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing*, as adopted by the Illinois State Board of Education (ISBE), State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board. The Superintendent, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

### Annual Audit <sup>2</sup>

At the close of each fiscal year, the Superintendent shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent. The Superintendent shall annually, on or before October 15, submit an original and one copy of the audit to the Regional Superintendent of Schools.

### Annual Financial Report <sup>3</sup>

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ~~Illinois State Board of Education~~ ISBE. The Superintendent shall review and discuss the Annual Financial Report with the Board before it is submitted.

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>1</sup> State or federal law controls this policy's content. A board policy or resolution is required concerning revolving funds and petty cash. (23 Ill.Admin.Code §100.70). This policy is intended to facilitate the board's fiscal oversight role. The last sentence of the first paragraph should be modified to align with local conditions. *The Requirements for Accounting, Budgeting, Financial Reporting, and Auditing at 23 Ill.Admin.Code Part 100* replaced 23 Ill.Admin.Code Part 110, *Program Accounting Manual* and 23 Ill.Admin Code Part 125, *Student Activity Funds and Convenience Accounts*. ~~The Requirements for Accounting, Budgeting, Financial Reporting, and Auditing is at 23 Ill.Admin.Code Part 100.~~

<sup>2</sup> Audit requirements are found in 105 ILCS 5/3-7 and 5/3-15.1, and 23 Ill.Admin.Code §100.110. The federal Single Audit Act adds audit requirements for federal programs. (31 U.S.C. §7501 *et seq.*)

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent of Schools" with "appropriate Intermediate Service Center." ~~Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center." P.A. 96-893 abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to Intermediate Service Centers.~~

The following optional sentence establishes an audit committee: "The Board will annually establish an audit committee to help the Board select an external auditor, confer with the auditor regarding the audit's scope, and oversee the audit process." **Note:** All board committees are subject to the Open Meetings Act.

The following optional sentence establishes a competitive process for selecting the external auditor; it prevents a long-term relationship with an auditor and reduces the possibility of audits being too routine or friendly: "The Board will annually advertise a request for proposals to perform the external audit." Substitute "periodically" for "annually" if desired.

<sup>3</sup> Requirements for the annual financial report are found in 105 ILCS 5/2-3.27 and 5/3-15.1; 23 Ill.Admin.Code §100.100. The last sentence of this section should be modified to align with local conditions.



#### Inventories 4

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost.

#### Disposition of District Property 5

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value.

#### Taxable Fringe Benefits 6

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

#### Controls for Revolving Funds and Petty Cash 7

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ~~Illinois State Board of Education~~ ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds are limited to a maximum balance of \$500.00. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear

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<sup>4</sup> The Illinois Program Accounting Manual (IPAM) was repealed and replaced with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing*. While these new-rules contain much of the IPAM information, the information about inventories was not included. That information is still useful and may be found at [www.isbe.net/Documents/ipam.pdf](http://www.isbe.net/Documents/ipam.pdf). The last sentence of this section should be modified to align with local conditions.

<sup>5</sup> The requirements in this section are specified in 105 ILCS 5/5-22, amended by P.A. 99-794, ~~eff. 1-1-17~~ (allowing property constructed or renovated by students as part of a curricular program to be sold through the services of a licensed real estate broker subject to certain requirements) and 5/10-22.8. A board that desires to act on the disposition of property having any value should use the following alternative to this section's last sentence: "Notwithstanding the above, the Superintendent or designee may unilaterally dispose of worthless personal property."

The recipient (through either sale or donation) of any discarded school bus must immediately: (1) remove, cover, or conceal the "SCHOOL BUS" signs and any other insignia or words indicating the vehicle is a school bus; (2) render inoperable or remove entirely the stop signal arm and flashing signal system; and (3) paint the school bus a different color from those under Section 12-801 of the Illinois Vehicle Code. 625 ILCS 5/12-806(b), added by P.A. 100-277, eff. 1-1-18.

<sup>6</sup> The intent of this optional section is twofold: (1) to control personal use of district property and equipment, and (2) to ensure compliance with IRS rules. As to the first point, allowing personal use of district property or equipment is arguably prohibited by the Ill. Constitution, Art. VIII, Sec 1 which states: "Public funds, property or credit shall be used only for public purposes." As to the second point, any fringe benefit an employer provides is taxable and must be included in the recipient's pay unless the law specifically excludes it. See Publication 15-B (2008), *Employer's Tax Guide to Fringe Benefits*, [www.irs.gov/pub/irs-pdf/p15b.pdf](http://www.irs.gov/pub/irs-pdf/p15b.pdf).

<sup>7</sup> 105 ILCS 5/10-20.19; 23 Ill.Admin.Code §100.70. This paragraph's contents are mandatory, except for the \$500 cap on the maximum balance of revolving funds. The cap amount may be changed or the following alternative used: "Each revolving fund shall be maintained in a bank that has been approved by the Board and established in an amount approved by the Superintendent consistent with the annual budget."

description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

#### Control Requirements for Checks <sup>8</sup>

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the School District must be signed by either the Treasurer or Board President, except that checks from an account containing student activity funds and revolving accounts may be signed by the respective account custodian.

#### Internal Controls <sup>9</sup>

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third party to audit internal controls in addition to the annual audit.

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<sup>8</sup> This section is largely up to the local board's discretion; additional controls may be added. The following alternative to the second sentence will mandate two signatories for checks:

Two of the following individuals: the Treasurer, Board President, and/or Board Vice-President, shall sign all checks issued by the School District, except that checks from an account containing student activity funds and revolving accounts may be signed by the respective account custodian.

A board must comply with State law requirements concerning the use of facsimile or electronic signatures on checks. The Secretary of State, Index Department, maintains certified manual signatures of officers authorized to sign checks. (Uniform Facsimile Signature of Public Officials Act, 30 ILCS 320/). Electronic records and signatures are governed by the Electronic Commerce Security Act. (5 ILCS 175/5). Attorneys disagree about the applicability of these laws to school districts.

<sup>9</sup> This section is largely up to the local board's discretion. The annual audit must include a "review and testing of the internal control structure." (23 Ill.Admin.Code §100.110). This review's limited scope means that boards should not rely on it to reveal uncontrolled financial risks. The board's responsibility is to establish policy to safeguard the district's financial condition. Indeed, the oath of office includes this promise: "I shall respect taxpayer interests by serving as a faithful protector of the school district's assets." In this sample policy, the board sets the control objectives and the superintendent is responsible for developing an internal controls system.

Boards that wish to take a larger oversight role regarding internal controls may list the numbered sentences in the IASB sample administrative procedure 4:80-AP, *Checklist for Internal Controls*, as required inclusions in the superintendent's program for internal controls. This alternative, for insertion at the end of this section's first paragraph, follows:

The District's system of internal controls shall include the following:

1. All financial transactions must be properly authorized and documented.
2. Financial records and data must be accurate and complete.
3. Accounts payable must be accurate and punctual.
4. District assets must be protected from loss or misuse.
5. Incompatible duties should be segregated, if possible.
6. Accounting records must be periodically reconciled.
7. Equipment and supplies must be safeguarded.
8. Staff members with financial or business responsibilities must be properly trained and supervised, and must perform their responsibilities with utmost care and competence.
9. Any unnecessary weaknesses or financial risks must be promptly corrected.



LEGAL REF.: 105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-20.19, 5/10-22.8, and 5/17-1 et seq.  
23 Ill.Admin.Code Part 100.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 4:90 (Activity Funds)

## Operational Services

### Facility Management and Building Programs 1

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance with the law, the standards set forth in this policy, and other applicable School Board policies. The Superintendent or designee shall facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, and (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district. 2

#### Standards for Managing Buildings and Grounds

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. Prior Board approval is needed for all renovations or permanent alterations to buildings or grounds when the total cost will exceed ~~\$12,500~~, including the cost equivalent of staff time.<sup>3</sup> This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

↙ ▷ \$25,000

**The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.**

<sup>1</sup> Each district with a school having 50 or more students must have a green school cleaning policy. ~~(Green Cleaning School Act, 105 ILCS 140/). IASB sample policy 4:160, *Environmental Quality of Buildings and Grounds*, fulfills the requirement to have a procedure on compliance with the Chemical Safety Acts. (105 ILCS 5/10-20.49). Many other State and federal laws control facility management and building programs. Good subjects for administrative procedures include management of custodial services, security, and green cleaning, among others.~~

The federal rules implementing the Americans with Disabilities Act of 1990 (ADA, 42 U.S.C. §12101 et seq.) prohibit discrimination on the basis of disability in services and facilities. ~~(28 C.F.R. Parts 35 and 36). The 2010 ADA Standards for Accessible Design (28 C.F.R. Part 36, Appendix) are available from a link on the ADA home page, [www.ada.gov/](http://www.ada.gov/). Consult the board attorney about how these standards apply to alterations and new construction.~~

The Prevailing Wage Act is generally applicable to all construction projects. ~~(820 ILCS 130/). It requires, among other things, that: (1) all workers on a public works project be paid no less than the prevailing hourly rate (820 ILCS 130/1); (2) the district specify in all public works contracts that the prevailing rate must be paid (820 ILCS 130/4(a-1)); and (3) all contractors must submit certain employment records to the district and the district must keep these records as required by law (820 ILCS 130/5).~~

105 ILCS 5/10-20.60 (final citation pending), added by P.A. 100-163, eff. 1-1-18, requires school districts to make feminine hygiene products (defined as tampons and sanitary napkins for use in connection with the menstrual cycle) available, at no cost to students, in the bathrooms of school buildings serving students in grades 6 through 12. Note: The statute does not delineate between types of bathrooms (student, staff, girls, boys, unisex, etc.). Consult with the board attorney about implementing this law.

<sup>2</sup> 105 ILCS 5/3-14.20 and 5/3-14.21.

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center."

<sup>3</sup> This provision is optional and the amount may be changed. The \$12,500 spending limit is one-half of the bidding threshold for purchases or contracts. ~~(105 ILCS 5/10-20.21). This provision's intent is to ensure that the board is kept informed about significant renovations and permanent alterations. A board should discuss this provision with its superintendent before including it in the policy.~~



#### Standards for Green Cleaning 4

For each District school with 50 or more students, the Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

#### Standards for Facility Construction and Building Programs 5

As appropriate, the Board will authorize a comprehensive study to determine the need for facility construction and expansion. On an annual basis, the Superintendent or designee shall provide the Board with projected facility needs, enrollment trends, and other data impacting facility use. Board approval is needed for all new facility construction and expansion.

When making decisions pertaining to design and construction of school facilities, the Board will confer with members of the staff and community, the Illinois State Board of Education, and educational and architectural consultants, as it deems appropriate. The Board's facility goals are to:

1. Integrate facilities planning with other aspects of planning and goal-setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.

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<sup>4</sup> Required by the Green Cleaning School Act (105 ILCS 140/) and Green Cleaning for Elementary and Secondary Schools (23 Ill.Admin.Code Part 2800). The Ill. Green Government Coordinating Council established *Guidelines and Specifications* which state: "While not mandatory, schools should implement the practices set forth in the Recommendations section of these guidelines where applicable and appropriate." See [Guidelines and Specifications at: www.illinois.gov/gov/green/Documents/Illinois%20Green%20Cleaning%20Guidelines%20and%20Specifications.pdf](http://www.illinois.gov/gov/green/Documents/Illinois%20Green%20Cleaning%20Guidelines%20and%20Specifications.pdf).

<sup>5</sup> The inclusion and identification of the facility goals listed in the second paragraph are at the board's discretion.

105 ILCS 5/2-3.12 and 23 Ill.Admin.Code Part 180 contain the School building code and Health/Life and Safety Code for Public Schools, respectively. Among their mandates are the decennial *safety survey report*. (~~105 ILCS 5/2-3.12(b); 23 Ill.Admin.Code §180.310~~). After 1-1-15, all "new school building construction" must include a storm shelter that meets or exceeds the ICC/NSSA Standard for the Design and Construction of Storm Shelters (ICC-500) published jointly by the International Code Council and the National Storm Shelter Association. (~~105 ILCS 5/2-3.12(e-5); 23 Ill.Admin.Code §180.60(b)(3); amended at 40 Ill. Reg. 3059~~). Any facility project for which the design contract is executed after 7-1-16 must meet standards of the 2015 International Building Code and its subcodes. (~~23 Ill.Admin.Code 180.60(a); amended at 40 Ill. Reg. 3059~~).

The Ill. Environmental Barriers Act (410 ILCS 25/) and the Ill. Accessibility Code (71 Ill.Admin.Code Part 400) ensure that "all applicable buildings and facilities in the State of Illinois, is so designed, constructed, and/or altered to assure the safety and welfare of all members of society and to be readily accessible to, and usable by, environmentally limited persons." (71 Ill.Admin.Code §400.110(a)). Note: The Ill. Environmental Barriers Act, as amended by P.A. 99-582, ~~eff. 1-1-17~~, deleted the term *environmentally limited person*, which until then had been defined in 410 ILCS 25/3 as "a person with a disability or condition who is restricted in the use of the built environment." Press boxes constructed on school property do not have to comply with the Accessibility Code if the press boxes are in bleachers that have points of entry at only one level, and the aggregate area of the press box is no more than 500 square feet. (~~105 ILCS 5/10-20.51; 23 Ill.Admin.Code 180.60(b)(4); amended at 40 Ill. Reg. 3059~~).

A building intended for classroom or instructional use may be constructed only after voter approval at a referendum unless the building is: (1) leased by the district, or (2) purchased with funds from the sale or disposition of other buildings or structures, or with funds received as a grant under the School Construction Law or as a gift, provided that no funds (other than lease payments) are derived from the district's bonded indebtedness or its tax levy. (~~105 ILCS 5/10-22.36~~).

A district may levy a tax for "fire prevention, safety, energy conservation, disabled accessibility, school security, and specified repair purposes." (~~105 ILCS 5/17-2.11~~). An expedited process may be available in emergency situations. (~~Id.~~) A board may, subject to certain notice requirements, transfer surplus life safety taxes and interest earnings on them to the Operations and Maintenance Fund for building repair work until June 30, 2019. (~~Id.~~, amended by P.A. 99-713).

The Green Buildings Act requires all new State-funded building construction and major renovation projects to meet specified environmental requirements. (~~20 ILCS 3130~~). Waivers may be granted by the Capital Development Board in certain situations. (~~Id.~~) ~~20 ILCS 3130/15(e)~~. For environmental impact laws, see policy 4:160, *Environmental Quality of Buildings and Grounds*.

5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State and federal law.
7. Provide for low maintenance costs, energy efficiency, and minimal environmental impact.

Naming Buildings and Facilities <sup>6</sup>

Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and stature of the school or facility. Any request to name or rename an existing facility should be submitted to the Board.<sup>7</sup> When a facility is to be named or renamed, the Board President will appoint a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board. The Board will make the final selection. The Superintendent or designee may name a room or designate some area on a school's property in honor of an individual or group that has performed outstanding service to the school without using the process in this policy.

- LEGAL REF.:        42 U.S.C. §12101 et seq., Americans with Disabilities Act of 1990, implemented by 28 C.F.R. Parts 35 and 36.  
                          20 ILCS 3130/, Green Buildings Act.  
                          105 ILCS 5/2-3.12, 5/10-20.49, 5/10-22.36, 5/10-20.60 (P.A. 100-163, final citation pending), and 5/17-2.11.;  
                          105 ILCS 140/, Green Cleaning Schools Act., and  
                          105 ILCS 230/, School Construction Law.  
                          410 ILCS 25/, Environmental Barriers Act.  
                          820 ILCS 130/, Prevailing Wage Act.  
                          23 Ill.Admin.Code Part 151, School Construction Program; Part 180, Health/Life Safety Code for Public Schools; and Part 2800, Green Cleaning for Elementary and Secondary Schools.  
                          71 Ill.Admin.Code Part 400, Ill. Accessibility Code.
- CROSS REF.:        2:150 (Committees), 2:170 (Procurement of Architectural, Engineering, and Land Surveying Services), 4:60 (Purchases and Contracts), 8:70 (Accommodating Individuals with Disabilities)

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<sup>6</sup> This section is optional and its contents are at the board's discretion.

<sup>7</sup> The board may want to include criteria for the committee, in which case the following is an option:

1. The committee will encourage input from the community, staff members, and students.
2. Consideration will be given to names of local communities, neighborhoods, streets, landmarks, historical considerations, and individuals who have made a contribution to the District, community, State, or nation.
3. The name will not duplicate or cause confusion with the names of existing facilities in the District.



## Operational Services

### Safety 1

#### Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event.<sup>2</sup> The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school; <sup>3</sup>
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; <sup>4</sup> and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones. <sup>5</sup> (walkies &/or Crisis Go)

*The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.*

<sup>1</sup> State law requires a policy on several topics in this policy (see f/n 5, 7, 8 & and 9) and otherwise controls this policy's content. Topics previously assigned to this code number were moved in May 2014 and placed in 4:100, *Insurance Management* and 4:175, *Convicted Child Sex Offender; Screening; Notifications*.

<sup>2</sup> This simple end statement should be discussed and altered accordingly before board adoption. Ask: what effect or impact will this statement have on the students and the community?

<sup>3</sup> *The term emergency operations and crisis response plan is used because federal agencies refer to school emergency operations plans and the School Safety Drill Act (105 ILCS 128/) refers to emergency and crisis response plans.*

See administrative procedure 4:170-AP1, *Comprehensive Safety and Security Plan*. This procedure follows the recommendations in the "*Guide for Developing High-Quality School Emergency Operations Plans*,"<sup>2</sup> produced by a collaboration of federal agencies in 2013, available at: [rems.ed.gov/docs/REMS\\_K-12\\_Guide\\_508.pdf](http://rems.ed.gov/docs/REMS_K-12_Guide_508.pdf). The *Guide* informs schools what they *need* to do, not *what* to do. It recommends a process for developing, implementing, and continually refining a school emergency operations plan as well as a discussion of its form, function, and content.

*The Illinois State Board of Education (ISBE) maintains a comprehensive website on school emergency and crisis response planning in compliance with the School Safety Drill Act and Joint Rules of the Office of the State Fire Marshal and the Illinois State Board of Education (29 Ill.Admin.Code Part 1500), at [www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx](http://www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx). ISBE's website includes a *Sample School Emergency Operations Plan* which aligns with the federal *Guide for Developing High-Quality School Emergency Operations Plans*.*

<sup>4</sup> Required by 105 ILCS 128/20(b) and 105 ILCS 5/10-20.14(c) for all students. See 4:110-AP3, *School Bus Safety Rules*.

<sup>5</sup> 105 ILCS 5/10-20.28. Consider discussing with local law enforcement what its preference would be and encourage staff and students to follow the recommendation. A wave of 911 cell phone calls can jam phone lines. Student use of cell phones is addressed in 7:190, *Student Behavior*.

## School Safety Drill Plan 6

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act, (105 ILCS 128/):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement drill to address a school shooting incident.

## Annual Review

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshal and the Illinois State Board of Education (29 Ill.Admin.Code Part 1500). 7

## Automated External Defibrillator (AED) 8

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency

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625 ILCS 5/12-610.1(e) prohibits wireless telephone use at any time while operating a motor vehicle on a roadway in a school speed zone except for: (1) highway construction or maintenance workers within their work zones; (2) any use for emergency purposes; (3) law enforcement officers or emergency responders performing their duties; (4) a person using a wireless telephone in voice-operated mode with or without use of a headset; and (5) a person with technology that uses a single button to initiate or terminate a voice communication; (e.g., HandsFreeLink®). 625 ILCS 5/12-813.1 limits cell phone use by school bus drivers; see policy 4:110, *Transportation*.

6 Each of the listed drills is required by the School Safety Drill Act, ~~105 ILCS 128/~~. Each drill's requirements are comprehensively covered in 4:170-AP1, *Comprehensive Safety and Security Plan*. For information about documenting minimum compliance with the School Safety Drill Act, see [www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx](http://www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx).

105 ILCS 5/2-3.12(f) authorizes the Ill. State Fire Marshal or a qualified fire official to whom the Ill. State Fire Marshal has delegated his or her authority to conduct an annual fire safety inspection of each school building, provided the inspection is coordinated with the regional superintendent. See also 105 ILCS 5/3-14.21(c) and 23 Ill.Admin.Code §180.300(b). To effectively implement this law and ensure the education of students in the district is not disturbed, school officials should discuss with the State Fire Marshal and regional superintendent whether written notice may be provided to the principal requesting to schedule a mutually agreed upon time.

7 The School Safety Drill Act requires each school board or its designee to conduct one annual meeting at which it reviews each building's emergency and crisis response plan, protocols, and procedures and each building's compliance with the school safety drill plan. 105 ILCS 128/25 and 128/30; 29 Ill.Admin.Code Part 1500. If the board uses a designee, it should preferably be someone other than the District Safety Coordinator to assure an unbiased audit. The statute contains detailed requirements. The board or its designee must: (1) complete a one-page report certifying that the review took place, among other things; (2) send a copy of the report to each participating party; and (3) send a copy of the report to the appropriate Regional Superintendent. ISBE's website contains a suggested annual review checklist and a report form to document compliance at: [www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx](http://www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx).

8 Each indoor and outdoor physical fitness facility serving at least 100 individuals must "adopt and implement a written plan for responding to medical emergencies that occur at the facility during the time that the facility is open for use by its members or by the public." The facility must file the plan with the Ill. Dept. of Public Health (IDPH). In addition, each indoor facility must have at least one AED on the premises, and each outdoor facility must house an AED in a building, if any, that is within 300 feet of the outdoor facility. See the statute and administrative rules for the other numerous mandates: 210 ILCS 74/ (Physical Fitness Facility Medical Emergency Preparedness Act); 77 Ill.Admin.Code Part 527. Also see 4:170-AP6, *Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED*.



Preparedness Act ~~and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH).~~ The plan shall provide for ~~at least one~~ automated external defibrillator (AED) to be available ~~at every physical fitness facility on the premises~~ according to State law requirements.

~~The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District.<sup>9</sup> The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH.<sup>10</sup> This policy does not create an obligation to use an AED nor is it intended to create any expectation that an AED will be present or a trained person will be present and/or able to use an AED.~~

#### Carbon Monoxide Alarms <sup>11</sup>

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

#### Soccer Goal Safety <sup>12</sup>

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the ~~Illinois Department of Public Health~~ IDPH. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

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<sup>9</sup> 77 Ill. Admin. Code §527.600(d), (f).

<sup>10</sup> 210 ILCS 74/15(c); 77 Ill. Admin. Code §527.700.

<sup>11</sup> 105 ILCS 5/10-20.567, added by P.A. 99-470 ~~and amended by P.A. 99-642~~. *Carbon monoxide detector* and *detector* mean a device having a sensor that responds to carbon monoxide gas and that is connected to an alarm control unit and approved in accordance with rules adopted by the Ill. State Fire Marshal. *Approved carbon monoxide alarm* or *alarm* means a carbon monoxide alarm that complies with all the requirements of the rules and regulations of the Ill. State Fire Marshal, bears the label of a nationally recognized testing laboratory, and complies with the most recent standards of the Underwriters Laboratories or the Canadian Standard Association, (430 ILCS 135/5).

**Consult both the board attorney and the local fire officials about whether a school building is exempt from this law.** Remove this subhead if the board attorney determines that every building across the entire school district is exempt. The law applies to school buildings that have or are close to any *sources of carbon monoxide*; however, it does not specifically define what that means. 430 ILCS 135/20 defines exemptions for residential units and may provide guidance on the exemption for schools. The law also fails to define *carbon monoxide emitting device*, which triggers the placement point in a school building for a carbon monoxide alarm or carbon monoxide detector.

<sup>12</sup> Include this section **only** if the school district owns and controls a movable soccer goal (Movable Soccer Goal Safety Act, a/k/a *Zach's Law*, 430 ILCS 145/). The Act requires: (1) organizations that own and control a movable soccer goal to create a soccer goal safety and education policy that outlines how the organization will specifically address the safety issues associated with movable soccer goals; and (2) the ~~Ill. Dept. of Public Health~~ IDPH to provide technical assistance materials, ~~which are available at: See~~ [dph.illinois.gov/topics-services/prevention-wellness/injury-violence-prevention/soccer-goal-safety](http://dph.illinois.gov/topics-services/prevention-wellness/injury-violence-prevention/soccer-goal-safety).



### Unsafe School Choice Option 13

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

### Lead Testing in Water 14

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Illinois Plumbing License Law and guidance published by the IDPH.<sup>15</sup> The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.<sup>16</sup>

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<sup>13</sup> This topic must be covered in board policy. ~~105 ILCS 5/10-21.3a~~. See also 20 U.S.C. §7912. ISBE maintains a list of persistently dangerous schools. Districts having only one school may substitute the following for this paragraph:

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or such a student's parent/guardian, may request special accommodations from the Superintendent or designee.

Districts with each grade in only one attendance center may substitute the following for this paragraph:

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or such a student's parent/guardian, may request special accommodations from the Superintendent or designee.

<sup>14</sup> 225 ILCS 320/35.5, added by P.A. 99-922 and amended by P.A. 100-103. Requires that each source of potable water in school buildings constructed on or before 1-1-00, which may be occupied by more than 10 children in grades pre-K through 5, be tested for lead. Testing for buildings constructed prior to 1-1-87 must be conducted by 12-31-17. 225 ILCS 320/35.5(c)(4). Testing for buildings constructed between 1-2-87 and 1-1-00 must be conducted by 12-31-18. Id. By 6-30-19, the IDPH will determine whether it is necessary and appropriate to require testing for buildings constructed after 1-1-00. 225 ILCS 320/35.5(d).

Boards may, by resolution, use excess taxes levied for fire prevention, safety, energy conservation, and school security purposes for sampling lead in drinking water in schools and for repair and mitigation due to lead levels in the drinking water supply. 105 ILCS 5/17-2.11(j)(1), amended by P.A. 99-922.

<sup>15</sup> 225 ILCS 320/35.5(e) requires the IDPH to post on its website guidance on mitigation actions for lead in drinking water, and ongoing water management practices, in schools. On 5-9-17, the IDPH posted *Mitigation Strategies for Lead Found in School Drinking Water* at: [www.dph.illinois.gov/sites/default/files/publications/school-lead-mitigation-strategies-050917.pdf](http://www.dph.illinois.gov/sites/default/files/publications/school-lead-mitigation-strategies-050917.pdf). Note: Page 2 of *Mitigation Strategies* states "IDPH is requiring the mitigation strategies and requirements contained in this guidance document to be followed for all plumbing fixtures identified with any level of lead." however the statute does not authorize the IDPH to impose such additional requirements.

<sup>16</sup> If any samples taken in the school exceed five parts per billion, a district must provide individual notification of sampling results, via written or electronic communication, to parent(s)/guardian(s) of all enrolled students that must include: (1) the corresponding sampling location within the school building; and (2) the U.S. Environmental Protection Agency's website for information about lead in drinking water at: [www.epa.gov/ground-water-and-drinking-water/basic-information-about-lead-drinking-water](http://www.epa.gov/ground-water-and-drinking-water/basic-information-about-lead-drinking-water). 225 ILCS 320/35.5(c)(3). If any samples taken in the school are at or below five parts per billion, notification may be made in the same manner or by posting on the school's website. Id.

### Emergency Closing

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property. 17

LEGAL REF.: 105 ILCS 5/10-20.2, 5/10-20.56, 5/18-12, ~~and 5/18-12.5,~~ and 105 ILCS 128/, School Safety Drill Act, implemented by 29 Ill.Admin.Code Part 1500.  
210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.  
225 ILCS 320/35.5, Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 4:180 (Pandemic Preparedness), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

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17 When a school is closed or its starting time is delayed due to adverse weather conditions or a health or safety threat, the district may count a partial day of attendance as a full day for State aid purposes, provided: (1) at least one hour of instruction was provided or the normal start time was delayed; and (2) the superintendent provides the Regional Superintendent or the Suburban Cook County Intermediate Service Center, whichever is appropriate, with a written report in support of the partial day within 30 days. ~~(105 ILCS 5/18-12).~~

105 ILCS 5/18-12.5 governs claiming state aid if a district closes one or more schools, but not all schools, during the public health emergency, as determined by ISBE in consultation with the ~~IDPH~~ Ill. Dept. of Public Health.



