

OAK PARK AND RIVER FOREST HIGH SCHOOL
Finance Committee Meeting
Agenda

April 20, 2010
Board Room
7:30 a.m.

1. Minutes – March 16, 2010
2. Early Childhood Collaboration Agreement Carolyn Newberry Schwartz
3. Oak Park Township Youth Services John Williams
4. Construction Update Robert Zummullen/Cheryl Witham & Wight & Co.
5. Staff Development Budget Phil Prale
6. Triton Evening Education Contract Cheryl Witham
7. BOE Discussion of Budget for Board Goals for FY 2010/11 Budget Cheryl Witham
8. FY 2011 Revenue Projections Cheryl Witham
9. Monthly Financial Report Information
10. Treasurer's Report Information

Finance Committee Members

Chair: John C. Allen IV

Board of Education

DLT

Jim Hunter – FSEC Chair

FINANCE COMMITTEE

BOARD REPORTS			
July, 2009	August, 2009	September, 2009	October, 2009
Tentative Budget 2009 - 2010	2009 - 2010 Budget Approval	Ed Red - Erika Lindley	2009 Audit
		Residency Report and Policy/Procedures	Levy Timeline
		Workers Comp History	Wellness Update
			FY 2009 Audit Report
			Books & Fees Report
			Insurance Renewals
November, 2009	December, 2009	January, 2010	February, 2010
Preliminary 2009 Levy	2009 Levy		Student Fees 10/11
RFP Superintendents Search		Authority to Commence Amend. Budget 09/10	Fall Athletic Uniform Bid
		Authority to Commence 10/11 Budget Prep	PTAB Resolution
		Contracts of \$10,000 - \$25,000 Report	Refuse Contract
		Coaches Stipends vs Activity Funds	
March, 2010	April, 2010	May, 2010	June, 2010
Athletic Training RFP	Amended Budget Approval	Prevailing wage	FY 11 Preliminary Budget
Authorization to Commence 2010 Audit	Collaboration of Early Childhood	Resolution to transfer funds	Property & Liability Ins Renewal
Amended Budget	Triton Contract	RFP for Insurance Broker	Workers Comp Renewal
Food Service Rollover Bids	Division FTE	Contracts for FY 10 - 11	TIF Update
Photography RFP	5 Year Plan	Thrive Services	E2-Contract
PaperBid	Oak Park Youth Township	Towel Service Bid	Theatrical Costume contract
		Wellness Report	Sanitary Paper Bid
		Food Service lunch prices 10 - 11	
Every Meeting:			
Minutes			
Financial Reports			
Treasurer's Report			

OAK PARK AND RIVER FOREST HIGH SCHOOL
201 North Scoville Avenue
Oak Park, IL 60302

FINANCE COMMITTEE MEETING
Tuesday, March 16, 2010

A Finance Committee meeting was held on Tuesday, March 16, 2010. Acting Chair Conway called the meeting to order at 7:35 a.m. in the Board Room. Committee members present were John C. Allen, IV (attended electronically), Jacques A. Conway, Terry Finnegan, Dr. Ralph H. Lee, Amy McCormack, Dr. Dietra D. Millard, and Sharon Patchak-Layman. Also present were Dr. Attila J. Weninger, Superintendent; Philip M. Prale, Assistant Superintendent for Curriculum and Instruction; Jason Edgecombe, Assistant Superintendent for Human Resources; Cheryl L. Witham, Chief Financial Officer; and Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors included Kay Foran, Communications and Community Relations Coordinator; Doug Wiley, OPRFHS Supervisor of Finance; Tim Keeley, Purchasing Coordinator, James Paul Hunter, OPRFHS Faculty Senate Executive Committee Chair; Robert Zummallen, Director of Buildings and Grounds; and John Stelzer, Director of Athletics; and Terry Dean of the *Wednesday Journal*. Jason Dennis, Nancy Henson, Steve Gevinson, Ed Kraus, Paul Carbery, Vanessa Hughes, Finance Advisory Committee.

Approval of February 16 Finance Committee Minutes

It was the consensus of the Finance Committee members to accept the minutes as presented of the February 16, 2010 Finance Committee meeting.

Finance Advisory Committee Update

Ms. Witham named the participants on the Finance Advisory Committee (FAC), a committee which had been established as a result of Board of Education Goal Number 4. Its composition included community members, students, administration, faculty and representatives from the bargaining units.

Mr. Dennis reviewed a summary presented in the packet. FAC had met eight times to discuss various perspectives on a financial model, including those from corporate and business models, as well as accountability and what that would entail. The committee has agreed on the following thus far.

- Create a process that systemically incorporates broader, effective buy-in and accountability for cost-containment efforts throughout the school;
- Assure continued academic excellence and long term stability for the District;
- Provide a proactive approach to cost containment rather than crisis management due to depleted resources, recognizing the need to moderate the growth of expenses over time;
- Incorporate ways to give Division and Department Heads greater stake in and responsibility for budget planning and cost containment within their own areas, as well as stimulating such thinking cross-divisionally/departmentally;

- Integrate finances and Board Goals;
- Recognize the value of efficiency through innovation bubbling up from the bottom or anywhere within the District.

Because extreme cost cutting measures are usually the result of not having middle management involvement, FAC wanted to find ways not only to bend the cost curve but also improve education. Mr. Dennis stated that FAC's work is a process and that cross management types of conversations should occur under the auspices of the Board of Education goals. FAC hopes to pilot some of these discussions before the end of the year. FAC wants to affect changes so that the school does not have to have a cost cutting mode. This will entail a concerted public relations effort to fully inform the stakeholders that the District wants to be as fiscally responsible, to improve on the educational product, and to delay the need for a referendum. The members of FAC are happy about the work they are doing.

Discussion ensued. Dr. Lee asked how the Finance Advisory Committee would control large amounts of actual dollars being spent, including the collective bargaining agreements, or would that be the Board of Education's responsibility. Mr. Dennis responded that while FAC is developing a plan, more time is needed to flush out its ideas and those of others, e.g., the Board of Education, DLT, community members, etc. Those ideas would then be shared with other committees which would be asked for goals or timelines. Mid-level managers would then have to try and meet those goals and timelines without sacrificing what is already in place.

When asked if it would be the FAC that would determine how to find the dollars for a Board of Education goal such as giving every student the opportunity to travel outside of the United States, Mr. Dennis stated that the highest level advisory committee, similar to DLT, would have to make that decision, as that would be a Board of Education directive.

The Finance Committee noted its appreciation of the report.

Food Service Rollover Bids

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the Rollover Bids, as presented, at its regularly scheduled March Board of Education meeting.

Construction Bid

Ms. Witham reported that the District spent much time on the bid process for construction work and was able to go out to bid much earlier to try and get the best vendors and the best prices. Over 108 firms attended the pre-bid and there were 40 to 50 actual bidders. The work was bid by trade, casework, e.g., electrical, steel, etc. The bids exceeded the budget by \$2 million. Ms. Witham added that the longer one waits to complete the work, the more expensive it will become. Wight had been given the go ahead to do explorative work in the ceilings and walls, etc., so that the District knows what actually needs to be completed. In its exploration, it discovered that not all of the plumbing needed to be addressed this year. Wight will review its Life Safety Plan and talk with the State of Illinois about amending it. The District is very excited about

redoing the science labs as they have not been touched in 20 years. Ms. Witham recommended going forward with the plans for the science labs as originally stated using the monies received from River Forest TIF and the money harvested from the Bond & Interest Fund, because the teachers have reworked curriculum, the District has delayed some important educational goals, and it continues to care for this vintage building. Mrs. Witham suggested that the shortfall of approximately \$2.0 million dollars be funded from the O & M fund balance. She suggested Wight & Company make a presentation to the Board of Education.

When asked if delaying some of this work would allow OPRFHS to host the Friends of the Library's book fair this summer, Ms. Witham noted that the administration was discussing that possibility but a definite answer cannot be given at this time.

Ms. Patchak-Layman reiterated her concern she had expressed earlier about using the same architectural firm for both life safety and construction, noting a lack of checks and balances. Wight's new team has admitted that some of the things on the Life Safety Plan did not have to be included in the Life Safety Plan and it underestimated the expense. The State will require the District to complete the Life Safety Work as the District accepted it and it had been filed at the State. She was not interested in tying monies up for construction and maintenance that might be used for students who have additional educational needs. Ms. Witham clarified that the money to support additional educational needs would be from the Education Fund, not the Bond and Interest Fund or the Operations and Maintenance Fund.

Dr. Millard, while concerned about the book fair, believed the District's priorities were what it must attend to most. Mr. Finnegan hoped that this work could be done in sections. Dr. Lee was reluctant to easily take the fund balance to solve the problem. Dr. Weninger stated that the fund balance exists because there has been good financial management and budgeting, specifically in the Operations & Maintenance Fund which is designated for preventative maintenance. The District is trying to prevent a crisis by taking care of this vintage building and at the same time put forward the education of the students.

VIP Photography

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the photography bid to VIP Photography at its regular March Board of Education meeting.

Bruce Hayes, owner of VIP Photography, was present to give some background on the company and to answer any questions.

Athletic Training RFP

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the contract with AthletiCo at its regular March Board of Education meeting as it provides highly skilled services at a lower cost.

Mr. Conway stated that AthletiCo personnel had won him over with their quality, service and care for the athletes and he had trusted his children to them on many occasions.

Ombudsman Contract

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the Ombudsman Contract for ten spaces, as presented, at its regular March Board of Education meeting.

The District has not used the reserved spaces at Ombudsman as a way to provide educational instruction. Should the Board of Education want to discuss the instructional quality provided by Ombudsman, it should have that conversation at the Instruction Committee. The price for guaranteed slots is the same as last year and is billed quarterly. The District will be charged \$520 monthly for each additional student.

Audit

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the commencement of the Audit at its regular March Board of Education meeting under the consent agenda.

Amended Budget

Ms. Witham presented a summary of the amendments FY 2010 budget. The changes were due to 1) the work done in cost containment, 2) changes in revenue and expenditures, 3) implementation of Board of Education goals; 4) more students were given alternative education; 5) the refinancing of the bonds, 6) TIF monies received, and 7) less IMRF funding was necessary, etc.

It was the consensus of the Finance Committee meeting to recommend to the Board of Education that it approve placing the amended budget on display for 30 days at its March 16 Special Board Meeting.

School Treasurer

It was the consensus of the Finance Committee members to recommend that the Board of Education appoint Ms. Witham as the School Treasurer for two years at its March 16, 2010 Special Board Meeting.

The checks and balances for the District include 1) using PMA, an outside firm to do the cash flow and investments; 2) conducting an external audit, and 3) having the Supervisor of Finance do the bank reconciliations. The District pays for the surety bond.

Monthly Financial Reports

The Board of Education will be asked to approve the February 2010 Financial Reports at the regular March Board of Education meeting.

Monthly Treasurers Report

The Board of Education will be asked to approve the February 2010 Treasurer's Reports at the regular March Board of Education meeting.

Additional Items

It was suggested that if the Board of Education wanted to talk about potential changes for next year, e.g., mentoring program, staffing, etc. for the FY 2011 budget, then the conversation should possibility occur at the April Finance Committee meeting.

Adjournment

The Finance Committee adjourned 8:31 a.m.

***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, Chief Financial Officer

DATE: April 20, 2010

RE: Collaboration for Early Childhood

BACKGROUND

Oak Park and River Forest High School has entered into an agreement for consulting services with the Collaboration for Early Childhood on an annual basis since August of 2003.

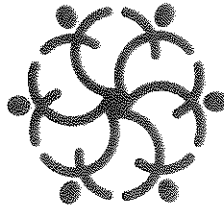
Carolyn Newberry Schwartz and Eric Gershenson will make a presentation at the Finance Committee meeting and Diana Rosenbrock will also be in attendance.

SUMMARY OF FINDINGS

At this time the Collaboration for Early Childhood Care and Education is asking for a two year contract with a cost of \$30,000 for each year.

RECOMMENDATIONS (OR FUTURE DIRECTIONS)

To present for approval, the Agreements for Consulting Services with the Collaboration for Early Childhood at the April Regular Board of Education Meeting.



Collaboration
for Early Childhood
Care & Education

April 12, 2010

Ralph Lee, President
Attila Weninger, Superintendent
Oak Park River Forest High School District 200
201 North Scoville
Oak Park, Illinois 60302

Dear President Lee, Superintendent Weninger and Board Members:

In 2009, with the support and participation of the High School, the Collaboration adopted *A Strategic Plan for Oak Park: The Partnership for Human Development* (PHD). PHD envisaged a comprehensive, integrated system of high quality early childhood care and education for all children. The system is comprised of five interrelated strategies: early intervention; professional development; parent support; assuring access to resources by the hardest to reach, most vulnerable families; and establishing an information system. I am very pleased to report that over the past year the Collaboration has made substantial progress towards the implementation of this systemic approach, and look forward to sharing the details with you.

In order to sustain the effort to build a solid foundation for generations of future OPRF students, it is crucial that the High School continue to play a leading role. This year we are asking District 200 to make a two year commitment and provide \$30,000 each year in support of the expanded services and operation of the Collaboration. In doing so, the High School would be joining other jurisdictions in ramping up support at this pivotal point.

Our programs have grown substantially since the adoption of PHD. We are eager to inform you about our work over the past year and plans for 2011. These include:

- Professional development activities funded by the Grand Victoria Foundation that enable us to provide ongoing support to unaccredited child care center directors, including the director of the RFCC at Oak Park River Forest High School to work with staff members to create and act on individual and center professional development plans.
- Coordination of recruitment of at-risk children, quality assurance and professional development for publicly funded Preschool for All programs run by District 97, Oak Park and River Forest Day Nursery, and ABC Toon Town, and the Head Start program.
- Revision of the Early Childhood Resource Directory.
- Providing hearing and vision screenings for 1,200 preschool (3-5 year old) children in child care centers and preschools.

- Coordinating our Physicians' Network, and supporting their efforts to focus on critical developmental and referral issues confronting health care providers working with young children and their families.
- Initiating a consent based data collection effort, which is a critical first step in the eventual establishment of a P – 20 information system.

The Collaboration has also made significant organizational changes. It has organized its goals and programs to align with the four task force structure articulated in PHD to maximize Oak Park's ability to leverage and integrate services.

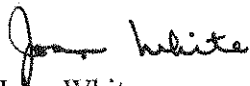
During spring, 2009, the Collaboration determined that the growth contemplated in the strategic plan highlighted the need for an executive director to develop, direct and coordinate its program and fundraising. Carolyn Newberry Schwartz began to serve as the Executive Director in July 2009. The Collaboration also established its first physical office in July 2009.

In August 2009, the Collaboration adopted a "resource development plan "Foundations for Success" and initiated a major gifts campaign. The campaign was seeded by 2 major multi-year gifts totaling \$30,000; a total of \$57, 470 has been raised through the 3rd quarter of the year.

The Collaboration's current year budget is attached. It is anticipated that the 2010 – 2011 budget will be similar, reflecting the continued growth and implementation of PHD over the last year and a half. The current State fiscal crisis continues to stymie our efforts to secure significant, stable funding streams to support key aspects of our strategic plan. This is why the Collaboration has moved quickly to inaugurate the individual gifts campaign. However, we anticipate reaching our goal of \$150,000 in individual gifts incrementally over a multi-year period. Additionally, other local jurisdictions (District 97 and Oak Park Township) have significantly increased their contributions to help assure the progress and sustainability of the Partnership for Human Development.

Again, we thank you for your leadership in promoting the growth of the Collaboration. We sincerely hope that you will favorably consider this request. We do believe that our efforts will provide significant benefits for your future students.

Very sincerely,



Joan White
Convenor



Collaboration for Early Childhood Care & Education

MEMBERSHIP: The Collaboration is a unique, voluntary public/private partnership whose participants include all local jurisdictions- the village, park district, township, elementary and high school districts, the library – as well as Concordia University, Triton College, preschools, childcare centers and home providers. Since its inception eight years ago, the Collaboration has initiated a substantial number of programs designed to further the goal of assuring that all children in Oak Park have high quality early childhood experiences.

