



**MOUNT PROSPECT SCHOOL DISTRICT 57 BOARD OF EDUCATION**  
**Administration Building**  
**701 W. Gregory Street, Mount Prospect, IL 60056**

**AGENDA – REGULAR MEETING**  
**June 15, 2017 7:00 PM**  
**Fairview School 300 North Fairview Avenue**

Call to Order and Roll Call

Communications

- NSSEO Report
- Education Foundation
- PTO Reports
- Board President Report

Community Comments

Staff Reports

- Financial Projections and Budget Assumptions
- Presentation by Paul Hanley (Senior Vice President) George K. Baum & Company
- Superintendent Report
  - Superintendent's Goals 2017 – 2018

Consent Agenda

1. Minutes of the following Board of Education Meetings
  - Regular Business Meeting April 20, 2017 – Open and Closed Sessions
  - Regular Business Meeting May 18, 2017 – Open and Closed Sessions
2. Personnel Transactions (Goals 5a/d and 6a)
  - Approve salary increase for one administrative employee
  - Approve employment of eight certified staff individuals
  - Accept resignation of one certified employee
  - Accept resignation of one ESP employee
3. Financial Reports – May 2017 (Goal 6b)
4. Accounts Payable Bills (Goal 6b)
5. Approve Resolution for Prevailing Wage Act
6. Approve Resolution for Transfer of Interest from Working Cash Fund to Municipal Retirement/Social Security Fund
7. Approve Resolution to Appoint School Treasurer
8. Approve Special Education Workload Plan
9. Approve OMNI as the Third Party Administrator for the District's 457 Plan

Unfinished Business – None

Community Comments

New Business – None

Board Discussion

Closed Session

Adjournment

**Mount Prospect School District 57**  
**Office of the Assistant Superintendent for Finance and Operations**

**TO:** Dr. Elaine Aumiller, Superintendent

**FROM:** Adam Parisi, Assistant Superintendent for Finance and Operations

**DATE:** June 15, 2017

**RE:** Fiscal Year 2018 Budget Assumptions  
Policy 4:10 Fiscal and Business Management

**EXECUTIVE SUMMARY:**

Annually, the Board of Education is required by Illinois School Code to approve a budget for the fiscal year. In order to prepare a budget, assumptions are developed in an effort to create a financial plan to operate within. The Board is provided with key assumptions to be implemented into the financial projections and used throughout the budgeting process (the tentative and official budget).

**BACKGROUND AND RATIONALE:**

Listed below are guidelines and key assumptions for the fiscal year 2018 budget process. It should be noted that changes are certain to occur prior to the official budget as the administration attempts to deliver a budget plan based the most current information. Significant changes to the budget assumptions and any future key factors will be highlighted prior to the Board's approval of the tentative budget on August 24, 2017 and the official budget on September 28, 2017.

**Revenues**

From a revenue perspective, the following items are of significant impact. Several of these items, such as property tax refunds, interest rates, and the level of federal and state aid, are less predictable and can vary throughout the budget process.

**LOCAL SOURCES**

- The Consumer Price Index (CPI) that corresponds to the fiscal year 2018 tax receipts is 2.1 percent. The fiscal year 2017 extension for tax capped funds are anticipated to increase over the prior fiscal year based on the CPI, new construction/growth to the tax base, and the impact of tax caps. In addition, Cook County will extend on the district's behalf for its Debt Services Fund obligations of approximately \$761,709.
- Cook County charges districts with prior year(s) tax refunds/objections/adjustments and individual tax capped funds will reflect these reductions. Approximately \$275,000 (or 1.5 percent of anticipated tax receipts) has been budgeted to account for the assumed future refunds/objections/adjustments, in effect reducing the tax collection rate to approximately 98.5 percent.
- Corporate Personal Property Replacement Taxes (CPPRT) is a state imposed tax on a district's local corporations, partnerships, and other business entities to replace taxes lost by local governments when powers to impose personal property taxes were abolished in the 1970 Constitution. A major portion of CPPRT revenue is derived from corporate income tax which has a direct correlation to the strength of the local economy. There is currently no information regarding how or when the 2014 mistakes of Illinois Department of Revenue (IDOR) will impact future payments. Therefore, there will be no increase in CPPRT taxes from the fiscal year 2018 budget. The amount of \$12,000 is to be credited to the Illinois Municipal Retirement Fund, while the remaining approximately \$500,000 will be budgeted in the Operations & Maintenance (O&M) Fund.

- The TIF in Downtown Mount Prospect expired and a new one was established in Fiscal Year 2017. As a result of this new TIF, the district no longer receives TIF revenue payments as in past fiscal years. However, when the TIF expired, part of the expired parcels were rolled into new construction.
- Interest earnings for fiscal year 2017 were budgeted at \$35,000. As I have been appointed Treasurer and taken an active role in investing monies along with a more positive economic climate, investment revenue is projected to be \$65,000 for the upcoming year.
- Other local revenues (i.e. day care fees, curriculum fees, transportation fees, etc.) realized in fee payments are estimated based on the prior year collections, with the understanding that projections may need to be revised throughout the budget process.

## STATE SOURCES

- State revenues will be budgeted based on the state appropriations which, based on recent history, are not guaranteed and are often prorated at the end of the fiscal year.

Source	Grant/Reimbursement	FY17 Official Budget	FY18 Budget Assumptions
State	General State Aid	\$850,000	\$850,000
State	Transportation – Regular & Sp Ed	\$104,000	\$103,000
State	Bilingual Ed – TPI & TBE	\$66,195	\$58,913
State	Sp Ed – Private Facility Tuition	\$25,000	\$25,000
State	Sp Ed – Children Requiring Sp Ed Svcs	\$250,000	\$258,898
State	Sp Ed – Personnel	\$490,000	\$490,000
State	Sp Ed – Summer School	\$1,800	\$1,800
State	Free Lunch	\$1,000	\$1,000
State	School Library	\$1,500	\$1,500
	State Total	<u>\$1,789,495</u>	<u>\$1,790,111</u>

- It is estimated that the General State Aid will remain flat from the fiscal year 2017 budget. The final fiscal year budget will need to be updated to reflect any new calculation changes that are currently being considered by state lawmakers.
- The fiscal year 2018 budget estimates state funding at \$100,000 for special education and \$3,000 for regular transportation. The budget will be adjusted after further state budget discussions and with the completion of the 2016-17 Pupil Transportation Reimbursement Claim in July.
- In conjunction with federal Title III funding, state Transitional Bilingual Education (TBE) and Transitional Program of Instruction (TPI) grants provide supplemental financial assistance to help districts meet the extra cost of developing and carrying out high-quality programs for English Language Learners (ELLs) and immigrant children in accordance with state and federal requirements. State support in the form of TBE/TPI grants is estimated at approximately \$58,913 for fiscal year 2018.
- The state reimburses the district for a portion of costs associated with educating a student in a private facility. In general, the district is responsible for two-times the per capita tuition charge per student and the state is responsible for the remainder. For the 2016-17 school year, the district had three students in private facility placement. Reimbursements in fiscal year 2018 are estimated at the 2017 level and will need to be updated as more information becomes available.
- Reimbursements to districts for students receiving special education services are distributed by the state in a block grant type model called Funding for Children Requiring Special Education Services.

Reimbursements are based on prior year expenditures and are estimated at \$258,898 for fiscal year 2018.

- Personnel reimbursements are made to districts from the state at the rate of \$9,000 per FTE special education and other eligible certified staff (e.g. social worker, psychologist, district nurse, etc.) and \$3,500 for non-certified staff (e.g. instructional assistants). Reimbursements are based on prior year expenditures and are estimated at \$490,000 for fiscal year 2018 and will need to be updated as more information becomes available.
- Other state and reimbursements have been assumed based on the latest information from Springfield; future legislative sessions may impact the final fiscal year 2018 allocations.

**FEDERAL SOURCES**

- The following represents an estimate of federal funding for fiscal year 2018:

<b>Source</b>	<b>Grant/Reimbursement</b>	<b>FY17 Official Budget</b>	<b>FY18 Budget Assumptions</b>
Federal	National Lunch & Special Milk	\$60,000	\$60,000
Federal	Title I – Low Income	\$100,758	\$130,000
Federal	Title II – Teacher Quality	\$34,214	\$35,000
Federal	Title III – LIPLEPS	\$18,778	\$17,862
Federal	Sp Ed – IDEA	\$447,973	\$467,977
Federal	Medicaid – (Admin & Fee-for-Service)	\$100,000	\$100,000
Federal	Build America Bonds	\$76,851	\$71,625
	<b>Federal Total</b>	<b>\$838,574</b>	<b>\$882,464</b>

- The Individuals with Disabilities Education Act (IDEA) is a law ensuring services to children with disabilities throughout the nation. Federal allocations for the IDEA are required by law to pass through a district’s special education cooperative. Based on the budget of Northwest Suburban Special Education Organization (NSSEO), approximately \$445,104 for IDEA funding is to be realized by the district as a federal revenue source for fiscal year 2018 and an additional \$22,873 for a preschool sub-grant.
- As federal law mandates, school systems must pay for services provided for all eligible disabled students. Districts are eligible to recover some of these educational costs (including indirect and administrative) through the federal Medicaid reimbursement program. Reimbursement amounts vary year to year due to the number of eligible students and the federal funding formulas as approved by legislators. Through third party administrators, the district is estimating reimbursements of \$100,000 for fiscal year 2018.
- Title I provides the programs and resources for disadvantaged students to meet state academic achievement standards. The fiscal year 2018 assumptions are that the district will realize \$130,000 for Title I funding.
- Title II provides resources for hiring, retaining, recruiting, and training highly qualified teachers. At this time, fiscal year 2018 assumes federal funding at approximately the same level of \$35,000 as prior year.
- In conjunction with state TBE and TPI grants, Title III is to provide supplemental financial assistance to help districts meet the extra cost of developing and carrying out high-quality programs for ELLs and immigrant children in accordance with state and federal requirements. Federal support in the form of Title III is estimated at approximately \$17,862 for fiscal year 2018.

- The district participates in the National School Lunch Program and Special Milk Program to support families requesting assistance and meeting the qualifying income level guidelines. The district will receive federal and state reimbursement funding for lunches and milk served under these programs. For budgetary purposes, the fiscal year 2018 assumption of \$60,000 reflects the same funding level as fiscal year 2017.
- As part of the American Recovery and Reinvestment Act of 2009, the U.S. Treasury rebates funds to the district for Build America Bonds that were sold in 2010. Annually, the original payments were set at \$76,850; however, budget projections have been lowered in the past due to sequestration issues. The budget assumption for fiscal year 2018 is assumed at \$71,625.

### Expenditures

The following are items which have a more significant impact on the fiscal year 2018 expenditure budget:

- A school district budget is largely driven by personnel and benefits costs. The Board approved a preliminary staffing plan at its February 16, 2017 meeting. The final budget will reflect all known adjustments to the staffing plan and related benefits (i.e. health insurance enrollment) as the 2017-18 school year begins.
- Base salary increases of 2.5% for the bargained certified teaching staff (MPEA) are based on the contractual agreement approved on May 18, 2017. Reasonable assumptions as to possible lane changes on the salary schedule are estimated at \$42,000 plus benefits. Salaries for bargained educational support staff (MPESPA) and administration reflect contractual agreements in place.
- Costs for substitutes for teachers, instructional assistants, and nurses' absences (e.g., sick, personal, jury duty, etc.) are currently assumed at \$210,000 for the 2017-18 school year and will need to be adjusted to take into consideration final 2016-17 actual costs.
- Budgets to account for substitutes' wages while teachers (regular and special education programs) are absent from the classroom to capitalize on learning opportunities during contractual hours, are budgeted at \$50,000. Likewise, budgets for additional teachers' wages to account for professional development opportunities outside the contractual hours are assumed at \$75,000.
- The annual employer pension contribution rates for the Teachers' Retirement System (TRS) and Illinois Municipal Retirement Fund (IMRF) are subject to change. The most recent information estimates the employer TRS retirement contribution to be set at 0.58 percent and the Teachers' Health Insurance Security (THIS) payments at 0.88 percent. Additionally rates paid to TRS and THIS by the district will be in accordance with contractual agreements. IMRF has set its employer contribution rate at 9.01 percent for calendar year 2017 and at 9.41 percent for calendar year 2018; the district will use a blended rate of 9.21 percent for the 2017-18 fiscal year.
- NSSEO receives payments from the district for tuition of students that are placed into programs offered by the cooperative. Based on the most current information for the 2017-18 school year, there will be three District 57 students enrolled in NSSEO tuition programs. Tuition costs for these students and additional services paid to NSSEO are budgeted at an estimated \$116,778. The district utilizes additional NSSEO services and is subject to cooperative costs which have been budgeted at \$119,394. Because of changing needs of students and the chance of new students moving into the district, there is a reasonable possibility that tuition may exceed the proposed budget by year-end, as contingencies have not been budgeted.
- In accordance with IDEA, the district is required to spend a proportionate amount of IDEA Part B funds to provide special education services to students of parochial schools within the district attendance boundaries. Historically, the district has provided speech and language services, as agreed upon through consultation with parochial school representatives. The estimate for this cost is \$41,000.

