

**BOARD OF EDUCATION MEETING**  
**201 North Scoville Avenue, Room 213, Oak Park, Illinois 60302**  
**Thursday, December 16, 2010 – 7:00 p.m.**  
**Meeting Agenda**

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|------------------|--------------|---|------------------------------|
| <b>7:00 p.m.</b> | <b>I.</b>    | <b>Call to Order, Pledge of Allegiance, and Roll Call</b>                             | <b>Dr. Dietra D. Millard</b> |
| <b>7:05 p.m.</b> | <b>II.</b>   | <b>Changes to the Agenda</b>  | <b>Dr. Dietra D. Millard</b> |
| <b>7:10 p.m.</b> | <b>III.</b>  | <b>Introductions</b>  | <b>Dr. Dietra D. Millard</b> |
|                  | A.           | Introduction of Visitors  |                              |
|                  | B.           | Special Recognition   |                              |
| <b>7:15 p.m.</b> | <b>IV.</b>   | <b>Board of Education Members</b>   | <b>Dr. Dietra D. Millard</b> |
|                  | A.           | Status of FOIA Requests   |                              |
|                  | B.           | Board of Education Comments   |                              |
| <b>7:30 p.m.</b> | <b>V.</b>    | <b>Public Comment</b>   | <b>Dr. Dietra D. Millard</b> |
| <b>7:45 p.m.</b> | <b>VI.</b>   | <b>School Reports and Student Life</b>  | <b>Dr. Dietra D. Millard</b> |
|                  | A.           | Student Council Report  | Katrina Vogel                |
|                  | B.           | Principal's Report  | Nathaniel L. Rouse           |
|                  | C.           | Student Discipline  | Nathaniel L. Rouse    Action |
|                  | D.           | Enrollment Projections  | Michael Carioscio    Action  |
| <b>8:00 p.m.</b> | <b>VII.</b>  | <b>District, Community and State Reports</b>  | <b>Dr. Dietra D. Millard</b> |
|                  | A.           | Internal District Committees/Liaison Representative Reports                           |                              |
|                  |              | Citizens' Council   | Co-Chairs, Terry Finnegan    |
|                  |              | PTO   | Amy McCormack                |
|                  |              | Huskies Boosters' Club  | Amy McCormack                |
|                  |              | Alumni Association  | Amy McCormack                |
|                  |              | Tradition of Excellence   | Sharon Patchak-Layman        |
|                  |              | Concert Tour Association  | Sharon Patchak-Layman        |
|                  |              | APPLE   | Dr. Ralph H. Lee             |
|                  |              | Faculty Senate Executive Committee  | James Paul Hunter            |
|                  | B.           | External Liaison Reports  | Board Members                |
|                  | C.           | Superintendent's Report   | Dr. Steven T. Isoye          |
| <b>8:15 p.m.</b> | <b>VIII.</b> | <b>Consent Items</b>  | <b>Dr. Dietra D. Millard</b> |
|                  | A.           | Approval of the Check Disbursements and Financial Resolutions dated December 16, 2010 | Action                       |
|                  | B.           | Approval of the Treasurer's Report for November 2010                                  | Action                       |
|                  | C.           | Approval of Monthly Financials for November 2010                                      | Action                       |
|                  | D.           | Approval of Youth Interventionist Contract  | Action                       |



8:25 p.m.	IX.	Policy	Dr. Dietra D. Millard/Sharon Patchak Layman/Dr. Steven T. Isoye	
		A.	Adoption of Policy 3910, Identity Protection	Action
		B.	Adoption of Policy 5144, Food Management Program	Action
		C.	Approval of Policy 4113, Certified Personnel—Certification, for First Reading	Action
		D.	Approval of Policy 4122, Substitute Teachers, for First Reading	Action
8:30 p.m.	X.	Finance	John C. Allen/Amy McCormack/Cheryl L. Witham	
		A.	Hearing on 2010 Tax Levy	Information
		B.	Approval of 2010 Tax Levy	Action
		C.	Contract for Administrative Services for M & I for Flex Spending	Action
		D.	Pilgrim Parking Agreement	Action
		E.	Approval of RFQ for Architect of Record	Action
		F.	Acceptance of Gifts and Donations	Action
8:50 p.m.	XI.	Human Resources	John C. Allen/Amy McCormack/Lauren M. Smith	
		A.	Personnel Recommendations	Action
		B.	Appointment of Local Ethics Commission Members	Action
9:00 p.m.	XII.	Instruction	Dr. Ralph H. Lee/Terry Finnegan/Philip M. Prale	
		A.	Approval of Phase II of the School Improvement Plan	Action
9:15 p.m.	XIII.	Negotiations	John C. Allen, IV/Amy McCormack	
9:20 p.m.	XIV.	Other	Dr. Dietra D. Millard	
		A.	Approval of Open Minutes and Closed Session Minutes of November 18 and 23, and December 7, 2010 and a Declaration that the Audiotapes of the closed sessions in March 2009 be destroyed	Action
		B.	Non-agenda Items	Information
9:45 p.m.	XV.	Closed Session	Dr. Dietra D. Millard	
		_____ move to enter closed session for the purpose of discussing _____ litigation, _____ student discipline, _____ collective bargaining and/or negotiations, and _____ the appointment, employment and/or dismissal of personnel.		
TBD	XVI.	Adjournment	Dr. Dietra D. Millard	
		_____ moved to adjourn at _____; seconded by _____. Roll call vote.		

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**Next Regular Board of Education Meeting**  
**Thursday, January 27, 2011—7:00 p.m.**  
**Board Room, Room 213**

TO: Board of Education

FROM: Michael Carioscio, Jack Lanenga

DATE: December 3, 2010

RE: Enrollment Projections

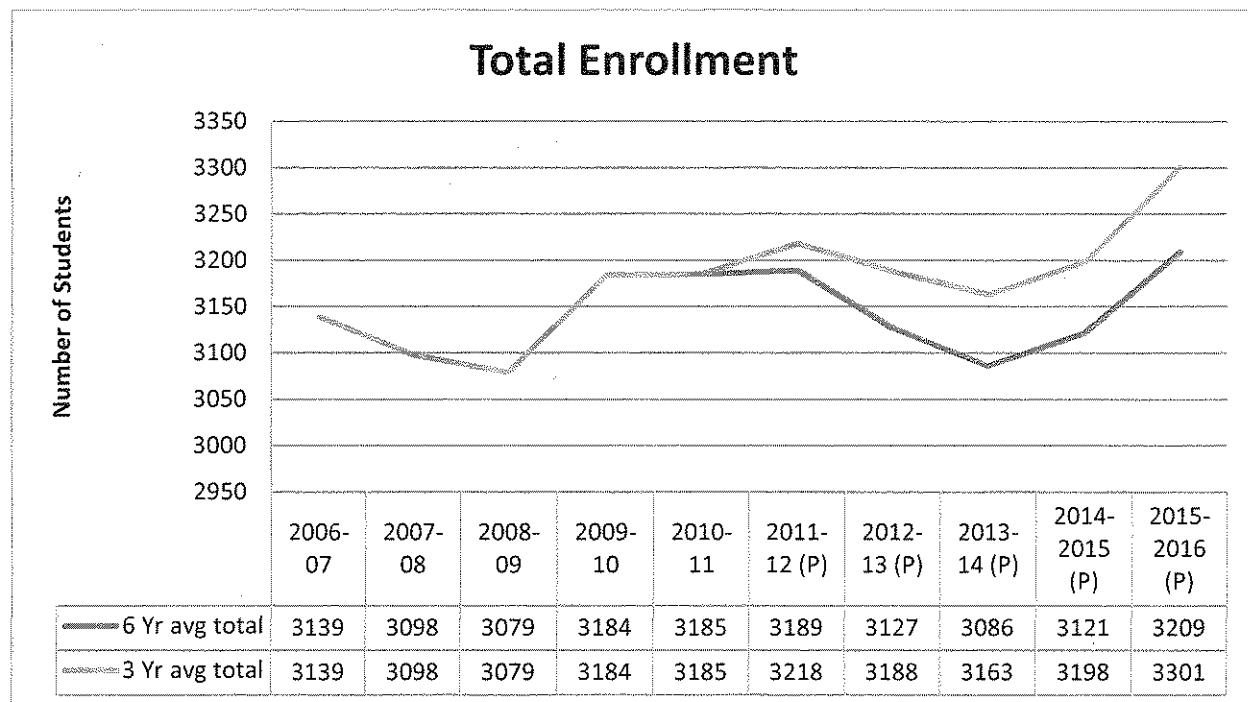
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## BACKGROUND

It is important that each year the school district project future enrollments based upon historical demographic information. Staffing, facilities and finances are directly related to the number of students enrolled.

## SUMMARY of FINDINGS

You will notice the significant increase in enrollment in 2009-10. Our analysis shows that the increase was not from an increase in the number of incoming freshmen or transfer students, but rather from a decrease in the number of students leaving OPRF. Hence the graduating classes of 2010, 2011, and 2012 also increased. We believe that this increase was an anomaly and we should return to a flat enrollment. The chart below shows the projected number of students through 2016 assuming we return to our normal attrition rate.



## **RECOMMENDATIONS**

We recommend that we use the six year projections as our enrollments estimate. The three year projections are inflated by the spike in 2009-10 and that spike is flattened in a six year history of enrollments. Based upon our assumption that the spike was attributed to a change in our pattern of attrition we expect enrollment to stay flat for next year, decline for 3 years, and increase in 2015-16 as our enrollment reflects an increase from our elementary districts.

Agenda Item No. VI. D.

***Oak Park and River Forest High School  
District 200***

*201 North Scoville Avenue • Oak Park, IL 60302-2296*

TO: Board of Education

FROM: Cheryl L. Witham

DATE: December 16, 2010

RE: Approval of Check Disbursements and Financial Resolutions

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**BACKGROUND**

It is a requirement that the Board of Education accepts and approves the check disbursements.

**SUMMARY OF FINDINGS**

Attached are the check disbursement lists for December 16, 2010.

**RECOMMENDATIONS (OR FUTURE DIRECTIONS)**

MOTION: To approve the December 16, 2010 check disbursement listing as presented.

ROLL CALL VOTE

AGENDA ITEM VIII. A.

**RESOLUTION AUTHORIZING EXECUTION OF CERTAIN VOUCHERS  
FOR THE MONTH OF JUNE, 2010**

Be it resolved by the Board of Education of the Oak Park and River Forest High School, District Number 200, Cook County, Illinois as follows:

Section 1: That this Board of Education has approved and does hereby approve the voucher used by its School Treasurer, all pursuant to the powers granted under the Illinois School Code.

Section 2: That the President and Secretary of this Board of Education be and are hereby authorized to execute and sign on behalf of this Board of Education vouchers with all required information for the following expenditures during the Month of January, 2011:

- a) Payroll for the employees of this District not to exceed \$3,000,000 for said month.
- b) Contractual fringe benefits for the employees of this District not to exceed \$350,000 for said month.

Provided however, that all such vouchers to be signed by the President and Secretary of the Board of Education shall be approved as accurate and due and owing by the Chief Financial Officer (or other designated officer) prior to the signing of such vouchers.

Further provided, however, that all such vouchers shall contain information as required by law in order that the School Treasurer can make the appropriate disbursements and entries into the records.

Section 3: This resolution shall be in full force and effect upon its adoption.

ADOPTED this 16<sup>th</sup> day of December, 2010

\_\_\_\_\_  
President of the Board of Education

\_\_\_\_\_  
Secretary of the Board of Education

## Cash Posting

<u>Check #</u>	<u>Payee Key</u>	<u>Payee Name</u>	<u>T</u>	<u>Check Date</u>	<u>Check Amount</u>	<u>Date</u>	<u>Stmnt Date</u>
<u>AP/PR HARRIS CENTRAL N.A. ISDLAF/PMA</u>							
150281	NEW DIME000	NEW DIMENSION MEDIA	V	12/06/2010	\$-1,195.00	12/06/2010	12/06/2010
Number Of Checks:				1	\$-1,195.00		
Total Checks:				1	\$-1,195.00		
<u>Totals:</u>				<u>Bank</u>	<u>Total \$\$</u>		
				AP/PR	\$-1,195.00		

\*\*\*\*\* End of report \*\*\*\*\*

RESOLUTION RATIFYING AND CONFIRMING  
EXECUTION OF CERTAIN VOUCHERS  
AND PAYMENT OF CERTAIN BILLS AND EXPENSES

Be it resolved by the Board of Education of the Oak Park and River Forest High School, District Number 200,  
Cook County, Illinois, as follows:

SECTION 1: That this Board of Education does hereby ratify and confirm the execution of the  
vouchers for this date of December 16, 2010 by the President and Secretary of this  
Board of Education, copies of which are attached hereto.

SECTION 2: That this Board of Education does hereby ratify and confirm that the payment of the  
bills and expenses were covered by the vouchers attached hereto.

SECTION 3: This resolution shall be in full force and effect upon its adoption.

ADOPTED this 16<sup>th</sup> day of December 2010

\_\_\_\_\_  
President of the Board of Education

\_\_\_\_\_  
Secretary of the Board of Education



CHECK CHECK			INVOICE	
NUMBER	DATE	VENDOR	DESCRIPTION	AMOUNT
150843	12/01/2010	I R S	Payroll accrual	12.74
150843	12/01/2010	I R S	Payroll accrual	54.41
150843	12/01/2010	I R S	Payroll accrual	0.00
150843	12/01/2010	I R S	Payroll accrual	54.41
150843	12/01/2010	I R S	Payroll accrual	12.74
150844	12/01/2010	ILLINOIS MUNICPL RETIREMT FUND	Payroll accrual	39.50
150844	12/01/2010	ILLINOIS MUNICPL RETIREMT FUND	Payroll accrual	83.64
150845	12/01/2010	STATE OF ILLINOIS	Payroll accrual	10.85
150846	12/01/2010	I R S	Payroll accrual	113.56
150846	12/01/2010	I R S	Payroll accrual	0.00
150846	12/01/2010	I R S	Payroll accrual	26.56
150846	12/01/2010	I R S	Payroll accrual	113.56
150846	12/01/2010	I R S	Payroll accrual	26.56
150847	12/01/2010	ILLINOIS MUNICPL RETIREMT FUND	Payroll accrual	82.42
150847	12/01/2010	ILLINOIS MUNICPL RETIREMT FUND	Payroll accrual	174.55
150848	12/01/2010	STATE OF ILLINOIS	Payroll accrual	52.47
150849	12/16/2010	4N6 FANATICS	RENEWAL 2010 - 2011 INVOICE FORENSICS SQUAD	150.00
150850	12/16/2010	ALL-WAYS TRANSPORTATION SERVICES, I	NOV SPED TRANSPORT R.E.	3,281.00
150851	12/16/2010	ALLEN, AL	REIMB FOR REGISTRATION OF TEACHING CERT IN COOK COUNTY	26.75
150852	12/16/2010	ALLIED WASTE SERVICES #551	INVOICE DATED 11/20 FOR 10/21 - 11/16 SERVICES	2,782.75
150853	12/16/2010	ATHLETICO	SECOND HALF OF CONTRACT FOR TRAINERS	21,796.27
150854	12/16/2010	B&H PHOTO AND VIDEO	Light Kit	2,800.00
150855	12/16/2010	BAKER AND TAYLOR CO	HOOPER OPEN BOOK ORDER BAKER AND TAYLOR	151.28
150856	12/16/2010	BARRON, RHONDA	PAYMENT FOR EXPLORE/LOCAL MATH PLACEMENT STAFFING	159.50
150857	12/16/2010	BONDS, VANESSA	PAYMENT FOR EXPLORE/LOCAL MATH PLACEMENT STAFFING	159.50
150858	12/16/2010	BOSS ONLINE, INC.	ENVELOPES OPEN SIDE W/1ST CLASS POSTAGE INDICIA	596.00
150858	12/16/2010	BOSS ONLINE, INC.	Ink for TLC, Fine Arts	3,052.48
150859	12/16/2010	BROWN, MATHIEU	JUDGING FEE SPEECH TOURNEY NEUQUA VALLEY	120.00
150860	12/16/2010	BUFFALO GROVE HIGH SCHOOL	TOURNAMENT ENTRY FEES - SPEECH 1/8/2011	210.00
150861	12/16/2010	CARLSEN'S ELEVATOR SERVICE	2010/11 - Open Purchase Order - Elevator Repairs & Maintenance DEC	345.00
150862	12/16/2010	CARRIAGE FLOWER SHOP	TRADITION OF EXCELLENCE FLOWERS	315.00
150863	12/16/2010	CBIZ BENEFITS & INSURANCE SERVICES,	TIME & CHARGES ASSOCIATED WITH BASB-45 PERIOD ENDING 6/30/10	1,500.00
150864	12/16/2010	CENTER FOR PSYCHOLOGICAL SERVICES	ONE DAY CONSULTATION 11/18	500.00
150865	12/16/2010	CENTRAL CAMERA	Camera repair and batteries	134.69
150866	12/16/2010	CHEAPTEES.COM	T-SHIRTS (HOSTRAWSE REQUEST)	88.20
150867	12/16/2010	CHENEY, ELIZABETH	JUDGING FEE SPEECH TOURNEY NEUQUA VALLEY	125.00
150868	12/16/2010	CHENEY, MEGAN	JUDGING FEE SPEECH TOURNEY NEUQUA VALLEY	100.00
150869	12/16/2010	CLASSIC DESIGN AWARDS	Plate engraving for Schaffer Scholarship	12.80

CHECK CHECK			INVOICE	
NUMBER	DATE	VENDOR	DESCRIPTION	AMOUNT
150870	12/16/2010	COLLINS, DONAL	WRESTLING 12/3	70.00
150871	12/16/2010	COLMAN AND COMPANY	DTG PRINTER INK (HOSTRAWSER REQUEST)	307.90
150872	12/16/2010	CPI QUALIFIED PLAN CONSULTANTS	MONTHLY PER PARTICIPANT FEE - 132 PARTICIPANTS 10/1/2010	270.00
150873	12/16/2010	CRAFT, DALE	REIMB FOR LEARNING & THE BRAIN CONFERENCE EXP CAMBRIDGE, MA	706.66
150874	12/16/2010	DAVELIS, CRAIG	BOYS B-BALL 11/20	57.00
150875	12/16/2010	DE SIO, DANIEL	WRESTLING 12/4	132.00
150876	12/16/2010	DELTA DENTAL PLAN OF ILLINOIS	RECONCILIATION FOR 11/1 - 11/30/10	27,498.33
150877	12/16/2010	DIAMOND DETECTIVE AGENCY, INC.	EVENING AND WEEKEND BUILDING SECURITY 2010-11 SCHOOL YEAR 11/14-11/27	2,358.40
150878	12/16/2010	DRESSEL, BETH	REIMB FOR HOLIDAY TEA FLORAL ARRANGEMENTS EXP	145.68
150879	12/16/2010	DUNBAR ARMORED, INC.	NOVEMBER SERVICE	600.95
150880	12/16/2010	DUPAGE ROE PROFESSIONAL DEVELOPMENT	PD Series for Science 2010-2011: Earth Science Year 1 K. McC 11/10	60.00
150880	12/16/2010	DUPAGE ROE PROFESSIONAL DEVELOPMENT	PD Series for Science 2010-2011: Chemistry Year 3 A. T. 11/11	30.00
150880	12/16/2010	DUPAGE ROE PROFESSIONAL DEVELOPMENT	PD Series for Science 2010-2011: Chemistry Year 3 K.B. 11/11	30.00
150881	12/16/2010	EDUCATION DATA & CONSULTING	FEE FOR 2011 MEMBERSHIP	460.00
150882	12/16/2010	EDUCATION WEEK	Education Week: 1-year extension to current subscription P PRALE	39.00
150883	12/16/2010	ELLIS, HELEN	GIRLS GYMNASTICS 11/30	90.00
150884	12/16/2010	ENTERPRISE RENT-A-CAR	GIRLS SWIMMING TRANSPORT 11/18 - 11/20	157.20
150885	12/16/2010	ETR ASSOCIATES	Pamphlets HEALTH SVCS	71.75
150886	12/16/2010	FEDERAL EXPRESS CORP	INVOICE DATE NOV 26 - BUSINESS OFFICE	33.91
150886	12/16/2010	FEDERAL EXPRESS CORP	INVOICE DATE NOV 17 - TV	26.31
150887	12/16/2010	FRANCZEK RADELET & ROSE	PROFESSIONAL FEES & EXPENSES INCURRED THRU 10/31/10	1,115.00
150887	12/16/2010	FRANCZEK RADELET & ROSE	PROFESSIONAL FEES & EXPENSES INCURRED THRU 10/31/10	7,178.16
150888	12/16/2010	GENERAL ASP	NWPA SALARY SURVEY SYSTEM ANNUAL FEE 11/1/2010 -11/1/2011	950.00
150888	12/16/2010	GENERAL ASP	ONLINE APP SVCS & ATTACHMT SYS SVCS 11/13/10-2/13/2011	687.50
150889	12/16/2010	GENESIS EMPLOYEE BENEFITS INC.	INVOICE DATED NOV 30 - CLAIMS PROCESSING	241.50
150890	12/16/2010	GILMER, DAVID	SPOKEN WORD/SOPH SLAM PROFESSIONAL SERVICES	75.00
150891	12/16/2010	GRAINGER		0.00
150892	12/16/2010	GRAINGER		0.00
150893	12/16/2010	GRAINGER	2010-11 Open P.O. - Lights & Lamps	32.28
150893	12/16/2010	GRAINGER	2010-11 Open P.O. - Lights &	251.55

CHECK CHECK			INVOICE	
NUMBER	DATE	VENDOR	DESCRIPTION	AMOUNT
			Lamps	
150893	12/16/2010	GRAINGER	2010-11 Open P.O. -	16.88
			Electrical	
150893	12/16/2010	GRAINGER	2010-11 Open P.O. -	67.50
			Electrical	
150893	12/16/2010	GRAINGER	2010-11 Open P.O. - Heating &	9.10
			Ventilating	
150893	12/16/2010	GRAINGER	2010-11 Open P.O. - Heating &	20.25
			Ventilating	
150893	12/16/2010	GRAINGER	2010-11 Open P.O. - Heating &	4.44
			Ventilating	
150893	12/16/2010	GRAINGER	2010-11 Open P.O. - Heating &	7.62
			Ventilating	
150893	12/16/2010	GRAINGER	2010-11 Open P.O. - Plumbing	298.95
150893	12/16/2010	GRAINGER	2010-11 Open P.O. - Plumbing	23.24
150893	12/16/2010	GRAINGER	2010-11 Open P.O. - Plumbing	32.79
150894	12/16/2010	GRAND PRAIRIE TRANSIT	SPED NOV TRANSPORT	85,124.62
150895	12/16/2010	GREEN MILL RADIO SUPPLY, INC	2010/11 Open P.O. - Radio	11.63
			Replacement & Repairs	
150896	12/16/2010	HAL LEONARD PUBLISHING CO	Rubank Method books	15.48
150897	12/16/2010	HANSON, JACQUELINE	REIMB FOR REGISTRATION FEE -	15.00
			NIU STATE ARTICULATION CONF	
150897	12/16/2010	HANSON, JACQUELINE	REIMB FOR HOTEL EXP - PROJECT	109.89
			LEAD THE WAY CHAMPAIGN, IL	
150897	12/16/2010	HANSON, JACQUELINE	REIMB FOR ASCA ANNUAL CONF	1,048.84
			EXP BOSTON, MA & SUPPLIES EXP	
150898	12/16/2010	HARRISON, CYNTHIA	PAYMENT FOR EXPLORE/LOCAL	143.00
			MATH PLACEMENT STAFFING	
150899	12/16/2010	HARRIS BANK NAPERVILLE	ANNUAL PO FOR OCE 4511 COPIER	813.28
			LEASE PAYMENTS	
150900	12/16/2010	HAUSER, MELISSA	PAYMENT FOR EXPLORE/LOCAL	201.58
			MATH PLACEMENT STAFFING	
150901	12/16/2010	HEALTHCARE SERVICE CORPORATION	BLUE CROSS/BLUE SHILED PPO,	350,904.05
			HMO & DRUG BILL-CLAIMS & FEES	
			FROM 11/1 - 11/30/10	
150902	12/16/2010	HOH WATER TECHNOLOGY, INC.	2010/11 Open P.O. - Water	830.00
			Treatment Contract	
150903	12/16/2010	HOURE, WILLIE	BOYS B-BALL 11/20	57.00
150904	12/16/2010	HPI INTERNATIONAL	BOOKSTORE SUPPLIES	789.60
150905	12/16/2010	ILLINOIS STATE FIRE MARSHAL	6 BOILER CERTIFICATES & 1	490.00
			STORAGE TANK	
150906	12/16/2010	IMEA STATE OFFICE	ALL-STATE FESTIVAL	150.00
			PARTICIPATION FEE - 6	
			STUDENTS @ \$25	
150907	12/16/2010	INTEGRATED SYSTEMS CORPORATION	SKYWARD HOSTING SERVICES FOR	1,100.00
			DEC 2010	
150908	12/16/2010	J W PEPPER & SON, INC.	Sheet music	41.49
150909	12/16/2010	JEFFREY KELLY COSTUME DESIGN	THE CRUCIBLE RENTALS &	2,605.00
			SERVICES	
150910	12/16/2010	JOHNSON, KRIS	REIMB FOR SUPPLIES	27.88
150911	12/16/2010	JOHNSTON, SHARON	JUDGING FEES SPEECH TOURNEY	150.00
			NEUQUA VALLEY	
150912	12/16/2010	JORDAN, JEANETTE	PAYMENT FOR EXPLORE/LOCAL	143.00
			MATH PLACEMENT STAFFING	
150913	12/16/2010	JOSEPH, BENJAMIN	BASS PLAYER FOR A CAPPELLA	100.00
			CONCERT NOV 18	

CHECK CHECK			INVOICE		
NUMBER	DATE	VENDOR	DESCRIPTION	AMOUNT	
150914	12/16/2010	KALMERTON, GAIL	REIMB FOR MILEAGE, PARKING & MEAL FOR JOINT CONFERENCE IN CHICAGO	87.16	
150914	12/16/2010	KALMERTON, GAIL	REIMB FOR MILEAGE LOCAL ELECTION OFFICIALS WORKSHOP NORRIDGE	5.85	
150915	12/16/2010	KAMASH, TAMER	WRESTLING 12/3	70.00	
150916	12/16/2010	KENNEDY, FRANK	REIMB FOR MILEAGE & CELL PHONE USAGE PER CONTRACT	100.00	
150917	12/16/2010	KESSEN, NATE	WRESTLING 11/24	102.00	
150918	12/16/2010	KIDD, SIERRA	PROFESSIONAL SERVICES SPOKEN WORD/SOPH SLAM	162.00	
150919	12/16/2010	KOPP, CHRISTIAN	BOYS B-BALL 11/20	57.00	
150920	12/16/2010	LEVERENZ LUND, SALLIE	REIMB FOR SPED PARENT TRANSPORT/VISIT	765.72	
150921	12/16/2010	LUNDEEN, EDNA	GIRLS GYMNASTICS 11/30	90.00	
150922	12/16/2010	MACIAK, MATTHEW	PAYMENT FOR EXPLORE/LOCAL MATH PLACEMENT STAFFING	171.88	
150923	12/16/2010	MIDDLETON, DONNA	PAYMENT FOR EXPLORE/LOCAL MATH PLACEMENT STAFFING	206.25	
150924	12/16/2010	NIELSEN, GLEN	GIRLS B-BALL 12/2	47.00	
150925	12/16/2010	NORDEN, FREDERIC	GIRLS B-BALL 12/2	47.00	
150926	12/16/2010	NORTON, PATRICK	WRESTLING 12/4	132.00	
150927	12/16/2010	NUDERA, JOHN	FOOTBALL FILMING 6 GAMES	420.00	
150928	12/16/2010	O'DONNELL, KATHI	PAYMENT FOR EXPLORE/LOCAL MATH PLACEMENT STAFFING	178.75	
150929	12/16/2010	REDA, ANTHONY	WRESTLING 12/3	95.00	
150930	12/16/2010	SALLEY, JASON	WRESTLING 12/3	102.00	
150931	12/16/2010	SKACZYLO, ANTHONY	PAYMENT FOR EXPLORE/LOCAL MATH PLACEMENT STAFFING	199.38	
150932	12/16/2010	SMITH-QUINN, RENEE	PAYMENT FOR EXPLORE/LOCAL MATH PLACEMENT STAFFING	199.38	
150933	12/16/2010	THE COLLEGE BOARD	Registration for P. Nixen - College Board Conference 10/27-29/2010	350.00	
150933	12/16/2010	THE COLLEGE BOARD	Registration for C. Marshall - College Board Conference 10/27-29/2010	350.00	
150934	12/16/2010	WIESNETH, JACK	WRESTLING 11/24	95.00	
150935	12/16/2010	CBIZ BENEFITS & INSURANCE SERVICES,	BILLING FOR COVERAGE PERIOD 6/26/2010 - 6/26/2011 REBA FIDUCIARY COVERAGE POLICY #653895	5,000.00	
150936	12/16/2010	GENESIS EMPLOYEE BENEFITS INC.	NOVEMBER 2010 DEPOSIT FOR VEBA ACCOUNTS	3,437.50	
150937	12/16/2010	MAGIC TREE BOOKSTORE	NIGHTSHADE BY ANDREA CREMER - LIBRARY	28.78	
150938	12/16/2010	PRESTO-X	2010/11 - Open P.O. for Exterminating Services DEC	356.00	
150939	12/16/2010	MC KINNEY, MILTON	SPOKEN WORK/SOPH SLAM PROFESSIONAL SERVICES	468.00	
150940	12/16/2010	MCSHANE, ROBERT	REIMB FOR BUS DRIVER INITIAL CLASS	6.00	
150941	12/16/2010	MEDIMPEX	Detect Now for THC (Marijuana)	108.00	
150942	12/16/2010	METLIFE	BILL FOR LIFE & LTD FOR	12,204.83	

CHECK CHECK			INVOICE	
NUMBER	DATE	VENDOR	DESCRIPTION	AMOUNT
			1/1/2011 - 1/31/2011	
150943	12/16/2010	MIDAMERICAN ENERGY COMPANY	BILLING PERIOD 10/13 - 1/11	55,937.60
150944	12/16/2010	MIDWEST TRANSIT EQUIPMENT, INC	SERVICE 11/16 2006 CHEVY	432.58
150944	12/16/2010	MIDWEST TRANSIT EQUIPMENT, INC	SERVICE 11/16 2009 CHEVY	387.75
150945	12/16/2010	MUSIC & ARTS CENTER	Bassoon repair, snare head and tenor sax reed	30.16
150945	12/16/2010	MUSIC & ARTS CENTER	Instrument parts	126.72
150946	12/16/2010	NEUMAN, AMANDA	REIMB FOR BUS DRIVER INITIAL CLASS	6.00
150947	12/16/2010	OCE	MAINTENANCE FROM 12/1 - 12/31/10	27.43
150948	12/16/2010	OMBUDSMAN EDUCATIONAL SERVICES	3RD CONTRACT TUITION BILLING FOR 2010-11 SCHOOL YEAR	13,719.00
150949	12/16/2010	ORLIN, JOLAINE	JUDGING FEE - SPEECH TOURNEY NEUQUA VALLEY	120.00
150950	12/16/2010	PETTY CASH, OPRPHSD #200	REPLENISH BUSINESS OFFICE PETTY CASH	412.60
150951	12/16/2010	PIKE SYSTEMS	CUSTODIAL SUPPLIES	741.98
150952	12/16/2010	PLASCO	PlascoTrac Direct Receipt/Paper 2"	226.00
150953	12/16/2010	POSTMASTER, OAK PARK	STANDARD MAIL PERMIT TYPE PI PERMIT #2113	185.00
150954	12/16/2010	POUST, BRIAN	JUDGING FEE - SPEECH TOURNEY NEUQUA VALLEY	150.00
150955	12/16/2010	PROTOLIGHT, INC.	Gel strings for Forerunner scroller	529.00
150956	12/16/2010	QUILL CORP.	Sharpie Twin Tip Four -Color Set 2pk Compressed Gas Duster	14.49
150956	12/16/2010	QUILL CORP.	Office Supplies SPED	46.06
150956	12/16/2010	QUILL CORP.	Office Supplies B&G	26.98
150956	12/16/2010	QUILL CORP.	CALENDARS	129.60
150957	12/16/2010	R & M SPECIALTIES	Chess Team T-shirts	180.50
150958	12/16/2010	ROLLING MEADOWS HS	TOURNAMENT ENTRY FEES FOR SPEECH TOURNEY 1/15/11	200.00
150959	12/16/2010	RWD ASSOCIATES, INC.	RESIDENCY INVESTIGATIONS, MILEAGE & CELL PHONE EXP	4,138.00
150960	12/16/2010	SALKELD SPORTS INC, DIV OF KESSLER	CHEER/GYMNASTICS MATS	1,755.00
150961	12/16/2010	SANTUCCI, PAUL	JUDGING FEE - SPEECH TOURNEY NEUQUA VALLEY	90.00
150962	12/16/2010	SCHOOL HEALTH	Health Services supplies	581.06
150963	12/16/2010	SCHOOL EXEC CONNECT	BOARD WORKSHOP NOV 23	1,750.00
150964	12/16/2010	SIMPLEXGRINNELL LP	12" WIRELESS CLOCKS FOR CLASSROOMS (BATTERY)	1,257.20
150965	12/16/2010	SKYWARD USER'S GROUP, NFP	Skyward User Group Conference - Peroria, IL Oct. 25-26	175.00
150966	12/16/2010	SLIVINSKI, ANNIE	REIMB FOR NOV MILEAGE EXP - SPED	28.50
150967	12/16/2010	SOUTH SIDE CONTROL SUPPLY CO	Damper motor	93.50
150968	12/16/2010	STERICYCLE	2010/11 - Open P.O. for Hazardous Waste Pick Up	348.75
150969	12/16/2010	T-MOBILE	SERVICE FROM 10/25 - 11/24	115.46
150970	12/16/2010	UNGLAUB, MELISSA	JUDGING FEE - SPEECH TOURNEY NEUQUA VALLEY	90.00
150971	12/16/2010	UNIVERSAL TAXI DISPATCH, INC	SPED TRANSPORT NOV 22 & 23 A.H.	84.00
150972	12/16/2010	VINCENT, LISA	SPED OT	734.40



CHECK CHECK			INVOICE	
NUMBER	DATE	VENDOR	DESCRIPTION	AMOUNT
150972	12/16/2010	VINCENT, LISA	SPED OT	2,019.60
150973	12/16/2010	VILLAGE OF OAK PARK	OCT DRIVERS ED GAS EXP	411.84
150974	12/16/2010	VILLAGE OF OAK PARK		0.00
150975	12/16/2010	VILLAGE OF OAK PARK		0.00
150976	12/16/2010	VILLAGE OF OAK PARK		0.00
150977	12/16/2010	VILLAGE OF OAK PARK	METER #60189347 FROM 10/13 - 11/17 520 ONTARIO	1,201.83
150977	12/16/2010	VILLAGE OF OAK PARK	METER #6281970 FROM 8/6 - 11/9 100-150 LINDEN	1,242.57
150977	12/16/2010	VILLAGE OF OAK PARK	METER #60331936 FROM 10/13 - 11/15 201 N SCOVILLE DAY CARE	20.37
150977	12/16/2010	VILLAGE OF OAK PARK	METER #60189342 FROM 10/13 - 11/17 164-166 N EAST	1,167.88
150977	12/16/2010	VILLAGE OF OAK PARK	METER #60281996 FROM 10/13 - 11/17 164-166 N EAST	162.96
150977	12/16/2010	VILLAGE OF OAK PARK	METER #60288828 FROM 10/13 - 11/16 164-166 N EAST	47.53
150977	12/16/2010	VILLAGE OF OAK PARK	METER #60288825 FROM 10/13 - 11/17 200 N EAST	1,290.10
150977	12/16/2010	VILLAGE OF OAK PARK	METER #60273799 FROM 10/13 - 11/17 200 N EAST	2.00
150977	12/16/2010	VILLAGE OF OAK PARK	METER #60259588 FROM 10/13 - 11/17 520 ONTARIO	427.77
150977	12/16/2010	VILLAGE OF OAK PARK	METER #60273777 FROM 10/13 - 11/17 520 ONTARIO	1,262.94
150977	12/16/2010	VILLAGE OF OAK PARK	METER #60288826 FROM 10/13 - 11/17 200 N EAST	2.00
150977	12/16/2010	VILLAGE OF OAK PARK	METER #60288831 FROM 10/13 - 11/17 170 N EAST	1,208.62
150977	12/16/2010	VILLAGE OF OAK PARK	METER #60281998 FROM 10/13 - 11/17 200 N EAST	1,330.84
150977	12/16/2010	VILLAGE OF OAK PARK	METER #60331921 FROM 10/13 - 11/15 515 LAKE SPRINKLER	1,569.50
150978	12/16/2010	WEST SUBURBAN SPECIAL RECREATION	Subscription SPED TOY LENDING	110.00
150979	12/16/2010	WHITE WAY SIGN & MAINTENANCE	INVOICE DATE 11/30/10 MAINTENANCE CONTRACT BILLING	702.91
150980	12/16/2010	WILLOWBROOK HIGH SCHOOL	TOURNAMENT ENTRY FEES FOR SPEECH TOURNEY 1/22/11	200.00
150981	12/16/2010	WORLD GIFT CENTER	REGION FREE DVD/VCR COMBO (SPILOTRO, EWALD, ICC REQUEST)	534.97
150982	12/16/2010	WOYTEK, PATRICIA	NOV SOCIAL WORK SERVICES	2,335.00
150983	12/16/2010	YOUNG, MARY	REIMB FOR MILEAGE TO LEXIA READING CONFERENCE, NAPERVILLE	21.00
150984	12/16/2010	R & D BUS COMPANY, INC.		0.00
150985	12/16/2010	R & D BUS COMPANY, INC.		0.00
150986	12/16/2010	R & D BUS COMPANY, INC.		0.00
150987	12/16/2010	R & D BUS COMPANY, INC.		0.00
150988	12/16/2010	R & D BUS COMPANY, INC.		0.00
150989	12/16/2010	R & D BUS COMPANY, INC.		0.00
150990	12/16/2010	R & D BUS COMPANY, INC.		0.00
150991	12/16/2010	R & D BUS COMPANY, INC.		0.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/16/10 GIRLS S B-BALL TRINITY	165.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/23/10 GIRLS S B-BALL	220.00