## General Personnel

### Equal Employment Opportunity and Minority Recruitment 1

The School District shall provide equal employment opportunities<sup>2</sup> to all persons regardless of their race; color; creed; religion;<sup>3</sup> national origin; sex;<sup>4</sup> sexual orientation;<sup>5</sup> age;<sup>6</sup> ancestry; marital

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~~1 Federal and State law (see the policy's Legal References) require that all districts have a policy on equal employment opportunities and control this policy's content. **This is a complex, confusing, and highly litigated area of the law; consult the board attorney for advice on the application of these laws to specific fact situations.**~~

~~2 *Equal employment opportunities* apply to virtually all terms and conditions of employment, e.g., discharge, hire, promotion, pay, demotion, and benefits (see Legal References). The Illinois Constitution protects the following categories from discrimination in employment: race, color, creed, national ancestry, sex, and handicap. (Art. I, §§17, 18, and 19). The Ill. Human Rights Act (IHRA) protects the following categories from discrimination in employment: race, color, religion, sex, national origin, ancestry, age, ~~sex~~, marital status, physical or mental disability, military status, order of protection status, sexual orientation, pregnancy, ~~and~~ unfavorable discharge from military service, and citizenship status. (775 ILCS 5/1-102 and 5/1-103).~~

~~The Equal Employment Opportunities Act (EEOA, a.k.a. Title VII of the Civil Rights Act of 1964) prohibits discrimination because of an individual's race, color, religion, sex, or national origin. (42 U.S.C. §2000e et seq., amended by The Lilly Ledbetter Fair Pay Act of 2009 (LLFPA), Pub.L. 111-2).~~

~~The Lilly Ledbetter Fair Pay Act/LLFPA clarifies that a discriminatory compensation decision or other practice occurs each time an employee is paid or receives a last benefits check pursuant to the discriminatory compensation decision as opposed to only from the time when the discriminatory compensation decision or other practice occurred. The Act has no legislative history available to define what the phrase *or other practice* might mean beyond a discriminatory compensation decision.~~

~~While not exhaustive, other laws protecting these and additional classifications are named in subsequent footnotes.~~

~~3 Section 2-102 of the IHRA, amended by P.A. 100-100, contains a new *religious discrimination* subsection. It expressly prohibits employers from requiring a person to violate a sincerely held religious belief to obtain or retain employment unless, after engaging in a bona fide effort, the employer demonstrates that it is unable to reasonably accommodate the employee's or prospective employee's sincerely held religious belief, practice, or observance without undue hardship on the conduct of the employer's business. Religious beliefs include, but are not limited to: the wearing of any attire, clothing, or facial hair in accordance with the requirements of his/her religion. 775 ILCS 5/2-102(E-5). Employers may, however, enact a dress code or grooming policy that restricts attire, clothing, or facial hair to maintain workplace safety or food sanitation. Id.~~

~~In addition to the Ill. Human Rights Act/IHRA and the federal Equal Employment Opportunities Act/EEOA (discussed in f/n 2), see the Religious Freedom Restoration Act. (775 ILCS 35/).~~

~~4 In addition to the Ill. Human Rights Act/IHRA and the federal Equal Employment Opportunities Act/EEOA (discussed in f/n 2), see Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq. The federal Equal Pay Act prohibits an employer from paying persons of one gender less than the wage paid to persons of the opposite gender for equal work. (29 U.S.C. §206(d). The State Equal Pay Act of 2003, 820 ILCS 112/, offers greater protection by prohibiting the payment of wages to one gender less than another gender *for the same or substantially similar work.* 820 ILCS 112/. The Lilly Ledbetter Fair Pay Act/LLFPA now defines *date of underpayment* as each time wages are underpaid. Employees have one year from the time they become aware of the underpayment to file a complaint with the Ill. Dept. of Labor (IDOL). (820 ILCS 112/15(b)).~~

~~5 Illinois Human Rights Act/IHRA, 775 ILCS 5/1-101 et seq. *Sexual orientation* means actual or perceived heterosexuality, homosexuality, bisexuality, or gender-related identity; it does not include a physical or sexual attraction to a minor by an adult. (775 ILCS 5/1-103(O-1)).~~

~~6 Age Discrimination in Employment Act (ADEA), 29 U.S.C. §621 et seq., amended by The Lilly Ledbetter Fair Pay Act, Pub.L. 111-2/LLFPA (see f/n 2). 29 C.F.R. Part 1625, amended the U.S. Equal Employment Opportunity Commission (EEOC) regulations under ADEA to reflect the U.S. Supreme Court's decision in General Dynamic Systems, Inc. v. Cline, 540 U.S. 581 (2004), holding the ADEA to permit employers to favor older workers because of age. Thus, favoring an older person over a younger person is not unlawful discrimination, even when the younger person is at least 40 years old.~~



status;<sup>7</sup> arrest record;<sup>8</sup> military status; order of protection status;<sup>9</sup> unfavorable military discharge;<sup>10</sup> citizenship status provided the individual is authorized to work in the United States;<sup>11</sup> use of lawful products while not at work;<sup>12</sup> being a victim of domestic or sexual violence;<sup>13</sup> genetic information;<sup>14</sup> physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation;<sup>15</sup> pregnancy, childbirth, or related medical conditions;<sup>16</sup> credit

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<sup>7</sup> 105 ILCS 5/10-22.4 and 775 ILCS 5/1-103(Q). The term *marital status* means an individual's legal status of being married, single, separated, divorced, or widowed. <sup>775 ILCS 5/1-103(J)</sup>. This statutory definition does not encompass the identity of one's spouse. Thus, school districts may adopt no-spouse policies. Boaden v. Dept. of Law Enforcement, 664 N.E.2d 61-171 Ill.2d 230 (Ill. 1996).

<sup>8</sup> Districts may not make employment decisions on the basis of arrest history, but may use job-disqualifying criminal convictions. <sup>775 ILCS 5/2-103</sup>. The Job Opportunities for Qualified Applicants Act, ~~820 ILCS 75/~~, prohibits an employer from asking about a criminal record until the employer determines that the applicant is qualified for the position; however, this does not apply when employers are required to exclude applicants with certain criminal convictions from employment. School employers should limit their requests for criminal convictions to *job-disqualifying* convictions. <sup>820 ILCS 75/15</sup>. See also the EEOC's U.S. Equal Employment Opportunity Commission's guidance, *Consideration of Arrest and Conviction Records in Employment Decisions*, at: [www.eeoc.gov/laws/guidance/arrest\\_conviction.cfm](http://www.eeoc.gov/laws/guidance/arrest_conviction.cfm).

<sup>9</sup> 775 ILCS 5/1-103(Q). The term *order of protection status* means a person protected under an order of protection issued pursuant to the Illinois Domestic Violence Act of 1986 or an order of protection issued by a court of another state. <sup>775 ILCS 5/1-103(K-5)</sup>.

<sup>10</sup> *Military status* means a person's status on active duty or in status as a veteran in the U.S. Armed Forces, veteran of any reserve component of U.S. Armed forces, or current member or veteran of the Illinois Army National Guard or Illinois Air National Guard. <sup>775 ILCS 5/1-103(J-1)</sup>. *Unfavorable military discharge* does not include those characterized as RE-4 or *dishonorable*. ~~(Id.)~~ <sup>775 ILCS 5/1-103(P)</sup>. The Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. §§4301 ~~et seq.~~, prohibits employers from discriminating or retaliating against any person for reasons related to past, present, or future service in a *uniformed service*. 38 U.S.C. §§4301 ~~et seq.~~ See ~~f/n 9 in policy 5:30, Hiring Process and Criteria.~~

<sup>11</sup> 775 ILCS 5/1-102(C). According to the Immigration Reform and Control Act of 1986, all employers must verify that employees are either U.S. citizens or authorized to work in the U.S. 8 U.S.C. §1324(a) ~~et seq.~~

<sup>12</sup> ~~The Right to Privacy in the Workplace Act~~ <sup>820 ILCS 55/5</sup> prohibits discrimination based on use of lawful products, e.g., alcohol and tobacco, off premises during non-working hours. <sup>820 ILCS 55/5</sup>.

<sup>13</sup> Victims' Economic Security and Safety Act, <sup>820 ILCS 180/30</sup>. An employer is prohibited from discriminating against any individual (e.g. an applicant for employment) because he or she "is an employee whose employer is subject to Section 21 of the Workplace Violence Prevention Act." The Workplace Violence Prevention Act allows an employer to seek a *workplace protection restraining order* when there is a credible threat of violence at the workplace. <sup>820 ILCS 275/</sup>. Section 21 requires the employer seeking a *workplace protection restraining order* to notify the employee who is a victim of unlawful violence. <sup>820 ILCS 275/21</sup>.

<sup>14</sup> Illinois' Genetic Information Protection Act (GIPA), ~~(410 ILCS 513/25)~~ and Title II of Genetic Information Nondiscrimination Act (GINA), ~~(42 U.S.C. §2000ff et seq.)~~. Both laws protect job applicants and current and former employees from discrimination based on their genetic information. Note that GIPA provides greater protections to Illinois employees than Title II of GINA. GIPA, amended by P.A. 100-396, eff. 1-1-18, prohibits employers from penalizing employees who do not disclose genetic information or do not choose to participate in a program requiring disclosure of the employee's genetic information. See ~~f/n 79~~ in 2:260, *Uniform Grievance Procedure* for the definition of genetic information and a detailed description of both statutes, including of Title I of GINA affecting the use of genetic information in health insurance. In 2011, the EEOC published an informative guidance letter, *ADA & GINA: Incentives for Workplace Wellness Program*, at: [www.eeoc.gov/eeoc/foia/letters/2011/ada\\_gina\\_incentives.html](http://www.eeoc.gov/eeoc/foia/letters/2011/ada_gina_incentives.html). Consult the board attorney for guidance regarding specific application of these laws and how they integrate with other related laws, e.g., the Family Medical Leave Act, the Americans with Disabilities Act, and other State laws governing time off for sickness and workers' compensation.

<sup>15</sup> Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. §§12101 ~~et seq.~~, amended by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), Pub. L. 110-325) and modified by the ~~LLFPA~~ *Lilly Ledbetter Fair Act*, Pub. L. 111-2; Rehabilitation Act of 1973, (29 U.S.C. §791 ~~et seq.~~)

<sup>16</sup> 775 ILCS 5/2-102(I). Employers must provide reasonable accommodations to employees with conditions related to pregnancy or childbirth. <sup>775 ILCS 5/2-102(J)</sup>. Employers are required to post a notice summarizing the right to be free from unlawful discrimination and the right to certain reasonable accommodations. ~~Id.~~ <sup>775 ILCS 5/2-102(K)</sup>. The ~~Ill. Dept. of Labor~~ <sup>IDOL</sup> is required to prepare such a notice, retrievable from its website, which employers may use.



history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position;<sup>17</sup> or other legally protected categories.<sup>18 19 20 21</sup> No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/. <sup>22</sup>

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint,

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Federal law also prohibits employers from discriminating against employees and applicants on the basis of pregnancy, childbirth, or related medical conditions. (42 U.S.C. §2000e(k)). Pregnant workers with pregnancy-related impairments may have disabilities for which they may be entitled to reasonable accommodation under the ADA. (42 U.S.C. §12112). Guidance from the ~~U.S. Equal Employment Opportunity Commission~~ EEOC (7-14-14) is available at: [www.eeoc.gov/laws/guidance/pregnancy\\_qa.cfm](http://www.eeoc.gov/laws/guidance/pregnancy_qa.cfm).

<sup>17</sup> Employee Credit Privacy Act, 820 ILCS 70/. Unless a satisfactory credit history is an *established bona fide occupational requirement* of a particular position, an employer may not: (1) refuse to hire, discharge, or otherwise discriminate against an individual with respect to employment because of the individual's credit history or credit report; (2) inquire about an applicant's or employee's credit history; or (3) order or obtain an applicant's or employee's credit report from a consumer reporting agency. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, the position's duties include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more.

<sup>18</sup> Optional sentence (775 ILCS 5/1-103 and 29 U.S.C. §631):

*Age*, as used in this policy, means the age of a person who is at least 40 years old.

<sup>19</sup> Optional provision (~~29 U.S.C. §705(10)(A), (B) and 42 U.S.C. §12114; 29 U.S.C. §705(20)(D); 29 U.S.C. §705(20)(I)~~):

*Handicap and disability*, as used in this policy, excludes persons:

1. Currently using illegal drugs (~~29 U.S.C. §705(10)(A) and (B), and 42 U.S.C. §12114~~);
2. Having a currently contagious disease or infection and who, by reason of such disease or infection, would constitute a direct threat to the health or safety of other individuals or who, by reason of the currently contagious disease or infection, are unable to perform the duties of the job ~~29 U.S.C. §705(20)(D)~~; or
3. Whose current alcohol or drug use prevents them from performing the job's duties or constitutes a direct threat to the property or safety of others. ~~Id. at 705(20)(C)(ii)(I)~~.

Persons who have successfully completed or are participating in a drug rehabilitation program are considered *disabled*. ~~Id. at 705(20)(I)~~.

<sup>20</sup> Districts may not make residency in the district a condition of employment for teachers or educational support personnel. (105 ILCS 5/24-4.1, ~~and 5/10-23.5~~). This ban on residency requirements for teachers applies only to instructional personnel, and not, for example, to assistant principals. Owen v. Kankakee School Sch. Dist., ~~632 N.E.2d 1073~~ 261 Ill.App.3d 298 (Ill.App.3,3rd Dist. 1994). Districts also may not ask an applicant, or the applicant's previous employer, whether the applicant ever received, or filed a claim for, benefits under the Workers' Compensation Act or Workers' Occupational Diseases Act. (820 ILCS 55/10(a)). Districts are also prohibited from requiring, requesting, or coercing an employee or potential employee to provide a user name and password or any password or other related account information to gain or demand access to his or her personal online account. (~~Id. at 820 ILCS 55/10(b), amended by P.A. 99-610, eff. 1-1-17~~). While the law does not prohibit employers from viewing public information, consult the board attorney before engaging in this practice.

<sup>21</sup> School districts must accommodate mothers who choose to continue breastfeeding after returning to work. See the Right to Breastfeed Act, 740 ILCS 137/; Nursing Mothers in the Workplace Act, 820 ILCS 260/; and Fair labor Standards Act, 29 U.S.C. §207(r)(~~1~~). See sample language for a personnel handbook in 5:10-AP, ~~Administrative Procedure~~ *Workplace Accommodations for Nursing Mothers*.

<sup>22</sup> 410 ILCS 130/40; 77 Ill.Admin.Code Part 946. To legally use medical cannabis, an individual must first become a *registered qualifying patient*. Their use of cannabis (e.g. permissible locations) is governed by the Compassionate Use of Medical Cannabis Pilot Program Act. (410 ILCS 130/). There are many situations in which no one, even a registered qualifying patient, may possess or use cannabis, including in a school bus or on the grounds of any preschool, or primary or secondary school. (410 ILCS 130/30(a)(2), ~~&~~-(3)). See ~~policy~~-5:50, *Drug- and Alcohol-Free Workplace; Tobacco Prohibition*.



was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information. 23

### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. 24

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23 775 ILCS 5/6-101. Discrimination on the basis of a request for or use of a reasonable accommodation is a civil rights violation under the ~~III. Human Rights Act (HRA)~~, ~~(Id.)~~. Most discrimination laws prohibit retaliation against employees who oppose practices made unlawful by those laws, including, for example, the ~~EEOA~~ Equal Employment Opportunities Act, Title IX, ~~ADA~~ Americans with Disabilities Act, ~~ADEA~~ Age Discrimination in Employment Act, Victims' Economic Security and Safety Act, the III. Equal Pay Act, and the III. Whistleblower Act.

The III. Whistleblower Act (~~IWA~~) specifically prohibits employers from retaliating against employees for: (1) disclosing information to a government or law enforcement agency (740 ILCS 174/15(~~ab~~)); (2) disclosing information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding where the employee has reasonable cause to believe that the information reveals a violation of a State or federal law, rule or regulation (740 ILCS 174/15(~~ba~~)); (3) refusing to participate in an activity that would result in a violation of a State or federal law, rule, or regulation, including, but not limited to, violations of the Freedom of Information Act (740 ILCS 174/20); and (4) disclosing or attempting to disclose public corruption or wrongdoing (740 ILCS 174/20.1). The definition of retaliation is expanded to include *other retaliation and threatening retaliation*. (~~740 ILCS 174/20.1, and 20.2~~).

The III. False Claims Act, ~~740 ILCS 175/~~, defines *State* to include school districts. ~~740 ILCS 175/2(a)~~. Thus, boards may seek a penalty from a person for making a false claim for money or property. (~~740 ILCS 175/4~~). For information regarding the ~~III. Whistleblower Act (IWA)~~ and the tort of retaliatory discharge, ~~See Thomas v. Guardsmark, 487 F.3d 531 (7th Cir., 2007)~~ (discussing the elements of retaliatory discharge and ~~III. Whistleblower Act (IWA)~~); and ~~Sherman v. Kraft General Foods, Inc., 651 N.E.2d 708 272 Ill.App.3d 833 (Ill.App.4th-4th Dist., 1995)~~ (finding employee who reported asbestos hazard had a cause of action for retaliatory discharge).

24 Title IX regulations require districts to identify the name, address, and telephone number of the person who is responsible for coordinating the district's compliance efforts. ~~The U.S. Dept. of Education's Office for Civil Rights prefers that school districts make Title IX information and coordinators visible to the community, and it has provided materials designed to remind schools of their obligation to designate a Title IX coordinator. These materials include: (a) a Dear Colleague Letter on Title IX Coordinators; (b) a Letter to Title IX Coordinators that provides them with more information about their role; and (c) a Title IX Resource Guide that includes an overview of Title IX's requirements with respect to several key issues. See [www2.ed.gov/policy/rights/guid/ocr/title-ix-coordinators.html](http://www2.ed.gov/policy/rights/guid/ocr/title-ix-coordinators.html).~~

~~While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. Thus the policy should be adopted with blanks for the superintendent to fill in later. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored. An email address is optional but may facilitate reporting. A policy should not be adopted with a person's name in it; rather, the identifying information can be added and amended as necessary.~~

Alternate: Superintendent  
Joel Martin

**Nondiscrimination Coordinator<sup>25</sup>:**

Lori Lopez  
Name

Address

Email

Telephone

**Complaint Managers:**

Joel Martin  
Name

Address

Email

Telephone

Lea Anne Frost  
Name

Address

Email

Telephone

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks. 26

**Minority Recruitment 27**

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however,

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25 Sample policy 2:260, Uniform Grievance Procedure, states that a district's Nondiscrimination Coordinator also serves as its Title IX Coordinator. Best practice is that throughout the district's board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs.

26 In addition to notifying employees of the Uniform Grievance Procedure, a district must notify them of the person(s) designated to coordinate the district's compliance with Title IX and the Rehabilitation Act of 1973, (34 C.F.R. §§106.8(a), and 104.8(a)). The Nondiscrimination Coordinator may be the same individual for both this policy and policy 7:10, Equal Educational Opportunities, as well as a Complaint Manager for policy 2:260, Uniform Grievance Procedure. A comprehensive faculty handbook can provide required notices, along with other important information, to recipients. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and school board. Any working conditions contained in the handbook may be subject to mandatory collective bargaining.

27 All districts must have a policy on minority recruitment, (105 ILCS 5/10-20.7a). Unlike minority recruitment efforts, affirmative action plans are subject to significant scrutiny because of the potential for reverse discrimination. The U.S. Constitution's guarantee of equal protection prohibits school districts from using racial hiring quotas without evidence of past discrimination. See 29 C.F.R. §1608.1 et seq. (Equal Employment Opportunity Commission EEOC's guidelines for affirmative action plans); Wygant v. Jackson Board of Education, 406 S.Ct. 1842476 U.S. 267 (1986) (The goal of remedying societal discrimination does not justify race-based layoffs.); City of Richmond v. J.A. Croson Co., 409 S.Ct. 706 488 U.S. 469 (1989) (Minority contractor quota struck; quotas must be narrowly tailored to remedy past discrimination and the city failed to identify the need for remedial action and whether race-neutral alternatives existed.)

The Ill. Human Rights Act, IHRA 775 ILCS 5/1-101.1, states that it shall not be construed as requiring any employer to give preferential treatment or special rights based on sexual orientation or to implement affirmative action policies or programs based on sexual orientation. 775 ILCS 5/1-101.1.



does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.  
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972, implemented by 34 C.F.R. Part 106.  
29 U.S.C. §206(d), Equal Pay Act.  
29 U.S.C. §621 et seq., Age Discrimination in Employment Act.  
29 U.S.C. §791 et seq., Rehabilitation Act of 1973.  
38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).  
42 U.S.C. §1981 et seq., Civil Rights Act of 1991.  
42 U.S.C. §2000e et seq., ~~Equal Employment Opportunities Act~~ (Title VII of the Civil Rights Act of 1964), implemented by 29 C.F.R. Part 1601.  
42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.  
42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.  
42 U.S.C. §2000e(k), Pregnancy Discrimination Act.  
42 U.S.C. §12111 et seq., Americans ~~W~~with Disabilities Act, Title I.  
Ill. Constitution, Art. I, §§17, 18, and 19.  
105 ILCS 5/10-20.7, 5/20.7a, 5/21.1, 5/22.4, 5/23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.  
410 ILCS 130/40, Compassionate Use of Medical Cannabis Pilot Program Act.  
410 ILCS 513/25, Genetic Information Protection Act.  
740 ILCS 174/, Ill. Whistleblower Act.  
775 ILCS 5/1-103, 5/2-102, 103, and 5/6-101, Ill. Human Rights Act.  
775 ILCS 35/5, Religious Freedom Restoration Act.  
820 ILCS 55/10, Right to Privacy in the Workplace Act.  
820 ILCS 70/, Employee Credit Privacy Act.  
820 ILCS 75/, Job Opportunities for Qualified Applicants Act.  
820 ILCS 112/, Ill. Equal Pay Act of 2003.  
820 ILCS 180/30, Victims' Economic Security and Safety Act.  
820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; Tobacco Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300, (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

### Sexual Harassment Prohibited <sup>3</sup>

The School District shall provide a workplace environment free of ~~unwelcome sexual advances, requests for sexual favors, and other verbal, or physical, or other~~ conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.<sup>4</sup> Sexual harassment prohibited by this policy includes, but is not limited to, verbal, ~~or physical, or other~~ conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

### Making a Complaint; Enforcement <sup>5</sup>

~~Employees are encouraged to promptly report information regarding violations of this policy.<sup>6</sup> Employees may choose to report to a person of the employee's same gender. Every effort should be~~

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>3</sup> The IHRA (775 ILCS 5/2-102(D)) provides that sexual harassment is a civil rights violation:

For any employer, employee, agent of any employer, employment agency or labor organization to engage in sexual harassment; provided, that an employer shall be responsible for sexual harassment of the employer's employees by non-employees or non-managerial and non-supervisory employees only if the employer becomes aware of the conduct and fails to take reasonable corrective measures.

The State Officials and Employees Ethics Act (5 ILCS 430/70-5(a), amended by P.A. 100-554) requires governmental entities (including school districts) to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment. Unlike the powers granted by the Ill. General Assembly to municipalities to pass ordinances, school boards govern by rules referred to as policies. 105 ILCS 5/10-20.5. Further, school boards may only exercise powers given to them that are consistent with the School Code that may be requisite or proper for the maintenance, operation, and development of any school or schools under the jurisdiction of the board. 105 ILCS 5/10-20.

The policy must include, at a minimum: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act (740 ILCS 174), and the IHRA (775 ILCS 5/); and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report. Id.

<sup>4</sup> This definition is from State and federal law. 775 ILCS 5/2-101(E) and 29 C.F.R. §1604.11. The harassing conduct must be severe or pervasive so as to alter the conditions of the employee's work environment by creating a hostile or abusive situation. Williams v. Waste Management, 361 F.3d 1021 (7th Cir. 2004). The surrounding circumstances, expectations, and relationships will distinguish between teasing or rough-housing and conduct that a reasonable person would find severely hostile or abusive. In addition, while same-sex gender harassment claims are actionable, the victim must show that s/he suffered disadvantageous employment conditions to which members of the other sex were not exposed. Oncale v. Sundown Offshore Services, 535 U.S. 75 (1998).

<sup>5</sup> See Berry v. Delta Airlines, 260 F.3d 803, 811 (7th Cir. 2001) ("If an employer takes reasonable steps to discover and rectify the harassment of its employees ... it has discharged its legal duty.")

In addition to violating other civil rights laws, a school district violates the public accommodations article in the IHRA if it fails to take corrective action to stop severe or pervasive harassment. 775 ILCS 5/5-102 and 5/5-102.2.

<sup>6</sup> School districts are not required to train employees regarding workplace harassment, including sexual harassment; however it is best practice. For districts that wish to provide such trainings, best practices suggest annual trainings work best, including on applicable board policies and procedures, what constitutes workplace harassment, complaint and enforcement mechanisms, and employees' legal rights.



## General Personnel

### Workplace Harassment Prohibited <sup>1</sup>

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion<sup>2</sup>, national origin, sex, sexual orientation, age, citizenship status, disability, or other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 7:20, *Harassment of Students Prohibited*.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

*The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.*

<sup>1</sup> State or federal law controls this policy's content. Federal law requires districts to take action to prevent sexual harassment and to disseminate a policy regarding its prohibition of sex discrimination. 29 C.F.R. §1604.11(f); 34 C.F.R. §106.9. Harassment based on a protected status is a form of discrimination that violates many State and federal laws (see the policy's Legal References).

Workplace harassment policies have typically focused on *sexual* harassment since it receives the most attention. However, the broad prohibitions against discrimination in State and federal civil rights laws will cover harassing conduct that is motivated by animus against any protected status. See *Porter v. Erie Foods International, Inc.*, 576 F.3d 629 (7th Cir. 2009) (recognizing a cause of action for race harassment). For a list of protected statuses, see policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. This policy prohibiting harassment has a separate section on sexual harassment because of the extensive statutory and case law regarding it.

An employer is liable under Title VII of the Civil Rights Act of 1964 (Title VII) for an employee's harassment of a co-worker if the employer was negligent with respect to the offensive behavior by, for example, failing to take remedial action when it knew or should have known about the harassment. 42 U.S.C. §2000e *et seq.* However, when the perpetrator is the victim's supervisor, the employer will be vicariously liable for the supervisor's actions. Lack of knowledge of a supervisor's misconduct is no defense. *Burlington Industries v. Ellerth*, 524 U.S. 742 (1998); *Faragher v. City of Boca Raton*, 524 U.S. 775 (1998). A *supervisor* is someone who has the authority to demote, discharge, or take other negative job action against the victim. *Vance v. Ball State University*, 133 S.Ct. 2434 (2013). Note that the Ill. Human Rights Act (IHRA, 775 ILCS 5/2-102(D)) imposes strict liability on the employer when an employee has been sexually harassed by supervisory personnel regardless of whether the harasser has any authority over the complainant. *Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n*, 233 Ill.2d 125 (Ill. 2009).

Not all harassing conduct is unlawful discrimination, even if it is disruptive and hurtful. If a board wants to include language in this policy prohibiting employees from engaging in intimidating or offensive conduct that is *not* a civil rights violation, it should consult the board attorney.