- Overall, the O&M Fund budget is estimated to remain relatively flat. Expenditures to cover service agreements include, but are not limited to, landscaping, snowplowing, HVAC (heating, ventilation, and air conditioning), architectural services, and sewer/water services. Additional expenditures in the O&M Fund include, but are not be limited to, summer projects such as refinishing all district wood gym floors, parking lot preventative maintenance, tree trimming, and life safety reviews. Supply expenditures include, but are not limited to, electricity, natural gas, and custodial supplies.
- The District has implemented a facility plan intended to be a comprehensive, interactive planning process to be annually updated to assist administration in future planning of facilities, budgeting, and educational services. The cost of construction projects to the Capital Projects Fund is estimated to be \$750,000.
- The district's cost for its various insurance programs for fiscal year 2018 are assumed based on the following comparison to fiscal year 2017 budgets:
  - Medical insurance – 8.5% increase for PPO plan and 1.9% decrease for its HMO plans
  - Dental insurance – 0.8% increase for PPO plan and no change for its HMO plan
  - Life insurance – no change
  - Unemployment insurance – no change
  - Workers' compensation insurance – 7% decrease
  - Property and liability insurance – 3% increase
- As part of the district's strategic plan, technology will continue to support the expansion of online curriculum, increasing operational efficiencies, and online testing requirements. In addition to operational expenses, notable financial commitments during fiscal year 2018 include:
  - Instructional computer replacement, including Lincoln 1:1 - Phase II (\$125,000)
  - Staff computer replacement (\$70,000)
  - Administrative computer replacement (\$10,000)
  - Projector refresh cycle (\$15,000)
  - Core Switch refresh cycle (\$50,000)
- Assuming similar 2016-17 ridership, expenditure assumptions call for a three percent increase in fiscal year 2018 transportation costs (regular and special education) from \$711,072 to \$732,404.
- Equipment has been budgeted at \$45,000 in the regular program function to address a district-wide replacement cycle for classroom/school furniture. This is an increase to accommodate a higher enrollment at all 4 schools.
- The district has renewed its intergovernmental agreement with Arlington Heights School District 25 for food services. The fundamental belief remains that the food service program should be operated on a cost neutral basis. It should be noted that the cost to run a lunch program includes numerous other costs besides food, the labor to order, prepare, and sell lunches. Other costs which are often not expensed through the food services budget can include, but are not necessarily limited to, stipends for lunch supervision, custodian salaries, equipment repair, capital outlay improvements, refuse removal, cleaning supplies, and utility costs. The food service equipment budget will assume a capital expenditure of approximately \$11,000 to address aging food service line equipment.
- Individual funding for schools has been traditionally allocated on a per pupil basis with the majority used to cover educational supplies and material costs. Site-based allocations for fiscal year 2018 will be presented as a projection in August and a more actual figure in September based on 6<sup>th</sup> day enrollment figures.

#### Other

The following pending items will have an impact on the fiscal year 2018 budget:

- The Board routinely passes a resolution to transfer interest earnings from the Working Cash Fund to an appropriate fund. Most recently, such transfers have been to the Illinois Municipal Retirement Fund

(IMRF) and it is anticipated that another end of year administrative recommendation will be forthcoming.

- Expenditures from the Capital Projects Fund for Board approved capital improvement projects can be funded from the Operations and Maintenance Fund. In accordance with ISBE Administrative Code, major capital projects are to be paid from the Capital Projects Fund and a permanent transfer has customarily been made from the O&M Fund to the Capital Projects Fund to account for such district transactions.
- The district has approximately \$1M in excess accumulated in the Debt Service Fund. This is a result of Cook County adding 5% to the annual debt service levy to ensure sufficient funds are collected to meet the district's principal and interest obligations. These funds can only be used to meet debt service obligations and may not be transferred to other funds. In order to repurpose these excess funds to operating funds, a new debt issuance must be created. Future budget decisions will need to address this issue.
- The inability of Illinois lawmakers to adopt a fiscal budget continues to create future uncertainty for school districts, of which Mount Prospect School District 57 is not immune. Likewise, the other legislative issues continue to be a main focus of lawmakers, again creating more uncertainty for school districts.

**RECOMMENDED BOARD ACTION:**

That the Board of Education discuss the fiscal year 2018 budget assumptions to be used and updated throughout the budgeting process.



**MOUNT PROSPECT**  
SCHOOL DISTRICT 57  
PREPARING CHILDREN TO LEARN AND SUCCEED IN A CHANGING WORLD



# FY18 Budget Assumptions

Adam Parisi  
Assistant Superintendent for  
Finance and Operations

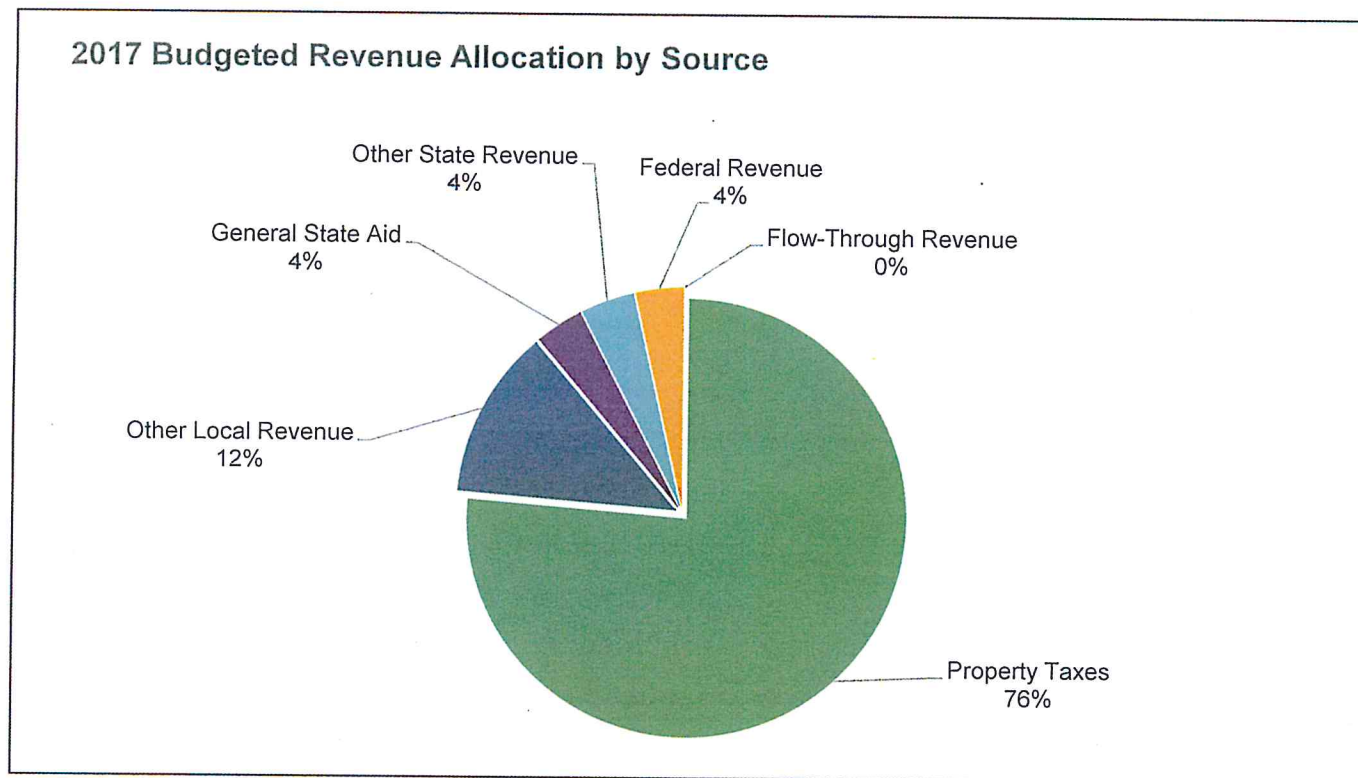
June 15, 2017

**FORECAST**5  
ANALYTICS



## FY 2017 Budget

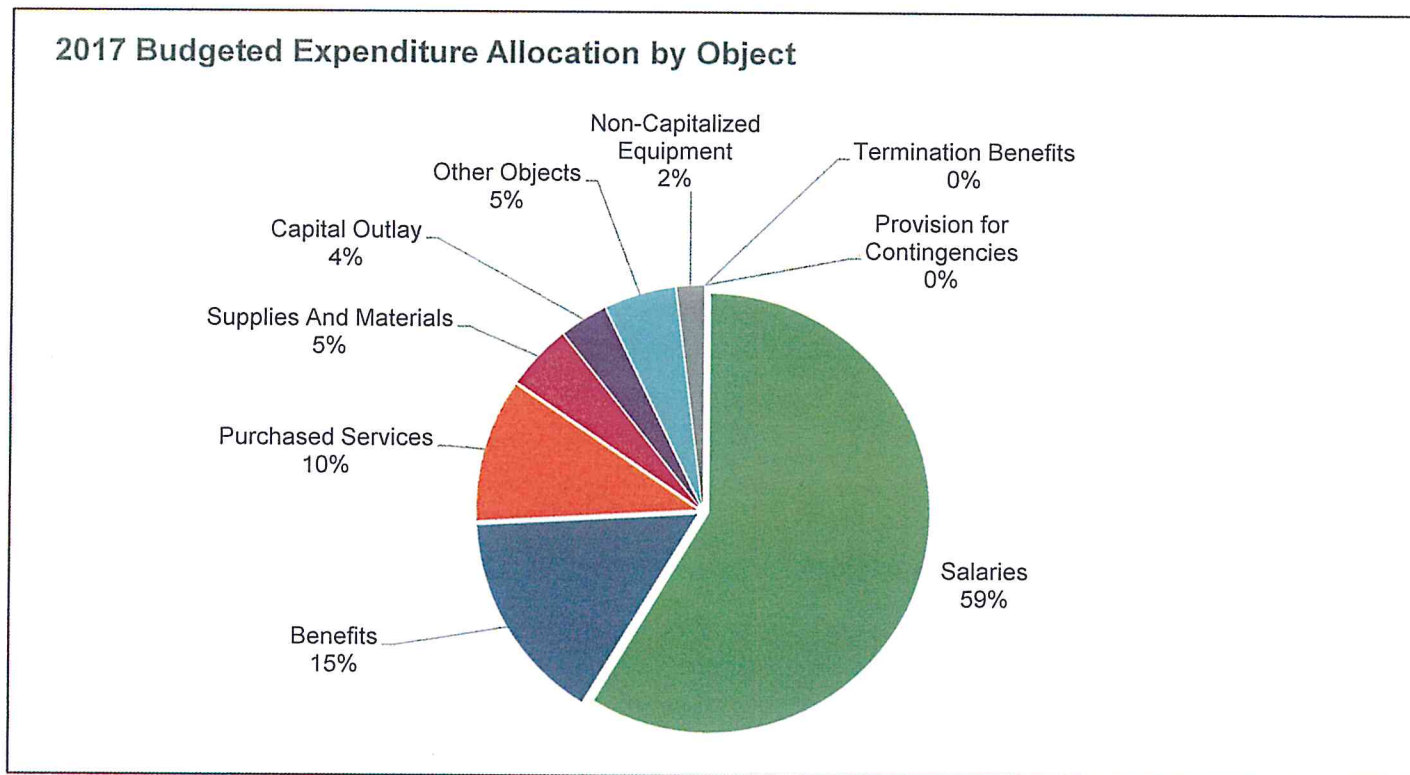
Revenue by Source – Operating Funds Budget Total = \$23,488,843



Operating Funds – Education, Operations & Maintenance, Transportation, Illinois Municipal Retirement Fund, and Working Cash Funds

## FY 2017 Budget

Expenditures by Object – Operating Funds Budget Total = \$25,452,527



Operating Funds – Education, Operations & Maintenance, Transportation, Illinois Municipal Retirement Fund, and Working Cash Funds

- February 2017 Board approves Staffing Plan
- March-May 2017 Finance Team meets with Administrators
  - Superintendent's Office/Human Resources
  - Curriculum and Instruction
  - Student Services
  - Technology
  - Operations and Maintenance
  - Building Principals
- June 2017 Board discusses FY18 Budget Assumptions
- August 2017 Board approves FY18 Tentative Budget
- September 2017 Board approves FY18 Official Budget

- Local Sources
  - Largest percentage is property taxes (76%)
  - Property taxes are driven by CPI + New Construction (2.1% in December of 2017 levy)
  - CPPRT
  - Registration Fees
- State Sources
  - General State Aid
  - Quarterly Categorical Payments
- Federal Sources
  - Title I, Title II, Title III Grants
  - Special Education Grants
  - National School Lunch Program
  - Medicaid
  - Build America Bonds

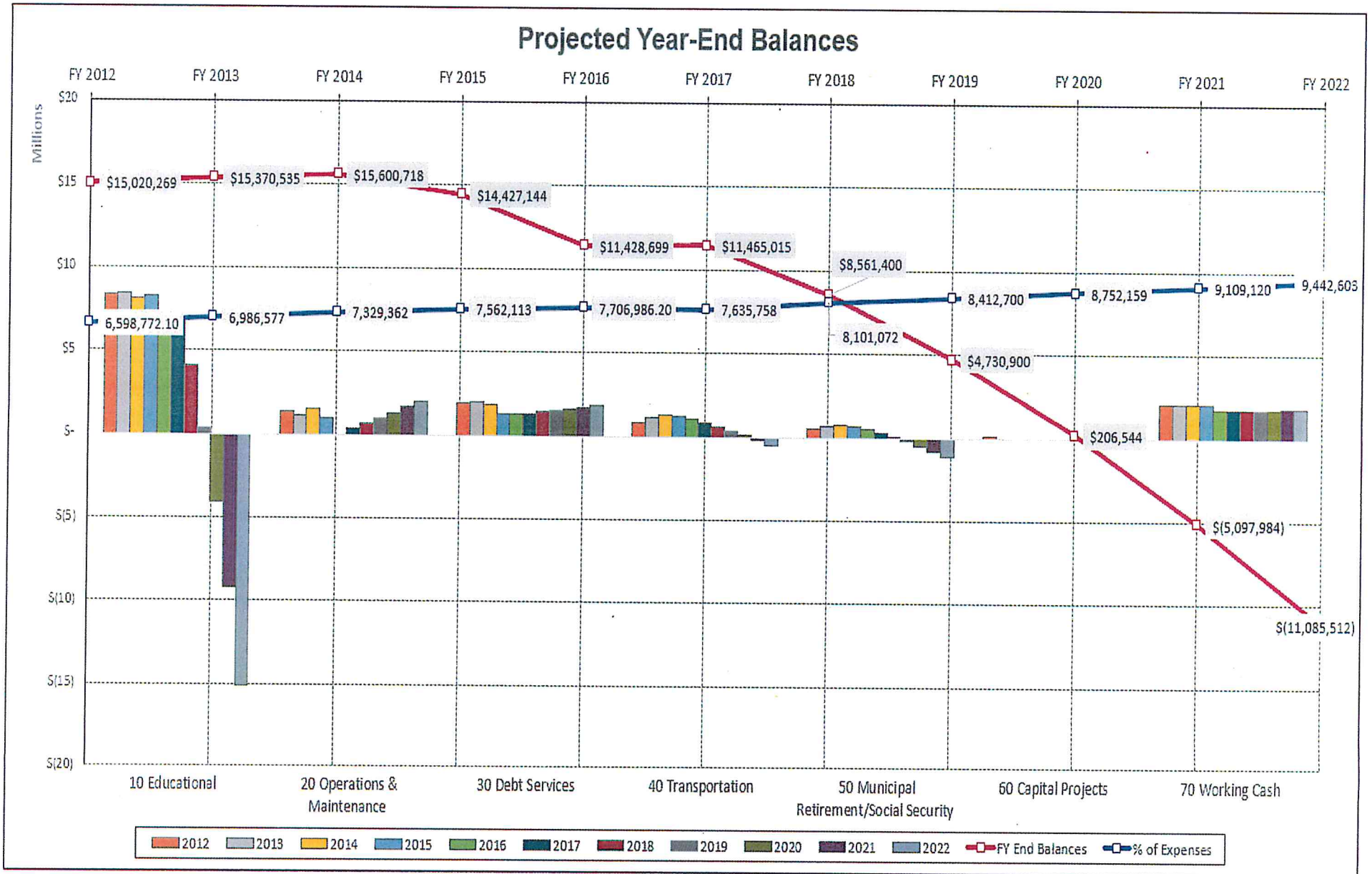
- Salaries
  - Teachers: 2.5% Base increases (5.5% overall)
  - ESP: 4% overall
  - Additional dollars budgeted for subs and lane changes
- Benefits
  - Health Insurance:
    - Board pays 90% of Single Coverage and 50% of Family Coverage
  - Dental Insurance:
    - Board pays 98% of Single Coverage, 60% of Family Coverage, 90% of Single +1 Coverage
- Technology Purchases
  - Phase II of 1:1, computer replacements, switches, projectors
- Furniture
  - Increase due to higher enrollment
- NSSEO
  - Based on student needs (approximately \$255,000)