MISSION: To foster high quality early care and educational experiences and support to families so that all children will have the opportunity to develop their full potential, and feel loved and valued in our caring, diverse community.

RECOGNITION: The Collaboration was the model for the statewide Early Learning Council, established as the result of legislation originated by Don Harmon, which developed the *Illinois Preschool for All* proposal. In 2007, the Collaboration was awarded the first ever Community Impact Award by the United Way of Oak Park, River Forest, and Forest Park. In 2008 it received the Staszak Award for its contribution to the well being of children in Oak Park, the first time the award has gone to an organization, not an individual.

FISCAL YEAR 2009 ACCOMPLISHMENTS/PROGRESS TOWARDS GOALS

With funding support and participation from the District 200 and the Village of Oak Park, the Collaboration completed the planning process to develop a comprehensive early childhood care and education system that supports all families and promotes kindergarten readiness. The plan was formally adopted in January 2009. The Collaboration has moved on some key aspects of the plan, and made organizational changes to support its implementation. The Executive Summary for *Investing in Oak Park's Future: A Strategic Plan for the Partnership for Human Development* serves as the organizing framework for the Collaboration for the next 3-5 years. It provides an ambitious plan for establishing a comprehensive, integrated system of high quality early childhood care and education for all children. It also establishes clear measurements to assess our progress. Over the past year the Collaboration has made substantial progress towards the implementation of this systemic approach.

Goal 1: To ensure that all at-risk children in Oak Park attend high quality preschool (part-day or enriched full day) and to ensure that all publicly funded preschool programs in Oak Park provide the educational experience needed for children to arrive at kindergarten ready to succeed.

In June, 2009, the Oak Park Elementary School District 97 Board of Education granted the Collaboration \$40,000 for a minimum of two years to underwrite the coordination of recruitment of at-risk children to publicly funded preschool programs (ABC Toon Town, Oak Park River Forest Day Nursery, District 97, and CEDA Head Start), as well as quality assurance and professional development within the programs.

Outreach and Recruitment: The Collaboration has established relationships with 21 social service providers to create referral and communication processes in an effort to ensure at-risk children are enrolled in the programs. The Collaboration has also identified outreach strategies and engaged an outreach worker to increase awareness of the preschool programs including recruitment at WIC offices, encouraging building owners and managers to provide information to families with young children in their buildings, and conducting outreach at hair and nail salons, grocery stores, churches and so on.

Additionally, the 4 agencies offering publicly funded preschool have agreed to use the same eligibility criteria and screening tool to determine whether children qualify for their programs. (Head Start uses somewhat different criteria – age and income only—but will use the same screening tool.)

Curriculum and Instruction: The Coordinator for the Publicly funded Preschool Programs spends time each month visiting and observing each program. Based on areas mutually identified for improvement, the Coordinator provided the following training: *Behavior Management: Guidance not Discipline, Misbehavior or Mistaken Behavior?*, *Child Development, Developmentally Appropriate Practice, Academic Versus Play Debate, Stages of Play: Cognitive and Social, How Teachers Talk to Children, Pre Math through the Arts, Literacy in our Natural World, Print Rich Environments, Communication Skills: Team Work, Parent-Child Activities, and Project Approach.*

Common Screening and Assessment

The four publicly funded preschool programs have agreed to use ESI-R as a common screening tool and Teaching Strategies GOLD Assessment System to assess the children's growth and learning. This will help to assure a higher quality of data in assessing the impact of the programs and areas for improvement.

Goal 2: To develop an Information System that describes Oak Park's very youngest children and leads to a consent based data collection effort that tracks the impact of the Collaboration's programs.

Through a commitment by the Oak Park Township in January 2010 to provide \$10,000 funding per year for 2 years, the Collaboration is implementing critical first steps toward establishing a comprehensive information system about our very youngest children and the impact of our efforts. This initial funding supports the development of an Information System to support the work of the Publicly Funded Preschool Programs. It is comprised of 3 components:

- Child Population Component that includes data on the number and location of Oak Park's at-risk preschool children;
- Recruitment and Referral component that will track data to provide information about which recruitment and retention strategies are most effective amongst hardest to reach families;
- Voluntary Child Outcome component to track the impact of participation in the programs.

A committee comprised of 4 people with expertise in database development and management and system interaction has been formed to guide this effort. The Collaboration has secured pro

bono legal services from Proskauer Rose LLP, through the Community Economic Development Law Project.

Goal 3: To increase participation in professional development activities by early care and education providers and to promote and support involvement of the providers in Illinois State quality enhancement initiatives.

The goal of the Collaboration's professional development programs is to improve the quality of early childhood education programs by engaging staff in regular and increasingly intensive professional development activities. The Collaboration focuses its efforts on 11 unaccredited centers caring for over 600 predominantly low-income children; a strategy that allows us to maximize our limited resources and leverage support from foundations. It has been a conduit of information, support, and training for centers through four core professional development programs.

On-Site Training: During the summer and fall 2009, 104 staff at 11 sites participated in the On-Site Training Program, which consisted of six, one-hour workshops developed by the Collaboration based on best practices in early childhood education and titled *Foundations in Literacy*. In addition to the training, each center that participated was given 13 children's books for use in their programs.

The six workshops were: *What is Literacy and Why is it Important?*, *Reading Aloud to Children*, *Developing Oral Language*, *Building Phonological Awareness*, *Beyond the library Corner: A Print-Rich Classroom Environment*, *Building Partnerships: Helping Parents Promote Literacy*

Creating Professional Development Plans: Through a grant from the Grand Victoria Foundation, the Collaboration is working with 10 targeted centers including Oak Park River Forest High School Program at the River Forest Community Center to establish individualized professional development plans for each staff member. Directors will be supported by the Collaboration as they work to use their staff's plans to create a Center Professional Development Plan. The Collaboration will also provide 2 hours of training to staff and up to 4 hours of training and follow-up technical assistance to directors at the targeted centers on parent engagement and communication.

Quality Rating Scale: The Grand Victoria Foundation has also provided funding to the Collaboration to provide intensive mentoring and technical support to 3 targeted centers to support their engagement in the Illinois Quality Rating System (QRS). This effort began in December 2009. Centers are scored on a scale of 1-4, with 1 being the lowest score. The rating scale quality indicators include the physical environment, staff educational levels, curriculum, administration and leadership. The goal is to increase the score by at least 1 point after a year of activity to address quality concerns based on each center's initial score. Most unaccredited centers in Oak Park score a 0 or 1 on the QRS based on pilot assessments.

Triton College Classes: In the fall semester of 2009, the Collaboration and Triton College partnered to offer a two - hour course, "The Power of Guidance in Classroom Management". Eleven childcare providers and preschool teachers and aides completed the class. Nine students

are enrolled in a 3-hour course: Early Childhood Development offered through Triton College during the spring semester 2010.

The Early Childhood Development Course is a foundation course that will position the students to move towards a college degree or to connect to the Illinois Early Childhood Career Lattice. During the spring of 2010 and over the next fiscal year, the Collaboration will work to support provider's participation in degree programs and the Illinois Career Lattice programs by providing counseling, information and referrals along with college level classes. Over the past year, the Collaboration worked with students to help them access tuition reimbursement funds administered by Illinois Action for Children. The Collaboration plans to continue use of these funds with the addition of the Illinois Board of Education's Gateways to Opportunity funding to support early childhood professionals in pursuit of higher education.

Director's Roundtable: The Director's Roundtable is a formal network of center directors from a wide range of early childhood programs, including many of the targeted centers. Monthly meetings (average attendance is 10-15) provide opportunities for peer learning, support, and training. During 2009 -2010, the focus of the Director's Roundtable included topics vital to systemic improvement of early childhood including creating professional development plans for each staff member and each center, how to include staff development in meetings, and a focus on healthy development of children including H1N1 readiness, nutrition, physical activities and environmentally sensitive practices in the child care and preschool settings.

Symposium: By leveraging tremendous volunteer resources in the community and raising additional funds from private sources, including District 97 PTOs, the Collaboration is able to offer a high-quality learning and networking opportunity free of charge to a broad-based audience. The 2010 Symposium, *Raising Ready Readers: Early Childhood Literacy* was held February 20, 2010 at Percy Julian Middle School with more than 350 early childhood educators, care providers and community members attending. Thirteen workshops were provided to attendees, in addition to a keynote address by Jim Alyesworth, a former District 97 teacher and noted author of many children's books.

Impact: In 2005, 10 of the 11 unaccredited centers that were targeted by the Collaboration were largely disengaged from professional development and quality enhancement activities. By 2008, four centers were demonstrating a commitment to quality enhancement by engaging in state-level systems that allow them to access supplemental funding from state programs (Quality Rating System and/or Preschool for All); over the past fiscal year seven centers were engaged in at least 3 of our professional development components.

Goal 4: To ensure that all children birth to five receive periodic developmental screening and to ensure that health care and early childhood care and education providers are informed about issues that impact children's optimal development.

The Physicians Network: In July 2008, the Collaboration launched the Physician's Network to promote a stronger connection between the early childhood community and health practitioners and to increase their awareness of early childhood developmental issues and services. During fiscal year 2010, the mailing list for the Physicians Network grew to 200 pediatric and family

practice doctors, and physician's assistants. To date, an average of 30-40 physicians have attended 4 different breakfast meetings. The most recent breakfast in February 2010 focused on perinatal/post partum depression screening and a May breakfast will focus on oral health. Physicians received Continuing Medical Education credits for attending the meeting, an added incentive. During 2010 the Steering Committee of the Physicians Network published its first newsletter and plans to publish one at least 2 times each year.

Hearing and Vision Screening: During winter, 2009, the Village of Oak Park discontinued its hearing and vision screening program for preschool age children due to budget constraints. Because of the critical importance of this screening, the Collaboration determined to undertake this program despite inadequate support from the State of Illinois. During the 2010 fiscal year, the Collaboration has provided hearing and vision screening to Oak Park's approximately 1,200 preschool age children in child care and preschool settings. It also provided monitoring support to assure that parents follow up on referrals.

Goal 4: To offer a continuum of services to all families with children birth to five.

Directory: The Collaboration revised and published the 2010 edition of the Early Childhood Resource Directory in January 2010. This biennial publication presents information on community organizations, child care centers, and other resources in addition to material on selecting quality providers, health and safety, transitioning to kindergarten, and early reading activities. Fifteen thousand copies will be distributed throughout the community. The Collaboration also plans to make it available on line.

Community Awareness: The Collaboration hosts an annual panel discussion of District 97 kindergarten teachers and administrators titled *Kindergarten and Your Child*. Parents are invited to learn ways to help their children get off to a great start in school. In 2009 it drew 125 participants. This spring, the program is scheduled of April 20, 2010. The Collaboration co-sponsored TV Tune Out week with the Oak Park and River Forest Public Libraries.

Parent Engagement: In partnership with member organizations, the Collaboration is exploring systemic strategies for engaging and supporting parents in their role as their children's first, and most important teachers. In 2008 and 2009, Parenthesis and the Collaboration submitted a joint application to the Illinois State Board of Education for a grant through the Prevention Initiative to implement the research-based Parents As Teachers home visiting program. The proposal was deemed eligible for funding in 2008, but was not awarded funding. No new grants were made for fiscal year 2010 due to State budget woes. The two organizations will reapply for funding in future years if and when the State fiscal situation improves, and continue to explore alternative sources of funding.

Advocacy: The Collaboration has been working with key stakeholders to educate Oak Park residents about the impact of the state fiscal crisis on Oak Park jurisdictions, service providers and their ability to maintain programs and services. The Collaboration is represented on the Illinois Early Learning Council, and members are active in several of its committees.

Additional Activity in 2009-2010

- During Spring, 2009, the Collaboration decided that the growth contemplated in the strategic plan highlighted the need for an executive director to develop, direct and coordinate its program and fundraising. Carolyn Newberry Schwartz began to serve as the Executive Director in July 2009.
- In August 2009 the Collaboration adopted a "Resource Development Plan" and initiated a major gifts campaign. The campaign was seeded by 2 major multi-year gifts totaling \$30,000; a total of \$57, 470 has been raised through the 3rd quarter of the year.
- The Collaboration established its first physical office in July 2009.

MAJOR INITIATIVES 2011

Publicly Funded Preschool Coordination

Work with the publicly funded preschool programs will continue to focus on finding and enrolling children from families who are most in need. Working on the curriculum, and instruction to assure that the programs offer high quality experiences is a paramount goal. Assuring appropriate use of the Teaching Strategies Gold Assessment system is a primary focus

Early Childhood Information System

Development of the information system, information sharing processes and protocols and learning to make good use of the data will be important efforts over the next year. Establishing protocols that allow for the use of the Illinois State Board of Education Student Identification Number, assigned to all children enrolled in Preschool for All programs, is a key step in creating an information system that will be useful to both District 97 and District 200 in understanding the educational history and experience of their students and in the development of a P-20 system.

Professional Development

The Collaboration anticipates that the work in the professional development area will continue along the same lines as that engaged in during the 2010 fiscal year.

- Developing center professional development plans that address staff needs at the targeted centers will continue through September. The Collaboration is seeking funding to be able to provide ongoing guidance and training for the directors and staff at targeted centers to implement the plans for fiscal year 2010 - 2011.
- The Parent Engagement Trainings will continue through September at the targeted centers. The Collaboration intends to ask the Grand Victoria Foundation to fund a continuation of center based training focusing on play as the primary method through which young children learn.
- The Directors Round Table, and Triton College classes are ongoing programs of the Collaboration. The Collaboration continues to engage with directors to assure that topics for the Round Table meet their needs. The Professional Development Coordinator will provide counseling and guidance to staff and directors around course work at the college level.
- The Symposium Committee recently identified the topic for its 2011 event: *Let's Work It Out*. The focus will be on developing children's problem solving skills, increasing emotional and social acuity, exploring the effect of classroom set-up and management on children's behavior, increasing children's ability to self regulate their behavior.

- Mentoring centers in the Illinois Quality Rating system through September 2010. The Collaboration is seeking funding to continue its mentoring with the 3 centers participating in the Quality Rating Scale QRS) to increase their scores further, and to begin to support 2 more centers engagement in QRS.

Developmental Screening and Referral System

The Collaboration will continue to promote increased connections between pediatricians, family practitioners and the early childhood community. Loyola University Medical Center has expressed an interest in placing its pediatric residents on site at Oak Park child care centers to screen children for developmental delays and to help to assure that identified children receive additional screenings and services when indicated. Both parties hope to pilot the program during fiscal year 2011. Additionally, the Collaboration has sought funding to develop a cohesive referral and follow-up process for physicians to use when they believe a child may have developmental delays and need additional tests and or services. Most doctors in the area find the early childhood developmental services sector fragmented and difficult to access.

Parent Information and Support

Illinois State budget woes have hampered the Collaboration's ability to expand a parent home visiting and education program beyond the pilot stage. During the next year, the Collaboration will continue to seek funding and identify ways to support parents of very young children. The Collaboration plans to revamp its web site during fiscal year 2011 which will allow for new and relatively low cost ways to provide parents with information they may need. It does not however, replace face-to-face contact, information and guidance that many parents need and or desire. The Collaboration will continue to host events to provide activities and information about key early childhood tasks and issues such as transitioning to kindergarten.

BUDGET INFORMATION

Sources of Funding/Leveraged Support

Since 2002, the Boards of all Oak Park jurisdictions have acted in support of the Collaboration. The jurisdictions endorsed the Collaboration's Vision and Goals and designated individuals to represent it at Collaboration meetings and allocated funding to support the Collaboration's budget. Financial support from local jurisdictions not only provides a stable operating base, but also allows the Collaboration to leverage critical resources from other public and private sources. Beginning in 2009-2010, the Collaboration began to seek increased support from the level that jurisdictions have maintained since spring, 2002. District 97 and Oak Park Township both increased their contributions very significantly to support the implementation of the strategic plan and committed to that funding through fiscal year 2011. The District 200, the Park District and Village are being asked to increase their level of support for fiscal year 2011.