<sup>2</sup> Section 2-102 of the IHRA, amended by P.A. 100-100, contains a new *religious discrimination* subsection. It expressly prohibits employers from requiring a person to violate a sincerely held religious belief to obtain or retain employment unless, after engaging in a bona fide effort, the employer demonstrates that it is unable to reasonably accommodate the employee's or prospective employee's sincerely held religious belief, practice, or observance without undue hardship on the conduct of the employer's business. Religious beliefs include, but are not limited to: the wearing of any attire, clothing, or facial hair in accordance with the requirements of his/her religion. 775 ILCS 5/2-102(E-5). Employers may, however, enact a dress code or grooming policy that restricts attire, clothing, or facial hair to maintain workplace safety or food sanitation. *Id.*

made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved ~~employees~~persons, ~~who~~if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

~~Employees should report claims of harassment to the Nondiscrimination Coordinator and/or use Board policy 2:260, Uniform Grievance Procedure, and/or use the Board policy 2:260, Uniform Grievance Procedure. Employees may choose to report to a person of the employee's same sex. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.~~

**Whom to Contact with a Report or Complaint** <sup>7</sup>

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.<sup>8</sup> Employees may also report claims using Board policy 2:260, Uniform Grievance Procedure. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 5:20, Workplace Harassment Prohibited.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

**Nondiscrimination Coordinator:**

Lori Lopez  
Name  
164 S. Prospect  
Address  
llopez@d64.org  
Email  
847-318-4303  
Telephone

Joel Martin  
jmartin@d64.org  
847-318-4305

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>7</sup> Title IX regulations require districts to identify the name, address, and telephone number of the person who is responsible for coordinating the district's compliance efforts. A policy should not be adopted with a person's name in it; rather, the identifying information can be added and amended as necessary.

<sup>8</sup> 5 ILCS 430/70-5(a), amended by P.A. 100-554, requires that a school board policy prohibiting sexual harassment include details for reporting an allegation of sexual harassment, including options for making a confidential report to a supervisor and an ethics officer. 5 ILCS 430/20-23 defines ethics officers as being designated by State agencies under the jurisdiction of the Executive Ethics Commission. School districts are not State agencies (5 ILCS 430/1-5) and do not have ethics officers; thus, this sample policy substitutes Complaint Manager for ethics officer.





An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

### Recourse to State and Federal Fair Employment Practice Agencies <sup>13</sup>

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission.

The Superintendent shall also use reasonable measures to inform staff members and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks.<sup>14</sup>

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>13</sup> 5 ILCS 430/70-5(a), amended by P.A. 100-554, (how an individual can report an allegation of sexual harassment, including options for making a confidential report to the Inspector General or the Ill. Dept. of Human Rights). This sample policy does not reference the Inspector General because the Inspector General does not have jurisdiction over public school districts. 5 ILCS 430/1.

<sup>14</sup> A district must notify employees of the grievance procedure and the person(s) designated to coordinate the district's compliance with Title IX. 34 C.F.R. §§106.8(a). The nondiscrimination coordinator can be the same individual for both this policy and policy 7:10, *Equal Educational Opportunities*, as well as the complaint manager in policy 2:260, *Uniform Grievance Procedure*. A comprehensive faculty handbook can provide required notices, along with other important information to recipients. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board. Any *working conditions* contained in the handbook may be subject to mandatory collective bargaining.

LEGAL REF.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq., implemented by 29 C.F.R. §1604.11.  
Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., implemented by 34 C.F.R. Part 106.  
State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).  
Ill. Human Rights Act, 775 ILCS 5/2-101(E), 5/2-102(D), 5/2-102(E-5), 5/5-102, and 5/5-102.2.  
56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.  
Burlington Industries v. Ellerth, 524 U.S. 742 (1998).  
Crawford v. Metro. Gov't of Nashville & Davidson County, 555 U.S. 271 (2009).  
Faragher v. City of Boca Raton, 524 U.S. 775 (1998).  
Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).  
Harris v. Forklift Systems, 510 U.S. 17 (1993).  
Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).  
Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).  
Oncala v. Sundown Offshore Services, 523 U.S. 75 (1998).  
Porter v. Erie Foods International, Inc., 576 F.3d 629 (7th Cir. 2009).  
Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).  
Vance v. Ball State University, 133 S. Ct. 2434 (2013).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 7:20 (Harassment of Students Prohibited)



## General Personnel

### Abused and Neglected Child Reporting <sup>1</sup>

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability-<sup>2</sup>, shall: (1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline ~~1-800-25-ABUSE~~ (1-800-252-2873)(within Illinois); or 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office.-<sup>3</sup> Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made.-<sup>4</sup> The Superintendent or Building Principal shall immediately coordinate

~~The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.~~

<sup>1</sup> State or federal law controls this policy's content. The Abused and Neglected Child Reporting Act (ANCRA, 325 ILCS 5/) requires school personnel to make an immediate report or cause a report to be made to DCFS; it states that they "may also notify the person in charge of [the] school[.]" (325 ILCS 5/4). If the report involves a *disabled adult student*, employees should expect DCFS to instruct them to call the Ill. Dept. of Human Services Office (DHS) office of the Inspector General's statewide 24 hour toll-free telephone number at 1-800-843-6154 (within Illinois: 1-866-324-5553 (TTY/Nextalk); or 711 (Illinois Relay)). (325 ILCS 5/4.4a and 20 ILCS 1305/1-17(b)). Reports involving a disabled adult student may be made directly to DHS; however, for simplicity, and to preserve a superintendent's duty to disclose certain reports involving an employee or former district employee (see discussion in f/n ~~120~~ below) and the immunity for such disclosures, the sample policy directs the initial phone call involving a disabled adult student to DCFS.

Abuse and neglect are defined in 325 ILCS 5/3 and, for disabled adult students in 20 ILCS 1305/1-17(b). Abuse may be generally understood as any physical or mental injury or sexual abuse inflicted on a child or disabled adult student other than by accidental means or creation of a risk of such injury or abuse by a person who is responsible for the child's or disabled adult student's welfare. Neglect may be generally understood as abandoning a child or disabled adult student or failing to provide the proper support, education, medical, or remedial care required by law by one who is responsible for the child's or disabled adult student's welfare.

Any person required by law to report abuse and neglect who willfully fails to report is guilty of a Class A misdemeanor. A teaching ~~license certificate~~ may be suspended for willful failure to report suspected child abuse or neglect as required by law. (105 ILCS 5/21B-75 and 20 ILCS 1305/1-17(k)(1)). 20 ILCS 1305/1-17(k)(1) allows mandated reporters for disabled adults four hours to report after the initial discovery of the incident, allegation, or suspicion of any one or more of the following: mental abuse, physical abuse, sexual abuse, neglect, or financial exploitation.

District employees who make a report in good faith receive immunity, except in cases of willful or wanton misconduct. See 325 ILCS 5/4 and 9. Further, for the purpose of any proceedings, civil or criminal, good faith of the person making the report is presumed. Id.

<sup>2</sup> State child and disabled adult protection laws define the same class of individuals differently, but with the same goal: to protect a disabled adult student, not living in a DCFS licensed facility, who is still finishing school with an Individual Education Plan (IEP). The ~~Ill.~~ Dept. of Human Services Act, (~~DHS Act~~20 ILCS 1305/1-17(b)) defines "adult student with a disability" as an adult student, age 18 through 21, inclusive (through the day before the student's 22nd birthday), with an IEP other than a resident of a facility licensed by DCFS. 20 ILCS 1305/1-17(b). This statutory definition is the basis for this sample policy's language. For purposes of the discussions in f/ns 1 ~~&~~ and 10, the term "adult student with a disability" is shortened to *disabled adult student*.

For elementary districts, delete the following phrase from the first sentence: "~~or, for a student aged 18 through 21, an abused or neglected individual with a disability.~~"

<sup>3</sup> 325 ILCS 5/7. For a board that wants to include what a DCFS report should contain, an optional sentence follows:

The report shall include, if known:

1. The name and address of the child, parent/guardian names, or other persons having custody;
2. The child's age;
3. The child's condition, including any evidence of previous injuries or disabilities; and
4. Any other information that the reporter believes may be helpful to DCFS for its investigation.

<sup>4</sup> The sample policy makes the report to the superintendent or building principal mandatory to keep the administration informed. The administration may not force the staff member to change or modify his or her report.



any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement. <sup>5</sup>

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline [1-800-THE-LOST](tel:1-800-THE-LOST) (~~1-800-843-5678~~), or online at [report.cybertip.org/](http://report.cybertip.org/) or [www.cybertipline.com](http://www.cybertipline.com). The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made. <sup>6</sup>

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students. <sup>7</sup>

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

<sup>5</sup> Optional. The sample policy makes coordination with DCFS, the SRO, and local law enforcement a step in the process of reporting, so the local agencies and school district are better able to prevent and manage the risks school officials and parents/guardians face when a DCFS report has been made, e.g., situations where parents/guardians, upon learning a DCFS report has been made involving their child(ren), commit an act of self-harm in response to the information.

For school districts in DuPage County, the DuPage County State's Attorney (SAO), Regional Office of Education (ROE), Police Dept. (PD), and DCFS have created a Model Policy Reporting Abuse and Neglect for School Officials in DuPage County, at: [www.dupageroe.org/wp-content/uploads/Mandated\\_Reporting.pdf](http://www.dupageroe.org/wp-content/uploads/Mandated_Reporting.pdf). Consult the board attorney about this reporting policy – its intent is for school officials to immediately inform the SAO that a report to DCFS has been made to allow the SAO to investigate and prevent evidence spoliation. Note: The DuPage SAO, ROE, and PD lack authority under ANCRA over school officials to enforce compliance with this “model reporting policy;” only DCFS has the authority under ANCRA to enforce penalties under ANCRA, not the “model reporting policy.” The DuPage SAO, ROE, and PD did not consult school officials in the creation of its “model reporting policy.”

<sup>6</sup> ~~ANCRA~~~~The Reporting Act~~ requires an electronic and information technology equipment worker or the worker's employer to report a discovery of child pornography depicted on an item of electronic and information technology equipment. (325 ILCS 5/4.5). Consult the board attorney to determine whether any district employees fit the definition of an *electronic and information technology worker*, i.e., are “persons who in the scope and course of their employment or business install, repair, or otherwise service electronic and information technology equipment for a fee.”

The paragraph exceeds the ~~Stat~~~~newly added~~ requirements by requiring *all* district employees to report a discovery of child pornography on electronic and information technology equipment. This furthers the National Center for Missing and Exploited Children's public policy goal of “empowering the public to take immediate and direct action to enforce a zero tolerance policy regarding child sexual exploitation.”

Similar to school personnel who are mandated reporters, electronic and information technology equipment workers and their employers have broad immunities from criminal, civil, or administrative liabilities when they report a discovery of child pornography as required under 325 ILCS 5/4.5, except for willful or wanton misconduct (e.g., knowingly filing a false report). Failure to report a discovery of child pornography is a business offense subject to a fine of \$1001.

<sup>7</sup> 720 ILCS 5/12C-50.1(b), ~~added by P.A. 98-393~~, creates a duty for *school officials* to report hazing. The term *school official* includes all school employees and volunteer coaches. (~~Id.~~). The duty to report hazing is triggered only when the district employee was fulfilling his or her responsibilities as a school official and observed hazing which results in bodily harm. (~~Id.~~). A report must be made to *supervising educational authorities*, which is not defined in the Act. (~~Id.~~). Common sense, however, would require the individual witnessing hazing to report it to the building principal or superintendent. Failure to report hazing is a Class B misdemeanor. Failure to report hazing that resulted in death or great bodily harm is a Class A misdemeanor. (~~Id.~~). 7:190-AP1, *Student Handbook - Hazing Prohibited*, uses the same definition of *hazing*; this definition is based on 720 ILCS 5/12C-50.



Abused and Neglected Child Reporting Act (ANCRA), School Code, and Erin's Law Training

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect. <sup>8</sup>

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within one year of initial employment and at least every ~~5-five~~ years after that date. <sup>9</sup>

Assistant  
Superintendent  
for Human  
Resources or  
Director of Pupil  
Services

The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting. <sup>10</sup> <sup>11</sup>

Special Superintendent Responsibilities

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS. <sup>12</sup>

~~The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.~~

<sup>8</sup> While it is unclear whether this is a duty or power, 105 ILCS 5/10-23.12(a), amended by P.A.s 100-413, (eff. 1-1-18) and 100-468, (eff. 6-1-18), authorizes boards "[t]o provide staff development for local school site personnel who work with pupils in grades kindergarten through 8, in the detection, reporting and prevention of child abuse and neglect."

The drill during such training should be: "If in question, report."

<sup>9</sup> ~~The Abused and Neglected Child Reporting Act (ANCRA), 325 ILCS 5/4, amended by P.A. 98-408,~~ also requires staff members, within one year of employment, to complete training from a provider or agency with expertise in recognizing and reporting child abuse. 325 ILCS 5/4. This training must be completed again at least every ~~5-five~~ years. This ANCRA training requirement addresses only new employees to a district. It is silent about how to manage individuals who were employed by a district before 7-1-2014.

To reduce liability and align with best practices, ANCRA training for existing district employees appears prudent; however, consult the board attorney about:

1. Whether mandating existing employees to participate in ANCRA training is an item on which collective bargaining may be required. Any policy that impacts upon wages hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.
2. How to comply with both the new ANCRA training requirements and whether compliance with them would also satisfy the School Code's more limited district-provided training requirement discussed in f/n <sup>8</sup> above.

<sup>10</sup> *Erin's Law Taskforce Final Report (Report)*, available at: [www.isbe.net/Documents/erins-law-final0512.pdf](http://www.isbe.net/Documents/erins-law-final0512.pdf). 105 ILCS 5/22-65 was repealed by P.A. 99-30 (eff. 7-10-15) upon submission of the Report.

<sup>11</sup> 105 ILCS 5/10-23.12(b), amended by P.A.s 100-413 (eff. 1-1-18) and 100-468 (eff. 6-1-18), permits DCFS to cooperate with school officials to distribute informational ANCRA materials in school buildings. The following optional sentence provides that information: "The Superintendent or designee will display DCFS-issued materials that list the DCFS toll-free telephone number and methods for making a report under ANCRA in a clearly visible location in each school building."

<sup>12</sup> ~~The Abused and Neglected Child Reporting Act (ANCRA), 325 ILCS 5/4,~~ requires a superintendent, upon being requested for a reference concerning an employee or former employee, to disclose to the requesting school district the fact that a district employee has made a report involving the conduct of the applicant or caused a report to be made to DCFS. 325 ILCS 5/4. When a report involves a disabled adult student, DCFS must instruct mandated reporters making these reports to call the ~~Ill. Dept. Human Services~~ DHS' Office of the Inspector General's statewide 24 hour toll-free telephone number: 1-800-368-1463 (325 ILCS 5/4.4a) to make a report under the ~~Ill. Dept. of Human Services (DHS) Act (20 ILCS 1305/)~~.



The Superintendent shall notify the State Superintendent and the Regional Superintendent in writing when he or she has reasonable cause to believe that a license holder was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child.<sup>13</sup> The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder. <sup>14</sup>

#### Special School Board Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse. <sup>15</sup>

LEGAL REF.: 105 ILCS 5/10-21.9.  
20 ILCS 1305/1-1 et seq., Department of Human Services Act,  
325 ILCS 5/, Abused and Neglected Child Reporting Act.  
720 ILCS 5/12C-50.1, Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the School Board; Indemnification), 5:20 (Workplace Harassment Prohibited), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

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The DHS Act, (20 ILCS 1305/1-17(I)); then requires a determination of whether a report involving a disabled adult student should be investigated under it or the Abuse of Adults with Disabilities Intervention Act, (20 ILCS 2435), however that Act was repealed by P.A. 99-049; (eff. 7-1-13). The DHS Act does not outline a duty for the superintendent, upon being requested for a reference concerning an employee or former employee, to disclose to the requesting school district the fact that a district employee has made a report involving the conduct of the applicant or caused a report to be made to DHS involving an adult student with a disability.

Given the public policy behind the recent amendments to 325 ILCS 5/4, a reasonable interpretation of the law is that the superintendent's duty to disclose now involves DHS reports concerning adult students with disabilities. However, with no mechanism requiring DHS to report back to the superintendent a *non-substantiated report* (DHS version of a DCFS *unfounded report*), a superintendent's duty to disclose cannot end. Consult the board attorney about managing the duty to disclose reports that involve disabled adult students when DCFS redirects the reporter to DHS. For more information, see policy 5:150, *Personnel Records*.

<sup>13</sup> Alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Educational Service Center." ~~P.A. 96-893 abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to Intermediate Service Centers.~~

<sup>14</sup> 105 ILCS 5/10-21.9(e-5) requires these notifications and provides superintendents immunity from any liability, whether civil or criminal or that otherwise might result by complying with the statute.

<sup>15</sup> 325 ILCS 5/4. This statute makes board members mandatory child abuse reporters "to the extent required in accordance with other provisions of this section expressly concerning the duty of school board members to report suspected child abuse." Thus, a board member's duty is "to direct the superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse" whenever an "allegation is raised to a school board member during the course of an open or closed school board meeting that a child who is enrolled in the school district of which he or she is a board member is an abused child." Of course, any board member with reason to doubt that a report was or will be made should directly contact DCFS.

## General Personnel

### Staff Development Program <sup>1</sup>

The Superintendent or designee shall implement a staff development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate the District and School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

The staff development program shall provide, at a minimum, at least once every two years, the in-service training of licensed school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children. <sup>2</sup>

The staff development program shall provide, at a minimum, once every two years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct. <sup>3 4 5</sup>

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<sup>1</sup> State law requires the subject matter in paragraph 2 to be covered by policy. State or federal law controls this policy's content. A school board may set and enforce professional growth requirements. ~~(105 ILCS 5/24-5)~~. Failure to meet professional growth requirements is considered remediable. Morris v. Ill. State Bd. of Educ.SBE, 555 N.E.2d 725198 Ill.App.3d 51 (Ill.App.3,3rd Dist, 1990).

105 ILCS 5/2-3.62, amended by P.A. 99-30 (repealing 105 ILCS 5.2-3.60), requires the Ill. State Board of Education (ISBE) to establish a regional network of educational service centers to coordinate and combine existing services in a manner that is practical and efficient for schools. Their purposes are to provide, among other things, continuing education, in-service training, and staff development services to all local school districts in Illinois.

<sup>2</sup> This paraphrases 105 ILCS 5/10-20.36(b). The topic covered in this paragraph must be in a board policy. ~~(Id.)~~ A school medical staff, an individualized educational program team, or a professional worker (as defined in Section 14-1.10) may recommend that a student be evaluated by an appropriate medical practitioner. School personnel may consult with the practitioner, with the consent of the student's parent/guardian.

<sup>3</sup> 105 ILCS 5/10-22.39(f) requires boards to conduct this in-service. While the language of this paragraph is not required to be in board policy, including it provides a way for boards to monitor that it is being done. Including this language provides an opportunity for each board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Each board may then want to have a conversation with the superintendent and direct him or her to develop a curriculum for the in-service that instructs all district staff to maintain boundaries and act appropriately, professionally, and ethically with students. See also 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, and ~~f/n 811~~ in 4:110, *Transportation*. These expectations will be most effective when they reflect local conditions and circumstances. Employee conduct issues may be subjects of mandatory collective bargaining, therefore consulting the board attorney should be a part of this process. A district would commit an unfair labor practice by implementing new employee conduct rules without first offering to negotiate them with the applicable exclusive bargaining representative.

<sup>4</sup> Insert the following option if a board wants to list in-services and/or required trainings that the School Code requires, but are not required to be specified in board policy ~~(105 ILCS 5/10-22.39 and 110/3.10(b)(2))~~. If the board does not choose this option, delete 325 ILCS 5/4 from the Legal References. The only non-School Code training requirement listed is from the Abused and Neglected Child Reporting Act.

In addition, the staff development program shall include each of the following:

1. At least, once every two years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every two years, an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.



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3. Training that, at a minimum, provides District staff with a basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS) and the availability of appropriate sources of counseling and referral.
4. Training for school personnel who work with students in grades 7 through 12 to identify the warning signs of mental illness and suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques.
5. Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training as follows:
  - a. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect (see policy 5:90, *Abused and Neglected Child Reporting*).
  - b. Within one year of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every five years (see policy 5:90, *Abused and Neglected Child Reporting*).
  - c. Informing educators about the recommendation in the *Erin's Law* Taskforce Report requesting them to attend continuing professional development programs that address the prevention and identification of child sexual abuse (see policy 5:90, *Abused and Neglected Child Reporting*).
6. Education for staff instructing students in grades 7 through 12, concerning teen dating violence as recommended by the District's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students or Complaint Manager.
7. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
8. Annual continuing education and/or training opportunities (*professional standards*) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three year period.
9. All high school coaching personnel, including the head and assistant coaches, and athletic directors must obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15. Coaching personnel and athletic directors ~~hired before 8-18-14 must be certified by 8-19-2015; if~~ hired on or after 8-19-14, ~~they~~ must be certified before their position's start date.
10. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team. ~~Individuals covered by this training mandate were to initially complete the training by 9-1-16.~~
11. Every two years, school personnel who work with students must complete an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.
12. Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.
- 11.13. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.

Alternative to paragraph number 2:

2. At least every two years, an in-service to train school personnel who work with students on how to: (a) communicate with and listen to youth victims of domestic or sexual violence and expectant and parenting youth, (b) connect youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs and services as needed, and (c) implement the School District's policies, procedures, and protocols with regard to such youth, including confidentiality. The in-service shall be conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth.

Citations for this option follow:

1. 105 ILCS 5/10-22.39(e) (refers to anaphylactic reactions/management).
2. 105 ILCS 10-22.39(d).
3. 105 ILCS 5/10-22.39(c).

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4. 105 ILCS 5/10-22.39(b).
5. 105 ILCS 5/10-23.12; 325 ILCS 5/4; and *Erin's Law Taskforce Final Report*, authorized by 105 ILCS 5/22-65 and repealed by P.A. 99-30 because of submission of the Report at: [www.isbe.net/Documents/erins-law-final0512.pdf](http://www.isbe.net/Documents/erins-law-final0512.pdf) and see also [www.erinslawillinois.org/](http://www.erinslawillinois.org/) for more resources based upon the report.
6. 105 ILCS 110/3.10(b)(2).
7. 105 ILCS 5/10-22.6(c-5), amended by P.A. 99-456. School board members are also included.
8. 7 C.F.R. Parts 210 and 235. Section 210.2 defines school nutrition program directors, managers and staff. 7 C.F.R. §§210.15(b)(8) (recordkeeping requirements) and 210.31(a), (c), (d), and (e) (professional standards requirements); ~~and~~ 210.31(g) (requiring school food authority director to keep records), amended by Fed. Reg. Vol. 81, No. 146 at 50169 and finalized 7-29-16. Food service funds may be used for reasonable, allocable, and necessary training costs. (7 C.F.R. §210.31(f)). The U.S. Dept. of Agriculture (USDA) has established implementation resources that contain training opportunities and resources covering the four core training areas: nutrition, operations, administration, and communications/marketing. ~~They are available at: [professionalstandards.nal.usda.gov](http://professionalstandards.nal.usda.gov).~~
9. 105 ILCS 25/1.15.
10. 105 ILCS 5/22-80(h), added by P.A. 99-245, ~~and~~ amended by P.A. 99-486 ~~and P.A. 100-309~~.
11. 105 ILCS 5/22-30(j-15), amended by P.A. 99-843. Consult the board attorney about whether:
  - a. All asthma action plans should require immediate 911 calls based upon In re: Estate of Jeffrey Stewart, 406 Ill.Dec. 345 (2nd Dist. 2016); In re: Estate of Stewart, 412 Ill.Dec. 914 (Ill. 2017) (school district's appeal denied). The court held that a teacher's failure to dial 911 immediately upon a student's asthma attack was *willful and wanton* conduct, subjecting the school district to liability under the Local Governmental and Governmental Employees Tort Immunity Act.
  - b. The duties and responsibilities of the district when it asks for, but does not receive an asthma action plan from a parent/guardian and the logistics of distributing any received plans to those employees who need to know based upon Stewart, above.

12. 105 ILCS 5/10-20.60 (final citation pending), added by P.A. 100-14.  
12-13. 105 ILCS 5/10-20.17a; 23 Ill.Admin.Code §1.330.

Putting this optional list into the policy will help the board monitor that the required in-service and training topics are being covered. While it is possible to *pick and choose*, this practice is likely to add more confusion to an already confusing responsibility. Unless noted, the School Code does not mandate the frequency with which the training must occur. Several other trainings that are mentioned in laws other than the School Code are addressed in other policies. Many of those policies are listed in the cross-references to this policy, e.g., training requirements under the Care of Students with Diabetes Act. (105 ILCS 145/).

<sup>5</sup> Different from the in-service training that school districts must provide to their staff, 105 ILCS 5/3-11, amended by P.A. 99-616, contains requirements that the regional superintendents must include during teachers institutes. Instruction on prevalent student chronic health conditions, ~~should have begun during school year 2009-2010. Eas well as~~ educator ethics and teacher-student conduct training is also required. ~~(See also f/n 3 above discussing the board's requirement in Section 10-22.39).~~ Beginning with the 2016-17 school year, teachers' institutes must also include instruction on the Americans with Disabilities Act of 1990 (ADA) as it pertains to the school environment at least every two years. Contact the Regional Superintendent or the appropriate Intermediate Service Center with questions about online training for this component of a teachers' institute. Discuss with the board attorney the best practices of documenting trainings and evaluations of trainings; many attorneys in the field prefer documentation of ADA trainings to assist in their defense of any potential ADA claims against the district.

For districts that have a practice of providing instruction in life-saving techniques and first-aid in their staff development programs, insert the following optional paragraph that restates 105 ILCS 5/3-11, 105 ILCS 110/3, and 77 Ill.Admin.Code §527.800:

An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automated external defibrillator.

Persons performing CPR are generally exempt from civil liability if they are trained in CPR (745 ILCS 49/10); persons performing automated external defibrillation are generally exempt from civil liability if they were trained and acted according to the standards of the American Heart Association (745 ILCS 49/12).



The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*.<sup>6</sup>

LEGAL REF.: [Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, Pub. L. 111-296, 7 C.F.R. Parts 210 and 235.](#)  
[105 ILCS 5/2-3.62, 5/10-20.17a, 5/10-20.60 \(P.A. 100-14, final citation pending\), 5/10-22.6\(c-5\), 5/10-22.39, 5/10-23.12, 5/22-80\(h\), ~~5/10-23.12, 5/24-5,~~ 105 ILCS 25/1.15, Interscholastic Athletic Organization Act, and 105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.](#)  
325 ILCS 5/4, Abused and Neglected Child Reporting Act.  
745 ILCS 49/, Good Samaritan Act.  
~~7 C.F.R. Part 210.~~  
23 Ill.Admin.Code [§§ 22.20, 226.800, and Part 525.](#)  
[77 Ill.Admin.Code §527.800.](#)

CROSS REF.: 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), [6:50 \(School Wellness\)](#), 6:160 (English Learners), [7:10 \(Equal Educational Opportunities\)](#), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

ADMIN PROC.: 4:160-AP (Environmental Quality of Buildings and Grounds), 4:170-AP6 (Plan for Responding to a Medical Emergency at an Indoor Physical Fitness Facility), 5:100-AP (Staff Development Program), 5:150-AP (Personnel Records), 6:120-AP4 (Care of Students with Diabetes), 7:250-AP1 (Measures to Control the Spread of Head Lice at School)

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The board may also want to address other staff development opportunities. While not required to be policy, 105 ILCS 5/27-23.10 requires a school board to collaborate with State and local law enforcement agencies on gang resistance education and training. It also states that ISBE may assist in the development of instructional materials and teacher training for gang resistance education and training, which may be helpful to include in the staff development program. Other mandated and recommended staff development opportunities that are not located in the School Code or ISBE rules are found in the Ill. Administrative Code or federal regulations. Many of them are cross referenced in this policy.