# Aggregate Projections

	REVENUE / EXPENDITURE PROJECTIONS										
	FY 2017	FY 2018	% Δ	FY 2019	% Δ	FY 2020	% Δ	FY 2021	% Δ	FY 2022	% Δ
<b>REVENUE</b>											
Local	\$20,860,574	\$21,345,545	2.32%	\$21,436,785	0.43%	\$21,860,797	1.98%	\$22,257,105	1.81%	\$22,673,385	1.87%
State	\$1,789,695	\$1,915,841	7.05%	\$1,936,474	1.08%	\$1,950,136	0.71%	\$1,963,527	0.69%	\$1,975,957	0.63%
Federal	\$838,574	\$838,574	0.00%	\$838,574	0.00%	\$838,574	0.00%	\$838,574	0.00%	\$838,574	0.00%
Other	\$0	\$0		\$0		\$0		\$0		\$0	
<b>TOTAL REVENUE</b>	<b>\$23,488,843</b>	<b>\$24,099,960</b>	<b>2.60%</b>	<b>\$24,211,833</b>	<b>0.46%</b>	<b>\$24,649,507</b>	<b>1.81%</b>	<b>\$25,059,206</b>	<b>1.66%</b>	<b>\$25,487,816</b>	<b>1.71%</b>
<b>EXPENDITURES</b>											
Salary and Benefit Costs	\$18,867,056	\$20,323,796	7.72%	\$21,289,623	4.75%	\$22,355,247	5.01%	\$23,479,161	5.03%	\$24,579,302	4.69%
Other	\$6,585,471	\$6,679,779	1.43%	\$6,752,710	1.09%	\$6,818,615	0.98%	\$6,884,573	0.97%	\$6,896,042	0.17%
<b>TOTAL EXPENDITURES</b>	<b>\$25,452,527</b>	<b>\$27,003,575</b>	<b>6.09%</b>	<b>\$28,042,333</b>	<b>3.85%</b>	<b>\$29,173,862</b>	<b>4.04%</b>	<b>\$30,363,734</b>	<b>4.08%</b>	<b>\$31,475,344</b>	<b>3.66%</b>
<b>SURPLUS / DEFICIT</b>	<b>(\$1,963,684)</b>	<b>(\$2,903,615)</b>		<b>(\$3,830,500)</b>		<b>(\$4,524,355)</b>		<b>(\$5,304,528)</b>		<b>(\$5,987,528)</b>	
<b>OTHER FINANCING SOURCES/USES</b>											
Other Financing Sources	\$4,877,600	\$877,600		\$877,600		\$877,600		\$877,600		\$877,600	
Other Financing Uses	(\$2,877,600)	(\$877,600)		(\$877,600)		(\$877,600)		(\$877,600)		(\$877,600)	
<b>TOTAL OTHER FIN. SOURCES/USES</b>	<b>\$2,000,000</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	
<b>SURPLUS / DEFICIT INCL. OTHER FIN. SOURCES</b>	<b>\$36,316</b>	<b>(\$2,903,615)</b>		<b>(\$3,830,500)</b>		<b>(\$4,524,355)</b>		<b>(\$5,304,528)</b>		<b>(\$5,987,528)</b>	
<b>BEGINNING FUND BALANCE</b>	<b>\$11,428,699</b>	<b>\$11,465,015</b>		<b>\$8,561,400</b>		<b>\$4,730,900</b>		<b>\$206,544</b>		<b>(\$5,097,984)</b>	
<b>PROJECTED YEAR END BALANCE</b>	<b>\$11,465,015</b>	<b>\$8,561,400</b>		<b>\$4,730,900</b>		<b>\$206,544</b>		<b>(\$5,097,984)</b>		<b>(\$11,085,512)</b>	
<b>FUND BALANCE AS % OF EXPENDITURES</b>	<b>45.04%</b>	<b>31.70%</b>		<b>16.87%</b>		<b>0.71%</b>		<b>-16.79%</b>		<b>-35.22%</b>	
<b>FUND BALANCE AS # OF MONTHS OF EXPEND.</b>	<b>5.41</b>	<b>3.80</b>		<b>2.02</b>		<b>0.08</b>		<b>-2.01</b>		<b>-4.23</b>	

# Fund Balance Projections



- Illinois Budget or K-12 Education Budget
- Education Funding Formula Changes
  
- TRS Pension Cost Shift (partial or full)
- Property Tax Freeze



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## Board of Education

701 West Gregory Street, Mount Prospect, Illinois 60056-2296  
P (847) 394-7300 / F (847) 394-7311 / www.d57.org

Vice President Jennifer Kobus called the Regular Business Meeting of the Board of Education of April 20, 2017, to order at 7:00 p.m. Board members present: Dennis Composto, Eileen Kowalczyk, Joseph Leane, Karen Nejd, and Jennifer Kobus. Absent: Gerald McCluskey and Joe Sonnefeldt

### Communications

#### Board of Education

*NSSEO Report:* Member Composto said the meeting focused on the budget. He said April was Autism month and people were asked to have a blue light in front of their houses recognizing the issues with autism.

*Education Foundation:* Member Leane said there was not an Education Foundation meeting since the district's last Board meeting.

*PTO/PTA Reports:* There were reports from Vice President Kobus (Lincoln), Member Kowalczyk (Fairview), and Member Nejd (Westbrook). They reported on activities at the buildings. Member Nejd said Westbrook PTA voted to become a PTO.

*Board President's Report:* Vice President Kobus said

1. May 1<sup>st</sup> will be the Board reorganization meeting at 7:00 p.m. at Fairview; and
2. June 7 is graduation.

### Community Comments

Vice President Kobus explained that this was the first of two opportunities for community to address the Board. Jean Morris, Co-President of the MPEA, expressed gratitude to the Board on working together and said that they have made significant progress in the negotiations progress. Ms. Morris also addressed the additional math minutes for next year at Lincoln and asked the Board to delay this until after referendum.

### Staff Reports

#### Superintendent's Report

Superintendent Aumiller

- Reported on two Freedom of Information Act (FOIA) requests.
  - 1) On April 10, 2017, the district received a request from Gabrielle Lauricella of SmartProcure. She requested for purchase orders dated January 4, 2017 to current, the order number; purchase date; line item details; line item quantity; line item price; vendor ID number, name, address, contact person and email address. She also requested the beginning of our fiscal year. We responded on April 13 and sent her the Requisition/PO Listing and Vendor Report from Skyward that included the purchase order information she requested. We also informed her that the beginning of our fiscal year is July 1.
  - 2) On April 14, 2017, the district received a request from Jessica Corral of Republic Services requesting our current solid waste and recycling contract; the most recent solid waste and recycling bid results; and any current solid waste and recycling invoices. We responded on April 20 and informed her that we collaborate on the bid for waste disposal and recycling with District 214. We sent her a document showing our portion was \$13,760.04. We also stated that the bid information included the amount from her company, Republic Services. In addition, we sent her a copy of the purchase order.
- Reviewed the draft of the revised Strategic Plan and said the revised Strategic Plan would be on the agenda of the May 18 meeting.

- Commented that a copy of the Proposed NSSEO Budget was in their packet. Mr. Composto remarked that NSSEO does a very good job with the students. He mentioned that the district has four students this year and next year there will be three students at NSSEO. He said District 57's portion of the budget would go down about \$80,962. Superintendent Aumiller said the NSSEO Budget would come back to the Board on May 18 for approval to direct Member Composto on how to vote. Member Kowalczyk asked what other services NSSEO provides. Superintendent Aumiller and Assistant Superintendent Woodrow answered that NSSEO provides professional development, support with their expertise, and gave additional time when we could not fill two psychologist positions.

Vice President Kobus presented the Consent Agenda. She asked if anyone had any item they wanted removed from the Consent Agenda but no one did. Vice President Kobus said Member Leane reviewed the bills and said all were in order. Vice President Kobus entertained a motion to approve the Consent Agenda. Member NejdI moved, seconded by Member Kowalczyk to approve the items of the Consent Agenda

- Item 1. Minutes of the following Board of Education Meetings
- Regular Business Meeting March 16, 2017 – Open and Closed Sessions
  - Regular Business Meeting April 6, 2017 – Open and Closed Sessions
- Item 2. Personnel Transactions

Approve the employment of the following administrative individual:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Hire Date</u>
Kristin Maksymec	Assistant Principal	Westbrook	8/1/17

Approve the employment of the following certified individuals:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Hire Date</u>
John Bonadurer	Teacher-Language Arts	Lincoln	8/14/17
Jennifer Browning	Teacher-Grade 1	Westbrook	8/14/17
Melissa Chi	Teacher – Grade 1	Westbrook	8/14/17
Megan Finnegan	Teacher – Speech/Language	Westbrook	8/14/17
Michelle Lortie	Teacher – Grade 1	Westbrook	8/14/17
Maria Paraskevopoulos	Teacher – PE	Westbrook	8/14/17

Approve a year leave of absence of the following certified employees:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Jean Morris	Teacher – Special Education	Lincoln	6/8/17
Joanna Ziemian	Teacher – ELL & Spanish	Lincoln	6/8/17

Accept the retirement of the following certified employee:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Jerry Beyer	Teacher-Special Education	Lincoln	8/1/17

Approve the employment of the following ESP individuals:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Hire Date</u>
Christine Hulse	Occupational Therapist	Westbrook	8/14/17
Angela Lazzaretti	Instructional Assistant	Westbrook	4/5/17

Accept the retirement of the following ESP employee:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Felipe Hernandez	Custodian	Fairview	7/14/17

Accept the resignations of the following ESP employees:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective Date</u>
Emily Bleibel	Instructional Assistant	Westbrook	To accept long-term sub position at WB	3/17/17

John Bonadurer	Instructional Assistant	Lincoln	To accept teaching 8/1/17 position at LN for 17-18 school year
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- Item 3. Financial Reports – March 2017
- Item 4. Accounts Payable Bills
- Item 5. Adopt Resolution Proclaiming Staff Appreciation Week May 1-5, 2017

Roll call vote resulted as follows

Yes: Composto, Kobus, Kowalczyk, Leane, Nejd  
No: None  
Absent: McCluskey, Sonnefeldt                      Motion carried.

**Unfinished Business**

None

**Community Comments**

Vice President Kobus said this was the second opportunity if anyone from the audience wished to address the Board but no one did so.

**New Business**

1. First Read of the Following Board of Education Policies

Vice President Kobus said Members Leane and Kowalczyk met with Dr. Aumiller to review the policies. These policies were from the March 2017 PRESS packet. Vice President Kobus asked if any Board members had any questions or comments. Superintendent Aumiller said most of the policies were a result of the regular five-year review cycle. The following policies were for first read

- 2:100 - Board Member Conflict of Interest
- 3:70 - Succession of Authority
- 4:15 - Identity Protection
- 4:180 - Pandemic Preparedness
- 5:70 - Religious Holidays
- 5:80 - Court Duty
- 5:110 - Recognition for Service
- 5:120 - Employee Ethics; Conduct; and Conflict of Interest
- 5:140 - Solicitations By or From Staff
- 5:210 - Resignations
- 5:230 - Maintaining Student Discipline
- 5:285 - Drug and Alcohol Testing for School bus and Commercial Vehicle Drivers
- 5:320 - Evaluation
- 6:70 - Teaching About Religions
- 7:100 - Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Vice President Kobus said the policies would come back for second read and approval at the May 18 meeting.

**Board Discussion**

None

**Closed Session**

Vice President Kobus said there was need for closed session for the purpose of discussing

- Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees; and
- The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public or legal counsel for the public body.

She said Board action would not take place following closed session and she entertained a motion to move into closed session. Member Leane moved, seconded by Member Kowalczyk, to move into closed session. Roll call vote resulted as follows

Yes: Kowalczyk, Leane, Nejd, Composto, Kobus

No: None

Absent: McCluskey, Sonnefeldt Motion carried and the Board convened into Closed Session at 7:24 p.m.

**Regular Session**

Member Leane made a motion, seconded by Member Kowalczyk, to return to open session. All members present voted yes and the Board reconvened into open session at 9:35 p.m.

**Adjournment**

There being no further business to come before the Board, Vice President Kobus entertained a motion to adjourn the meeting. Member Nejd made a motion, seconded by Member Kowalczyk, to adjourn the meeting. All members present voted yes and the meeting adjourned at 9:36 p.m.

\_\_\_\_\_  
Virginia Webster, Secretary

\_\_\_\_\_  
Joe Sonnefeldt, President

Date of approval: June 15, 2017



## Board of Education

701 West Gregory Street, Mount Prospect, Illinois 60056-2296  
P (847) 394-7300 / F (847) 394-7311 / www.d57.org

President Joe Sonnefeldt called the Regular Business Meeting of the Board of Education of May 18, 2017, to order at 7:03 p.m. Board members present: Vicki Chung, Eileen Kowalczyk, Brian Maye, Gerald McCluskey, and Joe Sonnefeldt. Absent: Dennis Composto and Jennifer Kobus

### Closed Session

President Sonnefeldt said there was need for closed session for the purpose of discussing

- Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

He said Board action would take place following closed session and he entertained a motion to move into closed session. Member Kowalczyk moved, seconded by Member McCluskey, to move into closed session. Roll call vote resulted as follows

Yes: Chung, Kowalczyk, Maye, McCluskey, Sonnefeldt

No: None

Absent: Composto, Kobus

Motion carried and the Board convened into Closed Session at 7:04 p.m.