CHECK CHECK			INVOICE	
NUMBER	DATE	VENDOR	DESCRIPTION	AMOUNT
			MARIST	
150992	12/16/2010	R & D BUS COMPANY, INC.	11/17/10 FAA MUSIC ROOSEVELT U	205.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/6/10 SPEECH TEAM DOWNERS GROVE NORTH	295.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/5/10 SPOKEN WORD O'HARE AIRPORT	275.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/12/10 SPOKEN WORD O'HARE AIRPORT	275.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/12/10 SPECIAL ED MUSEUM OF SCIENCE	220.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/13/10 SPEECH TEAM WHEATON NORTH HS	535.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/20/10 SPEECH TEAM SCHAUMBURG HS & HOFFMAN ESTATE HS	590.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/19/10 SPED U OF I & TRITON	670.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/17/10 ENGLISH COURT THEATRE 2 BUSES	515.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/19/10 ENGLISH ART INSTITUTE	215.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/16/10 GIRLS B-BALL TRINITY	165.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/18/10 GIRLS S B-BALL FENWICK	135.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/19/10 GIRLS F B-BALL ST JOSEPH	195.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/20/10 GIRLS F B-BALL ST JOSEPH	225.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/22/10 GIRLS S B-BALL MARIST	230.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/23/10 GIRLS FB B-BALL ST JOSEPH	195.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/23/10 GIRLS FB B-BALL ST JOSEPH	195.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/24/10 GIRLS S B-BALL MARIST	220.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/23/10 BOYS V SWIMMING MORTON EAST - 2 BUSES	340.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/26/10 GIRLS S B-BALL MARIST	280.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/26/10 GIRLS FB B-BALL ST JOSEPH	195.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/23/10 BOYS FB B-BALL ST PATRICKS	210.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/26/10 BOYS S B-BALL RIVERSIDE BROOKFIELD	185.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/24/10 BOYS V B-BALL ST PATRICKS	210.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/24/10 BOYS S B-BALL RIVERSIDE BROOKFIELD	185.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/26/10 BOYS FB B-BALL ST PATRICKS	295.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/26/10 BOYS V SWIMMING RIVERSIDE BROOKFIELD	370.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/26/10 BOYS V B-BALL ST PATRICKS	230.00

CHECK CHECK			INVOICE	
NUMBER	DATE	VENDOR	DESCRIPTION	AMOUNT
150992	12/16/2010	R & D BUS COMPANY, INC.	11/27/10 BOYS FB B-BALL ST PATRICKS	240.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/27/10 BOYS J1 WRESTLING GLENBARD NORTH	515.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/27/10 BOYS F WRESTLING PROVISO EAST	320.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/27/10 BOYS V SWIMMING RIVERSIDE BROOKFIELD - 2 BUSES	430.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/27/10 BOYS SB B-BALL RIVERSIDE BROOKFIELD	215.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/27/10 BOYS V B-BALL ST PATRICK	250.00
150992	12/16/2010	R & D BUS COMPANY, INC.	11/29/10 BOYS V SWIMMING MORTON EAST	340.00
150993	12/16/2010	ALPHA BAKING CO	INVOICES DATED 11/1 - 11/30	2,366.19
150994	12/16/2010	BECKER DAIRY	INVOICES DATED 11/1 - 11/30	4,021.52
150995	12/16/2010	CENTRAL CONTINENTAL BAKERY	INVOICES DATED 11/1 - 11/30	3,532.84
150996	12/16/2010	COCA-COLA REFRESHMENTS	INVOICES DATED 11/1 - 11/29	15,737.15
150997	12/16/2010	COZZINI BROTHERS INC	INVOICES DATED 11/4 & 11/18	107.00
150998	12/16/2010	DI NICO'S PIZZA	INVOICES DATED 11/12 & 11/19	802.00
150999	12/16/2010	DOMINO'S PIZZA	INVOICES DATED 11/15 - 11/29	1,701.00
151000	12/16/2010	EARTHGRAINS	INVOICES DATED 11/9 - 11/19	1,060.60
151001	12/16/2010	FOX RIVER FOODS, INC.	INVOICES DATED 11/1 - 29	61,033.73
151002	12/16/2010	GEPPETTO'S	INVOICES DATED 11/3 - 17	1,540.50
151003	12/16/2010	GREAT AMERICAN BAGEL	INVOICES DATED 11/1 - 30	745.00
151004	12/16/2010	GUSSY'S SLUSHIES	INVOICE DATED 11/23	387.00
151005	12/16/2010	KAY'S BAKERIES, LTD.	INVOICES DATED 11/15 & 24	374.25
151006	12/16/2010	LANTER DISTRIBUTING	INVOICES DATED 11/22	1,232.11
151007	12/16/2010	LIPESTYLE BEVERAGES, INC.	INVOICES DATED 11/1 & 29	840.00
151008	12/16/2010	PARTY LINENS	INVIGCE DATED 11/16	77.18
151009	12/16/2010	PEPSICO CHILLED DSD	INVOICE DATED 11/17	517.44
151010	12/16/2010	SUBWAY	INVOICES DATED 11/9 - 30	1,410.50
151011	12/16/2010	VISTAR OF ILLINOIS	INVOICE DATED 11/2	6,361.58
151012	12/16/2010	WISEPAK	INVOICES DATED 11/1 - 30	1,543.70
151013	12/16/2010	MASTERCARD CORPORATE CLIENTS PAYMEN		0.00
151014	12/16/2010	MASTERCARD CORPORATE CLIENTS PAYMEN		0.00
151015	12/16/2010	MASTERCARD CORPORATE CLIENTS PAYMEN		0.00
151016	12/16/2010	MASTERCARD CORPORATE CLIENTS PAYMEN	CC PAYMENT NOV JB	194.22
151016	12/16/2010	MASTERCARD CORPORATE CLIENTS PAYMEN	CC PAYMENT NOV MC	180.78
151016	12/16/2010	MASTERCARD CORPORATE CLIENTS PAYMEN	CC PAYMENT NOV PE	393.73
151016	12/16/2010	MASTERCARD CORPORATE CLIENTS PAYMEN	CC PAYMENT NOV WG	476.24
151016	12/16/2010	MASTERCARD CORPORATE CLIENTS PAYMEN	CC PAYMENT NOV JH	392.57
151016	12/16/2010	MASTERCARD CORPORATE CLIENTS PAYMEN	CC PAYMENT NOV SI	870.00
151016	12/16/2010	MASTERCARD CORPORATE CLIENTS PAYMEN	CC PAYMENT NOV AH	81.26
151016	12/16/2010	MASTERCARD CORPORATE CLIENTS PAYMEN	CC PAYMENT NOV CM	4,060.41
151016	12/16/2010	MASTERCARD CORPORATE CLIENTS PAYMEN	CC PAYMENT NOV PP	340.21
151016	12/16/2010	MASTERCARD CORPORATE CLIENTS PAYMEN	CC PAYMENT NOV SR	1,184.95
151016	12/16/2010	MASTERCARD CORPORATE CLIENTS PAYMEN	CC PAYMENT NOV NR	250.00
151016	12/16/2010	MASTERCARD CORPORATE CLIENTS PAYMEN	CC PAYMENT NOV LS	23.00
151016	12/16/2010	MASTERCARD CORPORATE CLIENTS PAYMEN	CC PAYMENT NOV JS	629.63
151016	12/16/2010	MASTERCARD CORPORATE CLIENTS PAYMEN	CC PAYMENT NOV JW	28.76
151016	12/16/2010	MASTERCARD CORPORATE CLIENTS PAYMEN	CC PAYMENT NOV CW	1,165.98
151016	12/16/2010	MASTERCARD CORPORATE CLIENTS PAYMEN	CC PAYMENT NOV RZ	85.95
151017	12/16/2010	AT&T	OCT 29 - NOV 28	1,072.28
151018	12/16/2010	KRONOS	WORKFORCE SOFTWARE UPGRADE	900.00

CHECK CHECK			INVOICE	
NUMBER	DATE	VENDOR	DESCRIPTION	AMOUNT
151019	12/16/2010	VERIZON WIRELESS	ACCT#286392989-00001 OCT 27 - NOV 26	140.48
151020	12/16/2010	PILGRIM CONGREGATIONAL CHURCH	FY 2010 - 2011 PARKING AGREEMENT	55,000.00
Totals for checks				839,489.15

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	12,597.34	13.20	95,366.73	107,977.27
14	CAFETERIA FUND	0.00	0.00	105,391.29	105,391.29
15	BOOKSTORE FUND	0.00	0.00	789.60	789.60
20	OPERATIONS & MAINTENANCE	0.00	0.00	131,337.07	131,337.07
40	TRANSPORTATION FUND	0.00	0.00	100,184.33	100,184.33
50	ILL MUN RET FUND	465.46	0.00	0.00	465.46
80	TORT IMMUNITY FUND	0.00	0.00	147.50	147.50
81	DENTAL SELF INSURANCE FUND	0.00	0.00	27,498.33	27,498.33
82	MEDICAL SELF INSURANCE FUND	0.00	0.00	359,583.05	359,583.05
84	ACTIVITY FUND	6,115.25	0.00	0.00	6,115.25
*** Fund Summary Totals ***		19,178.05	13.20	820,297.90	839,489.15

\*\*\*\*\* End of report \*\*\*\*\*



RESOLUTION RATIFYING AND CONFIRMING  
EXECUTION OF CERTAIN VOUCHERS  
AND PAYMENT OF CERTAIN BILLS AND EXPENSES

Be it resolved by the Board of Education of the Oak Park and River Forest High School, District Number 200,  
Cook County, Illinois, as follows:

SECTION 1: That this Board of Education does hereby ratify and confirm the execution of the  
vouchers from the Imprest Account for December 16, 2010 by the President and  
Secretary of this Board of Education, copies of which are attached hereto.

SECTION 2: That this Board of Education does hereby ratify and confirm that the payment of the  
bills and expenses were covered by the vouchers attached hereto.

SECTION 3: This resolution shall be in full force and effect upon its adoption.

ADOPTED this December 16, 2010

\_\_\_\_\_  
President of the Board of Education

\_\_\_\_\_  
Secretary of the Board of Education

IMPREST	CHECK	INVOICE
CHECK # VENDOR	DATE	AMOUNT DESCRIPTION
31072 AT&T	12/03/2010	0.00
31073 AT&T	12/03/2010	176.87 BILLING DATE NOV 16 ACCT#312 289-3342 163 3 OCT 17 - NOV 16
31073 AT&T	12/03/2010	113.15 BILLING DATE NOV 16 ACCT#708 299-3673 894 OCT 17 - NOV 16
31073 AT&T	12/03/2010	6,909.67 BILLING DATE NOV 16 ACCT#708 358-2676 676 6 OCT 17 - NOV 16
31073 AT&T	12/03/2010	555.46 BILLING DATE NOV 16 ACCT#708 299-5599 995 1 OCT 17 - NOV 16
31074 AT&T LONG DISTANCE	12/03/2010	1,001.72 BILLING DATE NOV 19 ACCT#171-791-3822 795
31075 SECRETARY OF STATE	12/06/2010	16.00 4 BUS PERMIT RECERTIFICATIONS FOR SPED- JCW, PM, FD, AN
	Totals for checks	8,772.87

## FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
20	OPERATIONS & MAINTENANCE	0.00	0.00	8,756.87	8,756.87
40	TRANSPORTATION FUND	0.00	0.00	16.00	16.00
***	Fund Summary Totals ***	0.00	0.00	8,772.87	8,772.87

\*\*\*\*\* End of report \*\*\*\*\*

RESOLUTION RATIFYING AND CONFIRMING  
EXECUTION OF CERTAIN VOUCHERS  
AND PAYMENT OF CERTAIN BILLS AND EXPENSES

Be it resolved by the Board of Education of the Oak Park and River Forest High School, District Number 200,  
Cook County, Illinois, as follows:

SECTION 1: That this Board of Education does hereby ratify and confirm the execution of the  
vouchers from the Student Activity Accounts for December 16, 2010 by the President  
and Secretary of this Board of Education, copies of which are attached hereto.

SECTION 2: That this Board of Education does hereby ratify and confirm that the payment of the  
bills and expenses were covered by the vouchers attached hereto.

SECTION 3: This resolution shall be in full force and effect upon its adoption.

ADOPTED this December 16, 2010

\_\_\_\_\_  
President of the Board of Education

\_\_\_\_\_  
Secretary of the Board of Education

ACTIVITY		CHECK	INVOICE	
CHECK #	VENDOR	DATE	AMOUNT	DESCRIPTION
6487	A RED ORCHID THEATRE	12/02/2010	430.00	FULL PAYMENT FOR DEC 8 FIELD TRIP "THE ILIAD"
6488	DAVIS ATHLETIC EQUIPMENT COMPANY	12/02/2010	650.00	POLE VAULT PIT REPAIRS
6489	FISHER SCIENTIFIC	12/02/2010	323.00	SCIENCE SUPPLIES
6490	GRAPHIC EDGE	12/02/2010	280.61	GIRLS X-C SPIRIT GEAR
6491	GTM SPORTWEAR	12/02/2010	20.00	CHEER SPIRIT GEAR
6492	GUITAR CENTER	12/02/2010	1,200.00	Gospel Choir Drums/Booster Appropriation
6493	KAHN, PETER	12/02/2010	507.21	REIMB FOR FOOD COSTS ASSOCIATED WITH SPOKEN WORD CONFERENCE 2010
6493	KAHN, PETER	12/02/2010	959.06	REIMB FOR EXPENSES INCURRED WITH BRITISH STUDENTS' VISIT
6494	MATUSZCZAK, HARRIET CHRIS	12/02/2010	250.00	PAYMENT FOR WORK ON CHRISTMAS LETTER 2010
6495	MC CABE, SARAH	12/02/2010	194.54	REIMB FOR MISC END-OF-YEAR GIRLS X-COUNTRY YEAR AWARDS & GIFTS
6496	MIDWEST SERVICE & INSTALLATION	12/02/2010	3,915.00	Star Trac 7070 Pro Spinner Bikes
6497	NEFF COMPANY	12/02/2010	773.22	Marching Band awards
6498	SMITH, WILLIE	12/02/2010	450.00	GOSPEL CHOIR ORGAN AND BASS GUITAR ACCOMPANIST
6499	ATHLETICA, INC.	12/09/2010	398.00	CHEER SPIRIT GEAR
6500	BARRINGTON HIGH SCHOOL	12/09/2010	1,200.00	GIORDANO JAZZ DANCE INVITATIONAL FEE - MARCH 26, 2011 (ORCHESIS)
6501	BHARAT TRAVEL	12/09/2010	20,000.00	SECOND PAYMENT FOR FRENCH TRIP - AIRFARE
6502	CHICAGO BRAUHAUS	12/09/2010	573.00	FOR GERMAN FIELD TRIP MEALS DEC 10
6503	DRAMATISTS PLAY SERVICE INC	12/09/2010	500.00	RIGHTS FOR THE CRUCIBLE
6503	DRAMATISTS PLAY SERVICE INC	12/09/2010	225.00	RIGHTS FOR DOUBT
6504	PEPPER FAMILY HOSPICE HOME &	12/09/2010	50.00	MEMORIAL CONTRIBUTION IN THE NAME OF KATHRYN A. DUNBAR, MOTHER OF KATHRYN GARGIULO
6505	PODOLNER, AARON	12/09/2010	189.98	REIMB FOR ORCHESIS SUPPLIES
6506	QUINN, PETER	12/09/2010	186.30	REIMB FOR SWIMMING PARENT MTG REFRESHMENTS
6507	SCHAEFFER SPORTSWEAR	12/09/2010	233.36	CHEER SKIRTS
6508	SCHMADEKE, YOKO	12/09/2010	383.72	REIMB FOR JAPANESE CLUB FIELD TRIP LUNCH
6509	SOUTHWEST AIRLINES CO. CENTRAL TICK	12/09/2010	6,750.70	DRILL TEAM AIRFARE FOR ORLANDO, FL
6510	UNIVERSITY OF ILLINOIS C & I	12/09/2010	2,480.00	IL HS THEATRE FESTIVAL REGISTRATION FEES AND LUNCH PASSES - INTERNATIONAL THESPIAN SOCIETY TROUPE
6511	VARSITY SPIRIT FASHIONS	12/09/2010	194.35	CHEER SPIRIT GEAR
6512	YOUNG, AVERY	12/09/2010	200.00	PROFESSIONAL SERVICES SPOKEN WORD
Totals for checks			43,517.05	



## FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
84	ACTIVITY FUND	43,517.05	0.00	0.00	43,517.05
***	Fund Summary Totals ***	43,517.05	0.00	0.00	43,517.05

\*\*\*\*\* End of report \*\*\*\*\*

***Oak Park and River Forest High School  
District 200***

*201 North Scoville Avenue • Oak Park, IL 60302-2296*

TO: Board of Education  
FROM: Cheryl Witham  
DATE: December 16, 2010  
RE: Treasurer's Reports

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**BACKGROUND**

It is a requirement that the Board of Education accepts and approves the monthly Treasurer's Reports.

**SUMMARY OF FINDINGS**

Attached is the Treasurer Report for November, 2010.

**RECOMMENDATIONS (OR FUTURE DIRECTIONS)**

MOTION: To approve the November, 2010 Treasurer's Reports as presented.

ROLL CALL VOTE

AGENDA ITEM VIII. B.

Oak Park & River Forest High School District 200  
Treasurers Report  
November 30, 2010

<u>Funds</u>	<u>Opening Cash Balance 11/01/10</u>	<u>Cash Receipts</u>	<u>Cash Disbursements</u>	<u>Adjustments to Cash (JE's)</u>	<u>Ending Cash Balance 11/30/10</u>	<u>% of Total</u>
10 Education	58,000,233.24	1,078,535.96	(2,994,196.87)	(440,200.26)	55,644,372.07	73.28%
14 Food Service	317,503.54	244,578.29	(195,226.95)	(15,533.79)	351,321.09	0.46%
15 Book Store	261,654.00	27,104.38	(17,221.94)	7,353.35	278,889.79	0.37%
<b>Total - Education Fund</b>	<b>58,579,390.78</b>	<b>1,350,218.63</b>	<b>(3,206,645.76)</b>	<b>(448,380.70)</b>	<b>56,274,582.95</b>	<b>74.11%</b>
20 Operations, Building & Maintenance	6,923,354.70	68,737.09	(364,747.74)	(47,920.63)	6,579,423.42	8.66%
30 Bond & Interest Fund	1,521,263.10	33,896.46	(3,140,517.50)	-	(1,585,357.94)	-2.09%
40 Transportation Fund	2,085,874.45	222,775.20	(127,152.89)	(125.00)	2,181,371.76	2.87%
50 IMRF & SS Fund	1,461,633.10	25,909.71	(150,752.20)	-	1,336,790.61	1.76%
60 Site & Construction	583,863.26	267.16	-	-	584,130.42	0.77%
70 Working Cash	6,547,820.11	15,473.46	-	-	6,563,293.57	8.64%
80 Tort Immunity	1,710,888.41	14,373.63	(126.50)	-	1,725,135.54	2.27%
81 Dental Self Insurance	149,186.48	1,598.71	(24,222.19)	34,854.61	161,417.61	0.21%
82 Medical Self Insurance	2,820,773.90	12,373.57	(342,485.48)	461,951.72	2,952,613.71	3.89%
83 Workers' Comp Self Insurance	15,857.04	-	-	-	15,857.04	0.02%
84 Harris - PMA	231,939.85	62,685.88	(9,960.49)	(380.00)	284,285.24	0.37%
84 Park National	30.86	-	(30.86)	-	0.00	0.00%
84 Community Bank	342,805.70	41,804.74	(61,772.11)	-	322,838.33	0.43%
<b>Total - Activity Funds</b>	<b>574,776.41</b>	<b>104,490.62</b>	<b>(71,763.46)</b>	<b>(380.00)</b>	<b>607,123.57</b>	<b>0.80%</b>
90 Fire Prevention & Safety	(1,479,590.01)	19,070.64	-	-	(1,460,519.37)	-1.92%

<b>Total - All Funds</b>	<b>\$ 81,495,091.73</b>	<b>\$ 1,869,184.88</b>	<b>\$ (7,428,413.72)</b>	<b>\$ (0.00)</b>	<b>\$ 75,935,862.89</b>	<b>100.00%</b>
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**Summary of adjustments to cash:**

Reclassification of food service chargebacks.  
Reclassification of bookstore chargebacks.  
Reclassification of expenditures  
PPO/Pharmacy reclassification.

Oak Park & River Forest High School District 200  
Cash and Investments  
November 30, 2010

	<u>Account Balance</u>	<u>Treasurer's Control</u>	<u>% of Total</u>
<b>Harris Bank Comingled Account (treas ofc.)</b>			
Statement CTTO	126,015.94		
Less: Outstanding Checks	-		
Plus: Deposits in Transit	-		
Adjusted	<u>126,015.94</u>	126,015.94	0.17%
<b>Harris ISDLAF Account (Liquid &amp; Max)</b>			
Statement Balance	75,774,955.41		
Less: Outstanding Checks	(377,154.55)		
Plus: Deposits in Transit	22,839.65		
Adjusted	<u>75,420,640.51</u>		99.32%
<b>Community Bank Student Activity Account</b>			
Statement Balance	338,526.33		
Less: Outstanding Checks	(15,696.50)		
Plus: Deposits in Transit	8.50		
Adjusted	<u>322,838.33</u>		0.43%
<b>Community Bank Imprest Account</b>			
Statement Balance	20,366.20		
Less: Outstanding Checks	(1,398.09)		
Plus: Deposits in Transit	-		
Adjusted	<u>18,968.11</u>		0.02%
<b>Petty Cash</b>	<u>7,400.00</u>		0.01%
<b>Workers Compensation Escrow</b>	<u>40,000.00</u>		0.05%
<b>Total Cash and Investments</b>	<b>\$ 75,935,862.89</b>	<b>\$ 126,015.94</b>	<b>100.00%</b>

Note: Petty cash number includes \$2,000 that is in the Athletic Imprest account maintained by the Athletic Department

Oak Park & River Forest High School District 200  
Schedule of Investments  
November 30, 2010

By Financial Institution	Average Interest Rate *	Investment Value 11/30/10	Prior Month	
			% of Total	% of Total
Harris ISDLAF - Liquid MM	0.02%	3,654,247.71	4.81%	2.42%
Harris ISDLAF - Max MM	0.07%	1,413,222.22	1.86%	0.00%
Harris ISDLAF - SDA	0.15%	2,705,297.44	3.56%	3.27%
Harris ISDLAF - CD's	0.49%	64,072,300.00	84.42%	89.41%
Harris ISDLAF - Gov't Securities	0.43%	3,929,888.04	5.18%	4.75%
Harris - CTTO MM	*	126,015.94	0.17%	0.15%
<b>Total All Investments by Institution</b>		<b>75,900,971.35</b>	<b>100.00%</b>	<b>100.00%</b>

By Investment Type	Average Interest Rate *	Investment Value 11/30/10	Prior Month	
			% of Total	% of Total
CD's	0.49%	64,072,300.00	84.42%	89.41%
Government Securities	0.43%	3,929,888.04	5.18%	4.75%
Money Market	0.08%	7,898,783.31	10.41%	5.84%
<b>Total All Investments by Type</b>		<b>75,900,971.35</b>	<b>100.00%</b>	<b>100.00%</b>

By Maturity Age	Average Interest Rate *	Investment Value 11/30/10	Prior Month	
			% of Total	% of Total
1 month	0.34%	7,300,000.00	9.62%	11.97%
2 months	0.31%	5,600,000.00	7.38%	8.82%
3 months	0.24%	4,799,285.61	6.32%	6.77%
4-6 months	0.61%	13,093,500.00	17.25%	15.59%
7-9 months	0.55%	19,449,200.00	25.62%	21.26%
10-12 months	0.43%	5,141,645.00	6.77%	14.19%
1 year +	0.49%	12,618,557.43	16.63%	15.55%
2 years +	0.00%	-	0.00%	0.00%
Mature on demand	0.08%	7,898,783.31	10.41%	5.84%
<b>Total Investments</b>		<b>75,900,971.35</b>	<b>100.00%</b>	<b>100.00%</b>

\* The rate of interest is not known for funds invested with the Trustee of the former CTTO.

Comparative Interest Rate Information (as of December 6)

Fixed Income Type of Security	60 Days	90 Days	120 Days	180 Days	270 Days	1 Year		18 Months		2 Year	
						Days	Year	Days	Months	Days	Year
CD's	0.00% - 0.05%	0.00% - 0.15%	0.05% - 0.15%	0.15% - 0.20%	0.16% - 0.30%	0.16%	0.30%	0.01%	0.30%	0.12%	0.32%
Government Agency	0.01%	0.00%	0.03%	0.05%	0.05%	0.01%	0.12%	0.01%	0.24%	0.17%	0.39%
Government Treasury	N/A	N/A	N/A	0.02%	0.10%	0.10%	0.12%	0.10%	0.17%	0.12%	0.23%
<b>Liquid Asset Funds</b>	<b>7 Day Effective</b>										
Liquid Class	0.02%										
Max Class	0.05%										



***Oak Park and River Forest High School  
District 200***

*201 North Scoville Avenue • Oak Park, IL 60302-2296*

TO: Board of Education

FROM: Cheryl Witham

DATE: December 16, 2010

RE: Financial Reports

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**BACKGROUND**

It is a requirement that the Board of Education accepts and approves the monthly Financial Reports.

**SUMMARY OF FINDINGS**

Attached are the November Financial Reports.

**RECOMMENDATIONS (OR FUTURE DIRECTIONS)**

MOTION: To approve the November Financial Reports as presented.

ROLL CALL VOTE

AGENDA ITEM VIII. C.

**OAK PARK AND RIVER FOREST HIGH SCHOOL DISTRICT 200**  
**Monthly Financial Statements**  
**November 2010**

**Education Fund**

	<b>Audited</b>	<b>Fiscal to Date</b>		<b>Original</b>	<b>Fiscal to Date</b>	
	<b>2009-2010</b>	<b>November 30</b>	<b>%</b>	<b>Budget</b>	<b>November 30</b>	<b>%</b>
		<b>2009</b>		<b>2010-2011</b>	<b>2010</b>	
<b><i>Receipts</i></b>						
Property Taxes	47,315,686	9,685,805	20.5%	43,378,031	1,160,275	2.7% 1
Other Local Sources	3,617,642	1,741,467	48.1%	2,036,844	1,398,213	68.6%
State Sources	2,834,759	1,120,942	39.5%	1,535,232	1,325,368	86.3% 2
Federal Sources	<u>2,607,278</u>	<u>897,848</u>	34.4%	<u>1,199,587</u>	<u>453,397</u>	37.8%
	56,375,365	13,446,062	23.9%	48,149,694	4,337,253	9.0%
<b><i>Expenditures</i></b>						
General Instruction	19,919,270	5,684,779	28.5%	21,480,792	6,202,658	28.9%
Special Education	5,555,934	1,637,259	29.5%	5,109,106	1,433,400	28.1%
Adult Education	20,282	6,000	29.6%	20,539	-	0.0%
Vocational Programs	335,859	119,134	35.5%	378,059	188,845	50.0% 3
Interscholastic Programs	1,963,819	645,389	32.9%	2,189,182	716,943	32.7%
Summer School	287,451	163,927	57.0%	313,566	154,655	49.3%
Drivers Education	757,147	207,066	27.3%	765,563	207,093	27.1%
Other Instructional	2,801,472	768,980	27.4%	3,006,379	640,630	21.3%
Support Svcs. - Pupil	6,607,062	2,018,852	30.6%	6,754,759	2,022,999	29.9%
Support Svcs. - Admin.	<u>4,625,192</u>	<u>1,760,901</u>	38.1%	<u>4,663,602</u>	<u>1,693,912</u>	36.3%
	42,873,488	13,012,287	30.4%	44,681,547	13,261,135	29.7%
<b><i>Other Sources/(Uses)</i></b>						
Transfers fr. Other Funds	1,139,202	-	0.0%	-	-	N/A
Transfers to Other Funds	<u>(1,000,000)</u>	<u>-</u>	0.0%	<u>-</u>	<u>-</u>	N/A
	139,202	-	0.0%	-	-	
Change in Fund Balance	13,641,079	433,775		3,468,147	(8,923,882)	
Beginning Balance	<u>52,572,102</u>	<u>52,572,102</u>		<u>66,213,181</u>	<u>66,213,181</u>	
Ending Balance	<u>66,213,181</u>	<u>53,005,877</u>		<u>69,681,328</u>	<u>57,289,299</u>	

1. Property tax bills were not sent out until mid November. The District has seen several large collections in early December.

2. State aid budget was significantly reduced for fiscal 2011 due to uncertainty of the state actually paying Districts. The majority of the actual collections relates to the prior year grants and claims that the state was late in paying to Districts.

3. Several significant equipment purchases were made with vocational grant funds in the current year.

**OAK PARK AND RIVER FOREST HIGH SCHOOL DISTRICT 200**  
**Monthly Financial Statements**  
**November 2010**

**Bookstore Fund**

	<u>Audited</u> <u>2009-2010</u>	<u>Fiscal to Date</u> <u>November 30</u> <u>2009</u>	<u>%</u>	<u>Original</u> <u>Budget</u> <u>2010-2011</u>	<u>Fiscal to Date</u> <u>November 30</u> <u>2010</u>	<u>%</u>
<i>Receipts</i>						
Other Local Sources	812,920	557,402	68.6%	850,003	625,321	73.6%
	812,920	557,402	68.6%	850,003	625,321	73.6%
<i>Expenditures</i>						
Support Svcs. - Other	809,034	646,082	79.9%	850,003	689,088	81.1%
	809,034	646,082	79.9%	850,003	689,088	81.1%
Change in Fund Balance	3,886	(88,680)		-	(63,767)	
Beginning Balance	695,840	695,840		699,726	699,726	
Ending Balance	699,726	607,160		699,726	635,959	

**Cafeteria Fund**

	<u>Audited</u> <u>2009-2010</u>	<u>Fiscal to Date</u> <u>November 30</u> <u>2009</u>	<u>%</u>	<u>Original</u> <u>Budget</u> <u>2010-2011</u>	<u>Fiscal to Date</u> <u>November 30</u> <u>2010</u>	<u>%</u>
<i>Receipts</i>						
Other Local Sources	2,030,684	658,250	32.4%	2,021,070	652,058	32.3%
State Sources	7,644	4,781	62.5%	13,987	3,590	25.7%
Federal Sources	193,456	48,791	25.2%	185,828	59,276	31.9%
	2,231,784	711,822	31.9%	2,220,885	714,924	32.2%
<i>Expenditures</i>						
Support Svcs. - Admin.	2,168,698	653,360	30.1%	2,219,788	669,255	30.1%
	2,168,698	653,360	30.1%	2,219,788	669,255	30.1%
Change in Fund Balance	63,086	58,462		1,097	45,669	
Beginning Balance	274,282	274,282		337,368	337,368	
Ending Balance	337,368	332,744		338,465	383,037	

**OAK PARK AND RIVER FOREST HIGH SCHOOL DISTRICT 200**  
**Monthly Financial Statements**  
**November 2010**

**Operations and Maintenance Fund**

	<u>Audited</u> <u>2009-2010</u>	<u>Fiscal to Date</u> <u>November 30</u> <u>2009</u>	<u>%</u>	<u>Original</u> <u>Budget</u> <u>2010-2011</u>	<u>Fiscal to Date</u> <u>November 30</u> <u>2010</u>	<u>%</u>
<i>Receipts</i>						
Property Taxes	6,136,075	1,173,336	19.1%	5,990,710	150,610	2.5% 1
Other Local Sources	2,297,496	629,259	27.4%	962,216	565,627	58.8%
	8,433,571	1,802,595	21.4%	6,952,926	716,237	10.3%
<i>Expenditures</i>						
Support Svcs. - Admin.	8,823,475	2,777,955	31.5%	5,368,583	1,986,007	37.0%
	8,823,475	2,777,955	31.5%	5,368,583	1,986,007	37.0%
<i>Other Sources/(Uses)</i>						
Transfers	1,035,354	-	0.0%	26,210	-	0.0%
Transfers	-	-	N/A	(1,610,000)	(1,610,000)	100.0% 2
	1,035,354	-	0.0%	(1,583,790)	(1,610,000)	101.7%
Change in Fund Balance	645,450	(975,360)		553	(2,879,770)	
Beginning Balance	9,044,358	9,044,358		9,689,808	9,689,808	
Ending Balance	9,689,808	8,068,998		9,690,361	6,810,038	

1. Property tax bills were not sent out until mid November. The District has seen several large collections in early December.

2. Transfer to Capital Projects fund per the budget.

**Life Safety Fund**

	<u>Audited</u> <u>2009-2010</u>	<u>Fiscal to Date</u> <u>November 30</u> <u>2009</u>	<u>%</u>	<u>Original</u> <u>Budget</u> <u>2010-2011</u>	<u>Fiscal to Date</u> <u>November 30</u> <u>2010</u>	<u>%</u>
<i>Receipts</i>						
Property Taxes	1,883,021	256,376	13.6%	2,090,611	46,657	2.2% 1
Other Local Sources	3,697	411	11.1%	301,670	73	0.0%
	1,886,718	256,787	13.6%	2,392,281	46,730	2.0%
<i>Expenditures</i>						
Support Svcs. - Business	1,474,581	768,562	52.1%	1,701,822	1,641,980	96.5%
	1,474,581	768,562	52.1%	1,701,822	1,641,980	96.5%
<i>Other Sources/(Uses)</i>						
Transfers	(618,263)	-	0.0%	(614,263)	-	0.0%
	(618,263)	-		(614,263)	-	
Change in Fund Balance	(206,126)	(511,775)		76,196	(1,595,250)	
Beginning Balance	355,137	355,137		149,011	149,011	
Ending Balance	149,011	(156,638)		225,207	(1,446,239)	

1. Property tax bills were not sent out until mid November. The District has seen several large collections in early December.

**OAK PARK AND RIVER FOREST HIGH SCHOOL DISTRICT 200**  
**Monthly Financial Statements**  
**November 2010**

**Bond and Interest Fund**

	<b>Audited</b>	<b>Fiscal to Date</b>		<b>Original</b>	<b>Fiscal to Date</b>	
	<b>2009-2010</b>	<b>November 30</b>	<b>%</b>	<b>Budget</b>	<b>November 30</b>	<b>%</b>
		<b>2009</b>		<b>2010-2011</b>	<b>2010</b>	
<i>Receipts</i>						
Property Taxes	3,052,500	633,677	20.8%	2,868,619	74,224	2.6% <sup>1</sup>
Other Local Sources	35,354	24,447	69.1%	26,210	3,772	14.4%
	<u>3,087,854</u>	<u>658,124</u>	<u>21.3%</u>	<u>2,894,829</u>	<u>77,996</u>	<u>2.7%</u>
<i>Expenditures</i>						
Debt Service	4,787,112	3,288,944	68.7%	3,500,790	3,141,318	89.7%
	<u>4,787,112</u>	<u>3,288,944</u>	<u>68.7%</u>	<u>3,500,790</u>	<u>3,141,318</u>	<u>89.7%</u>
<i>Other Sources/(Uses)</i>						
Principal on Bonds Sold	10,810,000	-	0.0%	-	-	N/A
Premium on Bonds Sold	801,095	-	0.0%	-	-	N/A
Payment to Escrow	(11,468,408)	-	0.0%	-	-	N/A
Transfers	618,263	-	0.0%	614,263	-	0.0%
Transfers	<u>(35,354)</u>	<u>-</u>	<u>0.0%</u>	<u>(26,210)</u>	<u>-</u>	<u>0.0%</u>
	<u>725,596</u>	<u>-</u>	<u>0.0%</u>	<u>588,053</u>	<u>-</u>	<u>0.0%</u>
Change in Fund Balance	(973,662)	(2,630,820)		(17,908)	(3,063,322)	
Beginning Balance	2,468,889	2,468,889		1,495,227	1,495,227	
Ending Balance	<u>1,495,227</u>	<u>(161,931)</u>		<u>1,477,319</u>	<u>(1,568,095)</u>	

1. Property tax bills were not sent out until mid November. The District has seen several large collections in early December.