2009-2010 Oak Park Jurisdictional Support

District 97	\$55,000
Village of Oak Park	\$15,000
District 200	\$15,000
Oak Park Township	\$10,000 (calendar year 2010)
Park District of Oak Park	\$2,500
Oak Park Public Library	\$1,650

Foundation, Corporate and Organizational Support

To date, the Collaboration has secured the contributions and grants following funding for FY 2009-2010:

Grand Victoria Foundation

\$30,000

Kraft Employee Fund and JPMorgan Chase

\$15,000 (carry over from previous year for current year activities)

Individual Donations

\$57,500

District 97 PTOs (Beye, Mann,)

\$4,300

State of Illinois

\$4,500

Whole Foods Market and Trader Joe's contributed food for the Symposium

Current Submissions:

American Academy of Pediatrics

\$12,000

District 200

\$30,000

Park District of Oak Park

\$5,000

Rotary Club of Oak Park River Forest

\$1,920

Planned Submissions:

Blowitz Ridgeway Foundation to support pilot of Pediatric residents conducting developmental screenings at child care centers

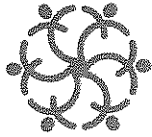
District 97 PTOs in support of the Symposium

Grand Victoria Foundation for a continuation grant to support Professional Development Activities.

JPMorgan Chase for Professional Development Programs

Illinois Department of Public Health for Hearing and Vision Screening

Oak Park River Forest Community Foundation



Collaboration
for Early Childhood
Care & Education

FY2009-2010 Budget

Description	Total Budget
INCOME	
Public Support (a)	98,500
Volunteer Support (b)	70,000
Government Support (c)	98,650
Interest Income (d)	1,000
Restricted Reserves (e)	7,360
Unrestricted Reserves (f)	20,605
TOTAL INCOME	296,122
EXPENSES	
Personnel (g)	50,599
Contracted Services – Program (h)	103,148
Contracted Services – Admin. (i)	27,540
Volunteer Services (j)	70,000
Insurance (k)	5,000
Operating Expenses (l)	21,000
Telephone/Telecommunications (m)	1,900
Postage/Shipping (n)	800
Printed Materials (o)	9,750
Rent (p)	3,000
License/Permits (q)	35
Agency Advertising (r)	300
Staff/Volunteer Development	3,000
Miscellaneous Expenses	50
TOTAL Expenditures	296,122

Budget Narrative

- Public Support includes all grants and gifts from foundations, corporations and individuals. This line item is significantly increased (\$43,000) from the previous fiscal year due to a **new** initiative to secure individual contributions in the form of major gifts.
- Volunteer Support includes all donated time from Collaboration volunteers.
- Government Support includes all funding from local governmental agencies.
- Interest reflects interest earned on money market and checking accounts
- Restricted Reserves are those funds received in a prior year designated for a specific expenditure in FY 09/10.
- Because of the growth in operations this year, the Collaboration approved use of fund balances. The hope is that increased fundraising activities will help to reduce the planned use of reserves. The Collaboration's reserves are more than adequate to cover the planned shortfall.

- g. Personnel reflects the cost of a .6 FTE Executive Director and an administrative assistant who works 7 hours per week.
- h. Contracted Services – Program include a coordinator who oversees professional development programming, works to coordinate the Vision and Hear Screening Program, and the Physicians Network. It includes a coordinator and Outreach Assistant to work in with the Publicly Funded Preschools Programs. Program Facilitators provide the training workshops for professional development, and the Visions and Hearing Screening Technician.
- i. Contractor Services – Admin. include a grant writer, computer consultant, auditors, bookkeeper, etc.
- j. Volunteer Services includes all activities performed by Collaboration volunteers.
- k. Insurance costs include the Collaboration's Directors and Officers and General Liability insurance, Professional Liability, Workers Comp. and so on.
- l. Operating expenses include program materials and supplies, food, site rental and other items used during the direct service of each program.
- m. Telecommunications covers the cost of the Collaboration's internet service, web hosting, telephone and fax lines.
- n. Postage and Shipping covers the mailing costs.
- o. Printed Materials includes fliers and publicity for the Collaboration's activities.
- p. Rent covers the cost of the new office at The Children's Clinic.
- q. License and Permits covers the cost of the Collaboration's annual filing.
- r. Agency Advertising covers the cost of advertising the Collaboration's activities.

AGREEMENT FOR CONSULTING SERVICES

THIS AGREEMENT is made this first day of June, 2010 (hereinafter referred to as the "Effective Date"), by and between the COLLABORATION FOR EARLY CHILDHOOD CARE AND EDUCATION, an Illinois not-for-profit corporation, (hereinafter referred to as "Consultant"), and the BOARD OF EDUCATION OF OAK PARK RIVER FOREST HIGH SCHOOL DISTRICT NO. 200, COOK COUNTY, ILLINOIS, (hereinafter referred to as the "Board"), as follows:

1. Services. Consultant agrees to provide the Early Childhood Care and Education consulting services, described and specified more fully in Appendix A hereto (the "services"), under the direction of the Board's designee, Cheryl Hough, in Consultant's own offices, beginning on July 1, 2010, and continuing through (June 30, XXXX) unless earlier terminated or extended as provided herein. The Board agrees to provide Consultants with such information and be responsible for the activities specified in Appendix A.

2. Compensation. For all Services to be rendered by Consultant during the initial term of this Agreement, the Board shall pay Consultant a fee of \$XXXX. Such fees shall include Consultant's costs, if any, for telephone communications, postage, travel expenses, and other expenses incurred by Consultant in connection with the provision of the Services. The Board shall pay Consultant the agreed-upon compensation in one lump sum payment upon the Board's execution of the Agreement. Consultant shall be responsible for payment of all state and federal taxes in connection with its performance of the Services and receipt of compensation under this Agreement.

3. Relationship Between The Parties. Consultant is retained by the Board only for purposes and to the extent set forth in this Agreement, and nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties. Consultant shall be deemed at all times to be independent contractor and neither party has the authority to bind the other to any third person or to otherwise act in any way as the representative of the other, unless otherwise expressly agreed to in writing signed by both parties hereto.

4. Access. Consultant shall have access to such facilities, equipment and personnel of the School District which are necessary for the performance of any Services hereunder and only upon the permission of the Board or its designee.

5. Indemnification. Consultant does hereby indemnify and hold harmless the Board, its members, employees and agents from and against all claims, including reasonable attorney's fees, arising out of or in any way connected with the Consultant's performance or non-performance of any services hereunder.

6. Insurance. Consultant shall insure against all losses and damages which are the result of, the fault or negligence of Consultant in the carrying out the Services. Consultant will, if requested, produce a certificate of insurance showing that the necessary coverage is currently in force, and will also give the Board thirty (30) days written notice before the required insurance can be altered or cancelled.

7. Notice. Any notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of mailing thereof by first class mail, registered or certified mail, postage prepaid, addressed:

If to the Board to

OPRF High School District 200
201 North Scoville
Oak Park, Illinois 60302
Attention: Superintendent

If to the Consultant, to:

Collaboration for Early Childhood Care and Education
320 Lake Street
Oak Park, Illinois 60302
Attention: Executive Director

8. Termination and Extension. This Agreement may be terminated at any time, for any reason, by mutual agreement of the parties or by giving thirty (30) days written notice by certified mail to the other party. Negotiations for an extension of this Agreement, if mutually requested, will be completed before June 1, 20 XX.

9. Entire Understanding. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, agreements and communications between the parties concerning such subject matter, whether oral or written. Except as otherwise provided, no subsequent alteration, amendment, change or additional to this Agreement shall be binding upon the parties hereto unless reduced to writing and duly Authorized and signed by each of them.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the day and year first written above.

COLLABORATION FOR
EARLY CHILDHOOD CARE
AND EDUCATION, an Illinois
not-for-profit corporation

BOARD OF EDUCATION OF
OPRF HIGH SCHOOL
DISTRICT NO. 200
COOK COUNTY, ILLINOIS

By: _____

Its _____

By: _____

Its: _____

APPENDIX A

I. EARLY CHILDHOOD LEARNING CENTER AT OPRFHS

The Early Childhood Learning Center (hereafter “the center”) is an on-site, certified childcare center serving the needs of students, staff and the community. The center is an all day, week day program during the school year while the school is in session. The center offers services to children from infant to preschool. Priority placement is given to teenage parents who attend OPRFHS, then to the children of staff members and then to the general community.

The projects of the Collaboration described in this Appendix A will offer programs and services which the Collaboration will make available to the center. Specifically, the center may elect to:

- Enroll staff in college credit classes in early childhood at Triton College. Work with staff to receive full tuition reimbursements through Illinois State such as Gateways and Illinois Action for Children tuition reimbursement funds,
- Have its Director participate in monthly sessions of the Director’s Roundtable for the purpose of identifying and addressing issues of mutual concern in connection with the effective administration of early childhood programs.
- Arrange for the attendance of Director and staff of the Collaboration’s annual symposium.
- Participate in follow-up sessions to the Collaboration’s annual symposium.
- Receive, at no charge, copies of the most current edition of the *Early Childhood Resources Directory*. The number of copies required shall be determined by the center.
- Obtain the delivery of a series of workshops to staff of the center, at no charge.
- Access additional family resource materials available to the Collaboration.
- Obtain advice from Collaboration members regarding the selection of appropriate materials for use by the center.
- Receive, at no charge, reports of data analyses measuring changes in the early childhood experiences, outlooks, and practices of families in Oak Park.
- Participate in a workshop entitled “Kindergarten and Your Child”, designed to facilitate understanding of the transition from preschool or childcare to Kindergarten.

II. PROGRAMS AND SERVICES TO ASSURE THE SUCCESS OF ALL STUDENTS

The High School is embarked on a multi-year initiative to raise the achievement level for all students, with a special emphasis/ focus on underachieving students. Decades of research have established that much of the variance in student performance at the secondary level can be accounted for by the markedly different learning experiences in the earliest years prior to entry into kindergarten between children from more and less advantaged families. The Collaboration will undertake the following programs and services to address this differential:

- Partnering with District 97 to continue the Preschool for All/Head Start Coordinating Task Force. This initiative will coordinate outreach, recruitment, and program development to assure that all 200 publicly funded preschool slots in the community are filled by the most at-risk children, and that the providers housing these slots have high quality programs.
- Continue developing a voluntary data base of families with young children enrolled in the Publicly Funded Preschool Programs, with appropriate security features. This will provide the information spine for the a system, which would facilitate the continuous process of identification of families at risk, assessment, referral, and follow-up. It will enable assessment of progress on key measures of effectiveness. It will be the basis for the development of a P-20 system.
- Provide hearing and vision screening for all children enrolled in preschool and child care centers in Oak Park.
- The Physician's Network: Partner with local pediatricians and family practice doctors to promote timely developmental screenings and referrals.
- Partnering with Parenthesis and the Village of Oak Park to expand intensive parent coaching and support for at risk families. This is being piloted by Parenthesis through its Parents As Teachers home visiting program. Also the Village Health Department has a support program for Medicaid eligible mothers and infants, through the babies' first year; the Collaboration will seek to build upon, and extend this program.
- Promoting community wide engagement by childcare centers and staff in state-level systems that permit programs to access supplemental funding for quality improvements and staff to obtain salary supplements for undertaking professional development.
- Professional development activities for centers throughout the community, including the Director's Round Table, site based training, and college-credit courses offered through partnership with Triton College.

- Broadly distributing the Early Childhood Resource Directory throughout the Oak Park and River Forest. Hosting events to provide activities and information about key early childhood tasks and issues such as transitioning to kindergarten.

***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, Chief Financial Officer

DATE: April 20, 2010

RE: Intergovernmental Agreement for Youth Interventionist/Coordinators

BACKGROUND

The Youth Interventionist Program has been serving our two communities for the past 14 years. This program has helped local youths and families create positive changes in their lives, which has helped increase the well being of our two communities with regard to youth violence, gangs and drugs.

John Williams and Bert Patania, from the Oak Park Township will be attending the Finance Committee meeting.

SUMMARY OF FINDINGS

The current contract for the Intergovernmental Agreement for Youth Interventionist/Coordinators expires on June 30, 2010. Enclosed is an Intergovernmental Agreement for the next two years with the maximum estimated amount by percentage for the Intergovernmental Agreement for FY 2011 and FY 2012. Oak Park and River Forest High School District 200 contribution for FY 2011 will be \$29,462.01 and the contribution for FY2012 will be \$30,334.

RECOMMENDATIONS (OR FUTURE DIRECTIONS)

To present for approval the two-year Intergovernmental Agreement with the Oak Park Township Youth Services for FY 2011 in the amount of \$29,462.01 and for FY 2012 in the amount of \$30,334 at the April regular scheduled Board of Education meeting.



OAK PARK TOWNSHIP YOUTH SERVICES

105 SOUTH OAK PARK AVENUE, OAK PARK, ILLINOIS 60302

To: Council of Government Members of Oak Park and River Forest
From: John FS Williams, M.Ed., LCPC
Director Youth Services, OP and RF Townships
Re: Intergovernmental Agreement for Youth Interventionist Program

Supervisor

F. David Boulanger

Dear Collaborative Partner:

Clerk

Gregory P. White

The current Intergovernmental Agreement that supports our Youth Interventionist Program expires on June 30, 2010. Through e-mail correspondence sent February 23, 2010, you have received budget projections for the next two fiscal years and a series of data charts for the past 4 years from January 2006 through December 2009.

Assessor

Ali ElSaffar

While I encourage you to budget "as if" we all must contribute the maximum amount indicated in the attachment "Estimated Maximum Cost Per Agency", this past cycle we have again happily managed to bill under that which was budgeted. We bill only for what we spend and strive to reduce costs and obtain outside funding to reduce the cost to our collaboration. We have two months this quarter shy one Interventionist staff that will reduce billing for the current contract. In the previous cycles, we were able to eliminate the need for a full time clerical support position via investments and improvements in technology, then eliminate a part time clerical and use interns this past FY (we received 90% of our funds back in one of those internship arrangements).

Trustees

Clarmarie I. Keenan

Eric Davis

Lee Callaway

Dorothy M. Reid

Attached is a brief overview highlighting some data trends the past few years and the Intergovernmental Agreement for the next two years with the maximum estimated amount by percentage for the Intergovernmental Agreement for FY 2011 and FY 2012. The agreement budget is based upon a July 1 – June 30 Fiscal Year. Please have your designated government representative sign on the appropriate line and return to Youth Services.

I strongly recommend that we convene a signing ceremony in the coming months with all tax bodies represented to signify our united stand, collaboration, and cooperation regarding Gangs, Drugs and Violence. In times when things are falling apart, it is important to stand with our allies.

Telephone

708-445-2727

Please contact myself at 708 445-2727x130 or jwilliams@oakparktownship.org should you have any questions.

Facsimile

708-383-8062

Thank you for your attention and continued support.

E-mail

youth@
oakparktownship.org

Good Things Only to You and Yours,

John FS Williams, M.Ed., LCPC

Director, Youth Services Oak Park and River Forest Townships
Chair, Gang and Drug Task Force of Oak Park and River Forest

Website

www.
oakparktownship.org

Youth Interventionist Program

John FS Williams, M.Ed., LCPC, Director Youth Services serves as Chair of Gang and Drug Task Force for Oak Park and River Forest and Administers the Interventionist Program.

Bert Patania, M.Ed. is the Supervisor of the Youth Interventionist Team.

The Youth Interventionist Program is supported through an Intergovernmental Agreement involving eleven taxing bodies in Oak Park and River Forest. Three Youth Interventionists are employed to work extensively throughout the communities with youth at-risk for or already involved in gangs, drugs and violence. The program has been a tremendous success since the programs inception in 1996.

Revenue for FY 2010 was 100% local funding. The previous agreement expired on June 30, 2008 and was renewed with 100% of local officials from all 11-tax bodies supporting the renewal through June 30, 2010. Began process for renewal in FY 2010. Summary figures and data for past 2 IGA cycles with reference to past 4 years were sent along with contract and budget for the IGA for July 1, 2010-June 30, 2012 sent in February 23, 2010..

The Caseload continues to be demanding. Data indicates majority of cases past 2 years referred with a history of history of family substance abuse and history of violence. Youth abandoned in various ways by one or more parents remains a painfully high percentage – 95 % across the caseload for the past 14 years.