### Regular Session

Member Chung made a motion, seconded by Member McCluskey, to return to open session. All members present voted yes and the Board reconvened into open session at 7:20 p.m. President Sonnefeldt called the meeting to order.

### Communications

#### Board of Education

*NSSEO Report:* Member Composto was absent and, therefore, no report.

*Education Foundation:* Member Chung attended the May 10 meeting. She said Superintendent Aumiller stopped by and everyone appreciated her being there. Larry Kowalczyk was recognized for his dedication and being the Chairman for the past four years. He will be replaced by Eric Brouillette. There was some discussion about recruitment for some positions that are still open and about the type of events that should be held next year. The next meeting is June 6.

*PTO Reports:* There was a report from Member Chung (Westbrook) about activities at the school.

*Board President's Report:* President Sonnefeldt

- Reminded the Board of the following dates
  1. June 7 – Graduation at Prospect High School Field House at 7:00 p.m.
  2. June 8 – District Retirement and Recognition Breakfast at Lincoln at 8:00 a.m.
  3. July 4 – Mount Prospect Parade. Members should let him know if they can join the parade.
- Spoke about the Board Liaison positions. He said
  - Vice President Kobus said she would stay as the liaison for Lincoln PTO and is also interested in the Policy Committee.
  - Member Composto would stay as the liaison for NSSEO.
  - Member Chung volunteered for the Education Foundation.
  - Member McCluskey said he would stay as the liaison for Lions Park PTO.
  - Member Maye will think about liaison for Westbrook PTO and also expressed interest in the Policy Committee.

### Community Comments

President Sonnefeldt explained that this was the first of two opportunities for community to address the Board. Mr. Louis Goodman commented on an article that appeared in the newspaper regarding administrator salaries and he said it may or may not affect a referendum.

**Superintendent Report****Superintendent's Report****Superintendent Aumiller**

- Reported on a Freedom of Information Act (FOIA) request the district received on May 9 from James Bachman of Illinois Retired Teachers Association. He asked for names and district email addresses of retiring Illinois educators for the current school year and a list of email addresses for all district employees. We responded on May 15 and sent him the information requested.
- Commented on the memo from Dr. Susan Woodrow, Assistant Superintendent for Curriculum and Instruction, regarding the Social Studies pilot recommendation that was in the Board packet. Dr. Aumiller said this did not fall into the typical curriculum review category. Dr. Woodrow said the social studies committee recommended piloting instructional materials for the 2017-18 school year. She said grades K-5 would pilot TCI, *Social Studies Alive!* materials. The pilot would go from August until winter break. Grades 6-8 would pilot TCI, *History Alive!* and Discovery Education Techbook materials. Teachers in grades 7 and 8 will pilot both programs using on-line materials and teachers in grade 6 will pilot TCI using both on-line and print materials. A recommendation will go to the Board in spring of 2018. Dr. Woodrow answered questions from the Board.
- Informed the Board that there are new requirements for the Title I grant money. Dr. Woodrow reviewed the Title I Plan which was quite extensive. She said every school district in the State of Illinois has to write a new Title I Plan. All goals of the plan ensure students are receiving high quality education and closes the achievement gaps. She said the District 57 Strategic Plan steers the district in the right direction. She explained how the students are identified and that there is no disparity for low income. The Title I funds also support homeless students. In addition, the state wants a process in place to reduce bullying and harassment. A share of the funds also goes to the parochial schools. The money is allocated based on low-income students and at-risk students. All the at-risk students are taken care of in District 57. Last year's funds were \$150,345 but we won't know about the funds for this year until all districts have submitted their plans. Dr. Woodrow answered questions from the Board. President Sonnefeldt commented that the Title I federal money is about 1% of the district's budget each year but, this year this additional report had to be prepared to receive any money. He said it takes excellent knowledgeable administrators to complete this type of report. He appreciates all the work that went into this report but said this is just an additional job the state is requiring for the district to prove what we have already been doing.
- Said she attended a George K. Baum seminar, facilitated by Paul Hanley, on referendums. Mr. Hanley will do a presentation for the Board at the June 15 meeting.

President Sonnefeldt said the district received the official certificates of the election from David Orr's office. President Sonnefeldt congratulated and presented the certificates to the two new Board members, Vicki Chung and Brian Maye, and the incumbents, Eileen Kowalczyk and Gerald McCluskey.

President Sonnefeldt presented the Consent Agenda. He pulled the minutes from the April 20 meeting and tabled them for June 15 because there were not enough Board members present who attended the April 20 meeting to take the vote. He asked if anyone had any other item they wanted removed from the Consent Agenda but no one did. President Sonnefeldt said he reviewed the bills and all were in order. He entertained a motion to approve the Consent Agenda items with the exception of the April 20, 2017, Minutes. Member Kowalczyk moved, seconded by Member Chung, to approve the following items of the Consent Agenda

- Item 1. Minutes of the following Board of Education Meeting
- Regular Business Meeting May 1, 2017 – Open Session
- Item 2. Personnel Transactions

**Approve a one-year extension of the Superintendent's contract****Approve the employment of the following certified individuals:**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Location</u></b>	<b><u>Hire Date</u></b>
Marie Claire Amorella	Teacher-Special Education	Fairview	8/14/17

Rebecca Lamers	Psychologist	FV and LN	8/14/17
Ashley Patla	Teacher – Tech Coach	FV and LP	8/14/17
Claire Reibel	Teacher – Music	Lions Park	8/14/17

Approve an extension of leave of the following certified employee:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Dates</u>
Bethany Gates	Teacher – Grade 1	Westbrook	5/18/17 through 6/8/17

Approve the employment of the following ESP individual:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Hire Date</u>
Annette Griffith	Administrative Assistant	Admin	6/12/17

Accept the resignation of the following ESP employee:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Hannah Buenzow	Instructional Assistant	Lions Park	6/8/17

- Item 3. Financial Reports – April 2017
- Item 4. Accounts Payable Bills
- Item 5. Approve 2017-2022 District Strategic Plan
- Item 6. Approve Amended 2016-2017 School Calendar
- Item 7. Approve Board of Education Meeting Dates July 1, 2017 – July 19, 2018
- Item 8. Approve NSSEO FY18 Budget
- Item 9. Approve Title I Plan

Roll call vote resulted as follows

Yes: Kowalczyk, Maye, McCluskey, Chung, Sonnefeldt  
 No: None  
 Absent: Composto, Kobus                      Motion carried.

**Unfinished Business**

1. Approve Board of Education Policies

President Sonnefeldt said the policies were First Read at the April 20 meeting. He asked if anyone had any questions or comments but no one did. President Sonnefeldt entertained a motion to approve the policies. Member Kowalczyk moved, seconded by Member McCluskey, to approve the following policies

- 2:100 - Board Member Conflict of Interest
- 3:70 - Succession of Authority
- 4:15 - Identity Protection
- 4:180 - Pandemic Preparedness
- 5:70 - Religious Holidays
- 5:80 - Court Duty
- 5:110 - Recognition for Service
- 5:120 - Employee Ethics; Conduct; and Conflict of Interest
- 5:140 - Solicitations By or From Staff
- 5:210 - Resignations
- 5:230 - Maintaining Student Discipline
- 5:285 - Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- 5:320 - Evaluation
- 6:70 - Teaching About Religions
- 7:100 - Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Roll call vote resulted as follows

Yes: Maye, McCluskey, Chung, Kowalczyk, Sonnefeldt  
 No: None  
 Absent: Composto, Kobus                      Motion carried.



**Community Comments**

President Sonnefeldt said this was the second opportunity if anyone from the audience wished to address the Board. Two people addressed the Board.

- Mr. Louis Goodman referred to the article he commented on earlier in the meeting and said he was not implying he was against the referendum. He also commented that the Board could do just as well on a referendum without the help of the presenter from the May 1 meeting.
- Jean Morris, spoke as a sixth grade special education teacher, about negative aspects of Lincoln's schedule changing next year to increase math minutes.

**New Business**

1. Approve the 2017/18 - 2020/2021 Mount Prospect Education Association Collective Bargaining Agreement  
President Sonnefeldt entertained a motion to approve the contract. Member Maye moved, seconded by Member Chung, to approve the Mount Prospect Education Association Collective Bargaining Agreement for 2017/18 through 2020/21. Roll call vote resulted as follows

Yes: McCluskey, Chung, Kowalczyk, Maye, Sonnefeldt  
 No: None  
 Absent: Composto, Kobus                      Motion carried.

Member Kowalczyk said she was very proud of the district and the teachers and happy the contract was finished before the current contract ends. President Sonnefeldt thanked Dr. Aumiller, Mr. Parisi, Mrs. Nejd, Mr. Composto, Attorney Lynn Himes, the MPEA leadership and the MPEA partners for working so diligently and completing negotiations in a timely manner.

**Board Discussion****Debrief May Presentation by Dr. Rod Wright of UNICOM.ARC**

Board members discussed the presentation and their disappointment that Dr. Wright did not answer specific questions and did not seem able to give firm numbers. One member said that maybe we need to give the next presenter information about timing and the Board's thoughts. President Sonnefeldt stated that when an outside person is trying to sell their services to the district, the person should have done some research on the district. Superintendent Aumiller said she had shared the district's comprehensive study presented to the Board on January 19, 2017, and the timeline the Board was considering with Dr. Wright and that she was also disappointed in the presentation.

**Adjournment**

There being no further business to come before the Board, President Sonnefeldt entertained a motion to adjourn the meeting. Member Chung made a motion, seconded by Member McCluskey, to adjourn the meeting. Roll call vote resulted as follows

Yes: Chung, Kowalczyk, Maye, McCluskey, Sonnefeldt  
 No: None  
 Absent: Composto, Kobus                      Motion carried and the meeting adjourned at 8:18 p.m.

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 Virginia Webster, Secretary

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 Joe Sonnefeldt, President

Date of approval: June 15, 2017



**Mount Prospect School District 57  
Board of Education**

**PERSONNEL TRANSACTIONS  
JUNE 15, 2017**

POLICY REFERENCE 5:30

That the Board of Education approve a salary for 2017-18 of the following administrator:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>	<u>Salary</u>
<b>Paul Suminski</b>	Principal	Lincoln	7/1/17	\$122,570

That the Board of Education approve the employment of the following certified individuals:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Hire Date</u>	<u>Salary</u>
Karrie Alshehry	Teacher-Art	Lions Park	8/14/17	* \$53,242
Amanda Bruns	Teacher-Grade 1	Westbrook	8/14/17	* \$46,626
Jessica Divito	Teacher-Math	Lincoln	8/14/17	* \$46,626
Melissa Gaseor	Teacher-Grade 1	Westbrook	8/14/17	* \$45,268
Pamela Mahachek	Teacher-Math	Lincoln	8/14/17	* \$47,305
Michelle Raclaw	Teacher-Special Education	Lions Park	8/14/17	* \$53,242
John Rollinger	Teacher-Science/Social Studies	Lincoln	8/14/17	* \$53,242
Christopher Schmidt	Teacher-Special Education	Lincoln	8/14/17	* \$51,692

\* Salary includes Board paid TRS

That the Board of Education accept the resignation of the following certified employee:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
<b>Daniel Walsh</b>	Student Services Coordinator	Lincoln	8/1/17

That the Board of Education accept the resignation of the following ESP employee:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
<b>Sherri DeRicco</b>	Instructional Assistant	Fairview	6/8/17

# **MOUNT PROSPECT SCHOOL DISTRICT 57**

## **Monthly Financial Report May 2017**

**Fund Balance Report  
Treasurer's Report  
Revenue Report  
Expenditure Report  
Cash and Investment Summary  
Payroll Ratification  
Accounts Payable Ratification**

**Adam Parisi**  
Assistant Superintendent  
for Finance and Operations

**Gavin McGinn**  
Accounting Coordinator

# Mount Prospect School District 57

## Fund Balance Report May 2017

### Board Funds

Fund	Description	Cash Basis	YTD		YTD	Fund
		Fund Balance 7/1/2016	Revenues	Expenditures	Transfers	Balance 5/31/2017
10	Educational	\$ 6,602,173	\$ 18,679,632	\$ 16,552,730	\$ -	\$ 8,729,075
20	Operations & Maintenance	34,083	3,031,386	1,484,926	-	1,580,543
30	Debt Service	1,280,789	784,385	755,460	-	1,309,714
40	Transportation	1,039,329	456,705	575,749	-	920,285
50	I.M.R.F.	356,204	264,754	277,369	-	343,589
51	Social Security	145,979	251,910	348,125	-	49,764
60	Capital Projects	8,115	-	780,397	-	(772,282)
70	Working Cash	1,764,904	2,013,152	-	-	3,778,056
<b>Total</b>		<b>\$ 11,231,576</b>	<b>\$ 25,481,924</b>	<b>\$ 20,774,756</b>	<b>\$ -</b>	<b>\$ 15,938,744</b>

### Activity Fund

Account	Description	Balance	YTD		YTD	Account
		7/1/2016	Revenues	Expenditures	Transfers	Balance 5/31/2017
100	Education Foundation	\$ 3,954	\$ 47,204	\$ 20,738	\$ -	\$ 30,419
300	Fairview Clearing	-	-	-	-	-
310	Fairview Program	10,729	31,903	30,983	-	11,648
320	Fairview Staff	479	245	-	-	724
400	Lincoln Clearing	(3,834)	34,896	34,389	-	(3,328)
410	Lincoln Program	35,637	27,732	37,476	-	25,893
420	Lincoln Staff	11	-	-	-	11
500	Lions Park Clearing	(1,018)	13,927	14,688	-	(1,779)
510	Lions Park Program	7,292	3,471	3,957	-	6,806
520	Lions Park Staff	10	-	-	-	10
600	Westbrook Clearing	4,987	-	1,980	-	3,007
610	Westbrook Program	10,753	13,950	6,643	-	18,060
620	Westbrook Staff	137	-	-	-	137
<b>Total</b>		<b>\$ 85,422</b>	<b>\$ 173,327</b>	<b>\$ 150,855</b>	<b>\$ -</b>	<b>\$ 91,609</b>