**Transportation Fund**

	<b>Audited</b>	<b>Fiscal to Date</b>		<b>Original</b>	<b>Fiscal to Date</b>	
	<b>2009-2010</b>	<b>November 30</b>	<b>%</b>	<b>Budget</b>	<b>November 30</b>	<b>%</b>
		<b>2009</b>		<b>2010-2011</b>	<b>2010</b>	
<i>Receipts</i>						
Property Taxes	938,197	187,587	20.0%	842,131	22,743	2.7% <sup>1</sup>
Other Local Sources	45,423	26,784	59.0%	22,016	6,602	30.0%
State Sources	850,067	380,772	44.8%	645,379	425,034	65.9%
	<u>1,833,687</u>	<u>595,143</u>	<u>32.5%</u>	<u>1,509,526</u>	<u>454,379</u>	<u>30.1%</u>
<i>Expenditures</i>						
Support Svcs. - Business	1,417,211	459,508	32.4%	1,375,537	404,935	29.4%
	<u>1,417,211</u>	<u>459,508</u>	<u>32.4%</u>	<u>1,375,537</u>	<u>404,935</u>	<u>29.4%</u>
<i>Other Sources/(Uses)</i>						
Other source	31,000	-	0.0%	-	-	N/A
	<u>31,000</u>	<u>-</u>		<u>-</u>	<u>-</u>	
Change in Fund Balance	447,476	135,635		133,989	49,444	
Beginning Balance	2,114,846	2,114,846		2,562,322	2,562,322	
Ending Balance	<u>2,562,322</u>	<u>2,250,481</u>		<u>2,696,311</u>	<u>2,611,766</u>	

1. Property tax bills were not sent out until mid November. The District has seen several large collections in early December.

**OAK PARK AND RIVER FOREST HIGH SCHOOL DISTRICT 200**  
**Monthly Financial Statements**  
**November 2010**

**Illinois Municipal Retirement/Social Security Fund**

	<u>Audited</u>	<u>Fiscal to Date</u>		<u>Original</u>	<u>Fiscal to Date</u>	
	<u>2009-2010</u>	<u>November 30</u>	<u>%</u>	<u>Budget</u>	<u>November 30</u>	<u>%</u>
		<u>2009</u>		<u>2010-2011</u>	<u>2010</u>	
<b>Receipts</b>						
Property Taxes	2,362,524	461,969	19.6%	2,314,608	57,565	2.5% 1
Other Local Sources	106,550	15,152	14.2%	79,730	4,786	6.0%
	<u>2,469,074</u>	<u>477,121</u>	<u>19.3%</u>	<u>2,394,338</u>	<u>62,351</u>	<u>2.6%</u>
<b>Expenditures</b>						
General Instruction	336,245	96,851	28.8%	414,745	114,209	27.5%
Special Education	190,309	52,779	27.7%	224,800	58,068	25.8%
Vocational Programs	26,406	10,546	39.9%	25,273	6,155	24.4%
Interscholastic Programs	109,477	36,942	33.7%	121,161	39,128	32.3%
Summer School	9,143	5,254	57.5%	9,844	5,357	54.4%
Drivers Education	5,560	1,564	28.1%	9,239	1,866	20.2%
Other Instructional	1,241	341	27.5%	1,232	340	27.6%
Support Svcs. - Pupil	336,130	102,063	30.4%	393,359	111,109	28.2%
Support Svcs. - Admin.	824,926	326,976	39.6%	898,271	330,755	36.8%
	<u>1,839,437</u>	<u>633,316</u>	<u>34.4%</u>	<u>2,097,924</u>	<u>666,987</u>	<u>31.8%</u>
Change in Fund Balance	629,637	(156,195)		296,414	(604,636)	
Beginning Balance	<u>1,323,641</u>	<u>1,323,641</u>		<u>1,953,278</u>	<u>1,953,278</u>	
Ending Balance	<u>1,953,278</u>	<u>1,167,446</u>		<u>2,249,692</u>	<u>1,348,642</u>	

1. Property tax bills were not sent out until mid November. The District has seen several large collections in early December.

**Capital Projects Fund**

	<u>Audited</u>	<u>Fiscal to Date</u>		<u>Original</u>	<u>Fiscal to Date</u>	
	<u>2009-2010</u>	<u>November 30</u>	<u>%</u>	<u>Budget</u>	<u>November 30</u>	<u>%</u>
		<u>2009</u>		<u>2010-2011</u>	<u>2010</u>	
<b>Receipts</b>						
Other Local Sources	-	-	N/A	300,000	388	0.1%
	-	-	N/A	300,000	388	0.1%
<b>Expenditures</b>						
Support Svcs. - Business	-	-	N/A	1,910,000	1,026,257	53.7%
	-	-	N/A	1,910,000	1,026,257	53.7%
<b>Other Sources/(Uses)</b>						
Transfers	-	-	N/A	1,610,000	1,610,000	100.0% 1
	-	-		1,610,000	1,610,000	
Change in Fund Balance	-	-		-	584,131	
Beginning Balance	-	-		-	-	
Ending Balance	-	-		-	584,131	

1. Transfer from O&M fund to establish the Capital Projects fund per the budget.

**OAK PARK AND RIVER FOREST HIGH SCHOOL DISTRICT 200**  
**Monthly Financial Statements**  
**November 2010**

**Working Cash Fund**

	<u>Audited</u> <u>2009-2010</u>	<u>Fiscal to Date</u> <u>November 30</u> <u>2009</u>	<u>%</u>	<u>Original</u> <u>Budget</u> <u>2010-2011</u>	<u>Fiscal to Date</u> <u>November 30</u> <u>2010</u>	<u>%</u>
<i>Receipts</i>						
Property Taxes	1,091,083	218,524	20.0%	1,045,305	29,503	2.8% 1
Other Local Sources	129,470	75,854	58.6%	69,485	19,428	28.0%
	<u>1,220,553</u>	<u>294,378</u>	<u>24.1%</u>	<u>1,114,790</u>	<u>48,931</u>	<u>4.4%</u>
<i>Expenditures</i>						
Transfers	-	-	N/A	-	-	N/A
	<u>-</u>	<u>-</u>	<u>N/A</u>	<u>-</u>	<u>-</u>	<u>N/A</u>
<i>Other Sources/(Uses)</i>						
Principal on Bonds Sold	1,000,000	-	0.0%	-	-	N/A
Transfers	(1,000,000)	-	0.0%	-	-	N/A
	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	
Change in Fund Balance	1,220,553	294,378		1,114,790	48,931	
Beginning Balance	<u>5,300,950</u>	<u>5,300,950</u>		<u>6,521,503</u>	<u>6,521,503</u>	
Ending Balance	<u>6,521,503</u>	<u>5,595,328</u>		<u>7,636,293</u>	<u>6,570,434</u>	

1. Property tax bills were not sent out until mid November. The District has seen several large collections in early December.

**Tort Immunity Fund**

	<u>Audited</u> <u>2009-2010</u>	<u>Fiscal to Date</u> <u>November 30</u> <u>2009</u>	<u>%</u>	<u>Original</u> <u>Budget</u> <u>2010-2011</u>	<u>Fiscal to Date</u> <u>November 30</u> <u>2010</u>	<u>%</u>
<i>Receipts</i>						
Property Taxes	1,263,583	257,621	20.4%	1,104,552	30,579	2.8% 1
Other Local Sources	38,162	19,994	52.4%	20,076	5,146	25.6%
	<u>1,301,745</u>	<u>277,615</u>	<u>21.3%</u>	<u>1,124,628</u>	<u>35,725</u>	<u>3.2%</u>
<i>Expenditures</i>						
Support Svcs. - Admin.	869,427	627,031	72.1%	1,121,112	653,654	58.3%
	<u>869,427</u>	<u>627,031</u>	<u>72.1%</u>	<u>1,121,112</u>	<u>653,654</u>	<u>58.3%</u>
Change in Fund Balance	432,318	(349,416)		3,516	(617,929)	
Beginning Balance	<u>1,917,776</u>	<u>1,917,776</u>		<u>2,350,094</u>	<u>2,350,094</u>	
Ending Balance	<u>2,350,094</u>	<u>1,568,360</u>		<u>2,353,610</u>	<u>1,732,165</u>	

1. Property tax bills were not sent out until mid November. The District has seen several large collections in early December.

**OAK PARK AND RIVER FOREST HIGH SCHOOL DISTRICT 200**  
**Monthly Financial Statements**  
**November 2010**

**Dental Self Insurance Fund**

	<u>Audited</u> <u>2009-2010</u>	<u>Fiscal to Date</u> <u>November 30</u> <u>2009</u>	<u>%</u>	<u>Original</u> <u>Budget</u> <u>2010-2011</u>	<u>Fiscal to Date</u> <u>November 30</u> <u>2010</u>	<u>%</u>
<i>Receipts</i>						
Insurance Premiums	409,548	127,124	31.0%	452,853	126,235	27.9%
Other Local Sources	3,680	2,176	59.1%	2,000	447	22.4%
	<u>413,228</u>	<u>129,300</u>	31.3%	<u>454,853</u>	<u>126,682</u>	27.9%
<i>Expenditures</i>						
Staff Services	407,364	131,983	32.4%	452,853	139,659	30.8%
Change in Fund Balance	5,864	(2,683)		2,000	(12,977)	
Beginning Balance	143,399	143,399		149,263	149,263	
Ending Balance	<u>149,263</u>	<u>140,716</u>		<u>151,263</u>	<u>136,286</u>	

**Medical Self Insurance Fund**

	<u>Audited</u> <u>2009-2010</u>	<u>Fiscal to Date</u> <u>November 30</u> <u>2009</u>	<u>%</u>	<u>Original</u> <u>Budget</u> <u>2010-2011</u>	<u>Fiscal to Date</u> <u>November 30</u> <u>2010</u>	<u>%</u>
<i>Receipts</i>						
Insurance Premiums	4,732,751	1,772,630	37.5%	5,577,698	2,374,554	42.6%
Other Local Sources	52,274	30,613	58.6%	20,000	8,312	41.6%
	<u>4,785,025</u>	<u>1,803,243</u>	37.7%	<u>5,597,698</u>	<u>2,382,866</u>	42.6%
<i>Expenditures</i>						
Staff Services	4,541,907	1,265,019	27.9%	5,577,698	1,601,631	28.7%
Change in Fund Balance	243,118	538,224		20,000	781,235	
Beginning Balance	1,594,968	1,594,968		1,838,086	1,838,086	
Ending Balance	<u>1,838,086</u>	<u>2,133,192</u>		<u>1,858,086</u>	<u>2,619,321</u>	

**Self-Insurance Workers' Comp Fund**

	<u>Audited</u> <u>2009-2010</u>	<u>Fiscal to Date</u> <u>November 30</u> <u>2009</u>	<u>%</u>	<u>Original</u> <u>Budget</u> <u>2010-2011</u>	<u>Fiscal to Date</u> <u>November 30</u> <u>2010</u>	<u>%</u>
<i>Receipts</i>						
Insurance Premiums	-	-	N/A	-	-	N/A
Other Local Sources	-	-	N/A	-	-	N/A
Transfers	-	-	N/A	-	-	N/A
	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	
<i>Expenditures</i>						
Staff Services	-	-	N/A	-	-	N/A
Change in Fund Balance	-	-		-	-	
Beginning Balance	15,857	15,857		15,857	15,857	
Ending Balance	<u>15,857</u>	<u>15,857</u>		<u>15,857</u>	<u>15,857</u>	



***Oak Park and River Forest High School  
District 200***

*201 North Scoville Avenue • Oak Park, IL 60302-2296*

TO: Board of Education  
FROM: Cheryl L. Witham  
DATE: December 16, 2010  
RE: Youth Interventionist

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**BACKGROUND**

Gavin Morgan and David Boulanger, from the Oak Park Township Youth Services gave a presentation at the December 7<sup>th</sup> Finance Committee meeting.

**SUMMARY OF FINDINGS**

Attached are the documents they provided.

**RECOMMENDATIONS (OR FUTURE DIRECTIONS)**

MOTION: To accept the proposal as presented.

ROLL CALL VOTE

AGENDA ITEM VIII. D.

**Interventionist Client Evaluation****Township Youth Services 10/18/10**

The Interventionists complete a quarter evaluation report for each client that is broken down into twelve areas. Each area represents a crucial aspect of a client's life that determines personal safety, mental health, educational standing, etc. See the form below followed by the description of each area and rating scale. From the ratings in the 12 areas, an average is generated that determines the client's risk factor – high, moderate or low. Client progress in lowering their risk factor determines the client's success in the program. The goal is to improve client and client family life. Client data and action records have been collected for the past 10 years to both evaluate the program and improve the techniques used in client and family interactions.

**Youth Services, Oak Park and River Forest Townships  
Evaluation Form***To be completed within four weeks of initial contact*

Interventionist Name: \_\_\_\_\_

Client # \_\_\_\_\_

**Key: 0 – 10 scale 0 = weak to 10 = strong**

<b>Areas of Evaluation</b> <i>Date of each evaluation to be filled in ----&gt;</i>	<b>Initial Date</b>	<b>*Sept. 30<sup>th</sup></b>	<b>*Dec. 31<sup>st</sup></b>	<b>March 31<sup>st</sup></b>	<b>*June 30<sup>th</sup></b>
Family					
School					
Peer Relations					
Self-Assessment					
Community Connections					
Substance Abuse					
Free Time					
Role Model					
Entertainment					
Primary Relationships					
Attitude toward Race Relations					
Police Contacts					
Risk Factor: No Risk (NR) Low Risk (LR) Moderate (M) High Risk (HR)					
Other					

**\*Evaluations are due one week prior to dates above.**

Chronological record of interventionist actions:

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**Oak Park Township Youth Services  
Definition Scale**

0-3 = High risk  
4-7 = Moderate risk  
8-10 = Low risk

**FAMILY**

**Overall stability of the family including financial, physical/mental health, supervision of youth, communication skills, frequency of time spent together, and the ability to deal with conflict taking into account frequency, content, and solution when giving a score.**

- 0-3    Conflictual, poor supervision, poor communication, neglect, abuse, drugs, violence, extreme terminal/chronic illness, financial, legal problems, over crowding, gang.
- 4-7    Sometimes conflictual, adequate supervision, sometimes communication problems, some chronic health, financial, legal.
- 8-10    Good relationship, no violence, does things as family, parent(s) are involved, minor health, financial, no legal.

Note: All things being good someone with terminal/chronic illness will at least be in the 4-7 range.

**SCHOOL**

**Overall school performance including attendance, grades and disciplinary problems. Relationship to school staff is a secondary criterion.**

- 0-3    Poor attendance (below 85%), frequent tardiness, low grades (D/F), frequent discipline problems and/or 1 or more serious offense such as fighting, stealing, substance related offenses, or gang representation; on behavioral contract, been suspended and/or expelled, can be on IEP, poor relationship or no connection with school personnel; has ideation/threats to harm.
- 4-7    Some connection with school, attendance is between 85-95%, some tardiness, grades are C's and above, infrequent disciplinary issues for minor offenses such as inappropriate attire, gambling, refusal to identify self, or disruptive behavior; can be on IEP.
- 8-10    Connected with school through sports, clubs, dances, attendance is 95% or better, trusts at least one adult, can be of IEP, no discipline record for at least 6 months.

**PEERS**

**Who/whom does the client spend most of his/her time with.**

- 0-3    Identifies with gangs/SA/or violent groups, looks up to peers for one of these characteristics, handles conflict by fighting or malicious manipulation, illegal activity, friends are violent or has no friends.

- 4-7 Identifies with non-violent groups or is on the fringes of violence/using groups or positive group; group is not well known in the community, tattoos and piercings are minimal, handles conflict by using non-violent conflict resolution (the exception to this is self-defense). Variety of friends, stable relationships with some friends and non-stable with others, change of peer group every couple of months.
- 8-10 Same as above but is not on fringes of violent/using group; group is well known for positive activities or behavior. Range of different friends and associates. Has stayed in the same peer group for at least 1 year. Likes people and are likeable.

#### **SELF-ASSESSMENT**

**The ability to accurately evaluate self, plans for the future, and takes steps toward that future.**

- 0-3 Can't identify strengths, lack of self-awareness, no goals, sees no future, no dream.
- 4-7 Can identify a few strengths, some goals, unsure future, has dreams but is not taking steps to achieve the dreams.
- 8-10 Can identify many strengths, goals with planned future and taking steps to reach dreams.

#### **COMMUNITY CONNECTIONS**

**The number, quality, and kinds of ties to the community.**

- 0-3 No ties to community, doesn't attend events, unable to identify non-family support in the community (e.g. friends and neighbors), does not belong to any community organizations.
- 4-7 Has been in the community for at least 1 year, sees the community in a positive light, some ties to the community, attend some events, able to identify non-family support in the community (e.g. friends and neighbors).
- 8-10 Many ties to the community, can identify two or more resources in at least one or more of the categories (community ties, events, non-family ties, membership in organizations) previously mentioned.

#### **DRUGS AND ALCOHOL**

**Exposure to and taking of illicit substances, the effect substances have had on life, and attitude/beliefs towards use.**

- 0-3 Uses substances regularly or experimentation with cocaine, heroine, etc., patterned use, denial, use has had negative effects on life, has had cravings.
- 4-7 Has experimented 1-2x's with alcohol or marijuana but no patterned use, no negative effects on life, smokes cigarettes regularly but does not use anything else.
- 8-10 Does not use (includes cigarettes), never tried it, has no desire to try it and views illicit substances as harmful; non-use confirmed by collateral sources.

### FREE TIME

How spends free time.

- 0-3 Unplanned free time, excessive time spend on internet, video games, TV, hobbies, and spends majority of free time involved in harmful, risk-taking activities.
- 4-7 Plans and spends some free time in organized, constructive activities such as sports, arts, hobbies, clubs, etc. Also spends time unplanned in passive non-social activities such as, TV, video games, Internet, etc. Overly structured free time.
- 8-10 Organizes free time, involved in positive planned hobbies, social events, and other healthy activities. Engages in a range of activities solo, w/friends, w/family etc. Balances free time, responsibilities and self.

### ROLE MODEL

People they want to be like and the qualities they admire.

- 0-3 No role models or negative role model. Looks up to/admires negative, criminal, dangerous behaviors.
- 4-7 Has at least one role model/hero/family member, etc., which they want to emulate/admire for some positive trait(s).
- 8-10 Can readily identify more than one role model/hero. Names gender/race specific role model they identify with and have a range of responses.

### ENTERTAINMENT

Types and forms of media entertainment that they engage in.

- 0-3 Music, videos, web-sites, video games, movies, etc., that portray, simulate or promote violence. Material/content is extremely violent, pornographic/highly sexualized. Likes only 1-2 forms of entertainment (ex: music and video games).
- 4-7 Entertainment is neutral or some mix of violent/non-violent content. Socially acceptable violence (ex. South Park, most PG-R videos/movies, network shows, Playboy), likes 3-4 types of activities in this category.
- 8-10 Well-rounded mix of age appropriate activities/entertainment.

### PRIMARY RELATIONSHIPS

Who are they really close to?

- 0-3 Not close to any adult/family member. Is close to peers/adults involved in illegal/harmful activities (i.e. gang, drug activity, violence, etc.)
- 4-7 Trusts at least one adult and/or one positive friend. Can count on someone.
- 8-10 Have at least 2 adults and/or 2 positive friends they can trust and count on. Works through difficult times in relationships as opposed to changing friends.

## **RACE RELATIONSHIPS**

### **Attitude towards race relations**

- 0-3 Racist beliefs, ties to hate groups, violent action/language towards others based on stereotypes, strongly avoids association with certain group(s), openly uses racial slurs. Example: Calls racial names to the face of others.
- 4-7 Has prejudices but does not consciously act on them, may not be aware of own prejudices or denies having prejudices. Example: Might tell or laugh at racial jokes/comments.
- 8-10 Challenges own and others stereotypical beliefs. Example: Confronts racial jokes/comments.

## **POLICE CONTACTS**

### **Frequency and quality of police interactions and types of legal consequences.**

- 0-3 Knows officers because of illegal activity, have been arrested, on supervision, probation; have been ticketed, violent interactions, referred to T.I.M.E. program, station adjustments; and/or detained for any reason.
- 4-7 No arrests. May have been questioned or stopped, no tickets other than traffic violations.
- 8-10 Can't name any police for any reason; or know police in positive way (I-SEARCH, DARE, SRO's, RBO's etc.) Never been stopped or questioned.

## **OTHER**

Just in case something doesn't fit at all into any category but is determined valuable to rate and track. (Which has yet to occur).

11/1/2010

**Review of the Youth Interventionist Program Origins, Rationale and Cost Sharing**  
**Prepared by David Boulanger, Oak Park Township Supervisor, 10/23/10 Intgov. Comm.**

**A review in 2010 is timely.**

Fourteen years ago the eleven Oak Park and River Forest taxing units signed an Intergovernmental Agreement to form a Youth Interventionist Program hosted by Oak Park Township. Every two years, all unit boards have voted, almost unanimously, to continue the agreement and share the funding. All units have supported the program as effective in limiting the influence on our youth of drugs, gangs and violence and intervening with at-risk youth as needed.

In 2010 under new financial pressure, some of the units have asked for a review of the shared funding formula and questioned the program's relationship to their unit's mission. In response, Oak Park Township has committed to complete this fall a review of the program's rationale and funding formula. Unit specific service needs and delivery will also be considered.

**The Youth Interventionist Program had its origins in serious, violent incidents.**

Gangs, and the crime, drugs and violence that accompany them, impact Oak Park and River Forest due to the proximity to Chicago and other nearby communities where gangs are an established reality. Oak Park and River Forest are fortunate to not have identifiable gang territories, but both communities have gang members operating and recruiting associates with attractive offers of drugs, money, and a supportive group of "friends."

The Gang and Drug Task Force of Oak Park and River Forest, established in 1995, created the Gang Prevention/Intervention Program to address the threat of street gangs and the victimization of youth. Several violent incidents had been attributed to gangs, and in August 1995, the community had its first – and so far, only – drive-by shooting. This incident occurred at a junior high school (now Julian Middle School) and was followed by the gang-related beating and subsequent death of a teenager a few blocks away.

Within a month of the violent events, all 11 local taxing bodies in Oak Park and River Forest, along with representatives of the non-profit and private sector, held their first meeting. An Intergovernmental Agreement created the Interventionist program to support the hiring of two full-time interventionists to work with young people and their families. The agreement and cooperative funding ensured (1) Broad community commitment to cooperative action, (2) Shared information among all entities on specific incidents and youth cases, (3) Immediate access by each unit to services and a direct voice in practices and (4) Accountability through regular reporting and periodic contract renewal.

**Public safety remains a key issue.**

At the September 7, 2010, Oak Park Council of Governments (COG) briefing on Public Safety, Chief Tanksley of the Oak Park Police Department reported on gang influence in Oak Park. He stated that Oak Park is "safe" for some gang leaders to live here, because there is no turf claimed or held by any gang, and thus, no turf competition. Oak Park is targeted for gang-related "business" because of its openness and affluence. A small group is responsible for most theft and drug dealing. Gang members will try to intimidate other gang members, which can lead to retaliation attempts. Individual youth will be targeted, not near the high school, but a few blocks away, usually in some kind of confrontation or fight, more often now female on female. Whether gang related or not, incidents involving youth account for 70-80% of police contacts.

### **Research supports a collaborative approach.**

Drug-use prevention is an important part of the public school mission. The argument for mission inclusion applies to all units that serve youth clientele. The mission includes, by close association, the prevention of the drug trade with its gang activity and violence.

The case for a wide community acceptance of this mission was made again in a recent report, "Youth Substance Use Interventions: Where Do They Fit into a School's Mission?" by the UCLA Center on Mental Health in Schools, Summer, 2010. The following excerpt is from the full report available at <http://smhp.psych.ucla.edu/pdfdocs/subintervent.pdf>.

"By working collaboratively and differentiating the causes of observed problems, schools and communities can ... counter the trend to establish initiatives in terms of separate categories that lead to a host of fragmented and too often ineffective programs and services. ... To guide development of a systemic approach, we have suggested using a continuum of integrated school-community intervention systems as a unifying framework. This includes school-community subsystems for promoting healthy development, preventing problems, intervening early to address problems as soon after onset as is feasible, and addressing chronic and severe problems. Across the country, pioneering work to enhance student-and-learning supports heralds movement toward a comprehensive system. ... We anticipate more and more movement in this direction at state, regional, district, and school levels."

### **Oak Park Township has a primary role.**

Oak Park Township provides primary housing and funding for youth services in Oak Park and by intergovernmental agreement for River Forest. It houses the Youth Interventionist program, since it is the unit of government with youth services (provided in state statutes) and the most direct, out-of-school experience with:

- (1) *Leadership in collaborative action* among all community agencies in contact with youth clientele at-risk of falling into drug, gang or violent behavior patterns;
- (2) *Confidential information gathering* on youth behavior incidents and patterns that threaten other youth, public safety and the sense of community control and well-being;
- (3) *Prevention* through parent and community education, staff training in organizations with a youth mission and direct contact with youth, and
- (4) *Intervention* with highly focused guidance and contact with individual at-risk youth and the responsible adult(s) in their lives.

### **Cost sharing is a commitment by all units to address a critical community need.**

Cost sharing means that all government units in both villages participate at some financial level to show their serious commitment to a common mission and unified action to:

- (1) *Address collaboratively this special threat* to community security, family life and future stability;
- (2) *Ensure a direct voice by each unit* in Interventionist goals and activities through the cooperative, binding relationship of contracted staff or consultants; and
- (3) *Ensure accountability to each unit* on the activities and effectiveness of Interventionist through regular reporting and periodic contract renewal.

### **Cost sharing is the most efficient use of funds.**

Sharing the cost adds a highly trained, committed, responsive team to each unit's support staff. With this program, each unit is able to provide services to its own staff, youth clientele and the community at large not possible by the unit alone.



**The cost-sharing model cannot be “fee for service.”**

Cost sharing will work only if all units accept the primacy of the common mission. Specific services are provided to each unit as needed and requested, but secondarily to the common mission. Basing costs on the varying needs for specific services will quickly defeat the interventionist model. Mutual assistance through a shared interventionists team must be the fully embraced common goal.

**Oak Park and River Forest townships will carry the primary costs.**

Given the primacy in their missions and the history of cost sharing, Oak Park Township, with River Forest Township as a contractual partner, will continue funding the basic office overhead and administrative services not covered in the past cost sharing formula. That cost is estimated at \$70,000 to \$100,000 per year. The townships recognize that the youth interventionist goal is best accomplished through having one central location for staffing, coordination, information gathering and general administration.

**Cost sharing should be simple and mutually supportive.**

The cost-sharing model proposed is based on each unit's general scope of responsibility to youth and the range of time in the typical year involved with those responsibilities. The model can work only if all units accept that specific services to any one unit will vary widely depending on where youth issues arise. In this model, no unit becomes identified or “blamed” as the center for “youth problems” due to the accident of where a behavior or incident occurs. Each unit works with the Interventionist to influence and manage youth behavior in its domain of youth contact, benefiting all units and the community at large.

The proposed funding model makes explicit and simplifies what appear to be the (unwritten) major assumptions in the previous distribution, namely: (1) The school districts share the chief communitywide responsibility for the education of youth; (2) The village governments enforce public laws with youth at all hours in both public and private places, most specifically through the police departments; (3) The townships serve all at-risk youth at all times and places in a cooperative relationship with all the other taxing units and assist families and private organizations as requested; (4) The park districts have a limited and largely passive mission with youth, providing specific outdoor spaces for seasonal recreation and play; and (5) The libraries also have a narrow mission with youth as a largely passive educational resource outside of school, mainly in one intensively used location in each community. All units have a clear mission of service to youth.

**Cost sharing is set at 69% Oak Park, 14% OPRF High School and 17% River Forest.**

**Oak Park and OPRF High School:** The different but equally broad roles and time responsibility of schools, villages and townships suggest a simple breakout of three equal partners: In Oak Park, the combined school districts are set at 22% = 11% for D97+ 11% for D200. River Forest would contribute 3% more to D200, making the D200 contribution 14% total. The Oak Park village and township shares are equal at 24% each. The Park District of Oak Park and Oak Park Public Library each have a 5% share due to their lesser scope and time-involvement with youth compared to the schools, village and township. Oak Park's total alone is 69%, making a total of 80% if its District 200 share of 11% is included. River Forest's contribution to District 200's share is 3% making the District 200 total of 14%.

**River Forest:** The 3% District 200 share added to the River-Forest-alone 17% share makes a 20% River Forest total, in line with its population share. A suggested breakout of the River

11/1/2010

Forest 17% similar to Oak Park's breakout of 69% is presented below in the "Proposed breakout" table. The "Current breakout" is also presented for comparison. (See pie charts below.)

**Current breakout in 2011- 2012 IGA: OP 70.05%, OPRFHS 11.95%, and RF 18.00%**

Unit	Percentage	2011	2012
Oak Park Township	19.00%	\$46,843.36	\$48,229.79
Village of Oak Park	28.24%	\$69,624.03	\$71,684.70
OP Elementary D97	11.95%	\$29,462.01	\$30,334.00
Park District OP	5.43%	\$13,387.34	\$13,783.57
OP Public Library	5.43%	\$13,387.34	\$13,783.57
OPRFHS D200	11.95%	\$29,462.01	\$30,334.00
RF Township	3.67%	\$9,048.17	\$9,315.97
Village of RF	7.32%	\$18,047.02	\$18,581.17
RF Elementary D90	3.67%	\$9,048.17	\$9,315.97
RF Park District	1.67%	\$4,117.29	\$4,239.15
RF Public Library	1.67%	\$4,117.29	\$4,239.15
<b>Total</b>	<b>100.00%</b>	<b>\$246,544.00</b>	<b>\$253,841.00</b>

**DRAFT Proposed breakout for 2012 IGA: OP 69%, OPRFHS 14%, and RF 17%,**

<i><b>Oak Park Portion</b></i>		<u>Proposed Breakout</u>		
Unit	Current 2012 Percentage	Percentage	New 2012 Amount	Change
Oak Park Township	19.00%	24%	\$60,922	+\$12,692
Village of Oak Park	28.24%	24%	60,922	<10,762>
OP Elementary D97	11.95%	11%	27,922	<2,412>
Park District OP	5.43%	5%	12,692	<1,092>
OP Public Library	5.43%	5%	12,692	<1,092>
<b>Oak Park Total</b>	<b>70.05%</b>	<b>69%</b>	<b>\$175,150</b>	<b>&lt;2,666&gt;*</b>

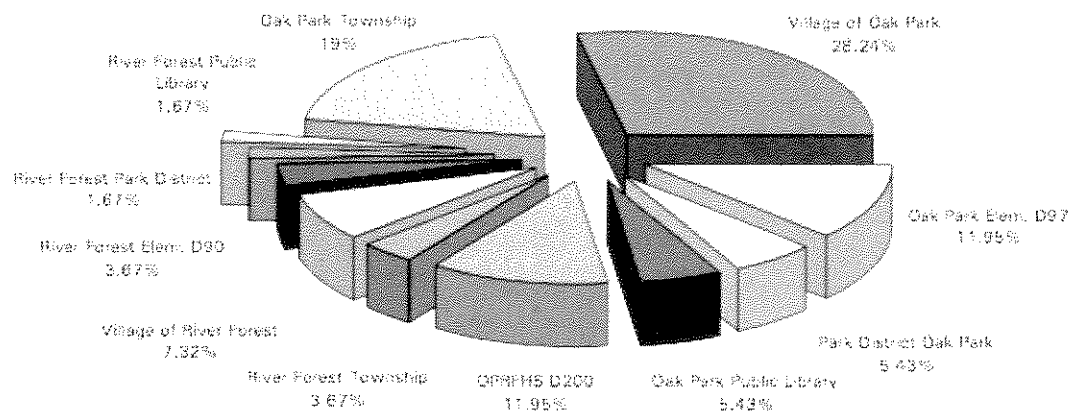
<i><b>High School Portion</b></i>		<u>Proposed Breakout</u>		
Combined OPRF Unit	Current 2012 Percentage	Percentage	New 2012 Amount	Change
<b>OPRF High School D200</b>	<b>11.95%</b>	<b>14%</b>	<b>\$35,538</b>	<b>+ \$5,204*</b>

<i><b>River Forest Portion</b></i>		<u>Proposed Breakout</u>		
Unit	Current 2012 Percentage	Percentage	New 2012 Amount	Change
RF Township	3.67%	4.5%	\$11,422	+\$2,106
Village of RF	7.32%	6.5%	16,500	<2,081>
RF Elementary D90	3.67%	3.0%	7,615	<1,701>
RF Park District	1.67%	1.5%	3,808	<431>
RF Public Library	1.67%	1.5%	3,808	<431>
<b>RF Total</b>	<b>18.00%</b>	<b>17.0%</b>	<b>\$43,153</b>	<b>&lt;\$2,538&gt;*</b>

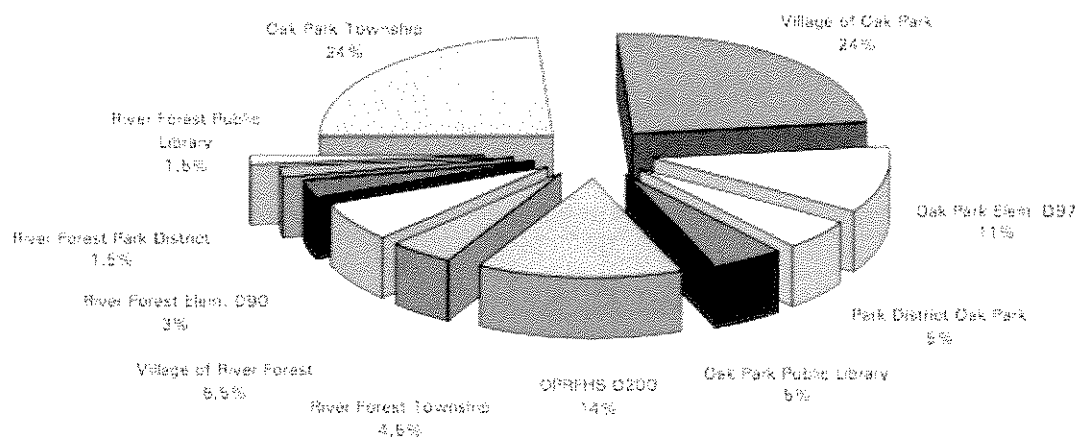
\* OPRFHS's increase of 2% (+\$5204) comes from the 1% <\$2,666 > change in District 97's share and 1% <\$2,538> change in the share across the five other River Forest units.

# **YOUTH INTERVENTIONIST INTERGOVERNMENTAL AGREEMENT** **Oak Park and River Forest**

**CURRENT BREAKOUT**  
**2012 Funding Distribution**



**PROPOSED BREAKOUT**  
**2012 Funding Distribution**



**Oak Park Township – Youth Interventionist Program Description**  
**Prepared by Gavin Morgan, Township Manager, 10/18/10**

There have been some questions about the practical/operational side of the Youth Interventionist Program, including development of the budget, billing for actual costs, the structure of the program, and the services provided. Following is a description of each of these areas, along with a summary of the Intergovernmental Agreement for the Youth Interventionist Program.

**BUDGET**

The Township develops the budget for the Youth Interventionist Program (Appendix A), in conjunction with the Township's annual budget. The major portion of the budget relates to personnel costs, with 94.5% of the Youth Interventionist budget covering salaries and benefits for three staff members. Each year, the Township bases changes to salaries on changes to the Consumer Price Index and on merit increases. The Township does not have collective bargaining units, and no contractual obligations to increase salaries. Operational budget line items are based on reasonable expectations of annual expenditures to achieve the objectives of the program.

Once staff has developed budget recommendations, they present them to the Youth Services Committee, and then to the Township Board. The Township Board considers the recommendations as part of the overall budget process for the Township, including a period for public comment and a public hearing.

The Youth Interventionist budget represents 32% of the Youth Services budget overall. In addition to the interventionists, the Youth Services Department provides programs that support, youth development and advocacy, information and referral for services beneficial to youth, and violence prevention. The Township, through the Youth Services Committee, also supports youth in the community through contracts with youth serving agencies to provide that provide direct services.

Partners in the Intergovernmental Agreement do not pick up any of the costs for the Youth Services Department outside of those directly related to the Youth Interventionist Program. In addition to its share of the direct costs for the program, the Township covers approximately \$70,000 to \$100,000 of the indirect costs associated with hosting the interventionists, including personnel costs for the Youth Services Director and administrative staff, rent and utilities, and office equipment.

**BILLING**

Township Youth Services bills the Intergovernmental Agreement participants for actual expenses of the program on a quarterly basis. Invoices are distributed mid-month following the end of each quarter based on actual costs. Oak Park Township calculates the amounts using the expenditure reports from each month and works with individual agencies as necessary to meet their timing needs. Following is the quarterly schedule for billing.