In response to this data, YS OP and RF Townships is investing time, energy and staff resources (separate from the IGA and Youth Interventionist Program) to recruit, screen, train and match 100 mentors over the next year to offer a positive adult relationship in the lives of as many local youth as possible. YS has also established weekly job/career workshops beginning October 2009 with very positive attendance (ranging from 2 – 20) and outcomes (3 successfully employed, 3 have successfully completed 5 plus applications, new attendees and “regulars” each week).

Teen pregnancies and teen parents spiked in the past two years cycle. YS and the Interventionist Team Supervisor, Bert Patania was and remains heavily involved in addressing multiple issues working collaboratively across systems to increase instances of teen parents graduating from High School, securing appropriate day care, health issues for teen and child, and setting youths up for gainful employment and career path.

Increase in youth substance abuse and reports of low level dealing by substance abusers. Continued levels of youths claiming gang affiliation – not necessarily claimed by actual gang in several instances.

The percentage of males and African American youth referred remains high. Overall age of referrals maintaining between 12 and 18 AND client activity on both extremes including 18+ and as young as 6. Staff active in 4 elementary schools, 3 Middle schools and OPRFHS and several alternative schools. Shift in summer months to increased presence in Parks and Public spaces. Maintain regular presence in Public Libraries throughout year with seasonal spikes.

Director, Youth Services working with maintaining and expanding mentoring groups with local volunteer adult males and anticipate implementation of adult female mentoring group this quarter. Engaging with youth in elementary school grades 3-8. Implementation of Olweus Bullying Prevention Program in District 97 in two middle schools and two elementary schools.

Our staff is highly trained and motivated. Each has been approached to present to staff and youth in various school, police, and public settings and have performed very well. Staff joined and co-presented with Director to all OP Police Officers in last quarter of FY 2008. Program enjoys national recognition with Director Youth Services presenting to Performance Institute, non-partisan Think Tank in Washington D.C. past 2 years and national COPS conference in Los Angeles with 80 Chiefs of Police.

Bert Patania began his 12th year as Team Supervisor with us this cycle. Rob Simmons began his 6th year as a Youth Interventionist, and Conchita Tamondong resigned in January 2010 to pursue other interests after 2 1/2 years as a Youth Interventionist. We are currently closing in on a new hire.

Administrative Assistant Roberta White successfully implemented interned based clerical training position with local colleges AND expanded those internships to include after school programming at Dole Branch Library in OP. Upgrades in software and data tracking were implemented in the last calendar year with some improvements and some glitches with an overall improvement.

Staffing:

Bert Patania, Team Supervisor (11 years)

Robert Simmons, Youth Interventionist (5 years)

Conchita Tamondong, Youth Interventionist (2 years 7 months) resigned in January 2010

New Staff – hoping to name in late March 2010.

Caseload:

- Range between low of 36 and high of 51. Majority of time, carrying a total active caseload in the 40's.
- Dips in the caseload reflect staff family leave and turnover.
- Used to have dip in the summer, have not had that for a few years.

Risk Factors:

- Majority of caseload is high to moderate at risk as measured by 12 factors
- Increase in number and intensity level of high at risk cases past several years.

Gender:

- More males (2/3) than females 1/3).

Race/Ethnicity:

- Diverse population
- Overrepresentation of African American cases
- Next highest are Caucasian, biracial/ and 2 or more races.

Ages:

- Two year cycle reflects aging of caseload as we continue with clients through elementary, middle and high school.
- Range has increased in past year including 7 and under and over 18 (teen mothers)

Reasons for Referral:

- History of Family Substance Abuse and History of Family Violence highest primary reasons for referral.
- High percentage has poor relationship, conflicting relationship, or no relationship with a parent -most often the father.
- Intense increase in requests for mentors especially African American Male Mentors.
- Staff training in effects of trauma on brain development and effects of exposure to early trauma. Believe we are more often than not addressing issues related to untreated exposure to various types of trauma.

AN INTERGOVERNMENTAL AGREEMENT FOR YOUTH INTERVENTIONIST/COORDINATORS

This agreement is between OAK PARK TOWNSHIP and the enumerated participating local governments: Village of Oak Park, Village of River Forest, River Forest Township, School District 90, School District 97, School District 200, Park District of Oak Park, River Forest Park District, Oak Park Public Library, and River Forest Public Library, hereinafter referred to collectively as PARTICIPATING GOVERNMENT UNITS.

OAK PARK TOWNSHIP agrees as follows:

- To work with at-risk youth engaged with (or disengaged from) local agencies that provide multiple services.
- To closely monitor youth, through a case management model which focuses on the individual needs of clients and their families and helps in linking them to services, managing those services, and tracking outcomes.
- To continue to provide intense intervention by employing support staff and three Youth Interventionist/Coordinators for the positions as described in Appendix I.
- To hire, train, supervise, insure and house the Youth Interventionists.
- To provide the necessary services, materials and equipment, such as, duplication, printing, postage, telephone and computers.
- To work in close cooperation with the Oak Park and River Forest Council of Governments.
- To contribute up to \$46,843.36 (FY 2011) and \$48,229.79 (FY 2012) for each year of this joint effort.
- To bill each participating government unit the actual dollars spent on a quarterly basis.
- To assist the Gang and Drug Task Force with an evaluation of the Youth Interventionist Program.
- To continue to seek outside funds to support the Program.
- To provide periodic status reports to the participating government units.
- To provide monthly Team reports via email each month to designated representatives.

**AN INTERGOVERNMENTAL AGREEMENT
FOR YOUTH INTERVENTIONIST/COORDINATORS,
Page 2**

The other participating government units agree as follows:

- To discuss issues related to the Youth Interventionist Program at the Council of Governments meetings and/or on the e-mail distribution list.
- That a joint Oak Park and River Forest Council of Governments meeting will take place at least once a year to discuss issues related to the Youth Interventionist Program.
- To work collaboratively and cooperatively in the common interest of reducing youth gangs, drugs, and violence.
- To the line-item budget attached as Appendix II.
- To support the cost of this joint endeavor based upon the following formula:

Breakdown - Agency	Percentag e	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
OPRFHS D200	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
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
<u>RF Public Library</u>	<u>1.67%</u>	<u>\$4,117.29</u>	<u>\$4,239.15</u>
Total	100.00%	\$246,544.00	\$253,841.00

- To promptly reimburse Oak Park Township upon receipt of quarterly bill.

It is understood by all signatories of this agreement that the supervision of all Township employees, including any addition to the Township staff as a result of this agreement, is the responsibility of Oak Park Township.

This Intergovernmental Agreement will be in force for two years from July 1, 2010.

**AN INTERGOVERNMENTAL AGREEMENT
FOR YOUTH INTERVENTIONIST/COORDINATORS,
Page 3**

OAK PARK TOWNSHIP

_____ Signature	_____ Title	_____ Date
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RIVER FOREST TOWNSHIP

_____ Signature	_____ Title	_____ Date
--------------------	----------------	---------------

VILLAGE OF OAK PARK

_____ Signature	_____ Title	_____ Date
--------------------	----------------	---------------

VILLAGE OF RIVER FOREST

_____ Signature	_____ Title	_____ Date
--------------------	----------------	---------------

RIVER FOREST ELEMENTARY SCHOOL DISTRICT 90

_____ Signature	_____ Title	_____ Date
--------------------	----------------	---------------

(Signatures continued on Page 4)

**AN INTERGOVERNMENTAL AGREEMENT
FOR YOUTH INTERVENTIONIST/COORDINATORS,
Page 4**

OAK PARK ELEMENTARY SCHOOL DISTRICT 97

_____	_____	
Signature	Title	Date

OAK PARK-RIVER FOREST HIGH SCHOOL DISTRICT 200

_____	_____	
Signature	Title	Date

PARK DISTRICT OF OAK PARK

_____	_____	
Signature	Title	Date

RIVER FOREST PARK DISTRICT

_____	_____	
Signature	Title	Date

(Signatures continued on Page5)

**AN INTERGOVERNMENTAL AGREEMENT
FOR YOUTH INTERVENTIONIST/COORDINATORS,**

Page 5

OAK PARK PUBLIC LIBRARY

_____	_____	
Signature	Title	Date

RIVER FOREST PUBLIC LIBRARY

_____	_____	
Signature	Title	Date

**AN INTERGOVERNMENTAL AGREEMENT
FOR YOUTH INTERVENTIONIST/COORDINATORS,**

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Appendix I Job Descriptions

Oak Park Township

JOB DESCRIPTION

CLASS. TITLE: Youth Services Interventionist Supervisor

DEPARTMENT: Youth Services FLSA: Exempt

DIVISION: Town DATE: 04/05

REPORTS TO: Youth Services Director

Job Summary

The Youth Interventionist Supervisor builds collaborations between systems and agencies to prevent, intervene and combat youth delinquent behaviors in Oak Park and River Forest communities; assists severely at-risk youth and families to survive adolescence.

Essential Job Functions

1. Assists agencies in developing long-term community based strategic plans to complement village-wide violence prevention efforts, development of Intervention Model vision, and implementation of goals/strategies. Communicates between and with staff, administrations, boards, agencies, committees and the public to continue community development efforts.
2. Provides oral and written reports to various boards and public showing outcomes, current status and future plans; attends monthly meetings with youth service providers.
3. Conducts/assists in conducting individual and group counseling, individual counseling, and crisis intervention; assists in making social diagnostic assessments of at-risk factors for clients; assists in developing a comprehensive treatment plan by seeking input and participation from professionals in other areas.
4. Assists in counseling youth indicating maladjustments; anxiety or delinquent behavior; contributes to the identification of problems and diagnosis of social disorders. Provides direct youth and family counseling.
5. Establishes priorities among assignments, establishes times of completion and quantity/quality of work services; identifies and discusses program projects, problems and issues; supervises subordinate staff, monitors and evaluates performance and recommends recognition and/or disciplinary action.
6. Monitors budgetary expenditures for training area of Interventionist and assists in developing narratives/justification used in budgetary process as required.
7. Develops and maintains ongoing communications with private and public organizations, officials of other agencies or state and federal government; responds to inquiries concerning program, policies, rules and regulations governing work.
8. Appears at public hearings as required, speaks before various groups to explain/interpret program philosophy and requirements
9. Seeks outside funding to help support programs; prepares grant applications for additional sources of funding in cooperation with Township funded grant writer; administers grant funded initiatives related to intervention program.

**AN INTERGOVERNMENTAL AGREEMENT
FOR YOUTH INTERVENTIONIST/COORDINATORS,**

Page 7

Appendix I Job Descriptions

10. Performs the duties of Youth Interventionist.
11. Develops bonds between new and opposing agencies with a history of not working well together; facilitates partnerships and collaborations; assists in problem solving to overcome disputes between community administrative leaders.
12. Keeps director informed regarding community issues and politically sensitive Youth Interventionist Supervisor 1 04/05
13. Prepares and maintains grants related to sources of funding; completes reports related to grants received.
14. Performs other duties as assigned.

Material and Equipment

- Miscellaneous office equipment; i.e. – computer, fax, phone, copier, calculator, etc.
- Bicycle

Minimum Qualifications

Education and Experience:

- Master's degree in Social Services or related field and five to seven (5-7) years of direct experience in working with gangs, drug involvement and violent youth.

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, may be considered.

License(s) and Certification(s):

- Valid Illinois driver's license and liability insurance

Knowledge, Skills, and Abilities

Knowledge of:

- Social work, counseling, psychology and public relations.
- Criminal justice and approaches used by law enforcement in local, state and federal environments; juvenile law and court systems.
- Ethical standards and code of conduct in dealing with clients and the public.
- Gang structure, risk factors and signs of involvement.

Skill In:

- Time management and prioritizing work.
- Verbal and written communication and organization.
- Community development and community crisis debriefing.
- Facilitation and group leadership.
- Mediation and collaboration building.
- Crisis intervention and de-escalation techniques.
- Supervision of subordinates.

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Appendix I Job Descriptions

Ability to:

- Lead and organize and maintain relationships with community organizations and administrations in a political environment.
- Facilitate presentations and training made to youth, parents, community associations and other public groups.
- Remain calm in stressful and crisis situations.
- Develop intelligence on youth gang and drug activity in both communities and strategic plans to counter illegal activity.

Physical Abilities:

- Sit, type, read, write, hear and speak for extended periods.
- Drive automobile to communities and clients/families homes.
- Lift up to 10 pounds on occasion.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act. Youth Interventionist Supervisor 3 04/05

Revised

**AN INTERGOVERNMENTAL AGREEMENT
FOR YOUTH INTERVENTIONIST/COORDINATORS,**

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Appendix I Job Descriptions

Oak Park Township

JOB DESCRIPTION

CLASS. TITLE: Youth Services Interventionist

DEPARTMENT: Youth Services FLSA: Non-Exempt

DIVISION: Town DATE: 04/05

REPORTS TO: Youth Interventionist Supervisor

Job Summary:

The Youth Services Interventionist provides individual and family treatment to youth involved in or at risk of becoming involved in gangs, drugs or violent activities; works closely with Youth Interventionist Team and Youth Services Director to discuss and develop and implement treatment plans. Collaborates with a variety of community agencies and resources to decrease risk and connect identified families with appropriate, long-term services.

Essential Job Functions

1. Performs crisis intervention in situations such as suicide, homicide, rage, juvenile arrest, violence, community, family tragedy, self injury, running away, etc. Assesses risk; provides direct consultation services; provides referrals and stabilization services, coordinates and provides support during the hospitalization process, crisis counseling, brief mediation and notification of appropriate authorities; serves as member of school crisis and trauma debriefing team.
2. Assesses youth and family for potential for violence, communication patterns, boundaries, alcohol and drug addiction, gang involvement, sexual and physical abuse, neglect, mental health status, suicidal or homicidal plans or thoughts, criminal activity, risk of running away, cutting and other risk factors. Assessment includes evaluating the client, family and any unregistered youth in contact with. Creates, monitors and implements treatment plan agreed upon by both client and family.
3. Provides counseling to youth involved or at-risk of involvement with gangs, drugs, potential violence, etc.; meets with youth as needed to decrease risk or involvement through therapy and referrals to other community agencies; provides resources for alternate living situations if required; works with youths at-risk and assists them by linking them with services in the community; provides consultation regarding juvenile laws.
4. Provides family therapy and counseling to identified families; conducts home visits to assess living environment, refers family to community agencies for financial assistance and long-term therapy as needed; provides crisis stabilization to family as need arises; works with family to advise on state laws regarding abuse and neglect, family law, juvenile delinquency, as well as

potential for locking out their child.

5. Consults with various community agencies including schools, Police Department, **AN INTERGOVERNMENTAL AGREEMENT FOR YOUTH INTERVENTIONIST/COORDINATORS,**

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Appendix I Job Descriptions

Health Department, Park District, libraries, probation, inpatient and partial hospital programs, community counseling centers, mentoring services, and psychiatric evaluators to optimize assessment and treatment planning. Participates in other agency meetings including disciplinary/school placement, inpatient hospital discharge planning and collaboration with police officers, etc. Searches for new

services, builds relationships with staff and distributes information on new providers to other collateral resources in the community.

6. Conducts mediation sessions between youth and/or families who are currently involved in a conflict; assists to resolve differences and decrease probability of violence in community between parties.

7. Conducts informational presentations to community mental health professionals, school teachers and high school students regarding drug and violence prevention, peer relations and other applicable subjects.

8. Maintains client files, intake and assessment forms, client interview questionnaire, consent forms, ratings scales, progress notes, progress note logs and any other essential materials.

9. Monitors youth trends in the community such as gang movement, drugs, cults, etc.; performs bike patrols and community walks in search of gang graffiti, drug paraphernalia and cult remnants in community parks.

10. Identifies gaps in service delivery system and reports to Director; participates in formulating and implementing solutions when appropriate.

11. Operates pursuant to federal and state laws as well as professional codes of ethics and codes of conduct. Maintains licensure through continuing education.

12. Plans and co-facilitates groups for at-risk youth in school settings.

13. Participates in various committee/council meetings, task forces and networking events as needed.

14. Remains current on mental health research and clinical theories.

15. Performs other duties as assigned.

Material and Equipment

- Miscellaneous office equipment; i.e. – computer, fax, phone, copier, calculator, etc.