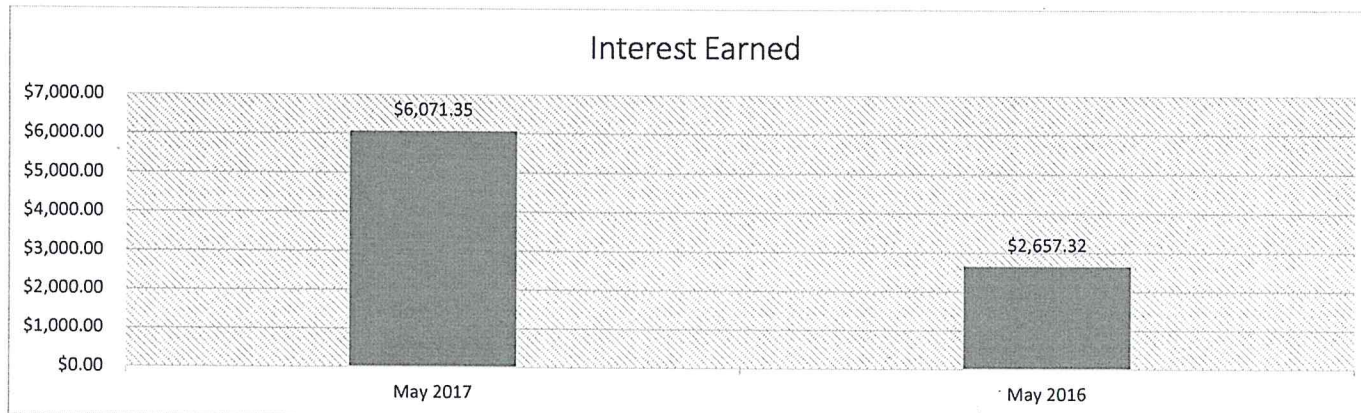
# Mount Prospect School District 57

## Treasurer's Report

May 2017

Institution	Type	Yield	Value
BMO-Harris Bank	Collateral MMA	0.83%	\$ 519,257
MB Financial	FDIC MMA	0.45%	\$ 1,001,593
Mount Prospect State Bank	FDIC MMA	0.15%	\$ 100,054
PMA	Collateral SDA/FDIC MMA	0.54-1.3%	\$ 11,333,850
PMA	MMA-Working Cash	0.65%	\$ 2,010,078
IL Funds	LGIP	0.77-0.81%	\$ 1,128,493
<b>Total:</b>			<b>\$ 16,093,325</b>

### Monthly Interest Earned:



# Mount Prospect School District 57

## Revenue Report

May 2017

Source	Source Description	Budget	Activity	Balance	% of budget remaining	
					2017 YTD	2016 YTD
11XX	Property Taxes	\$ 17,928,446	\$ 18,302,317	\$ (373,871)	-2.1%	-1.0%
1230	CPPR Taxes	492,000	513,051	(21,051)	-4.3	9.7
13XX	Tuition	7,000	3,105	3,895	55.6	-0.7
1411	Transportation Fees	300,000	284,080	15,920	5.3	-6.5
1510	Interest Earnings	39,200	2,060,233	(2,021,033)	-5155.7	1.0
1611	Food Service Fees	195,000	179,187	15,813	8.1	8.2
1720	Activity Fees	130,500	116,474	14,026	10.7	0.4
1811	Instruction Fees	238,000	246,562	(8,562)	-3.6	-1.7
1910	Facility Rentals	1,000	-	1,000	100.0	73.9
1920	Donations	500	-	500	100.0	100.0
1950	Refund of PY Expenditures	20,000	36,990	(16,990)	-85.0	42.2
1960	TIF	852,918	852,208	710	0.1	0.0
1993	Kids' Corner & Circle of Friends	580,000	655,748	(75,748)	-13.1	-7.8
1999	Other Local Revenues	76,010	94,397	(18,387)	-24.2	32.0
Sub-Total Local		\$ 20,860,574	\$ 23,344,352	\$ (2,483,778)	-11.9%	-0.6%
3001	General State Aid	850,000	853,776	(3,776)	-0.4	9.1
31XX	Special Education	766,800	409,035	357,765	46.7	-3.0
3305	Bilingual Education	66,195	15,606	50,589	76.4	39.7
3360	Food Service	1,000	105	895	89.5	72.9
35XX	Transportation	104,000	52,998	51,002	49.0	1.2
3800	Library Grant	1,500	-	1,500	100.0	15.6
3800	Other State Revenues	200	-	200	100.0	100.0
Sub-Total State		\$ 1,789,695	\$ 1,331,520	\$ 458,175	25.6%	4.4%
42XX	Food Service	60,000	45,210	14,790	24.6	31.6
4300	Title I	100,758	147,925	(47,167)	-46.8	-22.3
46XX	Special Education	447,973	425,870	22,103	4.9	34.3
4869	Stimulus Programs	76,851	71,549	5,303	6.9	-0.5
49XX	Medicaid Matching	100,000	66,747	33,253	33.3	-5.2
4932	Title II	34,214	33,102	1,112	3.3	-8.6
4909	Title III	18,778	15,701	3,077	16.4	-7.9
Sub-Total Federal		\$ 838,574	\$ 806,104	\$ 32,470	3.9%	15.0%
<b>Total</b>		<b>\$ 23,488,843</b>	<b>\$ 25,481,976</b>	<b>\$ (1,993,133)</b>	<b>-8.5%</b>	<b>0.4%</b>

# Mount Prospect School District 57

## Expenditure Report May 2017

Function	Program Name	Budget	Activity	Balance	% of budget remaining	
					2017 YTD	2016 YTD
1100	Regular Programs	\$ 10,234,767	\$ 7,854,793	\$ 2,379,974	23.3%	25.9%
1200	Special Education Programs	3,324,840	2,873,302	451,538	13.6	17.5
1500	Interscholastic Programs	124,275	98,515	25,760	20.7	8.0
1600	Summer School Programs	13,897	16,023	(2,126)	-15.3	0.0
1800	Bilingual Programs	100,254	42,825	57,429	57.3	26.1
2110	Social Worker	388,258	290,187	98,071	25.3	23.9
2130	Health Services	269,745	216,110	53,635	19.9	12.6
2140	Psychological Services	153,673	100,720	52,953	34.5	27.7
2150	Speech & Audiology Services	569,187	432,062	137,125	24.1	25.4
2190	Other Support Services - Pupils	169,144	147,407	21,737	12.9	5.6
2210	Improvement of Instruction Services	564,422	443,563	120,859	21.4	16.0
2220	Educational Media Services	301,657	236,690	64,967	21.5	21.4
2230	Assessment and Testing	37,450	37,048	402	1.1	4.9
2310	Board of Education Services	178,250	132,122	46,128	25.9	17.4
2320	Executive Administration Services	345,933	315,778	30,155	8.7	9.5
2330	Special Area Administrative Services	196,239	160,464	35,775	18.2	9.2
236X	Insurances	156,000	154,957	1,043	0.7	1.1
2410	Office of Principal Services	1,104,075	1,105,889	(1,814)	-0.2	10.4
2510	Direction of Business Support Services	239,501	228,995	10,506	4.4	8.8
2520	Fiscal Services	314,183	230,359	83,824	26.7	20.3
2530	Construction Services	850,000	780,397	69,603	8.2	0.5
2540	O&M of Plant Services	2,014,511	1,571,942	442,569	22.0	18.8
2550	Pupil Transportation Services	731,600	575,748	155,852	21.3	13.7
2560	Food Services	236,000	178,697	57,303	24.3	10.2
2570	Internal Services	28,550	25,327	3,223	11.3	-3.5
2620	Research and Development	100	-	100	100.0	8.1
2630	Information Services (Public Relations)	20,000	13,325	6,675	33.4	27.3
2640	Staff Services (Human Resources)	158,314	143,648	14,666	9.3	11.2
2660	Data Processing Services (Technology)	1,055,870	930,517	125,353	11.9	9.4
3000	Child Care Services	261,141	236,815	24,326	9.3	7.5
4120	Payments for Special Education Programs	554,816	445,065	109,751	19.8	0.9
5XXX	Debt Services	755,875	755,460	415	0.1	0.1
<b>Total</b>		<b>\$ 25,452,527</b>	<b>\$ 20,774,750</b>	<b>\$ 4,677,777</b>	<b>18.4%</b>	<b>17.3%</b>

# Mount Prospect School District 57

## Cash and Investment Summary

May 2017

### Board Accounts

<b>Bank</b>	<b>Description</b>	<b>Ending Balance</b>
Various	Investments per Treasurer's Report	\$ 16,093,325
Huntington Bank	Imprest Account	\$ 4,900
Illinois National	E-Pay Settlement Account	\$ 12,779
Huntington Bank	Board Account	\$ 79,589
Huntington Bank	Payroll Account	\$ -
	<b>Total</b>	<u>\$ 16,190,593</u>

### Activity Account

<b>Bank</b>	<b>Description</b>	<b>Ending Balance</b>
Huntington Bank	Activity Account	\$ 91,609
	<b>Total</b>	<u>\$ 91,609</u>



# Mount Prospect School District 57

## Payroll Ratification

May 2017

	<u>Fund</u>	<u>Amounts</u>
<b>Salaries</b>	Educational	\$ 620,964
	Operations & Maintenance	27,245
	May 15, 2017 Salary Total	<u>\$ 648,209</u>
<b>Benefits</b>	Educational	\$ 136,385
	Operations & Maintenance	4,824
	Municipal Retirement/Social Security	32,270
	May 15, 2017 Benefit Total	<u>\$ 173,478</u>
	May 15, 2017 Payroll Total	<u>\$ 821,687</u>
<b>Salaries</b>	Educational	\$ 607,593
	Operations & Maintenance	27,121
	May 31, 2017 Salary Total	<u>\$ 634,715</u>
<b>Benefits</b>	Educational	\$ 135,492
	Operations & Maintenance	4,824
	Municipal Retirement/Social Security	31,448
	May 31, 2017 Benefit Total	<u>\$ 171,764</u>
	May 31, 2017 Payroll Total	<u>\$ 806,478</u>
	<b>Payroll Total</b>	<u><u>\$ 1,628,165</u></u>

# Mount Prospect School District 57

## Accounts Payable Ratification

May 2017

<u>Fund</u>	<u>Amounts</u>
Educational	\$ 95,997.05
Operations & Maintenance	\$ 88,374.99
Debt Services	\$ 2,299.17
Transportation	\$ 63,172.36
Municipal Retirement/Social Security	\$ -
Capital Projects	\$ 72,419.03
Working Cash	\$ -
Tort	\$ -
Fire Prevention & Safety	\$ -
<b>Accounts Payable Total</b>	<b><u><u>\$ 322,262.60</u></u></b>

**MOUNT PROSPECT SCHOOL DISTRICT 57**

**Accounts Payable Bills  
June 15, 2017**

In accordance with Board Policy 4:50 Operational Services–Payment Procedures, this order authorizes administration to pay the following accounts payable bills totaling **\$408,133.32** (including imprest account) as approved at the Board of Education meeting held on the date referenced above.

Reviewed by: \_\_\_\_\_  
Board of Education Member

Approved by: \_\_\_\_\_  
Board of Education President

Attested by: \_\_\_\_\_  
Board of Education Secretary

<u>NUMBER</u>	<u>DATE</u>	<u>VENDOR</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
548242	05/08/2017	AT&T	S664047047-1	WAN DATA LINES	4,572.41
548243	05/08/2017	CITI CARDS	5/13/17	ADM KITCHEN SUPP	110.10
	05/08/2017		5/13/17 A	ADM CUSTODIAL SUPP	31.98
	05/08/2017		5/13/17 B	CURRIC INSTITUTE DAY SUPP	58.96
548244	05/08/2017	COMED	6/19/17	LN MB ELECTRIC BILL	259.90
548245	05/08/2017	GROOT INDUSTRIES	14968889	WASTE/RECYCLE AGREEMENT	214.93
	05/08/2017		14968886	WASTE/RECYCLE AGREEMENT	214.93
	05/08/2017		14968887	WASTE/RECYCLE AGREEMENT	214.93
	05/08/2017		14968888	WASTE/RECYCLE AGREEMENT	501.88
Totals for checks					6,180.02

<u>NUMBER</u>	<u>DATE</u>	<u>VENDOR</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
548288	05/19/2017	MASTERCARD CORPORATE CLIENTS	BMO 5/1700000	GENERAL SUPPLIES	35.95
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	9.00
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	31.03
	05/19/2017		BMO 5/1700000	PROFESSIONAL AND TECHNICAL SER	10.63
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	13.73
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	14.26
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	17.98
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	49.43
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	20.00
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	62.98
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	151.86
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	117.80
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	89.40
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	199.88
	05/19/2017		BMO 5/1700000	TRAVEL	99.00
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	15.34
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	32.58
	05/19/2017		BMO 5/1700000	TRAVEL	130.00
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	19.64
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	74.80
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	-6.68
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	73.89
	05/19/2017		BMO 5/1700000	PROF. SERVICES/DEVELOPMENT	22.50
	05/19/2017		BMO 5/1700000	DATA PROCESSING/STATISTICAL SE	25.00
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	51.90
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	43.98
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	45.70
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	15.81
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	50.55
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	17.08
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	3.99
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	61.04
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	62.46
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	51.75
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	16.85
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	4.12
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	120.33
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	-5.46
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	37.99
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	12.18
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	92.86
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	78.04
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	48.46
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	45.96
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	137.88
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	72.38
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	85.01
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	78.08
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	44.61
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	199.50
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	48.00
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	114.14
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	37.08
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	148.32
	05/19/2017		BMO 5/1700000	SUPPLIES AND MATERIALS	254.60
	05/19/2017		BMO 5/1700000	PROF. SERVICES/DEVELOPMENT	354.20

<u>NUMBER</u>	<u>DATE</u>	<u>VENDOR</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
548288	05/19/2017	MASTERCARD CORPORATE CLIENTS	BMO 5/1700000	SUPPLIES AND MATERIALS	91.55
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	266.00
	05/19/2017		BMO 5/1700000	PURCHASED SERVICES	229.99
	05/19/2017		BMO 5/1700000	PURCHASED SERVICES	550.00
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	299.00
	05/19/2017		BMO 5/1700000	PURCHASED SERVICES	1,000.00
	05/19/2017		BMO 5/1700000	PURCHASED SERVICES	3,300.00
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	79.15
	05/19/2017		BMO 5/1700000	PROF. SERVICES/DEVELOPMENT	510.00
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	29.44
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	83.34
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	64.95
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	196.44
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	38.29
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	101.58
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	62.11
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	66.85
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	37.49
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	101.00
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	15.00
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	7.68
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	102.50
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	5.00
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	30.48
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	72.50
	05/19/2017		BMO 5/1700000	PROF. SERVICES/DEVELOPMENT	800.00
	05/19/2017		BMO 5/1700000	DUES AND FEES	30.00
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	122.68
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	121.44
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	28.80
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	92.80
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	87.04
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	55.76
	05/19/2017		BMO 5/1700000	SUPPLIES AND MATERIALS	40.41
	05/19/2017		BMO 5/1700000	GENERAL SUPPLIES	299.99
	05/19/2017		BMO 5/1700000	DATA PROCESSING/STATISTICAL SE	20.00
	05/19/2017		BMO 5/1700000	OTHER SUPPLIES AND MATERIALS	125.75
Totals for checks					12,904.40