11/1/2010

#### **QUARTER**

1<sup>st</sup> Quarter: July 1<sup>st</sup> to September 30<sup>th</sup>  
2<sup>nd</sup> Quarter: October 1<sup>st</sup> to December 31<sup>st</sup>  
3<sup>rd</sup> Quarter: January 1<sup>st</sup> to March 30<sup>th</sup>  
4<sup>th</sup> Quarter: April 1<sup>st</sup> to June 30<sup>th</sup>

#### **BILL SENT**

Mid-October  
Mid-January  
Mid-April  
Mid-July

The Township bills its partners in the Intergovernmental Agreement only for actual expenses incurred during the quarter for the Youth Interventionist program; for example, if the program is not fully staffed for a period, we will not bill for the salary of any vacant position. The Township also does not charge any overhead or other marginal costs of the program to the partnership.

#### **STRUCTURE**

Two interventionists and a supervisor staff the Youth Interventionist program. The Township Youth Services Director oversees the operations of the program and reports to the Township Manager. Youth Interventionist staff members are full-time direct employees of the Township. The Township Youth Services Committee, which is appointed by the Township Supervisor with the advice and consent of the Township Board, works closely with the Youth Services Department monitoring the activities and results of the Youth Interventionist Program. On a monthly basis, Youth Services distributes a report on Youth Interventionist activities to all of the bodies participating in the Intergovernmental Agreement.

#### **SERVICES**

The Youth Interventionists provide individual and family treatment to youth involved in or at risk of becoming involved in gangs, drugs or violent activities, including assessment, counseling, crisis intervention, referrals to and consultation with other community agencies. In addition to these roles, the Youth Interventionist Program provides opportunities to collaborate with a variety of community agencies and resources to decrease risk and connect identified families with appropriate, long-term services. Youth Interventionist Program staff is also available to serve as consultants for particular issues or locations and to provide training for staff. Staff also participates in various committee/council meetings, task forces, and networking opportunities throughout the community.

#### **INTERGOVERNMENTAL AGREEMENT**

The agreement itself lays out roles for the Township as well as other participants of the Intergovernmental Agreement from both Oak Park and River Forest, as represented by the Councils of Government (COG) in each community. The agreement also includes job descriptions for the Interventionist Supervisor and the Interventionists as well as the complete budget for the program.

In addition to contributing to the direct costs of the program as noted in the Intergovernmental Agreement, Oak Park Township houses the interventionists and provides administrative and other support to ensure that the program meets its objectives. The agreement commits the other participating government units “to work collaboratively and cooperatively in the common interest of reducing youth gangs, drugs, and violence” as well as to discussing the program at regular COG meetings in each community and meeting together as a group of all participants annually.

## APPENDIX A

## Youth Interventionist Program Budget

	FY 09 Actual	FY 10 Final Budget	FY 10 Actual	FY 11 Budget
<b>YOUTH INTERVENTIONISTS</b>				
<b>Personnel Services</b>				
Employee Salaries	<u>139,899</u>	<u>146,247</u>	<u>134,354</u>	<u>151,159</u>
<b>TOTAL Personnel Services</b>	<b>139,899</b>	<b>146,247</b>	<b>134,354</b>	<b>151,159</b>
<b>Fringe Benefits</b>				
FICA Expense	10,386	11,188	9,995	11,564
Illinois Municipal Retirement Fund	10,671	11,345	10,346	14,950
Flexible Benefit Plan	113	658	28	66
Health and Life Insurance	<u>35,744</u>	<u>37,992</u>	<u>38,941</u>	<u>55,472</u>
<b>TOTAL Fringe Benefits</b>	<b>56,914</b>	<b>61,183</b>	<b>59,310</b>	<b>82,052</b>
<b>Operating Costs and Services</b>				
Activities, Program Support, Supplies	1,442	2,500	1,486	2,500
Staff Recruitment	-	100	49	100
Office Supplies	246	250	-	250
Dues and Subscriptions	-	100	129	100
Duplication and Printing	177	300	1,507	120
Insurance - Liability	1,594	1,468	150	1,550
Postage, Delivery, Messenger Services	-	150	-	-
Professional Consultation	600	2,000	-	2,000
Travel and Training	3,866	6,000	819	6,000
Workers Compensation	<u>743</u>	<u>789</u>	<u>735</u>	<u>763</u>
<b>TOTAL Operating Costs and Services</b>	<b>8,668</b>	<b>13,657</b>	<b>4,875</b>	<b>13,383</b>
<b>External Contracts/Programs</b>				
Program Development (YCF)	-	<u>10,000</u>	-	*
<b>TOTAL External Contracts/Programs</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>-</b>
<b>TOTAL Youth Interventionists</b>	<b>205,481</b>	<b>231,087</b>	<b>198,539</b>	<b>246,594</b>

\*Moved from Youth Interventionists to Youth Development & Advocacy in FY 11.

## **Youth Interventionist Program – Services**

### **October 21, 2010**

The Township's Interventionist Program staff have advanced degrees and specialized training in education, criminal justice, law enforcement, intelligence gathering, substance abuse, violent youth/adults, therapy/counseling, PTSD, training, instructional design, crisis intervention and de-escalation as well as skills in mediation and negotiation. Through the Youth Interventionist Program, they provide the following services to individuals, families, agencies, and community organizations in Oak Park and River Forest.

#### **TRAINING**

- ◆ Anti-bullying training and presentations (Olweus Program)
- ◆ Prevention, identification, and response to issues of gangs, drugs, and violence

#### **CONSULTING**

- ◆ Consult with private therapist, agencies (public and private, profit and non-profit), parents, law enforcement, courts, probation officers, the States Attorney's office and city, state and federal agencies on issues of substance abuse, violence, and gangs
- ◆ Community and neighborhood problem solving, education, and training
- ◆ Advise partner agencies on staffing patterns, incident response, facility security, and safety procedures and protocols

#### **INFORMATION/INTELLIGENCE**

- ◆ Work with various bodies to "connect-the-dots" to identify patterns of behaviors and incidents
- ◆ Gang and drug intelligence, including drug availability, types of drugs being used, and distribution points
- ◆ Assist in locating runaways
- ◆ Assist in identifying and locating individuals representing a threat to youth

#### **DIRECT INTERVENTION**

- ◆ Individual/family crisis intervention
  - hospitalization assessment
  - suicide assessment
  - drug assessment
  - trauma and grief counseling
- ◆ Incident-related crisis intervention (for example; school violence, suicide, etc.)
- ◆ Deescalating intergroup violence (keeping mob actions from occurring)
- ◆ On-site intervention at partner facilities in conjunction with partner staff
- ◆ Group work (life skills, anger management, gangs) with grade, middle and high school students
- ◆ Interventionist work specifically with youth who have behavioral disorders
- ◆ Individual and family counseling
- ◆ Casework

**From:** Bert Patania [<mailto:bpatania@oakparktownship.org>]

**Sent:** Thursday, October 14, 2010 5:42 PM

**To:** 'Albert Roberts, Superintendent District 97'; 'Anthony Ambrose'; 'Chief Tanksley, OPPD'; 'Chief Weiss, RFPD'; 'David Boulanger'; 'David Pope, President VOP'; 'Dee Brennan'; 'Dr. Thomas Hagerman, RF D90'; 'Gary Balling, OP Park District'; 'Greg White'; 'John Rigas, RF President'; 'Juliann Geldner, Pres. RF D90'; 'Mark Gartland, Pres., OP Park District'; 'Michael Sletten, RF Park District'; 'Nathaniel Rouse, OPRFHS D200'; 'Sophia Anastos, RF Library'; 'Steve Isoye, Superintendent OPRFHS'; 'Veronica Krawczyk' **Cc:** 'Robert Simmons'; 'Melissa Potrawski'

**Subject:** Director and Intervention Team Reports for Oak Park and River Forest

COG Members,

The Intervention Team took off running with the current school year. Referrals remain high. The current trend tends to be girl mob action in Oak Park (large girl fights) that usually start on the internet and spill over into school and on the streets. Marijuana use remains high among teens and readily available in both middle school and high school. Teens are using prescription drugs in combination with illegal drugs. The prescription drugs tend to be stolen from a friends house or from their own medicine cabinets and then sold. Youth are smoking marijuana, popping a variety of unknown prescription drugs and washing it down with alcohol. Very bad.

I believe a larger focus on prevention is key along with solid substance abuse services in town. That will be my professional push this year.

John and I have been working closely with the Parent Action Committee and the OPRFHS Citizen Council. There have been many meetings, Parent Café's, a Youth Café and even a march (front page of last week Oak Leaves). Lots of positive work with parents and the community. The Interventionist have been dealing with many crisis situations and are in constant motion. I am including information for the summer period and September. Please call or write if you have any questions.

This tempo is being felt all over town and with front line workers. Please take the time to check with staff and make sure they're ok, and don't forget to pat them on the back☺  
Much appreciated....

Good things,  
Bert Patania  
Intervention Team Supervisor  
708 445-2727x119

Attached below are the Client Demographic and Interventionist Supervisor's (Bert Patania) reports for July/August and September. Also attached to the COG report, but not included here, were the September and October Director's (John Williams) Reports on Youth services activities generally.





## Youth Intervention Program Client Demographics

For the period from 7/1/2010 through 8/30/2010  
Program Year Start Date: 07/01/2010

### Current Active Case Load

Total Cases to Date:	858	Active	43	Closed Cases this	6
New Cases this Year :	4	Passive	4		
New Cases this Period :	4	Closed	5		
		<b>Total:</b>	<b>53</b>		

### Interventionist Case Load

Interventionist	Status	No. of Cases	Total Cases	Maximum Case Load
Bert Petania	Active	8	9	10
Conchita Tamondong	Passive	1	1	25
Melissa Potrowski	Active	15		
	Passive	1		
	Closed	2	22	25
Robert Simmons	Active	15		
	Passive	2		
	Closed	4	21	25

### Client Demographics - Current Cases

Age Range	Gender		Residence		Ethnic Background	
<=7	Female	20	Oak Park	46	2 or more races	5
8-11	Male	33	River Forest	5	African-American	27
12-14		13			Caucasian	11
15-17		28			Hispanic	4
18 +		7	Own	20	Hispanic/Latin	2
Unknown		3	Rent	28	Other race	1
			Other	4		

Level of Risk Factor	Reasons for Referral
High Risk	History of Client Gang Affiliation 15 History of Client Substance Abuse 21
Little Risk	History of Family Gang Affiliation 6 History of Family Substance 25
Moderate	History of Violence 41

Note: Reasons for referral may total more than case load total due to multiple

Friday, September 10, 2010

**Oak Park and River Forest Townships  
Intervention Team Report  
July/August 2010**

The summer has been fairly mild in community youth challenges. The focus this summer has been to conduct weekly site visits to the parks in Oak Park and libraries in both towns. This has been going very well. The Interventionist also spend time with clients/parents during the summer period in order to continue positive relations before school starts. The support and development of the substance abuse Community/Parent Café's have been the focus of Bert from the Intervention Team as well as John Williams.

**Average Team Caseload for July/August 2010 Active/Passive Cases --**

***Maximum team caseload -- 50 clients***

Robert Simmons	19 Cases	Team	0 cases
Bert Patania	7 cases (8-10 Max.)	Pending cases	8 cases (TBD)
Melissa Petrawski	16 cases (20 Max.)		

**Team Highlights for July/August**

The Intervention Team continues to visit the Oak Park Library and River Forest Library during the summer period. The communication has been solid with administration, security and the staff at the libraries. No serious problems this summer.

Bert, Robert and Melissa each completed 24hours of specialized gang training at the National Gang Crime Research Convention. Melissa completed her basic Gang Specialist Certification, Robert is Expert Level and Bert is at the Professional Level. Bert doesn't know quite what that is and he's been through 'a lot' of training on this subject.

**Intervention Team**

**Bert Patania (Supervisor)**

Bert is actively working with both local Police Departments, Oak Park Park District and both community libraries to try to intervene with youth before they become a serious issue.

Bert's caseload this summer has been quiet. Two of his long term clients graduated high school. This was a big deal for one of those clients since he heard from quiet of few of her teachers that they believed that she would drop out of high school. This did not happen and this client actually graduated early. The other client is heading on to college. Bert is very happy with the results. He is very happy to see this client move on to college. Some questioned if this client would survive her adolescence. Bert usually tracks the clients for several months after graduation to make sure they have a good start. Both clients have been with Bert since 7<sup>th</sup> grade.

While some youth deny marijuana has a negative impact on their lives, many parents in both communities are taking a stance against substance abuse. Bert and Melissa had the pleasure of attending a parent's café training where parents were trained to conduct community cafés to begin the discussion on youth substance abuse in Oak Park and River Forest. Parents are committed to keeping themselves informed about their children's substance abuse, as well as, how to speak to their children about the pressure to use. John and Bert are working with Parents on this difficult issue and offering support and training on how to conduct community events and parent café's. John and Bert are also having meetings in homes with parents on this topic.

Bert assigned the Interventionist 2-3 site visits per week on an average for the summer period.. The weather has been challenging due to either the rain or heat. The Team did a great job with site visits and communicating



## Youth Intervention Program Client Demographics

For the period from 9/1/2010 through 9/30/2010  
Program Year Start Date: 07/01/2010

		<b>Current Active Case Load</b>			
Total Cases to Date:	858	Active	45	Closed Cases this	0
New Cases this Year :	9	Passive	2		
New Cases this Period :	3	Closed	2		
		<b>Total:</b>	<b>49</b>		

### Interventionist Case Load

Interventionist	Status	No. of Cases	Total Cases	Maximum Case Load
Bert Polania	Active	9	9	10
Melissa Potowski	Active	18		
	Closed	2	21	20
Robert Simmons	Active	17		
	Passive	2	19	20

### Client Demographics - Current Cases

Age Range	Gender		Residence		Ethnic Background		
<=7	1	Female	19	Oak Park	42	2 or more races	4
12-14	13	Male	30	River Forest	6	African-American	26
15-17	27					Caucasian	12
18 +	5					Hispanic	2
Unknown	3		Own	18		Hispanic-Latin	1
			Rent	28		Other race	1
			Other	4			

Level of Risk Factor	Reasons for Referral				
High Risk	15	History of Client Gang Affiliation	15	History of Client Substance Abuse	20
Moderate	11	History of Family Gang Affiliation	7	History of Family Substance	23
		History of Violence	39		

Note: Reasons for referral may total more than cases due to multiple

**Oak Park and River Forest Township**  
**Youth Intervention Team**  
**September 2010**

**Team Report**

The Intervention Team is off and running with challenging cases. The team is busy and is not often in the office at the same time. Between the high school, middle school, libraries and conducting home visits...the team spends a lot of time outside of the main office. If you see team members out and about in the community, say hello. Bert and John are paying attention to high activity and pacing of challenging cases for each staff member.

**Average Team Caseload for September 2010 Active/Passive Cases –**

***Maximum team caseload – 50 clients***

Robert Simmons – 19cases

Team – 0 cases

Bert Patania – 8 cases

Pending cases – 6 cases (TBD)

Melissa Potrawski – 18 cases

**Team Highlights for September**

- There has been an increase in referrals from various sources, primarily OPRFHS and Oak Park Police Department.
- Bert continues to work with security guards at Oak Park Library. Bert is conducting outreach for youth hanging out after school in Oak Park's main library.
- Robert continues to meet with his mentoring group monthly and provide consultation and guidance to the adult mentors in his mentoring group.
- Melissa has visited the after-school Connections Youth Program at River Forest Library. There has been an average of 15+ youth in attendance. The attendance seems a little down from last year.
- Services for referrals of drug-involved youth continue to increase. This is the primary reason for referral at the moment.
- John and Bert are collaborating with the Parent Action Committee and the OPRFHS Citizen Council for the Clean Mind Clean Spirit march and rally to take place October 3<sup>rd</sup>. Bert will reference this event below.

**Intervention Team**

**Bert Patania (Supervisor)**

The first full month of school has been tumultuous for some of Bert's clients. These stormy times have involved instances of violence/conflict with peers, drug use, familial conflict, legal charges filed and mental health issues. He is working with school staff, the legal system, community resources, the parents and the clients to help them move

through these difficulties with awareness and support in hopes of achieving the most advantageous outcomes. While these refer to a handful of his clients, there are some that have continued to show progress in academics, in their behavior at home and at school, and in their positive peer relations.

Bert is researching various trainings that can help to prepare the team to work with the students in more capacities. The trainings would, for example, cover topics like, creative therapies, drug recognition, empowerment for girls and boys, and community building strategies. With such education it is his hope to be able to foster a greater understanding and implementation of more effective approaches to prevention and intervention services in both communities.

Bert has been spending a lot of time working with all collaborative partners on several unregistered cases that are refusing help and services. Bert is sure that he can help these youth and families and is determined to hang in there with them through this chaotic and disruptive time. Bert and John teamed up to assist a family recently become homeless access medical, mental health, educational, food, clothing, shelter, and other desperately needed services— hard work. Great support from Maryanne Brown of Hephzibah Children's Association, as well as assistance from the Children's Clinic and District 97.

Collaboration between the Intervention Team and both Police departments continues to be strong. Bert is typically in weekly contact with SRO's and beat officers to keep a finger on troublesome youth in both Oak Park and River Forest. Bert has conducted several home visits with police officers this month with troubled youth and families.

Bert has been working closely with Melissa on her training as an Interventionist. Melissa has been to several trainings and started work with her clinical supervisor. Bert has teamed with Melissa to provide support and technical assistance on some very challenging high risk runaway/victim of sexual abuse cases in both communities. The Intervention Team is up to date on their gang certification and Bert will stress more on clinical aspects of the work as well as substance abuse counseling.

#### **Robert Simmons (Interventionist)**

Robert has started off the school year with a full caseload. He is meeting with clients at Brooks, Harbor, Hillside Academy, Joseph Academy, Julian, and O.P.R.F. High School. He is also working with students in District 97's Alternative Education Program.

Robert marched in the Clean Mind Clean Spirit rally on October, 3, 2010. Robert enjoyed marching with the large crowd and meeting new people. He also participated in some of the festivities at Scoville Park after the march.

Robert has noticed a slight increase in substance abuse referrals among middle school age clients. Majority of these clients are also chronic runaways. Robert has been working closely with parents to create safety plans during crisis.

**Melissa Potrawski (Interventionist)**

The beginning of the school year has been busy for Melissa. She continues to meet with clients at OPRFHS, Julian Middle School (OP), Roosevelt Middle School (RF), Longfellow, alternative schools Harbor and Academy Hillside.

Recently, Melissa has noticed a pattern of trauma among some of her clients. Of the 18 individuals she meets with, a quarter of them have been sexually abused. Among these individuals, most have either experimented with illegal substances or are actively using illegal substances – some “self-medicating” in response to previously untreated trauma. Melissa’s clients have said using drugs is a way to escape from the trauma they experienced. Melissa has been working closely with other professionals specializing in trauma in order to help her clients heal.

On October 3<sup>rd</sup> Melissa participated in the “Clean Minds, Clean Spirit” rally that marched through the Oak Park and River Forest communities. Melissa enjoyed participating in the rally, which encouraged parents in both communities to come together and address substance abuse among their teens. Melissa believes it is important for parents to take an active role in their child’s life, and seek the appropriate help when needed.

**Summary**

Relationships are strong in both communities. Both Police departments are feeling the weight of less staff and more work. The Intervention Team attempts to help as much as possible with the social work aspect in three school districts and outreach in two communities. All three school districts have had a good start and referrals remain constant. If you should have any questions, please call Bert at 708 445-2727x119.

*Oak Park and River Forest High School  
District 200  
201 North Scoville Avenue • Oak Park, IL 60302-2296*

TO: Board of Education  
FROM: Steven T. Isoye, Superintendent  
DATE: December 16, 2010  
RE: Policies

ACTION

Following the November 18, 2010 Board of Education meeting, the following policies were sent to the Alumni Association, APPLE, Boosters, Citizens' Council, the Concert Tour Association, PTO, Student Council, Faculty Senate, and the Instructional Council for their review and comment. To date, no comments have been received. Policy 5144 was also sent to the Wellness Committee. It was the consensus of the Policy, Evaluation and Goals Committee (PEG) members to recommend them for second reading and action.

Policy 3910, Identity Protection  
Policy 5144, Food Allergy Management Program

On December 9, 2010, the Policy Evaluation and Goals (PEG) Committee members recommended that the Board of Education approve the following policies for first reading at its regular December Board of Education meeting.

Policy 4113, Certified Personnel – Certification  
Policy 4122, Substitute Teachers

**RECOMMENDATION**

---

Motion: Move to:

- |    |   |        |
|----|---|--------|
| A. | Adopt Policy 3910, Identity Protection                                    | Action |
| B. | Adopt Policy 5144, Food Allergy Management Program                        | Action |
| C. | Approve Policy 4113, Certified Personnel-Certification, for First Reading | Action |
| D. | Approve Policy 4122, Substitute Teachers, for First Reading               | Action |

Roll Call Vote

Agenda Item No. IX. A-B.

# **SECOND READING**



## **POLICY 3910, Identity Protection**

This policy is enacted in compliance with the Illinois Identity Protection Act, 5 ILCS 179/1 et seq. (the "Act"), which requires all local government agencies to draft and approve an identity-protection policy.

The Board of Education of the Oak Park and River Forest High School District hereby adopts the following policy, in conformance with the provisions of said Act:

1. All employees who have access to social security numbers or birth certificates in the course of performing their duties shall be required to attend training on the protection of confidential or personally identifiable information ~~ity of social security numbers or birth certificates~~. The training will include instructions on the proper handling of information that contains social security numbers or birth certificates from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle birth certificates, information or documents that may contain social security numbers or birth certificates may access such information or documents.
3. Any request for social security numbers or birth certificates from individuals shall be done in a manner that allows this information ~~the social security number or birth certificate~~ to be easily redacted if a document is required to be released as part of a public records request.
4. Any request for social security numbers or birth certificates from individuals shall include a statement of the purpose or purposes for which this information ~~the social security number or birth certificates~~ is being collected and used.
5. A written copy of this policy shall be filed with and maintained on file by the Board of Education of the School District.
6. This policy shall be made available to any member of the public upon request.
7. Any amendment to this policy after its initial adoption shall be filed with the Board of Education and a copy of the amended policy shall be made available to School District employees.

Violation of the provisions of this policy by employees of the School District shall be grounds for discipline up to and including dismissal.

Amended Date(s):

Adopted Date:

Review Date:

Law Reference: Illinois Identity Protection Act, 5 ILCS 179/1

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

## Identity Protection Agreement

I have read and understand the provisions of Policy 3910, Identity-Protection, as follows:

1. All employees who have access to social security numbers or birth certificates in the course of performing their duties shall be required to attend training on the protection of confidential or personally identifiable information ~~ity of social security numbers or birth certificates~~. The training will include instructions on the proper handling of information that contains social security numbers or birth certificates from the time of collection through the destruction of the information
2. Only employees who are required to use or handle birth certificates, information or documents that may contain social security numbers or birth certificates may access such information or documents.
3. Any request for social security numbers or birth certificates from individuals shall be done in a manner that allows this information ~~the social security number or birth certificate~~ to be easily redacted if a document is required to be released as part of a public records request.
4. Any request for social security numbers or birth certificates from individuals shall include a statement of the purpose or purposes for which this information ~~the social security number or birth certificates~~ is being collected and used.
5. A written copy of this policy shall be filed with and maintained on file by the Board of Education of the School District.
6. This policy shall be made available to any member of the public upon request.
7. Any amendment to this policy after its initial adoption shall be filed with the Board of Education and a copy of the amended policy shall be made available to School District employees.

Violation of the provisions of this policy by employees of the School District shall be grounds for discipline up to and including dismissal.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

## Policy 5144, Food Allergy Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

The Superintendent or designee shall develop and implement a Food Allergy Management Program that:

1. Provides for: (a) identification of students with food allergies, (b) prevention of exposure to known allergens, (c) response to allergic reactions with prompt recognition of symptoms and treatment, and (d) education and training of all staff about management of students with food allergies, including administration of medication with an auto-injector, and provision of an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.
2. Follows and references the applicable best practices specific to the District's needs in the joint State Board of Education and Ill. Dept. of Public Health publication *Guidelines for Managing Life-Threatening Food Allergies in Schools*, available at: [www.isbe.net/nutrition/pdf/food\\_allergy\\_guidelines.pdf](http://www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf).
3. Complies with State and federal law and is in alignment with Board policies.

Amended Date(s):

Adopted Date:

Review Date:

Law Reference: LEGAL REF.: 105 ILCS 5/2-3.149 and 5/10-22.39. *Guidelines for Managing Life-Threatening Food Allergies in Schools (Guidelines)*, jointly published by the State Board of Education and Ill. Dept. of Public Health.

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.: (Administering Medicines to Students), 8:100, (Relations with Other Organizations and Agencies)

## **Administrative Procedure - Implementing a Food Allergy Management Program**

The following procedure implements policy 7:285, *Food Allergy Management Program*, and is based upon the joint State Board of Education (ISBE) and Ill. Dept. of Public Health (IDPH) publication, *Guidelines for Managing Life-Threatening Food Allergies in Schools (ISBE/IDPH Guidelines)*, available at: [www.isbe.net/nutrition/pdf/food\\_allergy\\_guidelines.pdf](http://www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf) (105 ILCS 5/2-3.149(b), added by P.A. 96-349 and renumbered by P.A. 96-1000).

This administrative procedure contains three sections as follows:

1. Glossary of Terms
2. Food Allergy Management Program
3. Individual Food Allergy Management (Three Phases)
  - Phase One: Identification of Students with Food Allergies
  - Phase Two: Prevention of Exposure to Known Allergens
  - Phase Three: Response to Allergic Reactions

### **Glossary of Terms**

**Food Allergy Management Program (Program)** - The overall process that the Superintendent and other District-level administrators use to implement policy 7:285, *Food Allergy Management Program*, which is based upon the *ISBE/IDPH Guidelines*.

**Food Allergy Management Committee (Committee)** – This Committee is a District-level team that the Superintendent creates to develop a Food Allergy Management Program.

**Individual Food Allergy Management** - The process at the building-level used to manage and prevent anaphylaxis. The process identifies: (a) students with food allergies, (b) procedures to prevent exposure to known food allergens, and (c) appropriate responses to allergic reactions. It is synonymous with the third section in this administrative procedure.

**Emergency Action Plan** - A document that outlines a food allergic student's needs, and at minimum, includes precautions necessary for food allergen avoidance, emergency procedures and treatments if exposure occurs, what (if any) training school personnel will receive, and when/how parents/guardians will be notified if exposure occurs.

### **Food Allergy Management Program**

This section relies heavily upon District-level administrators to implement the Program even if the District has no students with food allergies (105 ILCS 5/2-3.149, added by P.A. 96-349 and renumbered by P.A. 96-1000). This is because identification of students at risk of anaphylaxis cannot be predicted, and it is possible that a student who has not been identified could have his or her first reaction at school. The Superintendent or his/her designee shall establish a Food Allergy Management Committee. The Committee will consist of the Superintendent, Director of Special Education, Assistant Principal for Student Services, Principal, Food Service Director, and the Nurse. The Committee will convene at least once a year to update and review practices.

The Principal or his/her designee will inform the school community by providing the information to students and their parents/guardians. The Principal will implement the Program in the building by meeting with the appropriate staff.

## **Individual Food Allergy Management**

This section's procedures are implemented each time the school identifies a student with a food allergy. It relies heavily upon Principal and Nurse/Designated School Personnel (DSP) to identify the necessary accommodations for each student and determine which staff members are responsible to provide them. Accommodations are impacted by a number of factors, e.g., the student's age, the allergen(s) involved, the facilities in the building, etc.

### **Phase One: Identification of Students with Food Allergies**

The Parent/Guardian will inform the Principal or his/her designee of the student's food allergy and complete the Allergy History Form and relevant portions of the Emergency Action Plan (EAP).

The Principal or his/her designee and/or the Nurse/DSP will, at a minimum:

1. Gather appropriate health information, including reviewing the completed Allergy History Form and EAP;
2. Complete the EAP and an Individual Health Care Plan (IHCP) in compliance with state law;
3. Determine which staff members will provide services and/or accommodations and assign those responsibilities to individual staff members. Remember that accidental exposures are more likely to happen when an unplanned event or non-routine event occurs and special care should be taken to address procedures for staff members who provide transportation, substitute teaching, coaching or other activities, field trips, and classroom celebrations;
4. Identify staff members trained in emergency response who will respond to any allergic reaction the student may have;
5. Determine whether members of the community should be notified regarding the student's food allergy.

For accommodations or services beyond EAP and IHCP, complete a 504 Plan or IEP as needed and in compliance with relevant State and federal law and Board policy.

### **Phase Two: Prevention of exposure to Known Allergens**

The Principal or his/her designee and/or the Nurse/DSP will:

1. Assemble a multi-disciplinary team to manage the individual student's health needs, including a variety of school staff;
2. Convene a meeting to educate all the staff members with responsibilities under the EAP of their roles and to provide a copy of the EAP and the IHCP to those staff members, as needed;
3. Oversee performance of responsibilities by staff members under the EAP and the IHCP;
4. Facilitate the dissemination of accurate information regarding a student's food allergy within the building and the community as necessary to implement the EAP and the IHCP, while respecting the student's privacy rights. Communications with the community, including parents and other students should remind them of the importance of keeping the educational setting free of the food allergen.

**Phase Three: Response to Allergic Reactions**

The multi-disciplinary team will implement and follow all identified responsibilities in the EAP and IHCP in the case of an allergic reaction.

**LEGAL REF: 105 ILCS, 5/2-3.149.**

# **FIRST READING**

## Policy 4113, CERTIFIED PERSONNEL - CERTIFICATION

Certified staff members must hold a State of Illinois certificate valid for their school assignments and must provide evidence of meeting the qualifications of the State of Illinois, as listed in "The Illinois Program for Evaluation, Supervision, and Recognition of Schools," or the North Central Association, whichever has the greater requirement.

The following qualifications apply:

1. Each teacher must:

a. Have a valid Illinois certificate that legally qualifies the teacher for the duties for which the teacher is employed.

b. Provide the District Office with a complete transcript of credits earned in institutions of higher education.

c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.

d. Notify the Superintendent of any change in the teacher's transcript.

e. Certified staff members shall be responsible for notifying the District of and providing documentation for any additional credits or degrees or certificates earned throughout their employment with the District. The District shall have the right to rely on the information contained in a certified staff member's file when making reduction-in-force decisions.

2. All teachers with primary responsibility for instructing students in the core academic subject areas (science, the arts, reading or language arts, English, history, civics and government, economics, geography, foreign language, and mathematics) must be *highly qualified* for those assignments as determined by State and federal law.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately certified and *highly qualified* for their assignments;

2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or



inexperienced teachers; and

3. Ensure parents/guardians of students in schools receiving Title I funds are notified: (a) of their right to request their students' classroom teachers' professional qualifications, and (b) whenever their child is assigned to, or has been taught for 4 or more consecutive weeks by, a teacher who is not *highly qualified*.

Amended Date(s):

Adopted Date: September 22, 1994

Review Date:

Legal Refer: 20 USC §§6319; 34 C.F.R. § 200.55, -56, -57 and 61; 105 ILCS 5/10-20.15, 5/21-1, 5/21-10, 5/21-11.4, and 5/24-23; 23 Ill.Admin.Code §1.610 et seq., §1.705 et seq., and Part 25;

CROSS REF.: 6:170 (Title I Programs)

## Policy 4122, SUBSTITUTE TEACHERS

~~A list of qualified substitute teachers will be maintained in the Personnel Office. Such teachers will be paid on a daily rate schedule adopted by the Board of Education.~~

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold a valid teaching or substitute certificate and present a certificate of authorization from the Regional Superintendent showing that he or she is approved to substitute teach. Substitute teachers with a substitute certificate may teach only when an appropriate, fully-certificated teacher is unavailable.

A substitute teacher may teach only for a period not to exceed 90 paid school days or 450 paid school hours in any one school district in any one school term. However, a teacher holding an early childhood, elementary, high school, or special certificate may substitute teach for a period not to exceed 120 paid school days or 600 paid school hours in any one school district in any one school term, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The School Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

If members of the professional staff are assigned as substitutes during one of their unscheduled periods, they will be paid according to a schedule adopted by the Board of Education.

Amended Date(s): May 15, 1975; July 18, 1974  
Adopted Date: September 23, 1968  
Review Date:  
Law Reference: 105 ILCS 5/21-9; 23 Ill.Admin.Code §1.790  
Related Policies:  
Related Instructions  
And Guidelines:  
Cross Ref.:

TO: Board of Education  
FROM: Cheryl L. Witham  
DATE: December 16, 2010  
RE: Public Hearing on the 2010 Levy

INFORMATION

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## **BACKGROUND**

The Preliminary Levy has been on display for more than 20 days in advance of adoption.

## **SUMMARY OF FINDINGS**

At this time, there will be an opportunity for public comment.

## **RECOMMENDATIONS (OR FUTURE DIRECTIONS)**

INFORMATION

AGENDA ITEM X. A.

***Oak Park and River Forest High School  
District 200***

*201 North Scoville Avenue • Oak Park, IL 60302-2296*

TO: Board of Education

FROM: Cheryl L. Witham

DATE: December 16, 2010

RE: 2010 Levy

---

**BACKGROUND**

The Preliminary Levy has been placed on display no less than 20 days in advance of adoption.

The Property Tax Extension Limitation Law (PTELL or “tax cap”) limits the growth in property taxes to the lesser of 5% or the previous year Consumer Price Index (CPI) plus new property. The total tax received will not exceed the “tax cap” limitation. The value of new property is unknown to the District at this time and is therefore an estimate. Regardless of how much the District requests, no more than the maximum allowable under the law will be received.

**SUMMARY OF FINDINGS**

The December 31, 2009 CPI used was 2.7%. This is the CPI increase that is used for the 2010 Levy.

The River Forest TIF will end effective December 31, 2010. We are estimating the EAV at \$70,000,000. We will estimate other new property in River Forest and in Oak Park at \$5,000,000 each. In addition, settlement talks with the Village of Oak Park continue. TIF carve outs for 2007, 2008, 2009 have not yet occurred. Therefore, we have added a \$20,000,000 place holder for possible EAV carve outs from the Downtown TIF.

Description	EAV Estimate
River Forest TIF	\$70,000,000
River Forest New EAV	\$5,000,000
Oak Park New EAV	\$5,000,000
Oak Park TIF	\$20,000,000
	\$100,000,000

***Oak Park and River Forest High School***  
***District 200***

*201 North Scoville Avenue • Oak Park, IL 60302-2296*

<b>Fund</b>	<b>Draft 2009 Levy</b>	<b>Preliminary 2010 Levy</b>
Education	\$ 43,700,996	\$ 46,458,391
Liability Insurance	1,168,764	1,168,764
Special Education	678,707	678,707
O&M	6,081,097	6,581,097
Transportation	891,087	891,087
IMRF	1,197,220	1,397,220
Social Security	1,097,220	1,197,220
Working Cash	1,170,586	1,305,145
Life Safety	2,341,173	2,610,290
Total	\$ 58,326,850	\$ 62,287,921
Bond & Interest	\$ 3,014,084	\$ 2,904,281
<b>TOTAL LEVY</b>	<b>\$ 61,340,934</b>	<b>\$ 65,192,202</b>

The Truth in Taxation Act (35ILCS 200/18-60) requires a public hearing if the estimate of the aggregate tax Levy exceeds 105 percent of the amount extended the previous year. On December 16<sup>th</sup>, the District will give the community an opportunity for public comment concerning the Levy.

**RECOMMENDATIONS (OR FUTURE DIRECTIONS)**

MOTION: To approve the 2010 Levy at the December 16<sup>th</sup> Board of Education Meeting.

ROLL CALL VOTE

AGENDA ITEM X. B.

## ILLINOIS STATE BOARD OF EDUCATION

School Business Services Division

217/785-8779

Original: ☒ X  
Amended: ☐

## CERTIFICATE OF TAX LEVY

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

District Name	District Number	County
Oak Park and River Forest High School	0--2-00	Cook

## Amount of Levy

Educational	\$ 46,458,391	Fire Prevention & Safety *	\$ 2,610,290
Operations & Maintenance	\$ 6,581,097	Tort Immunity	\$ 1,168,764
Transportation	\$ 891,087	Special Education	\$ 678,707
Working Cash	\$ 1,305,145	Leasing	\$
Municipal Retirement	\$ 1,397,220	Other	\$
Social Security	\$ 1,197,220	Other	\$
		Total Levy	\$ 62,287,921

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

See explanation on reverse side.