<sup>6</sup> Required by 105 ILCS 5/2-3.163, amended by P.A. 99-443.



## Professional Personnel

### Suspension 1

#### Suspension Without Pay 2

The School Board may suspend without pay: (1) a professional employee pending a dismissal hearing, or (2) a teacher as a disciplinary measure for up to 30 employment days for misconduct that is detrimental to the School District. Administrative staff members may not be suspended without pay as a disciplinary measure. 3

Misconduct that is detrimental to the School District includes:

- Insubordination, including any failure to follow an oral or written directive from a supervisor;
- Violation of Board policy or Administrative Procedure;
- Conduct that disrupts or may disrupt the educational program or process;
- Conduct that violates any State or federal law that relates to the employee's duties; and
- Other sufficient causes.

The Superintendent or designee is authorized to issue a pre-suspension notification to a professional employee. This notification shall include the length and reason for the suspension as well as the deadline for the employee to exercise his or her right to appeal the suspension to the Board or Board-appointed hearing examiner before it is imposed. At the request of the professional employee made within 5-five calendar days of receipt of a pre-suspension notification, the Board or Board-appointed

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1 State and federal law control this policy's content. The School Code provides that, "[i]f, in the opinion of the board, the interests of the school require it, the board may suspend the teacher **without pay**, pending the hearing, but if the board's dismissal or removal is not sustained, the teacher shall not suffer the loss of any salary or benefits by reason of the suspension," 105 ILCS 5/24-12(d)(1).

This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. ~~A board policy will be superseded by a collective bargaining agreement that contains provisions exceeding the requirements of the policy; in that case, the policy should state, "Please refer to the current [insert name of CBA or use a generic reference, e.g., 'agreement between the bargaining representative and the School Board']." If a local collective bargaining agreement contains provisions on suspension, it will supersede this policy for those covered employees. In such cases, the board policy should be amended to state, "Please refer to the applicable collective bargaining agreement." For employees not covered, the policy should reflect the board's current practice.~~

**A superintendent or board should consult the board attorney before taking any action to suspend a licensed employee, with or without pay.**

2 Under the wage and hours rules, employees who are exempt from overtime requirements become eligible for overtime if they are subject to disciplinary suspensions without pay. *Auer v. Robbins*, 519 U.S. 452 117 S.Ct. 905 (1997). Teachers are exempt from this rule. Although the U.S. Dept. of Labor modified this rule in 2004, the Illinois legislature rejected these rule changes. (820 ILCS 105/4a). Illinois employers must use the federal rules as they existed on March 30, 2003. This sample policy takes a conservative approach: it does not subject non-teaching professional employees to disciplinary suspensions without pay. Some attorneys believe that non-teaching exempt employees, (e.g., administrators,) will remain exempt from the Fair Labor Standards Act's overtime requirements as long as suspensions are in increments of a full work week - not day-by-day. Contact the board attorney for an opinion.

The 30-day limit may be modified or deleted.

3 A difference of opinion exists among attorneys concerning whether a board is permitted to authorize the superintendent to suspend teachers without pay. Some attorneys believe such a delegation is void because of the language in 105 ILCS 5/24-12(d)(1), quoted in f/n 1. Others believe that a board may delegate the authority to the superintendent to suspend teachers without pay as a disciplinary measure as opposed to pending a dismissal hearing. Contact the board attorney for advice if the board wants to authorize the superintendent to suspend professional employees without pay.

hearing examiner will conduct a pre-suspension hearing.<sup>4</sup> The Board or its designee shall notify the professional employee of the date and time of the hearing. At the pre-suspension hearing, the professional employee or his/her representative may present evidence. If the employee does not appeal the pre-suspension notification, the Superintendent or designee shall report the action to the Board at its next regularly scheduled meeting.

#### Suspension With Pay

The Board or Superintendent or designee may suspend a professional employee with pay: (1) during an investigation into allegations of disobedience or misconduct whenever the employee's continued presence in his or her position would not be in the School District's best interests, (2) as a disciplinary measure for misconduct that is detrimental to the School District as defined above, or (3) pending a Board hearing to suspend a teacher without pay.

The Superintendent <sup>or designee</sup> shall meet with the employee to present the allegations and give the employee an opportunity to refute the charges. The employee will be told the dates and times the suspension will begin and end.<sup>5</sup>

#### Employees Under Investigation by Illinois Dept. of Children and Family Services (DCFS) <sup>6</sup>

Upon receipt of a DCFS recommendation that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee,<sup>7</sup> in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended by DCFS, proceeding with:
  - a. A suspension with pay; or
  - b. A suspension without pay.

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<sup>4</sup> Some case law suggests a separate hearing must be held before any suspension without pay is invoked: Cleveland Board of Education v. Loudermill, 470 U.S. 532, 49 S.Ct. 1487 (1985); Barszcz v. Community College District No. 504, 400 F.Supp. 675 (N.D. Ill., 1975); Massie v. East St. Louis School District No. 189, 203 Ill.App.3d 965 (5th Dist. 564 N.E.2d 246 (Ill.App.5, 1990); Spinelli v. Immanuel Lutheran Evangelical Congregation, Inc., 118 Ill.2d 389, 515 N.E.2d 1222 (1987).

<sup>5</sup> Only minimal due process is required before a suspension with pay because the property interests at stake are insignificant. Some due process is recommended, however, because a suspension might jeopardize a teacher's good standing in the community and thus infringe the teacher's liberty interests protected by the Constitution. The following option places a ceiling on the number of suspension-with-pay days; the 30-day limit may be modified:

No suspension with pay shall exceed 30 school or working days in length.

<sup>6</sup> Optional. 325 ILCS 5/7.4(c-5), amended by P.A. 100-176, eff. 1-1-18. Consult the board attorney about suspending an employee without pay pursuant to a DCFS 325 ILCS 5/7.4(c-5)-recommendation. This language balances the interests of student safety and employee due process when the district receives a recommendation to a remove an employee who is the subject of a DCFS investigation from employment.

Note: Liability may exist when a district receives a 325 ILCS 5/7.4(c-5)-recommendation and does not remove the employee as a result. Consider In re Estate of Stewart v. Oswego Comm. Unit. Sch. Dist. No. 308, 406 Ill.Dec. 345 (2nd Dist. 2016)(finding district's response to a student health emergency was willful and wanton as it had prior information regarding appropriate response protocols and denying tort immunity to district); In re Estate of Stewart, 412 Ill.Dec. 914 (Ill. 2017)(school district's appeal denied).

<sup>7</sup> The text "Board or Superintendent or designee" allows flexibility if the Superintendent were the subject of a DCFS investigation.



### Repayment of Compensation and Benefits

If a professional employee is suspended with pay, either voluntarily or involuntarily, pending the outcome of a criminal investigation or prosecution, and the employee is later dismissed as a result of his or her criminal conviction, the employee must repay to the District all compensation and the value of all benefits received by him or her during the suspension.<sup>8</sup> The Superintendent will notify the employee of this requirement when the employee is suspended.

LEGAL REF.: 5 ILCS 430/5-60(b).  
105 ILCS 5/24-12.  
325 ILCS 5/7.4(c-10).  
Cleveland Board of Education v. Loudermill, 470 U.S. 532 ~~405 S.Ct. 1487~~ (1985).  
Barszcz v. Community College District No. 504, 400 F.Supp. 675 (N.D. Ill., 1975).  
Massie v. East St. Louis School District No. 189, 203 Ill.App.3d 965 (~~5th Dist. 561~~  
~~N.E.2d 246~~ (Ill.App.5, 1990).

CROSS REF.: 5:290 (Educational Support Personnel - Employment Termination and Suspensions)

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<sup>8</sup> This sentence restates State law, ~~5~~ ILCS 430/5-60(b).

## Instruction

### School Year Calendar and Day <sup>1</sup>

#### School Calendar

The School Board, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays.<sup>2</sup> The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.<sup>3</sup>

#### Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion.<sup>4</sup> The Board may, from time to time, designate a regular school day as a commemorative holiday.

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<sup>1</sup> State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

<sup>2</sup> State-mandated school holidays are found in 105 ILCS 5/24-2. See policy 5.330, *Sick Days, Vacation, Holidays, and Leaves*, for a holiday listing. The law allows a school board to hold school or schedule teachers' institutes, parent-teacher conferences, or staff development on five identified school holidays if: (1) the school board first holds a public hearing on the proposal; and (2) the person or persons honored by the holiday are recognized through instructional activities conducted on the school holiday or on the first school day preceding or following the school holiday. This is an item on which collective bargaining may be required, and a board that wishes to implement this law should consult its attorney.

A State mandated school holiday on "Good Friday" is unconstitutional according to *Metz v. Leininger*, 57 F.3d 618 (7th Cir. 1995). Closing school on religious holidays may still be permissible for those districts able to demonstrate, e.g., through surveys, that remaining open would be a waste of educational resources due to widespread absenteeism. Also, districts may be able to close school on Good Friday by adopting a "spring holiday" rationale or ensuring that it falls within spring break. School districts should discuss all of these options, and collective bargaining implications with their board attorneys.

If the county board or board of election commissioners chooses a school to be a polling place, the school district must make the school available. ~~(10 ILCS 5/11-4.1, amended by P.A. 98-773)~~. For the Election Day, the law encourages a school district to either (1) close the school, or (2) hold a teachers' institute on that day with the students not in attendance ~~(Id.)~~.

<sup>3</sup> The school calendar must have a minimum 185 days to ensure 176 days of actual pupil attendance. ~~(105 ILCS 5/10-19 and 5/24-1; 23 Ill.Admin.Code §1.420)~~. Schools must be closed during county institute. ~~(105 ILCS 5/24-3)~~. The school calendar may be a mandatory subject of collective bargaining. The calendar for the school term and any changes must be submitted to and approved by the regional superintendent before the calendar or changes may take effect. ~~(105 ILCS 5/10-19)~~.

<sup>4</sup> 105 ILCS 5/24-2, ~~amended by P.A. 98-156~~, lists the following as commemorative holidays: Jan. 28 (Christa McAuliffe Day commemorating space exploration), Feb. 15 (Susan B. Anthony), Mar. ~~eh~~ 29 (Vietnam War Veterans' Day), the school day immediately preceding Veterans' Day (Korean War Veterans' Day), Oct. 1 (Recycling Day), Oct. 7 (Iraq and Afghanistan Veterans Remembrance Day), and Dec. 7 (Pearl Harbor Veterans' Day).

Other commemorative holidays include: Arbor and Bird Day on the last Friday in ~~April~~ Apr. (105 ILCS 5/27-18), Leif Erickson day on Oct. 9 if a school day and otherwise on a school day nearest the date (105 ILCS 5/27-19), American Indian Day on the 4th Friday of Sept. (105 ILCS 5/27-20), Ill. Law Week during the first full school week in May (105 ILCS 5/27-20.1), "Just Say No" Day on a school day in May (105 ILCS 5/20.2), a Day of Remembrance on Sept. 11 (5 ILCS 490/86), Ronald Reagan Day on Feb. 6 (5 ILCS 490/2), Day of Remembrance of the Victims of Slavery and the Transatlantic Slave Trade on ~~March~~ Mar. 25 (5 ILCS 490/155), the first full week of Jan. ~~uary~~ as Emancipation Proclamation Week (5 ILCS 490/155), the third Thursday in May of each year is designated Volunteer Emergency Responder Appreciation Day (5 ILCS 490/126), and Mother Mary Ann Bickerdyke Day on the second Wednesday in May (5 ILCS 490/175, ~~added by P.A. 98-144~~).



## School Day

The Board establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements.<sup>5</sup> The Superintendent or designee shall ensure that observances required by State law are followed during each day of school attendance. <sup>6</sup>

**Commented [DJ1]:** Footnote content regarding mandatory moment of silence in schools has been updated for continuous improvement.

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~~5 A school day must consist of a minimum 5-five clock hours under the direct supervision of a teacher or non-teaching volunteer providing non-teaching or supervisory duties as specified in 105 ILCS 5/10-22.34(a), in order to qualify as a full day for calculating state aid entitlement. ~~(105 ILCS 5/18-8.05(F); and 23 Ill.Admin.Code §1.420(f)).~~ Students in attendance for fewer than two hours of school work are not counted for calculating average daily attendance. ~~(23 Ill.Admin.Code §1.420(f)(4)).~~ **Note:** School districts may no longer count days of attendance less than 5-five clock hours on the opening and closing of the school term, and upon the first day of pupil attendance, if preceded by a day or days utilized as an institute or teachers' workshop. 105 ILCS 5/18-8.05(F)(1), amended by P.A. 100-147, eff. 1-1-18, requires districts to report to ISBE, their average daily attendance figures for each month of the school year, broken down by grade level.~~

~~Contrast 105 ILCS 5/18-12, amended by P.A. 100-28. It allows a partial day of attendance to be counted as a full day due to an adverse weather condition, condition beyond the control of the school district that poses a health and safety threat, or use of school facilities by local or county authorities for holding a memorial or funeral service in remembrance of a community member (up to two school days per school year) provided one of following conditions is met when: (1) the school district has provided at least one hour of instruction prior to the closure of the school district; (2) a school building has provided at least one hour of instruction prior to the closure of the school building; or (3) the normal start time of the school district is delayed. The law also outlines the process to claim attendance prior to providing any instruction when a school district must close a building or buildings, but not the entire district, after consultation with a local emergency response agency or due to a condition beyond the control of the district. Additionally, 105 ILCS 5/18-12.5 outlines the process for claiming attendance when a school district must close a building or buildings, but not the entire district, specifically because of a public health emergency. Attendance for such days may only be claimed if the school building(s) was scheduled to be in operation on those days.~~

~~Alternative education programs may provide fewer than five hours under certain circumstances. ~~(105 ILCS 5/2-3.33a and 5/13B-50).~~ Exceptions also exist for kindergarten, teaching hospitalized or homebound students, first-grade, disabled children less than 6-six years old, in-service training for teachers in accordance with 105 ILCS 5/10-22.39, parent-teacher conferences, and days when the Prairie State Achievement Examination is administered (105 ILCS 5/18-8.05(F)).~~

~~6 105 ILCS 5/27-3 requires the Pledge of Allegiance to be recited every day in elementary and secondary schools. Note that the Illinois statute does not require every student to recite the Pledge – that kind of mandatory participation would violate the U.S. Constitution. Schools may not coerce a student into saying the Pledge, nor may they punish students for refusing to participate in any aspect of the flag ritual, including standing, saluting the flag, and reciting the Pledge. West Virginia State Board of Education v. Barnette, 319 U.S. 624 (1943); Sherman v. Community Consolidated School Sch. District-Dist. 21 of Wheeling Township, 980 F.2d 437 (7th Cir. 1992). Consider using permissive rather than mandatory language to introduce the recitation of the Pledge, such as, “You may now stand to recite the Pledge.” Schools may, of course, require that non-participants maintain order and decorum appropriate to the school environment.~~

~~On 10-11-07, an Illinois law went into effect. The Silent Reflection and Student Prayer Act requiring a mandatory mandates a brief period of silence for all Illinois public school students at the opening of each school day. (Silent Reflection and Student Prayer Act, 105 ILCS 20/1). A student filed a federal lawsuit challenging the constitutionality of this law under the First Amendment, but the law was ultimately upheld by the Appeals Court. Sherman v. Koch, 623 F.3d 501(7th Cir. 2010), cert denied by 565 U.S. 815 (2011). A student filed a federal lawsuit alleging that the brief period of silence law was unconstitutional because it is too vague and violates the First Amendment. Sherman v. THSD 214 and Koch, 624 F.Supp.2d 907 (N.D.Ill., 2007). The court issued a preliminary injunction to prevent the plaintiff student's school district from implementing the Act and State Superintendent Koch from enforcing it. The court granted plaintiff's request to make the lawsuit a class action – the defendant class comprising all Illinois public school districts. After the case's merits are heard, the preliminary injunction may be made permanent or be rescinded. School districts must follow court orders and the State Superintendent's instructions.~~

~~105 ILCS 5/10-24.46 requires a moment of silence to recognize veterans during any type of event held at a district school on November-Nov. 11. See f/n 2 above for more discussion.~~

6:20

Page 2 of 3



LEGAL REF.: 105 ILCS 5/10-19, 5/10-24.46, 5/18-8.05, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1.  
10 ILCS 5/11-4.1.  
23 Ill.Admin.Code §1.420(f).  
Metzl v. Leininger, 850 F.Supp. 740 (N.D. Ill., 1994), *aff'd by* 57 F.3d 618 (7th Cir., 1995).

CROSS REF.: 2:20 (Powers and Duties of the School Board; Indemnification), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

ok

## Instruction

### Curriculum Content<sup>1</sup>

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics,<sup>2</sup> (f) social studies, (g) art, (h) music,<sup>3</sup> and (i) drug and substance abuse prevention.<sup>4</sup> A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level.<sup>5</sup>
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics,<sup>6</sup> (e) social studies including U.S. history, American government and, for students entering the 9th grade in the fall of 2016 and each year after it, one semester

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<sup>1</sup> Districts must have a policy on physical education. (23 Ill.Admin.Code §1.420(p)). Policies on the remaining topics in this policy are optional. State or federal law controls this policy's content. 23 Ill.Admin.Code §1.420 recommends that activities, including student internships and observations of government in action, be a part of the instructional program where appropriate.

<sup>2</sup> 105 ILCS 5/2-3.156 requires ISBE to coordinate, adapt and develop middle and high school math curriculum models. There is no consistent definition for *middle school* or *high school* in either State or federal law. Districts are not required to use ISBE's models and may develop their own mathematics curricula.

The purpose of the math curriculum models will be to aid school districts and teachers in implementing the *Common Core Standards*. The ISBE has adopted new math and English language arts (ELA) standards for K-12 education referred to as the *New Ill. State Learning Standards Incorporating the Common Core*. The goal of incorporating the *Common Core Standards* into the *State Goals for Learning* is to better prepare Ill. students for success in college and the workforce in a competitive global economy. See <https://www.isbe.net/Documents/ccs-faq-0813.pdf>. [isbe.state.il.us/%5C/common\\_core/pdf/ccs-faq.pdf](https://www.isbe.net/Documents/ccs-faq-0813.pdf)

The terms *Common Core Standards* and the *New Ill. State Learning Standards Incorporating the Common Core* are synonymous. Referencing the *Ill. Learning Standards* includes them both. That is because they are incorporated by reference into ISBE's rules and *State Goals for Learning*. A district that wants to include the term *Common Core Standards* in its policy may do so; however, districts should understand that referring to the *Common Core Standards* only will cover only math and ELA learning standards and goals and not any other subject areas that the *Ill. Learning Standards* cover. The best practice is to continue using *Ill. Learning Standards*, which includes the *Common Core Standards*.

<sup>3</sup> 23 Ill.Admin.Code §1.430.

<sup>4</sup> 105 ILCS 5/27-13.2. House Resolution 824 (2014) urges all Illinois schools to educate youth about the dangers of using heroin and the rising numbers of accidental deaths from heroin overdoses through comprehensive drug education programs, including the *Drug Abuse Resistance Education (DARE)* program. No guidance on age appropriate instruction for heroin abuse is provided in the resolution.

<sup>5</sup> 105 ILCS 5/10-20.53.

<sup>6</sup> 105 ILCS 5/2-3.156. See f/n 2.

105 ILCS 5/27-22, ~~amended by P.A. 98-885~~, allows the substitution of an advanced placement computer science course for a year of mathematics. For specific requirements, see 6:300-E2, *State Law Graduation Requirements*, and 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students*.



of civics,<sup>7</sup> (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.<sup>8</sup>

Students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest.<sup>9</sup> The course shall include: (a) classroom instruction on distracted driving as a major traffic safety issue<sup>10</sup>, and (b) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement.<sup>11</sup> Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle.<sup>12</sup> The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.<sup>13</sup>

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<sup>7</sup> 105 ILCS 5/27-22, amended by P.A. 99-434 and P.A. 99-486: ~~(1) delayed the effective date of P.A. 99-434 until 7-1-2016, and (2) made the civics course requirement effective only for students entering the 9th grade.~~ The statute specifically states that school districts may utilize private funding available for offering civics education.

<sup>8</sup> 23 Ill.Admin.Code §1.440, 105 ILCS 5/27-22. The General Assembly encouraged school boards to implement American ~~sign~~ Sign language ~~Language~~ courses into the school foreign language curriculum. ~~(105 ILCS 5/10-20.46).~~ Senate Joint Resolution 68, 96th General Assembly, encourages school districts to explore the introduction of Arabic as a foreign language in their curriculums.

The ISBE rule on driver education personnel is found at 23 Ill.Admin.Code §252.40. School districts may contract with a commercial driver training school (CDTS) for driver education. ~~by obtaining a waiver or modification of the administrative rules and regulations promulgated by the ISBE or a modification of School Code mandates (105 ILCS 5/2-3-25g) 105 ILCS 5/27-24.2, amended by P.A. 100-465. See 2-20 E, Waiver and Modification Request Resource Guide.~~ To qualify to contract with a school district, a CDTS must (a) hold a valid license issued by the Ill. Sec. of State, and (b) provide instructors who hold a valid Ill. teaching certificate or license. ~~(Id.)~~ A district contracting with a CDTS must provide a list to ISBE of the CDTS instructors. ~~(Id.)~~ The list must include the name, personal ISBE identification number, birth date and driver's license number of each instructor who will teach driver education. ~~(Id.)~~ Although a formal waiver for outsourcing of driver's education is no longer required, districts must consider their applicable collective bargaining agreement(s), board policy, and the reduction in force (RIF) provisions of the School Code as they relate to outsourcing of instructional staff. Consult the board attorney for guidance.

<sup>9</sup> 105 ILCS 5/27-24.2, amended by P.A. 100-465.

<sup>10</sup> Id.

<sup>11</sup> ~~Id.~~, amended by P.A. 99-720, ~~eff. 1-1-17. Required beginning with the 2017-2018 school year.~~

<sup>12</sup> 105 ILCS 5/27-17.

<sup>13</sup> The Ill. Vehicle Code, 625 ILCS 5/6-408.5, ~~amended by P.A. 98-718,~~ contains these requirements; they are paraphrased below and may be added to the policy or otherwise disseminated.

Before a certificate of completion will be requested from the Secretary of State, a student must receive a passing grade in at least eight courses during the two semesters last ending before requesting the certificate. A certificate of completion will not be requested for any person less than 18 years of age who has dropped out of school unless the individual provides:

1. Written verification of his or her enrollment in a high school equivalency or alternative education program or a high school equivalency certificate (formerly GED certificate);
2. Written verification that before dropping out, the individual had received passing grades in at least ~~eight~~<sup>8</sup> courses during the two previous semesters last ending before requesting a certificate;
3. Written consent from the individual's parent/guardian and the Regional Superintendent; or
4. Written waiver from the Superintendent of the School District in which the individual resides or resided at the time he or she dropped out of school, or from the chief school administrator with respect to a dropout who attended a non-public high school. A waiver may be given if the Superintendent or chief administrator deems it to be in the individual's best interests.

Behavior  
Matrix  
Framework

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.<sup>14</sup>
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.<sup>15</sup>
5. In grades kindergarten through 12, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.<sup>16</sup>
6. In all grades, ~~character education~~ must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage.<sup>17</sup>
7. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.<sup>18</sup>

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<sup>14</sup> 105 ILCS 5/27-23.3.

<sup>15</sup> 105 ILCS 5/27-23.4.

<sup>16</sup> 47 C.F.R. § 54.520(c)(1)(i) and 105 ILCS 5/27-13.3 control this section. "Grades kindergarten through 12" is used because federal law requires school districts that receive E-rate funding to certify that they have an Internet safety education policy for all minors. (47 C.F.R. §54.520(c)(1)(i)). This federal law defines *minors* as any individual who has not attained the age of 17 years. (47 C.F.R. §54.520(a)(4)).

105 ILCS 5/27-13.3 requires a unit on Internet safety for students in grades 3 or above. It recommends seven topics for the unit on Internet safety and required ISBE to "make available resource materials for educating children regarding child online safety." It also invites schools to "adopt an age-appropriate curriculum for Internet safety instruction of students in grades kindergarten through 12."

For boards that do not receive E-rate funds and do not want to exceed the requirements of the School Code, replace this section with the following sentence: "In grades 3 or above, the curriculum contains a unit on Internet safety, the scope of which shall be determined by the Superintendent or designee."

<sup>17</sup> 105 ILCS 5/27-12.

Because of the negative outcomes associated with bullying in schools, the Ill. General Assembly has also found "that [school districts] should educate students, parents, and school district personnel about what behaviors constitute prohibited bullying." (105 ILCS 5/27-23.7(a), amended by P.A. 98-669). A board may want to add the following option:

Instruction in all grades should include educating students about behaviors that violate Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

The Ill. General Assembly invited boards to "make suitable provisions for instruction in gang resistance education and training in all grades and include such instruction in the courses of study regularly taught in those grades." See 105 ILCS 5/27-23.10(c). A board that shares this concern may add the following option: "In addition, in all grades gang resistance education and training must be taught."

<sup>18</sup> 105 ILCS 5/27-3 requires the Pledge of Allegiance to be recited every day in elementary and secondary schools. Requirements for displaying a U.S. flag at each school and in each classroom are found in 5 ILCS 465/3 and 465/3a.

Note that the Illinois statute does not require every student to recite the *Pledge* – that kind of mandatory participation would violate the U.S. Constitution. Schools may not coerce a student into saying the *Pledge*, nor may they punish students for refusing to participate in any aspect of the flag ritual, including standing, saluting the flag, and reciting the *Pledge*. West Virginia State Board of Education v. Barnett, 319 U.S. 624 (1943); Sherman v. Community Consolidated School Dist. 21 of Wheeling Township, 980 F.2d 437 (7th Cir. 1992). Consider using permissive rather than mandatory language to introduce the recitation of the *Pledge*, such as, "You may now stand to recite the *Pledge*." Schools may, of course, require that non-participants maintain order and decorum appropriate to the school environment.



8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage ~~daily during the school day~~ in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent,<sup>19</sup> but at a minimum of three days per five-day week. For exemptions and substitutions, see policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*.<sup>20</sup>
9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.<sup>21</sup>

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<sup>19</sup> The phrase "after recommendation by the Superintendent" is optional. If a superintendent does not bring this topic to the board for discussion, the board may not have a trigger to make the determination.

<sup>20</sup> 105 ILCS 5/27-5 requires school boards to provide for students' physical education and allows the P.E. course offered in grades 5 through 10 to include the health education courses required by State law. See also 23 Ill.Admin.Code §1.425, added at 40 Ill. Reg. 2990.

105 ILCS 5/27-6, amended by P.A. 100-465, describes when students may be excused from ~~daily~~ P.E. See also 23 Ill.Admin.Code §1.425(e).

105 ILCS 5/27-6, amended by P.A. 100-465, contains an exception to the ~~daily~~ minimum of three days per five-day week P.E. requirement for schools engaged in block scheduling; if this is applicable, substitute this sentence for the second-to-last sentence in this paragraph:

Unless otherwise exempted, all students are required to engage ~~daily~~ with such frequency as determined by the Board, but at a minimum of three days per five-day week, during the school day, except on block scheduled days ~~for those schools in block scheduling~~, in a physical education course.

105 ILCS 5/27-6.5 describes physical fitness assessments required, beginning with the 2016-17 school year and every school year thereafter, for grades 3-12 in an effort to meet State Goal 20 of the Illinois Learning Standards for Physical Development and Health (~~at: [www.isbe.net/Pages/PE-Health-Learning-Standards.aspx](http://www.isbe.net/Pages/PE-Health-Learning-Standards.aspx)~~). See also 23 Ill.Admin.Code §1.425 (g) and (h); ISBE's *IL Fitness Assessments and Data Reporting Requirements Questions and Answers* (Rev. ~~11/7/16~~ 5/22/17) at: [www.isbe.net/Documents/fitness-asmt-faq.pdf](http://www.isbe.net/Documents/fitness-asmt-faq.pdf).