<u>NUMBER</u>	<u>DATE</u>	<u>VENDOR</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
548289	05/23/2017	AT&T	3480055306	MIS W/MANAGED ROUTER	4,193.60
548290	05/23/2017	AT&T	S664047047-1	WAN DATA LINES	4,572.41
548291	05/23/2017	AT&T MOBILITY	X05152017	T HOPE MOBILE CONNECTION	42.00
548292	05/23/2017	CALL ONE	5/15/17	VOICE SERVICES	3,644.73
548293	05/23/2017	CITI CARDS	6/13/17	ADM BLDG KITCHEN SUPP	84.93
548294	05/23/2017	VILLAGE OF MOUNT PROSPECT-W	5/15/17 LN #	LN SEWER/WATER BILL	454.77
	05/23/2017		5/15/17 LN	LN SEWER/WATER BILL	202.46
	05/23/2017		5/15/17 LN 1	LN 1 SEWER/WATER BILL	15.97
	05/23/2017		5/15/17 FV	FV SEWER/WATER BILL	641.26
	05/23/2017		5/15/17 LP	LP SEWER/WATER BILL	586.41
	05/23/2017		5/15/17 WB	WB SEWER/WATER BILL	323.13
	05/23/2017		5/15/17 AB	ADM BLDG SEWER/WATER BILL	70.82
Totals for checks					14,832.49

<u>NUMBER</u>	<u>DATE</u>	<u>VENDOR</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
3557	05/29/2017	PROSPECT HEIGHTS SCHOOL DISTRI	5/24/17	RETIREMENT DONATION	100.00
Totals for checks					100.00



<u>NUMBER</u>	<u>DATE</u>	<u>VENDOR</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
548308	06/15/2017	ACRES GROUP	AEI_0262469	FY 16-17 LANDSCAPE MAINTENANCE	2,182.80
548309	06/15/2017	ADA SPORTS	K-5094-2017	LN PE EQUIPMENT	270.00
548310	06/15/2017	ALARM DETECTION SYSTEMS	SI-463856	SECURITY ID BADGES	21.00
	06/15/2017		SI-463901	SECURITY ID BADGE	10.50
	06/15/2017		SI-463620	SEC ID BADGE	10.50
	06/15/2017		SI-463033	SEC ID BADGE	10.50
548311	06/15/2017	AMERICAN TAXI DISPATCH INC	170414	OOD TRANSPORTATION	660.00
548312	06/15/2017	APPLE COMPUTER INC	4439287959	TECH EQUIPMENT	477.00
	06/15/2017		4438325536	TECH EQUIPMENT	6,560.00
	06/15/2017		4438670967	TECH EQUIPMENT	4,017.00
	06/15/2017		4438670817	TECH EQUIPMENT	1,459.00
	06/15/2017		4438799663	TECH EQUIPMENT	2,678.00
548313	06/15/2017	ARAMARK UNIFORM SERVICES	5/18/17	TOWEL AND MAT RENTAL	4,500.00
548314	06/15/2017	ARLINGTON HEIGHTS SCHOOL DISTR	4/17 EC	EC SNACKS	634.00
	06/15/2017		4/17 FV KC	FV KC SNACKS	450.00
	06/15/2017		4/17 LP KC	LP KC SNACKS	346.00
	06/15/2017		4/17 WB KC	WB KC SNACKS	165.50
	06/15/2017		4/17 F & R	FREE/REDUCED LUNCHES	1,154.25
	06/15/2017		4/17 FS CS	FOOD SERVICE	17,782.28
548315	06/15/2017	BAILEY, KELLY	5/24/17	LN TRACK REIMBURSEMENT	230.88
548316	06/15/2017	BECKER'S SCHOOL SUPPLY	1467879-IN	EARLY CHILDHOOD MATERIALS	424.73
548317	06/15/2017	BFG PERFORMANCE SYSTEMS LLC	2110	PROF DEVELOP CLASSES	598.00
548318	06/15/2017	BLACK, CASSANDRA	5/31/17	TUITION REIMBURSE	5,000.00
548319	06/15/2017	BLICK ART MATERIALS	7726582	WB ART SUPP	136.95
548320	06/15/2017	BSN SPORTS	98999682	LN ATHLETIC SUPP	863.88
548321	06/15/2017	CAMCOR INC.	2420761	POSTER MAKER SUPP	72.00
	06/15/2017		2421154	LN LAMINATOR	1,806.00
	06/15/2017		2420653	DOCUMENT CAMERA	598.00
	06/15/2017		2420547	DOCUMENT CAMERA	299.00
548322	06/15/2017	CLIENTFIRST CONSULTING GROUP,	7663	E-RATE CONSULT	6,635.50
548323	06/15/2017	COMMUNICATION REVOLVING FUND	5/15/17	COMMUNICATION SERVICE FEE	75.00
548324	06/15/2017	CONSTELLATION NEW ENERGY	0039676305 L	LP GAS BILL	1,998.61
	06/15/2017		0039676305 F	FV GAS BILL	2,323.35
	06/15/2017		0039676305 L	LN 1 GAS BILL	1,768.69
	06/15/2017		0039676305 L	LN GAS BILL	1,469.21
	06/15/2017		0039676305 L	LN MB GAS BILL	98.51
	06/15/2017		0039676305 A	ADM BLDG GAS BILL	478.08
	06/15/2017		0039676305 W	WB GAS BILL	1,358.84
548325	06/15/2017	COVE SCHOOL	SD57-0417	OOD TUITION	9,316.08
548326	06/15/2017	DAILY HERALD - PADDOCK PUBLICA	7/22/17	PAPER SUBSCRIPTION	103.20
	06/15/2017		5/13/17	PUBLIC NOTIFICATIONS	48.60
548327	06/15/2017	DEFRANCO PLUMBING	22364	LN PLUMBING REPAIR	295.00
548328	06/15/2017	DEMCO INC	6126068	WB LRC SUPP	243.78
548329	06/15/2017	EBS HEALTHCARE	000050716	SCHOOL PSYCH	5,180.00
	06/15/2017		000057603	SCHOOL PSYCH	6,520.00
548330	06/15/2017	ECKWALL, JAMES	5/18/17 LN	LN PIANO TUNING	75.00
548331	06/15/2017	FOLLETT SCHOOL SOLUTIONS	574124F-2	LP LRC BOOKS	420.85
	06/15/2017		574124-3	LP LRC BOOKS	651.11
548332	06/15/2017	GENESIS TECHNOLOGIES	596103	LN TONER CARTRIDGES	1,587.99
	06/15/2017		595839 ADM	ADM PRINTING FEE	1,172.63
	06/15/2017		595839 FV	FV PRINTING FEE	1,125.82
	06/15/2017		595839 LN	LN PRINTING FEES	1,570.73
	06/15/2017		595839 LP	LP PRINTING FEES	1,294.48
	06/15/2017		595839 WB	WB PRINTING FEES	1,140.36
	06/15/2017		598010	LP STAPLE CARTRIDGE	889.44
548333	06/15/2017	GORR, MARY	5/30/17	TUITION REIMBURSE	5,000.00

NUMBER	DATE	VENDOR	INVOICE	DESCRIPTION	AMOUNT
548334	06/15/2017	GREEN ASSOCIATES INC	3017117	SITE RENOVATIONS	27,996.69
548335	06/15/2017	HEARTLAND BUSINESS SYSTEMS	HBS00544876	IT EQUIPMENT FOR ADM	2,886.45
	06/15/2017		HBS00545480	IT EQUIPMENT FOR ADM	249.16
	06/15/2017		HBS00545154	IT EQUIPMENT FOR ADM	264.06
548336	06/15/2017	HEINEMANN WORKSHOPS	6777569	ASSESSMENT SYSTEMS	1,707.20
548337	06/15/2017	HERFF JONES INC	002059778	LN GRAD GOWNS	3,857.00
	06/15/2017		002070298	LN GRAD MATERIALS	171.00
	06/15/2017		868529	2017 Diplomas	1,269.77
	06/15/2017		857666	2017 DIPLOMAS	1,068.42
548338	06/15/2017	HIRSCH, JULIE	5/16/17	CONT ED REIMBURSE	50.00
548339	06/15/2017	INTEGRATED SYSTEMS CORP	0685232	SYWARD HOSTING JUNE 2017	630.00
548340	06/15/2017	JONES SCHOOL SUPPLY	1495072	LN GRAD SUPP	353.85
548341	06/15/2017	LAKESHORE LEARNING MATERIALS	3515060517	S/L TEACHING MATERIALS	185.48
548342	06/15/2017	LANGUAGE LINE SERVICES, INC	4059118	TRANSLATION SERVICES	187.95
548343	06/15/2017	LOGIC LAWN CARE	16726	SPRING WEED CONTROL	2,700.00
	06/15/2017		16480	SUMMER AERATION	2,400.00
	06/15/2017		16727	FERTILIZATION	3,250.00
548344	06/15/2017	MACGILL & CO, WILLIAM V	IN0596331	ESY HEALTH SUPP	39.29
	06/15/2017		IN0595677	LN HEALTH SUPP	303.22
548345	06/15/2017	MOORE MEDICAL	99483309	AED PADS	217.81
548346	06/15/2017	MOUNT PROSPECT SD57 IMPREST A	5/29/17	REIMBURSE IMP FOR A DONATION	100.00
548347	06/15/2017	MOUNT PROSPECT SD57 ACTIVITY A	6/2/17	LN YR BOOK REIMBURSE	425.00
	06/15/2017		5/10/17	ACTIVITY ACCOUNT CORRECTION	4,144.35
548348	06/15/2017	NATIONAL INVESTIGATIONS INC	RI-17-334	RESIDENCY INVESTIG	75.00
548349	06/15/2017	NCS PEARSON, INC	11161877	COGMED SITE LICENSE	1,500.00
548350	06/15/2017	NEXTERA ENERGY (FKA AMEREN)	242498261726	LP ELECTRIC BILL	4,423.07
	06/15/2017		242498261726	FV ELECTRIC BILL	5,250.90
	06/15/2017		242498261726	LN ELECTRIC BILL	5,046.44
	06/15/2017		242498261726	WB ELECTRIC BILL	3,299.35
	06/15/2017		244386264788	LP ELECTRIC BILL	5,314.81
	06/15/2017		244386264788	FV ELECTRIC BILL	6,804.71
	06/15/2017		244386264788	LN ELECTRIC BILL	6,448.78
	06/15/2017		244386264788	WB ELECTRIC BILL	3,428.80
548351	06/15/2017	NICHOLAS & ASSOCIATES	5250-2	CONSTRUCTION MANAGEMENT	16,496.00
	06/15/2017		5275	CONTRACTOR PAYMENTS	9,000.00
	06/15/2017		5274	WB SURVEYING	1,120.00
548352	06/15/2017	NORTHWEST SUBURBAN SPECIAL EDU	1803	PAROCHIAL SLP	52,858.00
	06/15/2017		1811	OOD TRANSPORTATION	3,824.78
548353	06/15/2017	NORTHWEST TOWN REFRIGERATION	SI2038441	ADM HVAC REPAIR	332.00
	06/15/2017		SI2038835	LN HVAC REPAIR	1,249.00
	06/15/2017		SI2035323	LN HVAC REPAIR	2,342.29
	06/15/2017		SI2038234	WB HVAC REPAIR	964.00
	06/15/2017		SI2038011	LP HVAC REPAIR	352.00
	06/15/2017		SI2038010	WB HVAC REPAIR	828.00
548354	06/15/2017	OMNI GROUP	1706-7202	403 (B) ADMINISTRATION	185.00
548355	06/15/2017	ORIENTAL TRADING CO INC	683902877-01	WB LEARNING MATERIALS	299.40
	06/15/2017		683760312-01	WB READING AWARDS	532.22
548356	06/15/2017	PARKER, SETH	5/24/17	TRACK REIMBURSE	202.63
548357	06/15/2017	PF PETTIBONE	172163	BOARD MINUTES SUPPLIES	194.90
548358	06/15/2017	PHONAK, INC	5155583903	SERVICE PLAN	157.50
548359	06/15/2017	PITNEY BOWES SUPPLY LINE	1004016902	ADM POSTAGE METER SUPP	128.48
548360	06/15/2017	PRESCENCE MERCY MEDICAL CENTER	871	HOSPITAL TUTORNG	300.00
548361	06/15/2017	PRINT TURNAROUND	38252	REPORT CARDS/ENVELOPES	1,951.00
548362	06/15/2017	PROSPECT ELECTRIC CO.	35890505	LP ELECTRICAL REPAIR	93.25
	06/15/2017		35890330	LN ELECTRICAL REPAIR	135.25
	06/15/2017		35890410	WB ELECTRICAL REPAIR	93.25