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

## We hereby certify that we require:

the sum of 46,458,391 dollars to be levied as a special tax for educational purposes; and  
the sum of 6,581,097 dollars to be levied as a special tax for operations and maintenance purposes; and  
the sum of 891,087 dollars to be levied as a special tax for transportation purposes; and  
the sum of 1,305,145 dollars to be levied as a special tax for a working cash fund; and  
the sum of 1,397,220 dollars to be levied as a special tax for municipal retirement purposes; and  
the sum of 1,197,220 dollars to be levied as a special tax for social security purposes; and  
the sum of 2,610,290 dollars to be levied as a special tax for fire prevention, safety, energy conservation, disabled accessibility, school security and specified repair purposes; and  
the sum of 1,168,764 dollars to be levied as a special tax for tort immunity purposes; and  
the sum of 678,707 dollars to be levied as a special tax for special education purposes; and  
the sum of 0 dollars to be levied as a special tax for leasing of educational facilities or computer technology or both, and temporary relocation expense purposes; and  
the sum of \_\_\_\_\_ dollars to be levied as a special tax for \_\_\_\_\_; and  
the sum of 0 dollars to be levied as a special tax for \_\_\_\_\_  
on the taxable property of our school district for the year \_\_\_\_\_.

Signed this 16th day of Dec. 20 10 \_\_\_\_\_  
(President)

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

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

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

\_\_\_\_\_  
(Detach and Return to School District)

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

In addition to an extension of taxes authorized by levies made by the Board of Education (Directors), an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon.

The total levy, as provided in the original resolution(s), for said purposes for the year \_\_\_\_\_, is \$ \_\_\_\_\_.

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

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

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

**CERTIFICATE OF COMPLIANCE  
WITH THE TRUTH IN TAXATION LAW**

I, Dr. Dietra D. Millard, the duly qualified and presiding officer of the Board of Education of Oak Park and River Forest Community High School District No. 200, Cook County, Illinois, do hereby certify that the levy resolution of Oak Park and River Forest Community High School District No. 200, a copy of which is attached hereto, was adopted in full compliance with the provisions of the "Truth in Taxation Law," 35 ILCS 200/18-55 et seq.

IN WITNESS THEREOF, I have placed my official signature this 16th day of December, 2010.

---

Board President  
Board of Education  
Oak Park and River Forest Community High  
School District No. 200  
Cook County, Illinois

RESOLUTION REGARDING ESTIMATED AMOUNTS TO BE  
EXTENDED UNDER THE PROPERTY TAX EXTENSION LIMITATION ACT

Be it resolved by the Board of Education of Common School District No. 30, County of Cook, State of Illinois  
the following:

1. The Cook County Clerk is hereby directed to extend from the 2010 Levy no less than the amounts  
indicated as follows:

Educational Purposes	\$46,458,391
Liability Insurance	\$ 1,168,764
Operations & Maintenance Purposes	\$ 6,581,097
Transportation Purposes	\$ 891,087
Illinois Municipal Retirement Fund	\$ 1,397,220
Social Security Purposes	\$ 1,197,220
Life Safety	\$ 2,610,290
Special Education	\$ 678,707
Working Cash	\$ 1,305,145

Should any further reductions be necessary under the Property Tax Extension Limitation, such reductions  
should be taken from the Education Fund.

Board of Education  
Oak Park and River Forest H. S. District No. 200  
County of Cook  
State of Illinois

By: \_\_\_\_\_  
President of the Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board of Education



RESOLUTION AUTHORIZING REDUCTION OF  
CERTAIN FUND LEVIES FOR THE 2010 LEVY YEAR

WHEREAS, On December 16, 2010, the Board of Education ("Board of Education") of Oak Park and River Forest High School District No. 200, Cook County, Illinois ("School District") did adopt the 2010 tax levy; and

WHEREAS, the Property Tax Extension Limitation Law ("PTELL") limits the increases on tax extensions to 5% or the percentage increase in the C.P.I. during the 13 month calendar year preceding the levy year, whichever is less; and

WHEREAS, the County Clerk has notified each Cook County taxing district now subject to the PTELL that it may direct to the County Clerk's Office, by proper resolution, to make specific and necessary reductions to its tax levy for the 2010 levy year in accordance with the requirement of Section 18-195 of the PTELL (35 ILFCS 200/18-a95).

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of School District No. 200, Cook County, Illinois as follows:

Section 1. That the Board of Education hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does hereby incorporate them into this Resolution by reference.

Section 2. That if the County Clerk is required to reduce the aggregate extension of the School District to meet the requirements of the PTELL, the Board of Education hereby authorizes and directs the County Clerk that if any reductions are required to be made to the School District's tax levy for the 2009 levy year, that:

**100% of such reduction shall be made from the Education Fund**

Section 3. That the President and Secretary of the Board of Education be and are hereby authorized and directed to sign the Resolution on behalf of the Board of Education.

Section 4. That the Superintendent of Schools of the School District be and is hereby directed to file a certified copy of the Resolution with the County Clerk as soon as practicable following their adoptions and execution, on or before the last Tuesday in December.

Section 5. That all other resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed and this Resolution shall be in full force and effect immediately and forthwith upon its passage.

AYES:

NAYS:

ABSENT:

ADOPTED this 16<sup>th</sup> day of December, 2010

OAK PARK AND RIVER FOREST HIGH SCHOOL, DISTRICT 200  
COUNTY OF COOK, STATE OF ILLINOIS

BY: \_\_\_\_\_  
President of the Board of Education

ATTEST:

\_\_\_\_\_  
Secretary, Board of Education

***Oak Park and River Forest High School  
District 200***

*201 North Scoville Avenue • Oak Park, IL 60302-2296*

TO: Board of Education  
FROM: Cheryl L. Witham, CFO  
DATE: December 16, 2010  
RE: Administrative Services Contract

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**BACKGROUND**

The District has selected Marshall & Ilsley Trust Company N.A. (M&I) as the plan administrator for the District Flexible Spending Benefit plan. The Board of Education approved the RFP for services in August. The new plan administration will begin effective January 1, 2011. M&I will administrate the plan on a monthly basis and will prepare the new plan documents. We will be presenting the new plan documents to the Board of Education in January, 2011.

**SUMMARY OF FINDINGS**

We have carefully reviewed the contract with Paul Keller and have made several revisions, which M&I have agreed to. The District will reimburse M&I based on claims presented rather than pre-funding. The initial term of the agreement will be twenty-four months. The estimated cost for administration of the benefits, creation of the plan documents, the educational programs and the participants plan summary document will be approximately \$15,000 for the first year.

A draft copy of the contract has been included for your review. We have asked for a properly formatted contract, which we expect to receive before the Board meeting on December 16, 2010.

**RECOMMENDATIONS**

**MOTION:** To approve the Administrative Services Agreement with Marshall & Ilsley Trust Company N.A.

**ROLL CALL VOTE**

**AGENDA ITEM X. C.**

TEL: (708) 383-0700  
FAX: (708) 434-3910

WEB: [www.oprfhs.org](http://www.oprfhs.org)

TTY/TDD: (708) 524-5500

## **Administrative Services Agreement**

### **Recitals**

A. Oak Park and River Forest High School District 200 (Employer) has established certain employee benefit plans, including the following: A health flexible spending arrangement (Health Care FSA) under Code § 105, and a dependent care assistance plan (Dependent Care FSA) under Code § 129, are each offered under a Code § 125 cafeteria plan.

B. Employer has requested Marshall & Ilsley Trust Company N.A (Administrative Agent) to act on its behalf in making payment of certain benefits and furnishing certain service for the Health Care FSA and Dependent Care FSA, as described in this Agreement (collectively, the Plan).

### **Article I. Introduction**

In consideration of the mutual promises contained in this Agreement, Employer and Administrative Agent agrees as follows.

#### **1.1 Effective Date and Term**

The effective date of this Agreement is January 1, 2011 ("Effective Date"). The initial term shall be the initial twenty four (24) months unless this Agreement is terminated in accordance with the provisions of Section 7.7.

#### **1.2 Scope of Undertaking**

Employer has sole and final authority to control and manage the operation of the Plan. Administrative Agent is and shall remain an independent contractor with respect to the services being performed hereunder and shall not for any purpose be deemed an employee of Employer. Nor shall Administrative Agent and Employer be deemed partners, engaged in a joint venture or governed by any legal relationship other than that of independent contractor. Administrative Agent does not assume any responsibility for the general policy design of the Plan, the adequacy of its funding, or any act or omission or breach of duty by Employer. Nor is Administrative Agent in any way to be deemed an insurer, underwriter, or guarantor with respect to any benefits payable under the Plan. Administrative Agent generally provides reimbursement service only and does not assume any financial risk or obligation with respect to claims for benefits payable by Employer under the Plan. Nothing herein shall be deemed to constitute Administrative Agent as a party to the Plan or to confer upon Administrative Agent any discretionary authority or control respecting management of the Plan, discretionary authority or responsibility in connection with administration of the Plan, or responsibility for the terms or validity of the Plan. Nothing in this Agreement shall be deemed to impose upon Administrative Agent any obligation to any employee of Employer or any person who is participating in the plan ("Participant").

#### **1.3 Definitions**

"Administrative Agent" has the meaning given under the Recitals.

"Agreement" means this Administrative Services Agreement, including all Appendices hereto.

"Bank" means M&I Bank FSB.

"Card" means the Mi Qualified Expense Card.

“Cardholder Agreement” means the agreement entered into between Bank and each Participant who is issued a Card.

“COBRA” means the Consolidated Omnibus Budget Reconciliation Act of 1985, as amended.

“Code” means the Internal Revenue Code of 1986, as amended.

“Dependent Care FSA” has the meaning given in the Recitals.

“Eligibility/Projected Balance Reports” have the meaning described in Section 2.3.

“Employer” has the meaning given in the Recitals.

“Employer Account” means an account established and maintained in the name of the Employer for payment of Plan benefits.

“ERISA” means the Employee Retirement Income Security Act of 1974, as amended.

“Effective Date” has the meaning given in Section 1.1.

“Electronic PHI” has the meaning assigned to such term under HIPAA.

“Health Care FSA” has the meaning given in the Recitals.

“HIPAA” means the Health Insurance Portability and Accountability Act of 1996, as amended.

“IRS” means Internal Revenue Service

“Named Fiduciary” means the named fiduciary as defined in ERISA § 402(a)(1).

“Participant” has the meaning given in section 1.2.

“Plan Administrator” means the administrator as defined in ERISA § 3(16)(A).

“Plan” has the meaning given in the Recitals.

“Protected Health Information” or “PHI” has the meaning assigned to such term under HIPAA.

“Qualified Expenses” means expenses that are eligible for payment or reimbursement to the Participant under the applicable Plan.

“Required Balance” shall have the meaning as described in Article 5.2

## **Article II. Employer Responsibilities**

### **2.1 Sole Responsibilities**

- (a) General. Employer has the sole authority and responsibility for the Plan and its operation, including the authority and responsibility for administering, construing and interpreting the provisions of the Plan and making all determinations thereunder. Employer gives Administrative Agent the authority to act on behalf of Employer in connection with the Plan, but only as expressly stated in this Agreement or as mutually agreed in writing by Employer and Administrative Agent. Final determinations as to a Participant’s entitlement to Plan benefits shall, if legally required (or otherwise in Administrative Agent’s discretion) be made by Employer or its designee, including any final determinations upon appeal of a denied claim for Plan benefits. Employer is the Plan Administrator and Named Fiduciary of the Plan benefits for purposes of ERISA.
- (b) Responsibilities. Without limiting Employer’s responsibilities described herein, it shall be Employer’s sole responsibility (as Plan Administrator) and duty to: ensure compliance with COBRA; ensure required nondiscrimination testing are completed; ensure the Plans are amended as necessary to ensure ongoing compliance with applicable law; ensure any required tax or governmental returns (including Form 5500 returns) relating to the Plan are filed; determine if and when a valid election change has occurred; in certain circumstances handle Participant final claim appeals;

ensure required Plan and claim documentation are retained; and when appropriate take all other steps necessary to maintain and operate the Plan in compliance with applicable provisions of the Plan, ERISA, HIPAA, the Code and other applicable federal and state laws.

## **2.2 Service Charges; Funding**

Employer shall pay Administrative Agent the service charges set forth in the Appendices hereto, as described in Article V Employer shall provide Administrative Agent with funds as necessary to make payment of Plan benefits.

## **2.3 Information to Administrative Agent**

Employer shall furnish the information requested by Administrative Agent as determined necessary to perform Administrative Agent's functions hereunder, including information concerning the Plan and the eligibility of individuals to participate in and receive Plan benefits. Such information shall be provided to Administrative Agent in the time and in the manner agreed to by Employer and Administrative Agent. Administrative Agent shall have no liability with regard to benefits paid in error due to Employer's failure to timely update such information, accurately and in the format agreed to by Employer and Administrative Agent. From time to time thereafter, but no less frequently than quarterly, Administrative Agent shall provide Employer with updated reports summarizing the eligibility data and projected Participant account balances for the Plan Year based on information that has been provided by Employer ("Eligibility/Projected Balance Reports") by electronic medium unless otherwise agreed by the parties. The Eligibility/Projected Balance Reports shall specify the effective date for each Participant who is added to or terminated from participation in the Plan as well as projected account balances for verification purposes. Employer shall be responsible for ensuring the accuracy of the Eligibility/Projected Balance Reports, and bears the burden of proof in any dispute with Administrative Agent relating to the accuracy of any Eligibility/Projected Balance Report. Administrative Agent shall have no liability to Employer or any Participants as a consequence of an inaccurate Eligibility/Projected Balance Report, and Administrative Agent shall not have any obligation to credit Employer for any claims expenses or administrative fees incurred or paid by Administrative Agent as a consequence of Employer failing to review Eligibility/Projected Balance Reports for accuracy. Administrative Agent shall assume that all such information is complete and accurate if corrections are not sent from the Employer and is under no duty to question the completeness or accuracy of such information. Such Eligibility/Projected Balance Reports shall be considered PHI and, when transmitted by or maintained in electronic media shall be considered electronic PHI, and subject to the privacy and security rules under HIPAA.

## **2.4 Plan Documents**

Employer is responsible for the Plan's compliance with all applicable federal and state laws and regulations and shall provide Administrative Agent, with all relevant documents, including but not limited to, the executed Plan documents and any executed Plan amendments. Employer will notify Administrative Agent of any changes to the Plan at least thirty (30) days before effective date of such changes. Employer acknowledges that Administrative Agent is not providing tax or legal advice and that Employer shall be solely responsible for determining the legal and tax status of the Plan.

## **2.5 Liability for Claims**

Employer is responsible for payment made pursuant to, and the benefits to be provided by, the Plan. Administrative Agent does not insure or underwrite the liability of Employer under the Plan. Employer is financially responsible for any payment to be made pursuant to, and the benefits to be provided by, the Plan. Except for expenses specifically assumed by Administrative Agent in this Agreement, Employer is responsible for all expenses related to the Plan.

## **2.6 Indemnification**

Administrative Agent shall indemnify Employer and hold Employer harmless from and against all loss, liability, damage, expense, attorneys' fees or other obligations to the extent that any such loss, liability, damage, expense, attorneys' fees or other obligations result from or arise out of the gross negligence, or willful misconduct of Administrative Agent. Employer shall also have the indemnification obligation described in Section 3.3.

## **2.7 HIPAA Privacy**

Employer shall provide Administrative Agent with the Health Care FSA's notice of privacy practices (prepared by Employer), as well as any subsequent changes to such notices. Employer shall provide Administrative Agent with certification that the Health Care FSA plan document has been amended as required by the privacy rule to permit disclosures of PHI to Employer for plan administration purposes and that Employer agrees to the conditions set forth in that plan amendment; if Employer receives them, copies of any authorizations of Participants or Beneficiaries to use to disclose PHI (and any later changes to or revocation of such authorization); notice of any restrictions on the use or disclosure of PHI that Employer agrees to under the privacy rule; and notice of any request that communications be sent to a Participant or Beneficiary by an alternative means or at an alternative location that Employer agrees to under the privacy rule. Employer shall not request Administrative Agent to use or disclose PHI in any manner that would not be permissible under the privacy rule if done by Employer, except that Administrative Agent may use or disclose PHI for purposes of data aggregation and the management and administrative activities of Administrative Agent.

# **Article III. Administrative Agent Responsibilities**

## **3.1 Sole Responsibilities**

Administrative Agent's sole responsibilities shall be described in this Agreement (including the obligations listed in any Appendix to this Agreement). Administrative Agent generally provides certain reimbursement and recordkeeping services, as described further below.

## **3.2 Service Delivery**

Administrative Agent shall provide customer service personnel during normal business hours as determined by Administrative Agent by telephone and shall provide electronic administrative services. To the extent that any Services use Internet, wireless or related electronic or telephonic services to transport data or communications, Administrative Agent will take reasonable security precautions, but Administrative Agent disclaims any liability for interception of any such data or communications. Administrative Agent shall not be responsible for, and makes no warranties regarding, the access, speed or availability of such services. Administrative Agent shall not be deemed in default of this Agreement, nor held responsible for, any cessation, interruption, or delay in

the performance of its obligations hereunder due to causes beyond its reasonable control, including, but not limited to, natural disaster, act of God, labor controversy, civil disturbance, disruption of the public markets, war or armed conflict, or the inability to obtain sufficient material or services required in the conduct of its business, including Internet access, or any change in or the adoption of any law judgment or decree. Administrative Agent shall process and approve valid participant claims and Card substantiation requests in accordance with the Plan document and IRS regulations within four (4) business days of receipt. Administrative Agent acts as “agent of the Plan administrator” when making claim determinations and will defer unusual and/or legally unclear cases to the Employer for determination. Administrative Agent will post payroll contribution data and respective funds as soon as administratively possible within two (2) business days of receipt. Administrative Agent will provide check or direct deposit reimbursements five (5) days a week, Monday through Friday. If a holiday or other event impacts bank processing on a scheduled disbursement date, payment is issued the next business day. If the Employer account is not sufficiently funded, the disbursements will be delayed until funding is sufficient to process such reimbursements.

### **3.3 Benefits Payment**

Administrative Agent shall, on behalf of Employer, operate under the express terms of this Agreement and the Plan. Administrative Agent shall initially determine if persons covered by the Plan (as described in the Eligibility/Projected Balance Reports) are entitled to benefits under the Plan and shall pay Plan benefits in its usual and customary manner, to Participants as set forth in this Article III and Article IV. Administrative Agent shall have no duty or obligation with respect to claims incurred prior to the Effective Date (“Prior Reimbursement Request”), if any, and/or Plan administration (or other) services arising prior to the Effective Date (“Prior Administration”), if any, regardless of whether such services were/are to be performed prior to or after the Effective Date. Employer agrees that: (a) Administrative Agent has no responsibility or obligation with respect to Prior Reimbursement Requests and/or Prior Administration except to the extent Administrative Agent specifically agrees in writing to provide such services; (b) If Administrative Agent is not contracted for prior year, grace period and/or run-off administration services, Employer will be responsible for processing Prior Reimbursement Requests (including any run-out claims submitted after the Effective Date) and maintaining legally required records of all Prior Reimbursement Requests and Prior Administration sufficient to comply with applicable legal (e.g., IRS substantiation) requirements; and (c) Employer shall indemnify and hold Administrative Agent harmless for any liability relating to Prior Reimbursement Requests and/or Prior Administration.

### **3.4 Bonding**

To the extent required under applicable law, Administrative Agent will have and maintain, a fidelity bond for all persons involved in collecting money or making claim payments, and all officers of the Administrative Agent. Such bond, if necessary, will cover the handling of Employer’s and Participants’ money and protect such money from losses by dishonesty, theft, forgery or alteration, and unexplained disappearance.

### **3.5 Reporting**

Administrative Agent shall make available to Employer each month via electronic medium (unless otherwise agreed by the parties) a master report showing the payment history and status of Participant claims and the amounts and transactions of Participant accounts during



the preceding month. For purposes of Employer's Health Care FSA, Employer must provide certification that the Plan document requires the Employer to comply with applicable privacy and security rules under HIPAA before Administrative Agent will make available the reports provided for in this Section to Employer. Administrative Agent shall also make available to Participants via electronic medium a report showing their individual payment history and status of claims and the amounts and transactions in their individual accounts.

### **3.6 Claims Appeals**

Administrative Agent shall, if legally required, or otherwise in its discretion refer to Employer or its designee, for final determination, any claim for benefits or coverage that is appealed after initial rejection by Administrative Agent or any class of claims that Employer may specify, including: (a) any question of eligibility or entitlement of the claimant for coverage under the Plan; (b) any question with respect to the amount due; or (c) any other appeal.

### **3.7 Plan Documents**

If Employer requests, and Employer and Administrative Agent mutually agree upon payment of applicable fees, then Administrative Agent shall furnish Employer: (a) Plan documents to be reviewed by Employer with its legal counsel, in order for the Plan to be approved and executed by Employer, including board resolutions, summary Plan descriptions (SPDs), Plan documents and Plan amendments (if any.)

### **3.8 Recordkeeping**

Administrative Agent shall maintain, for the duration of this Agreement, the usual and customary books, records and documents, including electronic records that relate to the Plan and its Participants that Administrative Agent has prepared or that have otherwise come within its possession. These books, records, and documents, including electronic records, are the property of Employer, and Employer has the right to continuing access to them during normal business hours at Administrative Agent's offices with reasonable prior notice. If this Agreement terminates, Administrative Agent may deliver at Employer's request, if Administrative Agent determines it is feasible, all such books, records, and documents to Employer, subject to Administrative Agent's right to retain copies of any records it deems appropriate. Employer shall be required to pay Administrative Agent reasonable charges for transportation or duplication of such records, provided, however, that upon termination of this Agreement, Administrative Agent will, if it is feasible in the Administrative Agent's opinion to do so and Employer so requests, destroy or return to Employer all PHI, including PHI that is in the possession of subcontractors or agents of Administrative Agent. To the extent Administrative Agent retains any PHI, Administrative Agent shall extend the protections of this Agreement to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Administrative Agent retains such PHI. Administrative Agent shall pay all storage charges for any such PHI for so long as Administrative Agent retains such PHI.

### **3.9 Standard of Care; Erroneous Payments**

Administrative Agent shall use reasonable care in the exercise of its powers and the performance of its duties under this Agreement. If Administrative Agent makes any payment under this Agreement to an ineligible person, or if more than the correct amount is paid, Administrative Agent shall make a diligent effort to recover any payment made to or on behalf of an ineligible person or any overpayment. However, Administrative Agent will not be liable for

such payment, unless Administrative Agent would otherwise be liable under another provision of this Agreement.

### **3.10 Non-Discretionary Duties; Additional Duties**

Administrative Agent and Employer agree that the duties to be performed hereunder by Administrative Agent are non-discretionary duties. Administrative Agent and Employer may agree to additional duties in writing as may be specified in the Appendices from time to time.

## **Article IV MI Qualified Expense Card**

### **4.1 The Mi Qualified Expense Card**

The Mi Qualified Expense Card permits Participants in a Plan to use a VISA® debit card for payment of Qualified Expenses. Bank will issue the Cards to a Participant upon enrollment by the Participant via paper authorization or website enrollment. By electing a Mi Qualified Expense Card, a Participant can pay for Qualified Expenses by using the Card rather than by submitting receipts and waiting for reimbursement. Each transaction using the Card will be paid if authorized through the VISA® authorization system.

### **4.2 Compliance**

Although Employer, as Plan Administrator, is ultimately responsible for certifying that each transaction is for a Qualified Expense and that the Mi Qualified Expense Card and each transaction complies with the terms of the applicable Plan, applicable law and regulations, Employer delegates this responsibility to the Administrative Agent and the Administrative Agent accepts such delegation on the same terms as provided for elsewhere in this Agreement. Employer should consult its legal counsel concerning whether the Card Program complies with ERISA, the Health Insurance Portability and Accountability Act and other applicable laws and regulations. No Third Party is responsible for such compliance or certification.

### **4.3 Issuance of Cards**

Employer chooses to issue Cards to all Participants, the Card will be issued to each Participant that enrolls in the Plan, the Participant may request additional cards for qualified individuals via the miwebflex.com website. Each Card will be accompanied by and subject to a Cardholder Agreement between Bank and the Participant. Notwithstanding Employer's issuance of the Card to a Participant, the Participant must affirmatively elect to activate the Card before use which confirms acceptance of the cardholder terms and agreements. Fees for replacement of lost or stolen Cards will be deducted from the Participant's FSA election.

### **4.4 Authorization for Transactions**

Each time the Card is used, the transaction is sorted into the correct participant FSA election based on information about the type of VISA® merchant that accepted the Card. The Card can be used only at certain types of merchants, as provided in IRS Revenue Ruling 2003-43, as amended from time to time or as otherwise authorized by the Employer or the IRS. An "authorization" through the VISA® system is required for processing of most transactions. When an authorization is required, the authorization will be granted for a proposed transaction only if there are funds available to the Participant in the appropriate FSA election being accessed. Authorization may be denied if the transaction amount exceeds available funds in the applicable FSA election, if Bank or Administrative Agent believes that the proposed transaction

is not for a Qualified Expense, or if the transaction limits for a single transaction or for outstanding transactions are exceeded. Transaction limits are established from time to time and implemented by Bank for security purposes.

#### **4.5 Funding of Transactions**

Each day, Bank will settle for all transactions through the VISA® system. The Employer Account will reimburse the Bank for the settled transactions each day. Settled transactions initiated by Employer's Participants will be deducted that day from the account designated by the Employer. Employer is responsible for maintaining an adequate balance in the Employer Account to support the amount of all settled transactions. If the Employers Account balance will not support the full amount of daily settled transactions, the Administrative Agent has authority to suspend all Cards in use until the Employer Account is sufficiently funded.

#### **4.6 Review of Expenses**

The Card may only be used for the payment of Qualified Expenses and all transactions are subject to review. Some transactions will be reviewed and adjudicated automatically: for example, transactions equal to the Participant's office visit co-pay amount generated by a merchant which is a medical practice will be automatically adjudicated, and no further verification will be required. An e-mail will be sent to each Participant no less often than monthly which will direct the Participant to the miwebflex.com website which includes a statement showing all of the Participant's transactions. The Participant will be requested to review all receipts and reimburse the Employer for use of the Card for any amounts that were not for Qualified Expenses. The Participant will be directed to supply receipts for all remaining transactions that were not adjudicated automatically. The Employer is responsible for the review of all transactions to determine if each transaction was for Qualified Expenses. Employer delegates this responsibility to the Administrative Agent and the Administrative Agent accepts such delegation on the same terms as provided for elsewhere in this agreement. If not, or if the Participant does not supply suitable receipts, the Participant must reimburse the Employer for the amount of the transaction.

#### **4.7 Reimbursement for Non-Qualified Expenses.**

At the time of each Participant's enrollment in the Card Program and in the Cardholder Agreement, the Participant agrees to reimburse the Employer for the amount of any transaction that was not for a Qualified Expense. The Employer is obligated to review transactions and to determine whether all transactions were for Qualified Expenses. Employer delegates this responsibility to the Administrative Agent and the Administrative Agent accepts such delegation on the same terms as provided for elsewhere in this Agreement. For transactions determined by the Participant, Employer or the Administrative Agent to be for non-qualified expenses, the Participant will be notified of a balance due on the miwebflex.com website and will be sent an email or a direct mail informing him or her of the amount due. If the Participant does not repay the Employer, the Employer will be responsible for repayment to the Employer Account. The Employer may, to the extent allowed by applicable law, withhold the amount at issue from the Participant's pay or may bill the Participant. However, the Employer is responsible for determining whether applicable law will permit the Employer to withhold such amounts and should consult legal counsel concerning such withholding. If the claim still remains outstanding, the Employer must offset the amount thereof against future claims under the Plan. Employer delegates this responsibility to the Administrative Agent and the Administrative Agent accepts such delegation on the same terms as provided for elsewhere in this Agreement. The Employer

must also take action to ensure that further violations do not occur, including denial of access to the Card. Employer delegates this responsibility to the Administrative Agent and the Administrative Agent accepts such delegation on the same terms as provided for elsewhere in this agreement. In the event the amount cannot be collected from the Participant, the Employer must nevertheless pay such amount back to the FSA election and treat the amount due as the Employer would any other business indebtedness. Employer should consult a tax advisor on how to handle uncollectible accounts. Generally, the Employer should include the amount due as income on the Participant's W-2 form for the year in which the Employer has exhausted collection efforts and has determined the amount to be uncollectible.

#### **4.8 Transactions that are NOT Qualified**

When the Card is used to pay for items that are not Qualified Expenses, the IRS requires repayment from the Participant. A transaction is considered a non Qualified Expense when either: (1) the Administrative Agent, Employer or Participant determines that a portion of a Card transaction is not a Qualified Expense or (2) the Participant does not respond to a request for "receipt verification" by the requested date. The amount of the non Qualified Expense transactions will be paid from a Participant's FSA election if the balance therein is sufficient. If not, the amount of the transaction will be added to the non Qualified Expense balance. Payment of non Qualified Expense balances may be remitted through the miwebflex.com website, from the Participant's personal checking or savings account or by personal credit card. The miwebflex.com website will be used for "e-check" and credit card remittances. If the Participant does not repay an amount due by the requested deadline, the Card will be suspended and the amount due will be collected from the Employer. The IRS requires that this debt be collected by the Employer from the Participant and, in general, handled like any other indebtedness between an Employer and its Participant. The Employer may request the Administrative Agent to reinstate the Card when the indebtedness is resolved.

### **Article V Benefit Plan Payment; Employer's Funding Responsibility**

#### **5.1 Payment of Benefits**

Employer authorizes Administrative Agent to pay Plan benefits directly or indirectly from funds set aside in an Employer Account.

#### **5.2 Funding of Benefits**

Funding for any payment on behalf of the Participants under the Plan, including but not limited to, all benefits to Participants in accordance with the Plan, is the sole responsibility of Employer, and Employer agrees to accept liability for, and provide sufficient funds to satisfy, all payments to Participants under the Plan, including claims for reimbursement for covered expenses, if such expenses are incurred and the claims are presented for payment during the term of this Agreement. The Employer understands that it shall be solely responsible for any and all overdraft charges associated with the Employer Account.

### **Article VI. Administrative Agent Compensation**

#### **6.1 Service Charges**

The amounts of the monthly service charges of Administrative Agent are described in the Appendices. Administrative Agent may change the amount of such charges by providing at least sixty (60) days written or electronic notice to Employer before the beginning of the next Plan

Year. Administrative Agent may also change the monthly service charges as of the date any change to services provided is made to the Plan by the Employer.

## **6.2 Billing of Charges**

All service charges of Administrative Agent, whether provided for in this or any other Section, shall be billed separately from other amounts paid or payable by the Employer.

## **6.3 Payment of Charges**

All charges under this Article VI shall be determined by Administrative Agent and billed to Employer monthly. Employer shall make payment to Administrative Agent within thirty (30) business days of receipt of notice of the amount due, or such amount will be deducted from the account maintained by Employer as described in Article V.

# **Article VII General Provisions**

## **7.1 Severability; Headings**

If a court declares any term of this Agreement invalid, the same will not affect the validity of any other provision, provided that the basic purposes of this Agreement are achieved through the remaining valid provisions. The headings of Sections and subsections contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

## **7.2 Compliance; Non-Waiver**

Failure by Employer or Administrative Agent to insist upon strict performance of any provision of this Agreement will not modify such provision, render it unenforceable, or waive any subsequent breach. No waiver or modification of any of the terms or provisions of this Agreement shall be valid unless in each instance the waiver or modification is accomplished pursuant to the amendment provisions of Section 7.3

## **7.3 Assignment; Amendment**

Neither Employer nor Administrative Agent can assign Agreement without the other party's written consent. This Agreement may be amended only by written agreement of duly authorized officers of Employer and Administrative Agent.

## **7.4 Audits**

Each party shall be authorized to perform audits of the records of payment to all Participants and other data specifically related to performance of the parties under this Agreement upon reasonable prior written notice to the other. Audits shall be performed during normal working hours. An agent of either party may perform audits provided such agent signs an acceptable confidentiality agreement. Each party agrees to provide reasonable assistance and information to the auditors. Employer acknowledges and agrees that if it requests an audit, it shall bear the costs of the audit, including but not limited to Administrative Agent's reasonable expenses, including copying and labor costs, in assisting Employer to perform the audit. Each party also agrees to provide such additional information and reports as the other party shall reasonably request.

## **7.5 Arbitration**

Any controversy or claim arising out of or relating to this Agreement between Employer and Administrative Agent, or the breach thereof, shall be subject to non-binding arbitration prior to the filing of a complaint in a court of law; provided, however, that such arbitration shall be final and binding and may be enforced in any court with the requisite jurisdiction if the parties agree in advance, in writing, that such arbitration shall have final, binding effect. All arbitration, whether binding or non-binding, shall be conducted in accordance with the Commercial Arbitration Rules of the American Arbitration Association. The arbitration shall take place in Chicago, Illinois.

## **7.6 Notices and Communications**

- (a) Notices. All notices provided for herein shall be sent by confirmed facsimile, or guaranteed overnight mail, with tracing capability, or by first class United States mail, with postage prepaid, addressed to the other party at their respective addresses set forth below or such other addresses as either party may designate in writing to the other from time to time for such purposes. All notices provided for herein shall be deemed given or made when received.
- (b) Addresses.  
Employer's address for notices as described above is: 201 North Scoville Avenue  
Oak Park, IL 60302.  
Administrative Agent's address for notices as described above is: 221 West College  
Avenue, Appleton, WI 54912
- (c) Communications. Employer agrees that Administrative Agent may communicate confidential, protected, privileged or otherwise sensitive information to Employer through the privacy officer and other personnel designated by Employer and specifically agrees to indemnify Administrative Agent and hold it harmless: (1) for any such communications directed to Employer through the privacy officer or other authorized personnel attempted via telefax, mail, telephone, e-mail or any other media, acknowledging the possibility that such communications may be inadvertently misrouted or intercepted; and (2) from any claim for the improper use or disclosure of any PHI by Administrative Agent if such information is used or disclosed in a manner consistent with its duties and responsibilities hereunder.

## **7.7 Termination of Agreement**

- (a) Automatic. This Agreement shall automatically terminate as of the earliest of the following: (1) the effective date of any legislation which makes the Plan and/or this Agreement illegal; (2) within 30 days notice provided following the date Employer or Administrative Agent becomes insolvent, or bankrupt, or subject to liquidation, receivership, or conservatorship; or (3) the termination date of the Plan, subject to any agreement between Employer and Administrative Agent regarding payment of benefits after the Plan is terminated.
- (b) Optional. This Agreement may be terminated as of the earliest of the following: (1) by Administrative Agent upon the failure of Employer to pay any charges within ninety (90) business days after they are due and payable as provided in Article V; (2) by Administrative Agent upon the failure of Employer to perform its obligations in accordance with this Agreement, unless such failure is substantially cured within 20 days of the notice by the aggrieved party; (3) by Employer upon the failure of Administrative Agent to perform its obligations in accordance with this Agreement, including the provisions of Section 3.10; or (4) by either Employer or Administrative

Agent, as of the end of the term of this Agreement, by giving the other party ninety (90) days written notice.

- (c) Limited Continuation After Termination. If the Plan is terminated, Employer and Administrative Agent may mutually agree in writing that this Agreement shall continue for the purpose of payment of any Plan benefit, expense, or claims incurred prior to the date of Plan termination. In addition, if this Agreement is terminated while the Plan continues in effect, Employer and Administrative Agent may mutually agree in writing that this Agreement shall continue for the purpose of payment of any claims for which requests for reimbursements have been received by Administrative Agent before the date of such termination. If this Agreement is continued in accordance with this subsection (c), Employer shall pay the unreduced monthly service charges incurred during the period that this Agreement is so continued. This Agreement shall continue as provided by and subject to Section 3.8 if the return or destruction of PHI is determined to be infeasible.
- (d) Survival of Certain Provisions. Termination of this Agreement shall not terminate the rights or obligations of either party arising out of a period prior to such termination. The indemnity, confidentiality, privacy, and security provisions of this Agreement shall survive its termination.

## **7.8 Complete Agreement; Governing Law**

This Agreement (including the Appendices) is the full Agreement of the parties with respect to the subject matter hereof and supersedes all prior agreements and representations between the parties. This Agreement shall be construed, enforced and governed by the laws of the State of Illinois.

IN WITNESS WHEREOF, Employer and Administrative Agent have caused this Agreement to be executed in their names by their undersigned officers, the same being duly authorized to do so.

Date: \_\_\_\_\_

By: \_\_\_\_\_  
**Oak Park and River Forest High School District 200**

Date: \_\_\_\_\_

By: \_\_\_\_\_  
**Marshall & Ilsley Trust Company N.A.**

## **Appendix A Fees & Services**

### **Plan Document**

A Section 125 plan document reflecting plan terms must be adopted prior to administration. Administrative Agent, if elected, can provide a plan document for review by Employer's attorney prior to implementation. Employer maintains all documents.