105 ILCS 5/27-7 describes the goals and requirements for P.E. courses; these are re-stated in this sample policy.

<sup>21</sup> 105 ILCS 110/3 and 23 Ill.Admin.Code §1.420(n). Each school system shall provide a program in compliance with the Critical Health Problems and Comprehensive Health Education Act. More detailed health education program content is described in administrative procedure 6:60-AP, *Comprehensive Health Education Program*. It includes the requirements for the development of a family life and sex education program (105 ILCS 5/27-9.1 and 110/3), among other health education topics including *teen dating violence* (105 ILCS 110/3.1, see 7:185, *Teen Dating Violence Prohibited* for the required "teen dating violence policy") and cardiopulmonary resuscitation and automated external defibrillator use (105 ILCS 110/3, amended by P.A. 98-632).

Citations for letters (a) - (e) in this paragraph follow:

- (a) 105 ILCS 5/2-3.139 and 105 ILCS 5/27-7 (proper nutrition) and see also policy 6:50, *School Wellness*.
- (b) Id. (physical fitness) and see also policy 6:50, *School Wellness*.
- (c) Id. (sound mind and healthy body).
- (d) 105 ILCS 5/27-13.2 (dangers and avoidance of abduction). The State Police and ISBE must develop instruction on child abduction prevention (20 ILCS 2605/2605-480).



- middle*
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.<sup>22</sup>
  11. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy, including consumer debt and 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; higher education student loans; identity-theft security; 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 (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.<sup>23</sup>
  12. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.<sup>24</sup>
  13. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State.<sup>25</sup>

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.<sup>26</sup>

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(e) 105 ILCS 110/3 and 105 ILCS 5/10-23.13 a/k/a *Erin's Law* (child sexual abuse prevention). *Erin's Law* requires a policy addressing child sexual abuse prevention. A sentence in 6:60-AP, *Comprehensive Health Education Program* restates the basic recommendations for a child sexual abuse prevention program from page 16 of the *Erin's Law* Taskforce Final Report (Report) to Governor Quinn at: [www.isbe.net/Documents/erins-law-final0512.pdf](http://www.isbe.net/Documents/erins-law-final0512.pdf). The professional educator training component of *Erin's Law* is addressed in policy 5:100, *Staff Development Program*. The Report also encourages parental involvement because parents play a key role in protecting children from child sexual abuse.

<sup>22</sup> 23 Ill.Admin.Code §1.420(i). See 105 ILCS 435/ for the Vocational Education Act.

<sup>23</sup> 105 ILCS 5/27-12.1, amended by P.A. 99-284; 23 Ill.Admin.Code §1.420(k). P.A. 99-284 added these new subjects to the required consumer education course: consumer debt, higher education student loans, and identity-theft security.

<sup>24</sup> 105 ILCS 5/27-13.1; 23 Ill.Admin.Code §1.420(l).

<sup>25</sup> 105 ILCS 5/27-21; 23 Ill.Admin.Code §1.420(r).

<sup>26</sup> Section 111 of Division J of Pub. L. 108-447, the Consolidated Appropriations Act, 2005, 12-8-04; 118 Stat. 2809, 3344-45 (Section 111). Section 111(b) states: "[e]ach educational institution that receives Federal funds for a fiscal year shall hold an educational program on the U.S. Constitution on September 17 of such year ... ."

14. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.<sup>27</sup>
15. In <sup>Middle</sup> all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.<sup>28</sup>
16. In <sup>Middle</sup> all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.<sup>29</sup>
17. In <sup>Middle</sup> all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans <sup>30</sup>
18. In all schools ~~offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80.~~<sup>31</sup>
19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.<sup>32</sup>

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<sup>27</sup> 105 ILCS 5/27-3.5. The Congressional Medal of Honor film is available on ISBE's website for no cost at: [www.isbe.net/Pages/Medal-of-Honor.aspx](http://www.isbe.net/Pages/Medal-of-Honor.aspx).

<sup>28</sup> 105 ILCS 5/27-20.3 requires the curriculum to include a *unit of instruction* on this subject but does not specify the amount of time that constitutes a *unit of instruction*.

<sup>29</sup> 105 ILCS 5/27-20.5 requires the curriculum to include a *unit of instruction* on this subject but does not specify the amount of time that constitutes a *unit of instruction*. House Resolution 365 (2013) and Senate Resolution 1073 (2014) both urge all Illinois educators to share with students of an appropriate age the story of *comfort women* when discussing the history of Asia or World War II, or the issue of human trafficking.

<sup>30</sup> 105 ILCS 5/27-20.4 requires the curriculum to include a *unit of instruction* on this subject but does not specify the amount of time that constitutes a *unit of instruction*.

<sup>31</sup> 105 ILCS 5/2-3.80(e) or (f).

<sup>32</sup> 105 ILCS 5/27-23.8. The statute requires the school board to determine the minimum amount of instructional time. The sample policy complies by delegating this responsibility to the superintendent or designee. The statute requires that the instruction be founded on the principle that all students, including students with disabilities, have the right to exercise self-determination. It urges districts to request individuals with disabilities to assist with the development and delivery of this instruction and allows instruction to be supplemented by knowledgeable guest speakers.

- LEGAL REF.: 5 ILCS 465/3 and 465/3a.  
20 ILCS 2605/2605-480.  
105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-24.2, 435/, and 110/3.  
625 ILCS 5/6-408.5.  
23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.  
Consolidated Appropriations Act of 2005, Pub. L. No. 108-447, Section 111 of Division J.  
Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008).  
47 C.F.R. §54.520.
- CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Education)



## Instruction

### Teaching About Controversial Issues 1

The Superintendent shall ensure that all school-sponsored presentations and discussions of controversial or sensitive topics in the instructional program, including those made by guest speakers, are:

- Age-appropriate. Proper decorum, considering the students' ages, should be followed.
- Consistent with the curriculum and serve an educational purpose.<sup>2</sup>
- Informative and present a balanced view.
- Respectful of the rights and opinions of everyone. Emotional criticisms and hurtful sarcasm should be avoided.
- Not tolerant of profanity or slander. ~~Disruptive conduct is prohibited and may subject a student to discipline.~~

The District specifically reserves its right to stop any school-sponsored activity that it determines violates this policy, is harmful to the District or the students, or violates State or federal law.

CROSS REF.: 6:40 (Curriculum Development), 6:255 (Assemblies and Ceremonies)

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<sup>1</sup> This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Before adopting this policy, a school board should review the scope of any clause on academic freedom contained in a collective bargaining agreement.

While this sample policy and its contents are discretionary with each board, its implementation should respect the constitutional rights of students and teachers to free speech and free association. The intent of this policy is to inform students, staff members, and the community that the board has established standards for the teaching and discussion of controversial topics in order to avoid culture wars from being fought in school.

<sup>2</sup> Public employee First Amendment issues involve the balance between the importance of the speech and the district's interest in maintaining order and effective school operations. The First Amendment "does not entitle primary and secondary teachers, when conducting the education of captive audiences, to cover topics, or advocate viewpoints, that depart from the curriculum adopted by the school system." See *Mayer v. Monroe County Community School Corp.*, 474 F.3d 477, 480 (7th Cir. 2007). Nor is the First Amendment likely to entitle a teacher to protection for purely personal speech that does not touch on a matter of public concern. See *Pickering v. High School Dist. 205*, 391 U.S. 563 (1968). However, when public employees speak as private citizens on their own time about matters of public concern, they may face only those speech restrictions that are necessary for their employers to operate efficiently and effectively. See *Garcetti v. Ceballos*, 547 U.S. 410 (2006).

## Instruction

### Accelerated Placement Program <sup>1</sup>

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential.<sup>2</sup> The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP.<sup>3</sup> APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade.<sup>4</sup> Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented.<sup>5</sup> Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in School Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.<sup>6</sup>

The Superintendent or designee <sup>will</sup> implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);<sup>7</sup>
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and<sup>8</sup>
3. Assessment processes that include multiple valid, reliable indicators.<sup>9</sup>

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for

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<sup>1</sup> State law requires this subject matter be covered by policy and controls its content. 105 ILCS 5/14A, amended by P.A. 100-421, eff. 7-1-18 (the Accelerated Placement Act (APA)).

<sup>2</sup> Optional. Ensure this statement matches the board's current educational philosophy and objectives. See sample policy 6:10, *Educational Philosophy and Objectives*.

<sup>3</sup> 105 ILCS 5/14A-17, added by P.A. 100-421, eff. 7-1-18.

<sup>4</sup> Id. For high school districts, delete "~~and (c) early entrance to kindergarten or first grade~~" and insert the word "and" between (a) and (b).

Attorneys disagree whether the APA conflicts with 105 ILCS 5/10-20.12 (*School year – School age*). The APA requires accelerated placement to include early entrance to kindergarten and early entrance to first grade. 105 ILCS 5/10-20.12 *permits* districts to offer early entrance to kindergarten or first grade "based upon an assessment of the student's readiness to attend school." 105 ILCS 5/10-20.12 also states that students may enter first grade early when they: (1) are assessed for readiness; (2) have attended a non-public preschool and continued their education at that school through kindergarten; (3) were taught in kindergarten by an appropriately certified teacher; and (4) will attain the age of 6 years on or before December 31. Id. See sample policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Consult the board attorney for guidance.

<sup>5</sup> 105 ILCS 5/14A-32(a)(1), added by P.A. 100-421, eff. 7-1-18.

<sup>6</sup> 105 ILCS 5/14A-25, amended by P.A. 100-421, eff. 7-1-18.

<sup>7</sup> 105 ILCS 5/14A-32(a)(2), added by P.A. 100-421, eff. 7-1-18, requires that the accelerated placement policy include "a fair and equitable decision-making process that involves multiple persons and includes a student's parents or guardians" but does not specify what individuals are to be involved or limit those individuals to district employees. Amend this listing to align with the local board's preference.

<sup>8</sup> 105 ILCS 5/14A-32(a)(3), added by P.A. 100-421, eff. 7-1-18.

<sup>9</sup> 105 ILCS 5/14A-32(a)(4), added by P.A. 100-421, eff. 7-1-18.



accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement.<sup>10</sup> Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.<sup>11</sup>

LEGAL REF.: 105 ILCS 5/14A.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

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<sup>10</sup> Optional. 105 ILCS 5/14A-32(b)(1) permits, but does not require “procedures for annually informing the community at-large, including parents or guardians, about the accelerated placement program and the methods used for the identification of children eligible for accelerated placement.”

<sup>11</sup> Optional. 105 ILCS 5/14A does not require this but it is a recommended best practice and aligns with sample policy 7:10, *Equal Educational Opportunities*.

## 8:20 Community Use of School Facilities

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or affect the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures, **which shall include providing applicants with a copy of this policy and requiring a signature to acknowledge receipt.**

Persons or community organizations on school premises must abide by the District's conduct rules at all times, including, but not limited to Board Policy 8:30, *Conduct on School Property*. Any person or organization that engages in conduct prohibited by this policy may be ejected from school property and/or may be denied use of school facilities in the future. In addition, any person who engages in conduct prohibited by this policy is also subject to being denied admission to school events or meetings for up to one calendar year pursuant to the procedures set forth in Board Policy 8:30, *Conduct on School Property*. [OPTIONAL: *Prohibited conduct involving violence, alcohol, illegal drugs or weapons shall result in ejection from school property and denial of requests to use school facilities in the future.*]

Student groups, school-related organizations, government agencies, and non-profit organizations are granted the use of school facilities at no cost during regularly staffed hours. Fees and costs shall apply during non-regularly staffed hours and to other organizations granted use of facilities at any time. A fee schedule and other terms of use shall be prepared by the Superintendent and be subject to **annual** approval by the School Board.

Due to the extensive scope of work and the vacation schedule of custodial staff during the summer months as the District prepares the buildings for the start of school, use of the facilities is prohibited.

To: Board of Education  
From: Dr. Laurie Heinz, Superintendent  
Bernadette Tramm, Public Information Coordinator/FOIA Officer  
Date: August 27, 2018  
Re: Year-to-Date FOIA Report and Discussion of FOIA Communication and Cost

### **Background**

District 64 provides information to the public in compliance with [Board Policy 2:250 Access to District Public Records](#) and the Illinois Freedom of Information Act. District 64's FOIA Requests webpage (<http://www.d64.org/about/foia-requests>) maintains all the publicly required information for FOIA and contact information on how to submit a request.

### **FOIA Request Volume**

District 64 tracks FOIA requests by calendar year. Over the past three years, the volume of activity has increased:

- 2015 - 17
- 2016 - 29
- 2017 - 39
- During calendar year 2018, the pace has accelerated further, with 36 requests received to date.

District 64 has two FOIA officers who receive requests, coordinate the gathering of information from multiple sources, and monitor the timeline for the District's response. In addition to Ms. Tramm, the other current FOIA officer is Brian Imhoff, Assistant Business Manager. Prior to her retirement, Madelyn Wsol, Administrative Assistant to the Superintendent, was the second officer.

Administrators and their staffs within all departments are called upon to supply information requested through FOIA within the tight timelines required for compliance, typically five days.

### **Legal Assistance**

As needed, District 64 calls upon legal counsel at Hodges Loizzi (HLERK) to advise the District on multiple confidentiality laws and FOIA exemptions and requirements, to review and redact documents for public disclosure, and to draft letters citing to the appropriate exemptions. Given the expanding volume of requests being received, HLERK also conducted a two-hour in-service training on FOIA at the administration building in May 2018 for staff in all departments to build their knowledge of FOIA requirements.

HLERK's gross fees and expenses for FOIA work over the same time period reflects the varying volume and complexity of requests:

- 2015 - \$17,109.46
- 2016 - \$11,905.92
- 2017 - \$19,047.14
- 1/1/2018-6/30/2018: \$16,225.96 - midpoint of year

It is the impression of our FOIA attorney at HLERK that District 64 receives many more FOIA requests than most other similarly-situated districts.

**FOIA Log**

At every regular Board of Education meeting, a copy of each FOIA request received is included within the public Board packet posted on the D64 website, with a verbal status update provided by Dr. Heinz at the meeting.

District 64 also maintains an internal log of all FOIA requests received, along with copies of the response letter and any materials provided. At the present time, we do not record an estimate of the amount of staff time devoted to the completion of each FOIA. Multiple departments typically are called upon to search for responsive information, review and prepare materials, keep track of the response timeline, and prepare and submit the response to the requester.

A log of FOIA requests and the responses themselves are not required to be posted to a district’s website. Looking outside of D64, a range of practices have been found among school districts in publicly posting requests and responses, and whether a calculation of time is included. The calculation is an estimate of total staff time spent and not the actual cost of the particular personnel involved.

Here is a sampling of approaches:

District Name	Website Link
<p><b>Community High School District 155</b> Posts requests and responses in their entirety with the BOE meeting packet.</p>	<p><a href="http://online.fliphtml5.com/juex/oeym/#p=75">http://online.fliphtml5.com/juex/oeym/#p=75</a></p>
<p><b>New Trier Township HS District 203</b> Maintains a running log via FOIA page with request, but not the response.</p>	<p><a href="#">New Trier HS FOIA Request Log</a></p>
<p><b>Woodland School District 50</b> Maintains a running log via FOIA page with request and short summary of response, along with estimate of staff time.</p>	<p><a href="https://www.dist50.net/site/handlers/filedownload.ashx?moduleinstanceid=456&amp;dataid=185&amp;FileName=FOIA%20Log.pdf">https://www.dist50.net/site/handlers/filedownload.ashx?moduleinstanceid=456&amp;dataid=185&amp;FileName=FOIA%20Log.pdf</a></p>
<p><b>School District U46</b> Maintains a running log embedded on the</p>	<p><a href="https://www.u-46.org/Page/12035">https://www.u-46.org/Page/12035</a></p>



webpage with responses, and an estimate of processing time.	
<b>Hinsdale Township High School District 86</b> Embeds a running log of requests and responses on the webpage, but no estimate of processing time.	<a href="https://d86.hinsdale86.org/Page/989">https://d86.hinsdale86.org/Page/989</a>

In addition, a number of companies also are in the marketplace offering specialized software systems for governmental bodies to manage incoming FOIA requests, track the preparation of responses internally, provide a central collection point for document handling, and creating and maintaining a file of requests/responses. District 64 could explore moving to this type of system in the future.

Approval of Recommended Personnel Report

ACTION ITEM 18-08-4

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Personnel Report, noting that the Personnel Report is based on the recommendation of the Superintendent and not upon the Board’s direct knowledge regarding any of the specific individuals selected for employment.

The votes were cast as follows:

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

AYES:

NAYS:

PRESENT:

ABSENT:

8/27/18

August 27, 2018  
Personnel Report

Kelly Hess	Employ as .72 Art Teacher at Emerson School effective August 24, 2018 - MA, Step 1 - \$42,319.44.
Laura Isard	Employ as .5 Early Childhood Teaching Assistant at Jefferson School effective August 28, 2018 - \$15.98 hourly.
Emily Kelly	Employ as Special Education Teaching Assistant at Emerson School effective August 16, 2018 - \$15.98 hourly.
Karolina Lucki	Employ as .5 Intervention Teacher at Franklin School and .2 C of C Teacher at Roosevelt School effective August 20, 2018 - BA+12, Step 1 - \$37,106.30.
Laura Papageoriou	Employ as Special Education Teaching Assistant at Emerson School effective August 23, 2018 - \$15.98 hourly.
Debbie San Gabino	Employ as Special Education Teaching Assistant at Emerson School effective August 24, 2018 - \$15.98 hourly.
Vanessa Jeske	Change of Assignment from .94 C of C Language Arts Teacher at Lincoln School to 1.0 C of C Language Arts Teacher effective August 16, 2018 - MA, Step 2 - \$59,735.
Brianna Santowski	Resignation as Special Needs Teaching Assistant at Washington School effective August 21, 2018.

Consent Agenda

ACTION ITEM 18-08-5

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda for August 27, 2018 which includes: Bills, Payroll and Benefits; Approval of Resolution #1209 for Prevailing Wage; Approval of Resolution #1210 Regarding the School District to Pay Certain Invoices Prior to Board Approval at the September 24, 2018 Regular Board Meeting, and the Destruction of Audio Closed Recordings (none).

The votes were cast as follows:

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

AYES:

NAYS:

PRESENT:

ABSENT:

8/27/18

APPROVAL OF BILLS AND PAYROLL

The following bills, payrolls and Board's share of pension fund are presented for approval:

Bills

10 - Education Fund -----	\$ 2,231,876.79
20 - Operations and Maintenance Fund -----	\$ 692,824.20
30 - Debt Services -----	\$ 189,702.29
40 - Transportation Fund -----	\$ 76,498.80
50- Retirement (IMRF/SS/MEDICARE)-----	\$ -
60 - Capital Projects -----	\$ 538,398.64
61 - Capital Projects - 2017 Debt Certificates -----	\$ 1,980,331.58
80 - Tort Immunity Fund -----	\$ 407.50
90 - Fire Prevention and Safety Fund -----	\$ -

Checks Numbered: 129776-129850, 129853-129974	
ACH's Numbered: 18190047-18190091, 181900103-181900163	
Total:	\$ 5,710,039.80

Payroll and Benefits for Month of July, 2018

10 - Education Fund -----	\$ 466,287.98
20 - Operations and Maintenance Fund -----	\$ 238,493.03
40 - Transportation Fund -----	\$ -
50 - IMRF/FICA Fund -----	\$ 39,113.66
51 - SS/Medicare -----	\$ 30,329.27
80 - Tort Immunity Fund -----	\$ -

Checks Numbered: 14303 - 14310	
Direct Deposit: 900140848 - 900141055	
Total:	\$ 774,223.94



This Report Can be Viewed on the

[Financial Data Current](#)

**RESOLUTION #1209 OF THE BOARD OF EDUCATION OF COMMUNITY CONSOLIDATED SCHOOL DISTRICT #64, COOK COUNTY, ILLINOIS, ASCERTAINING THE PREVAILING RATE OF WAGES FOR LABORERS, WORKMEN AND MECHANICS EMPLOYED IN PUBLIC WORKS OF SAID SCHOOL DISTRICT**

**WHEREAS**, the State of Illinois has enacted "An ACT regulating wages of laborers, mechanics and other workmen employed in any public works by the State, county, city or any public body or any political subdivision or by any one under contract for public works," approved June 26, 1941, codified as amended, 820 ILCS 130/1 et seq. (1993), formerly Ill. Rev. Stat., Ch. 48, par. 39s-1 et seq. and

**WHEREAS**, the aforesaid Act requires that Community Consolidated School District #64 of Cook County investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of Cook County employed in performing construction of public works, for said school district.

**NOW, THEREFORE, BE IT ORDAINED** BY THE BOARD OF EDUCATION OF COMMUNITY CONSOLIDATED SCHOOL DISTRICT #64:

**SECTION 1:** To the extent and as required by "An ACT regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by any one under contract for public works," approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of this Board of Education is hereby ascertained to be the same as the prevailing rate of wages for construction work in Cook County area as determined by the Department of Labor of the State of Illinois as of June, 2017, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the Board of Education. The definition of any terms appearing in this Ordinance which are also used in aforesaid Act shall be the same as in said Act.

**SECTION 2:** Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of this Board of Education to the extent required by the aforesaid Act.

**SECTION 3:** The Board of Education shall publicly post or keep available for inspection by any interested party in the main office of the Board of Education this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

**SECTION 4:** The Board of Education shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

**SECTION 5:** The Board of Education shall promptly file a certified copy of this Resolution with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

**SECTION 6:** The Board of Education shall cause to be published in a newspaper of general circulation within the area a copy of this Resolution, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

PASSED THIS 27th DAY OF AUGUST, 2018.

APPROVED:

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President, Board of Education

ATTEST:

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Secretary, Board of Education

#1209

Rates revised on September 25, 2017 are highlighted in green in the county rate schedules in which they appear. Rates revised on April 11, 2018 are highlighted in blue in the county rate schedules in which they appear. Rates revised on May 24, 2018 are highlighted in gray in the county rate schedules in which they appear. The corrected rates published on September 25, 2017, April 11, 2018, and May 24, 2018 are effective as of the date of their publication. Changes highlighted in pink are changes made pursuant to Section 9 challenges.

<b>Prevailing Wage rates for Cook County effective Sept. 1, 2017</b>												
<b>Trade Title</b>	<b>Region</b>	<b>Type</b>	<b>Class</b>	<b>Base Wage</b>	<b>Fore-man Wage</b>	<b>M-F OT</b>	<b>OSA</b>	<b>OSH</b>	<b>H/W</b>	<b>Pension</b>	<b>Vacation</b>	<b>Training</b>
ASBESTOS ABT-GEN	ALL	ALL		41.20	42.20	1.5	1.5	2	14.65	12.32	0.00	0.50
ASBESTOS ABT-MEC	ALL	BLD		37.46	39.96	1.5	1.5	2	11.62	11.06	0.00	0.72
BOILERMAKER	ALL	BLD		48.49	52.86	2	2	2	6.97	19.61	0.00	0.90
BRICK MASON	ALL	BLD		45.38	49.92	1.5	1.5	2	10.45	16.68	0.00	0.90
CARPENTER	ALL	ALL		46.35	48.35	1.5	1.5	2	11.79	18.87	0.00	0.63
CEMENT MASON	ALL	ALL		44.25	46.25	2	1.5	2	14.00	17.16	0.00	0.92
CERAMIC TILE FNSHER	ALL	BLD		38.56	38.56	1.5	1.5	2	10.65	11.18	0.00	0.68
COMM. ELECT.	ALL	BLD		43.10	45.90	1.5	1.5	2	8.88	13.22	1.00	0.85
ELECTRIC PWR EQMT OP	ALL	ALL		50.50	55.50	1.5	1.5	2	11.69	16.69	0.00	3.12
ELECTRIC PWR GRNDMAN	ALL	ALL		39.39	55.50	1.5	1.5	2	9.12	13.02	0.00	2.43
ELECTRIC PWR LINEMAN	ALL	ALL		50.50	55.50	1.5	1.5	2	11.69	16.69	0.00	3.12
ELECTRICIAN	ALL	ALL		47.40	50.40	1.5	1.5	2	14.33	16.10	1.00	1.18
ELEVATOR CONSTRUCTOR	ALL	BLD		51.94	58.43	2	2	2	14.43	14.96	4.16	0.90
FENCE ERECTOR	ALL	ALL		39.58	41.58	1.5	1.5	2	13.40	13.90	0.00	0.40
GLAZIER	ALL	BLD		42.45	43.95	1.5	1.5	2	14.04	20.14	0.00	0.94
HT/FROST INSULATOR	ALL	BLD		50.50	53.00	1.5	1.5	2	12.12	12.96	0.00	0.72
IRON WORKER	ALL	ALL		47.33	49.33	2	2	2	14.15	22.39	0.00	0.35
LABORER	ALL	ALL		41.20	41.95	1.5	1.5	2	14.65	12.32	0.00	0.50
LATHER	ALL	ALL		46.35	48.35	1.5	1.5	2	11.79	18.87	0.00	0.63
MACHINIST	ALL	BLD		47.56	50.06	1.5	1.5	2	7.05	8.95	1.85	1.47
MARBLE FINISHERS	ALL	ALL		33.95	33.95	1.5	1.5	2	10.45	15.52	0.00	0.47
MARBLE MASON	ALL	BLD		44.63	49.09	1.5	1.5	2	10.45	16.28	0.00	0.59
MATERIAL TESTER I	ALL	ALL		31.20	31.20	1.5	1.5	2	14.65	12.32	0.00	0.50
MATERIALS TESTER II	ALL	ALL		36.20	36.20	1.5	1.5	2	14.65	12.32	0.00	0.50
MILLWRIGHT	ALL	ALL		46.35	48.35	1.5	1.5	2	11.79	18.87	0.00	0.63

OPERATING ENGINEER	ALL	BLD	1	50.10	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	2	48.80	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	3	46.25	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	4	44.50	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	5	53.85	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	6	51.10	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	7	53.10	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	FLT	1	55.90	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	FLT	2	54.40	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	FLT	3	48.40	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	FLT	4	40.25	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	FLT	5	57.40	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	FLT	6	38.00	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	HWY	1	48.30	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	2	47.75	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	3	45.70	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	4	44.30	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	5	43.10	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	6	51.30	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	7	49.30	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
ORNAMNTL IRON WORKER	ALL	ALL		46.75	49.25	2	2	2	13.90	19.79	0.00	0.75
PAINTER	ALL	ALL		45.55	51.24	1.5	1.5	1.5	11.56	11.44	0.00	1.87
PAINTER SIGNS	ALL	BLD		37.45	42.05	1.5	1.5	2	2.60	3.18	0.00	0.00
PILEDRIVER	ALL	ALL		46.35	48.35	1.5	1.5	2	11.79	18.87	0.00	0.63
PIPEFITTER	ALL	BLD		47.50	50.50	1.5	1.5	2	10.05	17.85	0.00	2.12
PLASTERER	ALL	BLD		42.75	45.31	1.5	1.5	2	14.00	15.71	0.00	0.89
PLUMBER	ALL	BLD		49.25	52.20	1.5	1.5	2	14.34	13.35	0.00	1.28
ROOFER	ALL	BLD		42.30	45.30	1.5	1.5	2	9.08	12.14	0.00	0.58
SHEETMETAL WORKER	ALL	BLD		43.50	46.98	1.5	1.5	2	11.03	23.43	0.00	0.78
SIGN HANGER	ALL	BLD		31.31	33.81	1.5	1.5	2	4.85	3.28	0.00	0.00



SPRINKLER FITTER	ALL	BLD		47.20	49.20	1.5	1.5	2	12.25	11.55	0.00	0.55
STEEL ERECTOR	ALL	ALL		42.07	44.07	2	2	2	13.45	19.59	0.00	0.35
STONE MASON	ALL	BLD		45.38	49.92	1.5	1.5	2	10.45	16.68	0.00	0.90
TERRAZZO FINISHER	ALL	BLD		40.54	40.54	1.5	1.5	2	10.65	12.76	0.00	0.73
TERRAZZO MASON	ALL	BLD		44.38	47.88	1.5	1.5	2	10.65	14.15	0.00	0.82
TILE MASON	ALL	BLD		45.49	49.49	1.5	1.5	2	10.65	13.88	0.00	0.86
TRAFFIC SAFETY WRKR	ALL	HWY		33.50	35.85	1.5	1.5	2	6.00	7.25	0.00	0.50
TRUCK DRIVER	E	ALL	1	35.60	36.25	1.5	1.5	2	8.56	11.50	0.00	0.15
TRUCK DRIVER	E	ALL	2	35.85	36.25	1.5	1.5	2	8.56	11.50	0.00	0.15
TRUCK DRIVER	E	ALL	3	36.05	36.25	1.5	1.5	2	8.56	11.50	0.00	0.15
TRUCK DRIVER	E	ALL	4	36.25	36.25	1.5	1.5	2	8.56	11.50	0.00	0.15
TRUCK DRIVER	W	ALL	1	35.98	36.53	1.5	1.5	2	8.25	10.14	0.00	0.15
TRUCK DRIVER	W	ALL	2	36.13	36.53	1.5	1.5	2	8.25	10.14	0.00	0.15
TRUCK DRIVER	W	ALL	3	36.33	36.53	1.5	1.5	2	8.25	10.14	0.00	0.15
TRUCK DRIVER	W	ALL	4	36.53	36.53	1.5	1.5	2	8.25	10.14	0.00	0.15
TUCKPOINTER	ALL	BLD		45.42	46.42	1.5	1.5	2	8.32	15.42	0.00	0.80

**Legend**

**M-F OT** Unless otherwise noted, OT pay is required for any hour greater than 8 worked each day, Mon through Fri. The number listed is the multiple of the base wage.