NUMBER	DATE	VENDOR	INVOICE	DESCRIPTION	AMOUNT
548362	06/15/2017	PROSPECT ELECTRIC CO.	35890329	WB ELECTRICAL REPAIR	110.16
548363	06/15/2017	RUSSO POWER EQUIPMENT	4089063	LN TRACTOR REPAIR	883.68
548364	06/15/2017	SABATELLO TREE CARE	11181	WB TREE WORK	500.00
548365	06/15/2017	SCHOOL SPECIALTY	208118267618	LP INSTRUCTIONAL MATERIALS	454.10
	06/15/2017		208118257109	FV OFFICE SUPP/MATERIALS	292.26
	06/15/2017		208118248725	LN CLASSROOM SUPP	31.27
548366	06/15/2017	THE SCOPE SHOPPE, INC	199901	LN MICROSCOPE REPAIR	600.00
548367	06/15/2017	SHIFFLER EQUIPMENT SALES INC	1711505500	LP ART RM STOOLS	488.13
548368	06/15/2017	SOUND INCORPORATED	D1321990	LP INTERCOM REPAIR	171.00
548369	06/15/2017	SOUTH SIDE CONTROL SUPPLY CO	S100388428.0	WB HVAC PARTS	19.23
	06/15/2017		S100390455.0	ADM BLDG HVAC PARTS	85.62
	06/15/2017		S100389367.0	WB HVAC PARTS	55.65
	06/15/2017		S100389379.0	WB HVAC PARTS	365.35
	06/15/2017		S100389190.0	LN HVAC PARTS	269.17
548370	06/15/2017	SPORTIME SCHOOL SPECIALTY	208118229778	LP PE EQUIPMENT	408.50
548371	06/15/2017	SUPER DUPER INCORPORATED	2256526A	LN CLASSROOM SUPP	24.45
548372	06/15/2017	SWEETWATER SOUND	4184593	WB IT PARTS UPGRADE	491.25
548373	06/15/2017	TOP SHELF TECHNOLOGY	2017653	LN AUDIO REPAIR	350.00
548374	06/15/2017	TRINITY3 TECHNOLOGY	28825	CHROME BOOK CARTS	24,017.00
548375	06/15/2017	UNITED RENTAL (FKA RSC RENTAL)	145927909-00	LN SKYJACK REPAIR	268.00
548376	06/15/2017	VILLAGE OF MOUNT PROSPECT-F	2017-0024000	VEHICLE GAS BILL APRIL 2017	185.36
548377	06/15/2017	WAREHOUSE DIRECT	3493723-0	LN CUSTODIAL SUPP	4,104.34
	06/15/2017		3492063	EL ESY SUPP	124.86
	06/15/2017		C3493723-0	CREDIT/RETURN	-260.50
	06/15/2017		3493830-0	LN CUSTODIAL SUPP	1,800.62
	06/15/2017		3487530-0	LN OFFICE SUPP	60.12
	06/15/2017		3464475-0	HR SUPPLIES	77.96
	06/15/2017		3475540-0	LN CLASS ROOM SUPP	55.64
	06/15/2017		3487535-0	LN CARDSTOCK REPLACEMENT	891.02
	06/15/2017		3480340-0	LP CUSTODIAL SUPP	1,823.75
	06/15/2017		3480523-0	FV CLASS SUPP	49.14
	06/15/2017		3474406-0	WB CUSTODIAL SUPP	155.22
	06/15/2017		3476632-0	FV OFFICE SUPP	276.92
	06/15/2017		3469642-0	LN OFFICE SUPP	45.56
	06/15/2017		3466345-0	LN IT SUPP	82.18
	06/15/2017		C3469725-0	WB CREDIT/RETURN	-29.62
	06/15/2017		3471961-1	ADM BLDG CUPS	45.92
	06/15/2017		3484281-0	WB CUSTODIAL SUPP	73.06
	06/15/2017		3486403-0	FV OFFICE SUPP	440.22
	06/15/2017		3484095-0	FV CLASSROOM SUPP	225.06
	06/15/2017		3487506-0	DELIVERY FEE	25.00
	06/15/2017		3490252-0	LP INSTRUCTIONAL SUPP	1,903.53

Totals for checks 337,986.32

<u>NUMBER</u>	<u>DATE</u>	<u>VENDOR</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
548378	06/15/2017	ASSETWORKS INC	MA17-183 FY1	ASSET SOFTWARE	1,600.00
548379	06/15/2017	CAREER CRUISING	C1028965 FY1	CAREER SOFTWARE	1,500.00
548380	06/15/2017	CLM GROUP, INC	30620 FY 17	MEALTIME HOSTING FOR FY17-18	549.00
548381	06/15/2017	FORECAST 5 ANALYTICS	INV02912 FY1	FINANCIAL SOFTWARE SUPPORT	12,500.00
548382	06/15/2017	FRONTLINE TECHNOLOGIES	INVUS6731124	AESOP SOFTWARE	7,426.92
548383	06/15/2017	GENESIS TECHNOLOGIES, INC	20717400 FY1	COPIER LEASES	2,299.17
548384	06/15/2017	INFINITE COHESION	5946 FY17	IT HOSTING, SUPPORT/MAINTENANCE	6,540.00
548385	06/15/2017	PROJECT LEAD THE WAY, INC	95007 FY17-1	LN INSTRUCTION SOFTWARE	750.00
548386	06/15/2017	SANDNER GROUP	351034 FY17-	TREASURER'S BOND	2,965.00
Totals for checks					36,130.09

# MOUNT PROSPECT SCHOOL DISTRICT 57

## RESOLUTION NUMBER 170615A

### PREVAILING WAGE

WHEREAS, the State of Illinois has enacted the Prevailing Wage Act, 820 ILCS 130/0.01 et. seq., and

WHEREAS, the aforesaid Act requires that the Board of Education of Mount Prospect School District 57, investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said Mount Prospect School District 57 employed in performing construction of public works, for said Board of Education, and

WHEREAS, the Board of Education has investigated and ascertained from the Illinois Department of Labor Conciliation and Mediation Service Prevailing Wages for Construction Trades for the County of Cook, as posted on the Illinois Department of Labor website (<http://www.illinois.gov/idol>) as of June 1, 2017.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF MOUNT PROSPECT SCHOOL DISTRICT 57:

SECTION 1: To the extent and as required by the Prevailing Wage Act, the Prevailing Wage Rates are ascertained to be the same as the prevailing rate of wages for construction work in the Cook County area as determined by the Department of Labor of the State of Illinois as of last posted rates and as amended from time to time. Any and all revisions of the prevailing rate of wages by the Department of Labor which take effect after District 57's investigation and ascertainment of the rate of wages as of June 1, 2017 shall apply to any and all public works construction undertaken by District 57. Any and all such revisions will be made available on the Illinois Department of Labor's website (<http://www.illinois.gov/idol>). The definition of any terms appearing in this Ordinance which are also used in aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the Mount Prospect School District 57 to the extent required by the Prevailing Wage Act.

SECTION 3: The Mount Prospect School District 57 Board Secretary shall make available for inspection by any interested party in the main office of District 57 this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages that are in effect shall be attached to all contract specifications.

SECTION 4: The Board Secretary shall mail a copy of this determination to any employer, and to any persons or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The Business Office shall promptly file a certified copy of this Resolution with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

**RESOLUTION – PREVAILING WAGE**

Page 2

SECTION 6: The Business Office shall cause to be published in a newspaper of general circulation within the area a copy of this Resolution, and such publication shall constitute notice that the determination is effective and this is the determination of this public body.

Passed this 15 day of June, 2017.

APPROVED:

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Joe Sonnefeldt  
President, Board of Education  
Mount Prospect School District 57  
Cook County, Illinois

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Virginia Webster  
Secretary, Board of Education  
Mount Prospect School District 57  
Cook County, Illinois

## CERTIFICATE

To All To Whom These Presents Shall Come, Greeting:

I, Virginia Webster, Secretary Board of Education, do hereby certify that the attached is a true and correct copy of the Ordinance/Resolution Number 170615 adopted by Mount Prospect School District 57 Board of Education on June 15, 2017.

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Virginia Webster  
Secretary, Board of Education  
Mount Prospect School District 57  
Cook County, Illinois

# **MOUNT PROSPECT SCHOOL DISTRICT 57**

## **Resolution Number 170615B**

### **Budget and Interest Transfer to Municipal Retirement/Social Security Fund**

Whereas, School District 57, Cook County, Illinois has established a Working Cash Fund, and

Whereas, the balance of the Working Cash Fund has been invested insofar as possible, and

Whereas, interest was earned during the 2017 fiscal year, and

Whereas, it is permissible to transfer interest from the Working Cash Fund to the Municipal Retirement/Social Security Fund, without repayment to the Working Cash Fund according to the Illinois School Code;

It Is Now And Hereby Resolved That the school Treasurer be directed to transfer the amounts of interest earned in the Working Cash Fund through June 30, 2017, determined by audit after the close of the 2017 fiscal year, from the Working Cash Fund to the Municipal Retirement/Social Security Fund.

Passed this 15 day of June, 2017.

APPROVED

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Joe Sonnefeldt  
President, Board of Education  
Mount Prospect School District 57  
Cook County, Illinois

ATTEST

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Virginia Webster  
Secretary, Board of Education  
Mount Prospect School District 57  
Cook County, Illinois



**MOUNT PROSPECT SCHOOL DISTRICT 57**  
**RESOLUTION 170615C**  
**APPOINTMENT OF SCHOOL TREASURER**

WHEREAS in accordance with Section 5/8-1(c) of the *Illinois School Code*, the Board is required to appoint a School Treasurer for each fiscal year,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of Mount Prospect School District 57, Cook County, Illinois, as follows:

Section 1. The Board incorporates the foregoing paragraphs of this Resolution as if set forth fully herein.

Section 2. The Board hereby appoints Assistant Superintendent for Finance and Operations, Adam Parisi, as School Treasurer, effective July 1, 2017.

Section 3. This Resolution shall be in full force and effect upon its passage.

Adopted this 15 day of June, 2017.

BY: \_\_\_\_\_  
Joe Sonnefeldt  
President, Board of Education

ATTEST:

BY: \_\_\_\_\_  
Virginia Webster  
Secretary, Board of Education



**ADMINISTRATION BUILDING**

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701 West Gregory Street - Mount Prospect, Illinois 60056  
P (847) 394-7300 | F (847) 394-7311 | [www.d57.org](http://www.d57.org)

June 15, 2017

**BOARD RECOMMENDATION**

**On Recommendation by the Superintendent:**

That the Board approve the Special Education Workload Plan

**Background**

See attached.



## Workload Plan for Special Educators Mount Prospect School District 57

**Introduction:** Pursuant to administrative regulations promulgated by the Illinois State Board of Education (23 Illinois Administrative Code 226.735), all school districts are required to adopt a workload plan for special educators. This plan establishes guidance on the workload of special educators so that all the services on a student's individual education program (IEP) can be provided at the level specified by the IEP.

The following document contains the proposed Workload Plan for Mount Prospect District 57. The plan is based on five components of special educators' responsibilities: Individualized Instruction, Consultative Services and Other Collaborations, Attendance at IEP Meetings and Staff Conferences, Paperwork and Reporting, and Crisis Management. Consideration of these five components in combination will be used when determining a special educator's workload.

**Purpose:** The purpose of the Workload Plan is to make recommendations on the workload of the special educators employed in District 57. The plan is intended for administration, certified and licensed special education staff members, and representatives from the bargaining unit to be able to examine the factors contributing to the workload of special educators. The plan is meant to examine all areas affecting each special educator's workload. It is not intended to quantify the components of workload nor is it intended to be contractual in nature or otherwise rigid in its application. The Workload Plan provides a framework to meet the challenges associated with the ever-changing IEP needs of students.

**Participants:** This plan was developed by Mount Prospect District 57, in cooperation with the District's affected employees, by means of a collaborative committee comprised of the following individuals:

Cassie Black	Dan Ophus
Dana Elliott	Kathleen Schafer
Laurie Feinstein	Sara Tyburski
Jean Morris	Cheryl Tyrcha
Colleen Novak	Susan Woodrow

**Workload Analysis:** The plan is based upon an analysis of the activities for which Mount Prospect District 57 special educators are responsible. Each category considered defines the activity and specifies data collected. Limits specifying special educators' workload are determined on an annual basis taking into consideration data collected in the five components of the Workload Plan. If it is determined that adjustments in staffing are to be recommended, such recommendations shall be indicated for consideration by the District 57 administration and Board of Education.

Special educators may request a meeting with the building principal to review their existing workload. The special educator will be responsible for collecting data in each of the five components to discuss with the building principal. The administrator and special educator will determine options and strategies to address the workload concern. Recommendations will be made to the Director of Student Services to address workload limits and/or concerns.

**INDIVIDUALIZED INSTRUCTION**

Individualized instruction is the amount of instructional services needed to meet the unique needs of each student and/or the unique instructional delivery system in each special education program. The amount of direct service minutes delineated on each student’s IEP is taken into account as well as the intensity of services needed or the severity of the student’s disability as delineated on each student’s IEP. Individualized instruction is based on data-based decisions and student responses to accommodations, instruction and modifications.

The workload plan analysis for Individualized Instruction includes data collected on special educators employed by the Board. Special educators are certified/licensed staff and Educational Support Personnel which include but are not limited to: certified special education teachers, school psychologists, social workers, speech and language pathologists, adapted P.E. teachers, occupational therapists and physical therapists.

Data collection includes direct IEP minutes, amount of instruction delivered to general education students, class size, individual and master schedules, and service delivery models. Service delivery models include services in the general and special education classrooms. Intensity of services is determined by the number of related services assigned to a student and the number of disability categories a student meets and the percentage of time the student receives special education services. The district is committed to complying with the class size (number of students in special education classroom during any particular academic instructional period) limits set forth in Illinois Administrative Code 23, Section 226.730, “Class Size for 2009-2010 and Beyond.”

**SECTION 226.730 CLASS SIZE LIMITS FOR 2009-2010 AND BEYOND**

<i>Percentage of School Day Students Receive Services</i>	<i>Class Size Limit- Teacher Only</i>	<i>Class Size Limit with an Instructional Assistant</i>
All students receiving services for 20% of school day or less	15	17
Any student receiving services for more than 21% but less than 60% of school day	10	15
Any student receiving services for more than 61% of school day	8	13
Early Childhood Education	5	10

The Illinois Administrative Code 23, Section 226.735 (c) states that the number of students served by a speech-language pathologist shall be based on the speech-language needs of each student. The other provisions of this Section notwithstanding, at no time shall the caseload of a speech-language pathologist exceed 60 students.

### **CONSULTATIVE SERVICES AND OTHER COLLABORATIONS**

Consultative services reflect the amount of minutes delineated for a special educator to consult with parents, provide providers, teachers, or other service providers to effectively deliver the student's IEP. This includes, but is not limited to, team meetings, internal problem-solving meetings, modeling instruction and training team members, instructional service modifications and accommodations in general education, and student observations.

The workload plan analysis for Consultative Services and Other Collaborations shall include data collected on special educators employed by the Board. Data collection will include IEP consult minutes, IEP Supplementary Aids and Services, team meetings, internal problem-solving meetings, parent communication, communication and collaboration with private providers, modeling and training, material modifications/adaptations, and professional development.