### **Plan Document and Elective Full Restatements**

**\$750.00**

*(Not an annual fee--applies for initial document and elective full restatements only)*

Future regulatory amendments and restatements are provided at no charge

Reflects Administrative Agent's administrative processes for premium conversion, health care

FSA (HCFSA), dependent care FSA (DCFSA) and Limited FSA

Includes sample short version SPD and Corporate Resolution

Allows for limited Plan modifications

### **Basic Elective Plan Amendments**

**\$250.00**



Available to Employers using plan document provided by Administrative Agent  
Add or change standard benefit options  
Adoption required prior to service/implementation

### **Cafeteria Plan Benefits**

**Fees are invoiced monthly - participant fees are charged from the month coverage begins through the end of the plan year.**

#### **Basic FSA**

**\$4.75 /participant/ month**

Per Participant charge includes:

Participation in one or all of the spending accounts

Contributions made by the Employer or Participant (through pre-tax payroll deduction)

Mi Qualified Expense Cards issued to all Participants

90-day standard run-off period following last day of plan year

Optional 2 1/2 month grace period following plan year for HCFSA & DCFSA

2 1/2 month run-off period following optional grace period

#### **Run-off Period Administration Fee**

**Same as monthly**

Charged only for non-renewing Plans if services are required during the grace period (if applicable) and run-off period for contracted plan year

### **Mi Qualified Expense Card**

Reissue/Lost or stolen Card Fee

**\$5.00**

Fees for replacements of lost or stolen or additional Cards will be deducted from the Participant's FSA available balance.

### **Form 5500 Preparation**

**Included**

M&I Provide preparation of the Form 5500 Return for Section 125 benefits (if required) for the contract year(s) of this agreement if requested by the Employer.

See Appendix C for Authorization Agreement for Section 125/129 Benefits Welfare 5500 Filing and Non Discrimination testing

### **Non-Discrimination Testing**

**Included**

M&I Provides the following non-discrimination testing(s) (if required) up to twice per contracted Section 125 plan year if requested by the Employer.

- 25% Key Participant Concentration Test

- Eligibility Test

- Section 129 Dependent Care Test

- Contributions and Benefits Test

See Appendix C for Authorization Agreement for Section 125/129 Benefits Welfare 5500 Filing and Non Discrimination testing

### **Enrollment Options**

**Invoiced at the time of request or the first month of the plan year.**

#### **On-line Enrollment**

Forward additional confirmation notifications and modify plan data for the upcoming plan year.

**No Charge**

#### **Educational Group Meeting**

- Benefit Fair Attendance
- One-on-one Counseling
- Travel and lodging costs are additional

**\$350.00 for an 8-hour day**

#### **PowerPoint FSA Presentation**

**No Charge**

#### **CD FSA Presentation**

**\$5.00 /CD**

#### **Customized CD FSA Presentation**

**\$100.00 for the first CD and \$5.00 each additional CD**

#### **Electronic FSA Information Booklet**

- PDF version.
- Employer distributes/directs Participants to electronic location

**No Charge**

#### **FSA Information Booklet**

- Hard copy version
- Employer distributes

**\$30 / pack of 25  
+ shipping**

#### **FSA Informational Stuffer**

**\$20 / pack of 100  
+ shipping**

#### **FSA Poster**

**\$15 /pack of 10  
+ shipping**

#### **Customized Materials**

**Cost plus 10%  
+ shipping**

## **Appendix B**

### **MI Qualified Expense Card**

#### **Additional Card Fees**

The fee for lost or stolen Cards is \$5.00. Fees for lost or stolen Cards will be deducted from the applicable Participant's available flexible spending balance.

#### **Responsibilities and Conditions**

The undersigned Employer accepts the responsibilities and conditions of Article IV of the attached agreement for Debit Card Access for the Employers Participants. Employer represents and warrants that as of the date of this Agreement and as of each date that a Transaction occurs:

- The person submitting this Agreement on Employer's behalf has full power and authority to bind Employer to the terms of this Agreement.
- Employer sponsors a Plan and the Plan is in compliance with all applicable Internal Revenue Service regulations and rulings, including without limitation, requirements related to the use of debit or stored value cards.
- No contractual obligations exist that would prevent Employer from entering into and performing this Agreement.

- Each person who elects a Mi Qualified Expense Card is employed by Employer and is a Participant in the Plan from the time of the Participant's enrollment and shall be treated as such until Employer notifies Administrative Agent that the person's participation has been terminated.

Date: \_\_\_\_\_

By: \_\_\_\_\_  
**Oak Park and River Forest High School District 200**

**Appendix C**  
**Authorization Agreement for Section 125/129 Benefits**  
**Welfare 5500 Filing and Non Discrimination testing**

Indicate the compliance services Administrative Agent should complete on an on-going annual basis for the Employer.

Administrative Agent will provide the following services to the Employer for each Plan Year:

Check the appropriate boxes below:

• **Preparation of the Welfare 5500 Return**

☐ Yes ☐ No

The Employer must provide the Administrative Agent with the necessary Welfare 5500 Return data consistent with the Employer records in a timely fashion. Employer is responsible for the filing of the 5500 Return with the DOL.

• **Section 125/129 Non Discrimination Testing**

☐ Yes ☐ No

The Employer must provide the Administrative Agent with the necessary non-discrimination test data consistent with the Employer records in a timely fashion at the end of each contracted Plan Year and at other times during the plan year if additional testing is requested or required. Employer remains responsible to implement corrective actions required by testing results.

If Administrative Firm will not be providing any of the services listed above, the Employer agrees to complete the requirements according to the IRS regulations and report any required adjustments found during Non Discrimination testing on a timely basis to the Administrative Firm. The Employer remains responsible to implement any corrective action required by the testing results.

Date: \_\_\_\_\_

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

**Oak Park and River Forest High School District 200**

## **Appendix D**

### **Business Associates Agreement**

This Business Associate Agreement (“BA Agreement”), effective November 1, 2010 (“BA Agreement Effective Date”), is entered into by and between Marshall & Ilsley Trust Company N.A. (“Business Associate”) and the Oak Park and River Forest High School District 200 Flexible Benefits Plan (“Covered Entity”) collectively, “the Parties”).

#### **I. Definitions**

- (a) *Breach*. “Breach” shall have the same meaning as the term “breach” in 45 CFR Section 164.402.
- (b) *Business Associate*. “Business Associate” shall mean Marshall & Ilsley Trust Company, N.A.
- (c) *Covered Entity*. “Covered Entity” shall mean Oak Park and River Forest High School District 200 Flexible Benefits Plan.
- (d) *Electronic Health Record*. “Electronic Health Record” shall have the same meaning as the term “electronic health record” in American Recovery and Reinvestment Act of 2009, Section 13400(5).
- (e) *Electronic Protected Health Information*. “Electronic Protected Health Information” shall have the same meaning as the term “electronic protected health information” in 45 CFR Section 160.103.
- (f) *Electronic Transactions Rules*. “Electronic Transactions Rule” shall mean the final regulations issued by HHS concerning standard transactions and code sets under 45 CFP Parts 160 and 162.
- (g) *HHS*. “HHS” shall mean the Department of Health and Human Service.
- (h) *Privacy Rule*. “Privacy Rule” shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 164, subparts A and E.
- (i) *Protected Health Information*. “Protected health Information” shall have the same meanings as the term “protected health information” in 45 CFR Section 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.
- (j) *Required By Law*. “Required by Law” shall have the same meaning as the term “required by law” in 45 CFR Section 164.103.
- (k) *Security Incident*. “Security Incident” shall have the same meaning as the term “security incident” in 45 CFR Section 164.304.
- (l) *Security Rule*. “Security Rule” shall mean the Security Standards and Implementation Specifications at 45 CFR Parts 160 and 164, subpart C.
- (m) *Transaction*. “Transaction” shall have the meaning given the term “transaction” in 45 CFR Section 160.103.
- (n) *Unsecured Protected Health Information*. “Unsecured protected health information” shall have the meaning given the term “unsecured protected health information” in 45 CFR Section 164.402.

#### **II. Safeguarding Privacy and Security of Protect Health Information**

- (a) **Permitted uses and Disclosures.** Business Associate is permitted to use and disclose Protected Health Information that it creates or receives on Covered Entity’s behalf or receives from Covered Entity (or another business associate of Covered Entity) and to request Protected Health Information on Covered Entity’s behalf (collectively, “Covered Entity’s Protected Health Information”) only:
  - (i) **Functions and Activities on Covered Entity’s Behalf.** To perform the services specified under the services agreement between Covered Entity and Business Associate.

- (ii) **Business Associate's Operation.** For Business Associate's proper management and administration or to carry out Business Associate's legal responsibilities, provided that, with respect to disclosure of Covered Entity's Protected Health Information, either:
  - (A) The disclosure is Required by Law; or
  - (B) Business Associate obtains reasonable assurance from any person or entity to which Business Associate will disclose Covered Entity's Protected Health Information that the person or entity will:
    - (1) Hold Covered Entity's Protected Health Information in confidence and use or further disclose Covered Entity's Protected Health Information only for the purpose for which Business Associate disclosed Covered Entity's Protected Health Information to the person or entity or as Required by Law; and
    - (2) Promptly notify Business Associate (who will in turn notify Covered Entity in accordance with the breach notification provisions) of any instance of which the person or entity becomes aware in which the confidentiality of Covered Entity's Protected Health Information was breached.
- (iii) **Minimum Necessary.** Business Associate will, in its performance of the functions, activities, services, and operations specified above, make reasonable efforts to use, to disclose, and to request only the minimum amount of Covered Entity's Protected Health Information reasonably necessary to accomplish the intended purpose of the use, disclosure, or request, except that Business Associate will not be obligated to comply with this minimum-necessary limitation if neither Business Associate nor Covered Entity is required to limit its use, disclosure or request to the minimum necessary. Business Associate and Covered Entity acknowledge that the phrase "minimum necessary" shall be interpreted in accordance with the Health Information Technology for Economic and Clinical Health Act ("HITECH Act"), passed as part of the American Recovery and Reinvestment Act of 2009, and government guidance on the definition.
- (b) **Prohibition on Unauthorized Use or Disclosure.** Business Associate will neither use nor disclose Covered Entity's Protected Health Information, except as permitted or required by this Agreement or in writing by Covered Entity or as Required by Law. This Agreement does not authorize Business Associate to use or disclose Covered Entity's Protected Health Information in a manner that will violate the Privacy Rule if done by Covered Entity.
- (c) **Information Safeguards.**
  - (i) **Privacy of Covered Entity's Protected Health Information.** Business Associate will develop, implement, maintain, and use appropriate administrative, technical, and physical safeguards to protect the privacy of Covered Entity's Protected Health Information. The safeguards must reasonably protect Covered Entity's Protected Health Information from any intentional or unintentional use or disclosure in violation of the Privacy Rule and limit incidental uses or disclosures made pursuant to a use or disclosure otherwise permitted by this Agreement.
  - (ii) **Security of Covered Entity's Electronic Protected Health Information.** Business Associate will develop, implement, maintain, and use administrative, technical, and physical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of Electronic Protected Health Information that Business Associate creates, receives, maintains, or transmits on Covered Entity's behalf as required by the Security Rule.

- (d) **Subcontractors and Agents.** Business Associate will require any of its subcontractors and agents, to which Business Associate is permitted by this Agreement or in writing by Covered Entity to disclose Covered Entity's Protected Health Information and/or Electronic Protected Health Information, to provide reasonable assurance that such subcontractor or agent will comply with the same privacy and security safeguard obligations with respect to Covered Entity's Protected Health Information and/or Electronic Protected Health Information that are applicable to Business Associate under this Agreement.
- (e) **Prohibition on Sale of Records.** Business Associate shall not directly or indirectly receive remuneration in exchange for any Protected Health Information of an individual.
- (f) **Penalties for Noncompliance.** Business Associate acknowledges that it is subject to civil and criminal enforcement for failure to comply with the privacy rule and security rule, as amended by the HITECH Act.

**III. Compliance with Electronic Transactions Rule.** If Business Associate conducts in whole or part electronic Transactions on behalf of Covered Entity for which HHS has established standards, Business Associate will comply, and will require any subcontractor or agent it involves with the conduct of such Transactions to comply, with each applicable requirement of the Electronic Transactions Rule. Business Associate shall also comply with the National provider Identifier requirements, if and to the extent applicable.

#### **IV. Individual Rights.**

- (a) **Access.** Business Associate will, within 20 calendar days following Covered Entity's request, make available to Covered Entity or, at Covered Entity's direction, to an individual (or the individual's personal representative) for inspection and obtaining copies Covered Entity's Protected Health Information about the individual that is in Business Associate's custody or control, so that Covered Entity may meet its access obligations under 45 CFR Section 164.524. Effective as of the date specified by HHS, if the Protected Health Information is held in an Electronic Health Record, then the individual shall have a right to obtain from Business Associate a copy of such information in an electronic format. Business Associate shall provide such a copy to Covered Entity or, alternatively, to the individual directly, if such alternative choice is clearly, conspicuously, and specifically made by the individual or Covered Entity.
- (b) **Amendment.** Business Associate will, upon receipt of written notice from Covered Entity, promptly amend or permit Covered Entity access to amend any portion of Covered Entity's Protected Health Information, so that Covered Entity may meet its amendment obligations under 45 CFR Section 164.526.
- (c) **Disclosure Accounting.** To allow Covered Entity to meet its disclosure accounting obligations under 45 CFR Section 164.528:
  - (i) **Disclosures Subject to Accounting.** Business Associate will record the information specified below ("Disclosure Information") for each disclosure of Covered Entity's Protected Health Information, not excepted from disclosure accounting as specified below, that Business Associate makes to Covered Entity or to a third party.
  - (ii) **Disclosures Not Subject to Accounting.** Business Associate will not be obligated to record Disclosure Information or otherwise account for disclosures of Covered Entity's Protected Health Information if Covered Entity need not account for such disclosures.
  - (iii) **Disclosure Information.** With respect to any disclosure by Business Associate of Covered Entity's Protected Health Information that is not excepted from disclosure accounting, Business Associate will record the following Disclosure Information as applicable to the type of accountable disclosure made:
    - (A) **Disclosure Information Generally.** Except for repetitive disclosures of Covered Entity's Protected Health Information as specified below, the Disclosure Information that Business Associate must record for each accountable disclosure



- is (i) the disclosure date, (ii) the name and (if known) address of the entity to which Business Associate made the disclosure, (iii) a brief description of Covered Entity's Protected Health Information disclosed, and (iv) a brief statement of the purpose of the disclosure.
- (B) **Disclosure Information for Repetitive Disclosures.** For repetitive disclosures of Covered Entity's Protected Health Information that Business Associate makes for a single purpose to the same person or entity (including Covered Entity), the Disclosure Information that Business Associate must record is either the Disclosure Information specified above for each accountable disclosure, or (i) the Disclosure Information specified above for the first of the repetitive accountable disclosures; (ii) the frequency, periodicity, or number of the repetitive accountable disclosures; and (iii) the date of the last of the repetitive accountable disclosures.
- (iv) **Availability of Disclosure Information.** Business Associate will maintain the Disclosure Information for at least 6 years following the date of the accountable disclosure to which the Disclosure Information relates (3 years for disclosures related to an Electronic Health Record, starting with the date specified by HHS). Business Associate will make the Disclosure Information available to Covered Entity within 30 calendar days following Covered Entity's request for such Disclosure Information to comply with an individual's request for disclosure accounting. Effective as of the date specified by HHS, with respect to disclosures related to an Electronic Health Record, Business Associate shall provide the accounting directly to an individual making such a disclosure request, if a direct response is requested by the individual.
- (d) **Restriction Agreements and Confidential Communications.** Business Associate will comply with any agreement that Covered Entity makes that either (i) restricts use or disclosure of Covered Entity's Protected Health Information pursuant to 45 CFR Section 164.522(a), or (ii) requires confidential communication about Covered Entity's Protected Health Information pursuant to 45 CFR Section 164.522(b), provided that Covered Entity notifies Business Associate in writing of the restriction or confidential communication obligations that Business Associate must follow. Covered Entity will promptly notify Business Associate in writing of the termination of such restriction agreement or confidential communication requirement and, with respect to termination of any such restriction agreement, instruct Business Associate whether any of Covered Entity's Protected Health Information will remain subject to the terms of the restriction agreement. Effective November 1, 2010 (or such other date specified as the effective date by HHS), Business Associate will comply with any restriction request if: (i) except as otherwise required by law, the disclosure is to a health plan for purposes of carrying out payment or health care operations (and is not for purposes of carrying out treatment); and (ii) the Protected Health Information pertains solely to a health care item or service for each the health care provider involved has been paid out-of-pocket in full.

## **V. Breaches and Security Incidents.**

- (a) **Reporting.**
- (i) **Privacy or Security Breach.** Business Associate will report to Covered Entity any use or disclosure of Covered Entity's Protected Health Information not permitted by this Agreement along with any Breach of Covered Entity's Unsecured Protected Health Information. Business Associate will treat the Breach as being discovered in accordance with 45 CFR Section 164.410. Business Associate will make the report to Covered Entity's Privacy Official not more than 10 calendar days after Business Associate learns of such non-permitted use or disclosure. If delay is requested by a law-enforcement official in accordance with 45 CFR Section 164.412, Business Associate may delay notifying Covered Entity for the applicable time period. Business Associate's report will at least:

- (A) Identify the nature of the Breach or other non-permitted use or disclosure, which will include a brief description of what happened, including the date of any Breach and the date of the discovery of any Breach;
  - (B) Identify Covered Entity's Protected Health Information that was subject to the non-permitted use or disclosure or Breach (such as whether full name, social security number, date of birth, home address, account number or other information were involved) on an individual basis;
  - (C) Identify who made the non-permitted use or disclosure and who received the non-permitted disclosure;
  - (D) Identify what corrective or investigational action Business Associate took or will take to prevent further non-permitted uses or disclosures, to mitigate harmful effects and to protect against any further Breaches;
  - (E) Identify what steps the individuals who were subject to a Breach should take to protect themselves;
  - (F) Provide such information, including a written report, as Covered Entity may reasonably request.
- (ii) **Security Incidents.** Business Associate will report to Covered Entity any attempted or successful (A) unauthorized access, use, disclosure, modification, or destruction of Covered Entity's Electronic Protected Health Information or (B) interference with Business Associate's system operation in Business Associate's information systems, of which Business Associate become aware. Business Associate will make this report once per month, except if any such security incident resulted in a disclosure not permitted by this Agreement or Breach of Covered Entity's Unsecured Protected Health Information, Business Associate will make the report in accordance with the provisions set forth in the paragraph above.

## **VI. Term and Termination.**

- (a) **Term.** The term of this Agreement shall be effective as of November 1, 2010, and shall terminate when all Protected Health Information provided by Covered Entity to Business Associate, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity, or, if it is infeasible to return or destroy Protected Health Information, protections are extended to such information, in accordance with the termination provisions in this section.
- (b) **Right to Terminate for Cause.** Covered Entity may terminate Agreement if it determines, in its sole discretion, that Business Associate has breached any provision of this Agreement, and upon written notice to Business Associate of the breach, Business Associate fails to cure the breach within 10 calendar days after receipt of the notice. Any such termination will be effective immediately or at such other date specified in Covered Entity's notice of termination.
  - (i) **Return or Destruction of Covered Entity's Protected Health Information as Feasible.** Upon termination or other conclusion of Agreement, Business Associate will, if feasible, return to Covered Entity or destroy all of Covered Entity's Protected Health Information in whatever form or medium, including all copies thereof and all data, compilations, and other works derived therefrom that allow identification of any individual who is a subject of Covered Entity's Protected Health Information. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of the Business Associate. Further, Business Associate shall require any such subcontractor or agent to certify to Business Associate that it returned to Business Associate (so that Business Associate may return to the Covered Entity) or destroyed all such information which could be returned or destroyed. Business Associate will complete these obligations as promptly as possible, but not later than 30 calendar days following the effective date of the termination or other conclusion of Agreement.

- (ii) **Procedure When Return or Destruction is Not Feasible.** Business Associate will identify any of Covered Entity's Protected Health Information, including any that Business Associate has disclosed to subcontractors or agents as permitted under this Agreement, that cannot feasibly be returned to Covered Entity or destroyed and explain why return or destruction is infeasible. Business Associate will limit its further use and disclosure of such information to those purposes that make return or destruction of such information infeasible. Business Associate will complete these obligations as promptly as possible, but not later than 30 calendar days following the effective date of the termination or other conclusion of Agreement.
- (iii) **Continuing Privacy and Security Obligation.** Business Associate's obligation to protect the privacy and safeguard the security of Covered Entity's Protected Health Information as specified in this Agreement will be continuous and survive termination or other conclusion of this Agreement.

## VII. General Provisions

- (a) **Definitions.** All terms that are used but not otherwise defined in this Agreement shall have the meaning specified under HIPAA, including its statute, regulations and other official government guidance.
- (b) **Inspection of Internal Practices, Books, and Records.** Business Associate will make its internal practices, books, and records relating to its use and disclosure of Covered Entity's Protected Health Information available to Covered Entity and to HHS to determine compliance with the Privacy Rule.
- (c) **Amendment to Agreement.** Upon the compliance date of any final regulation or amendment to final regulation promulgated by HHS that affects Business Associate or Covered Entity's obligations under this Agreement, this Agreement will automatically amend such that the obligations imposed on Business Associate or Covered Entity remain in compliance with the final regulation or amendment to final regulation.
- (d) **No Third-Party Beneficiaries.** Nothing in this Agreement shall be construed as creating any rights or benefits to any third parties.
- (e) **Interpretation.** Any ambiguity in this Agreement shall be resolved to permit Covered Entity and Business Associate to comply with the applicable requirements under HIPAA.
- (f) **Indemnification.** Business Associate agrees to indemnify and hold harmless Covered Entity its agents, directors, and employees against any and all losses, damages, liabilities and expenses (including reasonable attorney's fees) to the extent such result from Business Associate's negligence, willful misconduct, or failure to follow the terms of this Agreement. In addition, Oak Park and River Forest High School District 200 Flexible Benefits Plan agrees to indemnify and hold harmless Business Associate its agents, directors, and employees against any and all losses, damages, liabilities and expenses (including reasonable attorneys fees) to the extent such result from Oak Park and River Forest High School District 200 Flexible Benefits Plan and/or Covered Entity's negligence, willful misconduct, or failure to follow the terms of this Agreement.
- (g) **Notices.** Any notices or reports given hereunder shall be delivered to named Privacy Officials/Contacts. Current Privacy Officials/Contacts are identified on the attached "Schedule A". The Parties shall provide prompt written notification of any change of Privacy Official/Contact.

**Oak Park and River Forest High School District 200**  
and on behalf of  
**Oak Park and River Forest High School District 200**  
**Flexible Benefits Plan, Covered Entity**

Dated: \_\_\_\_\_

\_\_\_\_\_  
By:  
Title:

\_\_\_\_\_  
By:  
Title:

**MARSHALL & ILSLEY TRUST COMPANY N.A.,**  
Business Associate:

Dated: \_\_\_\_\_

\_\_\_\_\_  
By: Sheila Vetrone  
Benefits Services Manager

***Oak Park and River Forest High School  
District 200***

*201 North Scoville Avenue • Oak Park, IL 60302-2296*

TO: Board of Education

FROM: Cheryl L. Witham, CFO

DATE: December 16, 2010

RE: Pilgrim Parking Agreement

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**BACKGROUND**

The District rents the Pilgrim Church parking lot during the school year as a part of the overall parking plan for faculty and staff. The Garage Intergovernmental Agreement with the Village of Oak Park requires OPRFHS to maintain the parking relationship with Pilgrim in order to reduce parking congestion in the neighborhood surrounding the high school building.

**SUMMARY OF FINDINGS**

The previous agreement contained an escalation clause based on CPI. In reviewing the cost per space as compared to other parking fees in the Village of Oak Park, we discovered that over the past few years the price has escalated above the market rate in the community. For comparison purposes we note that the Village charges \$160 - \$240 for spaces around the south fields during the school year. In addition, the Village offers high demand, on street, daytime parking to residents for \$142 per quarter. The contract covers the school year. Therefore, we asked for a reduction in the annual amount to \$50,000 per year for each of three years. We also requested that Pilgrim church increase the weekend access to 5 events from 4 events, in order to cover our Friday night football events without additional cost.

Pilgrim Church considered the offer of the high school and countered the offer with \$55,000 for the first year with a 1% increase for the second and then again for the third year. They also agreed to increase the weekend events to 5.

The cost for the District last year was \$54,555 plus \$600 for football.

**RECOMMENDATIONS**

MOTION: To accept the new terms of the contract with Pilgrim Church for a three year period, as presented.

ROLL CALL VOTE

AGENDA ITEM X. D.

TEL: (708) 383-0700  
FAX: (708) 434-3910

WEB: [www.oprfhs.org](http://www.oprfhs.org)

TTY/TDD: (708) 524-5500

**PARKING LOT LEASE BETWEEN PILGRIM CONGREGATIONAL CHURCH  
AND OAK PARK and RIVER FOREST HIGH SCHOOL**

This Lease (this "Lease") made this 16 day of December 2010 ~~July 2008~~ between Pilgrim Congregational Church of Oak Park, a religious corporation under the laws of the State of Illinois, (hereinafter referred to as the "Lessor") and District 200/Oak Park and River Forest High School (hereinafter referred to as the "Lessee".)

Lessor, for and in consideration of the agreements hereinafter set forth to be performed by Lessee, does hereby lease to Lessee the use of the primary Pilgrim Congregational Church parking lot at 460 Lake Street (the "Parking Lot"), subject to the terms, conditions, and restrictions set forth herein. This Lease shall commence on August 15, ~~2008-2010~~ and end June 15, ~~2010-2013~~ (but shall be subject to termination, as hereinafter provided.)

This Lease is made and entered into, subject to the following expressed covenants, conditions and agreements, all of which are accepted by and binding upon the Lessor and Lessee, as integral parts of this Lease.

**I. Use/Restrictions**

- A. Daytime Use. The Parking Lot shall be used by the Lessee for parking of private passenger vehicles, between the hours of 7:30 am and 6:00 pm Monday through Friday from September 1<sup>st</sup> to June 15<sup>th</sup> of each school year. Lessor will make the Parking Lot available to Lessee from August 15<sup>th</sup> through September 1<sup>st</sup> of each school year, subject to availability.

~~A.~~

In addition, the authorized high school faculty and staff may park in the Parking Lot from 7:00 am to 7:30 am to the extent that spaces are available. Lessee acknowledges that because overnight parking permit holders are authorized to park in the Parking Lot until 7:30 am, a number of cars will still be in the Parking Lot at 7:00 am.

The use of the Parking Lot will be restricted to faculty and staff of the Lessee. Unauthorized vehicles may be towed.

- B. Spaces Reserved by Lessor. The following parking spaces are reserved by Lessor: (a) The handicapped spot and the five (5) spaces on the west side of the Parking Lot adjacent to the playground and (b) five (5) spaces on the east end of the Parking Lot that are currently let to the Village of Oak Park for overnight parking. Lessor will mark these spots as reserved. Lessor reserves the right to designate other spots as reserved, provided that at all times Lessor continues to provide at least 100 parking spaces for Lessee.
- C. Shared Use of Premises during Evening Hours. The Parking Lot shall be used by the Lessee for parking of private passenger vehicles of students attending Triton

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College classes at Oak Park and River Forest High School. Lessee may utilize up to 80 spaces Monday-Thursday between the hours of 6:00 pm and 10:00 pm. During this time period, those 80 spaces may also be used by Lessee's faculty, staff and guests attending other evening programs at Oak Park and River Forest High School. Lessor reserves the right to reduce the number of parking spaces available for Lessee's evening use. If Lessor reduces the number of spaces available to Lessee a prorated adjustment will be made in the rental rate.

- D. Priority in Use of the Parking Lot. The Lessor's use of the Parking Lot for weddings, funerals and other scheduled activities will take precedence over the Lessee's usage of the lot. The Lessor shall provide the Lessee with two weeks prior written notice of church activities that require the Lessee to vacate the parking lot, with the exception of funerals. The Lessor will also be responsible for posting an appropriate notice at the Parking Lot entrance to indicate the necessary restricted use. Such occasions will be limited to five (5) times per year.
- E. The District may request and be granted weekend access up to ~~four (4)~~ five (5) days. Such days shall include graduation day. The request will not interfere with the Farmers Market on Saturdays nor the Lessor's activities on Sunday mornings.

## II. Rental Rate and Charges.

- A. Annual Rent. ~~Rent will be paid in advance of the school year. The first rent payment under this contract in the amount of \$53,590~~ \$55,000 will be paid on or before ~~September 1, 2008~~ January 1, 2011. Annual rent payments thereafter will be paid in advance of the school year or September 1<sup>st</sup>, whichever is earliest.
- B. Escalation. ~~Rent shall be adjusted annually based on any increase in the Consumer Price Index (U.S. City Average, All Urban Consumers, All Items, 3-year average 1982-84, equaling a base of 100, from the U.S. Department of Labor, Bureau of Labor Statistics, Washington D.C., the "CPI-U" all items, less food and energy), between the month of May in the immediately preceding that no annual increase shall be more than five percent (5%) per year. No adjustment to the rent shall be made in the event of decreases in the CPI index. If the United States Department of Labor ceases publishing the CPI-U, the parties shall use another index which is a reasonable substitute for the CPI-U all items, less food and energy.~~ Annual rent payments shall be increased by 1% each year.
- C. Late Payments. Past due payments will accrue an interest charge of 1% per month.

- III. Indemnification. Lessee assumes all liability and agrees to indemnify and hold harmless the Lessor and its affiliates, and any of their officers, directors, employees, vendors and contractors, from all claims asserted against them, and any attorneys' fees and costs incidental thereto, on account of personal injury, death, or property damage directly or indirectly sustained by any person or entity in connection with the

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performance of this Lease or the use of the Parking Lot by Lessee; its students or faculty or their families; its vendors, suppliers, agents, employees or persons conducting business with Lessee; or any persons affiliated with Triton College.

- IV. Maintenance.** Lessor has entered into an agreement with the Village of Oak Park pursuant to which the VOP has agreed to maintain and repair the parking lot, including the provision of snow removal surfaces. Lessor agrees to enforce its rights under the agreement with VOP, but shall not be liable for any failure by the VOP to properly repair and maintain the premises.
- V. Electricity.** The Lessor shall provide electricity for lighting the Parking Lot and shall pay the cost of providing said electricity.
- VI. Termination.** This lease may be terminated by either Lessor or Lessee upon one hundred eighty (180) days written notice.
- VII. No alterations, Modifications or Improvements by Lessee.** Lessee shall not make any alterations, modifications or improvements to the Parking Lot without the prior written consent of Lessor.
- VIII. Sublease/Assignment.** Lessee shall make no assignment of this Lease, nor shall it sublease the Parking Lot to any other person or entity without the prior written consent of Lessor.
- IX. No Third Party Beneficiaries.** This Lease is intended to benefit only the parties signing below. This Lease grants no rights to any other persons or entities, and no other persons or entities are intended beneficiaries thereof.
- X. Retained Rights of Lessor.** Lessor retains all rights not expressly granted to Lessee hereunder. Notwithstanding any other provision of this Lease, Lessor further retains the right to use and access the Parking Lot for construction, repair or improvement of sewers, water pipes and mains, drainage tiles and pipes, gas mains and pipelines, telephone or cable lines or electric lines.
- XI. Notices.** All notices required hereto shall be in writing and given by certified mail. Notices to Lessor shall be mailed to Lessor at the Pilgrim Congregational Church, 460 Lake Street, Oak Park, IL 60302, Attn: Rental Manager and notices to Lessee at Oak Park and River Forest H.S., 201 North Scoville Avenue, Oak Park, IL 60302, Attn: Business Manager.



The Parties hereto executed this agreement as of the date first written above.

**LESSOR:**  
**PILGRIM CONGREGATIONAL CHURCH**  
**OF OAK PARK**

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**LESSEE:**  
**OAK PARK AND RIVER FOREST HIGH SCHOOL**

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

***Oak Park and River Forest High School  
District 200***

*201 North Scoville Avenue • Oak Park, IL 60302-2296*

TO: Board of Education

FROM: Cheryl L. Witham, CFO

DATE: December 16, 2010

RE: Request for Qualifications for Architect of Record

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**BACKGROUND**

The District published a Request for Qualifications for Architectural services. An on-site pre-proposal conference was held and a tour was provided. Nineteen firms requested packets. Eleven firms attended the pre-proposal conference. The District received and reviewed thirteen RFQ packets. A review committee reviewed and discussed the materials and then scored each component of the selection criteria. Based on the scoring of the selection criteria, four firms were clustered together with the highest scores. The four highest scoring firms were invited to an interview with the committee. The committee asked a list of predetermined questions of all four firms. Based on the additional information, the four remaining firms were once again ranked according to the selection criteria. Two firms emerged as clear leaders. These two firms were invited to make a presentation to the Board of Education at the December Finance Committee Meeting. Committee members contacted references for the two finalists.

**SUMMARY OF FINDINGS**

Both firms made strong presentations to the Board of Education at the Finance Committee Meeting. It was the consensus of the selection committee that Legat made the strongest presentation. Legat also received the highest score in the interview process.

The selection committee is pleased to recommend Legat Architects to the Board of Education. The committee was impressed with Legat's focus on the educational process and clear understanding of designing space to enhance the learning experience. The examples of previous high school renovation designs at Niles D219, Glenbard D87 and Wheaton D200 are clearly superior. Many other examples were also provided. The Legat EDGE approach to work appears to be superior to the other firms. The long range planning models were clearly superior. The cost controls and schedule planning also appeared to be superior. Their on-site presence and supervision is essential and is greater than what the other firms proposed. Legat has a proven track record in securing grants. Legat has a proven track record in sustainable and green designs. Legat also received the highest compliments from school districts that they have worked with. The final score for Legat Architects was 99 of 100 possible points.

**RECOMMENDATIONS**

**MOTION:** To approve Legat Architect as the Architect of record.

**ROLL CALL VOTE**

**AGENDA ITEM X.E.**

**TEL:** (708) 383-0700  
**FAX:** (708) 434-3910

**WEB:** [www.oprfhs.org](http://www.oprfhs.org)

**TTY/TDD:** (708) 524-5500

# First Round Review

Criteria	Maximum	Archi	BLD	Concept 3	PLA	PLA Group	FCM	Flint	Green	Kilmer	Lead	PSA Dewberry	Rock Paper	STC
Design Capabilities	25	25.00	10.10	13.00	21.67	17.00	22.20	4.00	20.00	19.40	25.00	18.00	17.60	23.50
Relevant Experience	10	9.50	5.00	6.40	10.00	6.80	10.00	2.40	8.40	8.40	10.00	7.20	7.20	8.00
Past Performance	20	20.00	10.60	11.80	16.00	13.20	18.00	3.00	16.40	14.60	20.00	16.40	16.80	16.50
Approach To Work	15	5.42	1.40	14.40	6.25	4.80	14.80	0.00	10.00	4.80	14.40	7.00	5.80	15.00
Cost/Schedule Control	20	5.00	5.00	18.20	17.17	10.00	20.00	0.40	11.00	11.00	14.60	15.00	16.60	19.83
References	10													
Total	100	64.92	32.10	63.80	71.08	51.80	85.00	9.80	65.80	58.20	84.00	63.60	64.00	82.83

Final Review

<u>Criteria</u>	<u>Maximum</u>	<u>D/A</u>	<u>EGM</u>	<u>Legat</u>	<u>STR</u>
Design Capabilities	25	21.6	24.0	25.0	22.0
Relevant Experience	10	8.6	9.8	9.4	7.0
Past Performance	20	17.4	19.8	20.0	15.8
Approach To Work	15	12.6	14.2	14.6	10.2
Cost/Schedule Control	20	17.4	19.0	20.0	16.8
References	10	2.6	5.4	10.0	2.6
Total	100	80.2	92.2	99.0	74.4

***Oak Park and River Forest High School  
District 200***

*201 North Scoville Avenue • Oak Park, IL 60302-2296*

TO: Board of Education  
FROM: Cheryl L. Witham  
DATE: December 16, 2010  
RE: Acceptance of Donations and Gifts

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**BACKGROUND**

All gifts and donations are presented to the Board of Education as received.

**SUMMARY OF FINDINGS**

Ms. Julie Kudlacz, a former student of Mr. McCarron donated an ornament of the Apollo Space ship in gratitude of the wonderful learning experience she received in both Physics and Astronomy classes that were taught by Mr. McCarron.

Mr. Fred Valentini, parent of a student here at the high school, donated 2 ties to the high school, which are greatly appreciated by the Theatre department.

Mr. & Mrs. Cox, parents of two current OPRF students, donated \$500 to Best Buddies and 4 box seat tickets to the White Sox game with a parking pass for the auction.

**RECOMMENDATIONS (OR FUTURE DIRECTIONS)**

MOTION: To accept with gratitude the gifts as presented.

ROLL CALL VOTE

AGENDA ITEM X. F.

***Oak Park and River Forest High School  
District 200***

*201 North Scoville Avenue • Oak Park, IL 60302-2296*

TO: Board of Education

FROM: Lauren Smith, Director of Human Resources

DATE: December 16, 2010

Cc: Stephen Isoye, Superintendent

RE: Personnel Recommendation/Actions

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**BACKGROUND**

The personnel report for December 16, 2010 includes recommendations for new hires, stipends, and terminations.

**SUMMARY OF FINDINGS**

New hires include:

- 1.0 Replacement FTE for Food Service (Cashier)
- 1.0 New FTE CPA for Special Education (Aide per IEP)
- 2.0 Replacement FTE CPA for Special Education (Aides)

Termination:

- 1.0 Custodian

There is additional information related to stipends due to a resignation.