- Bicycle

Minimum Qualifications

Education and Experience:

- Masters degree in social work, education, psychology or other related human services field and two to three (2-3) years experience working with high at-risk

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Appendix I Job Descriptions

youth in prevention, intervention, outreach or case management.

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, may be considered.

License(s) and Certification(s):

- Valid Illinois driver's license and liability insurance
- LSW, LCSW, LCPC, CADC desirable

Knowledge, Skills, and Abilities

Knowledge of:

- Federal and state laws and regulations relating to juvenile issues.
- Ethical standards and code of conduct in dealing with clients and the public.
- Child development; therapeutic models/techniques; DSM-IVR.
- Mental health assessment; crisis intervention, mediation and trauma debriefing.
- Substance use/abuse signs
- Screening for risk to self or others.
- Basic computer and software programs.

Skill In:

- Clinical judgment.
- Verbal and written communication.
- Crisis intervention and de-escalation techniques.

Ability to:

- Effectively communicate treatment techniques and strategies.
- Make sound assessments, develop, implement and monitor treatment plans.
- Coordinate multiple services from various agencies in order to meet clients' needs.

Physical Abilities:

- Sit, type, read, write, hear and speak for extended periods.
- Drive automobile to client's homes or meeting places.
- Lift up to 10 pounds on occasion.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act. Youth Interventionist 3 04/05

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Appendix II Budget

Budget for Youth Interventionist Program 2011 and 2012

YOUTH INTERVENTIONISTS

	FY 2011	FY 2012
Personnel Services		
<u>Employee Salaries</u>	<u>\$151,159.00</u>	<u>\$155,695.00</u>
TOTAL Personnel Services	\$151,159.00	\$155,695.00
Fringe Benefits		
FICA Expense	\$11,564.00	\$11,911.00
IMRF Expense	\$14,950	\$15,569.00
Flexible Benefit Plan	\$66.00	\$90.00
<u>Health/Life Insurance*</u>	<u>\$55,472.00</u>	<u>\$57,136.00</u>
TOTAL Fringe Benefits	\$82,052.00	\$ 84,706.00
Operating Costs and Services		
Activities/Program Support	\$2,500.00	\$2,500.00
Staff Recruitment	100.00	100.00
Office Supplies	\$250.00	\$250.00
Dues and Subscriptions	\$0.00	\$0.00
Duplication & Printing	\$120.00	\$100.00
Insurance-Liability	\$1,550	\$1,620.00
Postage	\$50.00	\$50.00
Professional Consultation	\$2,000.00	\$2,000.00
Travel and Training	\$6,000.00	\$6,000.00
Workers Compensation	\$763	\$820.00
<u>TOTAL Operating Costs and</u>		
<u>Services</u>	<u>\$13,333.00</u>	<u>\$13,440.00</u>
Total Youth Interventionist	\$246,544.00	\$253,841.00

***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: April 20, 2010

RE: Construction Update

BACKGROUND

At the April Finance Committee Meeting administration advised the Board of Education that the summer construction for Life Safety and Maintenance projects would exceed the original estimates. It was agreed to review the bids, re-prioritize the projects the rebid the recommended projects. The Board of Education approved a budget of \$7,180,168.

SUMMARY OF FINDINGS

On Monday, April 12 new bids were received and opened. The new listing of projects and pricing are slightly below the Board of Education approved dollar amount. Please see the attached spreadsheet prepared by Wight and Company. Per the Board direction, the Superintendent and Chief Financial Officer have approved the bids so that work may commence as soon as possible.

We have also asked Wight and Company to estimate the amount of work that will be completed by June 30, 2010 and the amount that will be completed after July 1, 2010. We have adjusted the Amended Budget for the O & M and the Life Safety Funds to reflect the liability that will be due for work completed prior to June 30, 2010 and for the use of O & M Fund reserves, as approved last month. The Amended Budget will be approved at the April Regular Board Meeting.

Fund	FY 2010	FY 2011	Total
Life Safety	\$ 510,000	\$1,701,822	\$2,211,822
Operations and Maintenance	<u>\$3,881,910</u>	<u>\$1,073,893</u>	<u>\$4,955,803</u>
Total	\$4,391,910	\$2,775,715	\$7,167,625
Special One-Time Sources of Funding			
Bond and Interest Fund Transfer	\$1,000,000		
River Forest TIF	\$ 954,000		
O & M Fund Reserves	\$1,860,059		
FY 2011 budget	\$3,353,566		

Representatives from Wight and Company will attend the meeting to answer any questions that the Board may have.

RECOMMENDATIONS

None at this time.

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

WEB: www.oprfhs.org

TTY/TDD: (708) 524-5500

Oak Park and River Forest High School
2010 Summer Life Safety and Interior Renovations
Estimate of Project Costs

Revised: April 14, 2010



Cost Items	Contractor	Base Scope	Alternate #1: Add Field House AHU's	Alternate #2: Add VAV's on 3rd/4th Floor	Alternate #3: Add AHU's 8, 9 & 10	Total Including Accepted Alternates
Construction Costs						
Steel	Guardian	39,040				39,040
Masonry	Piazza	285,600				285,600
Roofing	Elens & Maichin	21,900				21,900
HVAC	Acitelli	2,268,000	283,000	38,000	346,000	2,935,000
Electrical	Richmond Electric	522,890	42,000	67,750	17,000	649,640
Plumbing	CR Leonard	257,314	-	6,337	14,027	277,678
Carpentry	Parkway	228,600	12,300	18,100	2,800	261,800
Casework	Stevens	252,877				252,877
Flooring	Johnson Flooring	76,180				76,180
Painting	DES Painting	13,900				13,900
Demo/Asbestos	Kinsale	212,000	5,600	11,000	25,000	253,600
Landscaping	Ellington	11,475				11,475
Total Bids		4,189,776	342,900	141,187	404,827	5,078,690
General Conditions		348,000				348,000
Asbestos On-Site Management		40,000				40,000
Contingency (7%)		293,284	24,003	9,883	28,338	355,508
Subtotal		4,871,060	366,903	151,070	433,165	5,822,198
Professional Fees						
Preconstruction Fee		20,000				20,000
A/E Fee		358,866				358,866
Construction Management (3.14%)		151,695	11,521	4,744	13,601	181,561
Professional Fee Subtotal		530,561	11,521	4,744	13,601	560,427
Total Construction and Professional Fees		5,401,622	378,424	155,814	446,766	6,382,625
Owner Items						
Owner's Furniture Allowance		55,000				55,000
Controls (Direct Contract with ALC)		730,000				730,000
Owner Items Subtotal		785,000				785,000
Total Project Costs		6,186,622	378,424	155,814	446,766	7,167,625
Board Approved Budget						7,180,168
Difference v. Budget						12,543

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 and Phil Prale
DATE: February 22, 2010
RE: Staff Development Budgets

BACKGROUND

Earlier this semester, a member of the Board of Education asked for details to clarify staff development spending for the District. This memo answers that request for staff development budget information for the 2009-2010 school year.

SUMMARY

Although staff development funds are allocated to a variety of areas throughout the budget, several areas share common goals and processes.

- I. Entitlement Grants. Available to the District through the state and federal education agencies, these grants contain specific allocations for staff development activities related to the goals of the grants or to the students who are targeted by activities and services funded by the grants. Activities funded by the following grants included consultant services, attendance at and travel to conferences, and literacy workshops.

- Special Education - IDEA
- NCLB Consolidated
- DVR, Perkins, CTE

Funds: \$112,772, lines 8 - 17

- II. Institute Day Activities. The District sponsors two Institute Days each year, one at the start of each semester. The Institute Day held at the start of the second semester this school year was organized in collaboration with Districts 90 and 97 which shared in the cost of the program. The budget covers speaker fees, travel costs, and food and supply costs associated with sponsoring an Institute Day.

Funds: \$20,500, line 20

- III. Schoolwide Staff Development Activities. Schoolwide activities include stipends for faculty mentors for new faculty, costs for substitute teachers to allow faculty and staff to attend literacy training, materials and workshop support for Courageous Conversations About Race (CCAR), and costs incurred by attendance at conferences (including MSAN participation) and meetings to assist faculty and staff in developing Response to Intervention (RtI) programs for the high school.

Funds: \$33,500, lines 21 and 22

- IV. Teacher Grants. For the last 12 years the District has funded individual teacher grants to support specific professional development activities. Teachers must submit

applications for review by a committee of teachers and administrators who approve requests and may allocate up to \$500 per request.

Funds: \$12,000, line 23

- V. Area-Specific Activities. Some staff development funds are allocated to divisions for area-specific activities. These funds are discretionary and controlled by Division Heads, in collaboration with District Leadership Team members. Activities planned for and supported this school year include a workshop for the Math Division in classroom technology, K-12 articulation and curriculum mapping for the Science Division, workshops in the teaching of writing for members of the English Division, and attendance at AP conferences to prepare teachers for teaching specific courses.

Funds: \$49,090, lines 26 - 44

- VI. Administration Conference and Travel. These funds support attendance at relevant national or local conferences for administrators, including District Leadership Team, Building Leadership Team, and Division Heads. Activities include annual Administrator Academy workshops required to maintain administrative certification.

Funds: \$37,075, lines 47 - 54

- VII. Support Staff. These funds are allocated to groups of support staff, including technology, safety and support, food service, buildings and grounds, CPA members, and non-affiliated employees.

Funds: \$22,700, lines 57 - 63

- VIII. Monday Modified Schedule. Three years ago the Board of Education approved a modified schedule for Monday mornings that allocates 50 minutes of collaboration time for teams of teachers to focus on school improvement. While no direct budget line supports this staff development activity, the time committed to these activities is significant.

RECOMMENDATIONS

Continue to support staff development activities as outlined above and as projected for future school years.

	A	B	C	D	E
1		OAK PARK AND RIVER FOREST HIGH SCHOOL			
2		STAFF DEVELOPMENT BUDGET			
3		FISCAL YEAR ENDING JUNE 30, 2010			
4					
5					
6		Department/Division	Source of Funds	Revised Budget	Sub-Totals
7		<u>RESTRICTED FUNDS</u>			
8		Title II	Title II	\$ 8,810.00	
9		Staff Development Department	Title I	\$ 19,786.00	
10		Staff Development Department	Title I ARRA	\$ 8,561.00	
11		Technology Division	Career & Tech Ed (CTE)	\$ 8,425.00	
12		Special Education	IDEA Flow Through	\$ 44,890.00	
13		Special Education	IDEA ARRA	\$ 12,500.00	
14		Special Education	Mental Health Grant	\$ 6,000.00	
15		Special Education	IDEA Flow Through	\$ 1,300.00	
16		Special Education	DORS/STEP Program	\$ 1,000.00	
17		Special Education	Personnel Reimbursement Grant	\$ 1,500.00	\$ 112,772.00
18					
19		<u>DISTRICT WIDE CERTIFIED STAFF DEVELOPMENT</u>			
20		Institute days	Unrestricted	\$ 20,500.00	
21		Mentoring stipends	Unrestricted	\$ 15,000.00	
22		Staff Development Department	Unrestricted	\$ 18,500.00	
23		Teacher Grants	Unrestricted	\$ 12,000.00	\$ 66,000.00
24					
25		<u>EDUCATIONAL PROGRAM AREAS</u>			
26		Alternative Programs	Unrestricted	\$ 500.00	
27		Visual Arts	Unrestricted	\$ 1,650.00	
28		Auditorium	Unrestricted	\$ 3,700.00	
29		Business Education	Unrestricted	\$ 1,050.00	
30		Science Division	Unrestricted	\$ 4,015.00	
31		Speech Arts	Unrestricted	\$ 450.00	
32		Driver Education	Unrestricted	\$ 1,500.00	
33		English Division	Unrestricted	\$ 4,500.00	
34		World Languages	Unrestricted	\$ 3,300.00	
35		Guidance	Unrestricted	\$ 8,120.00	
36		Discipline Center	Unrestricted	\$ 2,500.00	
37		History Division	Unrestricted	\$ 2,450.00	
38		Family & Consumer Science	Unrestricted	\$ 300.00	
39		Math Division	Unrestricted	\$ 3,825.00	
40		Media Services	Unrestricted	\$ 450.00	
41		Athletics	Unrestricted	\$ 6,250.00	
42		Music	Unrestricted	\$ 1,770.00	
43		Physical Education	Unrestricted	\$ 1,760.00	
44		Technology Division	Unrestricted	\$ 1,000.00	\$ 49,090.00
45					
46		<u>ADMINISTRATION</u>			
47		Division Heads	Unrestricted	\$ 13,500.00	
48		Executive Administration	Unrestricted	\$ 9,200.00	
49		Asst. Principal of Student Activities	Unrestricted	\$ 2,000.00	
50		Principal Office	Unrestricted	\$ 3,000.00	
51		Asst. Sup't. for Curr. & Instruction	Unrestricted	\$ 2,000.00	
52		Superintendent	Unrestricted	\$ 5,000.00	
53		Director of Assessment and Testing	Unrestricted	\$ 2,000.00	
54		Communications	Unrestricted	\$ 375.00	\$ 37,075.00
55					
56		<u>DEPARTMENTS</u>			
57		Technology Department	Unrestricted	\$ 7,000.00	
58		Data Processing Department	Unrestricted	\$ 2,500.00	
59		General High School	Unrestricted	\$ 2,000.00	
60		Classified Personnel Tuition Reimbursement	Unrestricted	\$ 5,000.00	
61		Business Office	Unrestricted	\$ 6,000.00	
62		Registration Services	Unrestricted	\$ 100.00	
63		Health Services	Unrestricted	\$ 100.00	\$ 22,700.00
64					
65		<u>Sub-Total Education Fund</u>			\$ 287,637.00
66					
67		Food Service		\$ 3,500.00	
68		Bookstore		\$ 1,000.00	
69		Buildings and Grounds		\$ 4,000.00	\$ 8,500.00
70		<u>Sub-Total Other Funds</u>			
71					
72		<u>Grand Total All Funds</u>			\$ 296,137.00

***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: April 20, 2010

RE: Triton Community College Intergovernmental Agreement

BACKGROUND

Triton Community College uses the Oak Park and River Forest High School facility for evening adult education classes three nights per week. For FY 2005 – 2006, Triton and the District reviewed the long standing agreement, revised the programs and developed a contract. The contract provides:

- a site manager for the program, paid for by Triton,
- a reimbursement for custodial and security services
- cost sharing for parking
- computer lab and facility use fees.

SUMMARY OF FINDINGS

The new contract reflects a 2% increase in reimbursement amounts for the custodial and security services. All other aspects of the agreement remain the same.

RECOMMENDATIONS

The administration recommends that the Board of Education approve the Intergovernmental Agreement with Triton for FY 2010 - 2011 with a 2% increase in custodial and security services.

**INTERGOVERNMENTAL AGREEMENT BETWEEN
TRITON CONTINUING COLLEGE DISTRICT 504
AND
OAK PARK/RIVER FOREST HIGH SCHOOL
DISTRICT 200**

Field Code Changed

Pursuant to the Illinois Intergovernmental Cooperation Act as outlined in 5 ILCS 220/3, this **AGREEMENT** (hereinafter "Agreement") is made and entered into this ____th day of _____, ~~2009~~2010, by and between **CONTINUING COLLEGE DISTRICT 504**, commonly known as Triton College (hereinafter "COLLEGE"), **COUNTY OF COOK AND STATE OF ILLINOIS** and **OAK PARK/RIVER FOREST HIGH SCHOOL DISTRICT 200** (hereinafter "DISTRICT"), **OAK PARK, ILLINOIS**.

WITNESSETH:

WHEREAS, the DISTRICT operates a High School commonly known as OAK PARK/RIVER FOREST HIGH SCHOOL located at 201 North Scoville, Oak Park, Illinois 60302 and agrees to host ESL and Continuing Education (credit and non-credit) classes in said premises; and,

WHEREAS, the COLLEGE desires to use rooms in said premises for ESL and Continuing Education classes;

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, it is hereby agreed by and between the COLLEGE and the DISTRICT as follows:

1. **TERM OF AGREEMENT** - The term of this Agreement will be from August 23rd, 2009 2010 through and including May 25th, 2011, unless sooner terminated as herein set forth. The premises, including Oak Park/River Forest High School, Oak Park, Illinois, shall be made available to the COLLEGE for use on three evenings per week as agreed by the parties from 6:00 p.m. to 10:00 p.m. for the term of this Agreement. The parties may agree, on a case by case basis, to make the premises available prior to 6:00 p.m.