**OSA** Overtime pay required for every hour worked on Saturdays

**OSH** Overtime pay required for every hour worked on Sundays and Holidays

**H/W** Health/Welfare benefit

**Explanations COOK COUNTY**

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

**TRUCK DRIVERS (WEST)** - That part of the county West of Barrington Road.

## EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date. ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

## CERAMIC TILE FINISHER

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials. The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

## COMMUNICATIONS ELECTRICIAN

Installation, operation, inspection, maintenance, repair and service of radio, television, recording, voice sound vision production and reproduction, telephone and telephone interconnect, facsimile, data apparatus, coaxial, fibre optic and wireless equipment, appliances and systems used for the transmission and reception of signals of any nature, business, domestic, commercial, education, entertainment, and residential purposes, including but not limited to, communication and telephone, electronic and sound equipment, fibre optic and data communication systems, and the performance of any task directly related to such installation or service whether at new or existing sites, such tasks to include the placing of wire and cable and electrical power conduit or other raceway work within the equipment room and pulling wire and/or cable through conduit and the installation of any incidental conduit, such that the employees covered hereby can complete any job in full.

## MARBLE FINISHER

Loading and unloading trucks, distribution of all materials (all stone, sand, etc.), stocking of floors with material, performing all rigging for heavy work, the handling of all material that may be needed for the installation of such materials, building of scaffolding, polishing if needed, patching, waxing of material if damaged, pointing up, caulking, grouting and cleaning of marble, holding water on diamond or Carborundum blade or saw for setters cutting, use of tub saw or any other saw needed for preparation of material, drilling of holes for wires that anchor material set by setters, mixing up of molding plaster for installation of material, mixing up thin set for the installation of material, mixing up of sand to cement for the installation of material and such other work as may be required in helping a Marble Setter in the handling of all material in the erection or installation of interior marble, slate, travertine, art marble, serpentine, alberene stone, blue stone, granite and other stones (meaning as to stone any foreign or domestic materials as are specified and used in building interiors and exteriors and customarily known as stone in the trade), carrara, sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which are installed in a similar manner.

MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

#### OPERATING ENGINEER - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Conveyor (Truck Mounted); Concrete Paver Over 27E cu. ft; Concrete Paver 27E cu. ft. and Under; Concrete Placer; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes, All; Cranes, Hammerhead; Cranes, (GCI and similar Type); Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Heavy Duty Self-Propelled Transporter or Prime Mover; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, One, Two and Three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment); Locomotives, All; Motor Patrol; Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze Cretes-Screw Type Pumps; Gypsum Bulker and Pump; Raised and Blind Hole Drill; Roto Mill Grinder; Scoops - Tractor Drawn; Slip-Form Paver; Straddle Buggies; Operation of Tie Back Machine; Tournapull; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Inside Elevators; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum;

Laser Screed; Rock Drill (Self-Propelled); Rock Drill (Truck Mounted); Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Combination Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators (remodeling or renovation work); Hydraulic Power Units (Pile Driving, Extracting, and Drilling); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Low Boys; Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 4. Bobcats and/or other Skid Steer Loaders; Oilers; and Brick Forklift.

Class 5. Assistant Craft Foreman.

Class 6. Gradall.

Class 7. Mechanics; Welders.

#### OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Spreader; Autograder/GOMACO or other similar type machines: ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower Cranes of all types: Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Dredges; Elevators, Outside type Rack & Pinion and Similar Machines; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Truck Mounted; Hoists, One, Two and Three Drum; Heavy Duty Self-Propelled Transporter or Prime Mover; Hydraulic Backhoes; Backhoes with shear attachments up to 40' of boom reach; Lubrication Technician; Manipulators; Mucking Machine; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; Hydraulic Telescoping Form (Tunnel); Operation of Tieback Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader (with attached pusher - two engineers); Tractor with Boom; Tractaire with Attachments; Traffic Barrier Transfer Machine; Trenching; Truck Mounted Concrete Pump with Boom; Raised or Blind Hole Drills (Tunnel Shaft); Underground Boring and/or Mining Machines 5 ft. in diameter and over tunnel, etc; Underground Boring and/or Mining Machines under 5 ft. in diameter; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (Less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.;

Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck Cars (Haglund or Similar Type); Drills, All; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blaster; Hydro Excavating (excluding hose work); Laser Screed; All Locomotives, Dinky; Off-Road Hauling Units (including articulating) Non Self-Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper - Single/Twin Engine/Push and Pull; Scraper - Prime Mover in Tandem (Regardless of Size); Tractors pulling attachments, Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than Asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper-Form-Motor Driven.

Class 4. Air Compressor; Combination - Small Equipment Operator; Directional Boring Machine; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Vacuum Trucks (excluding hose work); Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. SkidSteer Loader (all); Brick Forklifts; Oilers.

Class 6. Field Mechanics and Field Welders

Class 7. Dowell Machine with Air Compressor; Gradall and machines of like nature.

#### OPERATING ENGINEER - FLOATING

Class 1. Craft Foreman; Master Mechanic; Diver/Wet Tender; Engineer; Engineer (Hydraulic Dredge).

Class 2. Crane/Backhoe Operator; Boat Operator with towing endorsement; Mechanic/Welder; Assistant Engineer (Hydraulic Dredge); Leverman (Hydraulic Dredge); Diver Tender.

Class 3. Deck Equipment Operator, Machineryman, Maintenance of Crane (over 50 ton capacity) or Backhoe (115,000 lbs. or more); Tug/Launch Operator; Loader/Dozer and like equipment on Barge, Breakwater Wall, Slip/Dock, or Scow, Deck Machinery, etc.

Class 4. Deck Equipment Operator, Machineryman/Fireman (4 Equipment Units or More); Off Road Trucks; Deck Hand, Tug Engineer, Crane Maintenance (50 Ton Capacity and Under) or Backhoe Weighing (115,000 pounds or less); Assistant Tug Operator.



Class 5. Friction or Lattice Boom Cranes.

Class 6. ROV Pilot, ROV Tender

#### TERRAZZO FINISHER

The handling of sand, cement, marble chips, and all other materials that may be used by the Mosaic Terrazzo Mechanic, and the mixing, grinding, grouting, cleaning and sealing of all Marble, Mosaic, and Terrazzo work, floors, base, stairs, and wainscoting by hand or machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

#### TRAFFIC SAFETY

Work associated with barricades, horses and drums used to reduce lane usage on highway work, the installation and removal of temporary lane markings, and the installation and removal of temporary road signs.

#### TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION - EAST & WEST

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled Dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

#### LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

#### MATERIAL TESTER & MATERIAL TESTER/INSPECTOR I AND II

Notwithstanding the difference in the classification title, the classification entitled "Material Tester I" involves the same job duties as the classification entitled "Material Tester/Inspector I". Likewise, the classification entitled "Material Tester II" involves the same job duties as the classification entitled "Material Tester/Inspector II".

**RESOLUTION #1210 REGARDING THE SCHOOL DISTRICT TO PAY CERTAIN  
INVOICES PRIOR TO BOARD APPROVAL AT THE SEPTEMBER 24, 2018 BOARD  
OF EDUCATION MEETING**

**WHEREAS**, the Board of Education of Community Consolidated School District 64 has determined that it is in the best interest of the school district to pay certain invoices prior to board approval, and

**WHEREAS**, a special resolution is required to pay invoices prior to the September 24, 2018, Board of Education meeting,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of Community Consolidated School District 64 that upon certification of the invoices by the Superintendent or her designee, the school treasurer is hereby directed to sign payments for approved expenditures that are due and payable by September 24, 2018. Check registers will be provided at the September 24, 2018 Board of Education Meeting.

**BE IT FURTHER RESOLVED** that this resolution will terminate effective September 24, 2018.

Adopted this 27th day of August, 2018 by the following vote:

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Anthony Borrelli, President  
Board of Education  
COMMUNITY CONSOLIDATED  
SCHOOL DISTRICT #64  
Cook County, Illinois

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Athan "Tom" Sotos, Secretary

Approval of Minutes

ACTION ITEM 18-08-6

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Regular Board Meeting on June 25, 2018; Regular Board Meeting on July 9, 2018; and Special Board Meeting on August 7, 2018.

The votes were cast as follows:

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

AYES:

NAYS:

PRESENT:

ABSENT:

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**BOARD OF EDUCATION  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64  
Minutes of the Regular Board of Education Meeting held at 7:00 p.m.  
June 25, 2018  
Jefferson School - Multipurpose Room  
8200 N. Greendale Avenue, Niles, IL 60714**

Board President Anthony Borrelli called the meeting to order at 5:40 p.m. Other Board members in attendance were Fred Sanchez, Larry Ryles, and Rick Biagi. Board member Eastman Tiu participated by telephone during the closed session only. Board members Tom Sotos and Mark Eggemann arrived during the closed session. Also present were Superintendent Laurie Heinz; Chief School Business Official Luann Kolstad; Public Information Coordinator Bernadette Tramm; Board legal counsel Tony Loizzi of Hodges Loizzi; and two members of the public.

Board of Education meetings are videotaped and may be viewed in their full length from the District's website at: <http://www.d64.org>. The agenda and all reports for this meeting are also available on the website, or through the District 64 Educational Service Center, 164 S. Prospect Ave., Park Ridge.

**BOARD RECESSES AND ADJOURNS TO CLOSED SESSION**

At 5:41 p.m., it was moved by Board President Borrelli and seconded by Board member Sanchez to adjourn to closed session to discuss 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 its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act [5 ILCS 120/2 (c)(1)]; the setting of a price for sale or lease of property owned by the District [5 ILCS 120/2(c)(6)]; the sale or purchase of securities, investments, or investment contracts. [5 ILCS 120/2(c)(7)]; the placement of individual students in special education programs and other matters relating to individual students [5 ILCS 120/2(c)(10)]; and 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[ 5 ILCS 120/2(c)(11)].

Board members and legal counsel then discussed whether the motion could be divided to consider voting on exemption (6) separately. Board President Borrelli withdrew the motion.

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It was moved by Board President Borrelli and seconded by Board member Ryles to adjourn to closed session to discuss 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 its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act [5 ILCS 120/2 (c)(1)]; the sale or purchase of securities, investments, or investment contracts [5 ILCS 120/2(c)(7)]; the placement of individual students in special education programs and other matters relating to individual students [5 ILCS 120/2(c)(10)]; and 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[ 5 ILCS 120/2(c)(11)].

The votes were cast as follows:

AYES: Biagi, Borrelli, Ryles, Sanchez

NAYS: None.

PRESENT: None.

ABSENT: Tiu, Eggemann, Sotos

It was then moved by Board President Borrelli and seconded by Board member Ryles to adjourn to closed session to discuss the setting of a price for sale or lease of property owned by the District [5 ILCS 120/2(c)(6)]. Board members and legal counsel then discussed whether this exemption would apply to the specific real estate topics to be discussed, and agreed by consensus that they could be addressed in open session later in the meeting. Board President Borrelli withdrew the motion.

The Board recessed from closed session at approximately 6:54 p.m.; Board President Borrelli announced the Board's intention to resume the closed session for the same exemptions after the open meeting to continue discussions.

Board member Tiu left the meeting following the closed session. In addition to those mentioned above, also present at the regular meeting were: Assistant Superintendent for Student Learning Lori Lopez; Director of Facility Management Ron DeGeorge; Director of Innovation and Instructional Technology Mary Jane Warden; and approximately 60 members of the public.

**PUBLIC HEARING ON RESOLUTION TO AUTHORIZE A PERMANENT INTERFUND TRANSFER**

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Board President Borrelli convened a Public Hearing on the Resolution to Authorize a Permanent Interfund Transfer as part of the process required by the School Code for such transfers. CSBO Kolstad reported that it was in the best interests of the District to transfer \$1 million from the Transportation Fund to the Educational Fund, the fund most in need. She responded to Board member questions about the transfer. Board President Borrelli invited further comments from Board members; none were received. He then invited public comments; none were received.

At 6:57 p.m., it was moved by Board President Borrelli and seconded by Board member Biagi to adjourn the public hearing, which was approved by unanimous consent.

The Board immediately resumed the regular meeting.

### **PLEDGE OF ALLEGIANCE**

Board member Ryles led the Pledge.

### **PUBLIC COMMENTS**

Board President Borrelli invited public comments on items not on the agenda, which were received as follows:

- Joan Sandrik, Park Ridge resident, addressed the Board regarding the contract with teachers represented by the Park Ridge Education Association and a recently adopted side letter.
- Miki Tesija, Field School parent; Maura Cullen, D64 parent; and Tom Fisher, D64 parent individually addressed the Board regarding the timeline for creation of a Board Committee on special education.
- Kim Biederman, D64 parent and member of the Superintendent's Focus Group on Social Emotional Learning; Tiffany Marcuccilli, D64 parent; and Teresa Lippert, former D64 parent; and Tanya Morrison, Emerson School PTO Vice President; individually addressed the Board concerning the SRO pilot program and special Board committee.

### **APPOINTMENT OF ASSISTANT DIRECTOR OF STUDENT SERVICES**

Dr. Heinz reported that she was recommending the appointment of Susan Waughon as Assistant Director of Student Services effective July 1, 2018. She noted that Ms. Waughon comes to District 64 with nearly 20 years of experience in the field of special education, most recently serving as Pupil Services Administrator in Hinsdale District 181 for seven years. Dr. Heinz reviewed her wide-ranging responsibilities in the special education area, and noted that earlier in her career, Ms. Waughon served as a lead elementary school social worker and a student assistance coordinator in Geneva School District 304. Dr. Heinz noted that these rich experiences in special education perfectly align with the key areas of focus identified by Interim Student Services Director Mike Padavic during his recently concluded 100-day assignment that will be

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our priorities for the next several years, and that Ms. Waughon will be a great partner for new Director Dr. Lea Anne Frost as they work together to support our staff, students and families in improving all aspects of siscual education moving program and services. Dr. Heinz reviewed Ms. Waughon’s educational background, and noted that she had been selected through a multi-step screening and interview process from a pool of 41 applicants.

ACTION ITEM 18-06-3

It was moved by Board President Borrelli and seconded by Board member Biagi that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois approve the appointment of Sue Waughon as the Assistant Director of Student Services effective July 1, 2018 based on the recommendation of the Superintendent and not upon the Board’s direct knowledge regarding the individual selected for appointment at a salary of \$102,000.

The votes were cast as follows:

AYES: Eggemann, Biagi, Borrelli, Sotos, Ryles, Sanchez

NAYS: None.

PRESENT: None.

ABSENT: Tiu

The motion carried.

**APPROVAL OF RESOLUTION #1204 REGARDING RESIDENCY DETERMINATION AND POSSIBLE TUITION ASSESSMENT FOR STUDENT 2017-18(1)**

CSBO Kolstad reported that the Board had reviewed in closed session the hearing officer’s decision regarding residency of a student for the 2017-18 school year.

ACTION ITEM 18-06-4

It was moved by Board President Borrelli and seconded by Board member Sotos to adopt Resolution #1204 finding that student 2017-18(1) is not a legal resident of District 64 for the 2017-18 school year and shall be assessed tuition for the duration of the non-resident student’s attendance.

The votes were cast as follows:

AYES: Sanchez, Ryles, Sotos, Borrelli, Biagi, Eggemann

NAYS: None.

PRESENT: None.

ABSENT: Tiu

The motion carried.

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**2020 VISION STRATEGIC PLAN YEAR 3 UPDATE**

Board members agreed by consensus to defer the report at this time.

**REVIEW OF POLICY 8:20 COMMUNITY USE OF SCHOOL FACILITIES AND 8:30 VISITORS TO AND CONDUCT ON SCHOOL PROPERTY**

As the District prepares for a new school year and given the high volume of outside use of D64 buildings, Dr. Heinz recommended that the Board consider updating these two policies to reflect more explicitly the expectations for conduct while on school premises and consequences for a violation of these expectations. She noted that earlier in the spring, a violation of the no alcohol provision found within Board Policy 8:30 had occurred. Board members, Dr. Heinz and Mr. Loizzi, legal counsel, then reviewed and discussed the suggested updates to the two policies, the requirements of the School Code, and the groups that would be covered by the changes. Suggested revisions to both Policy 8:20 and Policy 8:30 will be drafted to reflect the Board’s directions, and will return for further Board discussion and to begin the approval process at an upcoming Board meeting.

**APPROVAL TO ESTABLISH A BOARD COMMITTEE REGARDING THE DISTRICT 64 SCHOOL RESOURCE OFFICER (SRO) PILOT PROGRAM**

Board President Borrelli noted that the Board at the June 14, 2018 meeting had discussed and reached consensus on forming a special Board SRO Committee. He noted that Board Vice-President Rick Biagi and Board Secretary Tom Sotos had volunteered to serve as the Board members on this committee.

ACTION ITEM 18-06-5

It was moved by Board member Eggemann and seconded by Board member Ryles that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, create a special Board committee regarding the District 64 School Resource Officer (SRO) program.

The votes were cast as follows:

AYES: Eggemann, Biagi, Borrelli, Sotos, Ryles, Sanchez

NAYS: None.

PRESENT: None.

ABSENT: Tiu

The motion carried.

Board members, Dr. Heinz, Dr. Lopez and Mr. Loizzi engaged in a lengthy discussion about the mission or task to be given to the committee and its projected membership. Board President Borrelli noted that Board members had been providing Dr. Heinz with suggested names of individuals or organizations who could be appointed to serve as a member or provide resources

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to the committee. It was clarified that under Board Policy 2:150, this committee will operate under the provisions of the Illinois Open Meetings Act, the Board President will officially appoint the members, and that the committee may not take final action on behalf of the Board, rather it may only make recommendations to the Board. Following further discussion, the Board reached consensus to focus the work of this committee on developing a Memorandum of Understanding (MOU) that will further define the operations of the SRO pilot program at the two middle schools and will align to the draft Mission Statement, which will need to be finalized by this committee and then approved by the Board. The committee will also ensure that the draft Intergovernmental Agreements with the City of Park Ridge and the Village of Niles align with desired outcomes of the pilot SRO program. Board members Biagi and Sotos are expected to provide recommendations on the committee's composition and operations for further discussion at the July 9, 2018 regular meeting.

Board President Borrelli called for a brief recess at 8:45 p.m.; the meeting resumed at 8:57 p.m.

**DISCUSSION ON ESTABLISHMENT OF BOARD COMMITTEE ON SPECIAL EDUCATION**

It was moved by Board member Biagi and seconded by Board member Ryles to add to the agenda a discussion of the establishment of a Board Committee on special education with no formal action to be taken tonight.

The votes were cast as follows:

AYES: Eggemann, Biagi, Borrelli, Sotos, Ryles, Sanchez

NAYS: None.

PRESENT: None.

ABSENT: Tiu

The motion carried.

Board President Borrelli noted that the new Director of Student Services would be assuming her responsibilities on July 1, and would be expected to have significant input in working collaboratively with the Board on this committee. Similar to the previous discussion regarding the SRO Committee, Board members, Dr. Heinz, and Mr. Loizzi engaged in a lengthy discussion about the mission or task to be given to a Special Education Committee and its projected membership. Board President Borrelli noted that Board member Ryles had previously volunteered to serve as a Board representative; Board member Sanchez also stepped forward to be the second representative. It was agreed by consensus that these two Board members would similarly return to the July 9 Board meeting with recommendations on the committee's composition. It was noted that further Board discussion would be needed to more clearly

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delineate a mission or task for this committee's work. Board members were requested to send to Dr. Heinz recommendations on the member of this committee.

In addition, it was agreed to publicize the opportunity for parents and community members to express interest themselves or make a recommendation for participating either as a member or as a resource for the work of either or both committees. Dr. Heinz also noted that IASB provides training on the work of Board committees, should the Board find additional insights helpful in structuring the role of these two new committees.

Board President Borrelli invited public comment, which was received as follows:

- Tom Fisher, D64 parent, addressed the Board about differences between the two new committees.

### **KEY OBSERVATIONS ON ILLINOIS YOUTH SURVEY 2018**

Dr. Lopez shared with the Board the key District-level results from the 2017-18 Illinois Youth Survey, which is administered every other year in District 64. Dr. Lopez reported that the survey was administered in January to eighth grade students at Emerson and Lincoln middle schools, and that it is completely voluntary and privacy is strictly protected. She noted that the purpose of the survey is to better understand youth attitudes and behaviors that can impact student success, and that the community and D64 uses the information to determine what actions may be needed to keep students safe and healthy. Dr. Lopez shared key observations on the use of substances in the past year. At both middle schools, District 64 students report use rates that are lower than the state average for cigarettes, marijuana, and prescription drugs and the same as the state average for illicit drugs. Use of alcohol and inhalants is higher than the state average at Emerson, and lower than the state average at Lincoln. Turning to other observations, Dr. Lopez reported that in general, District 64 student perceptions of school climate (i.e., caring adults, high expectations, meaningful participation, school connectedness) track with state averages with slightly higher rates of school connectedness in District 64. She affirmed that going forward, each middle school has an established Behavior Team that will review the data. Dr. Lopez pointed out that District 64's Health program comprehensively addresses the risks and consequences of substance use, and that last year, D64 collaborated with the Maine Community Youth Assistance Foundation (MCYAF) to revise our Health curriculum to include more comprehensive information about vaping/e-cigarette use. She noted that the survey data suggests this will be a continued area for student education. Dr. Lopez reported that D64 also expects to intensify instruction related to alcohol use and to support parents with having conversations with middle schoolers about substance use. In addition to these health-related topics, Dr. Lopez stated that school leadership teams will continue to address strategies for bullying prevention and opportunities for increased meaningful student participation. She pointed out that these topics directly link to District 64 Strategic Plan initiatives and that as we enter the second year of the District-wide social

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emotional learning implementation efforts in 2018-19, restorative practices will be a focus. Dr. Lopez confirmed that these practices are key strategies for addressing bullying and bullying prevention. Board members, Dr. Lopez and Dr. Heinz further discussed the key observations from the report and next steps for use of this year's data.

**DISCUSSION OF CHILD CARE WITH CONFIDENCE LEASE**

CSBO Kolstad provided extensive background on the lease for a 7,650 square foot portion of Jefferson School to the Childcare with Confidence (CCWC) daycare center. She reviewed the lease and license agreement that was last updated in 2011, and noted that each year since then, the Board has approved an amendment. CSBO Kolstad reported that the District at this time would prefer to maintain maximum flexibility to consider all options for the future use of Jefferson School. She noted that as the District has taken steps along the Master Facilities Plan in conjunction with the District's Strategic Plan, that the District is ready to evaluate program needs that may require utilizing the full capacity of the building. She reported that there has already been strong interest in expanding the Extended Day Kindergarten program, with the Board recently approving an increase to the number of students to be accommodated in 2018-19. Further, CSBO Kolstad noted that the Strategic Plan calls for the District to explore the viability of full-day Kindergarten, which could potentially involve use of Jefferson including the daycare portion. CSBO Kolstad recommended that the Board renew the lease with CCWC through June 1, 2019 and give a non-renewal alert, although it is not required, so that families who rely on these childcare services would have time to research alternate options should CCWC choose not to move to another location. Board members, CSBO Kolstad and Dr. Heinz discussed the recommendation; the current use of the school; and possible modifications required to use the school for expanded programs or alternate uses. CSBO Kolstad reported that the District's architects, Studio GC, would be presenting a preliminary review of potential uses of Jefferson at the regular July 9, 2018 meeting, along with a review of summer 2019 construction projects. The consensus of the Board was to review those presentations before making a final determination regarding a non-renewal alert to be added to the lease when it is brought for approval also at the next meeting.

**APPROVAL OF EXEMPT SALARIES**

Dr. Heinz reported that as presented at the June 11, 2018 Board meeting, the goal is to put in place a more streamlined way to provide salary increases for these 17 different job types, which have been divided into three groups, so that going forward, increases can be aligned with the average raises of employees of either the Park Ridge Teacher Assistant Association (PRTAA), the Park Ridge Education Association (PREA), or a hybrid/average of both. Following up from the Board discussion at the previous meeting regarding an evaluation component, Dr. Heinz and Director Warden shared information about rubrics and evaluation instruments already in use for various categories of employees within these groups and the use of an outside consultant to work

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with D64 to develop other needed rubrics. Dr. Heinz reported that evaluation tools might be adjusted and evolve as refinements are made with each cycle, just as has been done with teacher evaluation tools. Board members, Dr. Heinz and Mr. Loizzi further discussed how best to ensure that the compensation increase would be considered merit-based to reflect this evaluation component, and also discussed adding a not to exceed total amount.

ACTION ITEM 18-06-6

It was moved by Board member Biagi and seconded by Board member Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve an annual merit-based salary increase schedule effective July 1, 2018 for administrative and exempt staff aligned with the PREA and PRTAA increases for employees designated within Group A (PRTAA) not to exceed \$8,691, Group B (PREA) not to exceed \$35,675, and Group C (average of PRTAA and PREA) not to exceed \$17,385.

The votes were cast as follows:

AYES: Sanchez, Ryles, Sotos, Borrelli, Biagi, Eggemann

NAYS: None

PRESENT: None

ABSENT: Tiu

The motion carried.

**DISCUSSION OF ADMINISTRATIVE SALARIES**

Dr. Heinz recommended that just as increases for exempt employees are being aligned to increases for the District's main employee groups that raises for administrators be similarly aligned. Dr. Heinz and CSBO Kolstad reviewed an analysis of salary increases for PREA members, which includes an CPI-based increase to base salary, which this year is 2.1% and that in addition, members of the PREA are receiving on average an additional 1.37% increase for a total of 3.47%. Dr. Heinz pointed out that this amount does not include any lane movement that PREA members may receive based on additional education, and that administrators are not eligible for lane changes. She noted that 17 members of the administrative team are eligible for raises this year, so that the not to exceed amount would be \$73,573 to provide an increase aligned with the same level as the PREA. Board members, Dr. Heinz and CSBO Kolstad discussed the proposal in depth. Dr. Heinz confirmed that the intent this year would be to focus primarily on alignment to PREA raises, but that due to the evaluation systems in place there would be some not receiving this amount that would in turn make funds available to add market adjustments to several that are below. Board President Borrelli noted that this proposal would return to the Board for consideration and approval at the July 9 meeting.