Also, there is a 2<sup>nd</sup> semester FTE change in the Math department due to a personal request for change in schedule related to family needs.

**Next Steps**

Motion: Move to approve the Personnel Recommendations as presented.

**Oak Park and River Forest High School District 200 – Board of Education  
December 16, 2010  
Personnel Report**

**NEW HIRES**

**Non-Affiliated**

Replacement	Location	Name	Highest Degree	Years of Exp	Salary	Effective Date
Cashier	Food Service	Sarah Blausey	High School	0	\$8.25/hour	November 22, 2010

**Classified Personnel**

New	Location	Name	Highest Degree	Years of Exp	Salary	Effective Date
Paraprofessional	Special Education	Kevin Callaghan	B.A.	0	\$14.57	December 13, 2010
Replacement	Location	Name	Highest Degree	Years of Exp	Salary	Effective Date
Paraprofessional	Special Education	Benjamin White	B.A.	2 years	\$15.29	December 13, 2010
Paraprofessional	Special Education	Christopher Stewart	B.A.	0	\$14.57	December 13, 2010

**TERMINATION**

**Buildings and Grounds**

Termination	Location	Name	Salary/Reason	Effective Date
Custodian	B&G	Todd Delius	\$23.94 per hour Work performance	December 6, 2010

**2<sup>ND</sup> SEMESTER CHANGE IN FTE**

**Faculty Senate**

Change	Location	Name	Salary	Effective Date
Teacher 0.8	Math	Christine Mondragon	\$88,537.00 to \$70,829.60	January 25, 2011
Teacher 0.8	Math	Jennifer Stinich	\$21,206.00 to \$26,508.00	January 25, 2011

**Student Activity Stipends 2010-2011 School Year**

Activity	Name	Stipend
Assistant Boys Swimming Coach	Christina Smith	\$5,991.00 Increase from half to full due to resignation

# Oak Park and River Forest High School District 200

201 North Scoville Avenue • Oak Park, IL 60302-2296

Office of Human Resources

(708) 434-3215  
Fax (708) 434-3919

DATE: December 16, 2010  
TO: Board of Education  
FROM: Lauren Smith, Director of Human Resources  
Cc: Steven Isoye, Superintendent  
SUBJECT: Appointment of Local Ethics Commission Members

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## BACKGROUND

In accordance with the School Code of Illinois and the School District's Gift Ban Policy which was adopted on October 28, 1999, the Board of Education must establish a Local Ethics Commission. The District has been fortunate that the services of the Commission have not called upon since the adoption of the policy. Former school board member John McCulloh and community members Sherilyn Reid and Martha Trantow currently serve on the District's Local Ethics Commission.

## SUMMARY OF FINDINGS

There are two community members that are being presented for acceptance by the Board of Education for the Local Ethics Commission.

Julie Mann - Twelve year resident of Oak Park and with school age three children. Julie works at the University of Illinois at Chicago College of Medicine in Undergraduate Medical Education

Tom Olis - one of seven siblings born and raised in Oak Park. Since 2005 Tom has worked full time with Final Finish, the Family Office of an Oak Park business person and philanthropist. Tom, his wife Alaina (a native O.P.er) and their first daughter live in River Forest

## Next Steps

Move to approve Julie Mann and Tom Olis as members of the Oak Park and River Forest High School District 200 Local Ethics Commission for calendar year 2011.

Agenda Item No. XI. B.



*Oak Park and River Forest High School*  
*District 200*  
201 North Scoville Avenue • Oak Park, IL 60302-2296

TO: Board of Education  
FROM: Nathaniel L. Rouse, Principal  
DATE: 12/16/10  
RE: SIP Update

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**BACKGROUND (From 11-12-10 memo)**

As we begin SIP planning for the 2010-11 School year, there are several changes in the way in which we are required to fulfill this requirement. First and foremost, the template for submitting our SIP is significantly different. ISBE has given us a “mandated opportunity” to use a reporting system entitled *Rising Star*, which requires us to include strategies and activities that support the implementation of the Illinois Learning Standards and ensures alignment of curriculum, instruction, and assessment with the Illinois Learning Standards. *Rising Star* is a navigational tool that provides a structure for improving performance and it is built using indicators of effective practice. It helps schools build and sustain momentum. The 79 indicators of effective practice of the school and classroom are organized into the categories of 1) Continuous Improvement, 2) Learning Environment, 3) Educator Quality, and 4) Teaching and Learning.

**SUMMARY OF FINDINGS**

The *Rising Star* Program is a response to the need for accountability. This new system asks schools to look at a continuous improvement model that can be changed periodically, with formal visits every two years. The attached documents represent the draft work of the committee thus far. The Continuous Improvement Framework for Schools using *Rising Star* breaks the SIP into 4 Phases which are 1) SmartStart, 2) SmartPlan, 3) SmartAction, and 4) SmartCheck. Each Phase represents a critical component of the plan, which speaks to identifying critical needs, assessing and reviewing the plan, implementation, and the evaluation and monitoring of the plan; all by April 8, 2011. Attached is Phase 2 of the plan. Phase 1 was provided to the BOE in November.

Should you like to view the information through ISBE, the Login Information is as follows:

To open the login page, go to [www.centerii.org](http://www.centerii.org) and click the – Login- button at the bottom left side of the web page. Login: **guestSIL4760** Password: **guestSIL4760**

A few highlights from some of the discussions with parents and staff are as follows:

- A link on our school website that provides the context to the SIP and its importance; followed by the link to the Indistar Website and Login information. Parents feel that

educating the community about the SIP will better prepare them to understand what they would be looking at.

- A town hall meeting that enables us to talk transparently about our SIP with the community, which would include a discussion of our current 2010 AYP Data.
- An executive summary of the SIP once completed.

#### **Next Steps**

We have presented Phases 1 & 2 to the BOE, DLT, IC, APPLE, and Citizen's Council and would like to move forward and submit Phases 1 & 2 of the plan.

Agenda Item No. # XII. A.

# Oak Park & River Forest High Sch

## Comprehensive Plan Report

Key Indicators are shown in RED.

School Improvement Team

### Educator Quality

#### Essential Element - Leadership

#### Indicator ID01 - SMART-A team structure is officially incorporated into the school improvement plan and school governance policy. (1012)

Level of Development:

Limited Development

Index:

9

(Priority Score x Opportunity Score)

Priority Score:

3

(3 - highest, 2 - medium, 1 - lowest)

Opportunity Score:

3

(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)

Describe current level of development:

We have begun meeting as a school improvement committee. Our plan is to meet twice a month to accomplish the goal of addressing each indicator. We currently have 20 team members that represent key areas within our organization. We also have reached out to our feeder districts 90 & 97 to strengthen our articulation and vertical alignment.

Plan

Assigned to:

Not yet assigned

#### Indicator ID02 - All teams have written statements of purpose and by-laws for their operation. (1013)

Level of Development:

Full Implementation

Evidence:

Each group has written statements of purpose and by-laws for their operations, which are also included in BOE Policy.

#### Indicator ID06 - SMART-The principal maintains a file of the agendas, work products, and minutes of all teams. (1017)

Level of Development:

Full Implementation

Evidence:

We are meeting every other week for 90 minutes as a team. We are also breaking into clusters to address the indicators. I will keep a file of agendas, and work products.

#### Indicator ID07 - SMART-A Leadership Team consisting of the principal, teachers who lead the Instructional Teams, and other key professional staff meets regularly (twice a month or more for an hour each meeting). (1018)

Level of Development:

Full Implementation

Evidence:

The School Improvement Leadership Team was constructed and consists of twenty members of the school community. Impacted divisions and their division heads, plus the principal and key members of the faculty constitute the committee. Meetings are scheduled during alternating weeks for ninety minute sessions. Our schedule is as follows:

9/27/10 School Improvement Planning Data Retreat  
9/30/10 School Improvement Planning Meeting  
10/14/10 School Improvement Planning Meeting  
10/28/10 School Improvement Planning Meeting  
11/11/10 School Improvement Planning Meeting  
11/18/10 School Improvement Planning Meeting  
12/2/10 School Improvement Planning Meeting  
12/16/10 School Improvement Planning Meeting

We will have agendas prepared for each meeting. Minutes will be collected and distributed to team members. We have also created indicator cluster groups within our School Leadership Improvement Team.

**Indicator ID08 - SMART-The Leadership Team serves as a conduit of communication to the faculty and staff. (1019)**

Level of Development:

Limited Development

Index:

9 (Priority Score x Opportunity Score)

Priority Score:

3 (3 - highest, 2 - medium, 1 - lowest)

Opportunity Score:

3 (3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)

Describe current level of development:

ID08  
The Instructional Council (Division Heads, Principal, Assistant Superintendent of Curriculum and Instruction, and the Director of Assessment and Research) meets weekly for 90 minutes in order to discuss and implement curriculum and professional development. This team not only communicates bi-monthly with the School Improvement Committee and staff but also carries information back to individual departments at each department's monthly meeting. In addition, this body carries information to the Faculty Senate, the faculty leadership body.

Plan

Assigned to:

Not yet assigned

**Indicator ID10 - SMART-The school's Leadership Team regularly looks at school performance data and aggregated classroom observation data and uses that data to make decisions about school improvement and professional development needs. (1021)**

Level of Development:

Limited Development

Index:	9	(Priority Score x Opportunity Score)
Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)
Opportunity Score:	3	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)

Describe current level of development:

School leadership teams regularly look at school performance data at the school level. We look at aggregate and disaggregated cohort data from standardized tests to identify trends in student achievement and general curricular areas needing enhanced efforts. We have implemented a number of data-driven instructional interventions in reading and math as a result of these analyses, and we evaluate the effectiveness of these programs annually or bi-annually. Despite these efforts, we continue to see gaps in the test scores of our students—gaps that are predictable by race, income status, and special education status.

We have a professional development structure that provides an hour each Monday morning for course-alike teams of teachers to meet and to work to improve teaching and learning. Teams are working to develop learning targets for their courses. We are moving toward alignment with the Common Core and toward common assessments for core academic courses. We have common assessments in place in some of our program areas, but analysis of test results is not routine among teams that administer common assessments. To support the use of data at the classroom and student level, we have a subscription-based software assessment scoring system that allows teachers to align test items to standards. Use of the software has been on a voluntary basis; it is widely used in some curricular areas and little used in others. Reporting options allow teachers to view aggregate levels of mastery within their classes (as a way to evaluate the effectiveness of learning activities leading up to an assessment) as well as to identify students who have yet to achieve mastery on one or more standards (as a way to begin differentiating instruction based upon individual students' needs). In a program that is administering a common assessment, the software can also produce teacher comparison reports. Teachers can use these comparisons to identify areas in which they may need assistance in order to improve student outcomes.

<b>Plan</b>	Assigned to:	Not yet assigned
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**Indicator IE06 - SMART-The principal keeps a focus on instructional improvement and student learning outcomes. (1027)**

Level of Development:	Limited Development
Index:	6 (Priority Score x Opportunity Score)
Priority Score:	3 (3 - highest, 2 - medium, 1 - lowest)

Opportunity Score:

2

(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)

Describe current level of development:

Our WiseWays suggest that the leadership characteristics necessary in reform, especially reform of the "turnaround" variety, differ from those of the manager in a more stable situation of continuous school improvement. Managerial aspects of the job do not fade away, but the principal in a restructured school is a change agent more than a manager. Lambert (2000) portrays the principal as the fire carrier for the school's vision, the central character in instructional planning, and a collaborator who brings teachers and even parents into discussions about the school's operation. The principal is the focus keeper, consistently pointing to improved student learning as the central goal of the school. The principal sets the climate of high expectations for student achievement and sees that teams function effectively.

Our current District 200 model creates a blend of the instructional leadership responsibilities of the building between the district office and the building principal. We will continue to work collaboratively to provide the leadership, support, and accountability needed to reach the goals of our school improvement plan.

Plan

Assigned to:

Not yet assigned

Indicator

**IE07 - SMART-The principal monitors curriculum and classroom instruction regularly. (1028)**

Level of Development:

Limited Development

Index:

3

(Priority Score x Opportunity Score)

Priority Score:

3

(3 - highest, 2 - medium, 1 - lowest)

Opportunity Score:

1

(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)

Describe current level of development:

As Sam Redding suggests, leaders in turnaround organizations in general and highly productive schools in particular have a strong orientation to and affinity for the core technology of their business – learning and teaching in the education enterprise. In the area of pedagogy, they are knowledgeable about and deeply involved in the instructional program of the school and are heavily invested in instruction, spending considerable time on the teaching function. They model the importance of teaching by being directly involved in the design and implementation of the instructional program. They are also knowledgeable about and heavily invested in the curricular program of the school. Finally, they are knowledgeable about assessment practices and personally involved with colleagues in crafting, implementing, and monitoring assessment systems at the classroom and school levels and in checking the effectiveness of NCLB school restructuring work.

It is imperative that the role of the principal at OPRF continue to have instructional leadership as one of its major focus points. The principal will continue to collaborate with the Assistant Superintendent of Curriculum and Instruction, The Director of Assessment and Research, and division head leadership to continue to focus on a professional development model that develops, implements, and assesses the following: The alignment of our curriculum to the Illinois Common Core, RtI, the seven strategies of effective classroom teaching, learning targets, formative assessments development, the implementation of a research based reading program, and progress monitoring software to enable us to increase student achievement in the areas of reading and math for subgroups not making adequate yearly progress. A sustained framework for professional development for faculty and staff surrounding race and its impact on student achievement will also be provided in an effort to deepen our understandings and strengthen our abilities to meet the needs of our struggling minority students; with an emphasis on social emotional learning standards.

**Plan**

Assigned to:

Not yet assigned

**Indicator**

**IE08 - The principal spends at least 50% of his/her time working directly with teachers to improve instruction, including classroom observations. (1029)**

Level of Development:

Limited Development

Index:

4

(Priority Score x Opportunity Score)

Priority Score:

2

(3 - highest, 2 - medium, 1 - lowest)

Opportunity Score:

2

(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)

Describe current level of development:

Our Current One High School District leadership model fosters a blend of responsibilities between the district office and the building principal. We will continue to work collaboratively to improve instruction.

**Plan**

Assigned to:

Not yet assigned

**Educator Quality**

**Essential Element - Professional Development**

**Indicator IF08 - SMART-Professional development for the whole faculty includes assessment of strengths and areas in need of improvement from classroom observations of indicators of effective teaching. (1042)**

Level of Development:

Full Implementation

Evidence:

The teacher evaluation and observation model used by the school was developed in collaboration with administrators and teachers and stresses a growth model approach. Using the Charlotte Danielson domains and indicators of effective teacher behavior and using a clinical model of supervision, as delineated by Jon Saphier, administrators who serve as instructional leaders and classroom observers work with teachers individually to set goals and provide feedback so teachers can continue in their growth, whether they are new to the school or veteran faculty members. Peer observation occurs for teachers new to the district through the induction and mentoring program where teachers are asked to observe a colleague; for veteran teachers the observation occurs within the context of course development and the ongoing sharing of effective pedagogy. In our school the faculty continually monitors their teaching and learning needs and pursues collaboration through co-planning, peer observation, and other techniques. Specific positions have been identified to encourage growth in teaching and learning strategies and infusion of appropriate content in classrooms.

**Indicator IF10 - The principal plans opportunities for teachers to share their strengths with other teachers. (1044)**

Level of Development:

Limited Development

Index:

9

(Priority Score x Opportunity Score)

Priority Score:

3

(3 - highest, 2 - medium, 1 - lowest)

Opportunity Score:

3

(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)



Describe current level of development:

Our current professional development model affords us the opportunity to highlight teachers who are experiencing success with new approaches to teaching which have included the use of learning targets and progress monitoring. Our hope is to continue with this practice to as we continue to grow professionally in this area.

Plan

Assigned to:

Not yet assigned

## Teaching and Learning

### Essential Element - Curriculum

#### Indicator **IIA01 - SMART-Instructional Teams develop standards-aligned units of instruction for each subject and grade level. (1045)**

Level of Development:

Limited Development

Index:

9

(Priority Score x Opportunity Score)

Priority Score:

3

(3 - highest, 2 - medium, 1 - lowest)

Opportunity Score:

3

(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)

Describe current level of development:

The primary focus of our weekly professional development (Monday mornings) and Professional Learning Community (PD/SIP) time has been dedicated to aligning our curriculum to the Illinois Common Core Standards. Teachers have been meeting in course-alike and/or grade-alike teams within each division. Significant progress has been made in the development of standards-aligned learning targets that state what every student should know, understand, and do for each unit in our college prep and transitional tracks. Formative assessments are being created to progress monitor student achievement of these targets. A significant number of teachers and administrators have attended and will be attending training to implement formative assessments and alignment to the Illinois Common Core Standards.

Plan

Assigned to:

Not yet assigned

## Teaching and Learning

### Essential Element - Assessment

#### Indicator **IIB03 - Unit pre-test and post-test results are reviewed by the Instructional Team. (1050)**

Level of Development:

Limited Development

Index:

6

(Priority Score x Opportunity Score)

Priority Score:

3

(3 - highest, 2 - medium, 1 - lowest)

Opportunity Score:

2

(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)

Describe current level of development:

Divisions have Learning Teams in place that are currently working on building curriculum one unit at a time. this curriculum will include the unit goals and objectives, learning targets, and pre- and post tests. Each unit will also be aligned with the common core standards.

**Plan**

Assigned to:

Not yet assigned

**Indicator IID06 - SMART-Yearly learning goals are set for the school by the Leadership Team, utilizing student learning data. (1057)**

Level of Development:

Limited Development

Index:

3

(Priority Score x Opportunity Score)

Priority Score:

3

(3 - highest, 2 - medium, 1 - lowest)

Opportunity Score:

1

(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)

Describe current level of development:

School leadership teams regularly look at school performance data at the school level. We look at aggregate and disaggregated cohort data from standardized tests to identify trends in student achievement and general curricular areas needing enhanced efforts. We have implemented a number of data-driven instructional interventions in reading and math as a result of these analyses, and we evaluate the effectiveness of these programs annually or bi-annually. Despite these efforts, we continue to see gaps in the test scores of our students—gaps that are predictable by race, income status, and special education status.

We have a professional development structure that provides an hour each Monday morning for course-alike teams of teachers to meet and to work to improve teaching and learning. Teams are working to develop learning targets for their courses. We are moving toward alignment with the Common Core and toward common assessments for core academic courses. We have common assessments in place in some of our program areas, but analysis of test results is not routine among teams that administer common assessments. To support the use of data at the classroom and student level, we have a subscription-based software assessment scoring system that allows teachers to align test items to standards. Use of the software has been on a voluntary basis; it is widely used in some curricular areas and little used in others. Reporting options allow teachers to view aggregate levels of mastery within their classes (as a way to evaluate the effectiveness of learning activities leading up to an assessment) as well as to identify students who have yet to achieve mastery on one or more standards (as a way to begin differentiating instruction based upon individual students' needs). In a program that is administering a common assessment, the software can also produce teacher comparison reports. Teachers can use these comparisons to identify areas in which they may need assistance in order to improve student outcomes.

**Plan** Assigned to: Not yet assigned

**Indicator IID07 - SMART-The Leadership Team monitors school-level student learning data. (1058)**

Level of Development:	Limited Development	
Index:	6	(Priority Score x Opportunity Score)
Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)
Opportunity Score:	2	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)

Describe current level of development:

School leadership teams regularly look at school performance data at the school level. We look at aggregate and disaggregated cohort data from standardized tests to identify trends in student achievement and general curricular areas needing enhanced efforts. We have implemented a number of data-driven instructional interventions in reading and math as a result of these analyses, and we evaluate the effectiveness of these programs annually or bi-annually. Despite these efforts, we continue to see gaps in the test scores of our students—gaps that are predictable by race, income status, and special education status.

We have a professional development structure that provides an hour each Monday morning for course-alike teams of teachers to meet and to work to improve teaching and learning. Teams are working to develop learning targets for their courses. We are moving toward alignment with the Common Core and toward common assessments for core academic courses. We have common assessments in place in some of our program areas, but analysis of test results is not routine among teams that administer common assessments. To support the use of data at the classroom and student level, we have a subscription-based software assessment scoring system that allows teachers to align test items to standards. Use of the software has been on a voluntary basis; it is widely used in some curricular areas and little used in others. Reporting options allow teachers to view aggregate levels of mastery within their classes (as a way to evaluate the effectiveness of learning activities leading up to an assessment) as well as to identify students who have yet to achieve mastery on one or more standards (as a way to begin differentiating instruction based upon individual students' needs). In a program that is administering a common assessment, the software can also produce teacher comparison reports. Teachers can use these comparisons to identify areas in which they may need assistance in order to improve student outcomes.

State learning standards and their grade-level benchmarks, when sufficiently explicit and rigorous, in part answer the question "What do we expect a student to know?" State assessments based on these standards provide some evidence of what a student knows. But standards and state assessments are far removed from the daily decision-making of classroom teachers. Standards are also better at establishing a floor of expectation for all students than in opening the doors of possibility for a particular student. The school's own system of data-based decision making helps fill this gap, netting together the various levels of curriculum content, instructional strategy, individual student mastery, and individual student potentiality.

Plan

Assigned to:

Not yet assigned

**Indicator IID08 - Instructional Teams use student learning data to assess strengths and weaknesses of the curriculum and instructional strategies. (1059)**

Level of Development:	Limited Development
Index:	3 (Priority Score x Opportunity Score)
Priority Score:	3 (3 - highest, 2 - medium, 1 - lowest)
Opportunity Score:	1 (3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)

Describe current level of development:

**Evidence**

IID08: Instructional Teams use student learning data to assess strengths and weaknesses of the curriculum and instructional strategies

**Evidence**

- Learning/Collaborative Teams that meet on Mondays
  - o 3 to 4 times a month for 45 min. each
  - ☐ We need to have minutes and agendas which leads to focus.
  - o It is suggested 4 to 6 hours block time per month???
  - o It is also suggested additional days outside of the block monthly meetings. This is covered through our SIP days.
- Creation of Learning Targets
- Development and implementation of formative assessments
- SIP day on ????
- o Large group we had teachers presenting on their personal use of formative assessments and provided examples
- o Small group we had teams look at IL standard and develop learning targets for the standard
- Data Retreat
  - o Administrators
  - o RtI Coaches
  - o Teachers
- For the DBDM
  - o What is our starting point?
  - o What are we going to use? (i.e. Some schools use AIMSweb, etc.)
  - ☐ Use our school info. System to store the intermediate results of the formative assessments (i.e. grade book, etc)
- Is our curriculum aligned to state standards (the curriculum used in the learning teams)?

**Plan**

Assigned to:

Not yet assigned

**Indicator IID09 - Instructional Teams use student learning data to plan instruction. (1060)**

Level of Development:	Limited Development
Index:	3 (Priority Score x Opportunity Score)
Priority Score:	3 (3 - highest, 2 - medium, 1 - lowest)

Opportunity Score:

1

(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)

Describe current level of development:

Evidence

Students learning data which includes the data captured through RtI progress monitoring, formative assessment (and others) in addition utilizing student data results from standardized testing.

Plan

Assigned to:

Not yet assigned

## Teaching and Learning

### Essential Element - Instruction

#### Indicator IIC01 - SMART-Units of instruction include specific learning activities aligned to objectives. (1083)

Level of Development:

Limited Development

Index:

4

(Priority Score x Opportunity Score)

Priority Score:

2

(3 - highest, 2 - medium, 1 - lowest)

Opportunity Score:

2

(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)

Describe current level of development:

We are in the process of developing learning targets for core courses across all our curricular areas. This stage of development is the first in a series of backward design steps that will include aligning learning activities with targets. Learning activities, the assignments given to each student targeted to that student's level of mastery, should be carefully aligned with the objectives included in the unit plan to provide a variety of ways for a student to achieve mastery as evidenced in both the successful completion of the learning activities and correct responses on the unit post-test. An Instructional Team's unit plans include a description of each leveled and differentiated learning activity, the standardsbased objectives associated with it, and criteria for mastery. These activities become arrows in the teacher's quiver of instructional options for each student.

Plan

Assigned to:

Not yet assigned

#### Indicator IIIA01 - SMART-All teachers are guided by a document that aligns standards, curriculum, instruction, and assessment. (1063)

Level of Development:

Limited Development

Index:

6

(Priority Score x Opportunity Score)

Priority Score:

3

(3 - highest, 2 - medium, 1 - lowest)

Opportunity Score:

2

(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)

Describe current level of development:

The primary focus of our weekly professional development and Professional Learning Community time has been dedicated to this work. Teachers have been meeting in course-alike and/or grade-alike teams. Significant progress has been made in the development of standard-aligned learning targets that state what every student show know, understand, and do for each unit. Formative assessments are being created to progress monitor student achievement of these targets. A significant number of teachers and administrators have attended and will be attending training to implement formative assessments and alignment to the Illinois Core Curriculum.

Plan

Assigned to:

Not yet assigned --

**Indicator IIIA35 - SMART-Students are engaged and on task. (1161)**

Level of Development:

Limited Development

Index:

9

(Priority Score x Opportunity Score)

Priority Score:

3

(3 - highest, 2 - medium, 1 - lowest)

Opportunity Score:

3

(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)

Describe current level of development:

Originally conceived by Benjamin Bloom, Mastery Learning combines suitable amounts of time for individual students and behavioral elements of teaching (Walberg, 2006):

- • "Cues" show students what is to be learned and explain how to learn it. Cues are more effective with increased clarity, salience, and meaningfulness of explanations and directions provided by teachers, instructional materials, or both. As the learners gain confidence, in ideal circumstances, the salience and numbers of cues can be reduced.
- • "Engagement" is the extent to which learners actively and persistently participate until appropriate responses are firmly entrenched in their repertoires. Such participation can be indexed by the extent to which the teacher engages students in overt activity – indicated by absence of irrelevant behavior, concentration on tasks, enthusiastic contributions to group discussion, and lengthy study.
- • "Corrective feedback" remedies errors in oral or written responses. In ideal circumstances, students waste little time on incorrect responses, and teachers rapidly detect and remedy difficulties by re-teaching or using alternate methods. When necessary, teachers provide additional time for practice.
- • "Reinforcement" is illustrated in the efforts elicited by athletics, games, and other cooperative and competitive activities. Immediate and direct reinforcement make some activities intrinsically rewarding. As emphasized by some theorists, classroom reinforcement may gain efficacy mainly by a rewarding sense of accomplishment or providing knowledge of results.

Through our development of learning targets, formative assessments, and progress monitoring, all essential components of tier 1 RtI, we will accomplish these four components of the behavioral elements of teaching.

**Plan** Assigned to: Not yet assigned

## Learning Environment

### Essential Element - Community and Family Engagement

**Indicator IVA03 - SMART-The school's Compact outlines the responsibilities/expectations of teachers, parents, and students. (1113)**

Level of Development:

No development or Implementation

Will include in plan

Index:

9

(Priority Score x Opportunity Score)

Priority Score:

3

(3 - highest, 2 - medium, 1 - lowest)



Opportunity Score:

3

(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)

Describe current level of development:

We need a BOE policy and parent compact that brings together existing Essential Elements of a Compact that includes goals for reading, study habits, and respectful/responsible behavior. Other goals may also be included, and the suggested goals below may be modified to fit the purposes of the school. But Solid Foundation schools include special attention to the three areas of greatest shared responsibility between the school and the home—reading, study habits, and respectful/responsible behavior—as well as ways students, teachers, and parents communicate with one another. We recognize the need to develop this separate document based on recent review of our publications. We will work with our Outreach Coordinator to ensure compliance for the 2011-2012 school year.

Plan

Assigned to:

Not yet assigned

**Indicator IVD01 - SMART-The school's Compact is annually distributed to teachers, school personnel, parents, and students. (1114)**

Level of Development:

No development or Implementation

Will include in plan

Index:

9

(Priority Score x Opportunity Score)

Priority Score:

3

(3 - highest, 2 - medium, 1 - lowest)

Opportunity Score:

3

(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)

Describe current level of development:

We currently have a meeting structure and staff identified for implementation.

Plan

Assigned to:

Not yet assigned

**Indicator IVD02 - SMART-The "ongoing conversation" between school personnel and parents is candid, supportive, and flows in both directions. (1115)**

Level of Development:

Full Implementation

Evidence:

Parent Visitation Day  
School Town Hall Meetings  
Special Education Association Meeting  
8th Grade parent night  
Huskie Transition Tours  
Financial Aid Night  
Teachers communicate with parents in  
Student Information System  
8 to 9 Connections  
5 Board of Education Sanctioned Parent Organizations  
Parent Panel  
Youth Interventionist Specialist  
SkyAlert  
Targeted Monthly Parent meetings by Outreach Coordinators  
Website  
Parent meetings with counselors available upon request;  
College information nights by grade in school.  
Family Access  
Naviance  
parent representatives on hiring committees  
Parent Action Committee  
SNACK Committee (School Neighborhood Action Committee)

**Indicator IVD03 - SMART-The school regularly and clearly communicates with parents about its expectations of them and the importance of the "curriculum of the home." (1155)**

Level of Development:

Full Implementation

Evidence:

At each open house, the principal and teachers talk about the responsibilities outlined in the Compact, discuss homework and the homework policy, and talk openly about what children need from their parents to do their best in school. The principal and teachers also encourage parents to participate in the courses the school offers for them. Additionally, Parent Teacher Conferences also provide opportunities to communicate with parents about our expectations of them and the importance of them being involved in the educational process for their children.

December 07, 2010

November 18, 2010

The regular Board meeting of the Board of Education of the Oak Park and River Forest High School was held on Thursday evening, November 18, 2010, in the Third Floor Library and Board Room.

**Call to Order**

President Millard called the meeting to order at 7:05 p.m. The following Board of Education members were present: John C. Allen, IV, Jacques A. Conway (arrived at 8:47 p.m.), Terry Finnegan, Dr. Dietra D. Millard, Amy McCormack, and Sharon Patchak-Layman. Also present were: Dr. Steven T. Isoye, Superintendent; Michael Carioscio, Chief Technology Officer; Amy Hill, Director of Assessment and Research; Philip M. Prale, Assistant Superintendent for Curriculum & Instruction; Nathaniel L. Rouse, Principal; Lauren M. Smith, Director of Human Resources; Cheryl L. Witham, Chief Financial Officer and Treasurer; James Hunter, FSEC Chair; Katrina Vogel, Student Council Liaison; and Gail Kalmerton, Executive Assistant/Clerk of the Board.

**Visitors**

The Board of Education welcomed the following visitors: Kay Foran, Communications and Community Relations Coordinator; Jason Dennis, OPRFHS faculty members; Nancy Leavy of the League of Women Voters; John Massena of Concert Tour Association; Ron Orzel, Co-Chair of Citizens' Council; David Zimmerman and Lauren Brennan of the *Trapeze*; Elizabeth Baca, Kevona Belcher, Caitlin Bell, Louise Blaue, Cameron Brandt, Clare Brennan, Serena Brewer, Emma Connell, Hannah Connell, Alison Coogan, Julia Corsini, Alanna Dasso, Hannah Garrigan, Alison Gerber, Hannah Goldman, Samantha Halpern, Katelyn Hunt, Veronica Lupo, Deja Morataya, Maureen Quinn, Rebecca Robinson, Kathryn Shaughnessy, Hannah Smith, Maryclare Stannard, Kimberly Stefanik, Emily Szaflarski, Helen Thomason, Miranda Tranmer, Kaitlyn Walsh, Robin Wang, and Caitlin Wheeler Girls' Swim Team members and their parents; Jerry Williams, Cynthia Rossi, Todd Fitzgerald, Paul Underlie, Michael Storlies, Dr. Susan Bridge, Jeremiah Johnson, and Fulton Nolan of Concordia University.

**Recognition of  
Girls' Swimming**

Dr. Millard read the following statement:

"Good evening. My name is Dietra Millard, and for this year, I am serving as President of the Board of Education, District 200.

"It is my honor, on behalf of the Board of Education, to welcome and recognize the OPRF Huskies' girls' swim and dive team, their families and their coaches. Typically, our Board confers formal recognition for very specific honors and awards. But unique accomplishments and circumstances deserve special acknowledgement. So tonight, we are not only celebrating the team's wins but, even more importantly, we are celebrating the winning attitude and perseverance all have displayed throughout a most difficult season.

"Some of you in the audience may not be aware of the daily reality these 49 scholar-athletes and their families and coaches faced as they have worked together for the last three months to remain a competitive, cohesive, dedicated team despite the loss of a home pool.

“As briefly as possible, I will attempt to recap the events of our pools. Our 2010 summer construction work included a project to replace our pool drains, including the sump pumps, to comply with the state’s new Virginia Graham Baker law. Unbeknownst to us—the school administration and Board—our construction management firm, Wight & Co., mistakenly allowed contractors to proceed with that work without first obtaining necessary state approval. Near the end of the summer, *we* thought our pool work had been completed satisfactorily and on time. Believing we were in line for a routine state inspection and approval process, we assumed our pools would be ready for the start of our girls’ competitive swim and dive season and for the start of the school year. And we communicated this information to our parents. Even as these critical dates passed – to our growing alarm --- without necessary inspections and approvals, we still assumed --- based on information we had at the time --- that the problem was a backlog at the Illinois Department of Public Health. Only after continuing unsatisfactory explanations about the delays did OPRF learn from Wight, that Wight personnel had erroneously authorized the completion of the summer pool work, prior to mandated state review, plan approval, and a building permit. It was not until mid-September that we were able to sort out these details.

“Concurrently, the Illinois Department of Public Health served us with a complaint and fined us for this error. At the time, we were not able to disclose this information publicly until attorneys for the District and the State worked out the details of the complaint and measures for our compliance. Our intended goal was to act with an abundance of care and caution to make sure we did nothing to jeopardize resolving this issue as expeditiously as possible.

“Subsequently, Wight accepted full responsibility for the error. During this time, the school’s communication with our swimmers, coaches and parents was at best confusing and contradictory --- adding to the understandable mounting frustrations. Parents were finally provided accurate information at an October 27 meeting they requested, during which Mark Wight explained and accepted responsibility for his firm’s error and our Superintendent, Steven Isoye, apologized for the frustrating lack of communication.

“In the meantime, state scrutiny of this project also had raised questions about grounding of the newly-installed equipment to the pool. On November 3, representatives from IDPH, Wight, and the school visually inspected and approved the work, after breaking open a small area on the bottom of one of the pools to ensure it had been completed properly. During this inspection, the Department of Public Health requested --- and Wight has since provided --- additional documentation about the products installed.

“To date, Wight & Co. — in addition to accepting responsibility for the error --- has paid state fines of \$22,500 assessed to the District *and* \$22,500 assessed to the plumbing contractor, as well as \$7,000 for costs associated with off-site swim practice all season. We have also billed Wight \$3,000 for legal fees and will seek payment for costs associated with opening up the pool floor for the Illinois Department of Public Health’s November 3 dry inspection and for hiring a pool expert to prepare necessary documents for state review.

“Here’s where we are now. We are still waiting for the state IDPH to retroactively issue a building permit for the work that was done this summer. This is the permit that Wight should have obtained prior to undertaking the project. Just yesterday, the state

recommended that while we await this permit, we proceed with filling the pools, which we will start doing this weekend. With the pools full as early as next Wednesday, we will be able to start testing the newly installed heat exchangers and hot water boilers, as well as start adjusting chemicals and temperature.

“Once we receive the building permit, we will then be in a position to request a wet inspection. Typically, either the regional or Cook County office of the Department of Public Health will do this wet inspection. After we have passed the wet inspection, this information will be sent to the Springfield office, which is responsible for issuing the final “swimming facility license” that we must receive and post publicly before we can legally use our pools.

“We are still estimating that this whole process is unlikely to wrap up prior to Winter Break. We have, therefore, discussed alternate practice venues and schedules with our Boys’ Swim and Dive team for at least the start of its winter season.

“Thank you for your patience as I have taken the time to review this complicated history. The Board believes it is important to clarify what has happened and to share all the details that we know to date. We appreciate how much disappointment and frustration this situation has caused our swimmers and their families. Some of this, sadly, was unavoidable due to our own inability to get accurate and timely information, as well as our inability to disclose some details as they emerged related to potential legal issues. We recognize that we did not get information to parents and students as early and thoroughly as we could have.

“Thanks to all of you, we have learned much through this challenging process. You’ve helped us improve our efforts to communicate, not only about pool-related issues but also to anticipate other areas of challenge and need.

“As we acknowledge our Girls’ Varsity and Junior Varsity Team members -- including 42 swimmers and 7 divers, their families, and their Head Coach Clyde Lundgren, Assistant Coaches Joyce Gajda and Christina Smith, and Diving coach Mark Pappallardo (who could not be with us tonight), and Coaches Eric Meyer and Peter Quinn, we applaud you all --- individually and collectively --- for your effort and attitude.

“Coaches, you had extra demands placed on you as you had to adapt to different practice venues and at times find alternate sites when last minute problems occurred. You are to be commended for your professionalism, patience and positive attitude throughout the season.

“Parents, we know that without your tireless behind-the-scenes support of your students, they could not have made it through such a grueling season. You have been their stalwart advocates every step of the way — appropriately dogged in your efforts to determine the cause of so much inconvenience, disruption and disappointment, while remaining your daughters’ biggest cheerleaders, showing them what it takes to rise to a challenge rather than giving up.