### **ATTENDANCE AT IEP MEETINGS AND STAFF CONFERENCES**

District 57 special education staff members are required to participate in student IEP meetings including annual reviews, 3-year reevaluations, transition plans, domain meetings, IEP review/revision meetings for students assigned as part of a special educator's caseload and formal problem-solving meetings for students who do not have an IEP. Staff and parent conferences pertaining to the planning of special education services and/or the review/analysis of data driving student interventions are considered as part of the workload time analysis for special educators.

The workload plan analysis for Attendance at IEP meetings and Staff Conferences shall be collected by special educators employed by the Board. Data collection will include the number and typical length of time for IEP meetings. IEP meetings are defined as any meeting reviewing and discussing special education services. These include, but are not limited to, annual reviews, 3-year reevaluations, transition meetings, domain meetings, and IEP review/revision meetings. Additionally, the number and typical length and time for problem-solving meetings will also be considered.

### **PAPERWORK AND REPORTING**

The collection and compilation of information required to complete each individual student's IEP and evaluations is considered as part of a special educator's workload. The amount of time needed to complete paperwork is not a part of specific time delineated for individualized instruction. The IEP is an essential part of each student's instructional program and is mandated by federal law and state regulations. A distinction must be made between required administrative paperwork and reports as part of the general education requirements and those unique to the workload of special educators.

The workload plan analysis for Paperwork and Reporting is collected by special educators employed by the Board. Data collection will include the typical amount of time required to complete a student's IEP and/or evaluation report throughout the school year and/or any additional required reporting for special educators such as progress monitoring and goal updates.

### **CRISIS MANAGEMENT**

Crisis management reflects the amount of time distracted from instruction or completing any of the other workload components due to managing crisis situations and should be considered as part of a special educator's workload. Functional Behavioral Assessments (FBA) and Behavior Intervention Plans (BIP) are required IEP components for any student needing behavior interventions. Time to collect data for the FBA and then develop a BIP should be considered when determining workload. In addition, attention should be given to the amount of time needed to collaborate, problem solve, manage a student in crisis, deescalate, and then debrief as a team.

The workload plan analysis for Crisis Management shall be collected by special educators employed by the Board. Data collection will include the amount of time needed to develop FBAs and BIPs, time needed for meetings to address significant behavior, time distracted from the other four components of this plan, and time needed to manage a crisis.

**IERLA**

**Compliance:** A copy of this plan shall be provided to any existing District labor organizations for determination as to whether the adoption of this plan implicates any bargaining obligations pursuant to the Illinois Education Labor Relations Act (IELRA).

**ADOPTION:** This plan is approved for adoption by the Mount Prospect District 57 Board of Education on June 15, 2017.  
Date

\_\_\_\_\_  
President Date

\_\_\_\_\_  
Secretary Date

**Mount Prospect School District 57**  
**Office of the Assistant Superintendent for Finance and Operations**

**TO:** Dr. Elaine Aumiller, Superintendent

**FROM:** Adam Parisi, Assistant Superintendent for Finance and Operations

**DATE:** June 15, 2017

**RE:** 457(b) Deferred Compensation Plan

**EXECUTIVE SUMMARY:**

In 2011, the school district adopted a 457(b) plan as a retirement vehicle for employees. A decision was made at the time to have one single provider, Lincoln Investment Planning, as the sole investment option for employees. In light of recent lawsuits filed against universities, it is now time to consider changing the options offered.

**BACKGROUND AND RATIONALE:**

The district has been offering a 403(b) plan and a 457(b) plan to its employees for several years. However, Lincoln Investment Planning has been the only option on the 457(b) side. As the subject of fiduciary liability continues, it is in the best interest of the school district to expand the options and allow employees to invest in companies other than Lincoln if they choose. Lincoln will still be an approved vendor, but other vendors will be included similarly to what is offered on the 403(b) side.

Several universities (most infamously Duke University) have recently had lawsuits filed against them for not exercising reasonable care in looking after their employees' assets. Some local business officials and attorneys feel it is only a matter of time before possible legal action may be taken against K-12 public school districts. Allowing more vendors to provide investment options to employees will protect the school district's interests.

OMNI has agreed to waive the initial costs to process these investments as the district's third party administrator for the 457(b) plans. If more employees decide to contribute to 457(b) plans, the cost will be similar to the structure of the 403(b) plans which OMNI is currently the TPA.

**RECOMMENDED BOARD ACTION:**

That the Board of Education appoint OMNI as the third party administrator of the 457(b) plan.

## SERVICES AGREEMENT

This services agreement is entered into on \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_, [address] \_\_\_\_\_ (“Employer”), and The OMNI Financial Group, Inc., Water Tower Office Park, 1099 Jay Street, Bldg F, Rochester, New York 14611, (“OMNI”).

WHEREAS, Employer sponsors certain retirement plans as specified in the attached Schedule (Plan) and whereas OMNI provides administration services for such plans, the parties agree for Omni to act as third party administrator for the Plan in accordance with the following provisions.

### 1. OMNI'S SERVICES

- a) Assistance and training necessary to implement OMNI's services for the Plan.
- b) An OMNI compliance specialist and remittance specialist designated to personally service the Plan.
- c) Call center services to address any plan inquiries.
- d) Plan contribution limit calculation and monitoring.
- e) Maintain records of all transactions processed by OMNI and any records of data preceding OMNI's services as provided by the Employer.
- f) Ensure that all information received by OMNI in performing its services hereunder is used for plan administrative purposes only and is otherwise treated as confidential information.
- g) Provide forms necessary for participants to contribute to the Plan such as the OMNI Salary Reduction Agreement (“SRA”) form and plan transaction forms.
- h) Receive SRA's online, via e-mail, fax or mail. OMNI shall communicate plan contribution changes by secure e-mail to Employer's payroll department.
- i) Maintain a distribution account for plan contributions. In no event shall the distribution account funds be commingled with any of OMNI's other accounts, operational or otherwise.
- j) Serve as the common remitter for the Plan and promptly remit all funds to the employee's selected investment provider, according to the timetable set forth in the attached Schedule.
- k) Process all plan transactions such as age/severance/disability/death distributions, contract exchanges, transfers, loans, hardship withdrawals, service credit transfers, rollover contributions and QDRO's provided that Employer has begun to remit, and OMNI has in its possession, all necessary documents such as Employer's written Plan. The Services do not include processing loan repayments through OMNI.
- l) Provide Employer with yearly contribution limits for all contributing employees, including all applicable catch-up provisions.
- m) Verify that investment accounts are ready to receive contributions prior to communicating a contribution change to the Employer.
- n) Enter into Information Sharing Agreements with Investment Providers on behalf of Employer.
- o) Provide a Plan document, and provide amendments to the Plan pursuant to Employer's request or changes in law during the term of this Agreement.
- p) Notify Employer of Federal laws that affect the Employer's Plan.
- q) Manage IRS audits of the Employer's Plan.
- r) Insurance, and Crime Policy:
  - i. Provide and pay the full premiums for errors and omissions insurance coverage issued by a carrier authorized to provide such coverage in the State in which the services are to be performed, insuring against claims made, resulting or emanating from the Services that OMNI is providing the Employer pursuant to this agreement with a limit to \$5,000,000 per claim made, \$5,000,000 in aggregate.
  - ii. OMNI shall also provide and pay the full premiums on a crime policy in the amount of \$10,000,000 by a carrier licensed to issue such policies in the State in which the services are to be performed, covering OMNI's financial and distribution accounts for employee theft, forgery or alteration, and fund transfer fraud. Upon request Employer shall be named as a Loss Payee under said policy.
- s) When necessary, issue Federal tax 1099-R Form(s) for plan participants with respect to plan distributions that do not qualify for deferred tax treatment.
- t) Provide ongoing assistance, guidance, and information to Employers, their officials/administrators, Employees, Union representatives or investment providers with respect to the Plan, contributions, transactions, documents or any other related issues.



## 2. EMPLOYER'S OBLIGATIONS, ACKNOWLEDGEMENTS, REPRESENTATIONS

- a) Transfer plan contribution funds via ACH or wire to OMNI's distribution account for distribution to the employee's selected investment provider.
- b) Establish a secure email account with OMNI enabling OMNI to securely transmit confidential data necessary to perform its obligations under this agreement.
- c) Provide OMNI with information relevant to the Plan necessary for OMNI to fulfill its obligations under this Agreement such as employees' dates of severance, disability or start dates.
- d) Select the plan's investment providers from the list of investment providers having an information sharing agreement with OMNI.
- e) Employer is responsible for the proper characterization of any Employer non-elective contributions.
- f) Employer is responsible for any other agreement it has relevant to the Plan, such as collective bargaining agreements or agreements directly with the Plan's investment providers.
- g) Employer shall inform Omni of any other benefit plans that may affect the administration and proper compliance of the Employer's Plan.
- h) Employer shall distribute yearly a notice of its plan to all eligible employees for 403(b) universal availability purposes. OMNI shall provide employer with a form for this purpose.
- i) If the Employer fails to comply with any of its obligations, OMNI shall not be liable for any ensuing plan compliance failures and/or errors, omissions, in contract or in tort, or any other matters directly or indirectly arising out of, connected with, or related to the Employer's failures and/or errors. Accordingly, the indemnifications set forth herein will not be applicable.
- j) OMNI's role is to be the Employer's third party administrator of its Plan, and ensure compliance with the U.S. Tax Code and related regulations. OMNI does not intend to replace the Employer's legal counsel, or tax professional, and OMNI's Services under this Agreement do not include legal or tax advice, and that no analysis and/or recommendation made by any employee, agent, officer, or director of OMNI, in fulfilling OMNI's obligations under this Agreement, shall be so construed. Further, Employer understands and acknowledges that OMNI has advised the Employer to consult with Employer's own legal counsel or tax professional with respect to the Employer's Plan, or any related operational concerns, or other agreement(s) in place such as collective bargaining agreement(s).
- k) OMNI shall hold Employer remitted funds without an existing account to be applied to, for only a reasonable period of time or until an account where such funds can be applied to is established, whichever may be sooner. In no event shall OMNI hold any such funds for more than forty five ("45") days from the date of receipt. Accordingly, OMNI will return any such funds promptly to Employer.

## 3. INDEMNIFICATIONS

- a) Subject to the limitations set forth herein OMNI and Employer, each agree to the extent permitted by applicable law, to indemnify and hold the other party harmless against any and all liabilities, losses, costs or expenses (including reasonable legal fees and expenses) of whatsoever kind and nature which may be imposed on, incurred by or asserted against the other party at any time to the extent such liability, loss or expense results from the indemnifying party's negligence, breach of the terms hereof, or willful misconduct under this Agreement. Except as specifically provided otherwise in the preceding sentence, and to the extent permitted by applicable law, Employer shall indemnify and hold OMNI harmless against any and all liabilities, losses, costs or expenses (including reasonable legal fees and expenses) of whatsoever kind and nature which may be imposed on, incurred by or asserted against OMNI at any time in connection with OMNI's having acted upon the directions of Employer hereunder, or OMNI's having failed to act as a result of the absence of Employer directions.
- b) OMNI's duties and liability, if any, to indemnify Employer will become effective when the following conditions are met: OMNI has completed in a timely manner its compliance review of the Employer's Plan; the Employer has implemented all relevant recommendations made by OMNI; and, OMNI has established the distribution account described in the Agreement and has commenced making distributions therefrom.
- c) The indemnifying party shall have sole control of the defense and settlement of such claims and is not responsible for any settlement that it does not approve in writing; and the indemnitee renders all assistance required.
- d) The party seeking to be indemnified agrees to notify the indemnifying party of a claim within a reasonable time period. All notices shall comply with the notice requirements set forth herein.

#### 4. TERM and TERMINATION

This Agreement shall continue until terminated. Either party may terminate this Agreement by giving the other no less than thirty (30) days written notice prior to termination, in which case this Agreement shall terminate on the effective date specified in such notice. Either party may cancel this Agreement immediately, in whole or in part, for material default, material breach, insolvency, bankruptcy, and inability to pay debts, or similar financial circumstances by the other. In the event of any such termination, OMNI shall invoice the Employer for any amounts due and payable for Services rendered to Employer prior to the effective date of termination and Employer shall pay such invoice within ten (10) days of Employer's receipt thereof. Upon payment of such invoice, OMNI shall deliver to Employer all work completed up to the effective date of such termination and neither party shall have any further obligation or liability to the other.

#### 5. GENERAL

- a) Entire Agreement and Amendment. This Agreement, together with any schedules, and exhibits attached hereto, contains the complete and exclusive understanding and agreement of the parties with respect to its subject matter and supersedes, merges, and replaces all prior writings, discussions and understandings relating to such subject matter. This Agreement may only be amended by a written agreement and signed by authorized representatives of both parties.
- b) Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of New York. The Parties hereby consent to the exclusive jurisdiction of any State or Federal court located in Monroe County, New York.
- c) Force Majeure. Neither party shall be responsible to the other party for any loss, damage, compliance error or expense caused by its failure to perform any duty or obligation under this Agreement which is due to causes beyond its control, such as an act of God, fire, flood, explosion, war, insurrection, riot, vandalism, terrorism, strike, power failure, interruption or loss of telephone/telecommunication services, or governmental act of regulation.
- d) Severability. If any term or provision of this Agreement is found to be invalid or unenforceable for any reason, it shall be adjusted rather than avoided, if possible, so as best to accomplish the objective of the parties to the extent possible. In any event, the remaining terms and provisions shall be deemed valid and enforceable. It is expressly understood and agreed that each provision of this Agreement providing for a limitation of liability disclaimer or limitation of warranties, or exclusion of damages is intended by the parties to be severable and independent of any other provisions and to be enforced as such.
- e) Assignment. This Agreement shall be binding on the parties and on their successors and assigns. Except as expressly provided herein, neither party shall transfer, assign or subcontract any right or obligation hereunder without the prior written consent of the other party, which consent shall not be unreasonably withheld.
- f) Waiver. The failure of either party any time to require performance by the other party of any provision hereof shall not affect in any way the full right to require such performance at any time thereafter; nor shall the waiver by either party of a breach of any provision hereof be taken or held to be a waiver of the provision itself.
- g) Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, but which together shall constitute a single instrument.
- h) Notices. All notices relating to this Agreement shall be in writing, signed by the party providing such notice and shall be delivered by Personal delivery, fax, or certified U.S. Mail, return receipt requested. Notices shall be sent to the address of the other party as set forth above, or such other address as either party may specify in the future.

IN WITNESS WHEREOF, the parties have signed this Agreement as of the date or dates written below.

**EMPLOYER:**

**OMNI FINANCIAL GROUP, INC.:**

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

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

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

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

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