2. **RENT** - The DISTRICT agrees that it shall charge no rent nor assess any costs or fees other than those stated herein to the COLLEGE for use of the rooms provided for ESL and Continuing Education classes.

3. **FACILITIES USE/LAB FEES**

FACILITIES USE FEES: The COLLEGE shall pay \$100.00 to the DISTRICT for each ESL or Continuing Education course section that requires the use of the following facilities.

- a. Kitchen;
- b. Applied arts;
- c. Fine arts; and
- d. Gym.

The fee shall be paid by the COLLEGE to the DISTRICT at the beginning of each semester. In no event shall the fee exceed \$100.00 per course section using the above facilities.

LAB FEES: The COLLEGE shall pay a lab fee per student for each student enrolled in an ESL or Continuing Education course utilizing the DISTRICT's computer lab facilities. The specific amount of the lab fee will be equivalent to the lab fees established by the academic or departmental areas of the College for those specific courses, but in no case shall the fee exceed \$52.00 per student per course. The DISTRICT and the COLLEGE shall discuss any courses

with specific computer needs to determine the appropriate lab fees prior to the beginning of the semester. Under no circumstances will the COLLEGE reconfigure the lab computers or add unauthorized software.

4. UTILITIES AND OTHER SERVICES - The DISTRICT agrees to provide heat, light, water and electricity for the premises.

The DISTRICT agrees to pay for all heat, light, water, electric and power bills which are charged, levied or taxed with respect to utilities furnished for the COLLEGE'S use and occupancy of the premises.

The DISTRICT agrees to provide custodial service for maintenance of the areas provided. The cost for providing such services shall be \$2,379,427.00 for the academic year ~~2009-2010~~ 2010 - 2011. The COLLEGE shall pay the DISTRICT for maintenance services at the end of each semester following the COLLEGE'S receipt of an invoice from the DISTRICT for the amount owed.

The DISTRICT agrees to provide security services for premises on the evenings COLLEGE courses are offered. The COLLEGE staff will adhere to all DISTRICT building security procedures. The cost for providing such security services shall not exceed \$5,202,306.00 for each semester (fall ~~2009-2010~~ and spring ~~2010-2011~~) for classes offered three (3) nights per week. The COLLEGE shall reimburse the DISTRICT for security services costs at the end of each semester following the COLLEGE'S receipt of an invoice from the DISTRICT for the amount owed.

5. **ACCESS TO ROOMS** - The COLLEGE shall have exclusive use of all rooms provided for ESL and Continuing Education classes on the days and times as stated herein except for cases of emergency. Except in cases of an emergency, no one affiliated with the DISTRICT shall interrupt any of the ESL and Continuing Education classes or interfere with any student, teacher or administrator attending said classes for any reason, without the advance written approval of an authorized representative of the COLLEGE.

6. **DIRECTORS** – An Extension Center Director shall be hired by the COLLEGE, following consultation and reasonable approval of the DISTRICT. The Extension Center Director shall be an independent contractor of both the COLLEGE and the DISTRICT and shall not be entitled to any of the benefits of employment provided to employees, agents or faculty of the COLLEGE or the DISTRICT, including worker's compensation or accrual of tenure. The Extension Center Director shall be paid \$6,912.00 annually. This payment shall be payment for acting as Extension Center Director for twelve (12) hours per week and eighteen (18) weeks per semester. The Extension Center Director shall have the following responsibilities:

- a. Supervise COLLEGE students, staff, and faculty when classes are in session at the DISTRICT.
- b. Be present and available at the office of the COLLEGE extension center, located at the DISTRICT, from 6:00 p.m. until 10:00 p.m. or until all students have left the premises. If courses are scheduled for earlier than 6:00 p.m., the Director shall provide office coverage no less than thirty (30) minutes prior to the beginning of classes.

- c. Assist the Assistant Dean of Continuing Education in determining courses and program offerings for all classes held at the DISTRICT based upon the needs of the continuing. The Director will review the class list with the DISTRICT in advance of the semester before the COLLEGE finalizes the schedule. The Director will provide assistance by providing, among other support activities, a listing of days the DISTRICT is closed and ensuring that courses shall not be scheduled on such days. The Director may add new courses as necessary and write course outlines and provide other curricular work upon request from the Assistant Dean of Continuing Education.
- d. Schedule meetings with the Assistant Dean of Continuing Education upon receiving the schedule for the upcoming semester.
- e. Examine new and existing courses to ensure that dates, times, and room locations are correct.
- f. Welcome students, faculty, and staff in the office located at the DISTRICT each night that courses are offered.
- g. Visit each classroom once during the first two (2) weeks of the course and complete an observation form. The Director shall return the completed form to the Assistant Dean of Continuing Education.
- h. Pick up mail for the Extension Center at the COLLEGE each week. Mail will be located in the Learning Resource Building (A-201).
- i. Deliver weekly a count of seats, midterms, and finals to the Assistant Dean of Continuing Education's mailbox in the Learning Resource Center.
- j. In ample time, notify the Assistant Dean of Continuing Education of all anticipated needs, special requests, and potential problems.

- k. Confirm course assignments prior to the beginning of each class to determine that each class will be offered by notifying the Continuing Education Office at the COLLEGE (708-456-0300, ext. 3500).
- l. Operate the Extension Center in a monetarily efficient manner with the goals of reducing costs and maximizing revenue for the year.
- m. Serve as a liaison between the COLLEGE and the staff at the DISTRICT, particularly regarding effective use of rooms and facilities.
- n. Monitor parking in and around the site to ensure safety for instructors and students.
- o. Monitor all instructors' assignments and verify completion and submission of student evaluation and survey forms for each class and complete formal evaluations of instructors, to be submitted to the Assistant Dean, within the first two weeks of classes.
- p. Actively participate as the Extension Center delegate to the Area Planning Council by attending meetings and providing necessary information regarding the geographic area, the residents, and the educational needs.
- q. Provide instructor handouts as appropriate and maintain instructor mailboxes regularly.
- r. Be familiar with and complete all forms.
- s. Expedite the completion of required forms including, but not limited to, drafts of upcoming semester offerings, midterm verifications, final grade sheets, and attendance forms to comply with all deadlines.
- t. Immediately alert the Continuing Education Office at the COLLEGE in the event a teacher is not present.

- u. Assist in the marketing effort of the COLLEGE and its programs at functions such as parent nights and open houses and promote COLLEGE programs by providing brochures, flyers, and speaking with parents and continuing groups about services and courses available.
- v. Must be familiar with and communicate emergency plans and be responsible for managing emergency plan if necessary.
- w. Notify the DISTRICT of lost or broken DISTRICT equipment.

No secretarial support services shall be provided by the COLLEGE.

In the event the DISTRICT has concerns with the Director's performance related to the above required tasks and responsibilities, the DISTRICT shall notify the Assistant Dean of Continuing Education in writing. Upon receipt of such notice, the Assistant Dean shall investigate this matter. Such investigation shall include consultation with the DISTRICT. The COLLEGE shall take steps, in its sole discretion, to remedy the concerns. In the event the DISTRICT continues to express concerns with the performance of the Director, the COLLEGE will interview all parties and determine whether the Director shall remain in the position.

7. **SUPPLIES** - The COLLEGE will purchase necessary supplies for the operation of ESL and Continuing Education courses offered at the DISTRICT, maximum supply costs not to exceed \$1,000.00 for the academic year ~~2009~~-2010-2011. The Director will order supplies through the DISTRICT following receipt of approval from the Assistant Dean of Continuing Education at the COLLEGE. The DISTRICT will be reimbursed at the end of each semester for the pre-approved supplies purchased for the COLLEGE courses.

8. **PARKING** – The DISTRICT shall make the parking areas available to students, faculty, and staff of the COLLEGE during the term of this Agreement. The COLLEGE shall pay the DISTRICT \$6,000.00 for the academic year ~~2009~~-2010-2011 for parking in the Pilgrim Church lot only. The DISTRICT shall provide necessary parking stickers to the COLLEGE for an additional \$500.00.

9. **INSURANCE** - The COLLEGE shall provide the DISTRICT with a certificate of insurance in the amount of One Million Dollars (\$1,000,000.00) per occurrence, under the COLLEGE'S general liability policy for the period covered by this Agreement.

The DISTRICT shall provide the COLLEGE with a certificate of insurance in the amount of One Million Dollars (\$1,000,000.00) per occurrence, under the DISTRICT'S general liability policy for the period covered by this Agreement.

10. **SPECIFIC LOSSES OF EQUIPMENT** – In the event that the DISTRICT'S specific equipment is lost or stolen from facilities in use by the COLLEGE, the DISTRICT shall document the lost equipment and present the Assistant Dean of Continuing Education with the information concerning the lost or stolen equipment. The documentation of the lost or stolen equipment shall provide specific information regarding the equipment, including make and model, to allow the COLLEGE to replace the lost or stolen item with an identical or similar item should the COLLEGE determine it is at fault for the lost or stolen item.

11. **INDEMNIFICATION** - The DISTRICT agrees, to the extent permitted by Illinois law, to indemnify, hold harmless and defend the COLLEGE, each of its Trustees in their official capacity or individually, its' agents and its' employees against all damages, loss, costs, expenses and attorneys fees for injuries suffered by DISTRICT faculty, staff, students, visitors, invitees, and guests in any way caused by or arising from, incident to, connected with or growing out of the use or occupation of the DISTRICT's facilities by the COLLEGE, or in any other manner caused by, arising from, incident to, connected with or growing out of the condition or state of repair of the DISTRICT's facilities occupied or used by the College, occasioned by or in connection with the use or occupation of the DISTRICT's facilities or the performance of any activities taking place on the DISTRICT'S facilities permitted by the Intergovernmental Agreement during the term of said Intergovernmental Agreement, regardless of whether the DISTRICT's insurance carriers deny coverage of any such damages, losses, costs, expenses and attorney fees.

The COLLEGE agrees, to the extent permitted by Illinois law, to indemnify, hold harmless and defend the DISTRICT, each of its' School Board Members in their official capacity or individually, its' agents and its' employees against all damages, loss, costs, expenses and attorneys fees for injuries suffered by COLLEGE faculty, staff, students, visitors, invitees and guests in any way caused by or arising from, incident to, connected with or growing out of the use or occupation of the DISTRICT'S facilities by the College, or in any other manner caused by, arising from, incident to, connected with or growing out of the condition or state of repair of the DISTRICT'S facilities occupied or used by the College, occasioned by or in connection with the use or occupation of the DISTRICT'S facilities in the performance of any activities taking place on the DISTRICT'S facilities permitted by the Intergovernmental Agreement during the

term of said Intergovernmental Agreement, regardless of whether the COLLEGE'S insurance carriers deny coverage of any such damages, losses, costs, expenses and attorney fees.

12. FINGER-PRINT BASED CRIMINAL HISTORY RECORDS CHECK –

The COLLEGE shall perform finger-print based criminal history records checks on all COLLEGE employees providing services at the DISTRICT's facilities. The finger-print based criminal history records check shall be sufficient to satisfy the DISTRICT's obligation under Sections 10-21.9 and 34-18.5 of the Illinois School Code (105 ILCS 5/10-21.9 and 105 ILCS 5/34-18.5). The cost of such records checks shall be the sole responsibility of the COLLEGE.

13. TERMINATION OF AGREEMENT - Upon thirty (30) days written notice, the COLLEGE or the DISTRICT may terminate this Agreement or any renewal thereof. Classes in session at the time of termination shall be permitted to complete the then current term under the terms and conditions stated herein.

14. NOTICE - Any notice required or permitted under this Agreement shall be in writing and shall become effective on the day of mailing thereof by first class mail, or certified mail, postage prepaid addressed:

If to the COLLEGE:

Angela Latham
Vice President, Academic Affairs
Triton College
2000 Fifth Avenue
River Grove, Illinois 60171

cc: Sarie E. Winner
Kusper & Raucci Chartered
30 North LaSalle Street

Suite 3400
Chicago, Illinois 60602

If to the DISTRICT:

Cheryl Witham
Chief Financial Officer
Oak Park/River Forest High School
201 N. Scoville
Oak Park, Illinois 60302

15. **NON-DISCRIMINATION** – Neither party shall discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, an unfavorable discharge from military service, or any other factor as prohibited by law. Each party certifies that it is an equal opportunity employer.

16. **COMPLIANCE WITH ILLINOIS HUMAN RIGHTS ACT** – Each party certifies that it maintains a written sexual harassment policy in conformance with 775 ILCS 5/2-105. If either party has more than 25 employees, each party certifies that it provides a Drug Free Workplace in compliance with the Drug Free Workplace Act. 30 ILCS 580/1 et seq.

17. **GOVERNING LAW** – This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois, without giving effect to the principles of conflict of laws. All suits, actions, claims and causes of action relating to the construction, validity, performance and enforcement of this Agreement shall be brought in the Circuit Court of Cook County.

IN WITNESS THEREOF, an authorized representative of Triton College executes this Agreement in the representative's official capacity only and the representative shall have no personal liability under this Agreement.

This Agreement may be executed in one or more counterparts, which together shall be deemed to be one and the same document following approval and execution by the Board of Trustees of each party.

FOR THE COLLEGE:

Triton College
River Grove, Illinois

SIGNATURE ATTESTING

Mark R. Stephens, Chairman
President
Board of Trustees of Triton College

Diane Viverito
Secretary
Secretary of the Board of Trustees

FOR THE DISTRICT:

**Oak Park/River Forest High
School**
Oak Park, Illinois

SIGNATURE ATTESTING

~~Jacques A. Conway~~ Dr. Ralph Lee, ,
President Protempore
Board of Education

~~Dr. Ralph Lee~~ John C. Allen IV,,
Secretary
Board of Education

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***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: April 20, 2010

RE: Board of Education FY 2011 Budget

BACKGROUND

Preparation of the FY 2010 – 2011 budget is nearing completion. It is important for the Board of Education to indicate to administration its budget request for next year.

SUMMARY OF FINDINGS

We have summarized the annual obligations and estimates of possible budget needs for the Board of Education in the attached spreadsheet.

RECOMMENDATIONS

The Board of Education have a conversation about the budget for next year and make a recommendation to the Administration for inclusion in the 2010 -2011 budget.

BOARD OF EDUCATION BUDGET

FISCAL YEAR 2010 - 2011

Audit fees		\$	41,000.00	
Legal Fees		\$	100,000.00	
Board Member Conference and Travel		\$	3,000.00	
Misc Contract Services				
Baldridge	\$	22,500.00		
Superintendent Mentor	\$	10,000.00	\$	32,500.00
Supplies		\$	1,500.00	
Periodicals		\$	1,000.00	
Food				
Holiday Tea	\$	2,750.00		
BOE Meetings	\$	1,800.00		
Baldridge	\$	2,000.00		
Finance Advisory Committee	\$	1,000.00		
Committee Meetings	\$	3,600.00		
BOE Retreat	\$	1,000.00	\$	12,150.00
Dues and Fees				
Rotarty Club	\$	1,050.00		
DVR	\$	38,000.00		
Ed RED	\$	8,575.00		
Triton	\$	600.00		
College Board	\$	325.00		
IAASB	\$	8,755.00	\$	57,305.00
			\$	248,455.00

Oak Park and River Forest High School District 200

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

TO: Board of Education

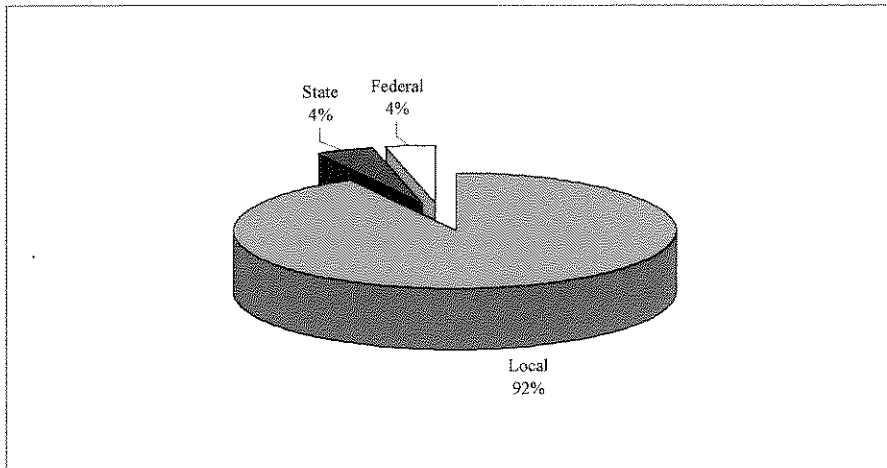
FROM: Cheryl L. Witham, CFO

DATE: April 20, 2010

RE: Fiscal Year 2011 Revenue Projections

BACKGROUND

Oak Park and River Forest High School receives most of its funding from Local Property Taxes and other local revenue such as Corporate Personal Property Taxes, Investment Income and Student Fees.