“Most important, you student-athletes have served as models of dedication and commitment. You not only kept up with demanding course loads (and for our 10

seniors, college applications, as well), but you did that while enduring a myriad of challenges, frustrations, and inconveniences:

- 13-14 hour days as you shuttled back and forth to and from late and changing practice times in different communities in as many as eight other pools;
- returning for early morning dry practice sessions;
- enduring countless disruptions and last minute changes in plans...even during preparations for the conference meet when you were locked out of practicing at the 11<sup>th</sup> hour.

“We are so proud of you, as we know that everyone’s dedication and hard work paid off. As a team, you placed 2<sup>nd</sup> at Sectional competition this past weekend at Fenwick, and two of you will compete at the State Swim Meet this coming weekend at Evanston High School -- freshman Alanna Dossoff in the 100 and 200-meter freestyle events and junior Claire Kissinger in Diving. In addition, Coach Lundgren was named Sectional Coach of the Year at Saturday’s competition – all most deserving honors for a team and coach without a swimming pool of their own to call home this year.

“In the very fitting words that one parent shared with us this week, “no pool? NO PROBLEM” for these dedicated girls and their coaches and their indefatigable attitude that truly exemplifies all things that are best! Please join the Board in congratulating the Oak Park and River Forest High School girls’ swim and dive team.

Katherine Appell	Hannah Garrigan	Madeleine Rees
Elizabeth Baca	Alison Gerber	Rebecca Robinson
Kevona Belcher	Annabelle Goldin-Mertdogan	Kathryn Shaughnessy
Caitlin Bell	Hannah Goldman	Hannah Smith
Louise Blaue	Claire Goode	Maryclare Stannard
Cameron	Samantha Halpern	Kimberly Stefanik
Brandt	Anna Hullinger	Paula Stocco
Clare Brennan	Katelyn Hunt	Emily Szaflarski
Serena Brewer	Claire Kissinger	Helen Thomason
Louise Carbery	Anne Leipold	Miranda Tranmer
John Casey	Faith Lewis	John Verticchio
Emma Connell	Margaret Lomasney	Kaitlyn Walsh
Hannah	Veronica Lupo	Robin Wang
Connell	Hannah Martin	Caitlin Wheeler
Alison Coogan	Deja Morataya	Hannah White
Julia Corsini	Katherine Munoz	Jonas White
Alanna Dassooff	Madeline O'Rourke	Morgan Wilkes
Noelle Fajardo	Maureen Quinn	Elizabeth Williams

Mr. Allen shared a story about how swimming for girls’ at OPRFHS had progressed. He had a conversation with a graduate of many years ago, a swimmer at that time, who works in OPRFHS’s Food Service Department. At the time, she was asked if she wanted to be timed. She agreed. Afterwards, her time was sent to the state, and the state then ranked her. Now, fifty-one girls can meet and excel in that sport. OPRFHS has a history of overcoming diversity and this change was a testament to the determination and character of these athletes. He suggested that they take their intelligence, both physically and mentally, and excel in all areas of their lives. He challenged them to help them build paths just as the first OPRFHS girl swimmer had.

The Board of Education then recessed at 7:26 p.m. to move to the Board Room. At 7:42 p.m., the meeting resumed.

<b>Changes to the Agenda</b>	Agenda Item E. Personnel Recommendations under Human Relations was moved to closed session.
<b>Status of FOIA Requests</b>	Dr. Millard reported that the two FOIA requests received were resolved.
<b>Board of Education Comments</b>	<p>Ms. Patchak-Layman recognized the good and talented work of both Orchesis and Spoken Word. She was pleased to see so many teachers attend the performances and that both the division and Mr. Kahn received support. She was also pleased that the two new Division Heads at the Orchesis presentation on Sunday afternoon were able to see the spectrum of students at the high school.</p> <p>Ms. Patchak-Layman attended the Tradition of Excellence Award ceremony. In a conversation with a recipient's father, she learned that it was because of the high school's support in the EX Program of years ago that his son had graduated. It had allowed him to take many art classes and still fulfill his graduation requirements.</p> <p>Ms. Patchak-Layman offered a concern that the Board of Education approved a payment to Blueprint Educational Group for fifty percent of the contracted work, yet she was not sure what had been completed. The community relies on the Board of Education to do its due diligence and to make payments only when contracts are followed. The original contract calls for all travel to be included, yet the District received an extra charge. While she hoped a new contract would be forthcoming, it would just reiterate a change that was pre-approved by the Board of Education that approved the initial contract. The contract called for nine trips to the school to work with committees to produce an organizational assessment plan and implementation for it. There is no documentation that fifty percent of this work was completed. If a new contract exists, the Board of Education should see it. Dr. Millard added that the issue regarding Baldrige had been discussed at a previous meeting and would be again at an upcoming meeting.</p> <p>Ms. Patchak-Layman reported on the program on American Life Radio that aired November 2 called "Petty Tyrant," a story of a school district and its buildings and grounds supervisor who was a tyrant. Because it was not a big city, just a small school district, it did not make big news. It did, however, offer ideas. Just because one thinks they know someone does not mean that checks and balances should not occur. When employees are upset sometimes follow through should occur.</p> <p>Dr. Millard announced that Steven T. Isoye had defended his doctoral that day and had earned the title of Doctor. She presented him with a new nameplate reflecting his title.</p>
<b>Visitor Comments</b>	No comments.

## **Student Council**

Ms. Vogel reported that Student Council was working on the following:

- 1) Thanksgiving cards for all teachers and staff in the building;
- 2) A Blood Drive;
- 3) The Tradition of Excellence, offering a brief summary of their recipients' accomplishments. Kevin Mr. Sorenson, a stunt man, had an eccentric opening involving helicopter noises and repelling from the ceiling and Warren Trezevant shared the different movies he had worked on and his main zoetrope Toy Story 3;
- 4) Discussions have occurred as to what was learned regarding school spirit and engagement at a Student Council Leadership Conference and how that could be incorporated at OPRFHS;
- 5) Making students aware of the possibility of a closed campus; and
- 6) Creating a club council where the president or officer of each club would talk with Student Council about ways they could help each other in order to make the school more unified.

Ms. Patchak-Layman complimented Student Council on the excellent job it did of introducing the Tradition of Excellent winners and escorting them around the school.

## **Principal's Report**

Mr. Rouse reported on the 28<sup>th</sup> Annual Tradition of Excellence Awards honoring Warren Trezevant, Class of 1987, and Kevin Sorenson, Class of 1985.

Mr. Rouse also reported on the success of the 8<sup>th</sup> grade Huskie Transition Tours giving special thanks to Districts 90 & 97. This program replaces the former shadowing program and includes assemblies and tours.

Mr. Rouse reported that eighth-grade parents' night had provided answers to their questions and a tour given by student mentors.

## **District Reports**

Citizens' Council—Mr. Orzel, co-chair of Citizens' Council, reported that Mr. Rouse presented both the District Improvement Plan and the School Improvement Plan to its membership. The members were impressed with Mr. Rouse's enthusiasm for embracing this project and moving it forward. Citizen's Council liked 1) the transparency of this process, 2) the fact that it could be modified quickly, 3) the accountability, and 4) the movement from teaching to the test to teaching learning skills and aligning the standards within the curriculum. Concerns were expressed about 1) the involvement of middle schools, 2) their integration to the high school, and 3) testing. Mr. Finnegan also talked about changing the culture of the school. December 8 is the next Parent Café meeting to be held at the River Forest Community Center at 7:00 p.m. to talk about the laws in Oak Park and River Forest relative to drug and alcohol use in these communities.

BOOSTERS—Ms. McCormack reported that about thirty-five people attended the November 2 Booster meeting where an informative report about the swimming pools occurred.

Alumni Association—Ms. McCormack stated that the Alumni Association celebrated the students who were the recipients of summer enrichment opportunities, noting that almost everyone who was awarded a scholarship attended. The bulk of its work is



geared toward fundraising efforts. They discussed homecoming and noted that 80 people from the class of 1955 attended. The Alumni Association was also hosting a Huskie Crawl, another fundraising event, that evening.

Concert Tour Association (CTA)—Ms. Patchak-Layman reported that

- 1) CTA met November 8 and PING, an organization that provides instruments to students, reported. PING has 159 students involved and 35 high school students are mentoring middle school students. PING is looking for storage space because of the growing need for more and more students to house their musical instruments.
- 2) 20 OPRFHS students were able to compete at the JAZZ competition held at Roosevelt University.
- 3) CTA has additional funds in its budget and it is working on a strategic plan.
- 4) Occasionally guest artists are invited to perform.
- 5) CTA is working on a new webpage.

APPLE—Ms. Patchak-Layman reported that new officers were in place and the membership brainstormed on how to help students with tutoring, getting more parents involved, etc.

Faculty Senate—Mr. Hunter concurred with the comments earlier about the Tradition of Excellence. Kevin Sorenson did a great job on his speech. Mr. Hunter thanked all of the Board of Education members for what they had done as they went into the holiday season. He congratulated Dr. Isoye on earning the title of doctor.

## **Superintendent Report**

Superintendent Isoye attended the ASCD Conference and the Midwest Regional Conference on the Achievement in order to learn what people were saying in regards to the achievement gap and their philosophy as to how to work with children to meet their needs and have them achieve.

Dr. Isoye and Mr. Finnegan attend the Policy Luncheon as guest of James Zuehl of Franzcek Radelet. The topic of the luncheon meeting was teacher evaluation and student achievement. With legislation looking into the near future with changes to principal and teacher evaluations, a panel presented their thoughts on the issue. A researcher from Harvard spoke on student achievement measures and representatives from both the teachers' union and the principals' organization spoke about their thoughts on the topic.

Dr. Isoye also met with Gary Cuneen of Seven Generations who shared with him sustainability efforts in this area. He also met with Casey Poulos of the Village of Oak Park who shared with him the sustainability efforts specific to the Village. There is no doubt of a green attitude in this community. The care for the community goes beyond the boundaries of Oak Park and River Forest and really looks at how the communities are stewards of the planet.

In addition, Concordia plans to do a story about him because of his Principal of the Year Award and because he is an alum. While he did not know when they would publish the story, he had a great conversation with its reporter.

Dr. Isoye also met with Dee Brennan to learn about the library and its efforts. She discussed many items, but definitely, how the tutoring during finals last year was well received and the potential to continue this in the future.

Dr. Isoye met with the superintendents of West 40 at Lyons Township where there was discussion about the efforts of ED-RED. Dr. Lee is heavily involved with the efforts of ED. This was his first chance to learn more about this organization.

Dr. Isoye spoke with Todd Bloom about Baldrige and the questions about the next steps. Nathan Eklund will be here in December for two days and will attend the PEG Committee meeting. All Board of Education members will have an opportunity to meet with him individually. Todd Bloom will attend the meeting telephonically to give updates and address concerns.

Dr. Isoye, other administrators, and representatives of the police met with about forty neighbors on Tuesday, November 16. Several students and a reporter from the Trapeze also attended. The administration will debrief about this meeting and the concerns that were expressed.

Dr. Isoye attended Thrive Counseling's annual meeting, which awarded various people for their volunteer efforts. Mr. Finnegan also attended.

The Tradition of Excellence recognition was held last week. Dr. Isoye too congratulated both Kevin Sorensen and Warren Trezevant, the two awardees this year. Mr. Sorensen showcased his work as a stuntman and even repelled down from the rafters and brought some clips of his work. Mr. Trezevant showed how Pixar Studios does animation and brought clips of his animated work. Ms. Patchak-Layman attended the convocation and brunch.

Mr. Isoye participated in the YMCA strategic planning session. He thanked Jan Pate for the invitation and hoped that she was able to get meaningful input from various community stakeholders.

Dr. Isoye met with David Boulanger to get further updates and information in regards to the work of the OPRF Township. He appreciated the time spent with him to educate him about the services of the township and not just how our students can benefit, but how the whole community is served. He will attend a December committee meeting to discuss the interventionist costs proposal.

Dr. Isoye met with Father De Porres, the president of Fenwick, shared information about each other's organizations, and talked about how they both serve the communities of Oak Park and River Forest.

Lastly, Dr. Isoye planned to attend the IASB/IASBO/ISBE Joint Conference that weekend. This is a conference for various levels of administration. He looked forward to networking with other administrators and to learning new things. He wished all a Happy Thanksgiving.

## **Consent Items**

Dr. Millard moved to approve the consent items as follows:

- the Check Disbursements and Financial Resolutions dated November 18, 2010;
- the Treasurer's Reports for October 2010;
- the Monthly Financial Reports for October 2010; and
- renewal of the Medical, Dental, and Life Insurances.

seconded by Mr. Allen. A roll call vote resulted in all ayes. Motion carried.

Ms. Patchak-Layman noted that new state law requires that the Board of Education adopt the following two policies.

**Policy 3910**

Dr. Millard moved to approve Policy 3910, Identity Protection, for First Reading; seconded by Mr. Allen. A roll call vote resulted in all ayes. Motion carried.

Mr. Allen explained that the reasons for the changes made in the policy after the PEG Committee were for clarity.

**Policy 5144**

Mr. Finnegan moved to approve 5144, Food Management Program, for First Reading; seconded by Mr. Allen. A roll call vote resulted in all ayes. Motion carried.

**Gifts & Donations**

No gifts or donations were received.

**Preliminary Levy**

The Preliminary Levy must be placed on display no less than 20 days in advance of adoption. The Board of Education will adopt the 2010 Levy at its regularly scheduled Board of Education meeting on December 16, 2010. A truth in Taxation Hearing will also be held at that meeting.

The CPI increase for the 2010 Levy is based upon the December 31, 2009, CPI of 2.7%. Because Cook County has not completed the final calculations of the 2009 Levy, the District will need to make several assumptions for the Preliminary 2010 Levy, which are listed below.

River Forest TIF	\$ 70,000,000
River Forest New EAV	\$ 5,000,000
Oak Park New EAV	\$ 5,000,000
Oak Park TIF	<u>\$ 20,000,000</u>
Total New EAV	\$100,000,000

This is the same information that was presented at the Finance Committee.

Cook County had not provided the final numbers. Should all of the above occur, the levy would go up 6.2%; however, Ms. Witham she felt that in the end, it would be under 5%. Ms. Witham stated that the average homeowner would not get a decrease because the River Forest TIF ended. The money that was collected in the TIF and received by the Village will now go to the school districts. The District's portion of the tax bill increase will be CPI or 2.7%. She continued that when new property comes on to the tax rolls, it is the specific pins and the tax that those specific pins pay that is divided among the other homeowners.

Using the example of a carveout or a TIF ending, Ms. Witham explained that in the first year that the TIF comes off, all the properties are taxed at the school district's rate, which is calculated before the new property, and they are taxed at their rate. The second year, the total levy is increased by CPI. Since

there is a significant increase in the EAV and OPRFHS would only get a 1.1 per increase in the CPI next year, i.e., the rate will go down. So all the property taxed within the new footprint will be taxed at a lower rate. Everyone will get a CPI increase based on what the District does. The District's levy does not affect how County Cook or state law values the property. In the second year, a CPI increase would occur. Ms. Witham stated if the District chose not to capture the full amount, then all taxing persons/entities would experience a lower tax. However, the Board of Education could choose not to levy the full amount at any time. Mr. Finnegan stated that the TIF dollars would have flowed to the taxing bodies had they not been diverted into the TIF. In River Forest, with the \$70 million in new EAV, the citizens could have lower taxes. If the value only goes up 1.1% then spreading it over the EAV. Yes, Per the EAV, they will see a lower tax rate. However, the average homeowner, if the relationship to the whole tax remains the same, will only see a CPI increase.

Ms. Patchak-Layman added that TIFs were to have reduced the contribution of residential tax property because of the increase of commercial property; \$70 million could be folded into the EAV and the dollar amount now and then residents would be able to see a reduction or stabilization of the tax rate they have. Ms. Witham stated that this has been part of the District's long-range plan in order to extend the time before the District has to go back and ask for a referendum. Going forward, the commercial properties will share a larger portion than previously. Mr. Allen concluded that the Board of Education has a fiduciary responsibility to the District and it would be breaching its duty if it did not get the monies to which it was entitled. To have an enhanced EAV where diverted tax fund for development and not to get the benefits of the diverted dollars, it was be a breach of the Board of Education's duty.

Dr. Millard moved to approve the Preliminary Levy as presented and to approve for Display as required; seconded by Mr. Finnegan. A roll call vote resulted in four ayes and one nay. Ms. Patchak-Layman voted nay. Motion carried.

**Finance Advisory  
Committee Budget  
Model**

Ms. McCormack moved to approve the Finance Advisory Committee Budgeting Model, as presented; seconded by Mr. Finnegan. Discussion ensued.

The membership of the Advisory Leadership Team (ALT) and its charge would be discussed at another time and was not part of the approval that evening.

Only the conceptual framework of the FAC model was being approved so that it could move forward. The model is a fluid document and offers flexibility. The FAC had not yet had time to meet and discuss the Board of Education's intentions stated at the Finance Committee, e.g., increasing parent working groups, quality review committee membership, etc.

It is the District's intention to be as transparent as possible in terms of the ALT and the Quality Review Committee meetings. Ms. Patchak-Layman felt that these meetings would be subject to all of the requirements of the Open Meetings Act and Dr. Isoye assured her that the District would vet the Open Meetings Act and would follow the law, as appropriate.

A roll call vote resulted in all five ayes and one abstention. Mr. Conway abstained. Motion carried.

**Local Ethics  
Commission  
Members**

Mr. Finnegan moved to approve Sherlynn Reid as a member of the OPRFHS Local Ethics Commission for calendar year 2011; seconded by Dr. Millard. A roll call vote resulted in all ayes. Motion carried.

**Adoption of FY' 11  
Application for  
Illinois School Library  
Grant**

Mr. Allen moved to certify and attest to the statements set forth on the signature page to satisfy the requirements for application for the grant and to authorize submission of the application on or before the deadline of November 19, 2010; seconded by Dr. Millard. A roll call vote resulted in five ayes. Ms. McCormack was absent from this vote. Motion carried.

**Approval of  
Proposals for  
2010-11 Academic  
Catalog**

Mr. Conway moved to approve the proposals as presented for the 2011-12 Academic Catalog; seconded by Dr. Millard. A roll call vote resulted in five ayes. Ms. McCormack was absent from this vote. Motion carried.

Mr. Allen did not believe the additional information he received about the Business Education course had been persuasive.

Ms. Patchak-Layman was delighted that the course Women's Visions Women's Voices would offer an honors option with differentiated instruction; this is an opportunity for more students to share in the conversation and learn from each other. She hoped differentiation would occur in more courses in order for more students to have opportunities to work to their fullest potential.

Relative to Project Lead the Way (PLTW), the District expected 75 to 100 students to enroll next year and 125 to 150 students the following year. Both freshman and sophomore students can enroll in these classes. Students who will enroll in PLTW are currently taking Exploring Tech, the Electricity Program, and/or the Technical Drawing Program. Differentiation will not occur at this time, as these are regular courses. The District has the technology to run these courses.

GPA credit will be given to sophomores, juniors, and seniors enrolled in Performance Arts, Trapeze, and Yearbook. This will start with the class of 2015; it will not affect current students.

Ms. Hill stated that the administration continuously reviews and revises the *Academic Catalog* based on administrative procedures.

**District Improvement  
Plan & Assurance  
Document**

Mr. Allen moved to approve the District Improvement Plan and the Statement of Assurances, as presented; seconded by Dr. Millard.

Dr. Isoye reported that the DIP had been shared with the School Improvement (SIP) Team and Citizens' Council. The SIP Team will help in its detail, acting as a DIP Team.

Ms. Patchak-Layman asked how governance could improve the quality of the school, outside of implementing a separate school. Mr. Rouse responded that besides hiring a new Director of Human Resources, a Chief Information Officer,

and five new Division Heads, the level of governance has changed from a District Leadership Team (DLT) to a Building Leadership Team (BLT). Diligent work is being done on the DIP and SIP to change the culture of this school. He was confident that change was occurring and that Rising Start for the DIP and SIP will help with that fact. Under IA07, it states that the District desires to list targets and percentages to increase student achievement, e.g., Reading for all students is 69.3% and the subgroup will make AYP of 85% or Safe Harbor, etc. The District is pushing itself to attain targets. Dr. Isoye stated while the writing of some of the descriptors touch on the past, the ISBE looks toward the future; it wants to know that the District will accomplish whatever it has to do.

A roll call vote resulted in all ayes. Motion carried.

**School Improvement  
Plan (SIP)**

Mr. Rouse presented a draft of the SIP to the Board of Education. He will present this to Citizens' Council, Instructional Council, DLT, and again to the Board of Education at the December Instruction Committee meeting for their comments.

Ms. Patchak-Layman asked if a policy was needed that incorporated the school team structure, because the District does not have a smart team structure.

Two parents are on the team. Mr. Rouse will also offer to present this to APPLE's membership for its input.

**Minutes**

Mr. Finnegan moved to Approval of Open Minutes and Closed Session Minutes of Action October 28, November 9 and 11, 2010, and a Declaration that the Audiotapes of the closed sessions of February 2009 be destroyed and a Declaration that the closed session minutes from January 1, 1989 through November 1, 2010 remain closed; seconded by Mr. Allen. A roll call vote resulted in five ayes and one nay. Ms. Patchak-Layman voted nay. Motion carried.

Ms. Patchak-Layman stated that the law requires a periodic review of closed session minutes to determine if they can be released to the public.

**Board of  
Education  
Meeting  
Dates**

Dr. Millard moved to approve the 2011 regular Board of Education meeting dates, as follows; seconded by Ms. McCormack. A roll call vote resulted in all ayes. Motion carried.

Thursday, January 27, 2011  
Thursday, February 24, 2011  
Thursday, March 24, 2011  
Thursday, April 28, 2011  
Thursday, May 26, 2011  
Thursday, June 23, 2011  
Thursday, August 25, 2011  
Thursday, September 22, 2011  
Thursday, October 27, 2011

Thursday, November 17, 2011 (third Thursday because of Thanksgiving)  
Thursday, December 15, 2011 (third Thursday because of Winter Break)

Both Ms. Patchak-Layman and Ms. McCormack hoped to discuss the above at a future time, possibly at the upcoming retreat.

#### **Non-Agenda Items**

Mr. Conway witnessed the Jazz Concert held at Roosevelt University and was very impressed with the performance of the four participating high schools, including OPRFHS.

Mr. Conway continued that when Geoffrey Canada of the Harlem Zone was interviewed on Fox News he said the American educational system was in a crisis and that it has about five years to make significant changes. This issue is bigger than the war in Iraq. Mr. Canada suggested 1) longer school days, 2) more community involvement, 3) classes for some students in August, 4) union agreements to go beyond their contracts in order to change the education of the students, and 5) make education a priority in this country. If immediate changes are not made, the ramifications will be high crime, less productivity, and more black males going to jail than to college. Mr. Conway added that the high school children of his practitioners are reading at only the fourth- or fifth-grade levels.

Ms. Patchak-Layman asked about the Board of Education's involvement in the closed campus conversations. Dr. Isoye stated that the school is helping students to become aware of the situation and a determination will be made as to when and if the Board of Education would be involved. The school is taking the small steps of informing students that they can be part of the solution. If it becomes something bigger, the Board of Education would be involved. Dr. Isoye added that the pilot PlascoTrac was an educational piece to working with the students.

#### **Closed Session**

At 9:20 p.m., on Thursday, November 18, 2010, Dr. Millard moved to go into 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. 5 ILCS 120/2(c)(1), as amended by PA.93—57; 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 probably 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); Collective negotiating matters between the District and its employees or their representatives or deliberations concerning salary schedules for one or more classes of employees. The placement of individual students in special education programs and other matters relating to individual students 5 ILCS 120/2(c)(11) 5 ILCS 120/2(c)(2); Student disciplinary cases 5 ILCS 120/2(c)(10); seconded by Mr. Allen. A roll call vote resulted in all yes. Motion carried.

At 10:50 p.m. on Thursday, November 18, 2010, the Board of Education resumed its open session.

- Student Discipline** Mr. Allen moved to expel student EXP 11-18-10-5 for the through January 2012 but to hold the expulsion in abeyance with a review in August 2011 contingent upon whether the following conditions are met: 1) successful completion of alternative educational program, 2) successful completion of appropriate counseling program for substance abuse, and 3) any other issues deemed necessary by the PSS Team; seconded by Mr. Finnegan. A roll call vote resulted in five ayes and one nay. Ms. Patchak-Layman voted nay. Motion carried.
- Settlement Agreement** Mr. Allen moved to approve the settlement agreement, as presented; seconded by Mr. Finnegan. A roll call vote resulted in all five ayes and one nay. Ms. Patchak-Layman voted nay. Motion carried.
- Personnel Recommendations** Dr. Millard moved to approve the personnel recommendations, as presented seconded by Mr. Allen. A roll call vote resulted in all ayes. Motion carried.
- Adjournment** At 11:02 p.m. on Thursday, November 18, 2010, Mr. Allen moved to adjourn the Board of Education meeting; seconded by Ms. McCormack. A roll call vote resulted in all ayes. Motion carried.

Terry Finnegan  
Secretary

By Gail Kalmerton  
Clerk of the Board



November 23, 2010

A special meeting of the Board of Education of the Oak Park and River Forest High School was held on Tuesday, November 23, 2010, in the Board Room of the high school.

<b>Call to Order</b>	President Millard called the meeting to order at 8:17 a.m. A roll call indicated the following members were present: John C. Allen, Jacques A. Conway, Terry Finnegan, Dr. Ralph H. Lee, Amy Leafe McCormack, Dr. Dietra D. Millard, and Sharon Patchak-Layman. Also present was Steven T. Isoye, Superintendent; and Gail Kalmerton, Executive Assistant/Clerk of the Board of Education and FOIA Officer.
<b>Visitors</b>	Dr. Linda Hanson and Dr. Allan Alson at School Exec Connect.
<b>Recap of Last Meeting</b>	The Board of Education reviewed a copy of the Board norms from their previous meeting.
<b>Outcomes</b>	<p>The Board of Education agreed on the following outcomes for the day:</p> <ol style="list-style-type: none"><li>1. gain a deeper understanding of policy development and its implications for Board and superintendent roles;</li><li>2. gain an appreciation for the importance of a yearly work plan and the commitments necessary to efficiently and effectively accomplish the work plan;</li><li>3. agree to alter current committee practices in order to maximize efficient and effective Board operations; and</li><li>4. Define the next steps necessary for building a strategic planning process.</li></ol>
<b>Observations</b>	School Exec Connect offered some observations that it had about the workings of the Board of Education and asked for comment. Discussion ensued about how to have conversations that are important to one member. The Board of Education had no structure for discussion and its culture is to voice concerns at any opportunity. The Board of Education was advised that it should work closely with its goals and the Superintendent's goals. When Board of Education members want to discuss issues, it should do so when the majority of the Board of Education members agreed to do so. The Board of Education members could submit items for consideration and then decide to discuss the top three. One topic of discussion might be that of a strategic planning process, which would include the topics of core values, goals and the process itself. OPRFHS too uses a Calendar of Reports that originates out of the Superintendent's office to build Board of Education agendas. This could be used to schedule those types of conversations. School EXEC suggested not having these at every meeting, however. The Board of Education should consult with the Superintendent about the time the administration needed to prepare for the discussion.

It was noted that OPRFHS's Boards of Education meetings have traditionally gone long; it spends much time talking about how to do something rather than doing it. It is the committee chair's obligation to lead and control the discussion at the meetings, not to be a speaker.

The Board of Education has to monitor itself to limit the time it takes away from the Superintendent, as long as individual Board of Education members have an opportunity to discuss an interest directly with him. The Board of Education was also reminded that it was appropriate for individual Board members to have conversations with each other about the ongoing progress, unresolved issues, new issues, etc. If something of interest emulates from a committee discussion, a Board of Education member could send an email the Board president, with a copy to the superintendent, asking that the topic be placed on an agenda this year.

While a suggestion was made that the minutes of the Board of Education meetings might be too detailed, some Board of Education members felt that transparency was a higher goal than the efficiency of just providing a summary of the meetings. The Board of Education felt its minutes documented what happened at its meetings so that the community has that understanding. This Board of Education is in a transition period of moving from one way of setting agendas, budgets, work plans, etc., to having a 360-degree format. Detailed minutes are especially helpful because the meetings are not broadcast and there is no other record of them.

Transition periods are difficult if no formula exists and no discussions occur about that. The Board of Education needs the opportunity to talk about such things as the budget. At this point, the Board of Education has to think eighteen months ahead as to what students might need. The administration has informed the Board of Education that it cannot direct new programs because the money has already been earmarked for other things.

Discussion ensued about the administrators' time spent in committee meetings during the month, both in the cost of salaries and the inability of the administrators to complete their daily work. Discussion had occurred about holding evening meetings for these same reasons, but no action occurred. Discussion ensued about administrative workloads, particularly that of the Superintendent's. One suggestion was that the Superintendent might develop a work plan so that the Board of Education could see how he spends his time, e.g., 10% on community outreach, etc. If the workload shifted and more time needed to be focused in another area, then discussions could occur about what areas should receive less attention. Some Board of Education members questioned their role in this regard. They did not want the Superintendent's daily plan: they wanted to provide the objectives, the goals, and the priorities and then let the Superintendent do his job.

The Board of Education recessed at 9:30 a.m. and resumed at 9:45 a.m.

## **Policy Development Cycle**

The Board members then discussed the policy development cycle at OPRFHS. The Board of Education reviews policies for reasons of compliance, noncompliance, review, and new ideas. Policies are to provide guidelines as to what is acceptable or not. Boards of education usually adopt the policies and the districts provide the procedures. In best practices, an advisory committee exists to write policies and forward them to the boards of education. Any staff person, member of the community, board member, etc, can bring ideas for policies. A process for a new policy could include:

- 1) Using a policy template to bring ideas forward that would include background, suggested language, consequences, etc., and
- 2) Sending the draft policy first to the Principal, then to the Superintendent, and then to the PEG Committee. Sometimes confusion occurs about whether the idea is a policy or an allocation of funds. Boards have the right to tell community members that their idea for a policy may not fit the District's mission or, while it may be worthy of a discussion, it is not an appropriate time. Boards must utilize a structure of body that can make decisions as to the timeliness of an idea when coming forth from a grassroots effort.

## **Policy Matrix**

A recent discussion at a PEG meeting occurred because OPRFHS has a policy that states that the Food Service Department has to be self-supporting. As such, newly hired employees in some positions are paid at minimum wage. When it came to the Board of Education's attention that this practice was occurring, some members suggested that the starting salary of these positions be hire. However, in order to do so, a policy adjustment may have been needed so that the Food Service Department could do this. Confusion exists about policies versus practices. While the District has many practices that may need to be written as policy, when is it appropriate for the Board of Education to become involved with practices?

It was suggested that the Board of Education develop a systematic review of its policy book and it charged the PEG Committee to discuss how to move forward with that. The Board of Education questioned whether the current practice of reviewing policies was the most efficient use of its time. The Board of Education now acts as both the advisory committee and then does first and second readings. Some boards have policy advisory committees, which several Board of Education members supported. Discussion ensued about the advisory committee membership, as there could be intended and unintended consequences. One member felt that because the committee was Board of Education directed, the Board should have a major presence in it.

Discussion ensued about whether the governance procedures for the Board of Education should be considered policies. As a point of clarification, School Exec Connect informed the Board of Education that all procedures are under the jurisdiction for the Superintendent to create for the

implementation of the policy. Procedures are most important for the internal community. The Board of Education must also trust that the Superintendent will carry out the procedures and he may inform the Board of Education of changes.

Discussion ensued about the categories of policies, e.g., educational, financial, management, etc. Some Board of Education members sought more clarification about education in its policies. What is known about teaching and learning and how does an institution answer that question through its policies? Dr. Hanson said that those questions should be part of a large strategic process to be agreed upon by the Board of Education and the community.

Using gender and race equity as an example of a policy, Dr. Alson felt that all districts should have equity policies, and there should be a treatment component, an academic component, etc. A policy provides the framework that gives the strength to go forward. The expectation is that the Superintendent will create academic structures that will enable all students to exceed and remove any barriers. He will implement a strategic plan of actions and the Board of Education will hold the Superintendent responsible for executing that plan.

Some Board of Education members wanted more involvement in policy making regarding education but they felt rebuffed because they were not the “experts.” Boards of education members should be allowed to provide their own expertise and to ask if a policy meets all the criteria, i.e., fairness, equality, classroom setup, teacher overload, etc. Some felt the Board of Education had to trust the administration and allow it to do its work, as a fine line can be drawn between the responsibilities of the Board of Education and micromanaging. One member felt that only when it was about education was it considered micromanaging. When asked if the Board of Education should engage in a conversation about educational policy, Dr. Alson stated that if the outcome were to increase x by x amount in a year, as an example, it would be reasonable to ask the Superintendent how he would execute that plan.

#### **Book Discussion**

The Board of Education members had been asked to read *Leading for Equity*, which is a book about how the Superintendent of the Montgomery County Public Schools transformed that system into one that was committed to breaking the links between race, class, and academic achievement. Its superintendent used the “root cause analysis” technique called the “five whys,” a method used in various continuous improvement processes.

#### **Agreement Summary**

It was the consensus of the majority of the Board of Education members to change three of its current practices in order to improve the quality of the Board and Committee work. They were:

- Create and implement a policy proposal form;
- Implement a Policy Advisory Committee without Board of Education membership as long as the Board of Education is able to see the suggestions and give input; and
- In January 2011, consider the reasons for developing a strategic plan to begin in the spring, e.g., what is the problem? Is the problem budget, achievement, unions, planning, hiring, etc.? Any goals developed in January could be adjusted depending on the components of a strategic plan. If a strategic plan were something the Board of Education wanted to pursue, it could assign the Superintendent to provide guidelines for a 3-5 year timeline and a proposal as to how to accomplish it.

Other suggestions included:

- Hiring someone to do an index of the policy manual;
- Leaving procedures out of the Board of Education's discussion of policies unless they arise to the level of urgency, i.e., separating the policies from the procedures; and
- Isolating the question/problem in order for the Board of Education to know what conversation to have in order to get an outcome. To what is the Board of Education trying to give guidance?

### **Adjournment**

At 12:15 p.m. on Tuesday, November 23, 2010, Mr. Finnegan moved to adjourn the Special Board Meeting; seconded by Ms. McCormack. A roll call vote resulted in all ayes. Motion carried.

Terry Finnegan  
Secretary

By Gail Kalmerton  
Clerk of the Board

December 7, 2010

A special meeting of the Board of Education of the Oak Park and River Forest High School was held on Tuesday, December 7, 2010, in the Board Room of the high school.

**Call to Order**

Vice President Allen called the meeting to order at 9:30 a.m. A roll call indicated the following members were present: John C. Allen, Terry Finnegan (attended telephonically), Dr. Ralph H. Lee, Amy Leafe McCormack, Dr. Dietra D. Millard (attended telephonically), and Sharon Patchak-Layman. Also present was Steven T. Isoye, Superintendent; Nathaniel L. Rouse, Principal, Lauren M. Smith, Director of Human Resources; Cheryl Witham, Chief Financial Officer and Treasurer; and Gail Kalmerton, Executive Assistant/Clerk of the Board of Education and FOIA Officer.

**Visitors**

James Paul Hunter, FSEC Chair.

**Approval of  
Check Distribution  
List**

Ms. McCormack moved to approve the check distribution list dated Tuesday, December 7, 2010, (attached to and made a part of the minutes of this meeting); seconded by Mr. Allen. A roll vote resulted in all ayes. Motion carried.

Ms. Patchak-Layman appreciated receiving the requested information regarding some checks. She asked to receive the written documentation sent to the state regarding the requirements for the Early Childhood Grant. The District is the contacting agency for this grant and has a shared responsibility to insure that the requirements are complete.

The Board of Education was informed that the Board of Education is required to approve the resolution to pay the District vendors and, thus, the District includes a list of those vendors.

**Closed Session**

At 9:45 a.m., Dr. Lee moved to enter to closed session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity. 5 ILCS 120/2(c)(1), as amended by PA.93—57; Student disciplinary cases 5 ILCS 120/2(c)(10); Collective negotiating matters between the District and its employees or their representatives or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2); 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 probably 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) seconded by Ms. McCormack. A roll call vote resulted in all ayes. Motion carried.

At 10:44 a.m., the Board of Education resumed its open session.

**Student Discipline** Dr. Lee moved to expel student EXP 12-07-2010-6 through June 2012 to hold the expulsion in abeyance with review in January of 2012, contingent upon completion of an alternative educational program and mandated substance abuse; seconded by Ms. McCormack. A roll call vote resulted in all four ayes and one nay. Mr. Finnegan had departed and Ms. Patchak-Layman voted nay. Motion carried.

**Adjournment** At 10:45 a.m. on Tuesday, December 7, 2010, Dr. Lee moved to adjourn the Special Board Meeting; seconded by Ms. McCormack. A roll call vote resulted in all ayes. Motion carried.

Terry Finnegan  
Secretary

By Gail Kalmerton  
Clerk of the Board