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**RESOLUTION #1205 APPROVAL OF TENTATIVE BUDGET 2018-19 FISCAL YEAR AND ESTABLISHMENT OF PUBLIC HEARING DATE**

CSBO Kolstad reported that the revenue has been updated to reflect the Equalized Assessed Valuation (EAV) information received on June 11, 2018 for the 2017 Tax Levy. There have also been some slight adjustments to federal revenue based on actual grant awards. Expenditures have been reduced to reflect the removal of seven teacher positions, leaving four positions for potential sections splitting based on enrollment. No other changes in salary budgets has occurred. Minor expenditure adjustments have occurred as administration received additional information. Dr. Heinz and CSBO Kolstad confirmed that the goal is to reduce the projected gap of about \$1 million in coming weeks, as both expenditures and revenues are refined based on new information and final enrollment and hiring for the opening of the new school year. She noted that conducting the hearing in August, would provide earlier opportunities for public comment prior to adoption of the final budget at the end of September.

ACTION ITEM 18-06-6

It was moved by Board member Sanchez and seconded by Board member Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve Resolution #1205 Fiscal Year 2018-19 Tentative Budget and Establishment of Public Hearing on August 27, 2018.

The votes were cast as follows:

AYES: Eggemann, Biagi, Borrelli, Sotos, Ryles, Sanchez

NAYS: None.

PRESENT: None.

ABSENT: Tiu

The motion carried.

**RECOMMENDATION AND APPROVAL OF PERSONNEL REPORT**

It was noted that the Board is relying upon the recommendation of the Superintendent and administration in their professional judgment as to the hiring of these individuals per Policy 2:130.

Personnel Report

Sue Waughon-Employ as Assistant Director for Student Services effective July 1, 2018 - \$102,000.

Jennifer Buti-Rehire as .91 C of C and Intervention Teacher at Roosevelt School effective August 16, 2018 – MA, Step 15 - \$71,783.53.

Ed Callahan-Rehire as Special Education Assistant at Franklin School effective August 16, 2018 – Step 2, \$16.29 hourly.

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Carol Duffy-Rehire as Special Education Assistant at Field School effective August 16, 2018 – Step 2, \$16.29 hourly.

Marie Greco- Rehire as Special Education Assistant at Washington School effective August 16, 2018 – Step 2, \$16.29 hourly.

Kathleen Keesbury-Rehire as .5 C of C teacher at Washington School effective August 16, 2018 – MA, Step 2 - \$29,867.50.

Miriama Kisiel-Rehire as Special Education Assistant at Field School effective August 16, 2018 – Step 2, \$16.29 hourly.

Janet Kyeon-Rehire as Special Education Assistant at Roosevelt School effective August 16, 2018 – Step 2, \$16.29 hourly.

Kimberly Lor-Rehire as Special Education Assistant at Washington School effective August 16, 2018 – Step 2, \$16.29 hourly.

April Mosier-Rehire as Early Childhood Assistant at Jefferson School effective August 16, 2018 – Step 2, \$16.29 hourly.

Vanessa Sanchez-Rehire as Special Education Assistant at Roosevelt School effective August 16, 2018 – Step 2, \$16.29 hourly.

Brianna Santowski-Rehire as Special Education Assistant at Washington School effective August 16, 2018 – Step 2, \$16.29 hourly.

Mary Satchwell-Rehire as .6 District 64 School Psychologist effective August 16, 2018 – MA+48, Step 16 - \$57,341.40.

Michael Schaefer-Rehire as Special Education Assistant at Roosevelt School effective August 16, 2018 – Step 2, \$16.29 hourly.

Carly Thornton-Rehire as Special Education Assistant at Franklin School effective August 16, 2018 – Step 2, \$16.29 hourly.

Barbara White-Rehire as Special Education Assistant at Emerson School effective August 16, 2018 – Step 2, \$16.29 hourly.

Amy Pukal-Change of Assignment from Level IV Technology Secretary to Level V Administrative Assistant effective July 1, 2018 - \$43,500.00.

Nancy Stummer-Change of Assignment from Level IV building secretary at Roosevelt School to Level III secretary in Student Services - \$17.42 hourly.

Laura Wagenman-Resignation as Emerson School Secretary effective July 20, 2018.

Julie Lukas-Retirement as Emerson Teacher Assistant effective June 1, 2018.

Madelyn Wsol-Retirement with benefits set forth under the SSC contract, Article XI, Q. 1., 2. – “District Retirement Recognition Program.”

ACTION ITEM 18-06-8

It was moved by Board member Biagi and seconded by Board member Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Personnel Report, noting that the Personnel Report is based on the recommendation

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of the Superintendent and not upon the Board’s direct knowledge regarding any of the specific individuals selected for employment.

The votes were cast as follows:

AYES: Sanchez, Ryles, Sotos, Borrelli, Biagi, Eggemann

NAYS: None.

PRESENT: None.

ABSENT: Tiu

The motion carried.

**CONSENT AGENDA**

Board members, Dr. Heinz and legal counsel Loizzi discussed the potential to identify expenditures incurred by the District in responding to FOIA requests. The Board agreed by consensus to request that administration explore a means to publicly track the expenses related to legal assistance and District personnel time spent to fulfill FOIA requests.

**A. Bills, Payroll and Benefits**

Bills

10 - Education Fund-----	\$1,484,122.35
20 - Operations and Maintenance Fund -----	238,440.56
30 - Debt Services -----	6,117.48
40 - Transportation Fund -----	450,932.34
50 - Retirement (IMRF/SS/MEDICARE)-----	-
60 - Capital Projects -----	-
61 - Capital Projects - 2017 Debt Certificates -----	72,651.66
80 - Tort Immunity Fund -----	95.00
90 - Fire Prevention and Safety Fund -----	-

Checks Numbered: 129603-129730

ACH Numbered: 171800491-171800622

Total: \$2,252,359.39

**Payroll and Benefits for Month of May 2018**

10 - Education Fund-----	\$6,136,592.69
20 - Operations and Maintenance Fund -----	347,117.13
40 - Transportation Fund -----	1,496.37
50 – Retirement (IMRF/SS/Medicare)-----	116,436.69
51 – SS/Medicare-----	140,121.23
80 - Tort Immunity Fund -----	-

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Checks Numbered: 14071–14182

Direct Deposit: 900135349 – 900137809

Total: \$ 6,741,764.11

The Accounts Payable detailed list can be viewed on the District 64 website [www.d64.org](http://www.d64.org) > Departments > Business Services.

B. Approval of Financial Update for the Period Ending May 31, 2018

The monthly Financial Update can be viewed on the District 64 website [www.d64.org](http://www.d64.org) > Departments > Business Services.

C. Resolution #1206 Approval of Safety Hazards (Transportation)

D. Resolution #1207 Regarding the School District to Pay Certain Invoices Prior to Board Approval at the August 27, 2018 Regular Board of Education Meeting

E. Resolution #1208 to Transfer Funds from the Transportation Fund to the Education Fund

F. Appointment of District FOIA Officers

G. Final Reading and Approval of Policy 7:305

H. Approval of Maine Township School Treasurer Depositories

I. Destruction of Audio Closed Recordings (none).

ACTION ITEM 18-06-9

It was moved by Board member Eggemann and seconded by Board member Biagi that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda June 25, 2018 which includes: Bills, Payroll and Benefits; Approval of Financial Update for the Period Ending May 31, 2018; Resolution #1206 Approval of Safety Hazards (Transportation); Resolution #1207 Regarding the School District to Pay Certain Invoices Prior to Board Approval at the August 27, 2018 Regular Board of Education Meeting; Resolution #1208 to Transfer Funds from the Transportation Fund to the Education Fund; Appointment of District FOIA Officers; Final Reading and Approval of Policy 7:305; Approval of Maine Township School Treasurer Depositories; and Destruction of Audio Closed Recordings (none).

The votes were cast as follows:

AYES: Eggemann, Biagi, Borrelli, Sotos, Ryles, Sanchez

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NAYS: None.

PRESENT: None.

ABSENT: Tiu

The motion carried.

**APPROVAL OF MINUTES**

Board members agreed by consensus to vote upon each set of minutes individually.

ACTION ITEM 18-06-10

It was moved by Board President Borrelli and seconded by Board member Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the regular meeting of May 21, 2018.

The votes were cast as follows:

AYES: Eggemann, Borrelli, Sotos, Ryles

NAYS: None.

PRESENT: Biagi, Sanchez

ABSENT: Tiu

The motion carried.

ACTION ITEM 18-06-10a

It was moved by Board President Borrelli and seconded by Board member Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve minutes from the regular meeting of April 23, 2018.

The votes were cast as follows:

AYES: Sanchez, Sotos, Borrelli, Biagi, Eggemann

NAYS: None.

PRESENT: Ryles

ABSENT: Tiu

The motion carried.

ACTION ITEM 18-06-10b

It was moved by Board President Borrelli and seconded by Board member Sanchez that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve minutes from the special meeting of May 2, 2018.

The votes were cast as follows:

AYES: Eggemann, Biagi, Borrelli, Sotos, Ryles, Sanchez

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NAYS: None.

PRESENT: None.

ABSENT: Tiu

The motion carried.

ACTION ITEM 18-06-10c

It was moved by Board President Borrelli and seconded by Board member Sanchez that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve minutes from the closed session of April 23, 2018.

The votes were cast as follows:

AYES: Sanchez, Sotos, Borrelli, Biagi, Eggemann

NAYS: None.

PRESENT: Ryles

ABSENT: Tiu

The motion carried.

**OTHER DISCUSSION AND ITEMS OF INFORMATION**

Board President Borrelli reported that an unsolicited offer of \$500,000 had been received from Northern Builders, Inc., 5060 River Rd., Schiller Park, IL 60176, for the D64 Educational Service Center, 164 S. Prospect Ave., Park Ridge, and further explained the details of the proposal. Board member Biagi noted that Thomas Grusecki, the owner, was a friend; Board member Biagi stated that he had no financial or legal relationships with him regarding this proposed transaction. Board members, Dr. Heinz, CSBO Kolstad and legal counsel Loizzi discussed the proposal in light of the needed facility work on the ESC that had previously been identified and discussed with the Board. Mr. Loizzi further clarified the procedures that must be followed by a school district to sell property, and also reconfirmed the circumstances under which prevailing wage would apply for needed repair work. The consensus of the Board was to schedule a discussion of future plans for the ESC at the July 9, 2018 regular meeting, and to direct Board President Borrelli to contact Northern Builders to report that the District cannot entertain an offer at this time.

Due to the lateness of the hour, the Board consensus was to defer the Strategic Plan update to a future meeting. Dr. Heinz then reviewed upcoming agendas and other items to be added. She noted current FOIA requests, and reported on the recent Elementary Learning Foundation meeting. She announced that a Lincoln Principal Tony Murray had received a distinguished alumnus award from National Louis University. She noted that construction work was underway across the District on the many summer projects, and that the second session of the Worlds of Wonder program had started. Dr. Heinz also reported that professional development workshops

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on a variety of curriculum topics were being conducted, and that administrators were well launched on planning for the 2018-19 school year and implementation of Year 4 of the Strategic Plan.

Dr. Heinz also pointed out that this was the final Board packet prepared by her administrative assistant, Mrs. Madelyn Wsol, due to her retirement. Board members joined in warmly thanking Mrs. Wsol for her outstanding dedication and support over her many years of service to District 64 and specifically to the members of the Board that greatly contributed to the smooth functioning of their work.

**ADJOURNMENT**

Due to the lateness of the hour, the Board agreed by consensus not to return to closed session. At 11:23 p.m., it was moved by Board President Borrelli and seconded by Board member Biagi to adjourn.

The votes were cast as follows:

AYES: Eggemann, Biagi, Borrelli, Sotos, Ryles, Sanchez

NAYS: None.

PRESENT: None.

ABSENT: Tiu

The motion carried.

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President

\_\_\_\_\_  
Secretary

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**BOARD OF EDUCATION  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64  
Minutes of the Regular Board of Education Meeting held at 7:00 p.m.  
July 9, 2018  
Jefferson School - Multipurpose Room  
8200 N. Greendale Avenue, Niles, IL 60714**

Board President Anthony Borrelli called the meeting to order at 5:37 p.m. Other Board members in attendance were Fred Sanchez, Rick Biagi, and Eastman Tiu. Board member Tom Sotos arrived during the closed session. Board member Mark Eggemann arrived following the closed session. Board member Larry Ryles was absent. Also present were: Superintendent Laurie Heinz; Chief School Business Official Luann Kolstad; Assistant Superintendent for Human Resources Joel Martin; Public Information Coordinator Bernadette Tramm; Board legal counsel James Levi of Hodges Loizzi; and one member of the public.

Board of Education meetings are videotaped and may be viewed in their full length from the District's website at: <http://www.d64.org>. The agenda and all reports for this meeting are also available on the website, or through the District 64 Educational Service Center, 164 S. Prospect Ave., Park Ridge.

**BOARD RECESSES AND ADJOURNS TO CLOSED SESSION**

Board members agreed by consensus to defer discussion of the Superintendent evaluation at a later date when all members can be present, but to proceed with other topics as planned. Dr. Heinz agreed to the delay of the evaluation so that feedback can be provided by the entire Board.

At 5:40 p.m., it was moved by Board President Borrelli and seconded by Board member Sanchez to adjourn to closed session to discuss 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 its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act [5 ILCS 120/2 (c)(1); the setting of a price for sale or lease of property owned by the District. [5 ILCS 120/2 (c)(6); and the sale or purchase of securities, investments, or investment contracts [5 ILCS 120/2(c)(7)].

The votes were cast as follows:

AYES: Tiu, Biagi, Borrelli, Sanchez

NAYS: None.

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PRESENT: None.

ABSENT: Eggemann, Sotos, Ryles

The motion carried.

The Board adjourned from closed session at approximately 6:55 p.m. and took a short recess before reconvening the regular meeting at 7:01 p.m. In addition to those mentioned above, also present were: Assistant Superintendent for Student Learning Lori Lopez; Director of Innovation and Instructional Technology Mary Jane Warden; Director of Facility Management Ron DeGeorge; and approximately 12 members of the public.

### **PLEDGE OF ALLEGIANCE**

Board President Borrelli led the Pledge.

### **PUBLIC COMMENTS**

Board President Borrelli invited public comments on items not on the agenda, which were received as follows:

- Miki Tesija, D64 parent, inquired whether comments on the two Board committees would be heard later. Board President Borrelli confirmed that public comments would be taken then as well.
- Jo Kearns, D64 resident, addressed the Board concerning the salary of the new administrative assistant to the Superintendent. Dr. Heinz stated a response would be provided via email.
- Sharon Millen, an employee of Child Care with Confidence, addressed the Board concerning the continuation of its lease for space within Jefferson School.

### **DISCUSSION AND APPROVAL TO BID SUMMER 2019 CONSTRUCTION PROJECTS**

CSBO Kolstad and Director DeGeorge reviewed the proposed projects for summer 2019, which encompass both the secure vestibule/office relocations for Emerson, Carpenter, Field and Franklin schools, as well as other Master Facilities Plan projects. They noted the proposed projects have been evaluated in the context of extending the life of a building or its systems based on individual building needs and overall needs across the District. They reviewed a slate of projects with the Board including an estimated \$2.4 million in Health Life Safety Category B projects at Carpenter, Franklin, Lincoln and Washington; and approximately \$1.5 million in critical infrastructure projects, including galvanized water piping replacement at Carpenter and Franklin schools, and the Lincoln parking lot. They also reviewed a third category of other capital projects with an estimated investment of \$3.1 million, which include the secure vestibule/office projects noted above that are now based on updated designs that do not require additions to the building. The renovation of the Washington School Learning Resource Center

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and reconfiguration of the music/art and teacher lounge areas to create another full-size classroom are also included. Board members, Dr. Heinz, CSBO Kolstad and Director DeGeorge discussed the scope of each project. They also began a preliminary discussion of other projects, such as the estimated \$1.5 million replacement of interior doors and hardware lock systems, which could be considered at a later time. CSBO Kolstad affirmed that administration recommends moving forward to prepare bid documents only on an estimated \$6.9 million of summer 2019 proposed projects at this time, so that these projects can be released for bidding in late September and returned to the Board for approval most likely by the end of 2018. Turning to financing, CSBO Kolstad noted that the goal would be to utilize the funds the District would receive from the issuance of Working Cash Fund bonds, and potentially, a transfer from the Working Cash Fund. She confirmed that the Board has the authority to issue up to \$20.75 million in Working Cash bonds to complete facilities projects as provided by the Financing Framework created by the Board in winter/spring 2017. She noted that the District's finance adviser Elizabeth Hennessy from Raymond James would be invited to an upcoming meeting to update the Board on its financing options for this work.

ACTION ITEM 18-07-1

It was moved by Board member Eggemann and seconded by Board member Biagi that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve preparing bid documents for:

1. Summer 2019 Health Life Safety (HLS) Projects
2. Summer 2019 Critical Infrastructure Category 2 Projects
3. Summer 2019 Capital Projects:
  - a. Carpenter, Field, Franklin Classroom and Main Office Relocation
  - b. Carpenter, Field, Franklin Secure Vestibule (Requires a)
  - c. Emerson Secure Vestibule Enhancements
  - d. Washington Learning Resource Center
  - e. Washington Music/Art/Teacher Lounge Reconfiguration

The votes were cast as follows:

AYES: Tiu, Eggemann, Biagi, Borrelli, Sotos, Sanchez

NAYS: None.

PRESENT: None.

ABSENT: Ryles

The motion carried.

The Board agreed by consensus to advance the discussion on the future use of the District 64 Educational Service Center prior to considering the potential uses of Jefferson Early Childhood Center.

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**DISCUSSION OF FUTURE USE OF HENDEE ESC (164 S. PROSPECT AVENUE)**

CSBO Kolstad noted that during the Board’s discussion at the June 25, 2018 meeting to replace the front stairway with new steps and an ADA compliant ramp, Board members had raised the question of potentially selling the ESC to another party and leasing it back for the District’s ongoing use as its administrative center. CSBO Kolstad said that administration had prepared five potential options for the Board’s consideration, and that legal counsel James Levi of Hodges Loizzi had provided the Board with an outline of the legal requirements for a government body to sell/purchase real estate. She noted that the property had been appraised at \$470,000, whether it is sold with the building or as a vacant site, and that a commercial real estate firm with leasing, renovating, and capital markets expertise had assisted in providing insights on several of the options.

Board members then discussed each of the five potential options in detail with CSBO Kolstad, Dr. Heinz, Mr. Levi, and Director DeGeorge, including:

1. Sell the ESC to a private party and lease it back.
2. Sell the ESC and lease property in another location within the District.
3. Sell the ESC and purchase an existing office space or build on a school site.
4. Sell the ESC and move the administration into the Jefferson School facility.
5. Keep the ESC. This would include extensive work on the interior of the facility to bring it up to both fire and ADA codes. It also would include the replacement of the front steps and addition of the ADA compliant ramp, fixing the drainage issues around the facility, and at some point, replacing the parking lot.

The wide-ranging discussion included identifying concerns such as: parking for employees, visitors and meeting attendees; square footage needed; differences between Class B and Class C space; prevailing wage requirements for facilities work completed; available property at District 64 schools to build; leasing costs for a floor or floors within a commercial structure; water detention requirements; and other topics.

Following this discussion, administration was requested to contact the City of Park Ridge to determine if it would be interested in the ESC property; prepare a more detailed budget for renovation of the ESC; review available real estate; and further evaluate the space needs for an administration center to house all departments, provide meeting space and other needed features. The consensus of the Board was to drop the sale and lease options. The Board is expected to return to this topic later in the fall.

**PRELIMINARY REVIEW OF POTENTIAL USES OF JEFFERSON EARLY CHILDHOOD CENTER**

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CSBO Kolstad noted that studying the feasibility of bringing full-day kindergarten to District 64 is on the schedule to be evaluated during the final two years of the D64 Strategic Plan. Dr. Heinz and Dr. Lopez described some of the considerations in shifting from a half-day to a full-day kindergarten program. CSBO Kolstad noted that administration has begun the process by researching and developing different space utilization options for full-day kindergarten for the Board to consider along with the potential financial impact related to space requirements. She affirmed that the discussion at this meeting is limited to solely evaluating facility needs for full-day kindergarten, and that programming, staffing, transportation, food service and other concerns would be considered at a later meeting. CSBO Kolstad reviewed the current usage of Jefferson, and shared a preliminary overview of five options for Jefferson and associated estimated construction costs for each prepared with the District's architects Studio GC. She noted that all of the options would require discontinuation of the lease with Childcare with Confidence for approximately 8,300 square feet of the facility.

The facility options and estimated costs include: 1A - early childhood and full-day kindergarten at Jefferson, \$7.8 million; 1B - early childhood, full-day kindergarten with second story ESC and Tech Central at Jefferson, \$11.4 million; 2 - converting Jefferson into an early childhood and full-day kindergarten center based on a blended and/or lottery system for full-day kindergarten, \$4.9 million; 3 - full-day kindergarten at each K-5 building with one or two half-day classrooms per building, \$7 million; and 4 - convert Child Care with Confidence area into the ESC and renovate the entire building, \$11.5 million. Following detailed discussion, the consensus of the Board was to remove option 2 from further consideration and to direct administration to work with the Village of Niles to determine other impacts of a potential change in use of Jefferson, for example on parking requirements. The Board is expected to continue exploring the full-day kindergarten concept at a Committee-of-the-Whole meeting to be scheduled when the additional research is completed.

At 9:22 p.m., Board President Borrelli called for a brief break; the meeting was resumed at 9:34 p.m.

#### **DISCUSSION OF SCHOOL RESOURCE OFFICER COMMITTEE AND MEMBERSHIP**

Dr. Heinz recapped that the Board in June had approved the creation of an SRO Committee, and had named Board members Biagi and Sotos as its representatives. She noted the Board had confirmed that the committee's work is expected to be short-term and focused on creating a Memorandum of Understanding (MOU) that aligns to the draft Mission Statement, which will need to be finalized by this committee and then approved by the Board. The committee will also ensure that the draft Intergovernmental Agreements with the City of Park Ridge and the Village of Niles align with desired outcomes of the pilot SRO program.

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Led by Board members Biagi and Sotos, Board members then discussed the composition of the committee. Although the membership of the committee itself is limited, the Board affirmed its desire to have stakeholders utilized as resources to provide expertise and guidance to the committee's work. Dr. Heinz reported on the response received thus far from the invitation to community members to submit names for members or as resources. Following further discussion, the Board came to consensus on having a nine-person committee, including: Board members Biagi and Sotos; the two middle school principals; the District's Assistant Superintendent for Student Learning; two community members; and a representative from the Special Education Committee that will be created formally later in the meeting. The ninth member is expected to be jointly suggested to the full Board by members Biagi and Sotos. The names of the individuals recommended for appointment as committee members as well as individuals and organizations identified as resources will be brought forward by the two Board representatives at an upcoming meeting. The Board began a discussion on how the committee would operate. Dr. Heinz recommended having a representative from the Illinois Association of School Boards (IASB) provide a short workshop focused on committees for the Board to better understand the role of committees and how they can best function in support of the Board's work.

Board President Borrelli offered an opportunity for public comment, which was received as follows:

- Alice Dobrinsky, D64 parent, questioned whether the Board had identified the need for the committee and the issues to be addressed.

Board President Borrelli urged all Board members to send their recommendations regarding members to Dr. Heinz. Legal counsel James Levi noted that SRO Committee members once appointed would complete the Open Meetings Act training prior to beginning their work.

### **ESTABLISH A BOARD COMMITTEE FOR SPECIAL EDUCATION**

Dr. Heinz reported that tonight the Board would take formal action to create a committee for Special Education, and that it had previously designated Board members Ryles and Sanchez as its representatives.

#### ACTION ITEM 18-07-2

It was moved by Board member Sotos and seconded by Board member Sanchez that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the creation of a special Board Committee on Special Education.

The votes were cast as follows:

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AYES: Tiu, Eggemann, Biagi, Borrelli, Sotos, Sanchez

NAYS: None.

PRESENT: None.

ABSENT: Ryles

The motion carried.

The Board then discussed setting a specific scope of work for this committee, and noted a potential overlap with efforts launched this spring with the creation of the Parents and Teachers Talking Together (PT3) group focused on the special education program. They also pointed out that the new Director of Student Services would have thoughts about the committee's functions as well. The Board consensus was that similar to the SRO Committee, the membership for the Special Education committee would be limited, but would have a wider involvement of stakeholders as resources. Various combinations of members were discussed without a final determination being made.

Board President Borrelli invited public comments, which were received as follows:

- Miki Tesija, D64 parent, addressed the Board regarding the work of the PT3.
- Lorena Fisher, D64 parent, addressed the Board regarding selection of parents as committee members.

Dr. Heinz confirmed that both the SRO and Special Education committees will operate under the Illinois Open Meetings Act, so that agendas will be posted in advance, the meetings will be public, and minutes will be prepared. She also noted that new Student Services Director Lea Anne Frost would provide monthly updates to the Board on her improvement efforts for the department. In addition, because of the limited past experience in utilizing Board committees, the Board reached consensus to invite an IASB representative to an upcoming meeting to review how Board committees can be structured and used most effectively.

### **2020 VISION STRATEGIC PLAN YEAR 3 UPDATE**

Board members reached consensus to defer the report and proceed forward on the agenda.

### **APPROVAL OF ADMINISTRATIVE SALARIES**

Dr. Heinz reported that at the June 25 meeting, the Board had approved salary increases for exempt staff in three categories, aligned with those provided to Park Ridge Education Association members, Park Ridge Teacher Assistant Association (PRTAA) members, or an average/hybrid of the two union groups. She noted that administration had also presented a proposal to provide an average 3.47% increase for the 17 administrators eligible for a raise this year and linking them to the PREA average raise. Dr. Heinz further reported having met with a consultant to work with the District in preparing evaluations and rubrics for certain groups within the exempt staff, who could also develop rubrics for the central office leadership team. She

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pointed out that building principals are already evaluated based on methodology required by the Illinois State Board of Education. In discussion with Board members, Dr. Heinz confirmed that a separate pool of funds for market adjustments was not being requested, but that differences in raises due to evaluations would potentially create room within this ceiling to provide such adjustments.

ACTION ITEM 18-07-3

It was moved by Board member Sanchez and seconded by Board member Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve a not to exceed dollar value of \$73,573 for administrative raises.

The votes were cast as follows:

AYES: Sanchez, Sotos, Borrelli, Eggemann

NAYS: Biagi

PRESENT: Tiu

ABSENT: Ryles

The motion carried.

**RECOMMENDATION AND APPROVAL OF PERSONNEL REPORT**

ACTION ITEM 18-07-4

It was moved by Board member Eggemann and seconded by Board member Sanchez that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Personnel Report, noting that the Personnel Report is based on the recommendation of the Superintendent and not upon the Board’s direct knowledge regarding any of the specific individuals selected for employment.

The votes were cast as follows:

AYES: Tiu, Eggemann, Biagi, Borrelli, Sotos, Sanchez

NAYS: None.

PRESENT: None.

ABSENT: Ryles

The motion carried.