Total Revenue-All Funds FY 2010 Budget

The State of Illinois provides 4% of revenue for General State Aid, Categorical aids, Food Service, Transportation and Special Education. The Federal government provided 4% of total revenue last year for Title grants and for Special Education. The percentage was higher than historical trends due to the onetime ARRA funds the District received.

SUMMARY OF FINDINGS

CPI, Levy, and Property Taxes

The December 31, 2008 Consumer Price Index was .1%, a historically low percentage. Since the District is a tax capped district, property tax receipts will be limited to the CPI of .1% for the 2009 Levy. The 2009 levy will be received in two payments, one in March/April of 2010 and the other in the fall of 2010. The result of the low CPI reflects a very small increase in property tax receipts. In addition, the District had anticipated a "carve out" of EAV property from the Village of Oak Park Downtown TIF District. This carve out has not occurred.

Oak Park and River Forest High School

District 200

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

Cook County restructured the payment of property taxes to taxing bodies. In prior years, the March/April payments were 50% of the prior year total levy and the fall payment included the remaining balance due. Effective this spring, the March/April payment will now be 55% of the prior year total levy and the fall payment will be the remaining balance. For next year, the change in the Cook County payment method will cause the property taxes collected in FY 2011 to be less than the collections in FY 2010.

Levy Estimates

Levy	FY 2010	FY2011	Difference
Education Fund	\$44,221,578	\$43,378,031	(\$ 843,547)
O & M	\$ 5,732,755	\$ 5,990,710	\$ 257,955
Transportation	\$ 878,289	\$ 842,131	\$ 36,158
IMRF/SS	\$ 2,209,285	\$ 2,314,608	\$ 105,323
Life Safety	\$ 1,734,662	\$ 2,090,611	\$ 355,949
Working Cash	\$ 1,089,966	\$ 1,054,305	(\$ 35,661)
Tort	<u>\$ 1,184,844</u>	<u>\$ 1,104,552</u>	<u>(\$ 80,292)</u>
Total Tax Capped	\$57,051,379	\$56,765,947	(\$ 285,432)
			.5% reduction

Other Local Revenue

Other Local Revenue

Other Local Revenue consists of Corporate Personal Property Replacement Taxes (CPPRT), Investment Income, TIF surplus distributions and student fees. We anticipate CPRRT to remain the same as the current school year. Investment Income will decline as older, longer term investments mature. The older long term investments carry a higher interest rate and as they mature the District is not able to reinvest at the same interest rate. Previous interest rates were approximately 2.5%, and they now average .4%. There is a 2% drop in individual interest rates due to the current market. We expect interest income in the Education Fund to decline by \$525,528 next year. The District will collect an additional \$100,000 in student fees.

In FY 2010, the Village of Oak Park remitted delinquent payments for TIF surplus distributions. We expect the Village of Oak Park to remit payments on time in the future; however, the FY 2011 amount will be reduced compared to FY 2010. In addition, the River Forest TIF District will expire, and the annual surplus distributions will cease. The reduction in revenue compared to FY 2010 will be \$1,028,392.

State Funding

The State of Illinois has been having financial difficulties. Conversations concerning future funding for public school districts continue and are not finalized at this point. The State recently restructured the State employee pension plans including TRS and IMRF, increasing the retirement age and reducing benefits. TRS recently raised the employer and employee THIS rates, as well.

We have determined that the best course of action at this point is to estimate next year's State revenue based on the Illinois State Board of Education Governor's Budget. We have estimated

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Oak Park and River Forest High School

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mandated categorical funding according to the reduction indicated by the Governor. For State General State Aid we are assuming that the Alternate and Flat Grants will be eliminated and only the Poverty Grant will be remitted. Below is a chart of the estimated State Revenue for FY 2011 compared to FY 2010.

<i>State Revenue</i>			
<i>Type of Revenue</i>	<i>FY 2010</i>	<i>FY 2011</i>	<i>Change</i>
	<i>Education Fund</i>		
General State Aid	\$ 962,759	\$ 152,650	(84.0%)
Special Ed Private Tuition	\$ 520,344	\$ 390,258	(13.8%)
Special Ed Extraordinary	\$ 416,141	\$ 332,913	(19.8%)
Special Ed Personnel	\$ 550,000	\$ 440,000	(20.1%)
Special Ed Summer School	\$ 12,000	\$ 8,880	(26.0%)
Vocational Program	\$ 48,253	\$ 48,253	0.0%
Driver Education	\$ 85,000	\$ 115,940	36.4%
Early Childhood Block Grant	\$ 22,757	\$ 16,954	(25.5%)
ADA School Safety	<u>\$ 27,057</u>	<u>\$ 22,728</u>	(16.0%)
Sub-Total Education Fund	\$2,644,311	\$1,528,576	(40.15%)
	<i>Food Service Fund</i>		
Free Lunch & Breakfast	\$ 7,812	\$6,249	(20.0%)
	<i>Transportation Fund</i>		
Special Ed Transportation	\$650,354	\$484,514	(25.5%)
Total	\$3,302,477	\$2,019,339	(38.85%)
Net decrease in anticipated State revenue			\$1,283,138

Source: ISBE Governor's Projected Budget

As of April 13, 2010, there is an outstanding balance of approximately \$900,000 due from the State of Illinois for the 2010 school year.

Federal Funding

For Fiscal Year 2010, the Federal government provided \$875,745 for Special Education IDEA funding, \$84,970 for Title I funding and \$405,189 State Stimulus for General Education Funding. These amounts will not be received in Fiscal Year 2011.

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Oak Park and River Forest High School District 200

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As a result of all of the above, the District's revenue stream in the Education Fund for 2010-2011 will be significantly less than previous projections: for Fiscal Year 2011, this translates into a \$5,191,947 reduction in revenue. On an annual basis, at the current spending levels, revenues in the Education Fund are still projected to exceed expenditures through FY 2013. However, at the end of FY 2014, the total fund balance for all funds will be lower than the Summer 2009 Projections.

Summary of Reductions in Revenue for the Education Fund

Type of Revenue	Change
CPI, Levy, and Property Taxes	\$ 843,547
Other Local Revenue	\$ 1,453,920
State Funding	\$ 1,528,576
Federal Funding	\$ 1,365,904
Total Reduction in Education Fund Revenue	\$ 5,191,947

RECOMMENDATIONS

The administration and PMA are presently updating the long range projection model and will present the results to the Board of Education in May.

***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: April 20, 2010

RE: Financial Reports

BACKGROUND

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

SUMMARY OF FINDINGS

Attached are the Financial Reports for February, 2010.

RECOMMENDATIONS (OR FUTURE DIRECTIONS)

To place the February, 2010 Financial Reports on the April 29, 2010 Board of Education Consent Agenda for approval.

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

Education Fund

	Audited 2008-2009	Fiscal to Date February 28 2009	%	Original Budget 2009-2010	Fiscal to Date February 28 2010	%	
<i>Receipts</i>							
Property Taxes	44,164,908	27,058,875	61.3%	44,221,578	28,772,147	65.1%	
Other Local Sources	1,981,881	1,378,259	69.5%	3,400,620	1,934,881	56.9%	
State Sources	2,690,855	1,712,272	63.6%	2,416,324	1,800,610	74.5%	1
Federal Sources	1,889,503	1,040,411	55.1%	2,467,161	1,860,135	75.4%	2
	<u>50,727,147</u>	<u>31,189,817</u>	61.5%	<u>52,505,683</u>	<u>34,367,773</u>	65.5%	
<i>Expenditures</i>							
General Instruction	19,702,602	10,563,197	53.6%	20,572,513	10,267,706	49.9%	3
Special Education	5,003,467	2,643,597	52.8%	5,592,252	2,857,875	51.1%	
Adult Education	19,910	6,000	30.1%	20,282	6,000	29.6%	
Vocational Programs	249,593	172,088	68.9%	417,685	211,425	50.6%	4
Interscholastic Programs	1,951,064	1,107,815	56.8%	2,055,238	1,115,440	54.3%	
Summer School	240,965	128,881	53.5%	309,488	165,303	53.4%	
Drivers Education	688,371	373,741	54.3%	761,763	389,529	51.1%	
Other Instructional	2,897,717	1,440,841	49.7%	2,966,188	1,499,524	50.6%	
Support Svcs. - Pupil	6,436,368	3,406,729	52.9%	7,144,050	3,605,871	50.5%	
Support Svcs. - Admin.	4,817,602	2,836,035	58.9%	4,653,551	2,781,601	59.8%	
	<u>42,007,660</u>	<u>22,678,924</u>	54.0%	<u>44,493,010</u>	<u>22,900,274</u>	51.5%	
<i>Other Sources/(Uses)</i>							
Transfers fr. Other Funds	-	-	N/A	-	1,000,000	N/A	5
Transfers to Other Funds	-	-	N/A	-	(1,000,000)	N/A	5
	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>		
Change in Fund Balance	8,719,488	8,510,893		8,012,673	11,467,499		
Beginning Balance	<u>43,852,612</u>	<u>43,852,612</u>		<u>52,572,100</u>	<u>52,572,100</u>		
Ending Balance	<u>52,572,100</u>	<u>52,363,505</u>		<u>60,584,773</u>	<u>64,039,599</u>		

1. Current year actual amounts inflated due to receipt of funds relating to last school year.
2. Increase relates to receipt of IDEA ARRA funding as well as several general state aid payments being paid with federal funds.
3. Prior year numbers include 14 faculty payrolls and current year only include 13. Retirement costs are also less than the prior year due to fewer retiree annuitants.
4. POET summer work program expenditures were not as great as anticipated in the budget.
5. Transfer of Bond & Interest funds to Ed Fund then to the O&M Fund for construction projects.

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

Bookstore Fund

	Audited	Fiscal to Date		Original	Fiscal to Date	
	2008-2009	February 28	%	Budget	February 28	%
		2009		2009-2010	2010	
<i>Receipts</i>						
Other Local Sources	853,433	692,081	81.1%	899,427	655,561	72.9% 1
	853,433	692,081	81.1%	899,427	655,561	72.9%
<i>Expenditures</i>						
Support Svcs. - Other	850,404	727,406	85.5%	895,999	730,953	81.6%
	850,404	727,406	85.5%	895,999	730,953	81.6%
Change in Fund Balance	3,029	(35,325)		3,428	(75,392)	
Beginning Balance	692,810	692,810		695,839	695,839	
Ending Balance	695,839	657,485		699,267	620,447	

1. The District has had an increase in the number of students who qualify for free or reduced textbooks.

Cafeteria Fund

	Audited	Fiscal to Date		Original	Fiscal to Date	
	2008-2009	February 28	%	Budget	February 28	%
		2009		2009-2010	2010	
<i>Receipts</i>						
Other Local Sources	2,015,691	1,321,577	65.6%	2,084,204	1,249,367	59.9%
State Sources	15,198	6,627	43.6%	7,812	7,408	94.8%
Federal Sources	251,914	134,587	53.4%	249,266	100,377	40.3%
	2,282,803	1,462,791	64.1%	2,341,282	1,357,152	58.0%
<i>Expenditures</i>						
Support Svcs. - Admin.	2,297,317	1,372,057	59.7%	2,309,947	1,243,259	53.8% 1
	2,297,317	1,372,057	59.7%	2,309,947	1,243,259	53.8%
Change in Fund Balance	(14,514)	90,734		31,335	113,893	
Beginning Balance	288,795	288,795		274,281	274,281	
Ending Balance	274,281	379,529		305,616	388,174	

1. Reduced labor and food costs contribute to the decrease.

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

Operations and Maintenance Fund

	<u>Audited</u> <u>2008-2009</u>	<u>Fiscal to Date</u> <u>February 28</u> <u>2009</u>	<u>%</u>	<u>Original</u> <u>Budget</u> <u>2009-2010</u>	<u>Fiscal to Date</u> <u>February 28</u> <u>2010</u>	<u>%</u>
Receipts						
Property Taxes	5,135,149	3,156,899	61.5%	5,732,755	3,546,454	61.9%
Other Local Sources	1,509,893	949,233	62.9%	1,073,525	1,834,231	170.9% 1
	<u>6,645,042</u>	<u>4,106,132</u>	61.8%	<u>6,806,280</u>	<u>5,380,685</u>	79.1%
Expenditures						
Support Svcs. - Admin.	6,227,164	4,094,470	65.8%	6,198,860	4,245,251	68.5%
	<u>6,227,164</u>	<u>4,094,470</u>	65.8%	<u>6,198,860</u>	<u>4,245,251</u>	68.5%
Other Sources/(Uses)						
Transfers	22,799	-	N/A	48,480	1,000,000	2062.7% 2
	<u>22,799</u>	<u>-</u>		<u>48,480</u>	<u>1,000,000</u>	
Change in Fund Balance	440,677	11,662		655,900	2,135,434	
Beginning Balance	8,603,680	8,603,680		9,044,357	9,044,357	
Ending Balance	<u>9,044,357</u>	<u>8,615,342</u>		<u>9,700,257</u>	<u>11,179,791</u>	

1. Replacement tax collections have been greater than anticipated in the budget.

2. Bond proceeds transferred from the Working Cash Fund via the Ed Fund.

Life Safety Fund

	<u>Audited</u> <u>2008-2009</u>	<u>Fiscal to Date</u> <u>February 28</u> <u>2009</u>	<u>%</u>	<u>Original</u> <u>Budget</u> <u>2009-2010</u>	<u>Fiscal to Date</u> <u>February 28</u> <u>2010</u>	<u>%</u>
Receipts						
Property Taxes	1,088,490	647,050	59.4%	1,734,662	885,667	51.1% 1
Other Local Sources	6,089	4,033	66.2%	3,045	513	16.8%
	<u>1,094,579</u>	<u>651,083</u>	59.5%	<u>1,737,707</u>	<u>886,180</u>	51.0%
Expenditures						
Support Svcs. - Business	427,713	240,112	56.1%	963,537	904,409	93.9% 2
	<u>427,713</u>	<u>240,112</u>	56.1%	<u>963,537</u>	<u>904,409</u>	93.9%
Expenditures						
Transfers	(616,525)	-	0.0%	(618,263)	(618,263)	100.0% 3
	<u>(616,525)</u>	<u>-</u>		<u>(618,263)</u>	<u>(618,263)</u>	
Change in Fund Balance	50,342	410,971		155,907	(636,492)	
Beginning Balance	304,795	304,795		355,137	355,137	
Ending Balance	<u>355,137</u>	<u>715,766</u>		<u>511,044</u>	<u>(281,355)</u>	

1. Life Safety levy was significantly increased for the 2009 levy. Collections will catch up as the District receives the first installment of 2009 taxes.

2. Summer life safety projects were paid monthly rather than being billed completely at the end.

3. Transfer to the Bond & Interest Fund was made in January rather than at year end.

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

Bond and Interest Fund

	Audited	Fiscal to Date		Original	Fiscal to Date	
	2008-2009	February 28	%	Budget	February 28	%
		2009		2009-2010	2010	
Receipts						
Property Taxes	2,922,267	1,839,757	63.0%	2,958,262	1,867,265	63.1%
Other Local Sources	22,799	16,959	74.4%	48,480	25,863	53.3%
	<u>2,945,066</u>	<u>1,856,716</u>	63.0%	<u>3,006,742</u>	<u>1,893,128</u>	63.0%
Expenditures						
Debt Service	3,482,804	3,280,615	94.2%	3,482,174	4,434,381	127.3% 1
	<u>3,482,804</u>	<u>3,280,615</u>	94.2%	<u>3,482,174</u>	<u>4,434,381</u>	127.3%
Other Sources/(Uses)						
Principal on Bonds Sold	-	-	N/A	-	10,810,000	N/A 2
Premium on Bonds Sold	-	-	N/A	-	801,095	N/A 2
Payment to Escrow	-	-	N/A	-	(11,468,408)	N/A 2
Transfers	(22,799)	-	0.0%	(48,480)	-	0.0%
Transfers	616,525	-	0.0%	618,263	618,263	100.0% 3
	<u>593,726</u>	<u>-</u>	0.0%	<u>569,783</u>	<u>760,950</u>	133.6%
Change in Fund Balance	55,988	(1,423,899)		94,351	(1,780,303)	
Beginning Balance	2,412,901	2,412,901		2,468,889	2,468,889	
Ending Balance	<u>2,468,889</u>	<u>989,002</u>		<u>2,563,240</u>	<u>688,586</u>	

1. An additional \$1,000,000 principal payment was made as a result of the fall's refunding bond issuance
2. Amounts relate to refunding of bonds.
3. Transfer to the Bond & Interest Fund was made in January rather than at year end.

Transportation Fund

	Audited	Fiscal to Date		Original	Fiscal to Date	
	2008-2009	February 28	%	Budget	February 28	%
		2009		2009-2010	2010	
Receipts						
Property Taxes	828,502	514,217	62.1%	878,289	557,959	63.5%
Other Local Sources	24,237	19,178	79.1%	40,964	32,025	78.2%
State Sources	728,472	362,783	49.8%	650,354	593,289	91.2% 1
	<u>1,581,211</u>	<u>896,178</u>	56.7%	<u>1,569,607</u>	<u>1,183,273</u>	75.4%
Expenditures						
Support Svcs. - Business	1,367,241	722,227	52.8%	1,488,837	768,403	51.6%
	<u>1,367,241</u>	<u>722,227</u>	52.8%	<u>1,488,837</u>	<u>768,403</u>	51.6%
Change in Fund Balance	213,970	173,951		80,770	414,870	
Beginning Balance	1,900,877	1,900,877		2,114,847	2,114,847	
Ending Balance	<u>2,114,847</u>	<u>2,074,828</u>		<u>2,195,617</u>	<u>2,529,717</u>	

1. Current year actual amounts inflated due to receipt of funds relating to last school year.

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

Illinois Municipal Retirement/Social Security Fund

	Audited	Fiscal to Date		Original	Fiscal to Date	
	2008-2009	February 28	%	Budget	February 28	%
		2009		2009-2010	2010	
Receipts						
Property Taxes	2,044,839	1,271,652	62.2%	2,209,285	1,384,654	62.7%
Other Local Sources	89,867	9,909	11.0%	95,721	19,210	20.1%
	<u>2,134,706</u>	<u>1,281,561</u>	<u>60.0%</u>	<u>2,305,006</u>	<u>1,403,864</u>	<u>60.9%</u>
Expenditures						
General Instruction	295,293	152,839	51.8%	364,875	174,671	47.9%
Special Education	190,401	99,752	52.4%	211,798	93,970	44.4%
Vocational Programs	19,569	10,871	55.6%	24,675	15,722	63.7%
Interscholastic Programs	120,653	70,736	58.6%	119,993	61,639	51.4%
Summer School	7,329	4,144	56.5%	808	5,421	670.9% 1
Drivers Education	4,865	2,824	58.0%	7,467	2,917	39.1%
Other Instructional	1,199	623	51.9%	1,021	634	62.1%
Support Srvs. - Pupil	336,739	188,289	55.9%	390,326	176,968	45.3%
Support Srvs. - Admin.	866,120	563,275	65.0%	885,889	511,204	57.7%
	<u>1,842,167</u>	<u>1,093,353</u>	<u>59.4%</u>	<u>2,006,852</u>	<u>1,043,146</u>	<u>52.0%</u>
Change in Fund Balance	292,539	188,208		298,154	360,718	
Beginning Balance	<u>1,031,102</u>	<u>1,031,102</u>		<u>1,323,641</u>	<u>1,323,641</u>	
Ending Balance	<u>1,323,641</u>	<u>1,219,310</u>		<u>1,621,795</u>	<u>1,684,359</u>	

1. Budget does not take into account IMRF benefits for summer school TA's. This will be amended in the spring.

Working Cash Fund

	Audited	Fiscal to Date		Original	Fiscal to Date	
	2008-2009	February 28	%	Budget	February 28	%
		2009		2009-2010	2010	
Receipts						
Property Taxes	1,031,330	584,517	56.7%	1,089,966	665,416	61.0%
Other Local Sources	62,643	48,912	78.1%	117,249	91,756	78.3%
	<u>1,093,973</u>	<u>633,429</u>	<u>57.9%</u>	<u>1,207,215</u>	<u>757,172</u>	<u>62.7%</u>
Expenditures						
Transfers	-	-	N/A	-	-	N/A
	<u>-</u>	<u>-</u>	<u>N/A</u>	<u>-</u>	<u>-</u>	<u>N/A</u>
Other Sources/(Uses)						
Principal on Bonds Sold	-	-	N/A	-	1,000,000	N/A 1
Transfers	-	-	N/A	-	(1,000,000)	N/A 1
	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	
Change in Fund Balance	1,093,973	633,429		1,207,215	757,172	
Beginning Balance	<u>4,206,977</u>	<u>4,206,977</u>		<u>5,300,950</u>	<u>5,300,950</u>	
Ending Balance	<u>5,300,950</u>	<u>4,840,406</u>		<u>6,508,165</u>	<u>6,058,122</u>	

1. Bond refunding and subsequent transfer to O&M Fund via the Ed. Fund.

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

Tort Immunity Fund

	Audited 2008-2009	Fiscal to Date February 28 2009	%	Original Budget 2009-2010	Fiscal to Date February 28 2010	%
<i>Receipts</i>						
Property Taxes	1,137,610	709,958	62.4%	1,184,844	760,625	64.2%
Other Local Sources	18,847	13,731	72.9%	15,000	24,726	164.8%
	<u>1,156,457</u>	<u>723,689</u>	62.6%	<u>1,199,844</u>	<u>785,351</u>	65.5%
<i>Expenditures</i>						
Support Srvs. - Admin.	894,193	742,609	83.0%	1,013,645	768,658	75.8% 1
	<u>894,193</u>	<u>742,609</u>	83.0%	<u>1,013,645</u>	<u>768,658</u>	75.8%
Change in Fund Balance	262,264	(18,920)		186,199	16,693	
Beginning Balance	<u>1,655,512</u>	<u>1,655,512</u>		<u>1,917,776</u>	<u>1,917,776</u>	
Ending Balance	<u>1,917,776</u>	<u>1,636,592</u>		<u>2,103,975</u>	<u>1,934,469</u>	

1. Decrease due to lower cost for worker's compensation insurance premium in the current year.

Dental Self Insurance Fund

	Audited 2008-2009	Fiscal to Date February 28 2009	%	Original Budget 2009-2010	Fiscal to Date February 28 2010	%
<i>Receipts</i>						
Insurance Premiums	418,388	236,935	56.6%	453,053	231,168	51.0%
Other Local Sources	1,917	1,498	78.1%	2,000	2,606	130.3%
	<u>420,304</u>	<u>238,433</u>	56.7%	<u>455,053</u>	<u>233,774</u>	51.4%
<i>Expenditures</i>						
Staff Services	434,677	283,055	65.1%	453,053	221,604	48.9% 1
Change in Fund Balance	(14,372)	(44,622)		2,000	12,170	
Beginning Balance	<u>157,772</u>	<u>157,772</u>		<u>143,400</u>	<u>143,400</u>	
Ending Balance	<u>143,400</u>	<u>113,150</u>		<u>145,400</u>	<u>155,570</u>	

1. Dental claims have been less each month of fiscal 2010 compared to 2009.

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

Medical Self Insurance Fund

	<u>Audited</u> <u>2008-2009</u>	<u>Fiscal to Date</u> <u>February 28</u> <u>2009</u>	<u>%</u>	<u>Original</u> <u>Budget</u> <u>2009-2010</u>	<u>Fiscal to Date</u> <u>February 28</u> <u>2010</u>	<u>%</u>
<i>Receipts</i>						
Insurance Premiums	4,178,002	2,787,657	66.7%	4,378,763	3,015,643	68.9%
Other Local Sources	20,467	15,580	76.1%	15,000	36,774	245.2%
	<u>4,198,469</u>	<u>2,803,237</u>	66.8%	<u>4,393,763</u>	<u>3,052,417</u>	69.5%
<i>Expenditures</i>						
Staff Services	<u>3,404,305</u>	<u>2,228,288</u>	65.5%	<u>4,378,763</u>	<u>2,066,023</u>	47.2% 1
Change in Fund Balance	794,164	574,949		15,000	986,394	
Beginning Balance	<u>800,804</u>	<u>800,804</u>		<u>1,594,968</u>	<u>1,594,968</u>	
Ending Balance	<u>1,594,968</u>	<u>1,375,753</u>		<u>1,609,968</u>	<u>2,581,362</u>	

1. Prescription drug claims and medical claims have been less than in the prior year.

Self-Insurance Workers' Comp Fund

	<u>Audited</u> <u>2008-2009</u>	<u>Fiscal to Date</u> <u>February 28</u> <u>2009</u>	<u>%</u>	<u>Original</u> <u>Budget</u> <u>2009-2010</u>	<u>Fiscal to Date</u> <u>February 28</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	<u>-</u>	<u>(15,676)</u>	N/A	<u>-</u>	<u>-</u>	N/A
Change in Fund Balance	-	15,676		-	-	
Beginning Balance	<u>15,857</u>	<u>15,857</u>		<u>15,857</u>	<u>15,857</u>	
Ending Balance	<u>15,857</u>	<u>31,533</u>		<u>15,857</u>	<u>15,857</u>	

Note: Negative amount in prior year relates to premium refund from SELF for the years 1991 - 2003 which were closed out by SELF.

***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: April 20, 2010

RE: Treasurer's Reports

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 Reports for February, 2010.

RECOMMENDATIONS (OR FUTURE DIRECTIONS)

To place the February, 2010 Treasurer Reports on the April 29, 2010, Board of Education Consent Agenda for approval.

Oak Park & River Forest High School District 200

Treasurers Report
February 28, 2010

<u>Funds</u>	<u>Opening Cash Balance 02/01/10</u>	<u>Cash Receipts</u>	<u>Cash Disbursements</u>	<u>Adjustments to Cash (JE's)</u>	<u>Ending Cash Balance 02/28/10</u>	<u>% of Total</u>
10 Education	60,616,635.99	5,502,115.55	(2,871,109.59)	(410,387.02)	62,837,254.93	69.83%
14 Food Service	449,362.16	146,847.93	(224,314.60)	(13,295.90)	358,599.59	0.40%
15 Book Store	306,117.50	38,403.90	(38,448.80)	(2,358.47)	303,714.13	0.34%
Total - Education Fund	61,372,115.65	5,687,367.38	(3,133,872.99)	(426,041.39)	63,499,568.65	70.57%
20 Operations, Building & Maintenance	9,766,947.61	1,623,214.26	(443,171.14)	(46,559.56)	10,900,431.17	12.11%
30 Bond & Interest Fund	358,048.58	313,931.36	(2,750.00)	-	669,229.94	0.74%
40 Transportation Fund	2,161,418.21	99,305.95	(116,484.57)	(60.00)	2,144,179.59	2.38%
50 IMRF & SS Fund	1,560,525.56	251,039.61	(140,375.56)	16.31	1,671,205.92	1.86%
70 Working Cash	5,917,727.13	132,792.22	-	-	6,050,519.35	6.72%
80 Tort Immunity	1,863,082.32	129,008.37	(61,867.66)	-	1,930,223.03	2.15%
81 Dental Self Insurance	175,006.06	1,297.30	(34,657.00)	32,866.31	174,512.67	0.19%
82 Medical Self Insurance	2,445,874.35	8,446.17	(202,448.35)	441,605.42	2,693,477.59	2.99%
83 Workers' Comp Self Insurance	15,857.04	-	-	-	15,857.04	0.02%
84 Harris - PMA	262,649.50	58,546.18	(7,809.41)	(1,827.09)	311,559.18	0.35%
84 Park National	265,326.66	45,093.99	(99,399.79)	-	211,020.86	0.23%
Total - Activity Funds	527,976.16	103,640.17	(107,209.20)	(1,827.09)	522,560.04	0.58%
90 Fire Prevention & Safety	(542,490.56)	253,469.40	-	-	(289,021.16)	-0.32%
Total - All Funds	\$ 85,622,088.11	\$ 8,603,512.19	\$ (4,242,836.47)	\$ -	\$ 89,982,763.83	100.00%

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
February 28, 2010

	<u>Account Balance</u>	<u>Treasurer's Control</u>	<u>% of Total</u>
Harris Bank Comingled Account (treas ofc.)			
Statement CTTO	126,015.94		
Less: Outstanding Checks	-		
Plus: Deposits in Transit	-		
Adjusted	<u>126,015.94</u>	126,015.94	0.14%
Park National Student Activity Account			
Statement Balance	288,120.66		
Less: Outstanding Checks	(77,937.80)		
Plus: Deposits in Transit	838.00		
Adjusted	<u>211,020.86</u>		0.23%
Harris ISDLAF Account (Liquid & Max)			
Statement Balance	90,373,617.51		
Less: Outstanding Checks	(815,063.94)		
Plus: Deposits in Transit	22,479.10		
Adjusted	<u>89,581,032.67</u>		99.55%
Park National Imprest Account			
Statement Balance	22,689.35		
Less: Outstanding Checks	(5,394.99)		
Plus: Deposits in Transit	-		
Adjusted	<u>17,294.36</u>		0.02%
Petty Cash	<u>7,400.00</u>		0.01%
Workers Compensation Escrow	<u>40,000.00</u>		0.04%
Total Cash and Investments	\$ 89,982,763.83	\$ 126,015.94	100.00%

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
February 28, 2010

	Average Interest Rate *	Investment Value 02/28/10	% of Total	Prior Month % of Total
<u>By Financial Institution</u>				
Harris ISDLAF - Liquid MM	0.09%	1,434,108.29	1.58%	1.61%
Harris ISDLAF - Max MM	0.22%	16,216,140.63	17.92%	9.35%
Harris ISDLAF - SDA	0.25%	3,001,068.59	3.32%	3.50%
Harris ISDLAF - CD's	0.63%	69,722,300.00	77.04%	85.39%
Harris - CTTO MM	*	126,015.94	0.14%	0.15%
Total All Investments by Institution		<u>90,499,633.45</u>	100.00%	100.00%

	Average Interest Rate *	Investment Value 02/28/10	% of Total	Prior Month % of Total
<u>By Investment Type</u>				
CD's	0.63%	69,722,300.00	77.04%	85.39%
Money Market	0.55%	20,777,333.45	22.96%	14.61%
Total All Investments by Type		<u>90,499,633.45</u>	100.00%	100.00%

	Average Interest Rate *	Investment Value 02/28/10	% of Total	Prior Month % of Total
<u>By Maturity Age</u>				
1 month	2.04%	10,000,000.00	11.05%	4.08%
2 months	0.38%	1,993,900.00	2.20%	11.66%
3 months	0.45%	2,100,000.00	2.32%	2.33%
4-6 months	0.59%	12,337,400.00	13.63%	12.76%
7-9 months	0.68%	28,591,000.00	31.59%	27.05%
10-12 months	0.34%	8,700,000.00	9.61%	20.53%
1 year +	1.07%	6,000,000.00	6.63%	7.00%
2 years +	0.00%	-	0.00%	0.00%
Mature on demand	0.55%	20,777,333.45	22.96%	14.61%
Total Investments		<u>90,499,633.45</u>	100.00%	100.00%

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