**CONSENT AGENDA**

A .BILLS, PAYROLL & BENEFITS

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Bills:

10 - Education Fund -----	\$	<u>560,557.57</u>
20 - Operations and Maintenance Fund -----	\$	<u>56,601.29</u>
30 - Debt Services -----	\$	<u>                    </u>
40 - Transportation Fund -----	\$	<u>110,058.00</u>
50- Retirement (IMRF/55/MEDICARE)-----	\$	<u>                    </u>
60 - Capital Projects -----	\$	<u>264,164.00</u>
61 - Capital Projects - 2017 Debt Certificates -----	\$	<u>453,453.00</u>
80 - Tort Immunity Fund -----	\$	<u>539,246.00</u>
90 - Fire Prevention and Safety Fund -----	\$	<u>                    </u>
Total:	\$	<u>1,984,079.86</u>

Checks Numbered: 129734 - 129735, 129737 - 129774

ACH's Numbered: 181900002 - 181900041

Payrolls & Benefits:

10 - Education Fund -----	\$	<u>9,104,205.54</u>
20 - Operations and Maintenance Fund -----	\$	<u>241,271.79</u>
40 - Transportation Fund -----	\$	<u>936.56</u>
50 - IMRF/FICA Fund -----	\$	<u>115,535.66</u>
51 - SS/Medicare -----	\$	<u>174,576.22</u>
80 - Tort Immunity Fund -----	\$	<u>                    </u>
Total	\$	<u>9,636,525.77</u>

Checks Numbered: 14183 - 14302

Direct Deposit: 900137810 - 900140846

The Accounts Payable detailed list can be viewed on the District 64 website [www.d64.org](http://www.d64.org) > Departments > Business Services.

B. APPROVAL OF SEVENTH AMENDMENT TO LEASE AND LICENSE AGREEMENT BY AND BETWEEN PARK RIDGE-NILES COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO. 64, COOK COUNTY, ILLINOIS AND CHILD CARE WITH CONFIDENCE, INC.

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Board members and legal counsel discussed whether the District may have liability from Childcare with Confidence’s prior unpaid property taxes, and reached consensus to add language to the action item.

ACTION ITEM 18-07-5

It was moved by Board member Sotos and seconded by Board member Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of July 9, 2018, which includes Bills, Payroll and Benefits; and Approval of Seventh Amendment to Lease and License Agreement by and between Park Ridge-Niles Community Consolidated School District No. 64, Cook County, Illinois and Child Care with Confidence, Inc.. As it pertains to the approval of the Seventh Amendment to Lease and License Agreement by and between Park Ridge-Niles Community Consolidated School District No. 64, Cook County, Illinois and Child Care with Confidence, Inc., the Board approves the amendment to the lease subject to a determination by our legal counsel that the District is not exposed to any liability from the delinquent property taxes not paid by the tenant.

The votes were cast as follows:

AYES: Sanchez, Sotos, Borrelli, Biagi, Eggemann, Tiu

NAYS: None.

PRESENT: None.

ABSENT: Ryles

The motion carried.

**APPROVAL OF MINUTES**

ACTION ITEM 18-07-6

It was moved by Board member Sanchez and seconded by Board member Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Closed Session Meeting on June 25, 2018; Special Board Meetings on June 14, 2018 and June 11, 2018; and Committee of the Whole: Budget on June 11, 2018.

The votes were cast as follows:

AYES: Tiu, Eggemann, Biagi, Borrelli, Sotos, Sanchez

NAYS: None.

PRESENT: None.

ABSENT: Ryles

The motion carried.

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**OTHER DISCUSSION AND ITEMS OF INFORMATION**

Dr. Heinz reviewed the draft agenda for the August 27 regular meeting, which will be held at Roosevelt School to provide an opportunity for the Board to visit the new secure vestibule/office reconfiguration and primary wing. She reviewed two FOIA requests. Board members requested that a discussion of the volume of FOIA requests, cost and how requests are communicated publicly be added to the next meeting agenda.

**ADJOURNMENT**

At 11:20 p.m., it was moved by Board President Borrelli and seconded by Board member Eggemann to adjourn.

The votes were cast as follows:

AYES: Tiu, Eggemann, Biagi, Borrelli, Sotos, Sanchez

NAYS: None.

PRESENT: None.

ABSENT: Ryles

The motion carried.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

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**BOARD OF EDUCATION  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64  
Minutes of the Special Board of Education Meeting held at 6:00 p.m.  
August 7, 2018  
Jefferson School - Multipurpose Room  
8200 N. Greendale Avenue, Niles, IL 60714**

Board President Anthony Borrelli called the meeting to order at 6:00 p.m. Other Board members in attendance were Larry Ryles, Rick Biagi, and Eastman Tiu; Board member Eggemann arrived immediately after the roll call. Board members Fred Sanchez and Tom Sotos were absent. Also present were: Superintendent Laurie Heinz; Chief School Business Official Luann Kolstad; Assistant Superintendent for Human Resources Joel Martin; Director of Student Services Lea Anne Frost; Director of Facility Management Ron DeGeorge; Public Information Coordinator Bernadette Tramm; and one member of the public.

Board of Education meetings are videotaped and may be viewed in their full length from the District's website at: <http://www.d64.org>. The agenda and all reports for this meeting are also available on the website, or through the District 64 Educational Service Center, 164 S. Prospect Ave., Park Ridge.

Board President Borrelli reported on the steps taken in consulting with the Board to call the special meeting at the request of administration.

**BOARD RECESSES AND ADJOURNS TO CLOSED SESSION**

At 6:01 p.m., it was moved by Board President Borrelli and seconded by Board member Ryles to adjourn to closed session to discuss 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 its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act [5 ILCS 120/2 (c)(1); and 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 [5 ILCS 120/2(c)(11)].

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Board members, Dr. Heinz and Dr. Frost discussed what information can be shared publicly while going into closed session under a litigation exemption particularly as it may relate to potential student due process matters.

The votes were cast as follows:

AYES: Ryles, Borrelli, Biagi, Eggemann, Tiu

NAYS: None.

PRESENT: None.

ABSENT: Sanchez, Sotos

The motion carried.

The Board adjourned from closed session at approximately 6:45 p.m. and took a short recess before reconvening the special meeting at 6:49 p.m. In addition to those mentioned above, also present were five members of the public.

### **PLEDGE OF ALLEGIANCE**

Board member Ryles led the Pledge.

### **PUBLIC COMMENTS**

Board President Borrelli invited public comments on items not on the agenda; none were received.

### **APPOINTMENT OF EMERSON MIDDLE SCHOOL ASSOCIATE PRINCIPAL**

Dr. Heinz reported that she had selected Mrs. Samantha Alaimo to become Emerson's first Associate Principal. She thanked the Board for approving the addition of an additional administrator for the building, and noted that Mrs. Alaimo will be a dynamic partner with Principal Jim Morrison and Assistant Principal Tim Benka to help lead a school that continues to grow with enrollment now approaching 900 students. She reviewed the multi-step screening and interview process of selecting Mrs. Alaimo from an initial pool of 101 applicants. Dr. Heinz reported that Mrs. Alaimo has taught at Emerson as a sixth grade language arts and math teacher for the Channels of Challenge program for the past two years, and had previously taught for five years at a grades 6-8 STEM school within the Chicago Public Schools. Dr. Heinz noted that Mrs. Alaimo's teaching experience will be invaluable in evaluating and working with staff to support students, and that she truly understands how to challenge and empower this age group as learners and engaged young citizens. Dr. Heinz reported that Mrs. Alaimo also serves on the Middle School Review committee and on the Language Arts pilot committee as an early adopter, and that she has a strong background in using data to ensure students receive the supports they need and is very versed in positive behavior intervention systems that complement the restorative practices District 64 will be implementing more widely this year.

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ACTION ITEM 18-08-1

It was moved by Board member Eggemann and seconded by Board member Biagi that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois approve the appointment of Samantha Alaimo as the Associate Principal of Emerson Middle School effective July 26, 2018, based on the recommendation of the Superintendent and not upon the Board’s direct knowledge regarding the individual selected for appointment, at an annual salary of \$82,000.

In response to Board member questions, Dr. Heinz and Mrs. Alaimo provided more information on her experiences in working to meet the needs of all students through a multi-tiered system of supports, and her familiarity with the goals of social emotional learning and curriculum as well as positive behavior practices such as restorative justice, which will be launched at District 64 middle schools this year.

The votes were cast as follows:

AYES: Tiu, Eggemann, Biagi, Borrelli, Ryles

NAYS: None.

PRESENT: None.

ABSENT: Sotos, Sanchez

The motion carried.

**RECOMMENDATION AND APPROVAL OF RECOMMENDED PERSONNEL REPORT**

Assistant Superintendent Martin noted that a revised report had been provided, and thanked the Board for meeting to approve the many personnel changes taking place during the final lead-up to the start of school on August 20. Assistant Superintendent Martin, Dr. Heinz and CSBO Kolstad responded to Board member questions about the timing of resignations, the pace of hiring at this time of year, and the need for formal Board approval of hiring. Dr. Heinz noted that new staff would be invited to an upcoming meeting to meet the Board.

ACTION ITEM 18-08-2

It was moved by Board member Eggemann and seconded by Board member Tiu that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Personnel Report, noting that the Personnel Report is based on the recommendation of the Superintendent and not upon the Board’s direct knowledge regarding any of the specific individuals selected for employment.

The votes were cast as follows:

AYES: Ryles, Borrelli, Biagi, Eggemann, Tiu

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NAYS: None.

PRESENT: None.

ABSENT: Sanchez, Sotos

The motion carried.

**ADJOURNMENT**

Dr. Heinz briefly noted that Emmy award winner Jack Gallagher would be presenting a relatable and inspiring message around his theme, “A Different Kind of Cool,” which focuses on the acceptance of all children, at the first Parent University on August 16 and as the keynote speaker to staff at the August 17 Institute Day. Board President Borrelli invited members to submit suggestions for upcoming meeting agendas to him and Dr. Heinz.

At 7:18 p.m., it was moved by Board member Tiu and seconded by Board member Eggemann to adjourn.

The votes were cast as follows:

AYES: Ryles, Borrelli, Biagi, Eggemann, Tiu

NAYS: None.

PRESENT: None.

ABSENT: Sanchez, Sotos

The motion carried.

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President

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Secretary

**DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT**



Inspire every child to



## Meeting of the Board of Education Park Ridge – Niles School District 64

Regular Board Meeting Agenda  
Monday, September 24, 2018  
Field School – North Gym  
707 Wisner Street  
Park Ridge, IL 60068

*On some occasions the order of business may be adjusted as the meetings progresses to accommodate Board members' schedules, the length of session, breaks and other needs.*

### TIME

### APPENDIX

7:00 p.m.

#### Meeting of the Board Convenes

- Roll Call
- Introductions
- Opening Remarks from President of the Board

#### • Pledge of Allegiance and Welcome

--Dr. Jason Bednar, Principal Field Elementary School

#### • Public Comments

#### • Student/Staff Recognition

-- Superintendent

A-1

#### • Approval of 2018-2019 FY Budget

--Chief School Business Official

Action Item 18-09-1

A-2

#### • Opening Enrollment and Staffing Report

-- Assistant Superintendent for Human Resources/  
Chief School Business Official

A-3

#### • Continued Discussion of Future Projects 2019

-- Superintendent/Chief School Business Official/Facility Management

A-4

#### • Clear Batch/Residency Update

-- Chief School Business Official

A-5

#### • Middle School Review Committee Update

-- Superintendent

A-6

#### • Continued Discussion of Educational Service Center (Part 2)

A-7

- **Social Emotional Learning (SEL) Update** A-8  
-- Superintendent
  
- **Special Education Update** A-9  
-- Superintendent/Director of Student Services
  
- **Approval of Sprinkler Bid** A-10  
-- Chief School Business Official
  
- **Approval of Recommended Personnel Report** A-11  
-- Board President **Action Item 18-09-2**
  
- **Consent Agenda** A-12  
-- Board President **Action Item 18-09-3**
  - Bills, Payroll and Benefits
  - Approval of Financial Update for the Period Ending July 31, 2018
  - Approval of Financial Update for the Period Ending August 31, 2018
  - Adopt Resolution #1211 In Lieu of Healthcare Insurance Benefits
  - Destruction of Audio Closed Recordings (none)
  
- **Approval of Minutes** A-13 **Action Item 18-09-4**  
-- Board President
  - Closed Meeting..... May 21, 2018
  - Closed Meeting..... June 11, 2018
  - Closed Meeting..... June 14, 2018
  - Closed Meeting..... July 9, 2018
  - Closed Meeting..... August 7, 2018
  - Closed Meeting..... August 20, 2018
  - Special Meeting..... August 20, 2108
  - Closed Meeting..... August 27, 2018
  - Regular Meeting..... August 27, 2018
  - Committee-of-the-Whole: Facilities...September 10, 2018
  
- **Other Discussion and Items of Information** A-14  
-- Superintendent
  - Upcoming Agenda
  - FOIA requests
  - District Committee Updates
    - Elementary Learning Foundation
    - Pto/a presidents
  - Other
  
- **Adjournment**

Next Meeting: **Monday, October 9, 2018**  
 Committee-of-the-Whole: Curriculum/Tech – 7:00 p.m.  
**Jefferson School – Multipurpose Room**  
 8200 N. Greendale Avenue

Niles, IL 60714

In accordance with the Americans with Disabilities Act (ADA), the Board of Education of Community Consolidated School District 64 Park Ridge-Niles will provide access to public meetings to persons with disabilities who request special accommodations. Any persons requiring special accommodations should contact the Director of Facility Management at (847) 318-4313 to arrange assistance or obtain information on accessibility. It is recommended that you contact the District, 3 business days prior to a school board meeting, so we can make every effort to accommodate you or provide for any special needs.

DRAFT

PARK RIDGE-NILES SCHOOL DISTRICT 64  
164 S. PROSPECT AVENUE  
PARK RIDGE, IL 60068

Freedom of Information Act  
2018-32

\*\*Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.

Date Requested: 06/20/2018

Request Submitted By:  E-mail  U.S. Mail  Fax  In Person

Name of Requester: Tom Brown

Street Address: \_\_\_\_\_

City/State/County Zip (required): \_\_\_\_\_

Telephone (Optional): \_\_\_\_\_ E-mail (Optional) \_\_\_\_\_

Fax (Optional): \_\_\_\_\_

Records Requested: \*Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.

I am requesting a copy of all special needs private schools in D64's special needs school database. D64 typically releases this data 2 or 3 schools at a time to parents upon request, and asks parents to first eliminate these 2 or 3 schools before getting access to the next 2 or 3 schools. I am requesting this list of schools in its entirety in whatever format it exists, but preferably in an Excel or CSV file.

Do you want copies of the documents? YES or NO

--Do you want electronic copies or paper copies? Electronic

--If you want electronic copies, in what format? CSV

Is this request for a Commercial Purpose? ~~YES~~ or NO  NO

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver? ~~YES~~ or NO  NO

If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety, and welfare or legal rights of the general public. 5 ILCS 140/6(c)).

Office Use Only 2010-

Date Requested \_\_\_\_\_

Date Due \_\_\_\_\_

PARK RIDGE-NILES SCHOOL DISTRICT 64  
164 S. PROSPECT AVENUE  
PARK RIDGE, IL 60068

**\*\*Note to Requester:** Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.

Date Requested: 8-2-18

Request Submitted By:  E-mail  U.S. Mail  Fax  In Person

Name of Requester: Marc W. Martin

Street Address: [REDACTED]

City/State/County Zip (required): [REDACTED]

Telephone (Optional): [REDACTED] E-mail (Optional): [REDACTED]

Fax (Optional): \_\_\_\_\_

Records Requested: \*Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.

See attached R.I.R.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you want copies of the documents? YES or NO  YES  NO  
--Do you want electronic copies or paper copies? Electronic  
--If you want electronic copies, in what format? PDF

Is this request for a Commercial Purpose? YES or NO  YES  NO  
(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver? YES or NO  YES  NO  
If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety, and welfare or legal rights of the general public. 5 ILCS 140/6(c)).

Office Use Only 2010-  
Date Requested \_\_\_\_\_  
Date Due \_\_\_\_\_



## RIDER

1. Any and all public records, including but not limited to complaints or request[s] for investigation, in whatever form and wherever stored, redacting the name[s] of any complainant[s], relating to any disciplinary, misconduct or inappropriate behavior allegations, investigations or actions regarding District 64 employee ANTHONY MURRAY. Any and all public records of discipline, suspension, censure or reprimand relating to ANTHONY MURRAY.
2. Any and all public records regarding District 64 ANTHONY MURRAY's State qualifications and licensing criteria for instruction of students with IEPs.
3. Any and all public records regarding District 64 ANTHONY MURRAY's participation in any intra- or inter-district training or continuing education on the subjects of the IDEA or the ADA, dealing with students with disabilities on IEPs, including instruction on how to conduct IEP meetings, how to write IEPs, discipline of students with IEPs, and oversight and integration of a special needs program.
4. Any and all public records regarding the baccalaureate degree major, graduate certification or degree, including the field of discipline and/or certification, of District 64 employee ANTHONY MURRAY.
5. Any and all public records, including but not limited to e-mails, memoranda, notes or data compilation in any form reflecting any communications regarding [REDACTED] and any other person, including any District 64 staff member, on which [REDACTED] (Father) [REDACTED] (Mother) were not copied or included.



Bernadette Tramm <btramm@d64.org>

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## Fwd: 8.7.2018 FOIA Request from NBC5 Chicago

1 message

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**Madelyn Wsol** <mwsol@d64.org>

Thu, Aug 9, 2018 at 12:07 PM

To: Imhoff <Blmhoff@d64.org>, Tramm <BTramm@d64.org>



Madelyn

----- Forwarded message -----

From: **Smyser, Katherine (NBCUniversal)** <Katy.Smyser@nbcuni.com>

Date: Tue, Aug 7, 2018 at 2:40 PM

Subject: 8.7.2018 FOIA Request from NBC5 Chicago

To: "mwsol@d64.org" <mwsol@d64.org>

NBC Tower  
454 N. Columbus Drive  
Chicago, Illinois 60611-5555

312.836.5555  
NBCCHICAGO.COM



August 7, 2018

Madelyn Wsol

Administrative Assistant to the Superintendent and FOIA Officer

Park Ridge-Niles Community Consolidated School District 64

[164 South Prospect Avenue](#)

[Park Ridge, IL](#)

Sent via email to [mwsol@d64.org](mailto:mwsol@d64.org)

Dear Ms. Wsol:

This is a request under the Illinois Freedom of Information Act. I am sending this request to several hundred governmental entities in the Chicago area -- including [Park Ridge-Niles Community Consolidated School District 64](#).

Please provide me with records sufficient to show all cases where Park Ridge-Niles Community Consolidated School District 64 paid a plaintiff or plaintiffs -- by verdict, settlement or satisfaction -- as the result of a sexual misconduct or sex/gender discrimination claim, from January 1, 2008 to the present.

Sexual misconduct and discrimination claims can include (but are not limited to) allegations of sexual harassment, sexual assault, rape, statutory rape, indecent exposure, obscenity, forcible sodomy, forcible fondling, disparate impact, retaliation related to sex or gender discrimination or misconduct, Illinois gender violence, and/or other sex- or gender-related allegations.

The records should each include a case number; name of party paid; payment amount; fees and costs (if kept separately); the allegations in the case, and the specific department, agency, and/or individual(s) involved in the litigation.

The records should also show all money paid to outside counsel in each case, including pending cases and cases with no settlement or judgment. The records should also include information about settlements or payments that did not involve a court of law.

In addition, I am requesting all records of separation agreements and/or payments to individuals who stopped working with Park Ridge-Niles Community Consolidated School District 64 after being accused of sexual misconduct, harassment, or sex/gender discrimination.

You can send these records to me at [katy.smyser@nbcuni.com](mailto:katy.smyser@nbcuni.com) . If the records are too large to send via email, please contact me as soon as possible so that I can make other arrangements to get these records from you.

If [\*reference to agency] has had no such claims or payments in the past ten years, please let me know that as well.

Because this request is in the public interest, I ask that you waive all fees. And if you choose to deny any part of this request, please let me know why.

If you have any questions, or if there is any way in which I can help you with this request, please do not hesitate to contact me at [katy.smyser@nbcuni.com](mailto:katy.smyser@nbcuni.com), or at my office at 312-836-3187.

Thank you so much for your help with this request.

Sincerely,

Katy Smyser

--

*Madelyn Wsol*  
*Administrative Assistant to the Superintendent/ FOIA Officer*  
*Park Ridge-Niles School District 64*  
*164 S. Prospect Avenue, Park Ridge, IL 60068*  
*847.318.4302*

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NBC 5  
254 N. Columbus Drive  
Chicago, Illinois 60611-3555

312.838.3888  
NBC5CHICAGO.COM

**image001.jpg**  
22K



Bernadette Tramm <btramm@d64.org>

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## Freedom of Information Act (FOIA) Request - August 14, 2018

1 message

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[REDACTED]  
To: "btramm@d64.org" <btramm@d64.org>

Tue, Aug 14, 2018 at 8:21 AM

Park Ridge-Niles School District 63  
Bernadette Tramm - FOIA Officer  
[164 S. Prospect Avenue](#)  
[Park Ridge, Illinois 60068](#)

August 14, 2018

Dear FOIA Officer -

This letter is reference to a Freedom of Information Act (FOIA) request for any/all annual or multi-year contracts with firms for residency checks/truancy investigations with your school district for the past five (5) years.

In order to conserve paper, please send these documents in electronic form, particularly in .pdf format as requested to my email address [REDACTED] for the documents.

Please take note that per the Illinois Freedom of Information Act 5 ILCS 140 that you have five (5) business days (by August 21, 2018) to respond to this request and also include in your FOIA response any and all remedies available under the Illinois Freedom of Information Act 5 ILCS 140/1 et seq. if any of these documents are unavailable and/or are denied in whole or in part.

If there are any questions or concerns with this request, **please contact me by email** [REDACTED]

Thanking you in advance,

Eric M. Poders  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Send via email communication on June 14, 2018, at approximately 8:21 AM



PARK RIDGE-NILES SCHOOL DISTRICT 64  
164 S. PROSPECT AVENUE  
PARK RIDGE, IL 60068

**\*\*Note to Requester:** Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.

Date Requested: 8-16-18

Request Submitted By:  E-mail  U.S. Mail  Fax  In Person

Name of Requester: Marc W. Martin

Street Address: [REDACTED]

City/State/County Zip (required): [REDACTED]

Telephone (Optional): \_\_\_\_\_ E-mail (Optional) \_\_\_\_\_

Fax (Optional): \_\_\_\_\_

Records Requested: \*Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.

See attached rider  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you want copies of the documents? YES or NO YES  
--Do you want electronic copies or paper copies? Electronic  
--If you want electronic copies, in what format? PDF

Is this request for a Commercial Purpose? YES or NO NO  
(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver? YES or NO NO  
If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety, and welfare or legal rights of the general public. 5 ILCS 140/6(c)).

Office Use Only 2010-  
Date Requested \_\_\_\_\_  
Date Due \_\_\_\_\_

## RIDER

1. Any and all public records, including but not limited to complaints or request[s] for investigation, in whatever form and wherever stored, redacting the name[s] of any complainant[s], relating to any disciplinary, misconduct or inappropriate behavior allegations, investigations or actions regarding District 64 employee CHRISTINA BRIDICH. Any and all public records of discipline, suspension, censure or reprimand relating to CHRISTINA BRIDICH.

2. Any and all public records regarding District 64 employee CHRISTINA BRIDICH's State qualifications and licensing criteria for instruction of students with IEPs.

3. Any and all public records regarding District 64 employee CHRISTINA BRIDICH's participation in any intra- or inter-district training or continuing education on the subjects of the IDEA, the ADA, or dealing with disabled students or those with IEPs.

4. Any and all public records regarding the baccalaureate degree major, graduate certification or degree, including the field of discipline and/or certification, of District 64 employee CHRISTINA BRIDICH.

5. District 64's Employee/Teacher Code of Conduct.

6. Any and all public records regarding District's 64's policies, procedures, directives or protocols about referral of a student with an IEP to a police department or prosecutorial agency, and compliance with 34 CFR § 300.535(b)(1).

7. Any and all public records reflecting any agreement, contract or records of payment between District 64 and Jack Gallagher for District 64 Parent University's "A Different Kind of Cool" presentation on August 16, 2018.

**MEMORANDUM OF INFORMATION**

**#001**

**2018-19**

To: Board of Education  
From: Dr. Laurie Heinz, Superintendent  
Date: August 27, 2018  
Re: 2019 School Board Election

The 2019 School Board Election will be included in the spring municipal elections on Tuesday, April 2, 2019. The Illinois State Board of Elections has announced that the first day to circulate nominating petitions will be September 18, 2018. The candidate filing deadline dates are December 10 - 17, 2018. School board candidates will file their nominating petitions and paperwork directly with the Cook County Clerk. Additional information can be found on the [Illinois State Board of Elections Candidate Guide 2019](#).

District 64 residents will be electing three individuals to serve 4-year terms. The seats are currently held by Board members Tony Borrelli, Mark Eggemann, and Tom Sotos.

To publicize the Board member election, District 64 once again will provide a dedicated webpage with key information. In addition, Public Information Coordinator Bernadette Tramm since fall 2010 for each election cycle has organized an "*A-B-C's of School Board Service*" informal coffee and conversation session for interested community members. The purpose of this event is to let community members talk with fellow community members about the job to get a feel for the time commitment, challenges, etc. that may not be evident from reading the formal list of responsibilities. Ms. Tramm reports that all previous sessions were well-attended, and that community members found them helpful in being able to discuss the in's and out's of Board service with past Board members.

District 64 uses the IASB model for a short presentation by a Board officer or other current Board member, followed by open Q&A. Because of the Open Meetings Act, only two current Board members may attend. However, [past Board members](#) are invited and many typically come to join the conversation.

It would be helpful for the Board to review the dates proposed for the "ABC's" event to determine which two Board members are available to attend. Working within the busy District 64 calendar at the start of the school year, possible dates would be:

- Tentative - Thursday, September 13 at 6:30 p.m. at Lincoln LRC
- Or, Tentative - Wednesday, September 26 at 6:30 p.m. Roosevelt LRC
- Or, Tentative - Wednesday, October 3 at 6:30 p.m. Roosevelt LRC

Once the date has been selected, we will then contact our former Board members to invite their participation, and publicize the opportunity to parents and the Park Ridge-Niles community.

Park Ridge-Niles School District 64  
Board of Education Policy Committee  
Jefferson School – Plimpton  
8200 N. Greendale Avenue  
Niles, IL 60714

July 19, 2018 at 3:00 p.m.

Committee Members:

Dr. Laurie Heinz, Superintendent  
Eastman Tiu, Board Member  
Larry Ryles, Board Member

The Board Policy Committee meeting began at 3:03 p.m. The committee members and one member of the public were present. The committee reviewed and discussed the Board policies listed below. These Board policies were previously reviewed by the District Policy Committee.

The policies are:

- 2:260 - School Board – Uniform Grievance Procedure
- 4:15 - Operational Services – Identity Protection
- 4:40 Operational Services – Incurring Debt
- 4:80 Operational Services – Accounting and Audits
- 4:150 Operational Services – Facility Management and Building Programs
- 4:170 Operational Services – Safety
- 5:10 General Personnel – Equal Employment Opportunity and Minority Recruitment
- 5:20 General Personnel – Workplace Harassment Prohibited
- 5:90 General Personnel – Abused and Neglected Child Reporting
- 5:100 General Personnel – Staff Development Program
- 5:240 Professional Personnel – Suspension
- 6:20 Instruction – School Year Calendar and Day
- 6:60 Instruction – Curriculum Content
- 6:80 Instruction – Teaching About Controversial Issues

These policies will be presented for First Reading at an August 2018 Board of Education meeting, followed by a Second Reading and approval at the first subsequent Board meeting with any additional revisions.

Meeting adjourned at approximately 3:52 p.m.